



Office of Faith Formation and Lay Ecclesial Ministry
Directory for Catechesis

APPLICATION FOR ADULT CHAPERONES

Name _____ Phone _____

Address _____ Parish/School/Organization _____

Email _____

Have you previously chaperoned youth at your parish or school? _____

If yes, which event(s), and what year(s) _____

Are you in full compliance with the Diocesan Safe Environment Policy? _____

Appendix A-9 Date _____

Virtus Training Date _____

BCI/FBI Check Date _____

PLEASE NOTE: The following guidelines and code were developed for your protection as well as for the safety of the minor youth you will chaperone. **Signing this form is not optional!** If you feel you cannot agree to these requirements or sign this form, your interest is appreciated, but we cannot accept you as a chaperone at this time.

As an adult chaperone, you set an example for the young people who are participating in the Diocese of Youngstown function. Remember you are representatives of the Catholic Diocese of Youngstown, your parish, school or organization.

Guidelines

The following is what the diocese requires of you as a chaperone:

- All adult chaperones are responsible for helping to enforce the Code of Behavior and should use the "Code" as a guide for their own behavior.
- Adult chaperones must be at least 21 years old.
- The ratio for adult chaperones to youth is one adult for every six youth for off site activities.
- If you have any questions about what to do as a chaperone in any situation, check with your diocesan group leader. The instructions of your diocesan group leader regarding chaperoning supersede other suggestions.
- During the activities, adult chaperones will be available on the premises where the activity takes place to supervise all youth.
- Young people may be assigned a specific adult chaperone that will be responsible for their behavior throughout the trip.
- Adult chaperones should review the "Code" and related guidelines with the youth assigned to them.
- After the program booklets have been distributed, it is suggested that adult chaperones go over the booklet with the youth, helping them to become familiar with the layout of the city, as well as assisting them in choosing which activities to attend, and assuring that the young people understand important safety information.
- Adult chaperones are responsible for enforcing the diocesan group's curfew and for keeping noise to a minimum. The diocesan group leader sets the group's curfew. Adult chaperones do not have the authority to extend it.
- Adult chaperones will check rooms periodically after curfew to make sure the young people remain in their rooms.

- If an adult chaperone must go into a sleeping area with youth, especially of the opposite sex, a second adult chaperone must be present with them.
- Adults are asked not to go anywhere during the trip where the youth may not go with them. (i.e., cocktail lounges, bars, etc.).
- In addition, your diocesan group leader will give you more detailed information on what is expected of you as a chaperone.
- Remember that as a volunteer of the diocese, you are responsible for enforcing rules that are set forth by your diocesan group leader.

Code of Behavior

We expect you will represent your parish, school, and diocese well during this trip. Recall that you are a witness for your church to the press and dignitaries who will attend this event. We ask you to project an image of Christian consideration, sensitivity, and respect to everyone and to the property around you. We are confident both adult chaperones and youth will display the qualities of maturity, responsible leadership and character during this event. Thank You!

- Adult chaperones are expected to refrain from drinking alcoholic beverages for the duration of this event, as well as during their travels to and from the event. The purchase, possession, or consumption of beer, wine or other alcoholic beverages and the possession or use of illegal drugs by any individual will not be tolerated. Failure to comply with these rules will result in immediate dismissal.
- Remember that no objects or liquids may be thrown from the lodging or any venue. Such behavior can result in serious injury to persons and/or property, and you could be asked to leave the lodging or venue for such behavior.
- Youth and adult chaperones must attend all activities. Name badges must be worn at all times in order to gain admission to activities.
- Socializing prior to curfew should be done in the public areas. Remember to keep noise levels down in the sleeping areas, especially later in the evenings. All participants must be in their rooms by curfew on each night. No visiting is permitted in sleeping areas occupied by members of the opposite sex.
- There should be no need for sleeping room changes. However, if the need arises, check with the diocesan group leader who will coordinate a change, if possible.
- No one may carry a weapon of any kind during the trip. Failure to comply with this rule will result in immediate dismissal.
- Adult chaperones and youth must travel to and from the event with the diocesan group or submit a travel itinerary to the Parish/School/Office prior to the trip.
- Any adult chaperone or youth, displaying inappropriate or dangerous behavior will be admonished once. If the inappropriate behavior continues, you will be dismissed.
- Anyone who is dismissed will be sent home at his/her own expense.

I, as an adult chaperone attending _____, agree to abide by the guidelines and code of behavior set forth in this form, and will hold the Parish/School/Organization and Diocese of Youngstown harmless from any failure to follow these procedures and for any other matter arising out of or in connection with this event.

Adult Chaperone Signature

Date

Signature of Pastor, Diocesan Pastoral Associate, or
Parish Lay Ecclesial Minister

Date

PLEASE NOTE:

- ***Signed application for Adult Chaperones must accompany the event registration.***
- ***The Parish/School/Office will confirm the acceptance of the application.***