

It is the responsibility of the chaperone of any 4-H event/activity to maximize the educational value and work to ensure the safety of all youth participants.

Chaperones must be screened volunteers prior to the event (including having current CORI on file) and be at least 21 years of age (minimum age 23 for national and out of state events). Chaperones must adhere to the Volunteer Code of Conduct. Every 4-H event /activity is under the general coordination/supervision of a 4-H staff member. Some events will take place without a 4-H staff person present; in these situations a volunteer event coordinator will be appointed by the staff supervisor.

In cases where the event coordinator is a volunteer, the staff supervisor will ensure that the event coordinator receives an orientation to that event, and any training needed, as appropriate for that situation. There is usually an orientation with chaperones and youth participants prior to a national event but this is not usually the case with local events, such as fairs. The staff supervisor will give the event coordinator copies of the youth participant health forms.

Chaperone Responsibilities:

- Be a positive role model and lead by example.
- Ensure that all youth participants are familiar with the workshop/event rules including meeting times, travel guidelines, times for lights out and other important parameters for youth.
- Ensure that all youth understand the 4-H Code of Conduct.
- Actively enforce the 4-H policy of males only in males' rooms and females only in females' rooms.
- Adults may not sleep in rooms with youth (except in dormitory style accommodations, such as at the Big E).
- Monitor the youth during recreation time, lights out and conduct follow-up checks after lights out.
- Encourage and support the full involvement of all participants in all activities.
- Assist in developing a positive community spirit among all participants.
- You must have copies of the health forms with you for the youth that you are responsible for at all times (when you are responsible for youth and event coordinator is not present). You must keep this health information confidential.
- You may not consume alcoholic beverages or any substance that may impair your judgment while serving as a chaperone.
- Bring all issues to the attention of the event coordinator. Major issues and accidents must be reported in writing to the event coordinator and the 4-H staff person in charge of the event.

Event Coordinator Responsibilities (in addition to those listed above):

- Ensure that the other chaperones have copies of the health forms when needed.
- Have an orientation session for the youth if one was not held prior to event to review schedule and expectations of the delegates with youth participants and answer any questions that they have.
- Ensure that other chaperones are familiar with the workshop/event rules and that they are fulfilling their responsibilities as a chaperone.
- Make sure that any major issues/accidents are reported in writing to the 4-H staff person in charge of the event.



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