

Chaperone Guidelines Steubenville East Conference

Group Leaders and Chaperones must **read, understand, agree, sign** and return this sheet with the Liability forms. Please be sure that **you, the adult chaperones, and youth** understand and abide by these policies.

All Chaperones must be 21 years or older and must be in compliance with their home diocesan safe environment policy.

Basic Role of Chaperones

- ❖ The Steubenville Atlanta staff depends on the chaperones to help facilitate order and to serve as a network of support for the youth. It is important that the chaperones be an example of obedience and cooperation with the following policies as well as with our staff and volunteers on site. **Because of the physical demands of the youth conference weekend, it is necessary that chaperones be in good health. It is a very intense weekend and can be exhausting both physically and spiritually. Because of these conditions, it is not recommended that those with health problems participate as chaperones.**
- ❖ Chaperones should be **constantly assessing** the youth in their group to be aware of any **special needs**. They should feel comfortable talking and sharing with the youth, helping them deal with points of confusion. Adults should also be willing to pray with the youth in their group. Adult chaperones are responsible for their students at all times. Please make sure everyone in your group is eating and drinking enough water.

A chaperone's responsibilities include, but are not limited to, the following areas:

1. Alcohol and Drugs
 - a. All state laws concerning alcohol and drugs will be strictly enforced.
 - b. Possession and/or consumption of alcohol or drugs are not permitted on campus during the conference. Violators will be subject to appropriate discipline.
2. Appropriate Dress
 - a. All participants are expected to dress in a fashion that represents modesty and good taste, respecting other participants and our Lord.
 - b. Clothing must cover all undergarments and midriffs. Male's must wear shirts at all times.
 - c. The Group Leader and chaperones are expected to communicate these expectations to the youth beforehand and to enforce the dress code at the conference.
3. Participation
 - a. There will be at least one adult chaperone per 6 youth participants
 - b. It is expected that all conference participants (youth, chaperones, group leaders) will be present at scheduled sessions during the conference, and in appropriate places following the evening sessions.
 - c. At no time should a youth participant leave the conference site without **two** of their adult chaperones. *Adults are strongly discouraged from taking youth off site, except in the case of an emergency.*
 - d. It is to be understood that the said adult takes full responsibility for a youth once off the conference site grounds.
4. Housing
 - a. Chaperones are responsible for making sure that teen participants are in their rooms at curfew time.
 - b. At no time are youth participants to be in housing facility without two chaperones during scheduled sessions
5. Insubordination
 - a. It is expected that youth and adults will follow the direction of all conference staff, security, and volunteers.
 - b. Any instances of lack of cooperation or insubordination will not be tolerated and will be subject to appropriate discipline.
 - c. The first and primary method of dealing with discipline problems will be to work through the Group Leader.
6. Lights Out
 - a. All youth and adults must be in the sleeping facilities by midnight. *Lights out is at 12:30am.*
 - b. Chaperones must complete room checks to account for all youth in their group. Room checks are to be done by 2 adults to avoid any one adult being alone with a youth.
 - c. An atmosphere of quiet and respect is expected following the lights out time. Violators will be subject to appropriate discipline.
7. Saving Seats
 - a. Signs or items of any type cannot be used to reserve seats.
 - b. A fair seat assignment policy will be implemented at the conference. We ask your patience and cooperation in this matter.
8. Smoking
 - a. *All conference site buildings are smoke-free facilities.*
 - b. Rhode Island State Law prohibits selling tobacco products to anyone under the age of 18.
9. Up building Speech
 - a. Participants are expected to use positive and up building speech during the conference.
 - b. Foul and abusive language will not be permitted.
10. Children Although we strongly support Catholic family life, our staffing, facility constraints, and insurance regulations do not allow us to provide childcare. Meeting rooms and residence halls are not designed for the care of young children. In addition, the focus of the Adult Chaperones/Group Leader needs to be on the Youth participants. If these adults bring their own children, their focus will be split. With the best care of the Youth in mind, this is not allowed.
11. Discipline Full awareness and enforcement of the rules and policies governing participant behavior, as set forth by Steubenville East is mandatory. Adult Chaperones are the primary disciplinarians and are responsible for their youth at all times, during both sessions and free times.
12. Health Issues For security reasons, all participants will be directed to Conference First Aid for any type of health issued (i.e. migraines, asthma, exhaustion, etc.) We will contact 911 if necessary. Any special needs should be reported to the conference staff prior to registration.

*Steubenville East/LIFE TEEN, Inc. reserves the right to deny entrance to, or request the ejection of any group or individual who does not comply with the regulations and policies for Steubenville East. In the event that entrance is denied or a person(s) is ejected, **NO REFUND** will be made.*

I have read, understand, and agree to the above policies. I will ensure that anyone accompanying me to the conference also understands and agrees to these policies.

Signature _____ Date: _____
One form each must be signed by Group Leader and all chaperones

Print Name _____ Parish: _____