

Washington Prevention Spring Youth Forum

Grand Mound, WA • May 17, 2017



Team Adult Advisor/Chaperone Guidelines

Team Adult Advisors (TAAs) are the primary contacts and mentors for youth attending the Spring Youth Forum. Team Adult Advisors/Chaperones are our first line in promoting and protecting the health, safety, and well-being of the youth who join us at the conference. It is every Team Adult Advisor/Chaperone's duty to be a reliable and positive role model to whom youth can turn to for everything from health matters to guidance on conference etiquette.

The Team Adult Advisor/Chaperone Roles & Responsibilities:

- Advisor and chaperone to their youth team members.
- The Team Adult Advisors (TAAs) are the primary contact person for youth team attendees.
- Responsible for protecting the health, safety, and well-being of their youth team.
- Provide positive role-modeling and mentorship for the youth in their care.
- Attend all event activities, meals, and workshops with their youth team members and ensure team safety at all times.
- Responsible to know the whereabouts of their youth at all times.
- Ensure full team participation and on-time attendance of conference learning activities.
- Adhere to and maintain a 3:1 Team Adult Advisor/Chaperone to youth ratio at all times (per DSHS policy).
- Adhere to and enforce a zero tolerance policy for tobacco, alcohol, misuse/abuse of medicines, and illegal drug use/possession.
- Adhere to and enforce respectful and professional behavior by the youth; including refraining from engaging in affectionate, intimate, or sexual behavior and/or activity.
- Adhere to and enforce curfew for youth of 10:00 pm (in hotel rooms) – no exceptions.
- Retain and carry Youth Guidelines/Permission Forms at all times. Youth MUST also retain and carry their personal Youth Guidelines/Permission Forms at all times. This is for safety purposes, or in the event of an emergency, they have their medical information on them.
- Team Adult Advisor/Chaperone(s) adhere to and enforce “no guest policy” in conference areas.

Reminders:

- Age Requirements of the Team Adult Advisor/Chaperone
**19 years of age and at least 3 years older than the youth they are advising/chaperoning (whichever is greater).*
- Background Check (Required)
**It is the responsibility of individual agencies/organizations to conduct background checks on all Team Adult Advisor/Chaperone(s) attending and onsite with youth.*
- All the TAAs and Chaperones for each team must attend the mandatory chaperone/TAA meeting by phone or in person.
By Webinar: *Wednesday, May 10, 2017 at 3:00 p.m.*
 1. Click and join at the specified time and date: <https://tinyurl.com/SpringYouthForum2017>
 2. Choose one of the following audio options:
TO USE YOUR COMPUTER'S AUDIO: *When the Webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.*
TO USE YOUR TELEPHONE: *If you prefer to use a phone, you must select “Use Telephone” after joining the webinar and call using the numbers below.*
United States: +1 (213) 929-4212
Access Code: 527-891-260
*Audio PIN: Shown after joining the webinar***In Person (At Great Wolf Lodge):** *Tuesday, May 16, 2017 at 7:00 p.m. in Fallen Timbers B.*

Violation of Guidelines Policy

- Violations of any of the guidelines may result in a group or individual being sent home at his/her expense.
- Violations may result in an individual or team being disqualified from eligibility for event prizes and/or scholarships for a 12-month period.

Team Adult Advisor - Bring Forms (On-Site)

- Bring one (1) original (turn in at conference registration desk) Youth Guidelines/Permission Forms packet for each youth.
- Bring one (1) copy (per Adult Team Leader) of the original Youth Guidelines/Permission Forms packet to retain and carry at all times on-site.
- Bring one (1) copy (per youth) of the original Youth Guidelines/Permission Forms packet to retain and carry their personal forms at all times on-site.

Team Adult Advisor Support (On-Site)

Throughout the Spring Youth Forum, support is available! If you have a question or need guidance, please contact the registration desk. Thank you for your time and effort in supporting the youth! We hope you enjoy the Spring Youth Forum!

For More Information

For more information regarding the Spring Youth Forum, please contact the conference chair, Ivon Urquilla (Ivon.Urquilla@dshs.wa.gov).