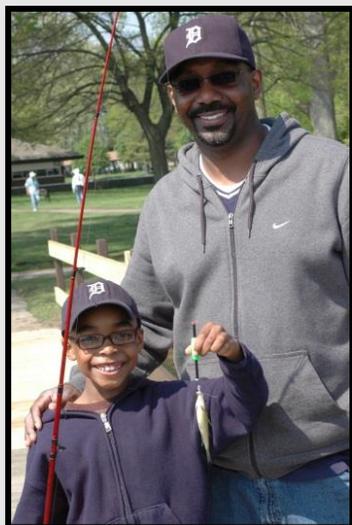


GUIDANCE DOCUMENT

DEVELOPING A YOUTH FISHING PROGRAM



Fishin' Michigan, a local fishing club in Lansing, has established a set of youth fishing workshops that are hosted on the first three Saturdays of May each year in honor of one of our deceased members, Dr. Bill Earl. This Guidance Document has been developed to assist other organizations across Michigan and the nation in establishing similar programs in their communities. The goal is to engage as many youth as possible in the sport of fishing and other healthy outdoor activities.

The document provides an easy to follow description and timeline for establishing a program of this type. Please feel free to modify and use the forms shared in the Appendix. For more information, please contact us by email at hessej@msu.edu.

Presented by

Fishin' Michigan
www.FishinMichigan.org



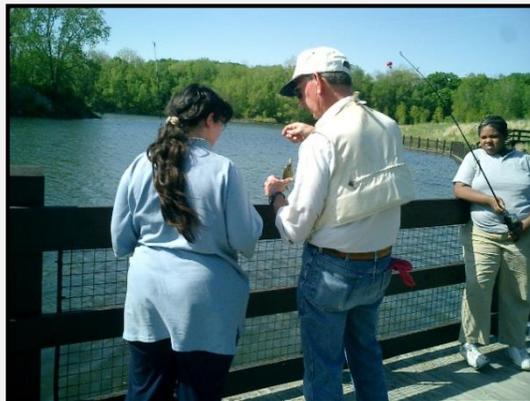
Updated January 2016

Fishin' Michigan is a non-profit organization dedicated to educating the general public on improving, preserving, and promoting sports fishing in the Great Lakes, tributary streams, inland lakes and rivers.

TABLE OF CONTENTS

<i>Introduction</i>	4
<i>A step-by-step description: What Happens at a Workshop</i>	
Volunteers and Volunteer Management	5
Participant Pre-registration and Registration.....	6
Photography	6
Educational displays	7
Learning Station Overview	8
Learning Station: Tackle Rigging.....	8
Learning Station: Casting	9
Learning Station: Regulations and Ethics	9
Fishing	10
End of a Successful Workshop.....	10
Returning Youth	11
<i>Follow-up, Post Workshop</i>	12
Information sent to participants after each event.	
<i>Donor, Partner and Volunteer Recognition</i>	12
<i>Who Provides What?</i>	13
Some materials may be provided by partners and some will need to be purchased.	
<i>Site Requirements</i>	14
A chart designed to assist with the selection of a suitable event site.	
<i>Publicity and Recruitment</i>	4
How to use public service announcements, press releases, schools, and community organizations to recruit participants.	
<i>Appendices</i>	
Guidelines and documents that can be easily modified to fit your program.	
A. Workshop Timeline	15-19
B. Guide to number of Volunteers Recommended	20
C. Pre-Registration Form.....	21
D. Hold Harmless Agreement	22
E. Registration Data Sheet.....	23
F. Letter to Youth Participants	24
G. Certificate of Participation.....	25
H. Map Showing Local Fishing Sites.....	26-27
I. Poster Recognizing Program Partners and Donors	28
J. Thank You Letter to Partners and Donors.....	29-31
K. Site Requirement Checklist.....	32
L. Media Release Announcing the Program	33
M. Pamphlet Describing the Program	3

Let's Go Fishing!



Purpose of this Guidance Document

The purpose of this document is to provide a framework for an organization to initiate discussions and planning within their club toward a workable youth fishing program in their community. We hope that others who decide to establish a program can learn from our experience and will find this helpful.

John L Hesse, Youth Education Chairperson, Fishin' Michigan
Adjunct Faculty, Michigan State University Department of Fisheries and Wildlife
Contact by email: hesej@msu.edu
Document Updated January, 2016

INTRODUCTION

Fishin' Michigan workshops are free to youth, ages 5-16, where they can learn and practice basic fishing skills. These skills include casting, knot tying, rigging for different types of fishing, regulations and fishing ethics. The youth also enjoy a fishing experience with help from trained volunteers.

As participants each youth is given:

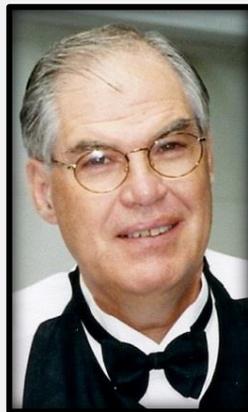
- * A free rod and reel,
- * A small tackle box with basic gear,
- * A certificate of participation,
- * Photos of themselves during the workshop,
- * A map of fishing locations close to their home
- * An opportunity to participate in follow-up outings, and
- * A "goodie bag" with a variety of take home items.

A responsible adult must accompany each youth during the workshops, thus two generations are learning fishing skills making it more likely that the parent or guardian will feel comfortable taking the youth fishing on their own. For logistical reasons, we established a maximum of 60 youth for each workshop.

Success of a program of this type is dependent upon partnerships with key organizations within the community and funding support from a broad base of donors. Our partners include the Michigan Department of Natural Resources Fisheries and Law Divisions, Michigan State University Department of Fisheries & Wildlife and Project F.I.S.H, Ingham County Parks, Clinton County Parks and Greenspace, Eaton County Parks and Recreation, the City of Lansing Department of Parks and Recreation, Fenner Nature Center, Big Lesson Programs, Perrin-Lansing Chapter of Trout Unlimited, and the Retired and Senior Volunteer Program. Donors are too numerous to include here but have included institutions, other fishing organizations, tackle companies and sport shops, parents of participating youth, and general citizens.

We hope that this Guide will be useful to many other organizations who may be interested in establishing youth fishing workshops in other parts of Michigan and the nation.

About Dr. Bill Earl: Dr. Earl, a member of the club, died in July 2010. Bill loved helping youth learn anything about the outdoors, whether it was fishing, hunting, farming, or conservation. He was a real inspiration to everyone that knew him. Bill spent his career as a physician in Howell, Michigan, and was an active member of many environmental and charitable organizations.



WHAT HAPPENS AT A WORKSHOP?

Below are general guidelines and pictures related to workshop components as developed by Fishin' Michigan and our program partners. A detailed timeline and checklist for various planning activities and program steps appears in **Appendix A**. **This timeline and checklist is perhaps the most important element of this document for anyone developing a new program!!**

Volunteers and Volunteer Management



Adequate numbers of trained volunteers are at the core for a successful program (**See Appendix B for guidance on the approximate number of volunteers needed**). For three workshops spanning three consecutive weekends, a master list of approximately 80 volunteers is recommended. This is because 30 to 40 individual volunteers, selected by their availability and skills, are needed each session.

Volunteers from many organizations will already have excellent knowledge about fishing skills, but they may not be experienced in teaching those skills to youth. Project F.I.S.H. (Friends Interested in the Sportfishing Heritage) at Michigan State University offers clinics for helping adults develop skills for mentoring youth about fishing. Organizations can request a clinic to be held in their community if they can register an adequate number of participants. See the Project F.I.S.H. website at www.projectfish.org to learn more. Although not a pre-requisite for all volunteers, this training would be beneficial for many potential volunteers, especially volunteer group leaders.

As they are recruited, volunteers are asked which weeks they believe they will be available. One week before each workshop, the planning group chairperson contacts the available volunteers for confirmation. The Chairperson then sends each volunteer their assignment and to whom they should report, along with directions to the workshop site.

