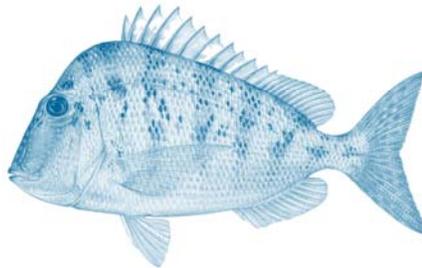
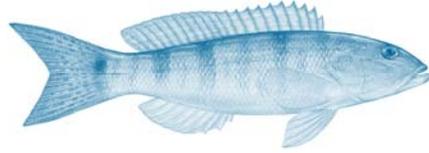


PROTOCOL

KiDs' FiSHing CliNiCs



The Kids' Fishing Clinic is a one day educational event established by the Outreach and Education (O&E) Section of the Division of Marine Fisheries Management in the Florida Fish and Wildlife Conservation Commission (FWC). Our primary goal is to create responsible marine resource stewards by teaching children the vulnerability of Florida's marine ecosystems and ethical angling skills. We also strive to teach fundamental saltwater fishing knowledge and to provide kids with a positive fishing experience.



**Presented by the
Florida Fish and Wildlife
Conservation Commission and
Sport Fish Restoration**



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Lets Go
FISHING!



Purpose of this Protocol

The purpose of this protocol is not to tell a community how to run an event, but what parameters must be met for FWC participation in the event. Kids' Fishing Clinics were designed to be community sponsored events with FWC involvement in conservation education. However, due to time and staff limitations, FWC does not guarantee participation in every event regardless of a sponsor's ability to meet the terms of this protocol. The FWC schedule is generated at the beginning of the year, so please plan ahead!



WHAT HAPPENS AT A CLINIC?

Each Kids' Fishing Clinic differs at each location of the event. The organization and "flow" of a clinic will be discussed at an initial meeting between O&E staff and the local coordinator. The overall arrangement will depend upon several factors including site capabilities, expected participants and event structure. Several options for a successful event are available and will be discussed in detail during the initial site visit. This is a general guideline of each of the clinic components that are presented for the FWC program.

Volunteer Registration

Volunteers must arrive at least an hour and a half before the start of the clinic and stay to assist with clean up after the close of the clinic.



Volunteers will be asked to sign in and they will receive an official Kids' Fishing Clinic Volunteer T-shirt and a name tag. They will be asked to assist in the set up of the clinic and to complete any rod rigging that is required. **A Volunteer Meeting will begin 30 minutes prior to the start of the clinic.** At the meeting, there will be a briefing of how the clinic will run and volunteers will receive task and station assignments.

Registration



Registration Forms: The forms are passed through the line and collected by one person at the table.

Kids' Name Tags: The child's name and a sequential number beginning with 1 are written on the tag.

Tickets: Each child is given **ONE** ticket, which allows the child to receive **ONE** rod-and-reel after completing each of the stations. Only **ONE** ticket per child, **NO EXCEPTIONS.**

Organization: The participants are placed into groups of ten after they are registered. Each station will teach one group at a time. The number of groups will depend on whether single or double stations are required.

Stations* Knot Tying



The Knot Tying Station allows participants to learn and practice basic knots used by beginning fisherman. They will be given the opportunity to tie knots with the use of a large hook and rope. Possible topics are as follows:

- 🌿 **Safety First! Hooks are sharp.**
- 🌿 **Your equipment is only as good as your knot.**
- 🌿 **How to tie an Improved Clinch Knot.**
- 🌿 **How to tie a Uni-Knot.**

***Each station is mandatory and should last 7-10 minutes**



WHAT HAPPENS AT A CLINIC?

