

WWA's Learn to Hunt Summary and Planning Sheet

1. Set your date at least 9 months prior to event. **Coordinate with Club/Group**
 - a. Coordinate with local Warden contact for support, attendance and ethics presentation at training.
 - b. Confirm availability of Hunter Safety instructors
 - i. Lock in time and date
 - ii. Work with Safety Instructor to prepare lesson plan and power point.
 1. A power point program and draft lesson plan is available.
 2. Classroom training 1.5 hours max.
2. Confirm location for training.
 - a. Need safe and acceptable location for clay pigeon shooting to coach mentees.
 - i. **Assign staff** to book location 9 months prior to event
 - b. Classroom needs:
 - i. Power point projector & screen
 - c. Equipment needs for outdoor training:
 - i. Layout blinds
 - ii. Shooting stations
 - iii. Boat shooting
 - iv. Bench shooting
 - v. Blind shooting stations
3. Youth/Young Adult recruitment
 - a. 3-9 months prior to event
 - b. Local schools
 - c. Scout organizations
 - d. Membership
 - i. Focus on non-hunting families, females or young adults for opportunities.
 - ii. Set number per mentors needed (1:1)
 - e. Letters to youth and their parents 1 month before Program.
 - i. **Assign staff** to this.
 - ii. Follow-up with phone calls 1 week after letters are sent to confirm attendance. Examples provided.
 - f. Need Customer ID #, HIP and Federal Waterfowl stamp over 16
 - i. Prepare certificates (DNR Wardens have a template and can prepare these).
 - ii. Check spelling of student's names. Need 1 week before event
4. Mentor commitment
 - a. Need 1:1 or greater to meet LTH requirements.
 - i. Document mentors committed!
 - ii. **Assign staff here.**
 - b. Confirm equipment needs for day of hunt

- i. 3 months prior to event
- 5. Assign mentors to Youth
 - a. Assign person to coordinate this
 - b. Document the mentors to assigned youth
 - c. Make copies available during training
 - d. Mentors make contact with their mentee 1-2 weeks before the event
 - e. Clothing, gun type, parent involvement?
 - i. Follow-up on letter sent.
- 6. Logistics for classroom/field day
 - a. Food/refreshment for classroom (pizza, soda etc.)
 - i. Look for donations.
 - b. Document and assign staff
 - c. Food/Refreshment for Saturday closeout
 - i. Assign staff for food, barbeque etc.
 - d. Verify that each student has appropriate firearm or have loaners available
 - i. WWA has some youth firearms available to loan.
 - e. Check each youth firearm for plugs and proper choke and safety of firearm.
- 7. Ammunition
 - a. Survey youth to determine gauge they will be using (From contact 1-2 weeks in advance)
 - b. Plan for at least 1 box/student of 2-3/4 lead (preferably steel) for range day
 - c. Pre-purchase or Contact WDNR Warden for assistance
 - i. Assign staff
 - ii. Check WWF Ammo grant program availability.
 - d. Ammo for hunt day (steel) provided by mentor assigned or through grant programs?
- 8. Gift packages (strongly encouraged)
 - a. Assign staff to obtain or fundraise
 - b. Headlamps, camo face paint, calls, lanyards etc.
 - i. some calls are available through WWA
- 9. Debrief with youth, immediately after the hunt.
 - a. Assign person to coordinate this.
 - b. Classroom style.
 - i. What was learned, experienced, etc.
 - ii. Clean a bird demo (assign staff)
 - iii. Clean a gun demo (assign a staff)
 - iv. Present certificates
 - v. Get helpful input from students/parents (Changes?)
- 10. Lunch and out

Paperwork - Recommend assignment of one person for this task

1. 30 days before class (**assign this task**)
 - a. Fill out application and authorization to Conduct Learn to Hunt
 - i. Form 2300-260
 - ii. At least 30 days before class assign task
 - b. Need list of mentors with customer ID #'s and phone #'s
 - c. Fill out DNR form 8500-167 listing mentors with DNR customer ID and phone #'s.
 - d. Need list of mentees with customer ID #'s, DOB and HIP
 - i. Record these on DNR form #8500-166 (Participant report)
 - e. Need mentor background check forms to be filed.
 - f. Have each mentor fill out a Mentor Background check form
 - i. (DNR form # 4100-217) and
 - ii. submit 1 month before Learn to Hunt
 - g. Need property authorization forms signed for private property hunts (page 2 of 2 on application form, attach additional pages if necessary).
 - h. Prepare Lesson plan for the classroom portion (help from Certified Hunter Safety Instructor, see example).
 - i. Mail application form
 - i. pages 1-4,
 - ii. 2-page application,
 - iii. additional property listing,
 - iv. Learn to Hunt Lesson plan,
 - v. Authorized Mentor list
 1. (DNR form #8500-187 and
 2. Substitute W-9 form
 3. Mail to local (where Learn to Hunt training will be held) DNR wildlife biologist for approval (1 month prior).
 - a. Keep copy of packet.
 - vi. Approval will be sent within 10 days, keep approval document.
 1. Keep copy of signed approval (need for confirmation submittal).

After completion of hunt (**assign task**) 1-2 days after the program is completed.

1. Finalize form #8500-166, note any changes or additions and harvest info.
2. Assemble and fill out "Learn to hunt Programs Reimbursement request"
 - a. Form #2300-319.
 - b. Can request reimbursement of \$25 for each attendee
 - c. Sign and date
3. Fill out W-9 Tax payer ID# verification
 - a. Previously in packet but send another copy of this form along
 - b. Sign and date

4. Send all copies with a copy of your approved application to:
 - a. LTH Coordinator LE/8, PO Box 7921, Madison, WI 53707-7921
5. A check from WDNR should be received within 30+ days.