



2024 Empowering Our Youth Conference March 25th, 26th, 27th, 28th - 2024.

CHAPERONE REGISTRATION FORM

Chaperone's must be pre-registered, ratio maximum five youth per chaperon and be on-site for the entire conference.

Name _____ Gender: M _____ F _____

Date of Birth _____

Email address: _____

Mailing Address _____ City _____ Postal code _____

Home Phone _____ Cell phone _____

We do require a **medical form** from all chaperons. I have read the Chaperon Job Description, and I understand the expectations for chaperon (including the supervision of students during mealtimes and free periods). I agree to support in insuring adherence to these contract guidelines.

Signature _____

Chaperone's Health Information

Whom shall we notify in case of an accident or medical emergency?

Name	Relationship	Phone Number
_____	_____	_____

Any health conditions or limitations?

Medications you are presently taking:

Any allergies (medications, etc.) _____

Chaperone Guidelines

2024 Empowering our Youth Conference

Your **Group Leader**

Yvonne Funk __250 398 7137 _____ **SAGE Trainers** _____

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of children and/or young people? If yes, please explain: _____

Please read each chaperone expectation and sign below stating you agree to uphold all guidelines.

1. **Minimum Age Requirement:** the minimum age for an Adult Chaperone is 24 years of age.
 2. **Chaperons are required to complete a criminal record check.**
 3. **Providing a Safe Environment:** To protect both youth and adult chaperones, hotel rooms should not be used during scheduled pilgrimage activities or as a gathering space. Adult chaperones should avoid any situation where they might be compromised. (e.g. alone with a youth at any time, behind closed doors, etc.) No adult should stay in a hotel room with a teen. Never be alone with a teen.
 - a. Do not be alone with a youth behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one conversation with a teen, stay in a public place.
 - b. Teens are not allowed in adult hotel rooms. Many rooms are shared with other adults from different groups. Allowing a teen from your group in the room (even your own child) can make it uncomfortable for your roommates.
 4. **Appropriate Dress:** All participants (chaperones) are expected to dress in a respectful fashion.
 5. **Alcohol, Drugs and Tobacco:** All laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol or drugs is not permitted at any time. Violation will result in dismissal at the expense of participant or chaperone.
 6. **Insubordination:** All youth and adult chaperones are expected to follow the direction of security and event staff. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline and/or fines. Disciplinary action will be directed primarily through the Group Leader.
 7. **Reporting of Incidence:** If you witness any youth or chaperone violating any policy regarding the these guidelines, you are required to report it immediately to a member of the event staff. If a person is in immediate danger, call 9-1-1 and inform event staff.
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8. The Role of the Chaperone:

The primary role of the chaperone is to provide a safe and healthy environment for the youth participants.

- a. Speak and act with respect and regard for the value, personhood, and uniqueness of each youth
 - b. Chaperones need to be aware of the physical, emotional, and spiritual state of their youth during the event. Being present and engaged with the youth during free time will greatly aid in this. Chaperones need to communicate any serious problems or issues to their group leader and event staff.
 - c. Chaperones & youth need to be always present during scheduled sessions.
 - d. To ensure proper supervision of teens and appropriate behavior while staying in the hotel, chaperones are responsible for monitoring teens in hallways throughout duration of hotel stay.
 - e. Maintain clear communication with your Group Leader especially regarding the interactions you have with any youth in your care. Immediately report to your group leader any strange, embarrassing, or possibly compromising interactions you have with any youth in your care.
 - f. Listen carefully to the youth you care for. Be aware of and report to your group leader conversations that reveal any abuse or self-destructive, suicidal, harmful thoughts or behaviors. Reporting of said conversations could save a life.
 - f. Please be sensitive to youth participants' personal space. Before you give a teen a hug, hold their hands, or put your hand on their shoulder or arm, be sure that your action will not make a teen uncomfortable or lead to a misunderstanding of your relationship. If there is a question of a teens comfort level, simply show your concern for them in words.
 - g. Do not use suggestive jokes, stories, or language with youth.
 - h. Do not threaten, humiliate, or degrade a teen as a form of discipline.
 - i. Do not discipline with physical contact.
 - j. Do not let your youth roam free without supervision.
 - k. Do not share inappropriate information about yourself with youth.
 - l. Do not allow your teens to engage in sexual behavior or sexually suggestive, vulgar, or abusive speech.
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CHAPERONE JOB DESCRIPTION

The most important role for chaperones is to provide supervision and to ensure the mental and physical health, safety, and welfare of a minor (student) in your care. Chaperones also play an important role when they take part and join in all the activities. You as a chaperone must always be with your group onsite.

You will receive a detailed schedule when you arrive, which will help you to direct students to each activity. Please make sure that your students know where to go each morning and each afternoon.

The staff of S.A.G.E. Trainers will count heads to make sure that they arrive safely. During the workshop day: We ask that you participate in the workshops with the same spirit as students: that you honor risk-taking in class and allow creativity to flow. Please be aware of placing student needs first and supporting the workshop facilitators.

A chaperone who sits on the side without participating gives a message to the kids and faculty that they don't value the activity. We try to balance the mix of chaperones and students in each class and ask chaperones to go where they are needed.

During free time: We ask that you know where your students are always. Safety is our priority, and it is particularly important in and around the buildings. We ask chaperones to make sure your group is settled at the end of the active day.

Missing participants will be reported to the police. In case of an emergency, permission to take any participant under the age of 18 off must be granted from the S.A.G.E. Trainers on duty. The medical forms are on file with S.A.G.E. Trainers staff onsite.

Communication: Please bring any issues or concerns to the onsite S.A.G.E. Trainers staff member. We are serious about creating a positive, inclusive community and will address any issues that come up immediately.

March 28, 2024, - Checking out of hotel please have students check any drawers and under the beds to make sure they haven't forgotten anything when they pack up. Your keys need to be returned to the downstairs lounge area (where we checked in). Finally: Thank you! We are very grateful for your help in making this week a success. Please remember to take care of yourself as well.

I affirm that the information given in this agreement is true, complete, and correct. I affirm that I meet the requirements and has completed a criminal record check to work with children and/or young people. I agree to abide by all guidelines -----in regard to the health and safety of minor “I have read and discussed with my group leader the regulations regarding providing a safe and healthy environment for the young people attending this event stated above.

Signature of Adult Chaperone _____ Date _____

I have verified and attest to the fact that the above chaperone meets the requirements and has completed a criminal record check to work with children and/or young people in accordance with the guidelines of this document.

Signature of Group Leader _____ Date _____

Questions, please contact.

2024 Empowering our Youth Conference
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S.A.G.E.
Trainers