

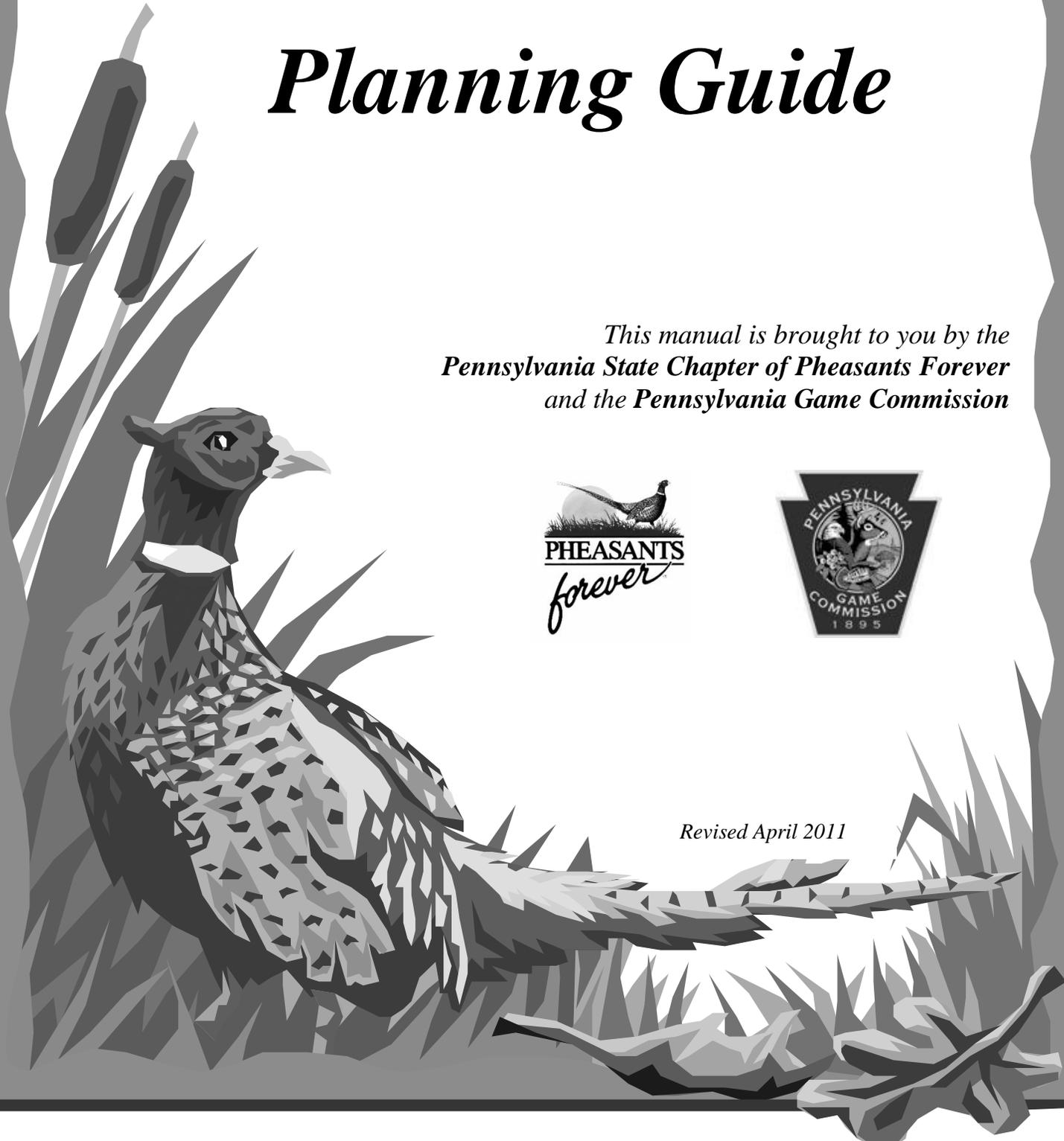
*Mentored Youth Pheasant Hunt*

*Planning Guide*

*This manual is brought to you by the  
Pennsylvania State Chapter of Pheasants Forever  
and the Pennsylvania Game Commission*



*Revised April 2011*



# **Mentored Youth Pheasant Hunt Planning Guide**

*Compiled by: Lori Richardson, Pennsylvania Game Commission  
Mike Pruss, formerly of Pheasants Forever, Inc.  
Joe Kosack, Editor, Pennsylvania Game Commission  
2009 Update: Calvin DuBrock, Pennsylvania Game Commission  
2011 Update: Bob Boyd, Pennsylvania Game Commission*

***This Guide is intended for use by conservation and sportsman's groups that would like to take part in Pennsylvania's youth pheasant hunting opportunities by developing their own mentored youth pheasant hunt program. This is an opportunity for your organization to get involved in youth programs.***

## ***Acknowledgements***

---

Thanks are extended to Riley and Associates; Pheasants Forever, Inc.; Silvertip Productions, Ltd.; the Pheasants Forever Ringnecks youth program; and Kansas Department of Fish and Wildlife for their part in providing information and materials for this project.

## ***Background/Need***

---

Current trends in small game hunting participation rates and age of participants represent a warning that the future of our hunting traditions, outdoor heritage and wildlife conservation is threatened. The number of hunters reporting to hunt small game has declined appreciably in recent decades, and the average number of days hunted per small game hunter has declined by 40 percent. Surprisingly, at the same time, only 30-40 percent of teenagers interested in hunting are actually trying it. Research shows that the two biggest barriers to recruitment are the lack of apprenticeship (mentored) experiences and the lack of social support, especially by family members. Research also shows that multiple experiences are required to provide adequate knowledge and skill development to successfully recruit new hunters.

## ***Addressing the Problem***

---

The Game Commission has been working to increase pheasant hunting opportunities by releasing pheasants and managing wildlife habitat. In 2002, the Game Commission began offering youth a special pheasant hunting opportunity.

A current youth pheasant season is held for the most part concurrently with the annual youth squirrel season: the Saturday before Columbus Day, and then the Monday of Columbus Day through the following Saturday. Junior hunters (ages 12 through 16), with or without a required license, who have successfully completed a Hunter-Trapper Education Course and who are accompanied as required by law, can participate in the hunt on a statewide basis.

