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CONDUCTING A TN CHIP EVENT

GENERAL - VERY IMPORTANT

When you've collected the entire child's information, give the entire kit to the parent or guardian. Do not record names or keep a log or any information about children you ID. Various laws prohibit keeping this information. Please do a head count so we can have an idea of how many children we ID, but please do not keep any information about the children that you ID.

PUBLICIZING EVENT

Please email information about your event to Brother Jordan Howell, our website webmaster. The website is www.tnchip.org and it has a calendar of upcoming events. Our Tennessee events will be posted on the national CHIP (and other) websites. He has a form online, but you can email the following information:

Event Title:

Date:

Start Time:

End Time:

Address:

Description of Event:

Brother Howell's email is webmaster@tnchip.org. You can also add a contact person for each event – this would be more helpful in getting more volunteers to help work the event.

Brother David Hess from Brazelton Lodge #190 has a local printer that can make up banners to use at events – please contact him at papadhess@aol.com or 865-484-0206

SETUP

It's best to have 3 stations set up

1. Registration – parents and children are greeted and fill out ID card.
2. Fingerprinting
3. DNA collection and parent checkout

REGISTRATION

Each kit has basic information, which needs to be filled out to make sure the correct kit is matched with the correct child's fingerprints (especially if a family brings more than one child).

The card has a space for height and weight. Having a scale and height chart is helpful.

Each kit has a balloon to give to the child. Consider substituting with a balloon that has a masonic emblem or Lodge name on it. Also consider using a helium tank and strings.

Fingerprinting

Kits include folded ink strips. Hold strips upright and blow across the white edge to separate halves.

For longer events ink pads are available.

Baby wipes work best at cleaning the ink off, it leaves very little residue.

Fold the card along the heavy lines separating each hand. Place the card on the edge of the table doing the right hand first. Consider using clamps to hold the card still.

Do not roll finger, just use a flat imprint. We have found rolling to smudge.

Be sure correct thumb/finger is printed in the correct block on the card.

Do not print in the margin it, if the first print is not a good one print next to the first one in the same block.

Gloves are helpful for the person doing the printing as the ink leaves minimal residue but makes the fingers slippery.

DNA

There are two swabs in the kit for DNA sampling. Swab the inside of each cheek, rolling the swab to make sure it gets wet. Hold the swab to air dry before putting it into the little bag.

PARENT CHECK OUT

Show the instruction sheet, it has child safety information for preserving DNA. The sheet recommends that the sample be kept in the freezer separate from the kit. Consider using a highlighter to emphasize DNA preservation instructions.

2 small kits are included in the kit, one for nail clippings and the other for hair. Best to use hair samples from a brush or comb that include the root, as it contains good DNA.

If you don't take a photo at the event, then tell the parent to put a current photo in the kit. Annual school photo is a good photo to use. Keep a digital photo with a date on the back as a forensic artist can use a digital photo to project what the child would look like as they age.

Ask parent to take the card to the next dental visit, so h/she can complete the dental portion on the card.

Suggest that the parent set aside a sock or t-shirt in a paper bag that the child has played in CHANGE ITEM EVERY 6 MONTHS. Best to use a new item to avoid cross contamination. This should not be stored in the freezer as it can pick up the scent of foods, it should also not be put in a plastic bag as it can grow bacteria. These reasons can throw off a scent dog.

If a local brother is a police officer, have him at the check-out to answer questions and provide info about the Police Department or sheriff's office.

Lodge Affiliation

FOR MORE KITS

If you're Lodge needs TNCHIP Child ID Kits

PGM Thomas Boduch		865-919-4095
David Hess	East TN	865-484-0206
Casey Hood	North West TN	731-446-8112
Matt Liotta	West TN	731-707-2815
Mike Sarratore	Chatanooga Area	423-255-1640