

Guide To Hosting a

**LEARN-TO-**

# **UPLAND-BIRD-HUNT**

**EVENT**



*“A peculiar virtue in wildlife ethics is that the hunter ordinarily has no gallery to applaud or disapprove of his conduct. Whatever his acts, they are dictated by his own conscience, rather than that of onlookers. It is difficult to exaggerate the importance of this fact.”*

**-Aldo Leopold**





## EDUCATION AND OUTREACH

**Rich Wissink | VP, Education & Outreach /  
Conservation Leadership Program Manager**  
(715) 431-0814 | [RWissink@PheasantsForever.org](mailto:RWissink@PheasantsForever.org)

**Drew Larsen | Director of Habitat Education**  
(308) 293-1194 | [DLarsen@PheasantsForever.org](mailto:DLarsen@PheasantsForever.org)

**Colby Kerber | Hunting Heritage & Shooting  
Sports Program Manager**  
(308) 520-0876 | [CKerber@PheasantsForever.org](mailto:CKerber@PheasantsForever.org)

## INTRODUCTION

Our Education & Outreach series of guides to hosting events are designed to provide an outline of information, tips and support for planning and delivering high quality events that engage youth, families and interested adults in outdoor activities. Guides include information that will provide a safe environment for participants that encourages participation, inspires learning, develops skills and fosters an affinity for PF/QF and our mission. Research shows that it takes multiple outdoor experiences and continuing support to cultivate a new hunter, shooting sports enthusiast or land steward. Using the entire series of guides can help chapters engage participants in multiple outdoor activities throughout each year. Used in that way, participants will be provided the skill-building opportunities and continuing support necessary to cultivate hunting conservationists and land stewards.

This Guide to Hosting a Learn-to-Upland-Bird-Hunt Event is designed to help chapters and partners introduce the thrill of upland bird hunting to first time or novice hunters. It's important to remember that these events are not hunts, they are learn-to-hunt events that are specifically designed to provide knowledge, skills and an introduction to upland bird hunting through education, interaction with experienced/ethical hunters and hands-on, skill-building activities.

Sharing our hunting heritage can be an incredibly rewarding experience for both the mentor and the participant. It is a role we, as hunters, must take seriously. It is our responsibility to make certain that new hunters are not only given knowledge and skills, but the history and moral compass to engage in ethical hunting and land stewardship.

**Let's get started and share our passion for upland bird hunting!**



# A CONSERVATION MESSAGE

## Our Mission & Model

Pheasants Forever & Quail Forever is dedicated to the conservation of quail, pheasants and other wildlife through habitat improvements, public awareness, education and land management policies and programs.

Established in 1982, we are a grassroots, volunteer, membership-based organization and our members are a diverse group of hunters and non-hunters alike. Our business model sets us apart from other organizations in that our chapters are empowered to determine how they spend locally raised dollars on mission related activities. We are proud to boast Charity Navigator's top rating and we have a history of putting more than 90 cents out of every single dollar raised back to our mission – placing us among the nation's most efficient non-profit organizations.

## What We Do

The wildlife habitat work that Pheasants Forever & Quail Forever has accomplished has garnered us the reputation of “The Habitat Organization,” a tagline we are extremely proud of. Annually having a positive impact on hundreds of thousands of acres of wildlife habitat, putting high quality habitat on the landscape is still at the core of our mission today. Our advocacy efforts at local, state and national levels has incredible impact on conservation policy. Finally, our chapters and volunteers share our outdoor traditions and conservation message with nearly 100,000 youth, families and interested adults each year to make sure that we are cultivating the next generation of hunting conservationists and land stewards.

## Why It Is Important

In the 1900s many species of wildlife were near extinction. It was hunters who stepped forward to help pay for and support conservation programs to restore many wildlife species. By buying hunting licenses and taxing themselves on equipment such as firearms, ammunition and clothing, hunters contribute the majority of funding for wildlife conservation in North America.

The North American Model of Wildlife Conservation states that wildlife and fish belong to all citizens and should be managed in a way that will sustain healthy populations forever. This would not be possible without individuals and organizations like Pheasants Forever and Quail Forever that help raise millions of dollars for wildlife conservation and enhance millions of acres of wildlife habitat.

