

BIG KID BOOSTER BASH TOOLKIT



Indiana State
Department of Health
Trauma and Injury Prevention

@INDTrauma

Thank you for electing to host a “Big Kid” Booster Bash in your community. This toolkit is a resource to help you plan and hold a successful event. The information inside serves as a guide to a Booster Bash and can be adapted to serve your community’s needs. Thank you for dedicating your time and energy to help the families in your area.

Motor vehicle collisions are one of the leading causes of nonfatal injuries and fatal deaths for persons ages 1 to 24 in the United States. When it comes to injury and death due to motor vehicle collisions, the primary group affected are children ages 4-8. These children tend to be in the booster seat age group and are either improperly restrained or graduated to a seat belt too early. Parents are frequently unaware that their child still does not fit in a seatbelt properly without the assistance of a booster seat. By hosting a Booster Bash, volunteers and child passenger safety technicians provide much-needed education to this group. The Children’s Safety Network has found that belt-positioning booster seats lower the risk of injury to children ages 4-8 by 45% compared to the use of seat belts alone.

If you need additional information, please contact [**indianatrauma@isdh.in.gov**](mailto:indianatrauma@isdh.in.gov). Thank you for being an asset and a resource to your community.

Best of luck!

Indiana State Department of Health
Trauma and Injury Prevention Division

The Indiana State Department of Health (ISDH) would like to thank Lt. Trasey Graham and Nina Powell of the Indianapolis Black Firefighters Association for developing this program and sharing it with us. Their guidance and technical support has allowed the Booster Bash to expand into a statewide initiative.

BIG KIDS BOOSTER BASH:

PLANNING YOUR EVENT

1. Identify schools and community partners to host a Booster Bash. Potential groups include schools, community centers or community events that serve children ages 4-8 who have a financial need and are transported by passenger vehicle not school bus, van or multipurpose bus.
2. Contact the principal or director of the group to discuss components of the Booster Bash program. Include information about logistics and responsibilities of all parties involved in the event.
3. If they are agreeable, set the date and time for the event. Identify a safe location for parents/caregivers to park. The location should not be easily accessible by the general public, since the event is for clients of a specific school or agency.
4. Ask if the community partner has liability insurance to cover the event. If not, check with your agency about coverage.
5. If you plan on taking pictures, ask if they already have a photo consent on file for the child. If not, use your agency's photo consent.
6. Recruit Child Passenger Safety Technicians (CPST) and volunteers to work the event (minimum of 6*) and determine everyone's role and responsibilities:
 - *If there aren't many CPSTs in your area, you can still have an event. Just limit it to a certain grade, age or classroom.
7. Determine how you will address younger children who are improperly restrained in a vehicle:
 - i. Will you refer them to an inspection station?
 - ii. Will you bring a variety of car seats to the event so you can address their needs?
 - iii. Will you ask them to stay for a clinic at the end of the event or schedule an appointment for a post-event clinic?
8. Develop a flier with information and resources for the families **(sample included in toolkit)**.
 - a. Include information about who will be eligible to receive a booster.
 - b. Make sure parents/caregivers know that their children must be present to receive a booster.
9. Collect all the supplies you will need to hold the event **(see page 4)**.
10. Send an e-mail confirmation to CPSTs and volunteers with details about the logistics and a map of the event.

PLANNING YOUR EVENT

11. Ask the principal or director to announce or send home information about the Booster Bash a few days before the event so parents/caregivers know what to expect. (Many schools communicate with parents/caregivers by e-newsletters and recorded phone messages).

Media

Contact media about covering your event. You want them to promote the issue but not advertise it ahead of time, since the Booster Bash is not open to the public.

Wait until after the event to post information on social media. Otherwise, the event could turn into a car seat clinic for which you are unprepared.

