



# ILCHIP

# TRAINING

# MANUAL

## INTRODUCTION

Masonry has long held a commitment to children and families. A parent's worst nightmare is the disappearance of a child. In today's society with over one million children being reported missing each year, the problem cannot be ignored. ILCHIP is designed to give families a measure of protection against this ever increasing problem.

ILCHIP is one of the most comprehensive child identification programs currently available to our communities. Working together, the Illinois Freemason and the Illinois State Police Amber Alert are attempting to make this program available to every Illinois family who wishes to participate. Through the benevolence of The Grand Lodge of Illinois and other sponsoring organizations this service is brought free of charge to the participants.

The program consists of four major components: 1) still photo, 2) a brief videotaped interview, 3) fingerprinting, and 4) DNA sample. The still photo, ~~and~~ interview, and other basic ID information will be burned to a CD. The CD is a recovery tool that quickly provides law enforcement authorities tools to look for and identify a missing child. Fingerprints and DNA are used to verify identification if needs ever requires such. The entire ICHHIP identification package provides a most powerful identification and recovery tool.

ILCHIP also provides Masons with the opportunity to bring before their communities, by example, the principles of their craft. By increasing awareness of what Masonry means and what Masons do, we promote the public image of our Fraternity. In this way we strengthen our ability to grow and provide even more good to our communities and to those whom we so dearly love, our families. Through our example it is our aim that others too will become stronger in their desire to make our communities better places in which to live.

To be successful, ILCHIP must be uniform in presentation and consistently available throughout the state of Illinois. All Masons are encouraged to support their lodges and other community groups in this project. There are many opportunities in the schools, at community functions, and at specific ILCHIP oriented events to make this service available to the communities.

This Manual is designed to establish protocols to make our program uniform and available throughout the state. All persons involved in organizing an ILCHIP event should be intimately familiar with the information contained in the protocols.

We thank you for your interest in ILCHIP and your efforts in promoting this excellent community service program throughout Illinois.

# ORGANIZATION CHART

## ILCHIP COMMITTEE

Annually, the Grand Masters of the Grand Lodge of Illinois appoints a ILCHIP Committee consisting of a Chairperson and Committee Members from various locations throughout the state. The ILCHIP Committee performs the following functions:

- Maintain and develop ILCHIP protocols.
- Purchase and provide equipment needed for the ILCHIP program.
- Develop, purchase and distribute inventory items for ID events.
- Certify instructors as qualified to supervised ID events.
- Maintains a website with ILCHIP materials and calendar of ID events.
- Maintain records and statistical information about the ILCHIP program.

ILCHIP is an evolving program and is open to your suggestions. Any suggestions for changes or enhancements of ILCHIP should be forwarded to the ILCHIP C ommittee c/o Grand Lodge of Illinois at 1-217-529-8900 or by email to [grsecy@afam-il.org](mailto:grsecy@afam-il.org).

## AREA COORDINATORS:

The Grand Lodges appoint area coordinators who in their respective areas perform the following functions:

- Encourage, train, and recommend approval of ILCHIP instructors.
- Perform continuing training for instructors.
- Assign an instructor for every ILCHIP event
- Promote and encourage ILCHIP events.
- Assure compliance with ILCHIP protocols.

## ILCHIP INSTRUCTORS:

At the recommendatdion of Area Coordinator, the ILCHIP Committee certifies ILCHIP instructions. Instructors perform the following functions:

- Help organize and supervise no less than 4 ILCHIP events a year.
- Work with a Local CHIP Committees to organize an ID Event.
- Train, approve and supervise local event volunteers.
- Recommend and encourage select volunteers to become Instructors.

## LOCAL CHIP EVENT COMMITTEE

With the help of an Instructor assigned by the Area Coordinators, the local committee will perform the following functions:

- Seek out and identify an event where parents and children are together.
- Select a ID Event date and location. Location must be checked and found suitable.
- Complete a NOTICE OF EVENT FORM allowing Grand Lodge ship event supplies and place the event on the ILCHIP Calendar on the Grand Lodge Webside.
- Recruit event volunteer and work with the instructor to train volunteers as requited.
- Publicize event.
- Obtain supplies not provided by Grand Lodge
- Conduct ILCHIP event.
- Perform post event publicity and with the instructor complete a POST EVENT FORM.

