

## Chaperone Guidelines

Thank you for being a chaperone for the youth attending the Source + Summit Retreat! Your help is deeply appreciated and so very important. Here are just a few things that will help your youth to have the best retreat experience possible.

1. Please make sure to introduce yourself to the youth you are chaperoning for the weekend. Encourage them to come to you first in the event of an illness or other emergency.
2. It is very important that you show the utmost reverence in the presence of the Blessed Sacrament as an example to your youth. We ask that any conversations or cell phone activity be conducted outside the gym where the Blessed Sacrament is exposed or present in the tabernacle.
3. SOURCE + SUMMIT is a Catholic retreat focusing on devotion to the Holy Eucharist, prayer and catechesis. You, as a chaperone, are an important facilitator of this experience of faith for your group. You need to show spiritually mature behavior with language, conversation and actions that always reflect the teachings and moral values of the Catholic Church.
4. If you see your participants misbehaving, please intervene in a kind manner. Talking will cease if you simply sit down on the floor near the offenders or gesture a finger to your lips. Do not discipline in front of others or embarrass participants.

### **PLEASE SIT ON CHAIRS OR ON BOTTOM TWO ROWS OF THE SIDE BLEACHERS**

so the kids do not feel like they are being watched.

5. Chaperones should treat all youth with respect and only discipline members of their own group unless it is an emergency. Any concerns about the behavior of a youth not under your care or your chaperone group should be addressed to the retreat TEAM.  
Things that should be reported immediately are:
  - Any serious illness or injury
  - Possession of tobacco, alcohol, drugs, weapons or harmful objects
  - Inappropriate displays of affection
  - Youth leaving designated retreat areas
6. Chaperones are NEVER allowed to be alone with a youth at any time for any reason.
7. Under no circumstances may alcohol, cigarettes, illegal drugs or weapons be possessed or used by any participant.
8. The use of cell phones or other electronic devices are not permitted during the retreat.
9. Dress must be modest yet comfortable. Retreat activities vary from Mass, prayer and adoration to workshops and recreational activities. Clothing must be appropriate for all activities. A SOURCE + SUMMIT T-shirt is provided for each participant, chaperone and volunteer.

10. Participants are expected to participate in all scheduled retreat activities. Participants must stay on-site throughout the entire retreat. If a participant must leave for a period of time (strongly discouraged), a note must be provided, or in case of an emergency he must be checked out by Bob or Kathy Smith, or Gail Shetler, in person by the parent, legal guardian, or group chaperone in the presence of the group leader and chaperone.
11. If you see anyone leaving the building, immediately contact security team and tell students to return. Do not let them leave the premises.
12. At no time should chaperones venture outside after dark by themselves. This holds especially true for those staying overnight and going out to cars in the parking lot. Do not leave the building alone. Chaperones are needed throughout the weekend to assist in the kitchen, make sure students are staying in the designated areas, door watching, maintaining neatness of the building, and encouraging participation in all activities. Please sign up to volunteer your time where needed.

**Please volunteer to help in the kitchen. Sign up at the information table by the gym. You can go down to the cafeteria 30 minutes before lunch or dinner to help with set up or stay after to help with clean up.**

13. If you have any questions or concerns during the weekend, please contact Bob Smith, Kathy Smith, Gail Shetler or Stephanie Hinton Kaho. They can be contacted through the information table as you enter the gym.

*THANK YOU!*

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