Clean water, clean air, healthy soil and a healthy environment benefits everyone. When you enjoy a hunting experience, listening to songbirds or watching a monarch butterfly, thank a hunter who has helped make sure there is quality wildlife habitat for those species and others. Better yet, join us in our efforts and do your part.

## How You Can Help

An engaged, informed and passionate base of Pheasants Forever & Quail Forever members is the most powerful tool we have when it comes to putting more habitat on the ground, birds in the sky and raising the next generation of citizens who care. You are encouraged to do your part by becoming a member of Pheasants Forever or Quail Forever. We want you to join us and the future of wildlife conservation. Our hunting heritage depends on you!



# PLAN YOUR EVENT

## Form a Learn-to-Hunt Planning Committee

Find a small dedicated group that is diverse in skills and committed to hosting a high quality event to serve as the Learn-to-Hunt Planning Committee. Involving resource professionals from state conservation agencies in the planning is a good idea. They will make sure the event complies with state regulations and can bring added resources as a helpful partner. Designating a capable and willing Hunt Coordinator from that group is important. Events run more efficiently if one person takes charge and is responsible for organization, progress and the overall quality of the event. Planning the learn-to-hunt event should start six months in advance and is the most important part of a successful event. Three questions that need to be answered early in the planning process are:

1. Should you host a wild or released bird event?
2. Where should you host the event?
3. When should you host the event?

## Wild Birds vs Released Birds

There are advantages to both types of events. However, whether it's pheasants, quail, sharp-tail grouse, ruffed grouse or some other upland bird, the most preferred option for conducting a learn-to-upland-bird-hunt is to arrange for enough locations to allow for a wild bird hunting experience.

## Advantages of a wild bird hunt:

- It provides an introduction to what it takes to hunt

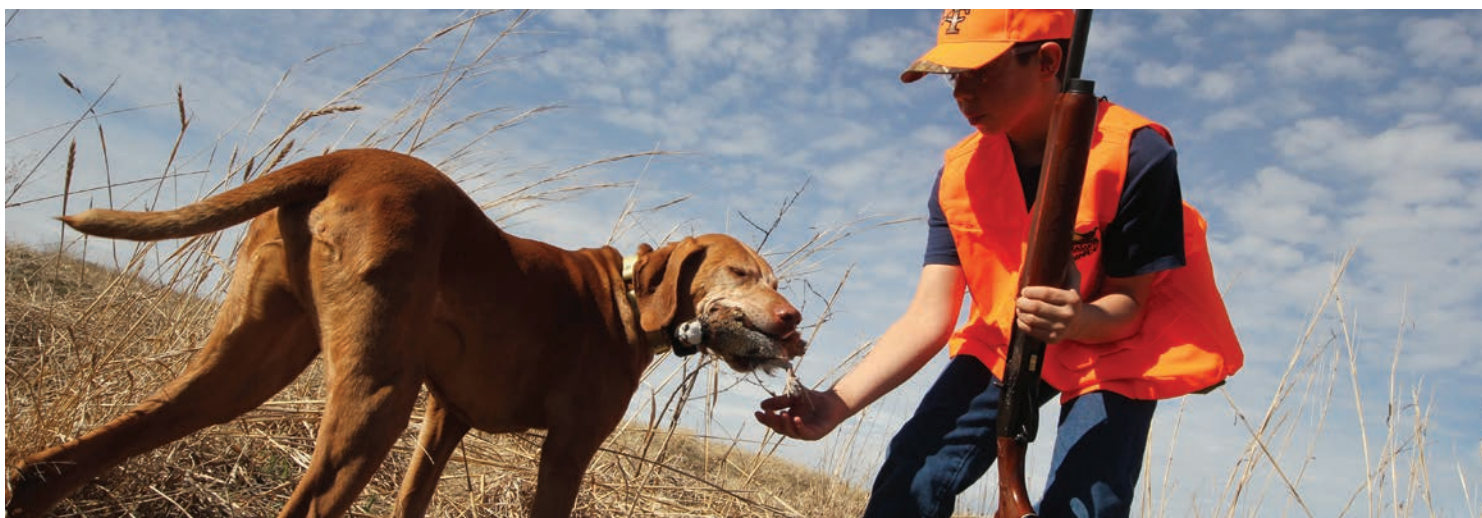
local game birds. Ultimately, we want participants to continue hunting on their own.

