

1. Remember your every word and action is to be a model of Christian living
2. Know the congregation's covenant and enforce it.
3. Review the daily schedule of events.
4. Get to know each student. Have fun with them.
5. Do a visual head count making sure your students are accounted for each time the group gathers.
6. Monitor the health and behavior of all students and report any problem or illness to the leader.
7. If a student remains at the hotel, it is imperative for their safety and welfare that a chaperone remains with the student. This means missing the day's activities.
8. Be available.
 - a. Share your cell phone number and have everyone else's available to you
9. Encourage appropriate student behaviors such as:
 - Low conversational volume, especially in public areas and after hours.
 - Guys/girls mingle in public areas, not student rooms.
 - Be respectful of all hotel staff and guests.
 - Remain in assigned room after curfew.
 - Close the room doors gently.
 - Remain quiet in rooms after lights out.
 - Be on time; make a plan for rising and getting ready for the next day.
10. Be prepared as a chaperone to:
 - Quiet excessive noise at all times, especially in hotel and/or on the bus.
 - Make sure all your assigned students are up in the morning.
 - Check into abnormal actions.
 - Perform visual room checks at curfew time to ensure students are in their assigned rooms.
11. Keep your eyes open for personal property being forgotten in the rush of activities. It is very hard to recover items after the fact. (Do a visual "sweep" prior to departing bathrooms, fast food places or restaurants, changing rooms at performance sites, planes, trains and busses).
12. Be sure there are chaperones in each small group when divided at sightseeing events or attraction tours.
13. Willingly carry out any task assigned by the leader. (i.e. storing students' medications, keeping student's medical records, or round the clock hall monitoring, etc.)
14. *Your job as a chaperone is critical for a successful trip. Thank you for your time, effort and support.*