

## Chaperone Guidelines

### Friday Nights

- 1 Arrive by 5:30 PM
- 2 Make sure youth sign in on the bulletin board as they arrive.
- 3 Make sure tables and appropriate items are procured for dinner in the gym. (Napkins, silverware, plates)
- 4 Check bathrooms periodically for youth, trash and cleanliness. Do not be afraid to ask a youth to clean up messes left in bathrooms or anywhere else for that matter
- 5 Youth are not allowed outside at anytime during the evening unless it's to go to room 14 to play air hockey.
- 6 A chaperone must be in the gym at all times
- 7 Make sure youth go to small groups at 7 PM (age appropriate)
- 8 PG - 13 Movies are not to be shown until after 8 PM
- 9 Youth are not to go to any websites that contain nudity, rude language or humor and may not use chat rooms including AOL, Yahoo or Google.
- 10 All video games must be approved by the staff person in charge of Friday Nights.
- 11 Youth will be asked to start cleaning up 15 minutes before 10 PM
- 12 At the end of the evening all garbage's are to be emptied, including bathrooms, and taken to the church dumpster.
- 13 Youth Room floor will be swept.
- 14 Air turned off in the gym
- 15 Report all discipline problems and challenges to Staff immediately.
- 16 When the youth are on computers set a 15 minute time limit for each computer to allow others to play games and use them.
- 17 Regulate games played in the gym and make sure no bullying is going on.
- 18 Make sure all youth are gone before you leave for the evening.

### Sunday Evenings

- 1 Arrive at church 4:15 PM or 6:15 PM depending on group being chaperoned
- 2 Check bathrooms periodically for cleanliness and youth
- 3 Youth are not allowed outside unless it involves a game or activity
- 4 Make sure all youth are participating in the activities planned
- 5 Help make sure games run smoothly and with as little chaos as
- 6 Help control noise levels
- 7 Make sure bathrooms are clean, youth room garbage's have been emptied and take to dumpster, all lights are turned off and gym air is off at the end of the evening.
- 8 Make sure all youth are gone before leaving the facility.