- Wild bird hunts typically allow guides, mentors and participants the opportunity to spend more time in the field without time constraints and other distractions that go along with a released bird event.
- Participants engage in a fair chase hunting adventure.
- It is less work and there is less cost associated with regulations, purchasing birds, planting birds, selecting fields and the public perception of hunting released birds.

## Keys to a successful wild bird event:

- Set realistic expectations for what a successful event will be. There are no guarantees. Place emphasis on the bird, habitat, dog work, scenic beauty, sharing the harvest, story-telling and all the other experiences that go along with a day in the field. Provide fun shooting opportunities on the range.
- Secure the best possible habitat for wild birds in your area. If possible, include opportunities on both public and private lands. Make sure you include a session on “how to find a place to hunt” in your program.
- Make certain that guides and instructors are familiar with the property they are hunting. That includes property boundaries, access and terrain.
- Take advantage of special seasons, properties and resources that states may offer for youth and/or learn-to-hunt events.





### Advantages of a released bird event:

- More likely to find birds than in a wild bird event.
- Need less acreage and areas to conduct the hunt.
- Less travel time needed to get to hunting areas.
- More control over the event.

### Keys to a successful released bird event:

- Make certain to comply with all local and state regulations when releasing birds. Building a partnership with local biologists and local resource professionals will help make sure your event is in compliance and open the door for resources the agency may be able to provide.
- Take the time and effort to provide a quality experience:
  - Select quality cover that is suitable for the species being hunted and make certain there is adequate space to hunt safely.
  - Use only strong flying, healthy birds from a reputable game bird supplier.
  - If using pheasants, release both sexes and only harvest roosters. This provides additional decision making by the participants and emphasizes conservation.
  - Set a daily bag limit for each hunter. One or two birds is enough.
  - Use experienced bird planters to release the birds. Instruct them to release birds in “birdy” cover.
  - Relax! Don’t rush participants through fields so the next group can get started. It is

not conducive to a quality experience and can result in unsafe situations.

### • Do NOT:

- Allow participants to see birds in cages.
- Allow participants to witness the planting/release of birds.
- Use bird launchers or inhibit the bird’s ability to move.
- Mark the location of the bird in the field site that offers cover that is similar to where you find wild birds in your region.

Regardless of whether your chapter decides to host the learn-to-hunt event on wild or released birds, it is important to gauge the success of the event by the quality of the experience for both participants and volunteers, not by the number of shots taken or birds harvested.

### Site Selection

The base camp for the learn-to-hunt event should provide all of the following:

- Enough shelter to gather and provide “classroom” space for instruction. Participants must have shelter from all types of weather. It’s tough to learn when you are uncomfortable due to weather conditions.
- Clean restroom facilities. It is best to have separate restrooms for males and females.
- Adequate parking for the size of event you are hosting.
- Shade or E-Z up canopies to provide shelter from sun, rain or wind at training stations.



# PLAN YOUR EVENT



*“A Youth Mentored Hunt gives someone a taste of the beginning of a lifelong traditional sport where the educational value of conservation is planted in them, which in turn gives them the choice to continue to carry on the hunting tradition.”*

**Dean Bowman, Texas Trail Ringnecks Youth Chapter – Wyoming**

so may add more significance to the event and take advantage of additional media coverage.

## Develop a Safety & Emergency Action Plan

Part of the planning process should include developing a basic safety and emergency action plan that addresses all of the following:

- Safety check of ALL firearms that are used at the event regardless of ownership.
- Where will firearms be stored during each phase of the event?
- How and by whom will they be transported during the event?
- How will ammunition be stored and dispersed?
- When and where will personal protection equipment be worn?
- What is the emergency or 911 address for the event location? Who will notify emergency dispatch of

- Adequate food preparation/serving facilities for the planned event. Be sure to have water to drink.
- Someone on site must have a way to communicate with emergency personnel in the case of an emergency.
- Adequate space for outdoor training areas. Make sure to take into consideration safe zones of fire and safe shot fall distances for shooting areas.