Finding funding

1. Before you get started: Make a budget and be realistic about what you will need.
 - a. Have a plan that you discuss with your department manager, legal counsel and foundation personnel (as applicable).
2. Identify local organizations that may have a vested interest and get help through them.
 - a. Partner with others whenever possible.
3. Search and apply for grants.
4. Reach out to in-kind businesses that will give donations for name recognition.
5. Think outside the box!
 - a. Look for non-traditional funding sources.
 - b. Be aware that people who are selling a product may have a different agenda from yours. Ask for an unrestricted educational grant in which you control the message and project.
 - c. Be creative.
6. Look for national, regional and local foundations that provide grants — there are many.
7. **Be persistent! Never give up!**

SUPPLIES NEEDED FOR THE EVENT:

Current recall list and LATCH manual

Backless and highback booster seats with instructions

Traffic cones to designate parking spots and traffic flow

Chalk to mark lanes (optional)

Signs to clearly mark event

Scale

Tools to measure height: Tape measure or ruler

Pens/ pencils

Clipboards

Check-up forms (provided in toolkit)

Foam pool noodles or thin towels

First aid kits

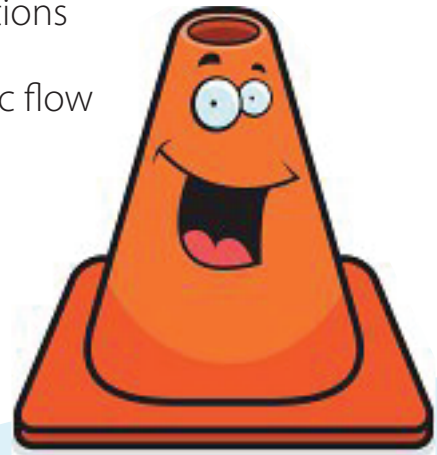
Waste receptacles and trash bags

Anti-bacterial gel, wipes and latex gloves

Fliers/informational handouts

Scissors/screwdriver to break down seats that will be destroyed

Different types of car seats, if necessary



ROLES AND RESPONSIBILITIES

Event Coordinator

Event Coordinator: Secures the location, date and time; conducts a site visit; recruits staff for the event; orders supplies and educational materials; makes sure the event is set up properly; collects paperwork; ensures event runs smoothly.

Child Passenger Safety Technicians and Instructors

A child passenger safety technician is an individual who has completed and passed the four-day course offered by Safe Kids and is currently certified in the best practices of child passenger safety. A certified technician is the only individual who should perform the car seat training, education and installation of car seats at the event.

Child Passenger Safety Technician or Instructor: Evaluates how child passengers are riding; provides education and instruction in the proper use of the child's restraint; observes a return demonstration by the caregiver; answers questions; and documents the inspection.

Volunteers

A volunteer is someone who is not certified as a child passenger safety technician but would like to assist in the event. Volunteers can include the parent or guardian of a child.

Volunteer Greeter: Provides clipboard with check-up form and explains to families which sections to complete; gives them a number for their car and educational materials.

Volunteer Traffic Monitor: Directs traffic into and out of the event; maintains a safe environment; announces when cars are moving.

General Volunteers: Can hold babies and young children; entertain children while the parent/caregiver is receiving education; weigh and measure children; put booster seats together; get photo consents signed and take pictures; help clean up and break down car seats etc.

ROLES AND RESPONSIBILITIES

Task	Person to complete
Greet parents and explain event	Volunteer or technician
Direct vehicles to appropriate location	Volunteer or technician
Weigh and measure children	Volunteer or technician
Hand out flyers/informational brochures	Volunteer or technician
Entertain children while parents receive education	Volunteer or technician
Put together booster seats	Volunteer or technician
Install booster seats in car	Technician
Educate parents on child passenger safety seats and best practices	Technician
Thank parents for attendance	Volunteer or technician
Serve as scribe and fill out check-up form as directed by technician	Volunteer
Review and complete check-up form	Technician
Break down old/expired car seats	Volunteer or technician

IMPLEMENTING YOUR EVENT

Setting up the event

1. Arrive early.
2. Notify the principal or director that you are there and will be setting up.
3. Use traffic cones or chalk to set up the location and parking spaces.
4. Make sure the location is safe and facilitates traffic flow.
5. If available, use enter and exit signs and "caution children" signs.
6. Brief the CPSTs and volunteers on their roles and responsibilities.

