

Recommended Guidelines for Chaperones to the LEAP Conference

Thank you for helping us make this a great conference!

Chaperones are expected to participate in all conference activities with their students and be in the same vicinity of their students at all times.

Before the conference

- Recommended ratio of students to chaperones – 10:1
- When reserving hotel rooms for your group, request that adult chaperones' rooms be located next to youth rooms.
- Share hotel and group leader contact information with parents/guardians and LEAP volunteers.
- Discuss with students your expectations for appropriate dress during the conference, especially during Legislative Day. Please also model appropriate attire for your students.
- Provide students with a packing list.
- Discuss with students general conduct guidelines before conference and reiterate them upon arrival.

Guidelines for conduct in the hotel

- Set a time for all youth to be in their designated room at night and check on each room 15 minutes after the set time – our suggestion is by 10:00 or 10:30 pm, or 20 minutes after evening activity, e.g., Noche Cultural.
- Please decide if you will allow youth from both genders to be in the same room during free time and set expectations around this issue with the students.
- Please talk with students *before the conference* about appropriate noise level (talking, TV, music) in the hotel rooms -- Please help LEAP participants improve in this area as there have been numerous complaints in the past. LEAP would like to maintain an effective working relationship with the hotel.
- Discuss with students on how to approach their hotel neighbors in a respectful way if any concerns arise.
- Discuss with youth about items they may find in their hotel room and possible costs involved if they choose to use these items (snacks, movies, bottles of water, etc.)
- Please remind students (and model) to continuously thank the wait staff and hotel workers. They work hard!

Guidelines for conduct during the conference

- Model for youth how to look through the conference program to select workshop sessions in advance and where to locate those sessions.
- Ensure that all students attend workshops when offered rather than congregate in hallways during sessions
- Remind students that use of iPods or cell phones during conference sessions or mealtimes is not allowed.
- Ensure youth demonstrate respectful behavior during awards ceremonies and conference speakers (no side conversations, face speaker, etc.). ***We ask that there be 1 adult per table during general sessions.***
- Ensure students wear conference nametags and have appropriate materials (journals, pen/pencil) at all times.
- Designate times for students to write in their journals.
- Include an accountability piece by having students read from their journals or share a conference highlight.
- Please ask students to share their opinions about the conference in the evaluations.

Suggestions for building student leadership at conference

Designate student leaders for different responsibilities:

- *Room Leader* for each hotel room: monitors noise level and lights out time, makes sure roommates awake on time and organizes bathroom use.
- *Leader of the Day*: reminds all group participants of schedule at the beginning of each conference day and group meeting times during the day.
- *Legislative Day Liaison*: Serves as contact person for LEAP staff, alongside with a Chaperone, in case of meeting changes.
- *Report Back Representative*: Designated group representative/s to report back on legislative meeting to the larger group.
- *Conference Secretary*: leads group discussion about how to take new learning back to local community or school.