## When selecting hunting areas, take the following into consideration:

- Large enough fields/hunting areas to provide adequate space for a safe, enjoyable hunt. It is best if there is enough space to prevent hunting parties from seeing each other. Fewer distractions create a more safe and enjoyable experience.
- A terrain that is not too challenging since novice hunters are often uncoordinated with firearms. Navigating difficult terrain and obstacles can create unsafe conditions.
- Make every effort to assure that hunting sites are as close to the base camp facility as possible. Driving participants in vehicles increases risk that should be minimized.

## Select the Event Date

When selecting the date for your event, take into consideration the species being hunted, seasonal weather patterns, and special seasons for learn-to-hunt events, volunteer availability, youth seasons and school calendars if it is a youth-focused event.

You may want to consider holding your event on National Hunting & Fishing day, which is annually observed on the fourth Saturday of September. Doing





when and where the event will take place?

- Procedures for responding to accidents (both for people and dogs). Know the location, contact information and hours of operation for closest medical facility and veterinarian.
- What will happen in the event of severe weather? Where should people go?

### Develop the Agenda

PF/QF sponsored learn-to-hunt events must provide a minimum of four hours of instruction prior to participants engaging in a hunting experience. The agenda for learn-to-hunt events should be designed in a way that introduces participants to the knowledge and skills required to become a safe, confident and ethical upland bird hunter. Chapters that want to provide the highest quality event should consider a multi-day program that includes a number of high quality training days followed by the hunt. Minimum training standards should include the following stations. See *Learn-to-Hunt Agenda*.

- **Introduction to PF/QF Mission & Role of the Hunter Conservationist**

During the opening remarks at your event, it is important to share with all participants the PF/QF mission, why what we do is important, the role of the hunter in wildlife conservation and why it is important for participants to get involved in conservation. This is a great time to let them know when the chapter's next fundraising banquet is and how they can get more involved.

- **Firearms Safety and Wing Shooting Instruction**

It's important to have this training session led by someone who is experienced at instructing new wing shooters. A certified instructor will get novice shooters on target more quickly and build their confidence prior to heading to the field. Partner with a local scholastic shooting team, state agency or shooting sports facility to find a qualified instructor.

The first topic covered at this station should be the "Four Rules of Firearms Safety."

1. Treat every firearm as if it were loaded.
2. Always point the muzzle in a safe direction.
3. Be certain of your target and what is beyond it.
4. Keep your finger outside the trigger guard until ready to shoot.

- **Mock Hunt or Safety Course**

The Mock Hunt is a walking route that participants go through with their mentor. Along the route they will have the opportunity to practice safe firearm carries, target identification, safe zones of fire and be required to make moral and ethical decisions. The more realistic the scenarios, the more beneficial they will be. (See the Mock Hunt in the appendix for details on setting up this activity.)

This is also a good time to create a mock scenario for participants to interact with a landowner and ask for permission to hunt. Prior to "encountering" the landowner, the mentor should highlight a few points that may help gain access:

- Offer your hand and a smile while giving your name and where you are from.
- When asking for permission, tell the landowner what and when you would like to hunt.





- Tell the landowner if you will be hunting alone or with others.
- Ask about livestock, field entrances or other concerns on the property.
- Ask the landowner if he/she has any suggestions on where to go.
- Properly thank the landowner and offer to share any harvested game.

## • **Gamebird Biology & Strategies for the Hunt**

This station should introduce the species of upland bird being hunted, its habitat and biology, hunting strategies, special rules or regulations, etc. Involving wildlife biologists and experienced hunters will add value and credibility to this station.

## • **Hunting With Dogs – Their Role and Special Safety Concerns**

This station is always a favorite and provides your chapter the opportunity to partner with local bird dog clubs. Selecting a competent trainer and experienced hunter to lead this session is crucial:

- The role hunting dogs play in upland bird hunting is important to this session.

- A demonstration with a variety of pointing, flushing and retrieving breeds is a good idea. Engaging participants with the dogs will make this session more fun and engaging.