On the day of a youth fishing event, a sign-in sheet for volunteers should be located in a convenient location near the general registration table. Each volunteer should receive a name tag and a brightly colored hat or some other item of clothing that will help easily identify volunteer helpers when assistance is needed. With the large number of volunteers required for this size of a workshop, it is helpful to assign a leader for each program component or learning station. Leaders should arrive at least an hour and a half before the start of the workshop. This gives them a chance to locate the site for the best area for their learning station and to post directional signs. All volunteers should be on-site an hour before the start of the workshop. This provides time for the volunteers to be briefed on procedures to be followed and to be reminded that they should constantly give each youth with whom they interact positive feedback and encouragement. Arriving early also allows volunteers to help set up stations and the gear to be used.

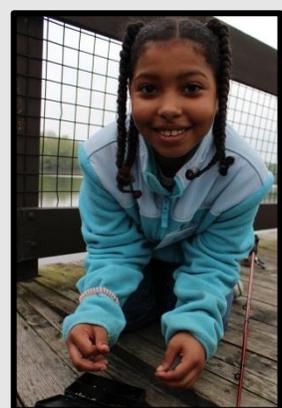
Although it may not be required in all situations, it is a good idea to run criminal background checks on each volunteer. With the required presence of an accompanying responsible adult, the need for the background check on the volunteers may not be necessary. Each program will need to determine if background checks are necessary.

Participant Pre-registration and Registration



Pre-registration well in advance of each event provides control over the number of participants. Pre-registration also allows preparation of alphabetized registration data sheets where the child's name can be checked off as they arrive (See **Pre-registration Form, Appendix C; Hold Harmless Agreement, Appendix D; and Registration Data Sheet, Appendix E**). This eliminates a bottleneck at registration and allows volunteers to greet each youth and begin a positive relationship. The Pre-registration form has a Photograph/Video waiver section. If a parent or legal guardian checks "No" to photographs, the youth is given a yellow nametag instead of white so that no photos will be taken of the child. It may be feasible to computerize the on-line registration process if you have a website manager available to handle this. If electricity is available on-site, registration can be done electronically with the completed forms ready to be printed out following the event. At the registration table, each youth is given a small tackle box of basic gear where they write their name on it with a black marker.

Photography



Children love to see pictures of themselves!! Photographs reinforce memories of the good time they had fishing. Immediately after each youth completes registration, they are directed to a photo station to have a posed picture taken. This picture shows their name tag (**First name Bold and Enlarged**) and type of clothing they are wearing, which is useful in identifying the youth in candid pictures taken later while they are fishing. Having the first name easily read also allows the volunteers to provide more personal interaction and encouragement. During the learning station activities and while fishing, it is good to have other photographers taking candid action pictures. At the end of each session, the photographers download their pictures onto a single laptop computer or turnover a dedicated memory card to the lead photographer. These pictures are then edited and transferred to a flash drive from which photo prints can be developed (1-hr processing is a good option). Volunteers sort the prints in piles for each youth and the prints are sent as part of a mailing shortly following the workshop. See the **Follow-up, Post Workshop** discussion below for more details on this mailing.

Educational Displays:

After completing registration and having their picture taken, youth are directed to one of two educational displays which introduce them to water quality indicators and invasive species. The water quality indicator display consists of live macroinvertebrates collected from local water bodies. This is a hands-on opportunity for the youth and accompanying adults to explore what lives under the water and how the presence of certain organisms yield information on the status of water quality in particular lakes and streams. A hula hoop and white plastic are a good way to create a shallow display pool.



The other display introduces youth and adult participants to the issue of invasive species in the Great Lakes basin using live sea lamprey specimens for the kids to examine visually or even personally handle if they wish. Volunteers knowledgeable about the history of sea lamprey and other invasive species are present to explain the issues and respond to questions.



LEARNING STATIONS: Tackle/Rigging, Casting, and Regulations/Ethics

After completing registration and having their picture taken, the youth are split into three groups of approximately equal size and sent to one of the three learning stations. At least one volunteer stays with each group to escort them to their next station. Upon completion of each station, each youth is given a fish sticker to place onto his/her tackle box showing they have completed that learning station. Then each group is rotated to a new station (the order is not important). A volunteer is responsible for blowing a loud whistle when time expires signaling time to move. This is repeated 3 times so that all youth have participated in each of the three stations (each approximately 20 minutes, total 1 hour). Once they have all three stickers on their tackle box, they are ready to proceed to the fishing station to begin fishing!



Tackle and Rigging



Casting



Regulations and Ethics

Learning Station:

Tackle Rigging



At the Tackle Rigging Station, each youth arrives with the tackle box that they received at registration. It contains a selection of hooks and jigs, split shot, bobbers, clippers, forceps, and a fish stringer. This is when the youth receive a new rod and reel that they may use at the workshop and take home with them. At this station, the kids are taught how to tie an improved clinch knot. Once they have mastered the knot, they are shown how to rig a slip bobber onto their line, add a split shot of appropriate size, and lastly tie on a hook or jig using the improved clinch knot.

Learning Station:

Casting



At this station, the youth and accompanying adult line up in an open area using rods and reels pre-rigged with casting plugs. They are taught the basics of how a spin cast reel works and the rules about safely handling a rod and reel. Once they understand how to use the reel appropriately, they are taught the underhand pendulum cast. Parents or guardians are encouraged to help their child, and in doing so, they also learn. The youth cast to targets of “backyard bass” as a game toward teaching casting accuracy. Backyard bass are plastic fish replicas that can be caught with a casting plug. At the completion of this station they leave the practice rods, receive a sticker, and move to the next station or on to fishing if they have already completed the other two stations.

Learning Station:

Regulations and Ethics



Through a partnership with the MDNR Law Division, a uniformed Conservation Officer is present at each workshop. Here the kids learn how to identify fish species most commonly caught in Michigan, the basic regulations and how to use the Fishing Guide, how to measure fish accurately, why conservation is important, and proper ethics to be a good angler. Each youth is given a special tape measure to keep and are encouraged to use it. The Conservation Officers often have available recently caught fish specimens and rubber casts of fish on which the youth can practice measuring techniques. When the session is completed, each youth is given another fish sticker to put on his/her tackle box.

Once the youth have completed all three stations, they are directed to the fishing area, taking their new rods, reels and tackle boxes with them. When they reach the fishing dock or shoreline area, each youth receives instructions and is given a box of bait which includes a supply of wax worms and leaf worms in a divided box that easily fits into a pocket and will not easily blow into the lake.

Fishing!



After completing the three learning stations, each group meets briefly with the lead volunteer for the fishing instructions. Here they learn how to set their slip bobbers at the proper depth and how to bait their hooks. Most of the volunteers who have been helping with the learning stations join the fishing group to give individual attention to youth to make sure they are successful and to provide encouragement. Parents help their own children also giving them guidance and celebrating their success. The fishing component lasts for approximately 2 hours. Youth are encouraged to practice catch and release, but if they wish to keep some fish for eating, they can use the stringer provided in their tackle box, keeping in mind that many fish have length and number limits which must be followed.

End of a Successful Workshop!!



As each family is leaving the event, they pass by a table near the parking lot where they each are given a “goodie bag” containing various items such as extra hooks, bobbers, a fish scaler, a container of power bait, a current MDNR fishing Guide, a MDNR “Let’s Go Fishing” booklet with lots of good information, and an information sheet and membership form about your organization. This goodie bag can include any number of items contributed by donors or agency partners. Coupons from local fishing tackle vendors or sporting goods stores would be another good item to give away. Providing the “goodie bag” **at the end of the workshop** ensures that only necessary items are taken to the fishing area and that the transition from station to station flows smoothly. This is also a final opportunity for volunteers to thank the youth for coming, to congratulate them on having learned a lot, and to encourage them to keep fishing! Since each event terminates at noon, refreshments are made available at the check-out table. Snacks can include things like fruit, snack bars, popcorn, chips, juice and water. The youth are welcome to get their snacks earlier in the event if necessary.