Continued

The Good Angler



At the Good Angler Station children are taught the importance of becoming an ethical angler. Topics are designed to educate participants of positive ways in which they can conserve Florida's marine fisheries. Safety and responsible angling are illustrated with pictures, props, and display boards. Possible topics are as follows:

- 🐟 **Fish by the rules!**
- 🐟 **No Habitat, No Fish!**
- 🐟 **Increase fish through catch and release!**
- 🐟 **Limit your take, don't take your limit!**
- 🐟 **Don't teach trash to swim, bring your garbage in!**
- 🐟 **Practice safety afloat!**

Tackle



The Tackle Station provides young anglers with a visual and hands-on display of different types of tackle. Several types of rods, reels and tackle will be presented with explanations as to how each is used properly. A major portion of this station is teaching that a fishing license, *Saltwater Fishing Regulations*, and the *Fishing Lines Magazine* are essential components of their tackle box. Other possible topics are as follows:

- 🐟 **Rods, reels and tackle.**
- 🐟 **What should I have in my tackle box?**
- 🐟 **First aid and sun protection.**
- 🐟 **What are regulations?**

Touch Tank or Where Fish Live



At the Touch Tank biologists will assist participants in discovering the importance of habitat and why it is necessary to ensure the survival of all living things. The main messages at this station are "No habitat, No fish" and "All of us" are responsible for the conservation of marine habitats. The children will have the opportunity to touch live marine animals and learn how they interact with Florida's marine habitats. Possible topics are as follows:

- 🐞 **What is Habitat?**
- 🐞 **No Habitat, No Fish!**
- 🐞 **What is predation?**
- 🐞 **Be nice, YOU can hurt THEM.**
- 🐞 **What do you call these guys?**



WHAT HAPPENS AT A CLINIC?

Continued

Casting



The Casting Station is designed to teach participants to cast safely. Hula-hoops will be set out for the children to use as targets. They will be casting with the same type of equipment they will receive upon completion of the skill stations. Possible topics are as follows:

- How do I cast this thing?
- SAFETY**– watch the hooks!
- Aim for the hula-hoops!**
- Be mindful of others, look before casting!**

FREE Fishing Pole Handout



Ticket Collection: Tickets are collected by one main rod rigging volunteer before a rod is given. If a child does not have a ticket they must see FWC staff, **NO TICKET, NO ROD.**

Rod Handout: Rods will be given out by a volunteer after participants have turned in their tickets.

Rod Rigging: Volunteers will be rigging rods as they are needed.

FISHING!!!



Pier Patrol: Volunteers assigned to this task will carry extra tackle and pliers in aprons to provide assistance with baiting hooks, removing fish, and re-rigging. They will emphasize proper catch and release and ethical angling, **ALWAYS!**

Bait Patrol: Volunteers will distribute bait in small buckets that are dispersed throughout the fishing area.

Photo Patrol: These volunteers will carry Polaroid cameras and film. The volunteers will patrol the fishing area to take pictures **ONLY** of kids that have caught fish. The kids will keep the pictures.

To provide accurate coverage and avoid “gathering”, it may be necessary to assign quadrants for larger fishing areas.



WHAT HAPPENS AT A CLINIC?

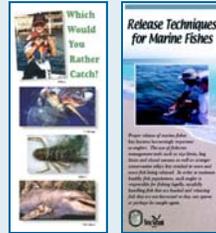
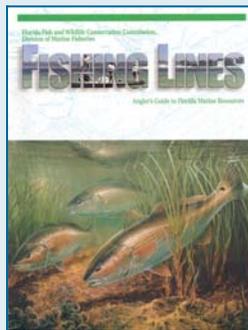
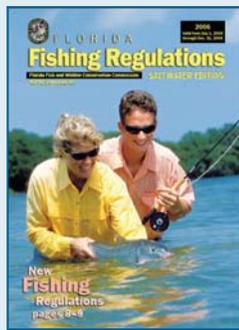
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The Finish Line



As the participants commence fishing, before they leave, volunteers manning The Finish Line will hand out current *Fishing Regulations*, *Fishing Lines*, and a *Certificate of Completion* as well as other angler publications to each child. These items are provided by the FWC.

Other items that have been donated or awarded may also be included at this station to ensure that nothing unnecessary is taken to the fishing area and that the transition from station to station flows smoothly.



The Florida Fish and Wildlife Conservation Commission's involvement is funded in part by money from the Sport Fish Restoration program. This national program collects money from excise taxes on fishing equipment, import duties on fishing equipment and boats, and taxes on motorboat and small-engine fuels. The *Fishing Lines* Magazine is funded by money from this program.



