

Chaperone Agreement and Checklist

I certify that _____ agrees to chaperone _____
(print chaperone name) (print student organization name)

for the duration of _____ and _____ to _____.
(trip start date) (trip end date) (destination)

The chaperone should play a critical role in advising the above organization throughout the trip. A chaperone is more than a watchful representative of the university, but an asset to the organization's trip who serves as a guide to mentor the student members. The role of the chaperone is to educate and coach students on making good choices while traveling which subsequently can reduce risk to the university and liability to students and chaperones. Chaperones are expected to travel to and from the destination with the group and stay for the duration of the designated travel period.

Chaperones: Please initial next to each responsibility in the list below to indicate understanding of chaperone responsibilities

- _____ I acknowledge that I will be serving as chaperone the trip listed above.
- _____ I have complete training as a Clery Campus Security Authority.
- _____ I have arranged to travel with the group from point of origin to the final destination and to stay with the group for overnight trips for the entire travel period as listed above.
- _____ I will abide by all applicable University policies and procedures and will enforce these policies with students. Note: Students are not permitted to drink alcohol while traveling on a student organization trip. For more information, visit the Alcohol & Other Drugs Policy.
- _____ I agree to assist students with logistical planning to reduce risk and enforce safety precautions
- _____ I am responsible for providing supervision and monitoring student behavior on this trip.
- _____ I will act as a resource for alternative ideas or solutions in any travel-related issues or concerns
- _____ I understand that I should not share accommodations alone with a student. In any instance where I am being asked to share an accommodation alone with a student, I understand it is my right to insist on separate accommodations.

Form must be completed and given to the Office of Student Involvement at least 14 business days prior to domestic travel departure.

Name: _____ Date: _____

Signature: _____

Organization: _____ Traveling Period: _____ to _____