## • This is also the time to demonstrate and discuss the special safety concerns that go along with hunting with dogs:

- The importance of always pointing the muzzle in a safe direction.
- What will take place in the field when a dog gets “birdy?”
- If using pointing dogs for the hunt, the hunters should go in front of the point to flush the bird. At no time should a dog handler, mentor or any other person go in front of the hunters to flush the bird.
- If flushing breeds are used in the hunt, the hunters should follow the “birdy” in a safe manner (firearms at the two-hand ready position) until the bird flushes or they can no longer safely keep up with the dog. The novice hunter should never be encouraged to hurry/run after a “birdy” dog. This creates an unsafe situation.



- This station can also include the care and training needed to raise a companion bird dog.

• **Additional Activities**

It is important to keep participants and their families engaged and actively developing skills. Offering a variety of activities throughout the day will provide learning opportunities for participants if they are waiting for their turn to hunt or shoot. It will also keep families and spectators entertained

throughout the day. Additional activities include:

- Gun Cleaning & Care
- Wild Game Cooking
- Knife Sharpening
- How to Find Public Land Hunting Areas
- Reloading Shotgun Shells
- Additional Shooting Practice
- Field First-Aid (local first responders can provide instruction)



# PLAN YOUR EVENT



Considering the number of mentors, guides, additional instructors, cooks, etc. that it takes to conduct a learn-to-hunt event, you should plan on a minimum number of volunteers that is two times the number of participants. Volunteer positions that need to be filled include:

- **Hunt Coordinator** – the Hunt Coordinator’s role will be to keep the event running efficiently and safely, troubleshooting challenges that come up and overall management of the event.
- **Mentors** – every learn-to-hunt event should be conducted with mentors at a 1:1 ratio with participants. The definition of a mentor is a wise advisor, teacher or coach and their role is to spend the entire event with their respective participant. Ultimately, mentors will share personal experiences and knowledge regarding our hunting heritage. Finding both male and female mentors is important. Involving female mentors will increase the quality of the event and encourage more of their involvement in other aspects of the chapter. At a youth event, parents/guardians should not mentor their children. Make certain to choose your mentors carefully as they are critical to the success of the event. In fact, you should limit the number of participants to the number of GREAT mentors you have available.
- **Guides** – experience shows that plenty of guides and good dogs are needed at each event. Make certain each guide knows how many times he/she

will be going into the field and the duration of each hunt. They will need to determine if additional dogs are required. Learn-to-hunt events are NOT to be used as dog training opportunities. Inexperienced or uncontrolled dogs do NOT mix with inexperienced hunters. Make certain guides know to use well trained and experienced bird dogs for the hunt.

The Guide is in complete control of the hunting situation. If there is going to be an unsafe situation at an event, the hunt is likely where it will happen. Dog handlers should take the time to meet with each group just prior to the hunt to discuss the following:

- Explain how the hunt will take place and how the cover is laid out. Use a diagram, air photo or point out the direction of travel and any safety concerns or barriers.
- Introduce the dog to the group and explain how the dog will work.
- Explain what a “birdy” dog looks like and what will most likely happen when the dog comes across game. The hunters along with their mentors should proceed to make the flushing attempt. **NO ONE SHOULD EVER GO OUT IN FRONT OF THE HUNTERS TO FLUSH A BIRD.**
- Re-enforce to the mentors exactly what their role is during the hunt (enforce the four rules of firearm safety at all times and



- offer encouragement).
- Explain how it is determined who gets to shoot at a flushed bird (this is also the time to determine if hunters are allowed more than one shot or to back up other shooters).
- Make certain everyone knows what a legal target is (species, roosters only, etc.) and what the daily limit is.
- Do a final safety check of firearms and ammunition.
- It is the Guide's responsibility to remove hunters from the field if they are unsafe or do not follow directions.
- **Shooting Instructors** – have the final say of whether the hunter needs more shooting and/ or firearm safety instruction prior to going on the hunt. It is important to the success of the event to partner with a certified instructor to provide this portion of the training. A really good wing shot does NOT make a good shooting instructor.
- **Firearm Safety Instructors** – should be certified safety instructors or better yet, state agency staff that are trained and certified in firearm safety instruction.
- **Support Volunteers** – include cooks, registration workers, bird planters, other knowledgeable instructors for specific stations.