Additionally, a process has been developed to provide interested organizations with the information, and in some cases, live pheasants, needed to host their own mentored program. This initiative has been a product of the cooperative efforts of the Pennsylvania Game Commission, Pheasants Forever and the Pennsylvania Federation of Sportsmen's Clubs.

## ***Pennsylvania Game Commission Contacts***

---

### **Website:**

[www.pgc.state.pa.us](http://www.pgc.state.pa.us)

You can find the Mentored Youth Pheasant Hunt Planning Guide and Mentored Youth Pheasant Hunt Notification Form by placing your cursor over SELF-HELP in the menu bar in the banner at the top of the page, then click on Download Forms and Brochures.

**State Headquarters:** 2001 Elmerton Avenue  
Harrisburg PA 17110-9797  
717-787-4250

### **Northwest Region**

Butler, Clarion, Crawford, Erie, Forest,  
Jefferson, Lawrence, Mercer, Venango  
and Warren counties

**Post Office Box 31**

**Franklin 16323**

814-432-3187, 814-432-3188

814-432-3189

### **Southcentral Region**

Adams, Bedford, Blair, Cumberland, Franklin,  
Fulton, Huntingdon, Juniata, Mifflin, Perry,  
Snyder and York counties

**8627 William Penn Hwy**

**Huntingdon 16652**

814-643-1831, 814-643-1835

814-643-9635

### **Southwest Region**

Allegheny, Armstrong, Beaver, Cambria,  
Fayette, Greene, Indiana, Somerset, Washington  
and Westmoreland counties

**4820 Route 711**

**Bolivar 15923**

724-238-9523, 724-238-9524

724-238-5639

### **Northeast Region**

Bradford, Carbon, Columbia, Lackawanna,  
Luzerne, Monroe, Montour, Northumberland,  
Pike, Sullivan, Susquehanna, Wayne and  
Wyoming counties

**Post Office Box 220**

**Dallas 18612-0220**

570-675-1143, 570-675-1144

### **Northcentral Region**

Cameron, Centre, Clearfield, Clinton, Elk,  
Lycoming, McKean, Potter, Tioga and Union  
counties

**1566 S. Rt. 44 Highway**

**Jersey Shore 17740-5038**

570-398-4744, 570-398-4745

570-398-3423

### **Southeast Region**

Berks, Bucks, Chester, Dauphin, Delaware,  
Lancaster, Lebanon, Lehigh, Montgomery,  
Northampton, Philadelphia and Schuylkill  
counties

**448 Snyder Rd.**

**Reading 19605-9254**

610-926-3136, 610-926-3137

610-926-1966

## *Index*

---

Frequently Asked Questions.....	1
Planning Your Event.....	3
Sample Timeline.....	5
Suggested Committees and Assignments.....	6
General Event Planning Considerations.....	7
Avoiding Pitfalls.....	9
Pre- and Post-Hunt Activities to do with Participants and Mentors.....	10
Guidelines for Receiving, Shipping and Stocking Game Commission Provided Ring-Necked Pheasants.....	11
Evaluating Your Success.....	13
Forms: <b>Mentored Youth Pheasant Hunt Notification</b> .....	14
<b>Request for Live Birds</b> .....	15
Sample Activity Plan.....	16
Sample Volunteer Questionnaire & Conduct Guidelines.....	17
Sample News Release.....	19
Sample Youth Pheasant Hunt Registration Form.....	20
Sample Emergency Medical Authorization.....	21
Sample Youth Hunt Consent and Release.....	22
Sample Youth Participant Evaluation.....	23
Sample Committee Evaluation.....	25
<b>Event Coordinator Evaluation</b> .....	26



PGC photo - Kosack

## *Frequently Asked Questions*

---

### *Why is hosting a mentoring program important?*

Mentoring provides opportunities for youth to forge outdoor oriented relationships and to connect with nature. Ask a hunter who introduced them to the outdoors and helped them develop their love of nature, and you will almost always hear, “Oh, my dad (or uncle, grandmother, neighbor, older sibling) took me out when I was young.” That early connection to nature and time spent with someone special usually made an indelible and life-long impression.

Unfortunately, the youth of today have fewer opportunities to get outdoors and develop a love of nature. As a result, many are less inclined to appreciate and understand the natural world. Mentoring, when combined with community involvement, is one of the few ways researchers have found to successfully influence behavioral changes in youth. **The most successful mentoring programs utilize established programs that provide clear guidelines and an established structure.**

### *Where do we find Mentors?*

Mentors are all around us, but not everyone is a mentor. Mentors have something to share – it may be knowledge, a special skill, a love of a sport or hobby, or expertise in their career. A mentor is a friend, an ally, a confidant and a guide, someone who truly cares about another person and wants to help that person grow. A mentor is supportive and encouraging, patient and open-minded, kind and a good listener. A mentor is willing to give the time and attention that is needed for someone to learn and grow. Time spent mentoring is almost always special for all involved.

### *We want to sponsor a Mentored pheasant hunt, now what do we do?*

This planning guide includes useful forms and information to help you plan a successful mentored youth pheasant hunt.

### *When can we hold an event?*

Mentored youth pheasant hunts in Pennsylvania must coincide with legal pheasant seasons. Private Regulated Hunting Grounds are exempt from this mandate as long as they operate within the confines of their permits. If your organization intends to submit a request to the Game Commission for live pheasants, your event must take place during the youth pheasant season, on the Saturday prior to Columbus Day. If you do not intend to get live pheasants from the Game Commission, you may hold your event anytime during the designated youth pheasant season.

*More Frequently Asked Questions on next page*

## ***Frequently Asked Questions...Continued***\_\_\_\_\_

*Where can we hold an event?*

If you intend to apply for a grant of live pheasants from the Game Commission, your event must have registration open to the public AND be held on public lands or private lands with suitable habitat that are enrolled in one of the Game Commission's Cooperative programs. If you do not intend to get live pheasants from the Game Commission, you may hold your event wherever you choose.