# TYPES OF CHIP EVENTS

IL CHIP events can be 1 of 4 different types.

- A) Community Event with ILCHIP Participation
- B) Special School Events
- C) Classroom School Event
- D) Stand Alone Event

## A) Community Event with ILCHIP Participation

The history of ILCHIP events has clearly illustrated that ILCHIP are most successful when made a part of a community event where parents and children are already planning to be in attendance. Community events, without limitation, include: fairs, festivals, parades, carnivals, scouting events, church socials, library events, police safety events etc. It is difficult for pre event publicity to successfully convince a parent and children to use their precious weekend or evening time to come to a stand along IL CHIP event. It is best for us to go where parents and children already will be in attendance. Pre Event publicity is still needed at a community event to advise people that this is a safe event and that they will get a quality child identification package with use of only a few minutes of their time.

ILCHIP events can be put on as a part of a commercial event sponsored by a private for profit business. Contact your instructor well ahead of time so that he can be assured that the ILCHIP event will be more about identifying children than advertising for a commercial sponsor.

## B) Special School Events

Special school events may include sporting events, parent-teacher conferences, kindergarten registration, fairs, holiday presentations etc. This is no different than a Community Event except that it is held at a school and subject to the special permission rules of a school superintendent, principal and/or school board. No school event should take place absent appropriate school personnel being totally familiar with the ILCHIP program and helping with the ILCHIP event in some fashion, such a event publicity, school personnel as volunteers, arranging locations for the ILCHIP event within the school etc. The ILCHIP program over the years has developed a positive reputation among many schools. If your school administration is not familiar with the ILCHIP program, ask you assigned instructor to provide you contact information with other school administrators who have allowed ILCHIP events in the past and testify to their being valuable and well received. Publicity may be helped by including our ILCHIP flyers as part of publicity sent home with children.

## C) Classroom School Events

Unlike a special school event, a classroom school event takes place during normal school hours. Although you have a captive audience of children, this type of event will need to overcome a number of obstacles.

- School Permission and Security

Our program is all about protecting children, but this will not stop a school superintendent from making you prove that the event is legitimate, will not endanger children, and will not significantly disrupt the functioning of the school. Anticipate that you and your volunteers will need to sign in and sign out of the school when conducting the ILCHIP event.

#### - Interference with School Activities

These events normally take place by identifying one classroom at a time. Since some of the students will not have returned permission slips, teachers will need to stop activities while students with permission slips get identified. Since you will likely be doing one class at a time, it is also difficult for you to tell any one teacher what time you will get their classroom. Teachers and administrators must know in advance how the event will take place and must be willing to work with the interruption we will cause.

#### -Permission Slips

Permission slips are generally sent home days or weeks in advance and collected by the teachers. It is always difficult for teachers to get things returned from children. Teachers may not go too far in pushing to get permission slips returned. It is not unusual to get back 50% of permission slips sent home.

#### -Volunteers

There is more concern about volunteers with an in school event since parents will not be present to answer questions or help with the identification process. Consider working with a parent teacher organization and a good source for extra volunteers. If the school has a computer lab or honor society, consider asking the teachers for students who might help with the event.

### D. Stand Alone Events

The first thought of many Masonic Lodges is to have a CHIP event at their meeting location. You are comfortable at your location and you want others to come visit. Experience has taught us that attendance at such events is generally poor. Even with extensive publicity (flyers at stores, radio interview, newspaper notices), few people attend. Weekend and evening time is precious to parents. Successful events generally take place where parents and children are already in attendance.

