



2020 UNICEF UNITE Annual Summit Chaperone Package

Thank you for your interest in being a chaperone for the 2020 UNICEF UNITE Annual Summit!

All participants under the age of 18 must be registered with, as well as accompanied at the event by an approved adult chaperone. Your participation is key when helping us make this event a success. Outlined below are the qualifications, roles, and responsibilities of the chaperone.

This package also includes several documents that you should carefully review, and as appropriate, give to UNICEF USA staff at event registration.

This document includes:

- [Chaperone's participation agreement](#) – a written acknowledgement on what you are committing to do as a chaperone. You will have agreed upon this at registration.
- [Minor waiver and parent/guardian authorization](#) – Each student's parent or guardian will need to sign and give to you a copy of this form. You will need one for each student you are responsible for at the event. Form(s) will be **collected at registration**.
- [Minor medical and emergency form](#) – Each student's parent or guardian will need to sign and give you a copy of this form. You will need one for each student you are responsible for at the event. Form(s) will be **collected at registration**.

If you have any questions or need any support, please email annualsummit@unicefusa.org

What qualifies as an adult chaperone?

An adult chaperone shall be a school faculty member, parent, legal guardian or person who is in loco parentis, over the age of 21.

How many minors can one chaperone be responsible for?

An adult chaperone can accompany no more than 8 students under the age of 18. Any additional students will require an additional chaperone.

How should a chaperone complete the registration form?

Chaperones are required to complete one registration for their entire group, which will include themselves and up to 8 students under the age of 18. The form will prompt the chaperone to list the



contact information, as well as an emergency contact person, for each participant. A registration confirmation, along with information regarding next steps, will be emailed after submission.

To register, chaperones should select the option to register on behalf of the students found on [our website](#).

How should a chaperone complete the travel subsidy application?

Travel subsidy applications for participants under the age of 18 may ONLY be completed by a chaperone who has already submitted a group registration for the 2020 UNICEF USA Annual Summit. Reimbursements will only be distributed via a check after the event concludes, in a lump sum for the attending group. We understand that need may vary between students in a high school group attending the Summit. Therefore, it is your responsibility, should aid be awarded, to appropriately distribute the financial award to the students designated in your party.

To apply, chaperones should follow the “[Travel Subsidy Application](#)” found on [our website](#).

What is the role of the adult chaperone?

Prior to the event:

- **Submit** registration for the event on behalf of yourself and all accompanying minors (see above: *How should a chaperone complete the registration form?*)
 - *Submit travel subsidy application if applicable (see above: *How should a chaperone complete the travel subsidy application?*)
- **Collect** printed, signed copies of all required paperwork for each student to be submitted at the event (see below: *What paperwork is the chaperone required to bring to the event?*)
- **Attend** a virtual chaperone briefing prior to the event. This conference is mandatory, and each chaperone will be asked to take part. The date for this briefing will be communicated after the New Year.

During the event:

- **Accompany** minors during travel to and from the venue
- **Check-in** on behalf of the group upon arriving to the event
 - *NOTE: printed, signed copies of all required paperwork must be submitted at check-in
- **Supervise** minors throughout the entirety of the event
- **Serve** as the contact person on behalf of the minors throughout the entirety of the event
- **Adhere** to all other responsibilities outlined in the Chaperone Participation Agreement

After the event:



- For chaperones who were approved for a travel subsidy, submit original receipts for reimbursement no later than two weeks after attending the event. Details and instructions to be included once approved for a travel subsidy.

What paperwork is the chaperone required to bring to the event?

The following documents will be sent to the chaperone after registration is confirmed:

- [Minor waiver and parent/guardian authorization](#); to be signed by a parent/legal guardian of each student participant under the age of 18
- [Minor medical and emergency form](#); to be signed by a parent/legal guardian of each student participant under the age of 18



2020 UNICEF UNITE Annual Summit Chaperone Participation Agreement

The Participation Agreement is to make sure that everyone can take part, have fun, be safe and enjoy their visit to Chevy Chase, MD.

Minimum standards that help and protect youth at the 2020 UNICEF UNITE Annual Summit apply to those attending this meeting. They are based on the UN Convention on the Rights of the Child and on four key principles of participation. Both the meeting and this participation agreement have been developed and are supported by these key principles:

- **An ethical approach: transparency, honesty and accountability**
Adults involved in the event follow ethical and participatory practice and put youth's best interests first.
- **A Youth Friendly Environment**
Youth experience a safe, welcoming and encouraging environment that enables participation.
- **Equality of Opportunity**
Youth participation should encourage those groups of youth who normally suffer discrimination and who are normally excluded from activities to be involved in the process e.g. girls, working youth, youth with disabilities, rural youth, gay and lesbian youth.
- **Participation promotes the Safety and Protection of Youth**
Youth protection policies and procedures form an essential part of participatory work with youth.

