

## **Guidelines for Leadership, Adult Chaperones & Sponsors**

It is our request that all adult leaders in each delegation help enforce the code of conduct, and to set an example for youth. Chaperones must be at least 18 years old and have **successfully completed the Archdiocese Safe Environment Programs and background check requirements.**

**Youth may only be driven by persons at least 21 years old.**

**The following guidelines have been established to help adult leaders:**

1. Each chaperone is asked to be in charge of a group of youth following the official ratio of one chaperone to 7 youth. Youth should know in advance that there will be a specific chaperone for them to check in with. Chaperones should give their phone number to these youth. Chaperones should also know the phone numbers of all youth assigned to them.
2. Chaperones are encouraged to go over conference guidelines with youth. ADULT LEADERS of each delegation are responsible for enforcing the *Code of Conduct* and to set an example for their youth.
3. Responsibility for discipline is shared by all adult chaperones.
4. Each Youth Leader will be responsible for picking up registration items.
5. Adults are asked to attend all conference activities and touch base with youth on a regular basis to answer questions. Please do not leave the conference area and expect other adults to be responsible for the youth assigned to you.
6. Each parish / school is responsible for medical releases for their participants. A copy of the medical releases/permission forms must be kept with the Youth Leader during the conference in case of an emergency. Any illness or injuries should be reported to the Youth Leader immediately.
7. Adults must refrain from drinking alcoholic beverages during the conference.
8. Each Youth Leader or designee is responsible for the care, safety, and supervision of their delegation throughout the conference. In particular, special arrangements for meals should be made during registration. At times, a parish/school check-in time may be scheduled. Chaperones are requested to make sure all youth are accounted for and notify their Youth Leader.
9. Youth who cause problems should be reported to the Youth Leader or designee. If necessary, parents will be notified and youth will be sent home.
10. It is the hope of the Archdiocese that everyone who attends this conference has an opportunity to benefit from all that it has to offer. By providing chaperones with guidelines, we hope to answer questions and avoid problems and confusion. Thank you very much for your willingness to participate in this conference. We hope that you will benefit from it as much as the young people from your diocese.  
*I have read and agree to abide by these guidelines during the Youth Spectacular.*

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*Signature of Adult Chaperone / Date*