

## Chaperone Expectations – 4-H Citizenship Youth Forum

Dear Chaperon,

We are delighted that you have chosen to share both your time and talent with our teen 4-H'ers by attending the 4-H Citizenship Youth Forum. Following are some guidelines that will aid you as a chaperon to our delegates. All fees for chaperons are based on dual occupancy of hotel rooms. If other arrangements are to be made, it will be at your expense of \$62.00 plus tax per night based on availability.

1. Become thoroughly acquainted with the list of “**Delegate Expectations**” that is enclosed or attached. This will aid you in providing maximum support to the program as well as personal assistance to the delegates. As a chaperon you have the authority and responsibility to help enforce all expectations of conduct as well as dress codes with the delegates. Being a chaperon is a twenty-four hour a responsibility. If problems should arise that you do not feel confident in handling, be quick to seek help from the coordinator, chairpersons or other Extension personnel.
2. Appropriate manner of dress for the Forum will be as follows:  
**First Day- Tours and Picnic and Tuesday evening –Dance**  
Girls: walking shorts (fingertip length or longer), skirts, jeans or slacks  
Boys: jeans, slacks or shorts  
  
**Second and Third (day) – Capitol**  
Girls: slacks, dress or skirt (**no logo T-shirts, bare midriffs, flip-flops, low jeans, hoodies and low skirts**). Please bring a sweater or jacket.  
Boys: slacks and sport shirts (**No logo T-shirts, hoodies and flip-flops**)  
  
**Second Evening – Banquet**  
Girls: dress slacks, dress or skirt  
Boys: slacks, dress shirt and tie – sport coat or suit optional  
Dance after the dinner: no low cut pants or skirts or bare midriffs faded or ripped jeans, stretch or cut-off shorts, T-shirts with offensive slogans or items that are otherwise in bad taste, muscle shirts and similar items are inappropriate.
3. Upon arrival at the Forum, one chaperone from each area should assist with registration of your group. Your help is needed to check names of all youth from your area. You will be asked to hand out room keys on the first evening and collect them on the last day from your group
4. **ALL delegates and chaperons are expected to be present for the “Orientation” sessions**
5. Chaperons will be expected to accompany delegates on tours and attend functions in an effort to help make this Forum a valuable educational, as well as fun experience for your delegates.
6. Visit with all delegates from your area daily to review the program agenda, delegate expectations. Each chaperone is expected to make sure their delegates are up at the appropriate time and dressed in appropriate dress and are at breakfast on time. By extending yourself they will become familiar with you and will feel comfortable in sharing any health and/or personal problems.

Chaperons will be asked to help with a variety of duties, assigned during orientation on Tuesday, including:

- **Tour Assistants** – making sure that youth are on and off the bus when and where they are supposed to be on Tuesday afternoon.
- **Photo Assistants** – make sure youth are at the Capitol and ready for group photos on Thursday morning
- **Workshop Assistants** – assistant workshop presenters where needed. Make sure youth are where they should be at the given time.
- **General Assistants** - Chaperon Dance, help with meals as needed and additional assistance, when asked.