Your role as a chaperone

You have been selected as accompanying adult for the 2020 UNICEF UNITE Annual Summit. Due to the nature of this year's Summit with all activities and lodging contained on the 4H Center campus UNICEF USA is requiring that all chaperones and event support staff undergo a background check screening process to ensure their safety and the safety of everyone around them. The costs of all background checks will be absorbed by UNICEF USA with no additional cost to the chaperone. Following the registration process chaperones will be sent a confirmation email which will include a link to our 3rd party background check platform, Sterling Volunteers. Please fill out the required information and submit. If you have any questions please reach out to annualsummit@unicefusa.org.

Parents/guardians for each student must sign the [waiver](#) authorizing this person to act as chaperone during the event. Chaperones have primary responsibility for the safety and welfare of the student participants in their care (participants). The way in which chaperones supervise the participants should reflect the students' age and maturity. Chaperones should remain on the same premises as the participants throughout the event.

Responsibilities include:

1. Supporting the participants during travel to and from the conference.
2. Ensuring participants always have emergency phone numbers on them during travel as well as instructions on who and how to call in case of an emergency.
3. Being aware of youth participants' physical and emotional needs and assist in meeting those needs as appropriate.

4. Keeping meeting organizers (UNICEF USA Staff) informed of any difficulties that their participants might be experiencing and working with them to address any issues that arise.
5. Giving youth participants any other physical and emotional support that they might need. The chaperone should keep copies of the participant's health and medical, travel and consent forms with them at all times.
6. Supporting youth participants to take the best possible advantage of the opportunities available.

Child Protection Best Practices

A key element in working to safeguard the welfare of all youth is the promotion of their rights. Chaperones are expected to adhere to and promote the child protection best practices. Keeping in mind the Convention on the Rights of the Child, all youth participants at the meeting have the right:

- To have their health, safety and well-being, and their best interests considered as the top priority.
- To have their welfare and development promoted and safeguarded so that they can achieve their full potential.
- To be valued, respected and understood within the context of their own culture, religion and ethnicity, and to have their needs identified and met within this context and within the context of their family wherever possible.
- To be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them.

In order that these rights are respected, when accompanying adults are in contact with the youth participant or other youth, they should:

- Always treat them with respect and recognize that youth are individuals in their own right.
- View youth in a positive manner, and value them as individuals who have specific needs and rights and a particular contribution to make.
- Work with youth in a spirit of co-operation and partnership based on mutual trust and respect.
- Value youth's views and take them seriously.
- Work with youth in ways that enhance their natural capacities and capabilities, and that develop their potential.
- Do their best to understand youth within the context in which they live.

Duty of Care

In addition to the general values of good practice in working with youth, chaperones have the responsibility and legal duty to ensure their youth participants' safety while they are away from home.

Youth can be at risk of harm or abuse from different sources. The chaperone is responsible for minimizing the risk of youth participants being harmed by promoting good practice and by identifying and managing potential risks.

Any child protection concerns/complaints should be reported to the organizers/facilitators of the event, who will handle them in strictest confidence and can institute formal complaints procedures as required.

Code of Ethics

Chaperones must try their best to:

- Be aware of situations which may present risks and take the appropriate action

- Make sure that a culture of openness exists between the chaperone and youth participants, so that it is possible for the chaperone to raise and discuss any issues or concerns youth participants may have.
- Make sure that there is a sense of accountability with other adults so that poor practice or potentially abusive behavior does not go unchallenged.

In general, it is inappropriate for the chaperone to:

- Spend excessive time alone with any youth participants, away from other people
- Take youth participants to places where they will be alone together.

The chaperone must never:

- Hit or otherwise physically assault or physically abuse youth participants
- Develop physical/sexual relationships with youth participants
- Develop relationships with youth participants which could in any way be seen as exploitative or abusive
- Act in ways that may be abusive or may place youth participants at risk of abuse
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive
- Do things for youth participants of a personal nature that the participant could do on their own
- Permit, or participate in, behavior of youth that is illegal, unsafe and abusive
- Act in ways meant to shame, humiliate, belittle or degrade youth participants, or otherwise commit any form of emotional abuse
- Discriminate against, show differential treatment, or favor particular participants to the exclusion of others
- Chaperones must avoid actions or behavior that could be seen as poor practice or potentially abusive

Emergency Situations

In the event of any emergency, parents/guardians of the youth participants will be contacted immediately. In addition, contact will be made with any relevant authority to inform them, and where relevant, to negotiate the safe return home of the participant.

