



## 2018 UNICEF USA Student Summit Chaperone Package

**Thank you for your interest in being a chaperone for the 2018 UNICEF USA Student Summit!**

*All participants under the age of 18 must be registered with, as well as accompanied by at the event, an approved adult chaperone. Your participation is key to help 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 agree 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 will be **collected at registration**.
- **[Minor medical and emergency form](#)** – 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 will be **collected at registration**.

**If you have any questions or need any support please email [annualsummit@unicefusa.org](mailto: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 6 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 6 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 to the chaperone within 7-10 business days after submission.

To register, chaperones should follow the “High School Registration” link 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 2018 UNICEF USA Annual Student 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 submit an application, chaperones should follow the “[High School –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



## 2018 UNICEF USA Student 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 Washington, D.C.*

Minimum standards that help and protect youth at the 2018 UNICEF USA 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 2018 UNICEF USA Student Summit. 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 have emergency phone numbers on them at all times 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 situation, 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 asked to keep copies of the Consent Forms for their youth participants on them at all times.

### 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



## MINOR WAIVER & PARENT/GUARDIAN CONSENT

### For Participants Under 18

I, \_\_\_\_\_, the undersigned, hereby warrant that I am the parent/guardian of \_\_\_\_\_, a minor, age \_\_\_\_\_, ("My Child") and hereby give permission for him/her to participate in the 2018 UNICEF USA Annual Student Summit on March 10<sup>th</sup> – 13<sup>th</sup>, 2018 in Washington D.C. I authorize my child to travel with \_\_\_\_\_ who will act as responsible adult chaperone for my child. During the time of the event, if there is a medical emergency, I also authorize medical treatment for my child.

I give permission for my child's photograph or image and last name to be used by the U.S. Fund for UNICEF for the purpose of promoting, marketing and educating the public about the U.S. Fund for UNICEF and UNICEF's programs, activities, causes and mission. I grant the U.S. Fund for UNICEF, UNICEF, and their respective partnering organizations permission to use free of charge throughout the world the images and related narrative of him/her in any form whatsoever, including in print; on the radio; on the Internet; in television commercials or other broadcasts; or in connection with other media or technologies now known or later invented. I understand that the U.S. Fund for UNICEF has the right to edit, excerpt, adapt, comment upon or otherwise transform in any way it sees fit the images and/or narrative of him/her and that I have no right to approve or inspect the images or narrative.

I understand that I am hereby waiving, releasing, and forever discharging United States Fund for UNICEF, its directors, affiliates, partners, officers, agents, servants, contractors, employees, representatives, and volunteers, (each an "Indemnified Party") from and against any and all claims, cost, liabilities, damages, obligations, expense, losses, or judgments, including attorney fees and court costs (herein collectively "Claims") arising out of or by reason of any activities relating to the Event or his/her participation in the Event, including without limitation, any illness or injury (including death) of him/her, even if any such Claim may arise out of negligence or carelessness on the part of any Indemnified Party. I further hereby agree to indemnify, defend and hold harmless United States Fund for UNICEF and each Indemnified Party from and against any and all such Claims by third parties arising out of or by reason of any activities relating to the Event or his/her participation in the Event.

I hereby attest that I have read and agree to the above on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Signature of Parent/Guardian  
Print Name of Parent/Guardian:  
Street Address:  
City/State/Zip:  
Phone Number:  
E-mail:



**2018 UNICEF USA Annual Summit**  
**Minor Medical Emergency Form for Travel**  
**March 10<sup>th</sup> – 13<sup>th</sup>, 2018, Washington D.C.**

Please provide the following information as it appear 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 doctor/healthcare provider :	Phone Number :
Insurance Information (Include 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