



## CHAPERONES GENERAL GUIDELINES

1. Chaperones are required for all on-campus and off-campus events. A student committee should be charged with the responsibility of assuring appropriate conduct by all in attendance and for proper use of College facilities and equipment.
2. A chaperone is defined as a full-time employee of the College.
3. At least one (1) chaperone **MUST** be present at all times at any scheduled on- or off-campus event sponsored by a recognized student club or organization. Depending on the activity and location, two (2) or more may be required.
4. It is the responsibility of the Student Chairperson of each event to arrange for chaperones to cover their event.
5. Chaperones are to arrive at least one-half hour prior to the start of the scheduled event. Chaperones must remain until all persons leave the facilities and the building is secured.
6. Chaperones are responsible for assisting the Student Chairperson in the control of the following:
  - a. Abiding by College policies.
  - b. Loitering or trespassing in non-designated areas of the building.
  - c. Abuse of furniture.
  - d. Eating or drinking outside of assigned area.
  - e. Vandalism and/or disorderly conduct.

*Event Chairperson or Chaperones may choose to delegate specific responsibilities to students. These students will report and consult throughout the event with the chaperone about any problems before it becomes a crisis.*

7. If the required number of chaperones cannot be obtained within the specified period of time, it may be necessary for the Director of Student Activities to cancel the event.
8. Policies regarding the use of chaperones which all groups are expected to observe are as follows:
  - a. If the chaperone is married, the spouse should be included in the invitation. If the chaperone is unmarried, it is a courtesy to suggest that a guest of the chaperone's choice would be welcome.
  - b. It is a courtesy to inquire whether a chaperone has transportation to and from the event. If necessary, the sponsoring group should arrange for transportation.
  - c. The Student chairperson should observe the courtesies a host extends to his/her students and these courtesies should be extended to them as well.
  - d. Thank the chaperone verbally at the conclusion of an event and follow up with a thank you letter a few days later.
  - e. Chaperones are expected to stay for the duration of an event; therefore, they should be advised of the hours of the event and its ending time should be strictly observed.
9. Chaperones are to report any internal emergencies to the Campus Police. The Campus Police will notify emergency services and appropriate administrative officials.
10. In the event of a health emergency of which an ambulance may be required, notify the nearest rescue squad by dialing 911.

11. If additional police are required, please notify head assigned officer or dial 911.
12. In case of a fire alarm, first evacuate the building and then notify the Fire Department by dialing 911.
13. Campus Police and the contracted local or state police are responsible for enforcing those rules, policies, and regulations set forth by the College to clear, lock, and to secure the entire building. (However, the Chaperone and Chairperson are in charge.)
14. Only full-time employees approved as trip chaperones may drive MCC students in vehicles rented by the College.
15. In the absence of a third party transportation contract for an event/trip, only vehicles smaller than 12-passenger vans (i.e. no 15-passenger vans) can be used to transport MCC students and guests and only approved chaperones can drive them.
16. Chaperones MUST stay in the same location as the students they are chaperoning when on trips.
17. Chaperones MUST participate in the same official trip activities as the students they are chaperoning. If a chaperone is unable to participate in an activity, they MUST at least be in the same location to supervise and assist in the case of an emergency.

Event: \_\_\_\_\_ Event Date: \_\_\_/\_\_\_/\_\_\_

Name of Chaperone: \_\_\_\_\_ Department: \_\_\_\_\_  
(Please Print)

I acknowledge that I am serving as a representative of Manchester Community College (MCC) and will be held accountable for all guidelines listed above as well as all ConnSCU, State, Federal and local laws and policies.

\_\_\_\_\_  
Signature of Chaperone Date: \_\_\_/\_\_\_/\_\_\_

TA on file:  Yes  No Date TA submitted: \_\_\_/\_\_\_/\_\_\_

TA #: \_\_\_\_\_