*How can the PA Game Commission help us with our youth pheasant hunt?*

The Game Commission can help you by publicizing your event on its website. Fill out and return the enclosed *Mentored Youth Pheasant Hunt Notification* (page 14) form to let the Game Commission know about your event. You can also submit a request to the Game Commission for live pheasants to be used during your event by filling out and returning the *Request for Live Birds* on page 15. Qualifying organizations will receive two legal birds per youth participant up to a maximum of 100 birds per event. For more information about receiving Game Commission pheasants, see pages 11 and 12.

Additionally, the Game Commission can facilitate online registration for your event; your Registration Committee Chair will have access to current, up-to-date information regarding the number of participants and other pertinent information.

*When do we need to start planning?*

Ideally, six to twelve months before your event but it can be done in four. Less than four months is possible but may be difficult. See the enclosed *Sample Timeline* (page 5).

***Additional information can be obtained by contacting***\_\_\_\_\_

Pennsylvania Game Commission, Bureau of Wildlife Management, at 717-787-5529 or [pgccomments@state.pa.us](mailto:pgccomments@state.pa.us).

## *Planning your event*

---

Now that you have decided to host a mentored hunt, you need to start planning. The size of the hunt is not as important as having a quality event that everyone enjoys, from the initial planning to the post-event relationships that evolve. There are important goals that you'll want to accomplish, but remember, if you're not having fun, others probably aren't either.

**NOTE:** There are important differences between a "hunt" and a *significant mentored experience*. Don't be in a rush to "go hunting." The events leading up to and following the actual hunt are as important or more important than the hunt itself. *See the section on pre- and post-hunt activities* (page 10).

The following steps will help ensure a successful mentored hunt.

1. **Designate a coordinator.** One person needs to take charge of the event and become the Coordinator. The Coordinator's job is primarily to delegate assignments and make sure everything is progressing on schedule.
2. **Establish a timeline.** A sample timeline has been included in this guide (*page 5*). Use it to develop a timeline of your own. Many people are more productive when they have a deadline. Be sure your volunteers know when they are supposed to complete their assignments. The Coordinator should monitor progress frequently to ensure tasks are being accomplished on schedule.
3. **Designate committees.** For smaller events, a single person can function as a committee. A listing of suggested committees and their recommended tasks has been included for you in this guide (*page 6*).
4. **Develop an activity plan.** The planning committee should create an activity plan. Brainstorming is a good way to start determining what your goals and objectives will be. The activity plan will help you determine what your focus will be and what you'll need to accomplish your goals and objectives. The plan will help committees focus on the end goal of the youth event. A form to help you develop your activity plan has been included (*page 16*).
5. **Recruit help.** Youth events are popular for adults who like to volunteer. You will need help with the event from the early planning phase to the post-hunt activities. Find people you can expect to complete their assignments appropriately. You may find it helpful to have your volunteers fill out the *Volunteer Questionnaire & Conduct Guidelines* form included in this guide (*page 17*). It is a good idea to have all volunteers fill out and sign a *Youth Hunt Consent and Release* form as well (*page 22*).

Some places to look for volunteers:

Hunter-trapper education instructors  
Hunting partners  
Coworkers  
Sportsmen's club members  
Conservation group members

*Continued on next page*

## *Planning your event...Continued*

---

6. **Advertise!** A sample news release has been included for you (page 19). Use it to create your own and generate some publicity. Prior to the event, call local radio stations to book a free public service announcement about the upcoming event. Remember to call all the stations, not just the one you listen to. Call the local newspaper, it may do a story before the event to gather interest, or come out the day of the event to cover it, and give you and your sponsors post-event publicity.
7. **Recruit Participants.** This will be the primary responsibility of your Publicity/Promotion Committee. It will be helpful to establish a minimum number of participants that you are willing to host an event for as well as a maximum number of participants that you can effectively accommodate.

Some places you might find participants:

- Hunter education classes
- Relatives with non-hunting parents
- Neighborhood youth
- Your children's friends
- 4H Clubs
- School Conservation/Environmental Clubs
- Future Farmers of America

8. **Pre-register participants.** All youth participants should pre-register to ensure that you have enough mentors, birds, food, shotguns, ammunition, etc. We have included a *Youth Pheasant Hunt Registration* form you may use to pre-register participants (page 20). Be sure to include a registration deadline on the form when it is distributed. All youth participants should also fill out an *Emergency Medical Authorization* form and a *Youth Hunt Consent and Release*. Examples have been included (pages 21 and 22). If you wish to have youth register online through Event Manager, please check the box at the top of the Mentored Youth Pheasant Hunt Notification form.
9. **Have fun.** The day of the event, enjoy it.
10. **Say thank you.** After the event, write thank you notes to volunteers, sponsors, donors and others that contributed.
11. **Evaluate your success!** See *Evaluating Your Success* (page 13).

*For more information, see General Event Planning Considerations on page 7 and Avoiding Pitfalls on page 9.*



## ***Sample Timeline***

---

The Coordinator and/or Planning Committee should ensure tasks are being completed as scheduled. Following is a suggested timeline for planning your event.

### **9-12 Months**

- Present and promote the idea to club or chapter members
- Consider potential partners

### **6-9 Months**

- Establish a planning committee
- Develop budget
- Determine program theme and target audiences
- Select a site and commit dates; check on insurance coverage
- Confirm primary partners
- Seek funding and in-kind donations
- Establish committees and recruit volunteers
- Hold organizational meeting with all committee members

### **4-5 Months**

- Check on progress of all committees
- Determine costs and be ready to advertise those costs
- Determine program agenda and recruit people to teach activities
- Complete materials to be mailed to prospective participants

### **3 Months**

- Send a *Mentored Youth Pheasant Hunt Notification* (page 14) and *Request for Live Birds* (page 15) to the Pennsylvania Game Commission by July 22<sup>nd</sup>.
- Check on progress of all committees
- Advertise in local papers and other sources – send news releases
- Continue to solicit funding
- Continue to make contacts and promote your event

### **1-2 Months**

- Check on progress of all committees
- Actively seek door prizes and give-aways
- Register participants
- Meet at site if necessary to check out logistics
- Recheck all site commitments and verify number attending
- Purchase any needed supplies and materials
- Make signs for day of event

### **Two Weeks**

- Seek media coverage
- Make sure first aid and safety plan are ready
- Check on progress of committees

### **One Week**

- Ensure registration packets are ready
- Confirm food, beverage, equipment, first aid, dog handlers, mentors
- Double-check all supplies and materials to be taken to the event

## ***Suggested Committees and Assignments***

---

Following are examples of committees and corresponding tasks that you might find helpful in planning your event.