In most cases, the majority of volunteers associated with a learn-to-hunt event will not be certified instructors. In an effort to provide quality instruction and a safe environment, volunteers should attend a volunteer training where the following topics are covered:

- Discuss the goal of the learn-to-hunt event
- Define the role of each volunteer position
- Outline the agenda for training sessions and the hunt
- Review PF/QF Youth Protection Guidelines – sharing these guidelines with all volunteers will help minimize risk to youth, volunteers and chapters when conducting events.
- E.D.O.C. Style of Instruction - All people, adults included, learn best in one of three primary ways: hearing, seeing or doing. Following these simple guidelines will help instructors reach more participants.
- T.A.B.K. = Four Rules of Firearm Safety – This

simple acronym will help instructors and students remember the four rules of firearms safety.

- Fill out the Volunteer Insurance Form and send it in to the National Office prior to the event. This form is for your protection and should be a priority to complete **BEFORE THE EVENT**. The *Volunteer Insurance form* can be downloaded from our website.
- Finally, review emergency plan for severe weather or accidents.

### Conservation Leadership Opportunity

Every chapter is in need of volunteers that have energy and fresh ideas. Consider recruiting a young, enthusiastic volunteer from a local shooting team, hunter safety course, event participant or local FFA chapter to serve as an Apprentice Youth Chair. Provide that young volunteer (or several young volunteers) an opportunity to develop their leadership skills by helping plan chapter outreach events and banquet activities for youth, serve as a peer mentor or assist instructors at events. Recruiting and retaining the next generation of conservation leaders and volunteers is our responsibility. Their enthusiasm and skills will help build a stronger chapter.

*“Hosting mentored hunts has helped our chapter in many ways. It also allows us to work with other conservation groups like NWTF, Department of Conservation as well as other local organizations. This opens doors for future conservation projects. Working with the kids in our community has also pulled more individuals to our annual banquet. This allowed habitat education to be shared by more locals, which opens up opportunities for burning and landowner habitat projects.”*

– Cory Minnis - Shortgrass Quail Forever Chapter – Missouri

## SELECT PARTICIPANTS

Remember that the number of GREAT mentors you have should determine the number of participants allowed into the program. When selecting who should participate in a learn-to-hunt event, your chapter should consider the following:

- Determine what demographic (youth, adults, families, etc.) that your chapter would like to work with.
- Learn-to-hunt participants should have completed a Hunter/Firearm Safety Course prior to the event.
- Recruit participants that fit your demographic and have a desire to learn how to hunt but limited opportunity. Good places to recruit participants are local hunter safety classes, universities, places of worship, Boys & Girls Clubs, Scouting Groups, etc.



*“Today was my very first mentored hunt and I got my first pheasant! I liked hunting with experienced people. Hopefully my mom or dad can take me next time.”*

**- Austin Wilbert - age 14  
Orange City, IA**

## PROMOTE THE EVENT

Learn-to-hunt events can attract positive publicity and promote the work your chapter is doing. If done correctly, you may find that you have more volunteers, members and donors than ever before. Your chapter should take advantage of a great story in the following ways:

### •Work with the media

- Contact local media outlets (newspapers, television and radio) at least three weeks in advance of the event. Provide them a summary of the event, date, location, your contact info and the best time to attend the event for photo and interview opportunities. Contact them several days prior to the event and remind them that you have a story for them.
- Make certain to have a person designated to work with the media when they arrive. That person should be dressed to represent PF or QF in a positive manner, should know our mission and be familiar with the entire agenda and the goals for the learn-to-hunt event.
- Be prepared to recommend participants for interviews that can speak well about the event.

- Provide a post event press release to media outlets that were not able to attend the event (see Press Release Template ).

### • Invite dignitaries

- Ask important members of the community, chapter sponsors, elected officials or other dignitaries to attend your event to help increase media attention.

### • Promote the event at fundraising banquets

- Use photographs and video footage collected at the event to make an impressive display for your next banquet or other community events.
- Invite event participants to attend the banquet and recognize them there. If youth, encourage them to wear their event hat and vest to the banquet.



