1. Coordinate Stream Girls with Wisconsin Department of Natural Resources

 -can they send a staff member for the event?

 -can they offer us fishing license waivers for the older girls?

2. Select dates and location for Stream Girls

-check with local visitors bureau to make sure there are no major conflicts

-check with TU and Girl Scouts for conflicts

 -READ THE PAPERWORK. Do they have any insurance requirements? Contact review if necessary

-Find a good place to fish with brownies and older girls

-check in Stream Girls handbook to make sure that the questions the girls need to answer are

relevant to the particular stream site

3. Coordination meeting between TU and the Girl Scouts

 -learn safety protocol for water-related programs

 -start patch design

 -what to the volunteers need to do to register? Website? Background check? Get a timeline.

 -who will provide water and snacks for the girls?

 -which staff member will be present for the event? Make sure you meet them prior to event

 -discuss budget options from program fee

4. Get an entomology “expert” to volunteer

-Do they have their own equipment? If not, track some down.

-Work with local 5 Rivers club, if available

5. Talk to a volunteer to be the lead fly tying volunteer

 -get some supplies donated, possibly small fly boxes?

6. Make up volunteer sign-up sheet (name, email, phone number….)

7. Event Logistics

-Contact t-shirt designer

-Contact t-shirt screenprinter-

-Print and laminate bug charts, 11” x 17” at least

-Have parking signs printed, and locate sign posts

-Have handbooks printed and bound

-Make sure there is a media/photo release in place

-Get a press release made and send out to radio/television/newspapers

-Make list of things for girls to bring/wear on each day- send along in confirmation packet

-Make sure there is a location for inclement weather available.

-Will there be travel between any of the sites? If so, arrange for travel (rent a van?) and make sure the appropriate waivers are in place

-Design completion certificates, have them printed

-Get coffee, donuts, snacks donated for early morning volunteers

-Secure fly rods and spin rods for fishing day

-Do we need live bait? Who will pick it up?

-Craft a letter to prospective volunteers, explaining when they’re needed, why they’re needed, and what they’ll need to be doing

-Pick up pens/pencils/nametags/markers

-Have a system in place to make sure all girls are accounted; usually the GS staff member will take a head count at regular intervals

8. Post-event surveys