

**DCYC 2010 YOUTH CONFERENCE
GUIDELINES FOR ADULT CHAPERONES/SPONSORS**

Parish Coordinators of Youth Ministry or their designate are responsible for the actions of youth from their respective parish. Each parish will take full responsibility for any damage or theft done by members at the conference site. It is our request that all adult leaders in each delegation help enforce the code of conduct, and to set an example for youth. Due to the size and nature of this conference, nineteen and twenty year old youth group assistants will not be considered adult chaperones though they may assist chaperones. Chaperones must be at least 21 years of age.

The following guidelines have been established to help adult leaders understand their roles and to model appropriate behavior:

1. Adult leaders' nametags will bear a colored ribbon or dot, identifying them as chaperones/sponsors.
2. Each chaperone is asked to be in charge of 6 youth. Youth should know in advance that there will be a specific chaperone for them to check in with. Chaperones should give their room number to these youth. Chaperones should also know the room numbers of all youth assigned to them.
3. Chaperones are encouraged to go over conference guidelines with youth.
4. Each Parish Leader will pick up registration packets and hotel keys and distribute to the participants.
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 or hotel/convention center and expect other adults to be responsible for the youth assigned to you.
6. Adults and youth are required to wear nametags at all times. Nametags are necessary to be admitted into all activities and meals.
7. Each parish is responsible for medical releases for their participants. The medical releases/permission forms should be kept in the first aid room (room to be announced). Each parish leader's room number should be left in the first aid room, in case of an emergency. Any illness or injuries should be reported to the Parish Leader. An incident report form should be filled out and turned into the first aid room at first convenience.
8. Responsibility for discipline is shared by all adult chaperones. ALL KIDS ARE OUR KIDS!
9. Adults are requested to refrain from drinking alcoholic beverages during the conference.
10. Chaperones are requested to check rooms about 10 minutes after curfew to make sure all youth are accounted for. Any youth not accounted for should be reported to the Parish Leader. Chaperones are asked to monitor areas until at least 1:00 a.m. both Saturday and Sunday mornings. If necessary, please double-check the rooms you are accountable for during the night.
11. Each Parish Leader is responsible for the care, safety, and supervision of their delegation Friday evening. Special arrangements should be made so that late arriving parishes can order pizza/select food at the hotel. Youth are not allowed outside the hotel without adult chaperones accompanying them. Monitoring duties will also be assigned to parishes for the Friday and Saturday evening activities. Please check with your parish leader for details.
12. At times, a Parish check-in time may be scheduled. Chaperones are requested to make sure all youth are accounted for and notify their Parish Leader. This is done to make sure that all youth are back in the hotel after the free time. Large parish delegations may request a room to gather in for check-ins and prayer (groups of 20 or larger).
13. Youth who cause problems should be reported to the Parish Leader and then the Diocesan Director. "Code of Conduct" violations will result in the parent of the teen being called and the teen being sent home. No Exceptions.
14. Chaperones are requested to monitor the hotel hallways, stairwells, workshop areas, game rooms, pool areas, balconies, terraces, and elevators at all times. Please familiarize yourself with the hotel/conference space being utilized. Youth are not allowed to leave the immediate hotel/conference area at any time during the conference unless accompanied by an adult chaperone. Adult chaperones should always know the location of the young people in their care.
15. No visiting will be allowed in rooms by members of the opposite sex. It is the hope of the Diocese 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 and pre-conference. We hope that you will benefit from it as much as the young people from your parish.

The Director of Youth Ministry, Diocese of Fort Worth

I have read and understand these guidelines and I am willing to abide by them.

Signature of Adult Chaperone

Date