EXTRAS!

Extra clinic activities may be provided based on the resources of the community and their sponsors.



Cooking: Several clinics enlist sponsors to provide refreshments and lunch for participants. Volunteers may man a cooking station for items such as hotdogs, burgers, etc.

Vendors: Certain sponsors may wish to provide items to participants and may wish to set up a booth or tent in order to do so. Vendor booths generally include the vending of sunscreen, refreshments, etc.

Organizations: Sponsors and contributing organizations may also wish to set up informational tables at the clinic for participants. These groups generally include local fishing clubs, civic groups, etc.

All vendors should submit plans to the local coordinator for instruction from FWC about placement at the clinic.



VOLUNTEER ASSIGNMENTS

This is the *minimum* number of volunteers required for each task. These numbers assume that volunteers will stay at assigned stations for the entire clinic. Additional volunteers will be necessary if the clinic organizer wishes to split shifts or have extra activities at the clinic.

Volunteer Duty	Number of Volunteers Required for 1 - 299 Participants (Single Stations)	Number of Volunteers Required for 300- 600 Participants (Double Stations)
Volunteer Check In	2	2
Registration	4	4
Line Control/ Distribute Forms	2	2
Station Timer/ Group Organizer	1	1
Skills Stations:		
Knot Tying	2	4
Good Angler	2	4
Tackle	2	4
Touch Tank (staffed by FWC)	0	0
Casting	4	8
Fishing:		
Rod Rigging and Distribution	4	6
Bait Distribution	2	2
Photo Patrol	6	6
Pier Patrol	12	12
Survey Handout	1	2
Finish Line	1	2
Clinic Organizer	1	1
TOTAL	46	60

All volunteers will need to assist in the initial rod rigging before a clinic and the final site cleaning after a clinic.



