



OVER NIGHT INFORMATION AND GUIDELINES FOR ADULT CHAPERONES

Thank you for being an Adult Chaperone!

As a chaperone, you agree to and will adhere to the following guidelines.

- Chaperones must be compliant with the three-fold Safe Environment requirements (Guidelines, current VIRTUS certificate, and LiveScan). Participants who are 18 or older, even if they are not chaperoning, must comply to the three-fold Safe Environment requirements.
- Chaperones must have a copy of the itinerary, transportation information, telephone numbers of the lodging facility and maps.
- Chaperones must have copies of the permission and medical release forms for each child/teen they are transporting and know where the master copies are being kept during the retreat, mission trip, learning experience and the like.
- Chaperones must be at least 25 years old to transport children or teens and must submit their driver's license and verification of insurance. Non-driving chaperones must be at least 21 years old.
- Each vehicle transporting children or teens must have immediate access to a first aid kit.
- As disciples of Jesus Christ, chaperone must set a good example by showing kindness, respect and openness to those we encounter including people from other cultures, retreat leaders, children and teens from other school and parishes, hotel staff, transport staff, mission leaders, counselors, teachers, retreat facility staff, other teachers, catechists, and chaperones.
- Chaperones who supervise children or teens may not be under the influence of alcohol or any substance that can cause impairment. Chaperones may not drink alcohol during the event.
- Chaperons on trips will never allow a child/teen to go off alone. It is required that young people stay together in a group. They will also require regular check in times with adult chaperones.
- Chaperones will never provide alcohol, drugs, pornography, or tobacco to children or teens on the event.
- Chaperones may not make independent side trips during the event.
- Chaperones may not use tobacco in the presence of children or teens during the event.
- Chaperones may not listen to inappropriate music during the event.
- Chaperones may not use any device that might distract them in their duties during the event.

- Chaperones should model appropriate behavior for the young people, keeping in mind the PAN Philosophy (Public, Appropriate and Non-Sexual in Nature).
- Chaperones will enforce all rules fairly with all children and teens. They must be consistent.
- Lastly, as leaders in a Catholic environment, model respect for our Catholic Way of life, be open to prayer, liturgy, and faith sharing.