## HOW TO PLAN FOR A CHIP EVENT

Following, and located on the Grand Lodge website, is a "So you want to do a "CHIP" Event Planners Guide. Following this form is a "Notice of Event Form" also available on the Grand Lodge website. Although these documents are helpful, the most important help will come from a CHIP INSTRUCTOR assigned to your Local Committee. Your instructor has done CHIP events before and be a great resource. Your instructor will be assigned to your event by your Area Coordinator. A list of Area Coordinators and their contact information in on the "So you want to do a CHIP EVENT Planners Guide."

## So You Want to do a “CHIP” Event Planners Guide

A successful CHIP event will be:

- A great outing for your lodge. Take pictures and enjoy.
- Loved by parents who will thank you constantly.
- Enjoyed by volunteers
- Promotion for your lodge and a source for new members.
- A requirement under the Grand Masters Award of Excellence.

Planning is the key to a successful event. If possible, give yourself 6-8 weeks prior to holding an event. If you follow these simple steps, you will be well on your way to becoming the talk of the town.

### 1) Contact your ILCHIP Area Coordinator ASAP:

Northern – Jim North [north\\_16@hotmail.com](mailto:north_16@hotmail.com)

North East – Michael Leal [stratz4me@hotmail.com](mailto:stratz4me@hotmail.com)

Southern – Michael Lovell [lovellmichael474@aol.com](mailto:lovellmichael474@aol.com)

Eastern – Bill Tanner [mr.bill20@verizon.net](mailto:mr.bill20@verizon.net)

Western - Steve Walls [svwalls1984@comcast.net](mailto:svwalls1984@comcast.net)

The area coordinator will assign an instructor who will be at your event and available to answer questions and problem solve. You need to complete and get to your area coordinator a NOTICE OF EVENT FORM. This will help you organize your event, get supplies and equipments ordered, and put the event on the grand lodge website.

**2) Volunteers:** ILCHIP volunteers come in all shapes and sizes, masons and non-masons. Sources of volunteers: your lodge, people already associated with the event, local police, local fire, churches, youth groups, schools with community service requirements, and of course your family and friends including children. You should contact the local police to advise them of the event, seek their help with fingerprints, and coordinate our program with any safety events sponsored by the police. Volunteers will love working at a successful ID event. Look for volunteers who may be future lodge members. Volunteers must sign a Volunteer Form once every 2 years. Every volunteer must show a photo ID and be crosschecked against the Sex Offender List provided by Grand Lodge for the ILCHIP event. All volunteers must be dressed appropriately. Masons should not wear aprons but can wear Masonic hats or shirts.

**3) Training:** Unless you have experienced volunteers, schedule a training with your assigned instructor. The training should take place close to the time of your event. Bring snacks, several children to ID, and have fun.

### 4) Planning for the size of your event:

For a small event plan on:

- one package of supplies (good for 100 ID's).

-10 volunteers: 1 meet & greet, 2 registration, 2 fingerprint, 2 DNA, 1 Computer operator, 1 interviewed, 1 helper.

Plan on a new set of volunteers for every 4 hours

Larger events need on average 5 volunteers per additional computers. Talk with your assigned instructor for volunteer needs.

**5) Costs and additional supplies:** Grand Lodge package is \$100.00 for 100 ID kits. You will also need: Baby wipes for fingerprint cleaning, water to rinse mouth for DNA, garbage cans and bags, pens, giveaways for children, information about your lodge.

**6) Advertise and promote:** Even if the event is part of a larger community event, you must advertise so people look for you and know that it is free and safe. Brochures come with the kit you order. Your assigned instructor can help with sample press releases. Contact the local media to give them a press release and/or contact person for an interview. Let the world know that your Masonic Lodge is performing a wonderful community

service "Free of Charge" where parents will get an Child ID package that includes: fingerprints, DNA sample, and CD with picture and interview. The package will help Law Enforcement immediately search for a missing child.

**7) Day of the Event:** Plan on setting up at least an hour before the scheduled start time. Set up should include an outdoor banner available through your instructor. Take pictures but avoid pictures that disclose the ID of children.

