

KIDS REGISTRATION BOOTH PROCEDURES

OVERVIEW: Donors pay \$30 to sponsor a Pine Island Elementary School Student and \$35 to sponsor a non-PIE student. Any child who fits into the appropriate age/grade bracket may fish; whether they are a PIE student or not!!!

The Kids Registration Booth is the place where all of the children who are fishing will register to fish and check in on the day of the event. Each child is checked in, given the rules, given a treat bag, registered for the bike drawing, given a fishing pole and made to feel welcomed. The children also get a free lunch and have an activity area with crafts and games. Registration becomes a gathering spot for the kids as it's where all of the trophies and the bikes are displayed! A first aid kit is also kept at the registration area for any emergencies.

REGISTERING: Students can register at school, at several pre-determined places throughout the island, or online. These names will all be consolidated by you and put together in one folder with a list to make registration easier the day of the event. Put all of the paperwork in one folder and take two additional copies to the event. The original will stay with the overseer, one copy goes to the Weigh Master station for verification, and the third copy is used to highlight the trophy winners and to verify their age/grade bracket. Call Bea at the front desk of Pine Island Elementary School the week prior to the event to remind her to prepare a list of all students by grade. You will need to pick up her list and any pre-paid registrations on Friday before the event. She can be reached at 239.283.0505. All copies of the student register must be shredded at the end of the event for student security.

SUPPLIES: A blue bin (that is labeled “P.I.E. Derby Registration” is in the Hooker storage bin and it contains the following items year to year: first aid kit, four clear raffle buckets for the bike drawings, extra hooks/line/sinkers/split shots to be given to the Mr. Fixit volunteer, large safety pins for the ribbons, extra ribbons from previous years, and a ziplock bag containing pens, markers, scissors, tape and misc. supplies for the registration table. Each year at the end of the derby, re-pack the blue bin neatly and prepare it for the next year’s derby to make it easy for the next year’s overseer. Include a copy of this procedure sheet in the bin. Grab the bin in September so that you can go through it and order anything that is missing or needs replacing.

FISHING POLES: These are to be ordered from Jim Frock at Seven Seas at 239.283.8862. 125 poles are needed. Jim orders these for us at a wholesale price and is able to get us good sturdy rods that won’t fall apart on the kids – this is important! If available, it is nice to make 40 of them a smaller child size for the Kindergarteners & 1st Graders!

Order the poles in August prior to the event. Pick them up when Jim calls and store them at your home or in the Hooker storage garage. Jim will give you an invoice for the poles to turn in to the treasurer; who will send payment directly to Jim at Seven Seas. Jim also donates all of the hooks, split shots & bobbers for the event.

On Saturday before the event bring all of the fishing poles to the Fish House to be assembled by any volunteers who are working that day. We generally all sit together on the picnic tables out front throughout the day. They are stored by lining them up against the back wall of the Fish House building where the registration tables are set up. Keep them separated so that they don’t tangle! They can also be kept in large garbage cans.

TREAT BAGS: Put out a Hooker Herald for donations for the treat bags for the September and October meetings. Stickers, candy that doesn't melt, kids coupons from McDonalds, and any other cheap little prizes will do! All items and bags can be taken to the Fish House on Saturday prior to the event and volunteers can sit and put the bags together. Make sure that each bag is the same – that is important to kids!!! The kids love these little bags and it gives them something to put all their loot in during the day! The bags are handed out when they register, and make extra so that the little ones that aren't old enough to fish yet can have a prize also and feel important!

ARMBANDS: When they register, each child is given an armband according to their age and division. This band allows the Derby Deputies and the Weigh Master to verify that they are in the right division. Kindergarten & 1st Grade (Shrimp – yellow band), 2nd Grade & 3rd Grade (Pinfish – orange band), and 4th & 5th Grade (Sharks – Blue). The armbands should be ordered in September from Oriental Trading. Turn in receipt for reimbursement.

VOLUNTEERS: Arrange for volunteers to work the registration area where each child will register. You can simply pass a clipboard around at the September and October general Hooker meetings before the derby or feel free to call a few of your Hooker friends to see if they would like to volunteer! A total of nine volunteers works well. Three volunteers for 7:30am-9:30am, three volunteers for 9:30-11:30am and three volunteers for 11:30am-1:30am. After 1:00 it is OK to tear down and clean up the registration area. The tables are then used for the fish fry area.

- * You (as overseer) will sit and check names off as they register and collect payment if needed.
- * One volunteer will give them the rule sheet and review with the parent & will give them their colored band.

- * One volunteer will have them register for the bike drawing and will answer any questions that they parents may have.
- * The third volunteer will hand them their treat bag and their fishing pole! They will then be directed to the docks where the Derby Deputies will be waiting for them!

REGISTRATION SET-UP: It's a good idea to arrive the morning of the derby at 7am to set up. Registration opens at 7:30am! The tents and chairs will be there and will be set up in advance by site management! Two smaller tents set up side by side are needed.

The first tent needs two 8' tables and three folding chairs. One table in front to use as the registration table, and the second table goes behind the volunteer's chairs for holding the first aid kit, the blue bin, supplies, etc. Put tablecloths on each table to make it look nice. It's a good idea to decorate the table and tent area so it's welcoming and cute...the kids like that. Decorations are left in the bin year to year – usually little fish streamers or cutouts, pirate stuff, etc. If you purchase anything be sure to turn in receipts for reimbursement.

The second tent will need one 8' table to display the trophies. Cover this table with a tablecloth as well. The dollar store has plastic tablecloths for \$1.00 each! The bikes are then displayed to the side so that the children can see them. The treat bags are also set out at this side tent area to the left of the main registration tent and given out with the fishing poles.

TROPHIES: Trophies should be ordered in August before the event. Call A-1 Trophy in Cape Coral at 239.242.8030. Simply tell them that you need the trophies and ribbons for the P.I.E. Tournament & Derby. They will have you choose a color. When you order the trophies, also order the ribbons and pins for participation. Each division has a 1st, 2nd, and 3rd place trophy.

There is also a Grand Slam trophy. Every participant is given a participation ribbon that is pinned on their shirt! I always had black permanent markers out on the table for them to write their name on their ribbon!

In addition, the special “Principal Trophy” tag is needed for the principal look-a-like trophy. This needs to be given to Diane Maher who makes the trophy every year.

The girls at A-1 Trophy are familiar with our order and will know what you need!

BIKES: Four bikes are purchased to be given away. Mel Brinson, attorney, usually donates money for this purchase. DJ generally reaches out to him for the donation. Verify with her in advance. You will need to purchase a 20” girls bike, a 20” boys bike, a 24” girls bike, and a 24” boys bike. Bike helmets are also donated with the bikes. Certificates are given for the helmets as the children need to go and be fitted for these. Karen Garside can be called to see if her contact would be willing to donate the helmets. Pine Island Cycles can also be contacted at 239.560.0320.

Having run the registration several years, please feel free to call me with any questions or if you need assistance in any way! I can be reached at 239.244.4434 or by email at islandgirl33922@aol.com.

Tina Bush