Some entire families participate

Returning Youth- Youth Can Be Invited to Return in Subsequent Years.

Getting kids to return a second or third time really gets them hooked on the sport. In March each year, we send an email invitation to all youth/families who have participated in previous years telling them that they may bring their own tackle and fish with us again. We ask that they let us know if they plan to return so that we may plan for an appropriate number of additional volunteers. The returning youth check in along with all of the other kids but, rather than go through the three learning stations, are directed to a “Tackle Tune-up” station. Here volunteers are available to check over the kids’ tackle and make sure it is still functioning properly. If repairs or new line is needed, this is taken care of with assistance of the volunteers. A lead volunteer reviews techniques and gives out some more advanced lures and tackle, as available, for the kids to add to their boxes. Bait is distributed and these youth are allowed to proceed to the lake ahead of the first-year kids and begin fishing with supervision of assigned volunteers.



Tackle Tune-up Station



FOLLOW-UP, POST WORKSHOP

Within just a few days after each workshop, a package is mailed to each youth congratulating them for participating. The package includes a **cover letter (Appendix F)**, a formal **“Certificate of Participation” (Appendix G)**, a **map showing other fishing locations in the immediate Lansing area (Appendix H)**, and pictures of themselves taken during the event. This package of personal materials reinforces the good time the kids had during the workshop and builds a sense of pride, responsibility, and good sportsmanship.

Within a week after each workshop, an email message is sent to each participant inviting them and a parent/guardian to attend another fishing outing to a new venue, along with directions to the new site. The youth are asked to bring their own fishing tackle including the free rods/reels and tackle boxes which we provided at our May workshop. We hold these outings on Tuesday evenings, the first 3 Tuesdays in June, 5:30-8:30 pm. At these outings, the youth are given the option of keeping some of the larger fish they catch. These fish will be used to teach the youth and parents how to properly fillet fish for cooking. As soon as filleting lessons are concluded, we wash and bread the fillets for cooking on-site with a campstove. Youth participate in all phases. Learning to prepare and cook the catch removes another potential barrier to parents taking the kids fishing on their own.



Donor, Partner, And Volunteer Recognition

It is important to recognize all of the donors and partners visibly during the workshops and again after the workshops are over. This should be done in several ways. A **poster can be displayed at each workshop (Appendix I)**. We also send a **personal letter to each donor, partner and volunteer (Example: Appendix J)**, and all donors and partners can be listed in a Chapter newsletter available on-line.



Personal thank you letters and/or note cards should be sent to all volunteers, as well as partners and donors, within two weeks of completing the last youth fishing workshop. The letters should include a summary of how many youth participated in the events, the amount of tackle given away, and excerpts of thank you notes received. Another nice touch for donors is to invite them to attend one of the workshops to observe and enjoy watching the youth learn.

Who Provides What?

The answer to this question will vary greatly between programs. While your organization may have the lead as host of the program, the partners whom you bring on board may be able to contribute many of the program needs. For instance, some partners may in a position to provide the majority of the printing costs for documents, signage, posters, and banners. Another partner may provide envelopes for the large mailings along with printing of the labels. Another may offer to pay for postage for mailing the “Follow-up” package. Yet someone else may be willing to buy the bait, snacks and drinks for the clinics. For our program, one organization has paid for some of the photo development costs and the poster and banner. Since we held our three events in County park facilities, the parking, shelters, tables, chairs and bathroom facilities were available without charge. The reason that the County and City parks programs were able to contribute in this many ways is that our program fits within their normal program functions. The same may be true in other communities as well. The MDNR provided brightly colored hats (left over from another program) for the volunteers to wear, educational materials for the goodie bags and tape measures, also within bounds of their program goals and operations.

We receive a portion of the tackle that we give to the youth participants from tackle company donations (Berkley PURE Fishing, Grand River Bait and Tackle, and K&E Tackle of Hastings). Cash donations are received from the Michigan State University Department of Fisheries and Wildlife, a local credit union, small businesses, and many individual supporters.

Project F.I.S.H. orders rods and reel combos, hooks, split shot, bobbers, and small tackle boxes at a much reduced rate over retail costs. They can do this for other programs across the state if Project F.I.S.H. is brought on as a partner. Contact Mark Stephens, Program Director for Project F.I.S.H. at (517) 432-2700, steph143@msu.edu. Check out the website at www.projectfish.org. We use funds from cash donations to purchase the tackle that we did not receive as donations.



Bait purchased in bulk and donated by one of our partners for our program. Volunteers load individual boxes for the kids the evening before the workshop.



Rod/Reel combos assembled by volunteers for one of the three workshops. Mark Stephens, Director of Project F.I.S.H., purchases these for us at the greatly reduced price of about \$13.00 each. Mark also acquired tackle boxes, stickers, and some of the teaching supplies.



SITE REQUIREMENTS

Many factors go into the decision on a desirable venue to hold youth fishing events. **Appendix K** briefly presents key requirements and why each is important.

Examples:



Shelter area with tables



Safe area for casting lessons



Accessible and safe fishing area

PUBLICITY

With MDNR Fisheries and Law Divisions as partners with us, and because they have an established network of news media contacts, some years we have had them handle the issuance of news releases and communication with the media. **Appendix L shows the press release issued 10 days before the first Saturday workshop.** Three days before each workshop, we call the sports editors of the local TV stations and newspapers encouraging them to cover the event and email them another copy of the press release. This can all be done yourselves or with the help of other partners with those skills and contacts.

Each year, we distribute of a **pamphlet (Appendix M)** providing basic information about the program. Distribution is through sports shows, schools, churches, friends, business outlets, etc. The pamphlet includes a website where pre-registration can be done on-line and a Hold Harmless Agreement is required to be downloaded and brought completed to the workshop. The pamphlets are also sent to people by email who contact us with questions, especially by people who have heard about the program by word of mouth.

Many of the youth who pre-register for one of our three workshops learn about the program through teachers involved in the Grand Learning Network and the Big Lesson Programs, perhaps unique to the Mid-Michigan area. Teachers in other schools are also informed about the program. News of the program spreads by word-of-mouth to other schools from teacher-to-teacher and from parent-to-parent.

Although not so much in our case, news media and public service announcements can be important avenues for recruitment. Publishers of a few newsletters and small newspapers as far away as Grand Blanc and Hillsdale have picked up on the press release issued 10 days before each workshop and published articles. Some youth come from as far away as 70 miles but by far the majority came from local schools within the four-county region around Lansing.

APPENDICES

Appendix A: Workshop Timeline and Checklist

Six Months Prior

1. Site Selections
 - Consider if you want a single day workshop or multiple days.
 - Consider if you want to have multiple locations or repeat at same site.
 - Consider all of the requirements listed on page 32.
 - Consider jurisdiction and availability on the dates selected. Inquire about potential site conflicts (ie. pre-scheduled events that might affect parking and shelter use).
 - Consider use fees, need for special permits, and special liability insurance.
 - If not familiar with the fishing sites, do site visit(s).

2. Solicit Partnerships
 - Identify potential partners within the community who may share common goals about youth education or who may be able to provide volunteers or services. Examples include county, city, and township parks and recreation departments; the MDNR Fisheries and Law divisions; nature centers; other local fishing clubs such as Trout Unlimited; Retired and Senior Volunteer Programs (RSVP); environmental advocacy groups like the Izaak Walton League, Big Brothers/Big Sisters organizations; scouting; boys and girls clubs; and university environmental outreach programs such Project F.I.S.H. (based in East Lansing but works statewide) or Sea Grant and county extension offices.
 - Draft and send letters of invitation to potential partners describing your program and what you wish to accomplish.

