

# TRIP LEADER SAMPLE CHAPERONE TRAINING AGENDA for TRIPS and ACTIVITIES

Before any overnight ministry trip that includes parish youth, a meeting should be held with chaperones. When choosing your chaperones, please remember to choose responsible adults. Remember that you are ministering to youth and not to the adult, so choose accordingly. The items below must be covered before the trip takes place.

- I. All chaperones should be given a **packet of information** that includes: a list of participants and their phone numbers, an itinerary, room assignment list, and any other pertinent information.
- II. Let them know that you will begin the trip by **introducing chaperones to the group**. Chaperones will be charged with supervising all minors on any trip. Even minors who are from other parishes. Likewise, your youth are to follow instructions given by any other “official” adult at the event, conference, retreat, etc.
- III. **Items that should not be brought on trip** are any alcohol, drug paraphernalia, fireworks, tobacco, and any other items that you identify. Remind chaperones that if they see any of these, they are to be confiscated and that the trip leader is to be informed.
- IV. **Roll should be taken often**, especially when boarding transportation or when moving groups from one site to another.
- V. **Timeliness** is important and chaperones can facilitate this by waking minors in time for them to get ready. Consider number of bathrooms available.
- VI. Minors of opposite sex are not to be placed with rooms that have adjoining doors. Ask chaperones to check all rooms upon arrival in order to assure that any adjoining rooms within the group join only same sex rooms. When possible have boys on one floor and girls on another floor. **Chaperone rooms are to be placed judiciously** – at the ends of hallways on the same floor and near stairwells.
- VII. **Curfews** are to be followed and checked by chaperones. **A monitoring plan** should be made for all night monitoring when there is a large group sleeping area like a gym. Have chaperones sign up for certain times to monitor.