**8) After the Event:** Take time to talk with and thank your volunteers. Listen to their comments and suggestions. With your instructor, complete the POST EVENT EVALUATION form. Parent Permission forms must go back with the instructor. All equipment must be packaged and inventoried.

NOTICE OF EVENT FORM

INFORMATION FOR GRAND LODGE WEBSITE

Local Event Coordinator: \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Event Address: \_\_\_\_\_

Location name (if any) \_\_\_\_\_

Event Date \_\_\_\_\_ Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Sponsoring Lodge: \_\_\_\_\_

Name & phone # of Master approving event \_\_\_\_\_

OTHER INFORMATION

Event Type: \_\_ Community, \_\_ school event, \_\_ school class(es), \_\_ stand alone, \_\_\_\_\_

Area Coordinator notified:  Assigned Instructor: \_\_\_\_\_

Training needed? Yes No

If yes, training location, date, time \_\_\_\_\_

Anticipated # of Children: \_\_\_\_\_

# of Kits Needed: \_\_\_\_\_ Date Ordered \_\_\_\_\_

Mailing Address for kits: \_\_\_\_\_

# of Computers needed: \_\_\_\_\_

# of Volunteers needed: \_\_\_\_\_ Is help needed to get Volunteers? Yes No

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form must be submitted to Grand Lodge:

If Mailed : Grand Lodge, Attn: Heather, 2866 Via Verde, Springfield, IL 62703

If Faxed: 217-529-0242 Attention Heather

If E-Mailed: HPoe@afam-il.org

\*\*\*\*\* Grand Lodge\*\*\*\*\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Sent to Chairman: \_\_\_\_\_ Received by: \_\_\_\_\_

## HOW A CHIP EVENT IS OPERATED

Strict rules regulate how a CHIP event will operate. This assures good child ID work, uniformity throughout the State, and reduced risk of failure or liability. Your instructor will be present to assure the following protocols are followed and will call off an event if they are not followed.

### The 5 Station Approach

Parents and children will proceed through the following 5 stations:

1. Greeter / Finisher (first time on way in)
2. Permission Station
3. Fingerprint Station
4. DNA Station
5. Computer Station
6. Greeter/Finisher (2nd time on way out)

Following are comments and "Station Cards" which summarize the work that is done at each station. The "Station Cards" are available to download on the Grand Lodge website.

## GREETER / FINISHER

The first and last person parents and children will meet at a CHIP event will be the Greeter/Finisher. When people arrive, the Greeter/Finisher will show them the envelope of ID information they will have for each child, explaining that a portion of the work in the envelope will be completed at each station. The first station is the Permission Station since no ID work is completed without permission of a parent or parental type person. If the Permission Station is busy, the Greeter/Finisher may ask people to come back a bit later. If the Permission Station is not busy, they may solicit parents to stop by and get their child/children identified at no cost courtesy of the Illinois Masonic Child ID Program.

When people are ready to leave the event, the Greeter/Finisher makes sure the ID kit is complete. If a packet is not complete yet the people want to leave, mark "incomplete" on the envelope where the station check marks work normally appear.

It is very important to explain to parents how to store and use the ID kit. The CD should be separated from the rest of the ID package. The CD may be copied onto other CD's or a USB drive. A CD or USB should be placed in a car, suitcase, purse etc. so it is easily and quickly available if a child becomes missing. The rest of ID package can be stored in a flat dry location (not refrigerator or freezer).

Finally, the Greeter/Finisher should be available to promote future CHIP Events and answer questions about Masonry. If the CHIP event has treats for children, give such away at the consent of the parent(s).

## GREETER / FINISHER STATION

### GREETING

Welcome

Advise this is a CHILD ID program

Show sample large envelope with contents (one for each child)

Explain Stations

Direct to Permission Station & explain need for permission & paperwork  
(if community event and people needed to ID, go get them)

### EXITING

Check large envelope:

Info portion of permission slip only in envelope  
(signature portion goes to instructor)

Fingerprint

DNA

CD with written child's name, CD in sleeve

Check marks completed

Explain storage (flat accessible location not refrigerator or freezer)

CD use: Make copies  
Put in car or purse so available anytime.  
OK to add extra photos & videos.

