CHAPERONE AGREEMENT

Thank You for Your Support! Without the help of volunteer chaperones, many Programs would not be possible. Due to staffing limitations, our Program Leaders may rely on adult chaperones to assist with group management/logistical constraints. Our aim is to allow opportunities for our staff and program providers to step away for allotted breaks in their work day, while also maintaining constant adult supervision. Although we always accept applications, we do not always have a need for chaperones, depending on staff availability, number of enrolled participants, and activity (for example, a day at the ocean’s edge exploring tidepools requires more adult supervision than a leisurely stroll through Armstrong Redwoods). Therefore, Stewards welcomes family members over the age of 21 to complete this agreement. It is great to see involved parents wanting to share experiences with their children; however outdoor experiences away from parental oversight can help children develop their sense of self, personal identity, and emotional maturity. Therefore, we discourage volunteering for the sake of being close to your children. Your child will be well supervised, and we hope our youth programs provide formative “coming of age” and “rights-of-passage” experiences.

As a chaperone, you represent Stewards and/or State Parks and should present yourself and our organizations in a professional manner. Volunteer chaperones will report to the Chaperone Leader. The Chaperone Leader will outline available tasks, delegate and divide workload among chaperones, and schedule breaks. It is your responsibility to communicate your interests and abilities to the Chaperone Leader, and notify him/her if you are unable or unwilling to perform any task asked of you. If being put to work does not appeal to you, Stewards offers Family Programs where family members take on a participatory role, and are not expected to serve as staff support. Please keep these programs in mind for the future instead of volunteering as a chaperone for this event.

Chaperone Requirements:

• Must be a parent, guardian, relative, Stewards’ volunteer, OR employee/volunteer of a partner organization
• Must be 21 years or older
• May be checked against the Megan’s Law public sex offender database
• Must be qualified by the Chaperone Leader as a responsible supervisor. Stewards may call references to inquire about character and judgment
• Must be willing and physically able to participate in all activities
• If driving minor participants: provide Stewards with a photocopy of your proof of insurance, valid driver’s license (class B license not required), and DMV driving record
• If you would like to assist with First Aid: provide Stewards with a photocopy of your valid CPR/First Aid certification. Without this certification on file, you will only be allowed to assist with the first aid of your own child (if necessary)
• Submit to a background check prior to providing any services that will require me to be alone with a child not my own (such as during bathroom breaks).

Although all Stewards employees have been Live Scanned and passed a DOJ and FBI criminal history background check, it is not practical for Stewards to require Volunteer Chaperones to undergo similar background checks. However, California law authorizes certain governmental and private organizations to conduct criminal offender record information background checks to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled.
Have you previously completed and passed a fingerprint-based background check through a law enforcement agency, school, non-profit organization, in-home supportive care agency, or similarly authorized organization? Circle one  Yes  No

Year of most recent Live Scan: 

Ordered For (Organization Name): 

Person We Can Contact at the Organization: 

Organization Phone Number: 

Chaperone Selection Process:

To ensure the best supervision for minor participants, all chaperones must be chosen by Stewards staff. It is a privilege for you to participate in the Stewards-sponsored program. It is imperative that you adhere to the applicable provisions of the Chaperone Agreement.

You must provide the names of three (3) references. Two of the three must be personal or professional references that are not family members. If you have been fingerprinted, one of the references must be from the organization that ordered the Live Scan. The third reference can be a family member.

Reference #1 (please print) 

Phone  Email  

Address 

Reference #2 (please print) 

Phone  Email  

Address 

Reference #3 (please print) 

Phone  Email  

Address  

Chaperone Duties:

• Help with group management – keep an eye on children, and make sure they are staying with the group and following directions
• Supervise “free time”
• Make sure students are following all safety rules. If a student refuses to follow your instructions, inform the Chaperone Leader and/or Program Leader(s) as soon as possible
• Unless a student poses an imminent threat to the safety of him/herself or others, never physically handle a youth
• Monitor and help enforce the Youth Code of Conduct. Disciplinary actions should be dealt with by Program Leader(s)
• If an incident involving a student occurs, write down what happened and any witnesses
• Carry a list of cell phone numbers of the other chaperones/Program Leader(s) attending the trip
• Do not leave children alone or unescorted. Keep the group together, and when necessary, escort children to the restroom. Help enforce the “buddy system”
• Never put yourself in a position where you are alone with a single child
Chaperone Conduct
Stewards is fully committed to safeguarding and promoting the wellbeing of all participants and reserve the right to terminate or suspend program privileges of any person who is in violation of the Chaperone Agreement. It is in the best interest of all students attending a Stewards’ Program that each chaperone agrees to the following mandated guidelines. Violation of the mandated guidelines could result in dismissal.

- No alcoholic beverages or illegal drugs shall be consumed by any participant (youth and adult) at any time during the Program
- Tobacco is not permitted for the duration of the Program
- No weapons are permitted
- No use of foul language will be tolerated by any Program participant
- Only age-appropriate topics of discussions shall occur around students during the Program
- Appropriate attire is required as an example to the students
- Follow all safety rules
- Adhere to and not deviate from the scheduled itinerary
- Introduce yourself and know the names of the students in your group
- Children not enrolled in the Program (e.g., younger siblings) are not allowed as they could become a distraction from the supervising duty

Acknowledgement
I have read and pledge to uphold the Chaperone Agreement. I agree to accept the responsibility of chaperone and in doing so, agree to abide by all the above terms and meet all requirements as specified by the Chaperone Leader. I understand that if I am not able to follow the rules set forth above, I will be asked to leave:

Chaperone Signature ____________________________ Date ____________

Chaperone Name (please print): ___________________________________________________________________________________________

Languages Spoken (please circle): English Spanish Other: ________________________________

Phone ____________________________ Email _______________________________________________________________________________________

Address __________________________________________________________________________________________________________________________________

Relationship to Event (Youth’s name, Organization, etc.) ____________________________________________________________________________

*Please attach copies of driver’s license, insurance, driving record, and current First Aid/CPR if applicable*