

# Santa Clara Valley Science and Engineering Fair Association

## CHAPERONE RESPONSIBILITIES

Thank you very much for volunteering to be a science fair chaperone. As a chaperone you are assuming certain responsibilities for the welfare of the students under your care, custody and control. To assist you in knowing what your responsibilities are we have created this information sheet for you. Please read and discuss these responsibilities with the SCVSEFA Science Fair trip manager. If you understand and accept these responsibilities please sign and date the bottom of the form and return the form to the trip manager.

As a Chaperone, I understand and take responsibility for the following:

1. I will have a meeting with the SCVSEFA trip manager and students I am chaperoning to discuss the following:
  - a. Room accommodations - student responsibilities and conduct
  - b. Curfew
  - c. Check-in requirements with you if the students are going to leave the hotel.
  - d. Review of departure times and team activity agenda times.
  - e. Alcohol, tobacco and illegal drug restrictions.
  - f. Team meals.
2. I will refrain from using alcoholic beverages while conducting my chaperone responsibilities. I will absolutely not drink and drive myself or any students while acting as a chaperone. If for any reason I feel impaired to chaperone, drive, or carry out any of my responsibilities, I will personally contact the SCVSEFA trip manager and advise him/her of my impairment.
3. I will do everything that is reasonable and prudent to insure the safety of myself and the students while performing any chaperone duties.
4. As a chaperone, I understand that I am working under the direction of the Santa Clara County Science and Engineering Fair Association. Any General Liability insurance available to SCVSEFA (excluding auto insurance) is also made available to me while working on behalf of or at the direction of SCVSEFA. I understand that I may be personally responsible and liable for any of my actions that fall outside the scope of authority granted to me by SCVSEFA.
5. At no time will I allow myself to be the only adult present in a non-public room or area with students.

Signature \_\_\_\_\_ Date \_\_\_\_\_