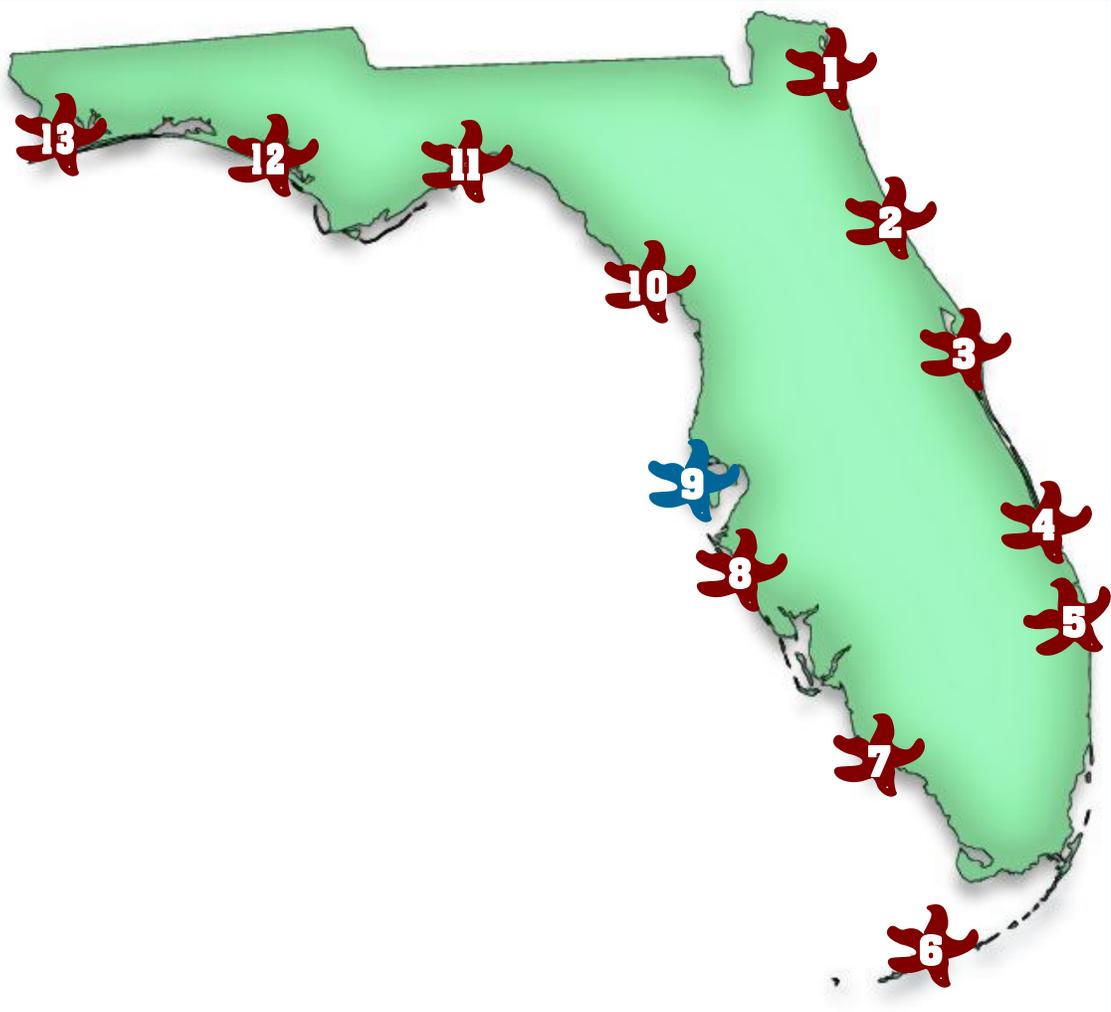
SITE REQUIREMENTS

This chart should be used to assist with the selection of a suitable Kids' Fishing Clinic Site. Each site will vary, but basic necessities should be provided at every location used for a Kid's Fishing Clinic.

Requirements	Comments
Cost to Participants	The event must be provided free to all participants. If a fee is required, proceeds must be donated to a FWC approved non-profit cause.
Parking/ Handicap Access	Must have suitable parking for number of expected participants.
Access to Saltwater	Must have access to saltwater fishing area (pier, seawall, safe jetty, etc).
Fishing Area/ ADA Access	Fishing area must be large enough to accommodate the expected number of participants.
Restroom Facilities	Restroom facilities must be made available if not on site.
Station Room/Area	Site must have a large area to accommodate stations and tents.
Casting Area	Site must have a large open area for the casting station.
Power Supply	Site should be equipped to provide power or a power source.
External Water Source	Site should be equipped to provide a source of fresh water.
Food Availability	If food is to be made available, the site must have the proper facilities or capability of arrangement.
Security	The site must be secure both day and night.
Extras	The site should also be capable of accommodating any extra activities planned (vendors, demonstrations, etc).



KIDS' FISHING CLINIC LOCATIONS



Locations and clinics are subject to change. This is a general overview of the clinics currently offered by the FWC.

- | | |
|---|---|
| 1. Fernandina Beach
Ft. Clinch State Park | 7. Naples
Naples City Fishing Pier |
| 2. Daytona Beach
Daytona Beach Boat Show | 8. Sarasota
Sarasota Kids' Fish-a-Thon |
| 3. Cape Canaveral
Port Canaveral Cruise Terminal | 9. St. Petersburg
<i>Coming Soon!</i> |
| 4. Martin County
Sand Sprit / Indian Riverside Park | 10. Crystal River
Fort Island Gulf Beach Fishing Pier |
| 5. West Palm Beach
Bicentennial Park | 11. Panacea
Wooley Park |
| 6. Summerland Key
Brinton Environmental Center | 12. Panama City Beach
Dan Russel Fishing Pier |
| | 13. Pensacola
Commendancia Slip |



CLINIC TIME LINE

This time line should serve as a checklist and a point of reference when planning for a Kids' Fishing Clinic Event. It is very important to follow the time line guidelines in order to produce a well coordinated event and it is mandatory to ensure FWC participation.

One Year Prior

1. Site Selection (See site sheet on page 6)

- Saltwater fishing sites must be safe, easily accessible, and have handicap access.
- Locate a site that has a capacity large enough to accommodate participants, parents, volunteers, and the skill stations.
- Parking and safety with a large number of kids, parents, and volunteers must be considered.

