

Guidelines for Chaperones Draft

(bolded items cannot be changed)

Chaperones are the primary contacts and mentors for youth exchange students attending a District 7390 Rotary Club's Inbound Social overnight. Chaperones are the first line in promoting and protecting the health, safety, and well-being of the youth that participate at the event. It is therefore every chaperone's duty to be a reliable, positive role model.

The responsibilities of the Rotary Club Youth Exchange leaders for hosting an overnight social event for Inbounds are as follows:

- Ensure all chaperones are least 25 years of age.
- **Must have a minimum of 1 male and 1 female chaperone.**
- It is recommended that there be a minimum of 1 chaperone for every 10 exchange students.
- **There must be a chaperone in attendance at the event for the full 24 hours.**
- **Schedule at least one hour of time and preferably two hours for the exchange students to socialize without any structured activity.**
- **All overnights will have a curfew no later than 1:00 a.m. with no exceptions.**
- **Coordinator for the event must ensure that there is coverage through "shifts" but need to be sure that one chaperone does not leave the event prior to the next chaperone arriving.**
- Strive for a minimum of two adults at any activity involving exchange students. In all cases, no adult should be left alone with a single child unless the leader is the parent/guardian of that child.
- **Ensure that each chaperone is cleared to chaperone prior to the event by completing the required background checks for working with Rotary Youth Exchange students per the guidelines and policies set forth by Eastern States Student Exchange (ESSEX).**
 - **All volunteers 18 and older also must be cleared by ESSEX prior to attending the event.**
- **Chaperones need to know the plan to respond in the event of a youth emergency. Contact numbers and medical needs for overnights should be carried and maintained for the duration of the event. Further, clubs may want to carry their own first aid kit.**
- **Have a "sign in sheet" with an emergency contact number behind the name (most likely the host family #). This can be used for a sickness, an emergency or number to call for a disciplinary situation. It becomes the sign in – sign out sheet to allow the Chaperone in charge know who is there also.**
- Rotary Clubs may invite Rotex as volunteers up through dinner, however, not for the evening/overnight portion of the Inbound overnight event. The Rotex, however, will be invited to help with training Outbounds and to stay overnight at selected District YE events such as the February District Youth Exchange Orientation at Mt. Asbury (formerly held at Camp Eder).
- **At least one individual participating in the event has a current CPR certificate.**
- **All participants are to abide by Rotary District Youth Exchange Statement of Core Values.**

Each club hosting an inbound overnight event will receive a partial reimbursement to help defray some of the costs associated with the event upon District's receipt from the club for reimbursement.

Chaperone's functions are to:

- **Support the District 7390 District Governor, District Youth Exchange Chair, District Youth Exchange Inbound Chair and core leaders, by providing adult supervision and guidance to the youth exchange students throughout the overnight event.**
- **Promote a positive atmosphere of fun and camaraderie among the students;**
- **Ensure the students' safety by enforcing rules and policies set forth by ESSEX and District 7390 in its General Policies document found on its Web site at: <http://exchangestudent.org>.**
- **Ensure the students have basic necessities like water and restroom breaks.**
- **Ensure that your group leaves the facility and premises as clean as it was upon arrival.**
- **Help the exchange students work through any problems that arise and to facilitate solutions; please remember all chaperones are responsible for assisting any and all students in a group.**
- **Chaperones are responsible for youth whereabouts at all times, and supervision of youth is required throughout the entire event whether structured sessions, or "free time" activities;**
- **Youth and chaperones attending the event are expected to adhere to a zero tolerance policy for tobacco, alcohol, illegal drug use/possession, violence, and inappropriate display of affection and/or physical contact.**
- **The maximum curfew time for any Rotary Club overnight is 1:00 a.m., no exceptions. All chaperones are to actively enforce this requirement. Any exchange student who does not adhere to the mandatory curfew established by the hosting Rotary Club, must be reported to the DYE Inbound Chair, DYE Chair and District Governor for follow-up action.**
- **Groups should monitor noise levels at all times and especially from 10:00 p.m. until 7:00 a.m. Screaming, yelling and other loud sounds and noises are contrary to the setting and must not occur.**
- **Violations of any of the guidelines may result in a group or individual being sent home at his/her own expense.**
- **Youth exchange students should not be allowed to miss scheduled activities, break curfew, sleep late or violate any other guidelines established by the event coordinator.**
- **One adult and one exchange student are not permitted to share a room unless that adult is the parent/guardian of the exchange student.**
- **Roll should be checked at night. It is the responsibility of the leader of the event to insure that the youth exchange student is in his or her room.**
- **Youth exchange students should not be allowed to change room or sleeping area without approval of the event coordinator.**
- **Male exchange students are not permitted in female exchange student rooms nor are female exchange students permitted in male exchange student rooms.**
- **Adult leaders are discouraged from entering rooms of students of the opposite gender.**
- **Housing varies from event to event. Exchange students are typically pre-assigned. It is the responsibilities of the leaders to supervise all aspects of hosting the event including discipline, curfew, cleanup procedures, and other guidelines established during the event.**
- **Recognize that verbal abuse, physical abuse or committing criminal acts are grounds for termination as a Rotary Youth Exchange volunteer.**
- **Abusive behavior towards youth exchange students or other adults including failure to provide adequate health and safety measures, care or supervision, emotional maltreatment of members, verbal or physical abuse will not be condoned.**

District Youth Exchange has set the above expectations to provide a framework of appropriate behavior for all attendees. Your Rotary Club may choose to have additional guidelines and expectations.

Thank you for your time and efforts in supporting the youth exchange students!