### **Planning Committee**

- Establish a budget and determine funding needs
- Select working committees and chairs for each
- Determine target audiences
- Oversee overall planning
- Select dates and choose site (negotiate costs and contract)
- Determine partners or cooperating groups
- Check into insurance needs and coverage
- Make sure bills are paid

### **Program Committee**

- Develop and facilitate the schedule of events
- Recruit instructors or leaders for activities
- Establish schedule
- Determine location, time and materials needed for each activity
- Oversee activities during the event

### **Registration Committee**

- Compile registration materials and packets
- Put up signs directing participants to registration
- Register participants
- Set up information desk and answer questions during event

### **Publicity/Promotion Committee**

- Produce news releases, flyers and other promotional materials
- Arrange for radio/TV interviews
- Make contacts to recruit participants
- Work with Registration Committee to mail materials to potential attendees

### **Funding Committee**

- Work with Planning Committee to determine needs for funding
- Recruit corporate sponsors, prizes and donations
- Keep track of all donors for follow-up “thank you” letters
- Acknowledge donors in program or with a sign
- Organize “thank you” note writing or other recognition for donors

## ***General Event Planning Considerations***

---

### ***Safety***

- Have adequate eye and ear protection available for shooting activities.
- Each person in a hunting party must wear 250 square inches of fluorescent orange material that is to be worn on the head, chest, and back combined. Have enough fluorescent orange hats and vests to properly attire each member of your hunting parties while they are in the field.
- Strive for a ratio of one mentor per youth participant.
- Consider offering a Hunter-Trapper Education Class for pre-registered participants with mentors in attendance.
- Decide what safety precautions you must take for your activities and events. Determine how you will make sure that everyone participating in the event understands the safety guidelines.
- Plan to study “Shoot-Don’t Shoot” scenarios with your participants.

### ***Shooting Activities***

- Will you supply shotguns for youth who don’t have one to use? If so, where will you get them, who will prepare them, and how many will you need?
- How many shot-shells will you need? Where will you get them? What gauges will you require? Consider using light loads for practice activities and the hunt itself. *See the section on pre- and post-hunt activities on page 10.*
- How many clay birds will you need? Where will you get them? How will they be thrown?

### ***Expenses***

- Find Sponsors and Donors for your expenses: food, shot-shells, targets, door prizes and birds....

### ***Hunt Preparations***

- Make sure all participants have received guidelines for the hunt in advance. For example, where the events will be held, when the participants need to be there, and the safety rules.
- If you will be using dogs, how many will be needed? What types of dogs will you be using?
- If you are not hunting wild pheasants, where will you be getting the birds?
  - Submit a request to the Pennsylvania Game Commission (pages 14 &15).
  - Contact a local producer. Ask for a donation or discount.
  - Conduct the event at a site where the Pennsylvania Game Commission will be releasing birds for the statewide hunt.\*\*
- If you are releasing birds, who is going to do it? Where will they be released? When? How many? What release techniques will work best?
- How many fields/locations will you be using? How close are they to each other and how many hunters can they accommodate?

\*\*Keep in mind that release sites stocked by the Pennsylvania Game Commission are open to public hunting. You will not have exclusive use of the site and public hunting opportunities cannot be restricted.

*Continued on next page*

## ***General Event Planning Considerations...Continued***

---

### ***The Day of the Hunt***

- Review your *Pennsylvania Hunting and Trapping Digest*. Remember that all game laws apply to this hunt. Be sure your staff and participants are aware of and adhere to all game laws.
- Decide what you're going to do if it rains?
- Visually examine each participant's Hunter Education card or hunting license.
- Focus on the experience of the hunt rather than the kill. ***It's important that bagging game is not over-emphasized in a youth hunt.*** Inexperienced hunters may not always harvest their quarry, but they will take home memories of their first hunt and the events leading up to it. A hunt's success shouldn't be measured by whether a hunter takes game. Make sure all your participants feel successful.
- For an all-day event, you must arrange to feed your participants and staff a lunch. If you can offer pheasant as the main course, that's a great way to incorporate the events of the day.

### ***Wrapping Up***

- Consider offering a demonstration on cleaning and processing pheasants.
- Thank your volunteers and leaders. Write an article for your club newsletter or organization publication expressing your gratitude. Appropriate recognition can help you retain volunteers for future events.
- After the event, write thank-you notes to sponsors, donors, and others who contributed to the event. Appropriate recognition can help you retain sponsors for a similar event next year.
- Write a post-event news release and send it to the local newspapers with an event photo. Thank all the businesses, sponsors, volunteers and youth who participated. Don't be shy about tooting your own organization's horn; you deserve it after hosting such a great event.
- Evaluate your success.
- Consider future possibilities for new or additional opportunities to interact with the youth who participated in your mentor program.



Daniel, age 12, and the two ringnecks he shot during the 2002 Youth Pheasant Season. Nice job Daniel!

## *Avoiding Pitfalls*

---

- Allow enough time to plan your hunt. (See the *Sample Timeline* on page 5 )
- Don't go it alone – find partners who share your goals and will also benefit from the activities that you are planning.
- Remember, “If you fail to plan, you plan to fail!”
- Regularly check the progress of your committees.
- Keep it fun for your volunteers and don't forget to say thank you.
- Make sure you have covered all safety issues and have a first-aid/emergency medical plan.
- When it seems like a hassle, remember why you are doing it.
- Plan for a rainy day. Plan for things that could go wrong.
- Remember to emphasize good manners and ethical conduct.



## ***Pre- and Post-Hunt Activities to do with Participants and Mentors***\_\_\_\_\_

Following are some examples of pre- and post-hunt activities that will enhance the mentoring process. Consider doing these types of activities in conjunction with your event.