Five Months Prior

1. Hold first planning group meeting with partners.
 - Select a meeting location convenient for a majority of the partners. Consider a conference room available through one of your partners or local sporting goods store (ie. Gander Mountain, Cabela's, Bass Pro).
 - Send an agenda prior to the meeting.
 - Have each partner talk about their programs.
 - Share what you'd like to accomplish by sponsoring a youth fishing program, including target populations.
 - Ask for reaction or thoughts from the partners.
 - Discuss your tentative sites and get input from the partners.
 - Begin development of a map showing other fishing sites in the area.
 - Discuss budget needs and what each partner organization might be able to contribute in terms of services.
 - Identify date(s) for your workshop (s).
 - Identify potential sponsors.
 - Identify liability issues and insurance needs.
 - Begin thinking about potential recruitment methods for youth participants.
 - Establish a subcommittee to work out details of issues raised and report back to the full group in a month.
 - Promptly send minutes of the meeting to attendees and any partners who couldn't attend.
 -

Workshop Timeline and Checklist (Cont.)

2. Determine a tentative budget
 - Consider amount of give-away items, including rods/reels, tackle boxes and basic tackle, fishing licenses/sports ID cards, bait, photos, prizes, t-shirts, etc.
 - Consider printing needs including posters, banner, signage, certificates, flyers, pre-application forms and hold harmless agreements, maps of local fishing areas.
 - Consider communication modes and costs (postage, envelopes)
 - Consider snacks and beverages
 - Consider number of desired participants.
 - Consider liability insurance
3. Begin Recruitment of Potential Sponsors
 - Consider corporations, local businesses, service organizations (Kiwanis, Lions, Rotary, Optimists), sporting goods stores, philanthropic organizations, and individuals (people with positive values about youth). A broad base of donors will enhance fundraising success in future years.
 - Develop a solicitation letter that can easily be modified for various donor types. Send letters or hand deliver during face to face meetings that are set up with an appointment.
 - Develop a short power point presentation for use in meetings with potential sponsors.
4. Obtain any special use permit applications required by fishing site jurisdictions.
5. Initiate recruitment of volunteers with help from program partners. A good target would be to have a volunteer for every 2 youth participants. Determine if background checks on volunteers is required in your community for this type of an event. If yes, be sure to collect all the required base information from the volunteers.

Four Months Prior

- Hold second meeting of the Planning Committee and receive reports from any subcommittee meetings, followed closely with minutes distributed to all program partners.
- Continue solicitations for funding support.
- Continue recruitment of volunteers.
- Begin process of obtaining liability insurance if existing policy is inadequate.
- Submit Special Use Permit applications if required for any or all of the sites.
- Begin development of pre-registration and hold harmless agreement forms (See examples used by Fishin' Michigan, pages 21 and 22).
- Begin development of a pamphlet that provides information about the program (See example used by Fishin' Michigan, page 34).

Three Months Prior

- Hold third meeting of the Planning Committee, followed closely with minutes distributed to all program partners.
- Approve final pre-registration and hold-harmless forms, and the program pamphlet.
- Begin distribution of the forms and pamphlet. ***Big tip: Print the Pre-registration Form and the Hold Harmless Agreement back to back! Many people forget return the Hold Harmless Agreement along with the completed Pre-registration form. If you collect both as part of pre-registration, the registration line at the clinic will go quickly.***
- Have pamphlets and forms available at any winter sports shows or other events in which your chapter participates.

Workshop Timeline and Checklist (Cont.)

- Assign one person to whom pre-registration forms will be sent. This person should transfer the data onto an Excel spreadsheet such as the one on page 23.
- Continue recruiting volunteers and sponsors.

Two Months Prior

- Meet with Planning Committee, assess status on all activities.
- Step up recruitment of participants by distribution of pamphlets and forms to area school teachers, churches, bait shops, and other public places. Continue recruiting volunteers and sponsors.
- Begin collecting stickers, booklets, extra hooks, bobbers, and other items for goodie bags to be handed out at end of each clinic.
- Order rods/reels, tackle boxes, and basic tackle for give-away.
- Begin background checks on volunteers.

One Month Prior

- Meet one last time with Planning Committee and continue coordination of final plans. Follow with meeting minutes and confirmation of final assignments.
- Assemble Goodie Bags.
- Print Banner.
- Appoint team leaders for each major activity at clinics. Appropriate number of volunteers will be asked to report to these individuals on the day of the event. Categories include *Volunteer Manager, Registration, Photography, Casting Lessons, Tackle Rigging, Regulations and Ethics, Fishing, First Aid, Drinks and Snacks* and *Set-up/Tear Down*.
- Print directional signs for “Kids Workshop Parking”, “Registration”, “Photos”, “Tackle Rigging”, “Casting”, “Regulations/Ethics”, and “Fishing”.
- Assemble boxes of tackle.
- Confirm availability of tables, chairs, tents, portable toilets.
- Do site visits.
- Issue first media release about 10 days before event.
- Check status of youth recruitment numbers. Because of a number of likely ‘No-Shows’, we found that you should pre-register 60 youth to have 50 show up at the event. A few extra will not be a problem if that happens.

One Week Prior

- Print event poster with sponsor names/logos.
- Send volunteers reminder, task assignment, and driving instructions.
- Contact news media by phone and email reminding them of the upcoming workshop and sharing another copy of the media release, and providing driving instructions.
- Order bait in bulk. We estimate 20 wax worms and 20 leaf worms per kid. Name tags for pre-registered youth participants and volunteers should be printed. To reduce formality, we use just first names for the volunteers (ie. Mr. John or Ms. Jane).
- Certificates of Participation should be printed with names of youth registered.

Workshop Timeline and Checklist (Cont.)

One Day Prior

- Have 4 volunteers count and load bait into individual plastic boxes for each kid. We use small 4-cell boxes with hinged lids from a local bait dealer to put the bait into instead of the typical Styrofoam or light plastic bait containers that easily blow into the water.
- Make sure that the signs for parking and learning stations are on-site for posting early the next day.
- Have snacks ready and drinks in coolers if available.
- Meet with site manager to make sure everything is ready.

Day of the Event

- Program Coordinator and team leaders should arrive at least 90 minutes ahead of registration.
- All other volunteers should arrive 1 hour before registration.
- Banner, posters, and directional signs should be placed in appropriate locations.
- Volunteer name tags should be arranged on a table in alphabetical order and special hats available. Extra blank name tags should be available. Each volunteer should sign-in and then report to the task leader to which they are assigned and receive instructions.
- Name tags for registered youth should be arranged in alphabetical order on the registration table. Extra blank name tags should be available for kids who pre-registered late.
- Pre-filled tackle boxes should be stacked at the far end of the registration table and assign a volunteer to give each youth a box as soon as they have cleared registration and have their nametag. A couple of black magic markers should be available for kids to write their names onto the boxes.
- Extension cords and plug-in strips should be available if registration is to be done with computers.
- Begin registration promptly 30 minutes before the event is scheduled to begin.
- Have greeters help direct youth from Registration to the Photo station.
- After posed photos have been taken, greeters should direct kids to a central area to await the beginning of the program. At the central area, there should be some sort of activity that will keep the kids entertained while they wait for registration/photography to be completed. One option is to have live aquatic macroinvertebrates (e.g. insects, snails, crayfish, clams) displayed in touch pools created with a hula hoop and sheet of white plastic table cloth laid over it. The macroinvertebrates would be collected the evening before from either the lake where the kids will be fishing or another nearby body of water. This is best done if a biologist is available to help the kids identify the organisms in the pool and explain that this is part of the food web for the fish that live in the lake.
- When registration is completed, the program coordinator or other designated person should welcome the kids/parents/guardians to the event and explain the order of things to come. This is also a good time to tell people where the bathroom facilities are and any other appropriate instructions such as where to assemble in case lightning or storms develop.
- Once these remarks are completed, the kids are split into 3 even groups and directed to one of the three learning stations. At 20 minute intervals, a whistle will be blown and groups will rotate to the next learning station. Stickers are given to each youth upon completion of a station, and once all three stickers have been placed onto the youth's tackle box, they are cleared to report to the fishing station.

Workshop Timeline and Checklist (Cont.)