2. Contact Outreach and Education Staff

- Provide staff with desired date and location.
- Set date for preliminary site visit with O&E staff.
- Provide staff with a shipping address for chum, if desired.

Six Months Prior

1. Identify and Begin Recruiting Sponsors

- Enough money to pay for the necessities plus any extras for the event will need to be raised. Extras include optional items such as t-shirts, tackle boxes, etc.
- Request logos to be placed on the sponsor banner. Statewide sponsor logos will be provided by FWC. Possible donors include but are not limited to: banks, hospitals, tackle shops, fishing clubs, individuals, grocery stores, and car dealerships.

2. Identify and Begin Soliciting Volunteer Groups

- Volunteers MUST be at least 17 years of age.**
- Volunteers may not participate in the event with their children.** Children of volunteers may participate if another adult will accompany them. Possible volunteer groups include but are not limited to: local fishing clubs, Rotary, Kiwanis, Jaycees and other civic groups.
- Decide whether rods and reels will be rigged before the clinic at a preliminary meeting or the morning of the clinic. If rigging will occur at a preliminary meeting, provide an address for the shipment of tackle.
- Provide detailed and specific information when describing volunteer duties to groups. A task breakdown may be necessary to ensure the proper number of volunteers for each task. Higher levels of organization and planning are required if volunteers are designated tasks or time shifts. FWC will not organize or pre-register volunteers to specific job duties prior to the clinic however, FWC will provide detailed task descriptions and registration form templates upon request. Allowances should be made for cancellations.

3. Plan a Presentation Meeting (Optional)

- Contact O&E for materials necessary for a planning meeting with volunteers or sponsors. Materials available include video footage of volunteer instruction or clinic overview.
- If requested, FWC will attend a preliminary meeting to give a presentation about the clinic to volunteer and sponsor groups.



Two Months Prior

1. Volunteer Letters

- Submit local point of contact information to be advertised to possible volunteers, sponsors and participants. All announcements will place the local point of contact first and the FWC point of contact second.
- O&E will send announcements to volunteers that have attended the event in the past if one has been previously held in the area.

2. Order Site Necessities

- Tents: The number and sizes necessary will be discussed during the initial site visit.
- Tables and Chairs: At least one table per station and two chairs per table are required. O&E will provide tables necessary for the Touch Tank Station.
- Portable Toilets: Arrange for facilities if not available on site.
- Bait: A minimum of 6 pieces per anticipated participant is recommended. O&E will provide contacts for vendors if an event has been held in the area before.

3. Order Rods and Reels

- Rods and Reels are ordered at the local coordinator's discretion. However, for clinic purposes **it is highly advisable that a spin casting combo is obtained.** Please contact O&E before requesting rods and reels to verify model and type and make arrangements to obtain the amount necessary for the clinic. FWC will not provide extra rods and reels. **Shakespeare** rods and reels may be secured through FWC for an event by three methods as outlined within the *Rod and Reel Procurement* section of this protocol (page 14).

4. Arrange for Event and Site Safety

- Contact local fire departments to request EMT to be on-site.
- Contact local police or sheriff's department to request assistance with traffic or crowd control as well as site security if needed.

5. Submit Plans for Any Extra Activities

- Provide information to O&E about any extra vendors, organizational booths, activities or demonstrations that will be present on the day of the event in order to appropriately place them on the clinic site.



One Month Prior

1. Submit List of Committed Volunteers and Volunteer Groups

- O&E must receive a list of all volunteers and T-shirt sizes. See page 5 for a list of the minimum number of volunteers required.
- O&E will send reminders of the event to past volunteers.
- Submit contact information of participating volunteer organizations to O&E for the production of appreciation certificates (optional).

2. Submit Sponsor Logos for Banner

- Sponsor logos must be sent to FWC in [.jpg*] format. The logos must be at the highest resolution possible for enlargement on the sponsor banner.



