Junior Girl Scouts Aerospace Badge Event

Illinois Aviation Academy
KDPA
Saturday, April 23, 2005

Providing aviation education in the community
THANK YOU!

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Preflight

- 146 Junior Girl Scouts, ages 8-11
- 54 parents
- Earn Aerospace Badge in 1 day
- Rotating through 7 teaching stations
- Volunteers arrive 8 am sharp
- Girls begin arriving 8:30 am
- Program starts at 9:00 am

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SOLD OUT!
Preflight

Tuesday, April 19

- Tonight, please sign up for a volunteer station
- Please do **NOT** sign up for security duty until all other stations have been filled
- Please be sure to provide your name and the name of your 49 ½ or friend for nametag
Preflight

Friday, April 22

- Hangar prep - tape out ‘classrooms’ on floor – need some help with this
- General set-up, walk-through and event blocking
- Delivery of tables and chairs
- Trash bins/barrels
Preflight

Saturday, April 23

- 99s Parking available near hangar and to the east
- Handicapped access available
Preflight

THE NINETY-NINES

CHICAGO AREA CHAPTER

99s PARKING

REGISTRATION

TOI

FLIGHT LINE

COFFEE

TOWER ROAD
SAFETY IS PRIORITY ONE!

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Before Takeoff

Saturday – 8:00 - 8:30

• Volunteers check in at 8:00 SHARP and obtain sashes, nametags
• We’re relying on you to set up your own area when you arrive on Saturday
Before Takeoff
Saturday – 8:00 - 8:30

• Set-up registration area for troops
• Set-up hospitality area for parents
• Set-up sales area for T-shirts
• Set-up PA system
• Determine “Holding” area for girls
Before Takeoff

Saturday – 8:30 - 8:50

- Welcome, register, escort girls to “holding”
- Host hospitality area for parents
- Host sales area
- Airplane “security” (please don’t touch!)
- Supervise “Holding” area for girls

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Before Takeoff

Registration – Step One

• Ask for the Troop Number, such as “DuPage Troop 177”

• **VERIFY** the number of girls – only 1 packet per girl!

• If only part of the troop is there, be sure remaining packets are clearly marked with Troop Number!
Before Takeoff

Registration – Step Two

• Troops have already been divided into 7 groups, 20-22 girls each

• Each group is color-coded

• Each group will start at a different training station and then rotate to the next after 20 minutes
Before Takeoff

Registration – Step Three

• No packets for parents
• Refund forms will be available
• Advise of bathroom locations
• No coat check – troop leaders / parents keep girls’ coats
Before Takeoff

Registration – Step Four

• Remind parents – it’s an active flight line – be careful outside!
• Please watch your head
• Please watch your step
• Please do not touch planes – we will have planes available for girls to sit in during the program

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Before Takeoff

Registration – Step Five

• At 9:30 close registration, please rotate to another station –
  • Break Area
  • Hospitality
  • Security at Doors
Before Takeoff

Saturday – 8:50 AM

• First announcement to divide up into groups
• Encourage parents to participate on the sidelines
• To minimize spills: No refreshments at the training stations
Takeoff

9:00 AM

- Welcome announcement
- We are The Ninety-Nines
- During each break, girls sign card for Tammy Duckworth
- Encourage folks to remain inside
- Parents please help keep girls safe

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Takeoff

9:00 AM

• Confirm girls have divided into groups

• Blast Off!
Cruise

Kristy: Training Rotations

• 9:00 - 9:20  • 10:20 - 10:40
• 9:20 - 9:40  • 10:40 - 11:00
• 9:40 - 10:00  • 11:00 - 11:20
• 10:00 - 10:20  • 11:20 – 11:40
Cruise

Training Stations

• Amelia Earhart
• Fast Food in Space
• How Gliders Work
• Aviation Careers
• How Airplanes Work
• Talk to the Tower: Air Traffic Control
• How Aviation Charts Work

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Cruise3

THE NINETY-NINES

CHICAGO AREA CHAPTER

99s PARKING

REGISTRATION

TOI

COFFEE

TOWERS ROAD

FLIGHT LINE
Cruise

Training Tips for Presenters

• Wear Your 99s Pin
• Smile!
• Be Patient
• Wait for an Answer
• Give Me 5
Cruise

If You’re Not Presenting ...

• You’re still Re-Presenting

• Smile!

• Engage the parents: “have you ever flown in a small plane?”

• “Did you ever think about learning to fly?”
Cruise

Security Stations

• Every door that leads outside
• Near bathroom downstairs – team be ready to escort children upstairs
• Near the hangar service areas
• Near the parked planes
• Be cheerful, informative, but firm
Cruise

Hospitality Area for Parents

- Coffee, muffins, bagels
- Near north entrance to hangar
- VCR promoting flying lessons?
- Brochures promoting 99s
- Close-up, clean-up at 11:00 am
Cruise
Break Area for Girls
- Juice, cookies
- Near bathrooms
- Volunteers – escort girls upstairs if necessary
- Wait upstairs and escort them downstairs and back to their group – do not let the children wander

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Cruise
Sales Area for T-Shirts

• Cash and checks only
• Order forms will be available if we run out of T-shirts
• Please advise parents that shipping costs will be added
Emergency Procedures

• IAA “Go to Guy”

• Medical emergencies
  – First aid kits, CPR, 911 procedure

• Power failure
  – Fuse box location

• Plumbing emergencies
  – Who’s got the plunger?
Landing

• Thank the girls and their parents
• Clean-up hangar floor, remove tape
• Break down tables and chairs
• Check coffee service has been cleaned up and handed off to next hostess
Landing

- Pack up PA system
- Chapter meeting to follow in conference room upstairs
- Chicago Party Rental to pick up tables and chairs on Monday
THANK YOU!

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