-
- At the fishing station, the fishing activity leader gives kids general guidance such as how deep to set the bobbers, provides each kid with a box of bait, how to bait the hooks or jigs, where to come if they run out of bait, and how to ask volunteers for help as needed.
- Volunteers who had been helping at the three learning stations shift to the fishing area to help kids there as needed.
- **HAVE FUN!! Interact with the kids as much as you can and share your fishing knowledge that might be helpful. Show them your enthusiasm and give them lots of encouragement and positive feedback.**
- As youth and accompanying adults quit fishing for the day, they pass by a table near the parking area where they receive a bag of goodies to take home. They may also get snacks and drinks before they depart if they choose.
- All photography volunteers bring the lead photographer their digital memory cards from their cameras and have them downloaded to a laptop computer and onto a flash drive.
- Several volunteers stay and tear down the site and return it to pre-workshop condition.

One Day Post Event

- A volunteer edits pictures (optional) and has them processed at a 1-hour development center.
- The program leader signs a cover letter personally addressed for each youth, and also signs a Certificate of Participation in the name of each youth. These can be prepared on the computer in advance.

Two Days Post Event

- Two to four volunteers sort the developed photos into groups of pictures of each youth participant, matching the posed photo with all of the candid shots.
- Volunteers stuff pre-addressed envelopes with the signed cover letter, the signed Certificate of Participation, a map of local fishing sites, and the group of photographs for each kid. It is important to make certain that all the documents and photos are in the proper pre-addressed envelope. Seal the envelopes and mail them with the correct amount of postage.

One week Post Event

- Hold a “Debriefing” meeting with the Planning Committee to evaluate what worked well, and what might be improved for the following year. Document the discussion with minutes and send to the full Committee, including those who may not have been able to attend.

Two weeks Post Event

- Send out “Thank You” letters to all volunteers, partners, and sponsors. If you have photos of the volunteers taken during the clinics, include them with their thank you note. See example letters on pages 29-31. Include a compilation of comments from thank you notes received from participants and/or parents. Everyone deserves credit for a job well done! In your notes, encourage the contributors to participate again next year.

Appendix B: Guide to Volunteer Assignments and Numbers Needed for Various Tasks.

Volunteer Duty	Number of Volunteers Needed for 60 Youth Participants
Unpacking and putting Rods together (month before)	10
Stocking Tackle Boxes (month before)	10
Stocking Goodie Bags (week before)	4
Advance Bait Preparation (night before)	4
Clinic Organizer/Floater	1
Volunteer Check In	2
Greeters	2
Registration and Hold Harmless Table	2
Photography	5
Station Timer/Group Organizer	1
Group Escorts	3
Skill Stations*	
Tackle Rigging	8
Casting	8
Regulations/Ethics	3
Fishing **	
Bait Distribution	3
Dock/Shore Fishing Assistance	40
Youth Check Out	2
Site Tear Down and Cleaning**	4

* Leaders for the Skill Stations should be experienced anglers and be good at communicating with kids.

** As learning station activities are completed, volunteers from those stations can move to the fishing area to assist youth as needed. The same is true for Youth Check out and Site Teardown. Therefore many volunteers are double counted above.

Cell phones and numbers should be carried by each group leader and the workshop organizer in case an emergency arises or something is needed. This is particularly important in case of bad weather that would require all participants and volunteers to evacuate the area or move to a designated shelter.

Appendix C: Pre-Registration Form.

**Dr. Bill Earl Youth Fishing Event
Pre-Registration Form**

Please fill out this *Pre-registration Form and the Hold Harmless Agreement on back* and return them no later than April 30, 2011. Mail the completed forms to Margaret Holtschlag at 1120 Bonanza Dr, Okemos, MI 48864. If you have questions you may email John Hesse at hessej2011@hotmail.com.

PARTICIPANT INFORMATION

NAME OF CHILD (Last, First, Middle initial) _____ GENDER (Male/Female) _____

ADDRESS (Number and Street) _____

CITY _____ STATE _____ ZIP _____ E-mail Address _____

DATE OF BIRTH (needed for voluntary fishing license) _____ GRADE LEVEL _____ SCHOOL BEING ATTENDED _____

PARENT/GUARDIAN/FISHING MENTOR NAME _____
PHONE _____

PREFERRED EVENT DATE/LOCATION (Check One) _____ SECOND CHOICE DATE/LOCATION (Check One) _____

- | | |
|---|--|
| <input type="checkbox"/> May 7, 2016- Hawk Island Park (1601 E Cavanaugh Rd) | <input type="checkbox"/> May 7, 2016 Hawk Island Park |
| <input type="checkbox"/> May 14, 2016- S. Lake Lansing Park (1621 Pike Street, Haslett) | <input type="checkbox"/> May 14, 2016- S. Lake Lansing Park |
| <input type="checkbox"/> May 21, 2016- Adado-Riverfront Park (201 E. Shiawassee) | <input type="checkbox"/> May 21, 2016- Adado-Riverfront Park |

If your first choice is unavailable, we will contact you by telephone or email.

STATEMENT OF COMMITMENT FROM THE CHILD

I promise to be an enthusiastic participant and will follow any instructions from volunteers related to my safety and the safety of others.

YOUTH PARTICIPANT SIGNATURE

PERSON TO CONTACT IN EMERGENCY

NAME _____ PHONE _____

PHOTOGRAPH/VIDEO WAIVER

I as parent/legal guardian authorize that my child named above may be photographed/videotaped and waive all claims by myself or my child for remuneration in any form for the use of such photographs/video tapes for educational programs, public relations programs, and newspaper or other media use.

Check: YES ___ NO ___

Parent/guardian Signature

Date

Appendix L: Example Hold Harless Agreement

[PRINT ON BACK OF PRE-REGISTRATION FORM]

**THE DR. BILL EARL YOUTH FISHING PROGRAM
FISHIN' MICHIGAN
HOLD HARMLESS AGREEMENT**

I, _____ (print name), as a parent, legal guardian, or other representative (circle one) of _____ (name of youth participant), who is participating in the Dr. Bill Earl Youth Fishing Program, agree to hold harmless Fishin' Michigan, its Board of Directors, its Officers, members, its volunteers; and all of its partners including Ingham County Parks, the Lansing City Parks and Recreation, the Clinton County Parks and Green Space; and all donors and volunteers from other organizations participating in this program, against any and all claims, demands, suits, or loss, by reason of personal injury, including bodily injury or death, and/or property damage.

It is expressly understood and agreed that the Hold Harmless requirements of this Agreement do not include losses, injuries or damages arising from the negligence of Fishin' Michigan, its partners, and/or volunteers.

The person signing on behalf of the participating youth certifies by his/her signature that he/she is duly authorized on behalf of the youth participant. Typing your signature below constitutes a legal binding agreement.

This Agreement will be effective from May 1, 2016 through June 30, 2016.

Date: _____

Relationship to the youth participant _____

Signature: _____

Address: _____

City: _____

State/Zip: _____

Phone: (____) _____

PHOTOGRAPH/VIDEO WAIVER

I as parent/legal guardian authorize that my child named above may be photographed/videotaped and waive all claims by myself or my child for remuneration in any form for the use of such photographs/video tapes for educational programs, public relations programs, and newspaper or other media use.

Check: YES___ NO___

Parent/guardian Signature

Date

Appendix E: Example Registration Data Sheet.

After pre-registration closes for each workshop, we transfer the data from individual youth Pre-registration forms onto this master data sheet for use at registration on the day of the event.

Location:		Dr. Bill Earl Youth Fishing Event							Updated JULY 25, 2011					
Date:														
	First Name	Last Name	School	Address	City	State	Zip	Phone	Height	Weight	Gender M/F	Date of Birth	Can Take Photo	Hold Harmless Rc'd
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
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21														
22														
23														
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25														
26														
27														
28														

(Continue through approximately 60 entry lines)

Appendix F: Example Follow-up Letter to Youth Participants



May 18, 2015

Name and Address

Dear _____,

Congratulations on taking part in the fifth annual Dr. Bill Earl Youth Fishing Program! We hope that you had a lot of fun learning some new skills and more about the sport of fishing. We enjoyed having you participate.