Need to update every yr or 2 (show grand lodge website on large envelope)

Masonic Info and Petitions

Volunteers needed for future events

Ideas for future events

Giveaways & entertainment (if any)

## PERMISSION STATION

This station is VERY IMPORTANT and should be covered by good volunteers. Make sure you have all the supplies identified on the Station Card.

### WARNINGS

- (1) This station must not be allowed to back up. If it does, get other volunteers to help before people get upset and leave.
- (2) The paperwork must be complete and in order; otherwise, other workstations will experience problems.
- (3) If a parent is present with several children, keep each child's envelope separate. If the contents of different children's packages start to get mixed, they will have trouble.
- (4) No child can be identified without a completed consent form signed by a parent or someone with parental authority.

Ideally, a parent will sign the consent form. Many consent forms, however, are signed by someone other than a parent. Whenever someone other than a parent signs the consent, we must have assurance that such person has parental control of the child.

Generally acceptable: Grandparent, Aunt, Uncle, Adult sibling, Guardian

Generally not acceptable: Neighbor, Family friend, Babysitter, Teacher

This permission station should be a large area where parents can sit with children around them and easily complete paperwork. Use of clipboards can help if table space is limited. When a parent comes with several children, it helps to have one or more volunteers help a parent with the paperwork. Children do not like to sit and wait while paperwork is getting completed.

To help move people quickly through the permission station, permission station workers sometimes ahead of time stuff envelopes with the parent's portion of the permission slip along with the other envelope contents.

## PERMISSION STATION

### SUPPLIES:

Pens  
Clip boards (or tables & chairs) to write on.  
Permission slips  
(put information portion in envelopes ahead of time)  
Fingerprint cards  
CD's, black marker to write name on CD, CD Sleeves  
DNA envelopes  
Large Envelopes  
Garbage can

### WORK:

Permission slip:           Signature portion signed by someone with authority.  
                                  Consent put in box with all the others for event instructor.  
                                  Information portion put in large envelope.

Fingerprint card:        name, address, birth date complete (rest at home)

DNA envelope:         name & today's date

CD:                       write name with marker & put into CD sleeve

Large envelope:        name & today's date

Put in large envelope: Fingerprint card  
                                  DNA Envelope  
                                  CD sleeve with CD

Check off "Permission Slip" on large envelope

Send to the next station

## FINGERPRINT STATION

At this station, children are weighed and fingerprinted. When weighing a child, be careful not to embarrass a child or their parent by publicly announcing their weight.

Good event planning generally calls for one or more local police departments to supply police officers to perform fingerprinting. If officers are present, request them to use our ink pads which have washable ink. If police officers are not available, station volunteers should practice taking fingerprints on some blank paper as the event set up takes place. Rolling a finger makes the best print but if fingerprints start to be smudged, try the simple push down approach.

As a general rule, we like to have fingerprints performed by a police officer or a parent. The less physical contact we have with a child, the better we are, especially when small children start to cry.

Fingerprints of children under 5 years of old are discouraged in that the fingerprint is not fully developed. Instead of taking a fingerprint, write on the large envelope NOT DONE - UNDER 5 YRS OLD. If a parent requests fingerprints of a child under 5 years old, let the parent take the fingerprints.

Have baby wipes to clean fingers after fingerprints are taken, and before if necessary. Some fingerprints will get spoiled. A mailing label can be cut and placed over the bad print and a new one taken on the label. This saves the effort of filling out a new fingerprint card, which times a bit of time. Have one or more garbage cans available to throw away the baby wipes.

## FINGERPRINT STATION

### SUPPLIES:

- Pens
- Ink Pad(s)
- Extra fingerprint cards (or labels to cover mistakes)
- Scale
- Baby wipes
- Garbage can

### WORK:

Weigh the child on the scale.

