

# ***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**

**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***

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# *Preflight*

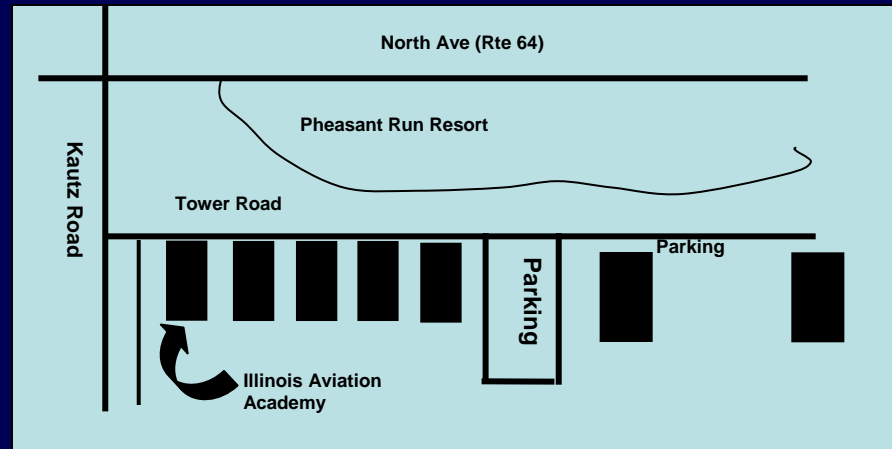
*Friday, April 22*

- *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*

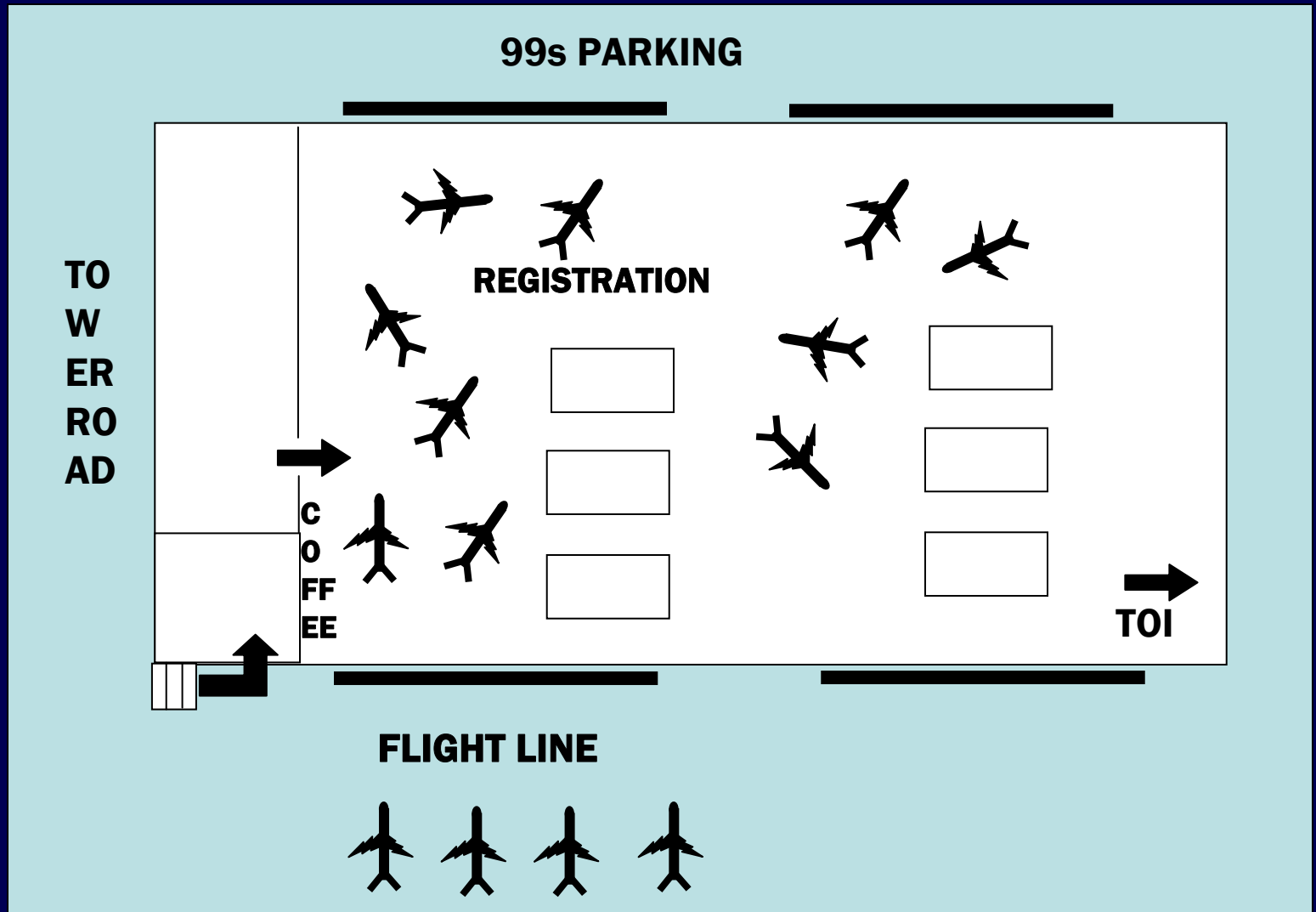
# *Preflight*

*Saturday, April 23*

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



# *Preflight*



# ***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***

# *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***

# ***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*

# *Takeoff*

**9:00 AM**

- *Confirm girls have divided into groups*