### ***Pre-Hunt***

1. Don't assume that your participants will already have Hunter-Trapper Education Certification.
  - a. If you have certified HTE instructors, consider conducting a Hunter-Trapper Education Class for pre-registered participants. Request mentors to also attend. This is a chance for the participants and mentors to meet and get to know each other.
  - b. Otherwise, notify youth that have registered and their parents that this training is required for their participation in your event. Direct them to the Game Commission's website or Region Office (*page iii*) for dates and times. Most classes are held between March and mid-October.
2. Plan an afternoon in the field prior to the hunt at the hunt location with participants and their mentors. This will give the youth a chance to get familiar with the site and mentors a chance to explain the process of the hunt. Consider walking the field in small "hunting parties" and discussing shoot/don't shoot situations. For example, if you're in a group of three, walking side-by-side and a bird jumps up ahead and flies to the right, which hunter(s) may shoot?
3. Plan an afternoon of shooting and learning. Arrange stations for gun safety, marksmanship, field lore, animal tracking, hunting with dogs, etc. Peer teaching can be effective, if you have experienced youth hunters willing to help. When offering practice opportunities at the trap range, try to provide activities for the youth who are waiting for their chance to shoot such as shoot/don't shoot situations, information on how to hunt with dogs or current hunting regulations.

### ***Post-Hunt***

1. Check with adult mentors after the hunt to see if they are keeping in contact with the youth they are mentoring. ***The lack of a mentor is one of the biggest barriers preventing youth who are interested in hunting from actually participating in and adopting the sport.*** Take care to foster this important mentorship with follow-up outdoor experiences.
2. Recognize your youth participants. Post photos from the event and the names of all the participants. Let them know that being an active hunter is something to be proud of.
3. As a finale, invite your participants **and their families** to attend a barbeque or wild game feast to celebrate the experience. Family support is important to a youth's continued participation in the sport. This provides a great opportunity for your participants to tell tales of the hunt and socialize with friends, family and peers to relive the hunting experience.

## ***Guidelines for Receiving, Shipping and Stocking Game Commission Provided Ring-Necked Pheasants***

---

Pheasants provided by the Game Commission will be distributed at a rate of **two legal birds per youth participant up to a maximum of 100 legal birds** per event. Birds will be provided at the same sex ratio as the Game Commission distributes during the regular pheasant-hunting season. In wildlife management units where male and female pheasants are legal to harvest, the ratio of 1:5 (male/female) will be provided. In male hunting only wildlife management units, two legal birds (male) per youth will be provided and hen pheasants will be included to provide a more natural hunting situation. Male and female pheasants **shall be stocked** at each release site to promote a natural hunting scenario and aid in training youth to identify their target. The ratio will be 1:6 (female/male).

These pheasants are raised in a natural environment with minimum human contact. Since they are relatively wild, they can be injured easily – even die – during shipment. The following is important information to assist you in handling crates with live pheasants, as well as releasing pheasants from the crates, to ensure a successful hunting experience for youth participating in your mentored event.

### **RECEIVING AND TRANSPORTING PHEASANTS**

**Contact your Region Office during the last full week of September** to confirm the time and place you will pick up birds (*See page iii for contact information*).

- Plan to transport your birds on a trailer or in the bed of a pick-up truck. If the truck has a cap, it must have side-window ventilation.
- Do not transport birds in a closed vehicle. They may sustain heat exhaustion and die.
- When handling crates, keep them level, and use two people to move them. Do not drop the crate or turn it on its side. Internal injury to the birds can occur, which may result in death.
- Do not mix any other birds or crates you obtain with the Game Commission crates. The Game Commission promotes and conducts biosecurity safeguards to prevent poultry diseases. Poultry diseases can be spread by direct contact with dust and dirt particles.

### **STOCKING PHEASANTS**

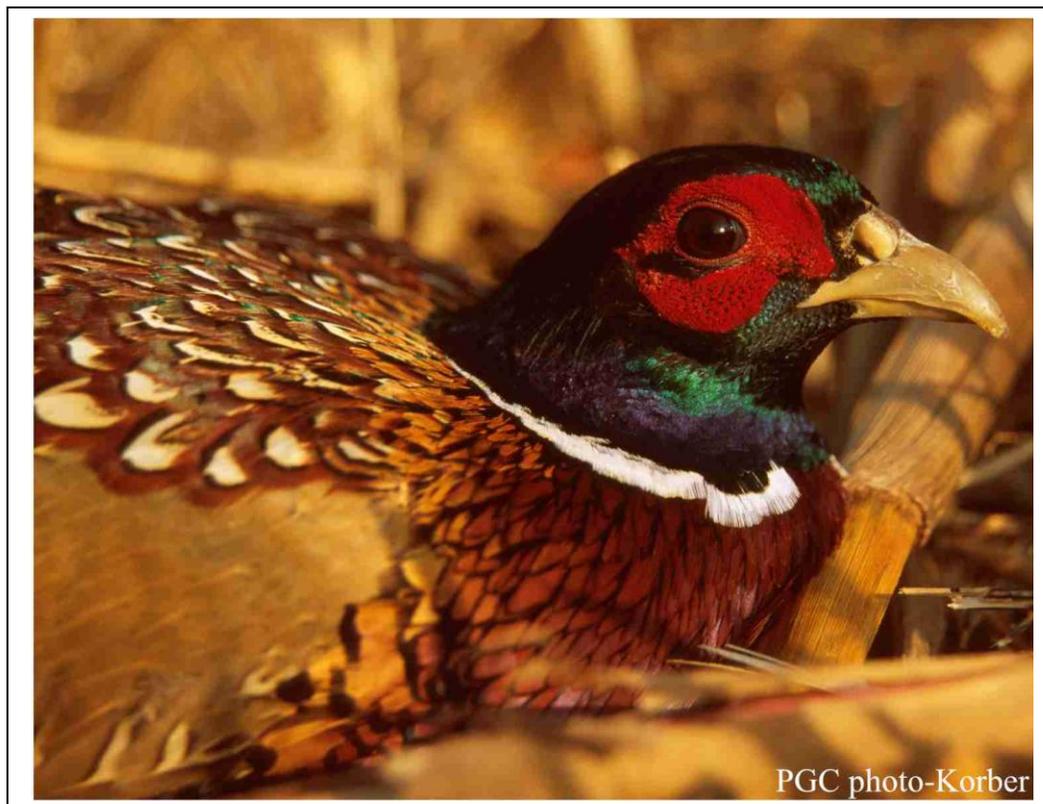
- **Focus on the hunting experience rather than the kill.** Pheasants are being provided for you to stock preceding the hunt to ensure the best opportunity of locating birds in the field. All Commission provided pheasants **must be stocked prior to the event**. To increase the chance of youth flushing pheasants, it is recommended that birds be held overnight and stocked at first daylight before youth arrive. Stocking should not be done in any manner that is not consistent with providing a natural hunting situation. Stocking pheasants before the youth go afield provides **fair chase** and simulates the natural hunting situation they would encounter during the regular pheasant season.