Record weight on the fingerprint card.

Children under 5 yrs:

- Advise that prints are incomplete & will change
- On large envelope write: NOT DONE - UNDER 5 YRS OLD
- If parent insists:
  - Complete prints
  - On envelope write     UNDER 5 YRS OLD

Children 5 or older:

- Clean fingers if needed
- Complete Prints (parents or police officer do if possible)
- Clean fingers

Put the Fingerprint Card in large envelope

Check off "Fingerprints" on large envelope

Send to the next station

## DNA STATION

At this station, two cotton swabs are used to take DNA from the cheeks of a child. Again, the less physical contact we have with the children, the better we are. Try to have a parent take the samples. Older children can take their own sample.

If a child is eating candy, have water available and ask the child to clean their mouth by taking a drink of water before getting the DNA sample.

Keep the swabs clean. Open the package containing the swabs just a bit and take the swabs in and out of the original package as they are used. The samples should be taken by placing the swab in the cheek of the mouth of the child and twisting the swab around in the cheek about 10 times then return to swab to the original swab package. Use one swab for each cheek. Once complete, put the original swab package in the DNA envelope and seal the DNA envelope. Advise the parent to store the DNA sample in a cool dry location. The DNA sample **SHOULD NOT** be stored in a refrigerator or freezer.

Have one or more garbage cans available to throw away drinking cups that are used.

## DNA STATION

### SUPPLIES:

Pens  
DNA swaves  
Extra DNA envelopes  
Water and cups  
Garbage can

### WORK:

Rinse mouth if needed.

Demonstrate rotating 10 times in one cheek. (see instructions on DNA envelope)

Parent/Guardian (NOT YOU) get one DNA sample and put back in sleeve.

Parent/Guardian (NOT YOU) get 2nd DNA sample and put back in sleeve.

Put sleeve in envelope & seal

Put the DNA envelope in large envelope

Check off "DNA" on large envelope

### ADVISE:

Store DNA in dark dry place NOT refrigerator or freezer

Send to the next station

## COMPUTER STATION

This Station produces our most important emergency tool, the CD with ID information. In an emergency situation, the CD will likely be used immediately while the fingerprint or DNA sample may never be used. The quality of the CD is important. But this station must also be quick and efficient. This is the station and the permission station is where most backups occur.

### COMPUTER OPERATOR:

Although there is not a lot of typing, it is best that the computer operator knows how to type quickly and accurately. The computer operator should have training and practice before they start so they know how the program works and so that they can burn the CD without problems. As part of the set-up, the computer operator should go through the program several times to assure all is in working order and burn at least one CD. Play the CD to check for lighting and sound conditions. Make adjustments as needed and burn another test CD until you are satisfied that the quality is the best as conditions allow.

The Computer Operator may use the computer only for CHIP event purposes. Only the assigned instructor should work on a computer if a problem arises. No modifications to the CHIP program are allowed. No music, games, pictures etc. should be played or placed on the computer.

### COMPUTER ASSISTANT

#### Ideal Assistants:

A Computer Assistant should be assigned for each computer operator. Most children will do better with someone other than an older man. Consider wives of masons, Rainbow Girls, Job's Daughters, DeMolay, school service organization etc.

#### Preparation:

The assistant should review the questions with the child, attempting to find out what will make them talk and speak loudly. The assistance may suggest to a small child that they are the movie star who must talk loudly in front of the camera. Parents can sit next to their children and help ask questions. Do what makes the child talk. Very small children will need to sit in the laps of their parents who will answer all questions and move the child about so that the video will show the child from multiple angles.

#### Computer work:

The Assistant should help the Computer Operator to be able to concentrate and work quickly. Keep the area quiet. Give the ID package to the computer operator with the fingerprint card available to start data entry on the computer. When you come into the computer area with the child, identify the height of the child so the operator can enter such on the computer. Help move the camera & tripod as requested. Ask interview questions (full 45 seconds) (see separate page with questions). When the video done, ask the child how to call for help in an emergency (push 911). Help the computer operator with the CD and putting back together the ID Package. Direct everyone to the Greet & Exit Station for instructions on use of the ID Package.