CLINIC TIME LINE

Continued

One Month Prior **Continued**

3. Publicity

- Contact interested private schools and children's groups in the surrounding counties to inform the public of the event. Coordinators should send the provided Public Service Announcement and Flyer. Electronic copies are available upon request. Children's groups include, but are not limited to Boys & Girls Clubs, Boy & Girl Scouts, PAL, Big Brothers/Big Sisters, YMCA, Camp Fire USA, local churches, community centers, home schooling centers, etc.
- A Media Advisory (PSA) and Flyer will be sent to area schools, radio, newspaper and television stations by the FWC.
- Coordinators should also contact local media personnel to further promote the event. FWC will provide B-roll video footage for television appearances if materials are requested.
- Five 12x18 inch event posters will be provided to the local coordinator to post in sponsor locations of high volume to advertise the event.

4. Prepare Extra Participant Items (Optional)

- Prepare and organize any extra items that were obtained for the purpose of distribution to participants. These items should be placed at the Finish Line at the clinic site.

One Week Prior

1. Production of Sponsor Thank You Banner

- FWC must have received all sponsor logos in order to produce the sponsor banner for display at the event.

2. Receive Rod and Reel Shipment

- Confirm rod and reel shipment.
- Plan for a preliminary rod rigging meeting if rigging will not take place the morning of the event.

3. Production of Volunteer Organization Appreciation Certificates (Optional)

- FWC must have received all participating volunteer organization contact information in order to produce the appreciation certificates.

One Day Prior

1. Last Minute Items

- Arrive at the site early (preferably early afternoon) for tent and portable toilet delivery if necessary.
- O&E staff will arrive to hang banners and set up skill stations if possible.
- Coordinate last minute details of the clinic if necessary.
- Hang 1 box of chum in the evening.



Day of the Event

1. Finally Time for the Kids' Fishing Clinic!!

- Sign in volunteers and give them first tasks of the day (set up, rod rigging, etc).
Make sure they are notified of the meeting.
- Hang second box of chum first thing in the morning.
- Finish setting up anything that wasn't completed the day before.
- Set up bait distribution before the clinic begins.
- Have the clinic!
- Clean up and tear down, with volunteer assistance.

2. Special Weather Conditions

A. Foul Weather

In the event of unfavorable weather on the day of the clinic, we will continue as scheduled during rain only. Effort should be made to secure the electronic and perishable equipment (publications, cameras, film, etc) first. In the event of lightning, all equipment will be secured and participants will be asked to return to their automobiles. It is the responsibility of the local coordinator and the attending EMT personnel to determine whether or not the event should be cancelled or, if the specific condition permits, postponed until the weather clears (day of event only).

B. Rescheduling

Rescheduling a clinic is only a possibility if the event is cancelled prior to the day of the clinic for unforeseen dangerous natural events or unexpected site problems that may impede the clinic (such as hurricanes, harmful algal blooms, etc).

Two Weeks Post Event

1. Send Out Thank You Letters

- FWC will send out letters to participating volunteers.
- Coordinators should send thank you letters to each sponsor.

2. Send Out Certificates (Optional)

- FWC will send out letters and Certificates of Appreciation to participating volunteer organizations.

One Month Post Event

1. Begin Preparation for Next Year's Event

- Secure excess rods and reels and other equipment for safe storage for use at the next event.
- Review and discuss the event with O&E including any changes that need to be made.
- Submit desired date for the next year's event.
- Continue with schedule as outlined within the Clinic Protocol Timeline.

FWC is only a phone call away! Call (850) 488-6058 for any questions.



WHO PROVIDES WHAT?

FWC Will Provide:

- 🐚 Preliminary site visit
- 🐚 List of possible contacts for sponsors
- 🐚 List of possible volunteer groups and participating volunteer group certificates
- 🐚 Presentation meetings for volunteer or sponsor groups
- 🐚 Letters to volunteers that have helped at previous clinics
- 🐚 *Shakespeare* rods and reels from *FFRA* or at a reduced price
- 🐚 Circle hooks and lead free split shot for fishing
- 🐚 Notification to local governmental offices of upcoming event
- 🐚 Contacts for tent and bait providers if a clinic has previously been held in the area
- 🐚 Chum from *Aylesworth* for the event
- 🐚 Live wells for the bait, if needed
- 🐚 Production of flyer, five 12x18 event posters, PSA, and Sponsor Thank You Banner
- 🐚 Production of video materials (Overview, B-roll footage, and Volunteer Instruction)
- 🐚 Mail-out of public service announcements to newspapers, TV stations, and schools
- 🐚 All props necessary for skill stations (including touch tank with animals)
- 🐚 At least two FWC staff members for the event
- 🐚 Registration forms for kids and volunteers
- 🐚 T-shirts for volunteers for the day of the clinic and thank you letters proceeding the clinic
- 🐚 Name tags for kids and volunteers
- 🐚 Fishing Regulations, *Fishing Lines* Magazine and a Certificate of Completion for each child

