



12 STEPS TO PLANNING A SUCCESSFUL CHIP EVENT

1. The Worshipful Master **appoints a committee** of Lodge members to conduct a CHIP event.
2. The committee selects a group of children to be CHIP'd, and **estimates quantity**.
3. The committee discusses **funding** and determines how to support the program by contributing enough to at least cover the cost of supplies, at a suggested rate of \$2.00 per child. Funds may be forwarded before or after the event. We will provide supplies, regardless of your contribution amount, for as long as we have them, but without your financial support, we will not be able to replenish them and the program will cease.
4. The committee **selects date and location** of event, considering the need for quiet rooms for video interviews. Dates must be scheduled at least 6-weeks in advance.
5. The committee determines source of **equipment and supplies**, consulting with the District Deputy Grand Master or District CHIP Chairman.
6. The committee files a **CHIP Event Request Form** with their District Deputy Grand Master. He verifies that cameras are available in his District or through arrangements with a neighboring DDGM. If he approves, he forwards it to the Pennsylvania Masonic Youth Foundation at pmyf@pagrandlodge.org. If all is in order, the PMYF staff will **add the event** to the CHIP web page and schedule **press releases** to be issued.
7. The committee will begin a fund-raising program, if needed, by planning an event, soliciting businesses, designating charity funds or encouraging members to **donate toward the event**.
8. The committee will begin **local publicity** efforts to promote attendance at the event.
9. The committee will arrange for **training**, if needed, through the DDGM or District CHIP Chairman.
10. The committee will execute the event, according to plan. The District CHIP Chairman will help you with your first event to **review the setup and processing details** discussed at training.
11. At the conclusion of the event, the committee will gather all Parental Permission Forms and arrange to have them sent to the PMYF office, with a **CHIP Event Summary Form** within 7 days of the event.
12. The Worshipful Master will see that all **cash** contributions received are processed and paid to the PMYF by Lodge check. Checks from **sponsors** may be **tax deductible** if paid directly to the PMYF and designated for CHIP.