

Journey Into Leadership



*Oh, The Places
You'll Go!*

WV TRIO

16th Annual Student Leadership Conference

March 10th – 12th, 2017

Flatwoods Conference Center, Sutton, WV

CHAPERONE RESPONSIBILITIES

WE NEED YOUR ASSISTANCE TO ENSURE THAT THE CONFERENCE RUNS AS SMOOTHLY AS POSSIBLE.

Chaperones are required to actively participate in all conference activities. Below is a partial list of duties and responsibilities that will be discussed at the chaperone meeting scheduled **at 5:00 p.m. on March 10th, 2017.**

Chaperones are expected to:

- Actively chaperone and be visible during all sessions, meal times and activities.
- Wear chaperone badges at all times.
- Attend the mandatory chaperone meeting on Friday evening (at least one chaperone from each program). Chaperones attending the meeting are responsible for communicating meeting information to other chaperones in their program group.
- Supervise their program students at all activities (general sessions, meal time, free time, etc.). This includes college level programs as well.
- Ensure that students attend all conference activities and are on time for those activities.
- Be responsible for supervising your OWN students.
- Enforce conference curfew (11:00 p.m.) and make sure that students are in their own rooms at curfew time.
- Complete a bed check for their students.
- Ensure that students respect other hotel guests by keeping noise level to a minimum, prevent slamming of doors and running in the halls.
- Inform conference staff of needs or emergencies during the conference so that we may be of assistance.

I have read the chaperone responsibilities and agree to fulfill these responsibilities to the best of my ability. I understand that each program is responsible for the actions of their students and will be held accountable accordingly.

_____ Chaperone Printed Name

_____ Chaperone Signature

_____ Date