## Merchandise

Purchasing merchandise such as orange hats and hunting vests from our PF/QF store recycles your chapter dollars back into our wildlife conservation mission. Yes, you may be able to purchase participant gifts at a discounted rate from other sources, but those dollars no longer support our mission. In addition, participants wearing the PF/QF logo feel an instant sense of “belonging” to our organization. That can create an affinity for our brand and our mission. You and the event participants are not customers, you’re supporters of wildlife conservation and our upland hunting heritage. Participants in branded apparel, like vests and hats, make for great media and promotional photos/videos. We encourage you to purchase the following recommend PF/QF merchandise for your learn-to-hunt event participants and/or instructors. (<https://www.pfstore.org>)

- PF or PF/QF Orange Hunting Vest –  
PF, No. 4003120+ size –  
PF/QF, No. 4050420+ size
- PF or QF Orange Mesh Cap – PF,  
No. 300102013 – QF, No. 305022000

- PF/QF Challenge Coin – No. 960021112

(Upon completion of the event these make a great memento of the hunt. Challenge coins also have the firearm safety rules printed around the outer edge.)

## Membership

It is important to encourage event participants, family members and event guests to become members of PF/QF. Every membership equals more acres of wildlife habitat and public land, sharing our hunting heritage with more first time hunters and more citizens that care about land stewardship. We are proud to boast Charity Navigator’s top rating and we have a history of putting more than 90 cents out of every dollar raised straight back to our mission of upland wildlife habitat conservation – placing PF/QF among the nation’s most efficient non-profit organizations. Your chapter should consider providing every learn-to-hunt participant a membership. Through our publications, we will continue to share our mission and wildlife conservation message with those new members.



# DAY OF THE EVENT

Game on – it's time to share our hunting heritage and deliver a high quality, high energy event! Here are a few tips that make everyone feel welcome, safe, comfortable and ready for a fun-filled day of learning how to hunt.

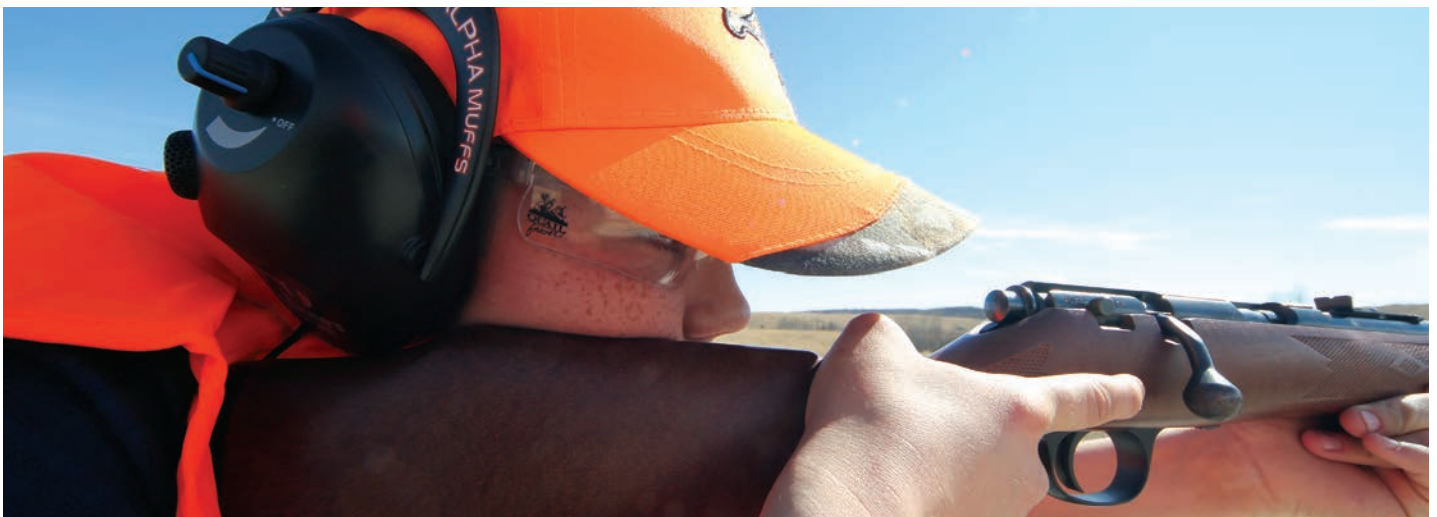
- Meet with mentors, instructors and volunteers just prior to the start of the event. Make certain everyone is familiar with the event agenda and understands their role.
- Have a registration desk with friendly volunteers that accomplish the following:
  - Welcome participants and their families.
  - Provide name badges to participants (make certain all volunteers have name badges as well). This is an often overlooked practice but so important. A person's name is the most important word in the English language to that person. Being able to call a person by their name when providing instruction, asking questions, providing praise or making corrections has a positive impact.
  - Have participants and parents/guardians (if youth event) sign event waivers.
  - Collect appropriate information for memberships and future banquet invites.
  - Provide a Volunteer Recruitment Form to adults and interested youth. Let them know that your chapter can always use help.
  - Provide agendas so participants and parents/guardians know what is planned.
  - This is also a good time to perform a safety check on firearms brought by participants.
- Make certain instructors and mentors are dressed appropriately. It is a good idea to have

