Adult Chaperone Guideline and Agreement Form

Welcome! As a chaperone, you play an important part in ensuring the positive experience of this event. We offer the following list of guidelines to help you fulfill your role as a chaperone.

We require that:

- **all chaperones be compliant and trained in the Safe Environment/VIRTUS Training and Up to date on all VIRTUS training bulletins**
- **all** chaperones enforce the code of behavior and set an example for youth.
- **all** chaperones are responsible that each youth assigned to you attend all scheduled functions of this event. (Youth may not leave a session or return to their hotel room without an adult).
- **while** at general sessions, seating is by parish. Chaperones must spread out among their teens to be present and available to your group. It is expected that chaperones will not leave the conference area and expect other adults to be responsible for youth in your charge
- **chaperones** do not go anywhere during this event where teens are not allowed (i.e., bars, lounges, etc.)nor, should chaperones consume any alcoholic beverages or illegal drugs during the weekend.
- **any** alcohol, drugs, firearms or explosives found with/on a person at a Diocesan Youth Event will result in immediate dismissal by the diocesan director of youth ministries. All adults are expected to inform the diocesan director if any of these items are found.

REMEMBER: While at the convention, you are **TOTALLY** responsible for both the behavior and the needs of the youth entrusted to your care. Please pay close attention to both. Wherever we are, we represent the youth of the Catholic Church of Arkansas.

All chaperones are expected to follow these rules. In the interest of safety and security, do not leave your group without a chaperone. Should an emergency arise, check in with the diocesan youth director, head chaperone, or an Adult Advisory Council member. With these things in mind, we believe all, adults and youth alike, will indeed have a joyful celebration of youth.

I understand and accept these chaperone guidelines.

_____ _____

(Chaperone's Signature) (Parish/City)

(Form to be sent into diocesan office with registration materials.)

Guidelines for the Adults in Charge of a Parish Group

The following will help you in planning for a successful experience

We require that:

- All adults must comply with the Safe Environment Requirements of the Diocese of Little Rock by completing the VIRTUS Training and keeping up with the VIRTUS training bulletins.

- All adult advisors/chaperones are at least **25 years of age**. This adult should be known by the youth.

- Each group has at least one chaperone for every **eight** teens.

- If you have both male and female participants, have both male and female adult chaperones.

- You enforce the code of behavior and set an example for youth. Code of Behavior and Medical Consent and Liability Waiver Forms MUST be in the possession of the youth minister in charge of the parish group. **A copy of all medical forms must be turned in at check-in. You should also keep a copy of the medical forms with you as well.**

- All adults are to sign a Chaperone Guideline Form. These are to be sent in to the diocesan office with registration materials.

Any alcohol, drugs, firearms or explosives found with/on a person at a Diocesan Youth Event will result in immediate dismissal by the diocesan director of youth ministries. All adults are expected to inform the diocesan director if any of these items are found.

SOME HELPFUL HINTS:

- Meet with chaperones, and then with chaperones and youth to go over diocesan and parish expectations. Explain the purpose of this event. Establish contingency plans for accidents, sickness or misconduct.

2) Choose chaperones that have a good rapport with youth, yet can control the group on outings and at general sessions. Choose chaperones that have been active with your youth group. **Chaperones and youth should know each other.**

3) If you have both male and female participants, have both male and female adult chaperones.

4) Bring snacks with you.

5) Review the diocesan rules and your own expectations as you travel to this event.