In this envelope are several things for you to enjoy or to give to your parents:

- An official Certificate of Participation,
- Some pictures of you taken during the fishing workshop,
- A map showing lots of other places to fish not far from where you live,
- An invitation for you to join us for another fishing outing in June,
- Some information about the fishing club to which I belong, and
- A self-addressed envelope with an opportunity for your parents to make a donation in support of next year's program.

We hope that the new rod and reel and other fishing tackle, and memories of fishing Saturday, will make you want to fish again soon. The map will help your parents find some other good spots for you to try. We're going to send you an even better map in the near future.

Keep fishing. The more you do it, the more fun it becomes! Thanks for being part of our fishing event.

John Hesse
Fishin' Michigan
13551 Wright Road
Eagle, MI 48822
hessej@msu.edu



Appendix H: Map showing other local fishing sites for families to consider (Front side, size 25 1/2" X 33" and available in an interactive form on-line.

TAKE A KID FISHING!

MID-MICHIGAN: GUIDE TO PUBLIC LAKES AND RIVERS

Use this guide to help get started on your next fishing adventure in the Mid-Michigan area. This map shows fishing access sites on local lakes and rivers. It also lists the types of fish that are commonly found in these bodies of water. Other information includes the day's and dawn's of fishing or recreational water and parking and nearby facilities for your visit.

Once you've located your next fishing spot, don't forget to take your fishing gear with you. Don't forget to take lots of pictures to capture the precious memories of time spent fishing and enjoying our abundant natural resources.

This map and guide is available in the handbook *Great Lakes Lakes, Rivers, and Streams* (www.michigan.gov/depwater) and the *Mid-Michigan Fishing Program* (www.michigan.gov/depwater).

THANK YOU TO OUR SPONSORS

FISHING MAP: LEGEND

Click on site entry to go to map.

TABLE A-1 Fishing Access Sites	TABLE B-1 Fishing Access Sites
1. Access to water	1. Access to water
2. Access to land	2. Access to land
3. Access to shore	3. Access to shore
4. Access to boat	4. Access to boat
5. Access to gear	5. Access to gear
6. Access to bait	6. Access to bait
7. Access to tackle	7. Access to tackle
8. Access to information	8. Access to information
9. Access to parking	9. Access to parking
10. Access to facilities	10. Access to facilities
11. Access to services	11. Access to services
12. Access to amenities	12. Access to amenities
13. Access to recreation	13. Access to recreation
14. Access to education	14. Access to education
15. Access to research	15. Access to research
16. Access to conservation	16. Access to conservation
17. Access to management	17. Access to management
18. Access to monitoring	18. Access to monitoring
19. Access to evaluation	19. Access to evaluation
20. Access to reporting	20. Access to reporting
21. Access to communication	21. Access to communication
22. Access to outreach	22. Access to outreach
23. Access to education	23. Access to education
24. Access to research	24. Access to research
25. Access to conservation	25. Access to conservation
26. Access to management	26. Access to management
27. Access to monitoring	27. Access to monitoring
28. Access to evaluation	28. Access to evaluation
29. Access to reporting	29. Access to reporting
30. Access to communication	30. Access to communication
31. Access to outreach	31. Access to outreach
32. Access to education	32. Access to education
33. Access to research	33. Access to research
34. Access to conservation	34. Access to conservation
35. Access to management	35. Access to management
36. Access to monitoring	36. Access to monitoring
37. Access to evaluation	37. Access to evaluation
38. Access to reporting	38. Access to reporting
39. Access to communication	39. Access to communication
40. Access to outreach	40. Access to outreach
41. Access to education	41. Access to education
42. Access to research	42. Access to research
43. Access to conservation	43. Access to conservation
44. Access to management	44. Access to management
45. Access to monitoring	45. Access to monitoring
46. Access to evaluation	46. Access to evaluation
47. Access to reporting	47. Access to reporting
48. Access to communication	48. Access to communication
49. Access to outreach	49. Access to outreach
50. Access to education	50. Access to education
51. Access to research	51. Access to research
52. Access to conservation	52. Access to conservation
53. Access to management	53. Access to management
54. Access to monitoring	54. Access to monitoring
55. Access to evaluation	55. Access to evaluation
56. Access to reporting	56. Access to reporting
57. Access to communication	57. Access to communication
58. Access to outreach	58. Access to outreach
59. Access to education	59. Access to education
60. Access to research	60. Access to research
61. Access to conservation	61. Access to conservation
62. Access to management	62. Access to management
63. Access to monitoring	63. Access to monitoring
64. Access to evaluation	64. Access to evaluation
65. Access to reporting	65. Access to reporting
66. Access to communication	66. Access to communication
67. Access to outreach	67. Access to outreach
68. Access to education	68. Access to education
69. Access to research	69. Access to research
70. Access to conservation	70. Access to conservation
71. Access to management	71. Access to management
72. Access to monitoring	72. Access to monitoring
73. Access to evaluation	73. Access to evaluation
74. Access to reporting	74. Access to reporting
75. Access to communication	75. Access to communication
76. Access to outreach	76. Access to outreach
77. Access to education	77. Access to education
78. Access to research	78. Access to research
79. Access to conservation	79. Access to conservation
80. Access to management	80. Access to management
81. Access to monitoring	81. Access to monitoring
82. Access to evaluation	82. Access to evaluation
83. Access to reporting	83. Access to reporting
84. Access to communication	84. Access to communication
85. Access to outreach	85. Access to outreach
86. Access to education	86. Access to education
87. Access to research	87. Access to research
88. Access to conservation	88. Access to conservation
89. Access to management	89. Access to management
90. Access to monitoring	90. Access to monitoring
91. Access to evaluation	91. Access to evaluation
92. Access to reporting	92. Access to reporting
93. Access to communication	93. Access to communication
94. Access to outreach	94. Access to outreach
95. Access to education	95. Access to education
96. Access to research	96. Access to research
97. Access to conservation	97. Access to conservation
98. Access to management	98. Access to management
99. Access to monitoring	99. Access to monitoring
100. Access to evaluation	100. Access to evaluation

Click on a site number to go to Google Maps. For best results, zoom in. Click here for 100% magnification.

Map created with assistance of Christy Staffle and Dawn Burlock, pop-ups and hyperlinks by Becky Palmer-Scott of Aspiring Games Foundation and Explore Michigan.

Lakes & Ponds

Rivers & Streams

Public Access to Water Body

Recreation Land

DEQ 24-Hour Pollution Hotline PEAS (1-800-292-4706)

In case of environmental emergency affecting air, land, water, wetlands, dams, drinking water supplies, or other resources:

What should you report?

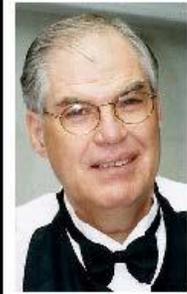
- Suspicious discharges from pipes
- Construction that pollutes water resources
- Spills and contamination to lakes, rivers, and streams
- Polluting septic systems

Report all poaching hotline 1-800-292-7800

Appendix I: Poster Recognizing Program Partners and Donors. A 2' X 3' poster is displayed at each of the workshop sites.

