



4-H Chaperone Responsibilities

Thank you for your willingness to be a chaperone. Active and caring chaperones are an important part of the success of youth workshops. Though it can be tiring, past chaperones have said that the rewards of the job far outweigh the frustrations.

In your role as a chaperone during this 4-H workshop, please:

1. **Be a positive role model and lead by example!** Let your behavior reflect the pillars of character. Four-H believes in respect, responsibility, trustworthiness, fairness, caring and citizenship.
2. Elect a head chaperone.
3. Ensure that chaperone and youth are familiar with workshop rules. If you are on a trip that does not have established rules you must create basic rules and make sure all youth understand them. Basic rules include meeting times, time for lights out, buddy system and other important parameters for youth.
4. Ensure that all chaperones and youth are familiar with and follow the workshop code of conduct, if there are none, follow state code of conduct (on back).
5. Establish vehicle etiquette/code of conduct during trips and review with youth. (Males and females may not lie down together in the back of the bus.)
6. Actively enforce and follow the policy of males only in males' rooms and females only in females' rooms.
7. Please monitor diligently the youth you are chaperoning during recreation time, lights out and follow-up check after lights out.
8. Help to ensure the welfare, health and safety of participants. Every 4-H trip should be educational.
9. Promptly alert the workshop coordinators of problems that need to be addressed.
10. **Contact the MSU Extension office immediately if a serious accident or infraction occurs, (269) 383-8867 or after hours (269) 873-8322.**
11. Encourage, support and monitor full involvement of all participants in all activities.
12. Communicate regularly with participants.
13. Assist in developing a positive community spirit among all participants.
14. Help participants evaluate what they see, hear and do.

(See back)

15. As a chaperone you may be housed with young people from your county and others.
- 16. Chaperones must be 21 years old and go through the Volunteer Selection Process.**
17. Chaperones should have signed Medical Releases and Participant Code of Conduct from all trip participants with them.

CODE OF CONDUCT

The Michigan State University Extension program prides itself on providing quality educational programs for youths. The primary purpose of this Code of Conduct is to ensure the safety and well being of all participants.

MSU Extension volunteers will:

- Accept their responsibility to represent Kalamazoo County and MSU Extension youth programs with dignity and pride by being positive role models for youths.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for youths.
- Respect, adhere to and enforce the rules, policies and guidelines established by Kalamazoo County and MSU Extension youth programs.
- Abstain from and not tolerate physical or verbal abuse.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension youth activity or event under the influence of alcohol and/or controlled substances.
- Accept the responsibility to promote and support MSU Extension to develop an effective, county, state and national program.
- Operate machinery, vehicles and other equipment in a responsible manner.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension youth program.

Chaperone Signature

Date

County Staff Signature

Date

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