

## DIOCESE OF LUBBOCK GUIDELINES FOR ADULT (21+) CHAPERONES/SPONSORS

Adult Leaders are responsible for the actions of youth from their respective parishes. Each parish will take full responsibility for any damage or theft done by members at the Diocesan activity site. All adult leaders are to help enforce the code of conduct and to set an example for youth.

**The following guidelines have been established to help adult leaders understand their roles and to model appropriate behavior:**

1. Each cleared adult is to be in charge of no more than 8 youth. In compliance with Safe Environment, the Diocese of Lubbock requires 2 cleared adults (21+) for each activity.
2. Chaperones are to be OVER THE AGE OF 21.
3. Each Parish is responsible for medical releases for their participants. The medical releases/permission forms should be kept with the leader.
4. Adults are to attend all activities. Please do not leave the activity site and expect other adults to be responsible for the youth assigned to you.
5. Chaperones are required to make sure all youth are accounted for; any youth not accounted for should be reported to the Diocesan Director.
6. Diocesan Directors and parent/guardians must be notified if youth are leaving during an event.
7. Chaperones should be familiarized with emergency procedures.
8. Leaders are to address actions of bullying, harassment, couples separating from the group, or any other form of inappropriate behavior.
9. Leaders should cultivate characteristics such as dependability, listening, respect, understanding and encouragement.
- 10. Leaders are to be aware of and comply with Safe Environment guidelines set by the Diocese of Lubbock.**

I have read and understand these guidelines and I am willing to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_