2017 U.S. Fund for UNICEF Annual Meeting Student Summit

Chaperone Responsibilities

All participants under the age of 18 must be registered with, as well as accompanied by at the event, an approved adult chaperone. Outlined below are the qualifications, roles, and responsibilities of the chaperone.

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 2017 U.S. Fund for UNICEF Annual Meeting 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 & Photo Release Form**: to be signed by a parent/legal guardian of each student participant under the age of 18
- **Medical Release Form**: to be signed by a parent/legal guardian of each student participant under the age of 18
- **Chaperone Participation Agreement**: already agreed to during registration process.