- ***Blast Off!***

# *Cruise*

## *Kristy: Training Rotations*

- 9:00 - 9:20
- 9:20 - 9:40
- 9:40 - 10:00
- 10:00 - 10:20
- 10:20 - 10:40
- 10:40 - 11:00
- 11:00 - 11:20
- 11:20 - 11:40

# *Cruise*

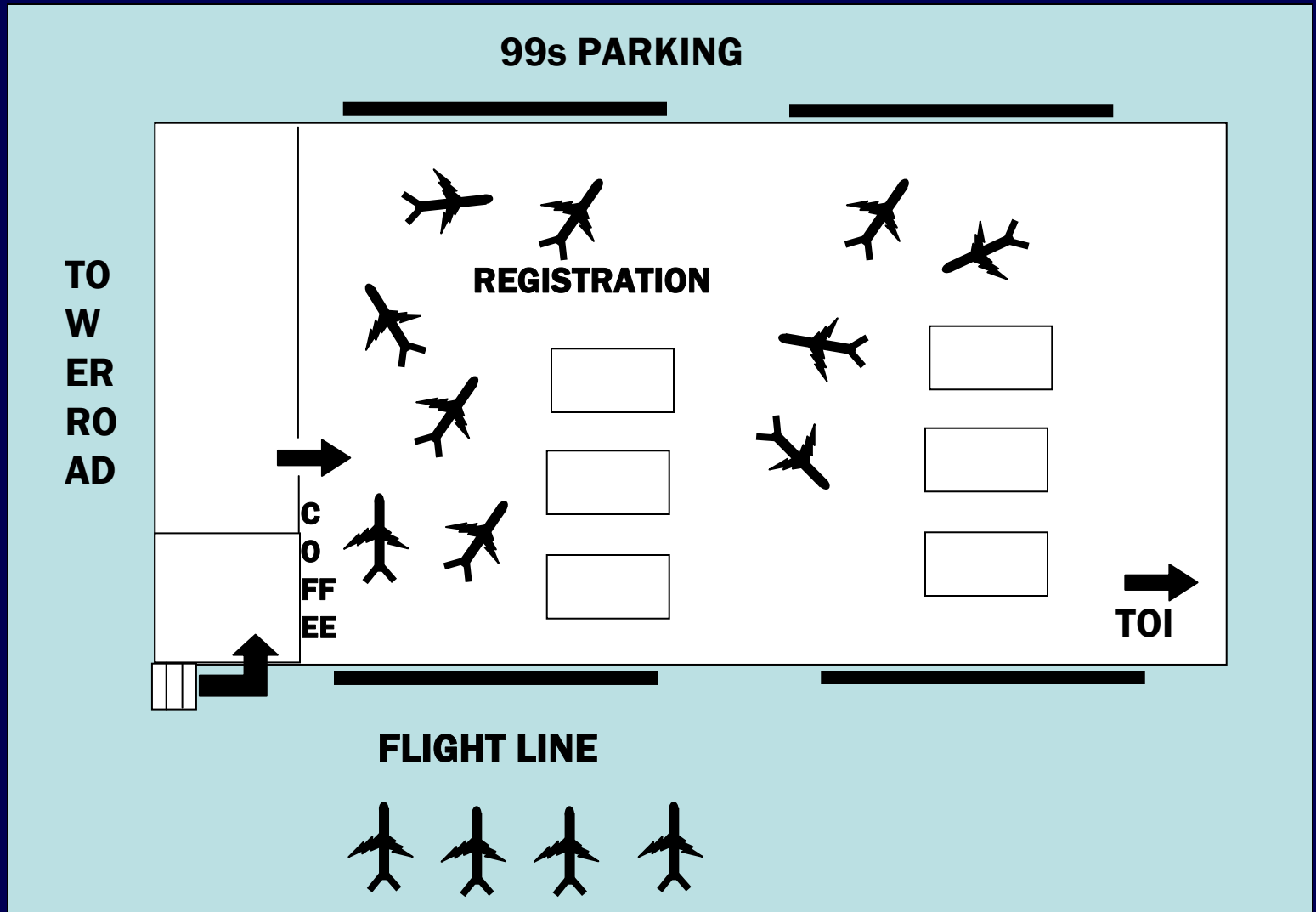
## *Training Stations*

- *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*



# *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*

# *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?***

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# *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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