During the event

1. Approach every caregiver in line. Explain what you are doing and ask if they would be willing to participate:
 - Explain that you would like about 30 minutes of their time to make sure their children ages 4-8 are buckled up properly.
 - Explain that you are focusing on this age group because many of them use seat belts too soon, which increases their risk for injury in a crash.
 - Explain to caregivers that you are not handling or distributing seats with five-point harnesses.
 - If there are younger children in the car, follow the plan you developed for younger children (e.g. referral to an inspection station or car seat clinic).
2. Direct the caregiver to a safe parking location.
3. Give them a clipboard with the check-up form to fill out and provide educational materials.
4. Observe and document how the child is restrained.
5. Weigh and measure the height of the child.
6. Provide the child with a belt-positioning booster if needed and instruct the caregiver in its use.
7. Ask the caregiver to demonstrate proper use of the booster.
8. Provide referral information if needed and thank the caregiver for participating.
9. Complete the paperwork, including the registration card if a restraint was provided.
http://cert.safekids.org/sites/default/files/2013_checklist_-_generic.pdf

JOIN US FOR A **BIG KID**

BOOSTER BASH!

73% of child restraints are used incorrectly. Come make sure your child is using the right seat the right way every time! This event is for children ages 4-8.



WHEN:

TUESDAY, JULY 7, 2016

10 am - 1 pm

LOCATION:

LAUREN ELEMENTARY SCHOOL

19648 E. RANGELINE RD.

CARMEL, IN 46204

This event is brought to you by the Indiana State Department of Health.

For more information, please contact:
indianatrauma@isdh.in.gov.



Indiana State
Department of Health
Trauma and Injury Prevention

The Right Seat

Fits the child - fits the vehicle - is used correctly on every trip

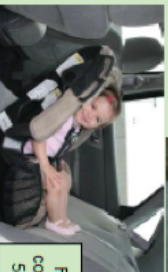
Rear-Facing Infant and Convertible Seats

- Never in front of an airbag
- Rear-face until 2 years of age or highest weight or height limit of car safety seat
- Harness snug and at or below shoulders
- Chest clip at armpit level
- Attach to car with seat belt or lower anchors
- Don't buy or add anything extra to the seat

Infant seat
4-5 to 20-22 lbs



Rear-facing convertible seat
5 to 30-40 lbs



Forward Facing Seats with Harnesses

- 2 years or older, or those younger who have outgrown their rear-facing seat
- Harness snug and at or above shoulders
- Chest clip at armpit level
- Attach to car with seat belt or lower anchors and top tether strap
- Use 5-point harness to upper weight or height limit of seat



Booster Seats

- Until seat belt fits: usually around 4' 9" and 8-12 years
- Always use lap/shoulder seat belt
- Never put shoulder belt behind back or under arm
- Use highback booster for vehicle seat without a headrest



Adult Size Seat Belts

- Back straight against vehicle seat and knees bent at seat edge
- Shoulder belt across chest, not neck or throat
- Lap belt low and snug across upper thighs, not stomach
- Children younger than 13 should always ride in back seat



09/18/12

Always read car seat and vehicle manuals for specific directions.
For questions call 1-800-KID-N-CAR
www.preventinjury.org

Developed by the
California Chapter 4 and
Indiana Chapter AAP



American
Academy of
Pediatrics
Indiana Chapter

AFTER THE EVENT

1. Debrief and share experiences.
2. Collect paperwork and supplies.
3. Clean up the area.
4. Break down car seats that have been replaced.
5. Leave together as a team.

HELPFUL WEBSITES

Automotive Safety Program

www.preventinjury.org

CDC Injury Center

<http://www.cdc.gov/injury/>

Children's Hospital of Philadelphia

<http://www.chop.edu/centers-programs/car-seat-safety-kids/health-resources>

Children's Safety Network

www.childrensafetynetwork.org

Government Grant and Funding Site

www.hhs.gov/grantsnet

Grant Opportunity Information

www.grants.gov

Healthy Children (American Academy of Pediatrics website for families)

www.healthychildren.org

Indiana Criminal Justice Institute

<http://www.in.gov/cji>

National Highway Traffic Safety Administration

www.nhtsa.gov

Parent Central – (NHTSA's website for parents and caregivers)

www.safecar.gov

Safe Kids Worldwide

www.safekids.org

Procedures for requesting and ordering boosters from ISDH:

Interested in hosting a Booster Bash event? Contact the Indiana State Department of Health (ISDH) at indianatrauma@isdh.in.gov for more information. The Booster Bash Check-Up form must be completed and returned to ISDH for every child who attends.

Make copies of the completed forms and send it to:

Indiana State Department of Health
Attn: Lauren Savitskas, Trauma and Injury Prevention Division
2 N. Meridian St.
Indianapolis, IN 46204
Or fax to: 317-232-1265



**CHILD
SAFETY SEAT
INFO**