Dr. Bill Earl Youth Fishing Program

Hosted by: Fishin' Michigan



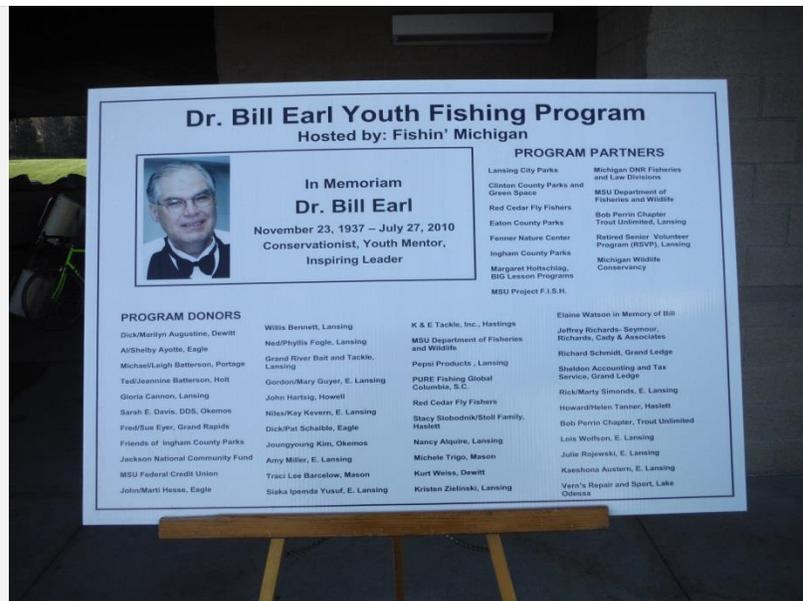
In Memoriam
Dr. Bill Earl
 November 23, 1937 – July 27, 2010
 Conservationist, Youth Mentor,
 Inspiring Leader

PROGRAM PARTNERS

Lansing City Parks	Michigan DNR Fisheries and Law Divisions
Clinton County Parks and Green Space	MSU Department of Fisheries and Wildlife
Red Cedar Fly Fishers	Bob Perrin Chapter Trout Unlimited, Lansing
Eaton County Parks	Retired Senior Volunteer Program (RSVP), Lansing
Fenner Nature Center	Michigan Wildlife Conservancy
Ingham County Parks	
Margaret Holtschlag, BIG Lesson Programs	
MSU Project F.I.S.H.	

PROGRAM DONORS

Dick/Marilyn Augustine, Dewitt	Willis Bennett, Lansing	K & E Tackle, Inc., Hastings	Baine Watson in Memory of Bill
Al/Shelby Ayotte, Eagle	Ned/Phyllis Fogle, Lansing	MSU Department of Fisheries and Wildlife	Jeffrey Richards- Seymour, Richards, Cady & Associates
Michael/Leigh Batterson, Portage	Grand River Bait and Tackle, Lansing	Pepsi Products, Lansing	Richard Schmidt, Grand Ledge
Ted/Jeanne Batterson, Holt	Gordon/Mary Guyer, E. Lansing	PURE Fishing Global Columbia, S.C.	Sheldon Accounting and Tax Service, Grand Ledge
Gloria Cannon, Lansing	John Hartsig, Howell	Red Cedar Fly Fishers	Rick/Marty Simonds, E. Lansing
Sarah E. Davis, DDS, Okemos	Niles/Kay Kevern, E. Lansing	Stacy Slobodnik/Stoll Family, Haslett	Howard/Helen Tanner, Haslett
Fred/Sue Eyer, Grand Rapids	Dick/Pat Schabbe, Eagle	Nancy Alquire, Lansing	Bob Perrin Chapter, Trout Unlimited
Friends of Ingham County Parks	Joungyoung Kim, Okemos	Michele Trigo, Mason	Lois Wolfson, E. Lansing
Jackson National Community Fund	Amy Miller, E. Lansing	Kurt Weiss, Dewitt	Julie Rojewski, E. Lansing
MSU Federal Credit Union	Traci Lee Barcelow, Mason	Kristen Zielinski, Lansing	Kaeshona Austern, E. Lansing
John/Marti Hesse, Eagle	Siaka Ipenda Yusuf, E. Lansing		Vern's Repair and Sport, Lake Odessa



Appendix J: Example of a Thank You letter our Donors.



July, 2015

Name and Address

Hi Name,

The fifth annual Dr. Bill Earl Youth Fishing Program has been completed... with three Saturday workshops in May and three follow-up fishing outings in June. Because your incredible role as a donor was such an important part of these successful experiences for our youth, I wanted to update you on this year's program and to again thank you.

A total of **181** youth participated in the 2015 program held at Hawk Island Park on May 2nd, May 9th, and May 16th. This was a record number of kids since the program began in 2011.

In June, three follow-up programs on Tuesday evenings each at a different site exposed families to new fishing opportunities. This year, **52** kids (along with their parents and sometimes siblings too!) returned for these follow-up outings—also a record number. Having smaller groups and plenty of time allowed kids an opportunity to use the skills and their own fishing tackle provided at the workshops in May. Lessons on filleting fish and cooking were conducted each week. Fish that the kids caught were filleted, cooked, and enjoyed by all.

What makes this youth fishing program special is the large number of trained and enthusiastic volunteers, this year averaging an amazing **50** volunteers for each workshop in May and **9** for the smaller groups in June, that's a volunteer for every 1.2 participating youth!

The generous support from you and other donors, made it possible to give each of the youth participants their own tackle, including a rod and reel, tackle box, with basic tackle in the box, and a bag of goodies with extra lures, bobbers, and educational materials. Like the first four years, the kids learned basic fishing skills such as tackle rigging, casting, and about ethics and regulations. Then they got to apply those skills and knowledge with the assistance of trained volunteers (and a supply of bait) as they fished. Nearly all of the kids caught fish, for many the first fish of their life.

As in the past two years, we had displays of live macro-invertebrates from local waters to help kids learn about indicators of good water quality. Live sea lampreys helped youth begin to understand the

Continued on next page

Appendix J: Example of a Thank You letter to one of our Donors. (Page 2, Cont.)

threats and impacts from invasive species. Youth and adults alike enjoyed seeing and handling these both small and big organisms up close.

Within two days after each event, a package was mailed to each youth, personally congratulating the kids with a formal “Certificate of Participation”, pictures of themselves taken during the event, and a map showing 30 fishing locations in the immediate Lansing area. Each kid received an average of 18 pictures! The candid and posed pictures reinforce positive memories of the events for the youth and parents.

Pictures like these below offer just a glimpse of the kids enjoying their experience. These memories and the skills they learned will last for their lifetimes.



You might enjoy reading a few of the written comments sent to us at the end of the events by parents/guardians who accompanied the youth:

“This is great way to get kids to start enjoying the great outdoors and leave the electronics inside. The leadership for this event was great. Everyone had an awesome time.”

Continued on next page

Appendix J: Example of a Thank You letter to one of our Donors. (Page 3, Cont.)

“My four children (ages 5-13) love this event, and so do I as their mom. Both my husband and I have lost our fathers-who were avid fishermen. While my own dad passed away when our oldest was very young, my father-in-law used to take the kids fishing quite often when we could visit him. I grew up fishing and enjoy fishing, but my husband does not. This event has given me a chance to enjoy fishing with my kids--where I have wonderful **volunteer grandpas** to help us with equipment--and with touching the fish.”

“This was a fantastic event that empowered my son how to fish and spend more time outdoors! The event was extremely well organized and well received! I am telling everyone I know what a valuable program this is!”

“Everyone was so welcoming and so well-trained in what they were teaching the kids. It was great having a conservation officer there as well. So glad there was so many volunteers and that they were able to help the kids do the actual fishing. That was a huge help to us, as a single mom/grandma with three kids 10 yrs and under.”

You may have noticed the new logo at the top of this letter. In January, 2015 the Mid-Michigan Steelheaders changed our name to “Fishin’ Michigan” to better reflect that we fish for all species, not just steelhead and salmon. It also better reflects our educational mission.

Fishin’ Michigan worked in partnership with the MSU Department of Fisheries and Wildlife, MSU Project F.I.S.H., Bob Perrin Trout Unlimited Chapter, the Red Cedar Fly Fishers, MDNR Fisheries and Law Divisions, Ingham County Parks, Clinton County Parks and Green Space, Lansing City Parks, Retired Senior Volunteer Program, Eaton County Parks, Fenner Nature Center, BIG Lesson Programs, and the Michigan Wildlife Conservancy.