*Continued on next page*

***Guidelines for Receiving, Shipping and Stocking Game Commission  
Provided Ring-Necked Pheasants... Continued***

---

- **Pheasants will flush wildly out of the crate**, often flying away from the area you want to stock, possibly to a neighboring property. Once on the ground they will travel a great distance. This can be avoided by using a soft release method to stock your birds.
  - Place the crate in dense vegetation and allow birds to calm down. Then slide the door open moving away from the crate allowing the birds to walk out on their own.
  - Identify several locations at one release site and stock a minimum of 10 birds per location.
- **Holding birds overnight**, store crates with live birds in a cool, dry, and safe environment.
  - Place the crates off the ground in an open vehicle, trailer, or vented storage building or garage. Predators, such as cats, dogs, and raccoons can kill birds in the crates.
  - Avoid stacking the crates beside each other. Air must be able to flow between the crates to ensure the birds don't overheat, or die.
  - If birds get wet, feathers will pull out easily, and they can overheat drying off.
  - Remember not to mix other birds or crates you have obtained with the Game Commission crates.
- **Crates shall be returned** to a predetermined location the first workday following the event.



## *Evaluating Your Success*

---

One of the most important parts of planning is evaluating the success of an event. This allows you to compare your results with your initial objectives. You can determine if you reached your goals and objectives, provide information for program improvement, and determine the worth of your program.

The most common evaluation is one that solicits feedback on teaching methods and participant satisfaction through a simple questionnaire that participants fill out after the program. *See the enclosed Youth Participant Evaluation* on page 23.

Another great way to assess your success is to have your committee members evaluate the event. *See the enclosed Committee Evaluation* on page 25. Share the results with the planning committee and then discuss them. What can you do better? Which activities were strong and especially liked by the participants? How were the Mentors received? Did you accomplish your goals and objectives? How can you make a good program even better?

If you've received a grant of live birds from the Game Commission, the Event Coordinator will also be asked to fill out an evaluation of the event and return it to the Game Commission. *See the enclosed Event Coordinator Evaluation* on page 26.



## *Mentored Youth Pheasant Hunt Notification*

The Game Commission can help advertise your youth pheasant hunting opportunities on its website and in news releases. To take advantage of this service or to apply for a grant of live pheasants, please complete and send this form to the region office serving your county. Through our Event Manager calendar, participants can register on-line and your Registration Committee Chair will have access to real time registration information. To take advantage of this service, please check this box.

**1. Contact Person**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Club or organization hosting the event**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Date of the event:** \_\_\_\_\_

**4. Location of the event and nearest town(s):** *Ex. Vineland Conservation Club near Smithville*  
\_\_\_\_\_

**5. County and Wildlife Management Unit where event will take place:** \_\_\_\_\_

**6. What is the fee to participate?** \_\_\_\_\_  
*(Organizations receiving Game Commission pheasants cannot charge more than a nominal fee. For example, a small fee to cover the organization's costs to provide lunch.)*

**7. Who should interested youth contact?**

- Contact Person                       Other (please provide name, phone and email if available)  
 Club

**8. Will you be providing an opportunity for interested youth to get certified in Hunter/Trapper Education as part of your event or will participants be required to have HTE certification already.**

- Will be providing an HTE certification opportunity  
 Youth must be HTE certified to participate

**9. What is the deadline to register for your event?** (if you are submitting an application for a grant of live birds, your registration deadline cannot be later than September 15<sup>th</sup>) \_\_\_\_\_

**10. What is the maximum number of youth you can accommodate?** \_\_\_\_\_

**11. Are you applying for a grant for live birds?**

- Yes (Please continue with the *Request for Live Birds* on the next page)  
 No (Thanks, please drop your notification in the mail to us)

## ***Request for Live Birds***

*\*\*If you are requesting a grant of live birds to be used for your event, this form must be submitted as a continuation of the Mentored Youth Pheasant Hunt Notification form on page 14.\*\**

- 12. Upon whose property will the hunt be held?** *The Game Commission can only provide live pheasants for events that are open to the public AND are held on public lands or private lands enrolled in one of the Game Commission's Cooperative public access programs.*

Landowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:** Region personnel - please verify that the location meets the above criteria and that the habitat is in accordance with Section A of SOP 40.2.

Federal Aid Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WCO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 13. How many youth participants do you anticipate?** \_\_\_\_\_

- 14. How many mentors do you anticipate will assist?** \_\_\_\_\_

- 15. Please attach a brief (no longer than one page) description of your event including any pre and post-hunt activities you plan to offer your youth participants.** \_\_\_\_\_

The Pennsylvania Game Commission must receive this application by **July 22<sup>nd</sup>**. We will do our best to accommodate all appropriate requests. We cannot guarantee that every organization submitting a live bird request will be able to receive birds. Birds will be distributed on a first come-first served basis at a rate of two legal birds per youth participant up to a maximum of 100 birds per event (*for information on distribution ratios, see pages 11 and 12*).

