



# Chaperone – Day Event

*Thank you for your time, talents and service.*

## Purpose

- Chaperone 4-H member(s) during [insert name] 4-H activity or event.
- A 4-H chaperone volunteers to supervise and provide guidance and occasional transportation for youth participants of educational events and activities.

## Primary Responsibilities

### 4-H Essential Elements of Positive Youth Development

#### Assist Youth to Belong

- Opportunities for relationships and to know they are cared about by others.
- A Positive Relationship with a Caring Adult
- An Inclusive Environment
- A Safe Emotional and Physical Environment

#### Assist Youth to Experience Mastery

- Opportunities for meaningful achievement and to develop skills and confidence.
- Opportunity for Mastery
- Engagement in Learning

#### Assist Youth to Experience Independence

- Opportunities to be able to influence people and events and face consequences.
- Opportunity to See Oneself as an Active Participant in the Future
- Opportunity for Self-Determination

#### Assist Youth to Practice Helping Others Through Generosity

- Opportunities to give to others and experience being needed.
- Opportunity to Value and Practice Service to Others

## Specific Duties

- In advance of the activity/event, familiarize yourself with the purpose of the activity, the schedule, position description, first aid and emergency plans and other risk management procedures.
- Be familiar with the Youth Participation forms 1 and 2 and other rules/guidelines specific to the event/activity.
- Maintain the confidentiality of personal and situational information of individuals and the organization.
- Support the person(s) in charge. Chaperones are under the supervision of the event coordinator (i.e. volunteer, extension educator, etc.).

### **Belong**

- Actively participate in all activities and encourage all participants to be involved.
- Be positive, enthusiastic and sensitive to needs. If conditions are less than desirable a chaperone's tone can influence the group's mood.
- Be supportive of each and every youth by making sure to interact equally with all youth.
- Provide continuous supervision of delegation, including being alert to health and special needs, from the time the trip/activity begins until youth are returned to parent/guardian.
- Immediately address any behavior that negatively impacts and/or endangers youth or the surroundings. Problems should be reported to the person in charge.
- Help ensure the safety and well-being of assigned youth.

### **Mastery**

- Support instructional staff so that optimal educational results are achieved and to ensure safety of participants.
- Help keep youth focused and engaged in learning.

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- Encourage and promote self-responsibility by making certain that youth return all equipment and supplies and/or clean-up after themselves as part of a workshop, activity, recreation and snack/meal.

**Independence**

- Manage assigned group of youth so the organization, resources and facility are minimally impacted.
- Encourage students to pick up any litter, use trash cans and in general be good stewards.
- Encourage good hygiene practices.
- Encourage youth to exemplify the 4-H name through positive behavior and actions.

**Generosity**

- Encourage and respect the rights and dignity of all individuals who participate in 4-H programs recognizing people’s values, beliefs, customs and strengths differ.
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**Event/Activity**

**Duties**

(event specific i.e. Shooting Sports, Bike-a-thon)

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**Benefits**

- Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
  - Learning with the youth.
  - Positive adult interaction with the youth.
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**Qualifications**

- Able to motivate and communicate with youth while nurturing the life skills of self-esteem, decision making, social skills and leadership.
- Transporting Youth – Valid driver’s license, current car insurance, current car tag, seat belt for every passenger and vehicle is in safe running condition.
- Certified 4-H Volunteer in good standing.
- Must be 21 years of age.

**Non-Certified Volunteer Qualifications**

- All of the above qualifications with the exception of a Certified 4-H Volunteer in good standing.
  - It is encouraged that non-certified volunteers receive the training noted below for the safety and well-being of the participants.
  - Must be in the presence of certified volunteer or extension staff while with children.
  - Volunteer Authorizations (“Behavioral Agreement” for Volunteers and Form 5/6 Adult Liability Waiver, etc.) completed and on file with the extension office.
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**Training/Continuing Education/Support**

- Chaperone Orientation and/or provided a position description/written communication of responsibilities and duties.
  - Annually completed OK Working with Minors Training.
  - Annually complete Title VII and IX Training
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**Time Required**

- Based on the itinerary/schedule provided by the person in charge.
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