Local Coordinators Must Provide:

- ✂ The event site
- ✂ One person to act as event coordinator
- ✂ Request or payment (from sponsors) for rods and reels
- ✂ Volunteers, and assignments (see Volunteer Assignments on page 5)
- ✂ Event safety (EMT) and site security
- ✂ Rentals – portable toilets, tents, tables, chairs (FWC will provide vendor name if available)
- ✂ Bait (FWC will provide sponsor or vendor name if possible)
- ✂ Security, EMT and event safety personnel
- ✂ Sponsor names and logos for the banner and letters to the sponsors, including the in-kind donations (donations other than money)
- ✂ Sending out public service announcement to local kids groups and private schools
- ✂ Any extras (food, prizes, etc) including additional coordination, if needed



ADVERTISEMENT

Although the FWC will contact area media and schools, local coordinators are encouraged to promote the event through as many avenues as possible. The following Public Service Announcement and Flyer are examples of media announcements that the FWC will generate to promote the event. Coordinators are responsible for contacting the area's children's clubs and facilities as well as any other appropriate sources. The FWC will gladly provide PSA's, Flyers and video footage to coordinators for this purpose, and electronic copies are available as well.

Public Service Announcement

The Public Service Announcement serves to inform of the details of a Kid's Fishing Clinic as well as of the specifics of the area's upcoming event. Specific time, location and instructional information is presented in a format that is easy to understand. The local coordinator is listed as the primary contact and the FWC coordinator is listed as a secondary contact. The PSA is sent on FWC letterhead via US Postal Service to the surrounding county's schools and electronically to area media.

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

 ROOSEY BARRETO Miami	SANDRA T. KAUF Palm Beach	ILA "HERBY" HUFFMAN Deltona	DAVID E. MEEHAN St. Petersburg
KATHY BARCO Jacksonville		RICHARD CORBETT Tampa	BRIAN S. YABLONSKI Tallahassee

CONNIE D. HADDAD, Executive Director
VICTOR J. HELLER, Assistant Executive Director

DIVISION OF MARINE FISHERIES MANAGEMENT
MARK ROBINSON, Director
ROY G. WILLIAMS, Asst. Director

MEDIA ADVISORY:

FOR IMMEDIATE RELEASE: May 4, 2005 CONTACT: Tom Putnam @ 850.234.2621
or Gail Gainey @ 850.488.6058

**FREE KIDS' FISHING CLINIC
PROMISES DAY OF LEARNING AND FUN!**

PANAMA CITY BEACH— The Florida Fish and Wildlife Conservation Commission (FWC), the Florida Foundation for Responsible Angling (FFRA), and Half Hitch Tackle present a **FREE Kids' Fishing Clinic** for children of all ages at the Dan Russell Fishing Pier on Saturday, June 4, 2005 from 9:00 a.m. to 1:00 p.m.

This free clinic allows young people to learn the basics in environmental stewardship, fishing ethics, angling skills, and safety. In addition, environmental displays will provide kids with a unique chance to experience Florida's marine life firsthand. The Kids' Fishing Clinics strive toward several goals, but our main objective is to provide children with a positive fishing experience. Surveys show that pre-teens who have such an experience are more likely to become lifetime anglers. We also strive to teach children, at an early age, the vulnerability of our state's resources. If they learn this, perhaps they will use them responsibly.

