

## 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 put in box with all the others

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

## 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 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**

### **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**

### **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 are 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

## **GREETER / FINISHER STATION**

### **GREETING**

Welcome

Advise this is a CHILD ID program

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

Explain Stations

Direction 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 (not signature portion)

- Fingerprint

- DNA

- CD with written child's name, CD in sleeve

- Check marks completed

Explain storage (not refrigerator or freezer) (drawer etc cool & dark)

CD use: OK extra photos & videos,  
Can make extra copies for grandparents, daycare, divorced parents

Explain use: take on all trips

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)