



C. MO'S KIDS II, INC.

Field Policy & Procedure Manual

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I. Purpose & Background

A. *Mission Statement*

Our mission is to enrich the lives of special needs children by providing life-changing outdoor experiences that are exciting, fun and empowering, in a safe and accommodating environment. Our desire is to foster the development of self-confidence and self-reliance through the provision of outdoor adventures including hunting, fishing and camping.

B. *Who can be a C. Mo's Kid?*

Becoming a C. Mo's Kid is open to:

- Any child or dependent with a physical or mental handicap or terminal disease
- Any child or dependent with a single parent that cannot take them on outdoor adventures
- Any child or dependent with a physically handicapped parent or guardian that cannot take the child on outdoor adventures
- Any wounded warrior

To become a C. Mo's Kid, the online application at www.cmoskids.org and all attached waivers must be completed by the candidate's parent or guardian.

C. *Other*

The purpose of this manual is to provide guidance to pro staff and volunteers such that all adventures and events are executed in a safe, consistent manner for maximum enjoyment to C. Mo's Kids, parents, and staff.

II. Staff

A. *Media*

- All outing and events will be filmed when possible.
- The best practice is to have a pro staffer or volunteer dedicated to filming on an outing or event.
- Videos should include, but not limited to, a pre outing interview, footage of the outing, and a post outing interview.
- Pro staffers, volunteers, and C. Mo's Kids should have some type of C. Mo's Kids article of clothing on such as a shirt or a hat, for branding purposes in pictures and videos.
- When taking still pictures of a C. Mo's Kid with an animal or fish, make sure it is a quality picture before cleaning the animal.
- Videos and pictures should be posted ASAP. There should be a maximum two week turnaround on videos.
- Pictures should post the day of the outing or event when possible, if not the day after.

B. *Volunteers*

C. *Pro Staff*

1. Definition

A pro staffer is a volunteer that is willing to accept the additional responsibilities of coordinating outdoor adventures with participants; this includes, but is not limited to:

- Schedule hunting and fishing adventures
- Coordinates all required details to have a successful adventure
- To qualify as a pro staffer, a volunteer must have supervised at least one outing

2. Additional Requirements

- Pro staffers must have an unconditional love for all kids.
- Pro staffers must be of high moral character
- Pro staffers must keep a positive attitude at all times. No negativity!
- If Pro staffer ever has a concern, it is to be presented to the board. We shall never air our disagreements out where it would have a negative influence on the kids. They are our priority!
- All pro staffers must submit a background check, or a copy of a recent check/concealed carry permit, before being involved with any activities involving kids.

3. Procedures

- All guidelines applicable to volunteers, shall also apply to Pro Staff, unless otherwise noted.
- All pro staffers must submit a background check, or a copy of a recent check/concealed carry permit, before being involved with any activities involving kids.
- All outings will be communicated with at least two pro staffers or the hunt/fish master in your area for maximum volunteer support.
- Any outing or event that a C. Mo's Kid is involved in must have the child's parent or legal guardian present with the child.
- At no time will a pro staffer or volunteer be alone with a C. Mo's Kid.
- All pro staffers and volunteers should be proactive, don't wait on us to call you about an event or outing.
- Pro staffers and volunteers with a period of six months, not participating in some type of C. Mo's Kids outing or event, will no longer be considered a volunteer with C. Mo's Kids.
- At all times a pro staffer or volunteer will conduct him/herself in a professional manner of conduct. This includes, but not limited to, social media, outings, and events not affiliated with C. Mo's Kids.
- As being directly involved with C. Mo's Kids as a pro staffer or volunteer, you are viewed as a public figure affiliated with C. Mo's Kids.
- Upon becoming a Pro Staffer, it is requested that an e-mail be created for official communication. All e-mails should be Gmail addresses and in the format: *Istinitiallastname.cmoskids@gmail.com*, e.g. John Doe e-mail address would be *jd.cmoskids@gmail.com*.
- Be proactive in promoting and sharing the organization with others through word of mouth, cards, fliers, brochures, and social media.
- Be proactive in helping to find kids, property, donors and volunteers to help with C. MO'S kids.
- Direct the above to the website to properly fill out the correct applications.
- Place all events on calendar and make sure that all pre-planning has been considered.
- Make sure that arrangements have been made to photo/video each adventure
- Make sure any kid you take on an adventure is a C. Mo's Kid
- Pro staffers agree to help with fundraisers in their areas to benefit the kids.
- Pro staffers will assist in helping to acquire sponsors for C. MO'S kids

