

CYO Convention Chaperones Requirements & Information

Thank you for your interest in accompanying a group of senior high youth (9-12 grades) from your parish to the Diocese of Salina's Youth Convention. This event promises to be a positive experience for all. Please carefully read over the information provided below so that you have a clear sense of your role as a chaperone and what will be expected of you during the weekend.

General Requirements for Chaperones

- All Chaperones must be 25 years or older, whether chaperoning for a one day or overnight event. (A licensed educator at least 21 years of age or older, may be a chaperone.)
- A licensed educator under the age of 25 who has gone through full Diocesan Protocol (CMG Connect Safe Environment Curriculum, CMGConnect Defensive Driving Curriculum) will be allowed to be a driver.
- Adults ages 18-24 may be a "helper" for the event.
- Every chaperone must be in compliance with all Safe Environment standards (Safe Environment training and background check) for the Diocese of Salina prior to the event.
- If both genders of students are present at the activity, both genders of chaperones must be present.
- If it is necessary for a chaperone and minor to meet privately, the meeting should take place within sight of another adult.

Chaperones - Minor Ratios: Students in 9th -12th grade level: 1 adult chaperone for every 10 students

****Reminder:** For the safety of children and adults, two adult chaperones must be present at all times during a trip/event/activity, regardless of the number of children present. At any time if you are not able to follow these guidelines or adult chaperone ratios, please contact the Director of RE/YM.

All Chaperones---All adults attending will be expected to assist in the following ways:

- 1) Know the whereabouts of youth from the parish at all times, including free time.
- 2) ENSURE that all youth from your parish are attending all Convention activities including prayer experiences, general sessions, liturgy, etc.
- 3) Support one another in order to provide a safe and exciting Convention for all participants.
- 4) *Respectfully* address disruptive or unruly youth no matter which parish they may be from.
- 5) In the event of an unresolved problem, emergency, accident or illness, contact Bill Meagher as soon as possible.

Parish Contact Person--Each parish designates one adult as the Parish Contact. This person is responsible for coordinating the parish group that includes the youth and other adult chaperones attending. *All information will be sent to the Parish Contact whose responsibility it is to distribute the appropriate information to all attending.*

Additionally, the Parish Contact will be expected to:

- 1) Check-in their parish group upon arrival at Sacred Heart Jr/Sr High School, 234 E. Cloud, Salina.
- 2) Make copies of all health forms *prior to* sending them to the Diocese.
- 3) **Verify that all adults have completed the required Salina Diocese Child Protection Training and have a current Background Check. No exceptions. Contact your parish Safety Coordinator to verify the Certification Status Dates for Form A (Disclosure Form).**

Please give a copy of this to each Adult Chaperone