

WWA Learn to Hunt Waterfowl summary and planning sheet

- **Choose your event date(s), during the upcoming seasons:**
 - Ideally: set date at least 9 months prior to event.
 - **Coordinate with assisting Club/Group**
 - **Coordinate with local Warden:** contact for support and attendance
 - Confirm availability of **Hunter Safety instructors**, lock-in time and date for their “classroom” assistance
- **Confirm location for training:**
 - **Assign a person to book location**
 - ideally: 9 months prior to event
 - Classroom (equipment needs for outdoor training)
 - layout blinds needed?
 - shooting stations?
 - boat shooting?
 - bench shooting?
- **Participant recruitment:**
 - 3 to 9 months prior to event – seek out sources:
 - local schools (youth or colleges)
 - Scouting organizations
 - recent Hunter Safety class rosters from local instructors
 - WWA membership ranks
 - Focus on non-hunting families for opportunities
 - Set class size based on number of mentors (1 on 1)
 - Letters to youth and their guardians, or other participants 1 month before program. **Assign a person to this task.** Follow-up with phone calls 1 week after letters are sent to confirm attendance.
 - Need DNR customer ID #, HIP registration, and Federal waterfowl stamp, for participants age 16 and over
 - Prepare certificates (DNR Warden assistance) 1 week before event
- **Mentor commitment:**
 - Need 1 on 1 or greater to meet LTH requirements. Document mentors committed! Mentors must have background check completed. **Assign a person to this task.**
 - confirm equipment needs for day of hunt
 - 3 months prior to event, at minimum...
- **Assign mentors to participants:**
 - **Assign a person to coordinate this**
 - Document the mentors to assigned youth or other trainees
 - Make copies available during training
 - Mentors make contact with their mentee 1-2 weeks before the event
 - Key questions: clothing, gun type, parent involvement?

- **Logistics for classroom/field day:**
 1. **Food/refreshment for classroom sessions: (pizza, soda etc...)**
 - Look for donations for this opportunity.
 - document and **assign staff for all tasks before/after hunts**
 - food/refreshment for Saturday closeout session
 - **assign a person** for food, barbecue etc....
 2. **Ammunition:**
 - survey participants to determine gauge they will be using
➢ (from the mentor contact 1- 2 weeks in advance)
 - plan for at least 1 box/student 2.75" trap loads for range day
 - pre-purchase this ammo- **assign a person to this task**
 - ammo for hunt day (non-toxic) provided by mentor assigned
 3. **Gift packages for participants: (strongly encouraged)**
 - **assign a person to obtain or fund-raise**
 - small items to be used in the hunt: headlamps, camo face paint, calls, lanyards, etc. are all good options...
 4. **Debrief with participants - Immediately after the hunt:**
 - **assign person to coordinate this**
 - classroom style (return to the training site?)
 - clean a bird demo (**assign a person to this role**)
 - clean a gun demo (**assign a person to this role**)
 - present certificates to attendees
 - get feedback from students/parents (changes?)
 5. **Lunch and out (sample some game?): determine the plan**
- **Paperwork: Recommend assignment of one person for this task**
 1. **30 days before class (**assign this task to a person**)**
 - Submit application & authorization to Conduct Learn to Hunt
 - Form 2300-260
 - Need list of mentors with DNR customer ID #'s and phone #'s

Fill out form #8500-167 (on line or print hard copy)

 - Need list of mentees with DNR customer ID #'s, DOB and HIP
 - Need mentor background check forms to be filed.

Each mentor needs to fill out form # 4100-217 and include their Customer ID # and be signed and returned to you

 - Need property authorization forms signed for private property hunts
 - Mail pages 1-4 to local DNR wildlife biologist for approval

(1 month prior)

- Keep copy of signed approval
(need for confirmation submittal)

*You can access the electronic application process at "dnr.wi.gov" and then entering keyword "Learn to Hunt". Cursor down to the section called "Steps for planning an event". All forms are located at this location. The forms are fillable but will need to be printed and sent or scanned after printing if filing by e-mail.

2. After completion of hunt (assign task this task to a person)

- 1-2 days after the program is completed, finalize form # 2300-260, note any changes or additions
- Update pages 2-4, note which youth harvested
- Assemble and fill out "Learn to Hunt Programs Reimbursement Request" form (Form #2300-319)
- Sign and date
- Fill out W-9 Tax payer ID# verification
- Sign and date
- Send all copies above to:

Keith Warnke
LTH Coordinator
PO Box 7921
Madison, WI 53707

WWA has several individuals who have extensive Learn to Hunt experience. This document was prepared by Bruce Urben, of the Green Bay Chapter. If you have additional questions about your WWA Learn to Hunt waterfowl event, please feel free to contact him at: 920-660-2773