

# Fortson 4-H Center Chaperone Duties

Please arrange for at least one adult (chaperone or teacher) to accompany each teaching group. There should be at least one adult with each group during all classes. The chaperone's responsibilities are to supervise and discipline students when they are in class, moving between activities, and during free time. Chaperones must be present at meal times and recreation times. Please meet with chaperones before the trip and cover responsibilities and expectations. We want everyone to feel comfortable and understand their responsibilities. The more the chaperones, teachers, and Fortson instructors are informed and work as a team, the smoother the overall experience will be for everyone. We suggest that you have a chaperone meeting a few weeks before your trip to provide them with guidelines and fill them in on their responsibilities.

**The following is a list of items to be given out at the chaperones meeting, as well as a list of specific chaperone responsibilities. (Add or delete items to meet your school's needs.)**

1. Final schedule marked with chaperone's responsibilities.
2. Group assignments for chaperones and students. Names of other chaperones and their group assignments may be helpful.
3. Class groupings.
4. Chaperone responsibilities...minimal responsibilities below.
5. List of rules and expectations for students.
6. Discuss discipline and who is responsible for taking action.
7. Discuss first aid procedures.

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## CHAPERONE RESPONSIBILITIES

1. Meet with students after getting settled. Go over **expectations**.
2. Supervise assigned activities.
3. Supervise students during class.
4. Supervise students at meals, including during KP duty.
5. Supervise students during free time.
6. Enforce rules for students. Correct students when and if necessary.
7. Report any disciplinary/school related incidents to the lead teacher from the school.