



## TAVIS SMILEY FOUNDATION – LEADERSHIP INSTITUTE 2009

### CHAPERONE REQUIREMENTS AND GUIDELINES

It is essential that the Tavis Smiley Foundation use due diligence in providing a safe environment for all participants of the 2009 Leadership Institute. These guidelines and the application help assure that all adults present are suitable to engage in activities of the Institute as it relates to minors. Adult cooperation and compliance is expected and appreciated.

#### MINIMUM AGE REQUIREMENTS

The minimum age is 23 for Chaperones.

#### LEADERSHIP INSTITUTE DATES AND LOCATION

The Institute will take place on the campus of UCLA in Los Angeles, CA. Please visit [www.ucla.edu](http://www.ucla.edu) online to get information about UCLA. The dates are August 7-11, 2009.

Registration opens at 10 AM Thursday, August 7 with move-in, a campus tour and college workshops. **All delegates/chaperones must arrive by 1 PM Thursday, August 7.** The Institute will begin officially with the delegate orientation at 3 PM Thursday, August 7 and conclude at 1 PM Tuesday, August 11. Chaperones and delegates must be present for the entire Institute, including overnight.

The Tavis Smiley Foundation will arrange for shuttle service from Los Angeles International Airport only. Shuttle info will be provided to confirmed participants.

#### APPLICATION PROCESS

All prospective chaperones must submit the application form by **May 31, 2009** and submit to a background check. Upon a review and check of references, applicants will be selected. All applicants will be notified within 2 weeks after receipt. After you have received notification you will be given instructions for the final registrations steps.

Preference will be given to adults who have experience working with youth and youth conferences, those who have children selected for attendance at the Institute and those who wish to accompany their youth groups selected for attendance.

#### FEES AND ACCOMMODATIONS

The registration fee for adults is \$375 and includes lodging, meals, program materials, conference bag, and T-shirt. Chaperones will reside in double accommodation dorm rooms. If you do not want to share a room; you may request a single room however the cost is an additional \$300. Space is limited for single occupancy.

#### YOUTH ASSIGNMENTS

Chaperones who are not traveling with youth will receive the list of youth assigned to them at the Institute registration. Our goal is to have chaperones supervise between 8-10 youth attendees.

## **CHAPERONES WORKSHOPS AND SESSIONS**

The Leadership Institute will include speakers, panel discussions and hands-on activities on leadership, issues facing young people, college, etc.

## **HEALTH AND ATTITUDE**

The Institute schedule starts very early at 7 a.m. and on some nights will last until midnight. We do not recommend adults with health problems or those looking for a vacation attempt to participate as chaperones. It won't be fun for you, the young people or the staff. ***Don't do it.***

Young people speak loudly, have lots of energy, can be extremely boisterous, listen to music that adults rarely enjoy and can become bored easily. Young people also are highly creative; can be motivated to success; and want to know that someone believes in them and cares about them. We are seeking mature adults who know how to engage young people in a positive manner without preconceived judgments or attitudes.

Being present and engaged with the youth and experiencing the conference makes for a meaningful time for both youth and adults.

## **ROLE OF CHAPERONES**

The primary role of the chaperones is to assist the staff in providing a safe and healthy environment for the youth participants. Full awareness and enforcement of the rules and policies governing participant behavior as set forth by the Tavis Smiley Foundation is extremely important.

## **CHAPERONE OPPORTUNITIES**

We have two opportunities for chaperone supervision. One is to provide supervision of youth throughout the conference during daytime and early evening activities. The second is as dorm monitors to provide late evening supervision. Please indicate on your application which capacity you are interested in serving.

### **Day/ Early Evening Chaperones duties include:**

7 am – 9 pm

- Monitoring the conduct and safety of their assigned youth at all times during both sessions and structured free time activities.
- Making sure their assigned youth are present at workshops and sessions.
- Helping with curfew checks.
- Helping staff assist youth who may need emergency assistance.
- Communicating serious problems or issues to staff.
- Attending all chaperone sessions/meetings as scheduled

### **Dorm Monitors duties include:**

9 pm – 1 am

- Assisting with curfew checks.

- Monitoring dorms and hallways to ensure students do not violate curfews or room visitation policies.

NOTE: Those interested in volunteering as dorm monitors who live in the Los Angeles area do not have to reside on campus and therefore will not have to incur housing or meal costs. Being present and engaged with the youth during free time and designated small group time will greatly aid in this. By experiencing the conference together, youth and adults will be able to talk about the different topics and issues – especially those traveling with groups who wish to continue to engage the students in project activities when they return home.

## **MEALS**

All meals will be held at the UCLA dining hall assigned to our conference. The food is standard American fare all you can eat. Meals will begin with lunch on Friday, August 7 and ends with breakfast on Tuesday, August 11.

## **DRESS CODE**

All attendees should be dressed in a manner that is not distracting to guests. Dress in a manner that will allow you to feel both comfortable and respectful as you interact with youth and adults from around the country. For workshop sessions, except where indicated below, the attire is casual.

### **Men and Women Should Bring the Following:**

- Comfortable shoes or sneakers and socks
- T-Shirts that express positive messages or images
- Jeans/Khakis and casual clothing
- Walking shorts
- Business attire for the Teen Town Hall Meeting and Youth Reception
- A dressy outfit (not formal) for the dance and awards banquet: shirt and tie, dress, skirt, pantsuit
- No revealing tank tops, halter tops, sagging pants, short skirts or shorts will be allowed

## **POSITIVE SPEECH**

Youth and adults are expected to use positive and uplifting speech during the conference. Foul and abusive language will not be permitted, and appropriate dismissal measures will be taken.

## **ALCOHOL, DRUGS, AND TOBACCO**

All state laws governing alcohol, drugs and tobacco will be strictly enforced. Possession and/or consumption of alcohol and drugs will not be permitted. Please be aware that state law prohibits vendors from selling tobacco products to anyone under the age of 18.

## **INSUBORDINATION**

It is expected that youth and adults will follow all directions of the Institute staff. Any instances of a lack of cooperation or insubordination will not be tolerated and will be subject to appropriate dismissal.

## **REPORTING OF INCIDENTS**

If you witness any youth or adult violating any policy in regard to child protection or the Tavis Smiley Foundation's Code of Conduct guidelines, you are required to report it immediately to a member of the Institute staff.

## **TAVIS SMILEY FOUNDATION RIGHTS**

The Tavis Smiley Foundation staff reserves the right to deny entrance to, or request the ejection of, any group or individual who does not comply with the regulations and policies. In the event that an individual/group is denied entrance or is ejected for violating any rule or policy NO REFUND will be granted.

## **FOR MORE INFORMATION**

For questions or more information, please contact Vonda Paige at 323-290-1888, ext. 229 or via email at [vp Paige@tavistalks.com](mailto:vp Paige@tavistalks.com)

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