



## Team Adult Advisor/Chaperone Guidelines

Team Adult Advisors (TAAs) and Chaperones are the primary contacts and mentors for youth attending the Spring Youth Forum. TAAs/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 TAA/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 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 your care.
- Attend all event activities, meals, and workshops with your youth team members and ensure team safety at all times.
- Observe and know the whereabouts of your 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.
- 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 each team member's Youth Permission Packet at all times. Youth MUST also retain and carry their personal copy of the Youth Permission Packet.
  - This is for safety purposes, or in the event of an emergency, they have their medical information on them.
- Adhere to and enforce a "no guest policy" in conference areas.

### **Reminders:**

- Age Requirements of the Team Adult Advisor/Chaperone:
  - 19 years of age or older and at least 3 years older than the youth being advised/chaperoned (whichever is greater.)
- Background Check (Required):
  - It is the responsibility of individual agencies/organizations to conduct background checks on all Team Adult Advisors and Chaperone(s) attending and on-site with youth.
- All the TAAs and Chaperones for each youth team must attend the 1 of 2 mandatory TAA/Chaperone Meetings by webinar or in person.
  - By Webinar: Wednesday, May 1, 2024 at 11:00 am
  - In Person at the Great Wolf Lodge: Wednesday, May 8, 2024 at 7:30 am

### **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):**

Please ensure that your youth bring one (1) original and two (2) copies of Youth Guidelines/Permission Forms packet and bring the signed forms to the Spring Youth Forum to be submitted during team check-in. Youth will not be allowed to attend the Spring Youth Forum without bringing all necessary signed forms to the Forum and submitting them at check in.

### **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!