



## Chaperone Guidelines

**AYCO Festival 2009**  
**August 19-23 2009, Island Lake Camp Starrucca, PA**

Chaperones play an essential role in creating a positive group experience and attend the festival to support and facilitate the health, safety, and well-being of youth under their care. Adherence to the guidelines outlined below is vital in promoting a safe and successful event. Chaperones must be at least 18 years of age.

In addition to encouraging fun and learning, Chaperones are:

- Required to attend an **on-site group orientation session** upon arrival at the festival.
- Responsible for knowing the **whereabouts** of each youth under their care at all times.
- Responsible for the **safety and behavior management** of each youth in their care.
- Responsible for the **active involvement and participation** of their youth.
- Responsible for ensuring that other **festival attendees, and festival and camp staff, are not put in the position of assuming responsibility** for their charges.
- Expected to **refrain from use of any intoxicants and unlawful drugs/substances**. (Smoking is permitted in the designated parking lot only.)

Chaperone support and facilitation includes:

- **Meals** – attending all meals; getting to and from the dining hall in a timely manner; ensuring that youth sanitize their hands before meals (camp provided and required); and cleaning up after themselves.
- **Workshops** –making certain all youth are attending appropriate workshops; that they are participating; and staying engaged.
- **Transitions** – ensuring youth are accounted for and know where they are heading next.
- **Recognizing and Addressing Potential Problems Before They Arise** –
  - Managing students not "into" a particular class at the moment or who are disruptive.
  - Mediating and keeping the peace within your group.
  - Knowing how to identify unsafe activities.
- **Evening Activities** – accounting for youth "after hours;" keeping them in the Festival area of the camp.
- **Nighttime/Cabins** –sleeping in cabins with youth at night; enforcing quiet time guidelines; and abiding by American Camping Association regulations requiring bed rails on all top bunk beds occupied by youth age sixteen and younger.
- **General Care** – making sure youth are drinking fluids, eating, practicing good hygiene, and getting appropriate rest.

### **Additionally:**

Chaperones are required to carry emergency contact information and a list of each child's allergies and medical needs.

Chaperones purchasing the \$250 pass are not eligible to participate in Festival Workshops. They may observe only.

I agree to the above guidelines.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name and Organization \_\_\_\_\_