

## Chaperone Duties

- Chaperones will follow directions and guidance from IYC programmer and DHR Staff.
- A chaperones' responsibility is to help IYC and DHR Staff in providing a safe and comfortable environment by supervising and helping to maintain control of students. Our first priority is to ensure the safety and well being of all IYC students. It is important to get everybody where they need to be; with everything they need, in a timely and SAFE manner. It is virtually impossible to anticipate all situations that might endanger the students; however, chaperones are encouraged to be watchful and to quickly address any situations that might be hazardous. Should a crisis arise, the IYC programmer is the final authority and will act under their direction and on their behalf – reacting appropriately, quickly, and fairly. The IYC and DHR Staff rely heavily on chaperones to keep things moving in a positive direction.
- The chaperone will interact with students in a respectful manner, avoiding obscene language and gestures. In addition, smoking in the presence of students will be avoided and the consumption of alcohol, while in a chaperone role, is prohibited.
- Do not hesitate to hold the students accountable and responsible for their actions or lack thereof, but always be fair, discreet, and maintain everyone's integrity at all times. We want the students to have a good time! Report any problems to IYC programmer immediately.
- Expect and encourage the students to act like respectable ladies and gentlemen. Don't embarrass or shame them in front of others, as it just makes things worse. However, failure to adhere to guidelines after appropriate warnings will result in names being reported to IYC programmer.
- All chaperones will remain with their students at all times.
- Chaperones are not allowed to bring youth other than those enrolled in IYC to the hotel or meeting sites. For liability coverage, siblings are not allowed to accompany chaperones/volunteers while on duty.
- Visiting relatives, shopping or individual sightseeing are not allowed. Please do not invite others to meet you at our out of town events for visiting or socializing.
- The role of the chaperone expands to not only assuring the students' safety and welfare, but entails consistent monitoring of physical and emotional situations for extended periods of time.
- Room keys will be distributed to chaperones, who will ensure students, under their supervision gather all belongings and move quietly into assigned rooms.
- Chaperones are to ensure there is no room visitation by students of the opposite gender.
- IYC programmer will designate a "lights out" timeframe. This also includes cell phones to be placed in the off mode. After "lights out" the students are not allowed to exit their rooms until wake-up call except in case of an emergency. Chaperones are to make sure this is taken seriously by all and followed through.
- Chaperones are "ON CALL" 24 hours when on overnight trips.
- Room telephones will be turned off to outside calls. Room-to-Room calls shall be limited to emergency use only after 'lights out.'

I \_\_\_\_\_ agree to all the duties listed above and will fully participate as an IYC chaperone.

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_