Fishing equipment and bait will be provided for participants to use during the clinic, but those children who own fishing tackle are encouraged to bring it. A limited number of rods and reels will be given away on a first come first serve basis. Registration will open at 9:00 a.m., and there is no pre-registration. This event is a catch-and-release activity. Participants must be accompanied by an adult. If you know a future angler or a young person with a love for fishing, bring them out for a morning of fun and learning on Saturday, June 4, 2005.

Local sponsors are being confirmed. If you or your company would like to help sponsor this event or if you would like to volunteer at the clinic, please call Tom Putnam at (850) 234-2621 or Gail Gainey at (850) 488-6058.

2590 Executive Center Circle East, Suite 204 / Tallahassee, Florida 32301 / (850) 488-6058 / fax (850) 488-7152
MyFWC.com/marine

Event Flyer

The Event Flyer is sent with the PSA to surrounding county's schools and electronically to appropriate area media for display or publication purposes. Truncated time, location and instructional information is presented. Again, the local coordinator is listed as the primary contact and the FWC coordinator is listed as a secondary contact. In addition, a total of five 12x18 inch posters will be provided to post in sponsor locations of high volume to advertise the event.

FREE Kids' Fishing Clinic
is proudly presented by:

**On Saturday, June 25, 2005 from 9:00 am to 1:00 pm
At the Port Canaveral Cruise Terminal**

*This is a Catch-and-Release Event.
Participants Must Be Accompanied by an Adult.
Free Shakespeare Fishing Rods to be Given Away While Supplies Last to
Participants under 16, Compliments of Our Sponsors.*

Local Sponsors are still being confirmed.

Statewide Sponsors

To SPONSOR, VOLUNTEER, or for more information, please call
Skip Harris at (321) 459-2857 or Gail Gainey at (850) 488-6058.



ROD AND REEL PROCUREMENT

Rods and Reels

As described within the Clinic Time Line, **Shakespeare** rods and reels may be secured through FWC for an event by three methods as follows:

A. With money raised from local sponsors. Call O&E to verify price of rods and reels (Current price is \$6.50/combo). At the time of the order O&E must be provided with a confirmation of the total donation for rods and reels, and a name with a physical address for shipment of the rods and reels (the rods and reels will be shipped on pallets).

1. Money should be collected by the local coordinator. A 3% annual processing fee is deducted monthly using a calculation of the ending balance of the fund for the previous fiscal year. All donated checks for the purpose of rod and reel procurement should be made out to the *Wildlife Foundation of Florida* (WFF) earmarked for the specific location and event within the memo line. Checks should be sent to:

Wildlife Foundation of Florida, Inc.
PO Box 11010
Tallahassee, FL 32302

All donations to the *Wildlife Foundation of Florida* are tax deductible.
For example (for the 2009 Pensacola Kids' Fishing Clinic):

Sponsor Name	Date	0000
Sponsor Address		
Pay to the Order of	<i>Wildlife Foundation of Florida</i>	\$ Amount
Amount		
Memo	<i>Pensacola 2009 Kids' Fishing Clinic</i>	
	Sponsor Signature	
000000000000	00000000000000000000	0000

2. Money should be collected by the local coordinator. If the coordinator wishes to purchase rods and reels with the use of a credit card or direct payment, O&E will provide a contact from Shakespeare for verification and payment.

B. Through Fish Florida. A Fish Florida application for rods, reels and tackle kits to be donated for the event must be submitted by the due date corresponding to the date of your event. Go to <http://www.fishfloridatag.org/programs.php> for more information. The coordinator is responsible for completing the form in full with specifics for the proposed event. After completion, the application must be e-mailed to fishflorida@bellsouth.net. If you have questions about the Fish Florida application, contact Lara Kramer, Fish Florida, by email or at 954-927-8361.

Please note: As stated previously, it is necessary that enough money is raised to secure the amount of rods and reels to accommodate the number of anticipated participants. Any funds that are raised to be spent on clinic necessities may be sent to the WFF if a non-profit organization is not available for support. Any extra funds raised should be accounted for and used first for the necessities of the clinic (tent rentals, bait purchases, security and EMT fees, etc) and second for any extras that are to be made available (food, bonuses for participants including t-shirts, tackle boxes, etc). Extra funds raised and submitted to the WFF will be stored for use toward the next year's event.