**Organizations receiving birds are REQUIRED to:**

- 1.** Follow the Game Commission's recommended guidelines for releasing birds (*pages 11 and 12*). ***Failure to comply with these guidelines may result in disqualification from future grant opportunities.***
- 2.** Permit the Game Commission to advertise the event on its website and news releases.
- 3.** Provide the number of youth who will be participating in the event by no later than September 15th. This is required to plan the distribution of birds.
- 4.** Fill out and return the *Event Coordinator Evaluation* (page 26), regarding your experience with this new youth hunting opportunity, after your event has taken place.
- 5.** Provide complete names and addresses for youth and mentors who participated in the event no later than October 31st. This information will be used to help evaluate this youth hunting opportunity and assist the Game Commission in gathering information about hunter recruitment and hunter retention in Pennsylvania. ***Be sure to let your participants know that you will be sharing that information with the PGC.***

\_\_\_\_\_  
*Contact Person's Signature*

\_\_\_\_\_  
*Date*

## ***Activity Plan***

---

*You may wish to complete more than one activity plan if you are holding activities on more than one date such as pre- and post-hunt activities. **Remember the more mentored experiences you provide for your participants, the more likely they'll be to pursue hunting later in life.***

Name of activity:

Date to be held:

Approximate time needed for the...

Introduction:

Activity:

Conclusion:

Goal(s) of the activity:

Objectives: (What do you want participants to be able to do, know, understand or develop an appropriate attitude about – include skills, ethics, safety, conservation issues, respect for the land, etc.):

- 1.
- 2.
- 3.
- 4.
- 5.

Materials and Resources Needed:

Introduction:

Activity:

Conclusion and follow-up:

Procedure: (What do you need to do to prepare?)

Introduction:

Activity:

Conclusion and follow-up:

What safety measures have been taken? First aid? Emergency procedures?

Alternate Activities (in case of bad weather or unforeseen problems):

Follow-up:

Evaluation: How did it go? What should you change next time?

*I would like to **VOLUNTEER** to help with the  
Mentored Youth Pheasant Hunt*

Please complete and return this form to: \_\_\_\_\_ (Your Organization's Contact Information)

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

The best times to reach me are: \_\_\_\_\_

I would like to offer my assistance with the Mentored Youth Pheasant Hunt.

- I will bring the following food items: \_\_\_\_\_
- I would like to help cook or serve food at the event. I am available to help at the following times: \_\_\_\_\_
- I would like to help with registration. I can help:
  - with pre-registration
  - during the event at the following times: \_\_\_\_\_
- I would like to mentor a young hunter. I am available:
  - during the event at the following times: \_\_\_\_\_
  - for pre- and post-hunt activities that may take place on days preceding or following the main event.
- I have an appropriate, safe and reliable shotgun that can be borrowed by a youth hunter for the event. What gauge? \_\_\_\_\_ (Semi-automatic shotguns are NOT preferred for new hunters.)
- I have well-trained bird dogs and would like to be a guide for the event. I am available:
  - during the event at the following times: \_\_\_\_\_
  - for pre- and post-hunt activities that may take place on days preceding or following the main event.
  - My dogs are the following breeds: \_\_\_\_\_
- I am interested in photography and would like to take pictures. I am available:
  - during the event at the following times: \_\_\_\_\_
  - for pre- and post-hunt activities that may take place on days preceding or following the main event.
- I would like to help. Please let me know what I can do. I am available:
  - during the event at the following times: \_\_\_\_\_
  - for pre- and post-hunt activities that may take place on days preceding or following the main event.

*-See next page for Volunteer Conduct Guidelines-*

## ***Volunteer Conduct Guidelines***

We appreciate your willingness to assist in our event. In order to maintain a high-quality event for the benefit of all volunteers and sponsors, every volunteer is asked to follow these guidelines.

### **As a volunteer at this event, I will:**

Conduct myself in a professional manner and help to maintain a safe, positive environment for all concerned.

### **I will not:**

- Use alcohol at any time before or during the event.
- Wear clothing that displays inappropriate sayings or graphics.
- Inappropriately touch or become intimate with participants.
- Use profane or degrading language.
- Lobby for or promote private, political or religious causes, or distribute material that does not meet the approval of the sponsoring organization.
- Deliberately take actions that place a participant or volunteer in an unsafe situation, regardless of whether the activity results in harm or injury.

I have read and understand these guidelines and promise to abide by them.

---

Volunteer's Signature

---

Date

## *News Release*

### **For Immediate Release**

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Local Conservation Group/Club Will Host A Youth Pheasant Hunt

The (*organization name*) will sponsor a youth pheasant hunt for interested young people, ages 12-16 at (*time*) on (*day of week, date*) at (*location*). The (*cost*) registration fee will include lunch. Interested participants must pre-register for the event.

“We have been planning this event for months and are looking forward to helping kids have fun while learning about wildlife conservation and habitat,” said (*event chairman’s name*), chairman of the event. We have a lot of activities planned, including (*types of activities, demonstrations planned*). Everyone who attends will be eligible to win (*door prizes offered*) in the door prize drawing.”

The event is being co-sponsored by (*list partners*). Several local businesses also are supporting the hunt through donations of prizes and food, including (*names of businesses*).

For more information or to pre-register, contact: (*name and phone number of registration chairman*).

--###--

***Youth Pheasant Hunt Registration***  
(This form is not needed if participants register online)

Please complete and return this form to: *(Your Organization's Contact Information)*

**The Registration Deadline is \_\_\_\_\_ please call after this date to inquire about registration possibilities.**

Youth Participant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Parent or Guardian's name: \_\_\_\_\_

Youth will be accompanied by this responsible adult: \_\_\_\_\_

Relationship of this adult to the youth is: \_\_\_\_\_

Youth participant will need a shotgun to use.            Yes            No

Youth participant has an appropriate, safe and reliable shotgun to use. It is a \_\_\_\_\_ gauge, \_\_\_\_\_ action. *(Semi-automatic shotguns are NOT preferred for new hunters.)*

How would you describe the youth's experience in hunting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that I will be expected to follow all safety precautions as they are explained to me.*

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that I or another parent or guardian must attend all activities with the youth hunter registered above.*

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Registration Committee Use Only**

Date received \_\_\_\_\_

Form of Payment (if applicable) \_\_\_\_\_

Confirmation sent \_\_\_\_\_

***Emergency Medical Authorization Form***

Please complete this form to facilitate prompt authorization of medical treatment in the case of an emergency.