Medical Emergency

In the event of a medical emergency immediate medical help will be sought. The safety of all children is paramount, and all necessary action will be taken to ensure this. Chaperones are always asked to keep copies of the Consent Forms for their youth participants on them.

Child Protection

In the event of significant harm, or the risk of significant harm to any youth protective procedures developed for the meeting will be followed; contact will be made with local authorities.

Statement of Agreement for chaperone

I _____ (name) have read, understood and agree to all points mentioned under the role of the chaperone. I understand that if I do not keep to this agreement then I may not be able to take further part in the event.

Date: _____ Signature of chaperone: _____



PARENT/GUARDIAN CONSENT, WAIVER, INDEMNIFICATION AND PHOTO RELEASE FORM

For Participants under 18 years of age (or the age of majority in the participant's state of residence, if older)

I hereby warrant that I am the parent or legal guardian of _____, a minor, age _____ ("My Child"), and hereby give permission for My Child to participate in the **2020 UNICEF UNITE Annual Summit on March 21st - March 23rd, 2020** and give UNICEF USA permission to film, photograph, and make sound and audio recordings of My Child in connection with the Event (collectively, "Images").

I grant UNICEF USA and UNICEF the absolute, irrevocable, royalty-free, perpetual, worldwide right and license with respect to the Images: (1) to use, publish and distribute the Images in any and all media now known or hereafter developed, published by or under UNICEF USA's authority, in whole or in part, individually or in conjunction with other photographs, images or text, and for any purpose whatsoever, including without limitation illustration, promotion, advertising and publicity; and (2) to use My Child's name or a fictitious name in connection with the Images. I agree that the Images are and shall continue to be the property of UNICEF USA and that neither I, nor My Child, shall have any right of review or approval regarding the use of My Child's name or the Images.

I agree to indemnify, defend and hold harmless UNICEF USA and UNICEF and their respective directors, affiliates, partners, officers, agents, contractors, employees, representatives, and volunteers, and their respective successors, assigns, heirs, and personal representatives (each an "Indemnified Party") from all claims, costs, liabilities, damages, obligations, expenses, losses, judgments, demands, or causes of action (including attorney fees and court costs) (collectively, "Claims") which are in any way connected with My Child's participation in the Event. I further waive all Claims against the Indemnified Parties that My Child or I ever had or may have arising out of the use of My Child's name or Images, including without limitation any claims for invasion of privacy or publicity, or which are in any way connected with My Child's participation in the Event, including without limitation any illness or injury (including death) of My Child, even if any such Claim may arise out of negligence or carelessness on the part of any Indemnified Party.

I hereby attest that I have read and, intending to be legally bound, agree to the above on the dates indicated below.

Signature of Parent/Guardian

Print Name of Parent/Guardian

Street Address

City, State, Zip Code

Date: _____



2020 UNICEF UNITE Annual Summit
Minor Medical Emergency Form for Travel
March 21th – 23th, 2020, Chevy Chase, MD

Please provide the following information as it appears on the minor's travel documents.

Contact Information

Last Name:	First Name:
Address:	
City:	State: Zip:
Mobile Number:	Email:
Date of Birth:	Gender:
School Name:	

Emergency Contacts

Last Name:	Last Name:
First Name:	First Name:
Relationship:	Relationship:
Primary Phone Number:	Primary Phone Number:
Secondary Phone Number:	Secondary Phone Number:
Email:	Email:

Medical Information :

Minor's Healthcare provider :	Phone Number :
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Insurance Information (Group's Name, ID Number, Group Number, and Subscriber) :

Health Conditions :

- List all allergies to food, medication, and/or environmental:
 - Detailed the reaction:
 - Does it require an EpiPen or any medication (if so, please list):
- List any medical condition, serious injuries and/or surgeries and recommended treatment that we should be aware of in case of an emergency:
- List any medications taken or treatments done at home (if not already listed):
- Please list any dietary, physical, or other special Needs we should take into account:

The information on this form may be shared confidentially with event organizers and emergency responders as needed. In the event of a medical emergency with my child, I understand every effort will be made to inform me.

If emergency care is needed, I authorize qualified professionals to provide assessment, diagnosis and any necessary emergency treatment. I understand that event organizers assume no financial liability for expenses incurred due to accident, injury and/or unforeseen circumstance.

Parent/Guardian Signature

Printed Name

Date