

**Education Youth Development Outreach
Annual Spring Break College & University Tour
Chaperone Contract**

Education Youth Development Outreach appreciates your participation as a chaperone for the Annual Spring Break College & University Tour. Your role as a chaperone is crucial for this tour to be successful. You are a supervisor, guardian, caretaker and role model for our youth. Thank you.

It is in the best interest of our youth that each chaperone must agree to the following, but not limited to, mandated requirements and responsibilities before attending any activities of the tour. If you cannot commit to the following mandated guidelines then you will not attend any activities or the tour.

I, (print name) _____, agree to the following requirements and responsibilities as a chaperone with Education Youth Development Outreach for the Annual Spring Break College & University Tour (thereafter referred to as “the tour”).

_____ I understand that if I am not able to meet the requirements and responsibilities outlined in this document, I will be asked to leave the tour at my own expense and will not be refunded any portion of my costs.

_____ I understand that I will adhere to all codes of conduct, state and federal laws and this requirements and responsibilities document.

_____ I understand that if I break any state and federal laws, I will be reported to the proper authorities.

_____ I understand that I must cover the cost of my participation on the tour (e.g., pay out-of-pocket, sponsorship, etc.). Your costs will not be covered by fundraisers as a collective organization which is designated for operations and activities of the tour.

_____ I understand that if I violate any of the requirements and responsibilities, I will forfeit any volunteer and chaperone privileges for future.

_____ I understand that I must attend all mandatory meetings to obtain updates in preparation for the tour. If I am not able to attend these meetings, I will communicate this with the director.

TO ENSURE A SAFE AND ENJOYABLE EXPERIENCE FOR EVERYONE, PLEASE REVIEW THE FOLLOWING:

REQUIREMENTS

- Be at least 21 years or older
- Recommended as a responsible individual by another chaperone with at-least 2 years of involvement with the organization
- Be able to provide appropriate proof of insurance and valid driver’s license
- Must complete and pass a criminal background check

CONDUCT

Chaperones attending any activities associated with Education Youth Development Outreach shall at all times represent the organization in such a manner as to bring pride to myself, my family, my school, and my community. Therefore, appropriate and professional behavior is expected at all times for the duration of the trip and at no time shall any chaperone cause a

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situation of embarrassment, safety or endangerment. Chaperones must enforce the student code of conduct at all times. Please refer to the student code of conduct for details.

SAFETY

Education Youth Development Outreach's number one priority is safety! In the event that a situation arises, you will be responsible for taking immediate action. You may consult with another chaperone for support. Then, you will inform the director immediately and document the situation either on the Incident Report Form or Safety Matter Form within 24 hours.

EXPECTATIONS

- Refrain at all times from the consumption of alcoholic beverages, use of tobacco and/or drugs unless said drugs are prescribed by a physician (non-recreational)
- If your prescriptions are from a physician, you will use responsibly
- alcoholic beverages or illegal drugs shall not be consumed by any chaperone
- No tobacco is permitted by any chaperone
- No use of foul language will be tolerated by any chaperone
- Only age-appropriate topics of discussions shall occur around students
- Appropriate attire is required as an example to the students
- Adhere to and will not deviate from the scheduled itinerary
- If you need a self-care break, please inform another chaperone of your leave and return time.

RESPONSIBILITIES OF A CHAPERONE

- You are a chaperone 24/7 from departure to return
- Supervise the youth by attending to safety and learning
- Be attentive to the youth's behavioral and emotional well-being and address it. This includes, but not limited to, acting out, cursing, fatigue, not eating or sleeping, moodiness, etc.
- Actively participate in planned activities associated with the tour
- Be aware of the schedule for all activities.
- We do not expect you to be an expert in all things child related but you can help discover answers, ideas and solutions when needed
- Be a united front with all chaperones! Do not argue or inappropriately question another chaperone in front of the youth.
- Be proactive and offer support to the youth without being asked. This includes taking initiative to get to know the youth.
- Be aware of Greek organizations (sororities and fraternities) etiquette and traditions. Seeing these traditions is exciting for the youth, but you must redirect them to be respectful and ask questions.
- Be firm, yet fair, when dealing with youth on the tour and provide corrective action within the guidelines of the organization
- All chaperones must have a working cell phone and carry a list of cell phone numbers of the other chaperones attending the tour
- If your child is an attendee on the tour, it is expected that you are a chaperone to the entire tour and not just your child

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- You are discouraged from lending money to youth during the tour

I agree to accept the responsibility of chaperone and in doing so, agree to abide by all the above terms and meet all requirements as specified by Education Youth Development Outreach.

Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____