III. Adventures

- Pro staffers shall submit a written account of each adventure within 7 days of event.
- Pro staffer shall ensure that all licensing and permitting requirements are met by all participants.

A. Hunting

- Pro staffers will follow all hunting rules and regulations for the state they are in.

1. Safety

- As a pro staffer the gun is your responsibility.
- Pro staffers should be within arm's reach of the gun at all times.
- Pro staffers will go over these rules with the child and parent before the hunt or target practice.

- Always treat the gun as it is loaded.
- Always keep the gun pointed in a safe direction.
- Always keep your finger straight and off the trigger until you are ready to shoot.
- Always keep the gun unloaded until you are ready to use it.
- Never point the gun at anything you don't intend to destroy.
- Be sure of your target **and what is beyond it**.
- Learn the mechanical and handling characteristics of the gun you are using.
- Always use proper Ammunition.
- Be sure the barrel is clear of obstructions before loading and shooting.
- If your gun fails to fire when the trigger is pulled, hold your shooting position for several seconds; then with the muzzle pointed in a safe direction, carefully unload the gun.
- Don't rely on the gun's safety to keep it from firing.
- Be aware of your surroundings when handling guns so you don't trip or lose your balance and accidentally point and/or fire the gun at anyone or anything.
- Rifles should only be loaded with only one round of ammunition.
- Make sure rifles are cleared and secure before going downrange to check on downed game, do not leave ammunition unsecured in the blind.
- All firearm safety rules apply to crossbows
- Everyone that's participating in the hunt will wear an orange vest while on the hunt and in the pre/post videos and pictures.

2. Special Equipment

- When hunting with modified weapons, i.e. trigger releases, etc. The pro staffer should have a backup firearm should a follow up shot be required on trailed/wounded game. Please be discreet with this firearm, if a handgun, leave it in your pack until you need it.
- Pro Staffers should have sufficient first aid kits in their pack. Include insect sting mediations, basic first aid, and trauma kit.

3. Other considerations

- Upon taking an animal, be sure to collect the shooter's spent shell casing for engraving.
- A parent or guardian is required in the blind on all hunts. Only one guardian/parent permitted per hunter per blind.

B. Fishing

- Pro staffers will follow all fishing regulations and guide lines for the state they are in.
- Follow all boat safety rules and regulations.
- At no time will a C. Mo's Kid or Guardian be on a boat without a life preserver
- If bank or pier fishing, at no time will a C. Mo's kid be out of arms reach from a pro staffer or guardian.

C. Camping

D. Other

IV. Events

A. Fundraising

- Items or expenses that are purchased on a C.MO'S credit card, you must provide a receipt to the treasurer.
- A receipt for these transactions must be submitted to the treasurer for reimbursement.
- Any donations received for C. Mo's Kids, will be given to the treasurer to deposit and document.
- Any and all funds raised for C. Mo's Kids will be given to the treasurer to deposit and document.

- Any and all funds raised or donations received outside the parent chapter, S.E.GA, will be sent to the treasurer of the parent chapter for deposit and documentation.
- These funds will then be redistributed back to the operating chapter they were received from.

B. Other Events

- Pro staffers and volunteers will be expected to assist a C. Mo's Kid during any type of outing or event where help is needed.
- All outings and events will be posted on the calendar on the website.
- Outings and events should be publicized ASAP via emails, phone calls, fliers, and social media for maximum support and participation.