Youth Participant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Residential Parent or Guardian: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Relative or Childcare Provider: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Last tetanus shot: \_\_\_\_\_

Additional Information/ Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Youth Hunt Consent and Release***

I, \_\_\_\_\_ (Participant) desire to participate in a special youth hunt sponsored by \_\_\_\_\_ (Organization). I have the permission and consent of my parent(s) or legal guardians(s), \_\_\_\_\_ (Parents) as is reflected by their signatures(s) on this form.

We, Participant and Parents, understand that hunting is a sport involving firearms. Firearms, when mishandled, can be dangerous. I, Participant, understand that I must use utmost care during the special youth hunt and agree to live up to the highest standards of hunting and firearms safety. I agree to follow all instructions given by organization, its members, agents, employees, licensees, volunteers, and associates (Representatives) assisting with the hunt. I (We), Parents, hereby consent to Participant’s participation in the hunt and authorize representatives of Organization to exercise control over Participant during the hunt.

We, Participant and Parents, also hereby grant the organization the unconditional right to use the participant’s, name, voice and photographic likeness in connection with articles, press releases and audio/video productions that are a result of this event.

We, Participant and Parents, for and in consideration of Participant being allowed to engage in these activities, hereby release and forever discharge Organization and its Representatives from any and all claims, damages, demands, actions, or causes of action of every name and nature arising out of these activities and do by these presents covenant and agree that we will indemnify and save Organization harmless against loss or damage which may result from Participant’s participation in the special youth hunt. We acknowledge that we are executing this Consent and Release of our own free will, mindful of possible hazards of such activities.

IN WITNESS WHEREOF, we have hereunto set our hands and seals, intending to be legally bound hereby, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Month) (Year)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Participant Signature (SEAL)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Parent Signature (SEAL)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Parent Signature (SEAL)

## *Youth Participant Evaluation*

Information you provide will help us evaluate the success of the event and identify and implement program improvements. Please complete and return this form to: *(Your Organization's Contact Person)*

Youth Participant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

You may circle more than one answer for each question

1. How did you hear about this program?

a. Mailing

b. Friend

c. Newspaper

d. Website

e. The organization holding the event

f. Other \_\_\_\_\_

2. Why did you register for this event?

a. To learn new skills

b. To improve skills I have

c. It sounded like fun

d. Other \_\_\_\_\_

3. Please rate the following by checking the appropriate box.

	Excellent	Very Good	Good	Fair	Poor
The activities were:					
The instructors were:					
My mentor was:					
The meeting space was how comfortable?					
Lunch was:					
My overall rating of the program is:					

4. How many pheasants did you see?

a. None

b. 1- 5

- c. more than 5
5. Have you ever hunted before?
    - a. Yes – How many years? \_\_\_\_\_
    - b. No
  6. Have you ever hunted pheasants before?
    - a. Yes
    - b. No
  7. Prior to participating in this program, what was your skill level in pheasant hunting?
    - a. Never tried it
    - b. Beginner
    - c. Good
    - d. Expert
  8. As a result of attending this event, will you continue to pursue pheasant hunting?
    - a. Yes, definitely!
    - b. Probably
    - c. Not sure
    - d. Probably not
    - e. No
  9. Will you hunt during the regular pheasant season?
    - a. Yes
    - b. No
    - c. Not Sure
  10. Is there a barrier preventing you from going *hunting*?
    - a. No one to learn from
    - b. No equipment
    - c. No time
    - d. Cost
    - e. No one to go with
    - f. No where to go
    - g. Other \_\_\_\_\_
    - h. Nothing is preventing me from going hunting
  11. Have you ever purchased a *hunting* license?
    - a. Never
    - b. Once in my life
    - c. A few times in my life
    - d. Every year
  12. Does anyone in your family *hunt*?
    - a. Yes
    - b. No
    - c. Not sure
  13. What other outdoor activities do you participate in?
  14. How did you learn the outdoor skills you possess?
    - a. Self-taught
    - b. Female relative
    - c. Male relative
    - d. Friend
    - e. School/Camp/Club
    - f. Other \_\_\_\_\_
  15. What other activities would you like to see this organization offer in the future?

## *Committee Evaluation*

Congratulations! You've done it. Give yourselves a pat on the back and take a few minutes to reflect on your recent event. Addressing these questions as a committee may help you develop better programs in the future.

1. What was the best moment of the day?
2. Was there a worst moment of the day? If so, please explain.
3. What went really well?
4. What could have been done better?
5. Did the registration process run smoothly?
6. Did the event receive adequate promotion/publicity?
7. Were you able to recruit youth who otherwise would not have had a hunting opportunity, for instance, youth from non-hunting families?
8. Were you able to recruit adequate staff, mentors, participants, funding, and/or donations?
9. Which activities were not well received, were ineffective, or need more work?
10. Which activities were especially liked by participants, were very effective, and/or ran smoothly?
11. How did participants and mentors receive each other? Were there any awkward moments for the youth, parents or mentors?
12. Did you accomplish your goals and objectives?
13. What can future committees do to make the program even better next time?

### ***Event Coordinator Evaluation***

*\*You must complete and submit this form along with names and addresses for youth and mentor participants by October 31<sup>st</sup> if you received a grant of live birds from the Game Commission. Send to: Youth Pheasant Hunt Program, PA Game Commission; 2001 Elmerton Ave; Harrisburg PA 17110-9797.*

Congratulations! You've done it. Give yourself a pat on the back and take a few minutes to reflect on your recent event. The information you provide in this evaluation will help the Pennsylvania Game Commission continue to develop better programs. Your cooperation is greatly appreciated.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of the organization hosting the event:  
\_\_\_\_\_

How many youth participated in your event? \_\_\_\_\_

How many of those youth do you believe would otherwise have not had the opportunity to have a hunting experience, for instance, youth from non-hunting families? \_\_\_\_\_  
\_\_\_\_\_

Were you able to:

	<b>YES</b>	<b>NO</b>
Recruit enough staff?		
Recruit enough mentors?		
Recruit enough participants?		
Acquire adequate publicity?		
Acquire adequate funding?		
Acquire adequate donations?		

Will your organization offer a similar program next year during the youth pheasant season? If not, why?

What is your biggest need to make your program even more successful?

How could the Pennsylvania Game Commission help you make your event even more successful?