On behalf of Fishin’ Michigan, the organizing committee, and all of the partnering organizations who collaborated to develop the program, we thank you for your generous contribution. I hope you will consider supporting the program again in 2016. The combination of your support, the work of our partners, and the cadre of volunteers makes the Bill Earl Youth Fishing Program an investment in our youth and in the stewardship of our natural resources that has a huge lasting return. Your donation makes all this happen. Thank You.

With Warmest Regards,

John Hesse
Youth Education Chairperson
Fishin’ Michigan
Adjunct Faculty, MSU Department of Fisheries and Wildlife
hessej@msu.edu
517-626-6194

Appendix K: Site Requirements

This chart can be used to assist with the selection of a suitable youth fishing workshop site. Each site will vary but basic necessities should be provided as described below.

<u>Requirements</u>	<u>Comments</u>
Cost to Participants	Participation in the event and access to the site needs to be free. If the event is held at a state, county, township or city park where an entry fee is usually charged, the entry fees should be waived for workshop participants.
Parking/Handicap Access	Each site must have suitable parking space for the expected number of participants and volunteers. All facilities to be used must be accessible for persons with disabilities.
Fishing Area	The fishing area must be large enough to accommodate the expected numbers of participants, parents/guardians, and volunteers, while providing a safe environment with easy access to fishing.
Restroom facilities	If permanent restrooms are not available on-site, Porta-jons should be brought in for the event.
Sheltered Area	Tents or permanent shelters should be available for the registration, snack and first aid stations. Shelter space must be large enough to accommodate all participants and volunteers in case of storms w/lightning.
Learning Station Areas	The site must be large enough to accommodate all learning stations, including a safe area for casting lessons.
Power Supply	A power source can be optional but may be needed if computers are used for registration and the transfer and downloading of event photographs.
External Water Source	A drinking water supply should be provided unless bottled water is made available.
Security	Park personnel presence and staff at the entry gate is desirable.
Extras	The site should be capable of accommodating any extra activities planned (vendor displays, demonstrations, touch pools, etc.).

Appendix L: Example Press Release Announcing Program.

FOR IMMEDIATE RELEASE

April 28, 2011

Contact: John Hesse (Fishin' Michigan), 517-626-6194 or Mary Dettloff, 517-335-3014

DNR Partners with Fishin' Michigan for May Youth Fishing Workshops in Lansing

The Department of Natural Resources is among several agencies joining in Fishin' Michigan's efforts to get children interested in fishing with its first-ever Dr. Bill Earl Youth Fishing Program. This series of free fishing workshops for youth ages 5-16 will take place in Lansing on Saturdays, May 7, 14 and 21.

In order to participate in the program, all children must be accompanied by a parent, guardian or other responsible adult. "By requiring a parent or guardian to accompany the youth, we expose two generations to the inexpensive, healthy, outdoor fishing activities available near home," said John Hesse, youth education chairperson for Fishin' Michigan.

"Michigan has remarkable water resources that we urge all our citizens to enjoy and protect, so we're excited to take part in this opportunity for kids to learn more about the sport of fishing and get actively involved in conservation," said Department of Natural Resources Director Rodney Stokes. "Programs like this can begin to address the steady decline in the numbers of people who fish and hunt and the limited time that children spend outdoors."

The first event will be held May 7 at Hawk Island Park. Workshops will also be held at Lake Lansing Park-South on May 14 and at the Lansing Adado Riverfront Park on May 21. Pre-registration is mandatory for all events. There will be no registration on the day of the event. All pre-registered participants must check in between 8:30 and 9:00 a.m.; the program will end at noon. For more information, contact John Hesse at hessej2011@hotmail.com.

Each child will learn basic fishing skills such as casting, knot-tying, rigging for different types of fishing, regulations and fishing ethics. As part of the workshop, participants will be able to apply these skills under the guidance of trained volunteers.

"We look forward to continuing, and possibly expanding, the program in future years and want to thank not only all of our partners but also the many individual donors and small businesses who contributed funds to make this possible," Hesse said.

Program partners include the Department of Natural Resources, Michigan State University, Project F.I.S.H., Ingham County Parks, Lansing City Parks and Recreation, Big Brothers Big Sisters, Fenner Nature Center, Trout Unlimited, the Retired Senior Volunteer Program (RSVP), the Big Nature Lesson Programs and others.

The program's namesake, Dr. William "Bill" Earl, was an inspiration to thousands of youth and adults during his lifetime. A lifelong resident of Howell with a passion for the outdoors, fishing, hunting and farming, Earl was a member of Fishin' Michigan and chaired its youth education committee. He passed away in July 2010.

Lansing-based Fishin' Michigan is a local based fishing club, a non-profit organization dedicated to educating the general public on improving, preserving and promoting sport fishing in the Great Lakes, tributary streams, inland lakes, and rivers. To learn more, visit <http://FishinMichigan.org/>.

The Dr. Bill Earl Youth Fishing Program

Fishin' Michigan

This is a free program for youth, ages 5-16, where they can learn basic fishing skills such as casting, knot tying, rigging for different types of fishing, regulations, and fishing ethics. Then the kids get to apply those skills and knowledge at a local fishing site in the Lansing area with the assistance of trained volunteers.

When and Where?

This program is offered annually during the first three Saturdays of May. In 2015, youth may attend one of three options:

May 2, 2015	Hawk Island Park- Lansing
May 9, 2015	Hawk Island Park- Lansing
May 16, 2015	Hawk Island Park- Lansing

Check-in will begin at 8:30am and the program runs from 9:00am to Noon. A responsible adult must remain on-site with each youth participant.

What to bring?

Wear clothing appropriate for the weather. Sun-block is recommended as a precaution. Unless you wish to use your own tackle, you do not need to bring fishing rods, reels, tackle, or bait. This will all be provided. Bottled water and snacks will also be available. Bring a small cooler if you wish to keep fish.

Pre-Registration Required

Parents or guardians of youth who wish to participate in one of these events must fill out an online pre-registration form. Pre-registration opens March 6, 2015 and space is limited. Vacancies are on a first-come, first-serve basis so please register early. For more information on pre-registering, contact Margaret Holtschlag at 517-230-8268. To pre-register, please visit www.mynaturecenter.org.

Where can I get more information?

This program is offered by the Fishin' Michigan organization. More information about this initiative can be obtained from Mr. John Hesse, Youth Education Chairperson, by emailing him at billlearlfishing@gmail.com or writing to him at 13551 S Wright Road, Eagle, MI 48822.

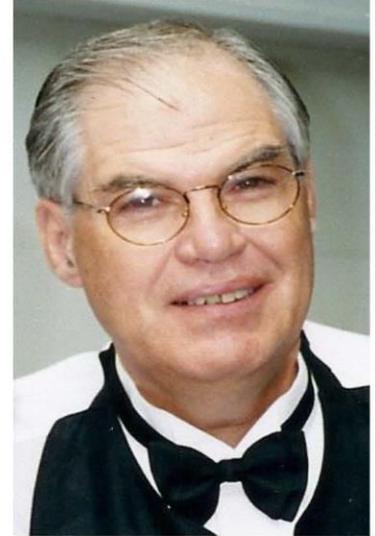
Fishin' Michigan Website

www.fishinmichigan.org

Program Partners

MDNR Fisheries & Law Divisions
MSU Department of Fisheries & Wildlife
MSU Project F.I.S.H.
Ingham County Parks Department
Clinton County Parks and Green Space
Eaton County Parks and Recreation
RSVP-Retired Senior Volunteer Program
Trout Unlimited, Perrin-Lansing Chapter
Fenner Nature Center
Big Lesson Programs
Lansing Parks & Recreation
Michigan Wildlife Conservancy
Red Cedar Fly Fishers
Jackson National Community Fund

The Dr. Bill Earl Youth Fishing Program



In Memoriam
November 23, 1937 – July 27, 2010
Dr. Bill Earl
Conservationist,
Youth Mentor, Inspiring Leader

The Fishin' Michigan organization is pleased to dedicate this youth fishing program in Dr. Bill Earl's honor.