



**BOYS & GIRLS CLUBS**  
OF THE NORTHWOODS

## **Boys & Girls Clubs of the Northwoods** ***Field Trip Guidelines for Chaperones***

### **Thank You for Your Support!**

We believe that field trips provide a valuable educational and fun experience for members. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support.

In order to help ensure that Club field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

### **Becoming a Volunteer Field Trip Chaperone**

Member safety is our paramount concern. All volunteers must have successfully filled out a volunteer application and had a background check run by the BGC Admin prior to approval to attend a field trip. Chaperones must be at least 18 years of age.

### **Guidelines for Volunteer Chaperones**

Before the field trip, the BGC Staff will provide you with information regarding the activities planned for the trip, expectations for supervising members and emergency procedures.

In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please contact Haley, Program Director, by calling 715-627-1389.

1. All BGC rules apply on field trips. Chaperones are expected to follow these rules, follow the directions given by the coordinating staff, work cooperatively with other volunteers and staff members, and serve as a role model for members. The chaperone will follow the trip plan developed by the staff.
2. Members must be supervised at all times. As a chaperone, you will supervise a small group of members, helping them learn and/or making sure they behave well and are safe. Members must stay with you at all times. Check to make sure you know where all members are regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. **Count, count, count, all day!**
3. Member behavior is your responsibility. BGC rules related to member's behavior apply. Go over the rules and standards of behavior, safety rules, and any site-specific rules with members. Ensure that members do not get involved in any extra activities not pre-approved by the staff. You are responsible for member behavior, but it is the responsibility of the staff to discipline a member who is misbehaving.
4. Chaperones:
  - May not use or possess alcohol or drugs
  - May not use tobacco in the presence of, or within the sight of, members
  - May not administer any medications, prescription or nonprescription, to members
5. For the protection of both the member and the chaperone, chaperones should not be alone with a member at any time – for example in a restroom, etc.
6. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious break of rules, etc.) Know who is first aid trained, where the first aid kit is located and where your cell phone is. Keep the cell phone contact number of the staff and other chaperones available.

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I acknowledge that I have received the "Field Trip Guidelines for Chaperones," have read these guidelines, and agree to comply with the guidelines as a field trip chaperone.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Cell Phone \_\_\_\_\_