## COMPUTER STATION

### SUPPLIES:

- Pen and black marker
- Computer with tripod and camera
- Height chart with chair when needed for small children
- Extra CD's and sleeves
- Interview questions and pre-question sheets
- Garbage can

### SET-UP

- Choose best location for lighting and sound
- Burn a test CD and check quality

### WORK:

#### COMPUTER OPERATOR:

- Get fingerprint card and complete computer screens 1 & 2
- Take still picture (shoulder & head)
- Take video interview (knees to head)
- Check info, Burn CD, & put in sleeve
- Put the CD in large envelope
- Check off "Computer" on large envelope

#### COMPUTER ASSISTANT:

- Get a child & review questions (get to talk & LOUDLY) (Child is movie star)
- If young child prepare parent/guardian to sit with child and answer questions
- Keep recording area quiet (Quiet on the set)
- Get fingerprint card ready to hand to computer operator
- Get child in front of height chart, check height, tell computer operator
- Move the camera & tripod as requested
- Ask interview questions (full 45 seconds) (see separate page with questions)
- When video done, ask how to call for help in an emergency (push 911)
- Help computer operator with CD
- Directing to Greet & Exit Station for instructions on use

## PRE INTERVIEW QUESTIONS

What is your name?

When you want to be alone, where do you go?

What is your favorite video game or movie?

Who is your best friend?

# COMPUTER STATION QUESTIONS

## Options #1

### QUESTIONS FOR OLDER CHILDREN

What is your full name?

Where do you go when you want to be alone?

Tell me about your favorite \_\_\_\_\_

Who do you call in case of an emergency?

## Option #2

### QUESTIONS FOR INFANTS

What is the child's name?

How old is he/she?

Where does your child live?

Where was your child born?

What color is your child's hair?

What color is your child's eyes?

Does the child have a birth mark? Where?

What is your child's favorite food?

What is your child's favorite toy?

Turn: Right, Left, Back to camera,

Waive

Volunteer Application Form  
Illinois Child Identification Program (ILCHIP)  
Grand Lodge of Ancient Free and Accepted Masons of the State of Illinois

Please print all information:

Name \_\_\_\_\_  
                    First  Middle  Last

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone \_\_\_\_\_ ext. \_\_\_\_\_

Cell phone# \_\_\_\_\_ other \_\_\_\_\_

Best time and way to contact: \_\_\_\_\_

Will you be willing to help out at other ILCHIP events in the area? Yes \_\_\_\_\_ No \_\_\_\_\_

Masonic Affiliation if any:

Lodge Sponsoring IL CHIP Event: \_\_\_\_\_

Are you a Mason \_\_\_\_\_ Lodge Name \_\_\_\_\_ # \_\_\_\_\_

City \_\_\_\_\_ Area \_\_\_\_\_ District \_\_\_\_\_

Other Organization if any:

Organization Representing: \_\_\_\_\_ Position held \_\_\_\_\_

Agreement and Disclosure:

-I affirm that I have not been convicted of any felony violation, sex offense, or child abuse. I consent to a criminal background check.

-This form may be kept on a private database, and you may be notified of future ILCHIP events. This form will not be released for any commercial purposes and not placed on any website.

-I agree that all child identifications must be conducted free of charge and in strict accordance to the rules and regulations set forth by the Grand Lodge of Illinois.

-I acknowledge that the ILCHIP software, hardware and materials are proprietary of Grand Lodge of Illinois and that I will not alter or copy the program, software, materials or use of without the written consent of the Grand Lodge of Illinois.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\* Administrative Use Only \*\*\*\*\*

\_\_\_DL or State ID viewed. \_\_\_Name checked against registry

Application Approved \_\_\_ Rejected \_\_\_ by \_\_\_\_\_