instructors and mentors in similar hats and/or shirts so they are easily identified.

- It is a good idea to provide opening remarks with all participants and parents/guardians present.

## Opening remarks should include:

- Going over the agenda and logistics for the event
- Expectations for participants, family members and volunteers.
- Summarizing the Safety and Emergency Action Plan
- The PF/QF Conservation Message
- Answering questions
- Providing snacks, drinks or even a light meal makes sure everyone involved in the event is comfortable. Being hungry, thirsty, cold, wet or hot is not conducive to learning or having fun. Make certain to provide the basics for comfort.
- At the end of the day, ask willing participants to share a story from the day.
- Ask participants to complete the following: Provide participants a post-event evaluation and the time to complete it. You will receive more constructive feedback if you make time in the agenda for getting it done. A Participant Evaluation can be found in the appendix.
  - Write "thank you" cards to mentors, landowners, sponsors, guides, etc. Encourage them to include photos, personal stories and feathers from their first bird or other small items with the note to make it more personal.
- Invite the participants and their families to the next PF/QF Fundraising Banquet to become members and learn more about our organization.
- Provide *Certificate of Participation* to participants. This form can be downloaded from our website.





## POST EVENT

What you do after the event is sometimes just as important as what went into planning and hosting it. The entire planning committee should meet to accomplish the following:

- Complete and submit the PF/QF Education & Outreach Event Report Form – This information is used to provide liability insurance for chapters and volunteers, report accomplishments, secure grants and donations and share YOUR stories at the national level.
- Send out “thank you” cards. A simple thank you can have an incredible impact on someone’s future involvement and/or support for chapter events.

- Submit new membership in OMR - Online Membership Reporting system.
- Complete and send post event press releases to local media that were unable to attend the event.
- Review evaluations and discuss improvements for the next event while the past event is still fresh in your minds.



*“Youth Mentor Hunts are so important because the people that are mentors are ones that have the connection with nature. Children learn best by copying and doing. This is the real quality of life teaching – the teaching that creates character, stewardship, and commitment to the outdoors.”* – **Sunday Ford, Sioux Prairie Pheasants Forever Chapter – Iowa**



*“Pheasants Forever and Quail Forever are non-profit conservation organizations dedicated to the conservation of pheasants, quail and other wildlife through habitat improvements, public awareness, education and land management policies and programs.”*

*“Wildlife and its habitat cannot speak, so we must and we will.”*

**-Theodore Roosevelt**



All applications, forms and documents listed in this guideline book can be downloaded from our website at [www.pheasantsforever.org/getdoc/2f1ac3ee-28b3-438a-971b-97eaa9073477/Document-Center.aspx](http://www.pheasantsforever.org/getdoc/2f1ac3ee-28b3-438a-971b-97eaa9073477/Document-Center.aspx).

### **CONGRATULATIONS AND THANK YOU!**

You are about to participate in one of the most rewarding activities Pheasants Forever & Quail Forever can offer a volunteer – an opportunity to share the outdoor traditions we cherish and mentor the next generation of hunting conservationists and land stewards.