



## ADULT CHAPERONE GUIDELINES AND AGREEMENT

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Diocese \_\_\_\_\_

Event Attending **GENERATION LIFE**

Group Leader \_\_\_\_\_

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of children and/or young people? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Please read each chaperone expectation and sign below stating you agree to uphold all guidelines.

1. **Minimum Age Requirement:** the minimum age for an Adult Chaperone is 21 years prior to the start of the pilgrimage.
2. All Adult Chaperones must comply with Archdiocese of St. Louis Child Protection Policies. It is the responsibility of the Group Leader to ensure all chaperones are in compliance.
3. Adult Chaperones need to be spiritually mature. The words and actions of the Adult Chaperones should reflect the values of the Catholic Church at all times.
4. **Providing a Safe Environment:** In order to protect both youth and adult chaperones, hotel rooms should not be used during scheduled pilgrimage activities or as a gathering space. Adult chaperones should avoid any situation where they might be compromised. (e.g. alone with a youth at any time, behind closed doors, etc.) No adult should stay in a hotel room with a teen. **Never be alone with a teen.**
  - a. Do not be alone with a youth behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one conversation with a teen, stay in a public place.
  - b. Teens are not allowed in adult hotel rooms. Many rooms are shared with other adults from different groups. Allowing a teen from your group in the room (even your own child) can make it uncomfortable for your roommates.
5. **Appropriate Dress:** All participants (youth and adults) are expected to dress in fashion that represents modesty, good taste, respects other participants and our Lord. Clothing must cover all under garments and not be too revealing, i.e. skin-tight clothing that shows the silhouette of your front and backside. *Leggings/tight athletic gear should not be worn as pants & are considered undergarments.* Clothing that displays profane or offensive messages or images are not allowed. Chaperones should monitor the attire of teens in their group. Violators will be asked to change clothing at the discretion of event staff.
6. **Alcohol, Drugs and Tobacco:** All state laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol or drugs is not permitted at any time during the pilgrimage. Violation will result in dismissal of pilgrimage at the expense of participant or chaperone. No refund will be given for pilgrimage cost.
7. **Insubordination:** All youth and adult chaperones are expected to follow the direction of security and event staff. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline and/or fines. Disciplinary action will be directed primarily through the Group Leader.
8. **Reporting of Incidence:** If you witness any youth or chaperone violating any policy in regard to Child Protection or the Archdiocese of St. Louis guidelines, you are required to report it **immediately** to a member of the event staff. If a person is in immediate danger, call 9-1-1 and inform event staff.

9. **The Role of the Chaperone:** The primary role of the chaperone is to provide a safe and healthy environment for the youth participants.
- a. Act as a role model reflecting the values of the Catholic Church and the love of Jesus Christ.
  - b. Speak and act with respect and regard for the value, person-hood, and uniqueness of each youth.
  - c. Full awareness and enforcement of the rules and policies governing participant behavior as set forth by the Archdiocese of St. Louis is mandatory. Adult Chaperones are the primary disciplinarians and are responsible for their youth at all times, during programming sessions, free time and hotel-stay.
  - d. Chaperones need to be aware of the physical, emotional, and spiritual state of their youth during the event. Being present and engaged with the youth during free time will greatly aid in this. Chaperones need to communicate any serious problems or issues to their group leader and event staff.
  - e. Chaperones & youth need to be present at all times during scheduled sessions. By experiencing the pilgrimage together, chaperones and youth will be able to talk about the different topics and issues. The chaperones will also be able to help young people with any confusion or doubts as well as pray with them.
  - f. To ensure proper supervision of teens and appropriate behavior while staying in the hotel, chaperones are responsible for monitoring teens in hallways throughout duration of hotel stay.
  - g. Maintain clear communication with your Group Leader especially in regard to the interactions you have with any youth in your care. Immediately report to your group leader any strange, embarrassing, or possibly compromising interactions you have with any youth in your care.
  - h. Listen carefully to the youth you care for. Be aware of and report to your group leader conversations that reveal any abuse or self-destructive, suicidal, harmful thoughts or behaviors. Reporting of said conversations is mandated by Missouri State Law and could save a life.
  - i. Please be sensitive to youth participants' personal space. Before you give a teen a hug, hold their hands in prayer, or put your hand on their shoulder or arm, be sure that your action will not make a teen uncomfortable or lead to a misunderstanding of your ministry relationship. If there is a question of a teens comfort level, simply show your concern for them in words or ask them if they would like a hug.
  - j. Do not use suggestive jokes, stories, or language with youth.
  - k. Do not threaten, humiliate, or degrade a teen as a form of discipline.
  - l. Do not discipline with physical contact.
  - m. Do not let your youth roam free without supervision.
  - n. Do not share inappropriate information about yourself with youth.
  - o. Do not allow your teens to engage in sexual behavior or sexually suggestive, vulgar, or abusive speech.

I affirm that the information given in this agreement is true, complete and correct. I affirm that I have been trained and approved to work with children and/or young people in accordance with the policies and procedures as outlined by the Archdiocese of St. Louis. I have read and agree to abide by all policies and guidelines of the Archdiocese of St. Louis in regard to the health and safety of minor children. Furthermore, I have read and agree to abide by all rules and policies of the Archdiocese of St. Louis 's Office of Youth Ministry, as outlined in the "Official Chaperone Guidelines." I have read and discussed with my group leader the documents & policies in regard to providing a safe and healthy environment for the young people attending this event stated above. Additionally, if I am a chaperone or group leader from another diocese I affirm I have completed all policy and procedures regarding the safety and protection in working with youth.

---

Signature of Adult Chaperone

---

Date

I have verified and attest to the fact that the above chaperone has been trained and approved to work with children and/or young people in accordance with the policies and procedures of his/her home diocese.

---

Signature of Group Leader

---

Date

Updated 10/23/2014