General Description
California 4-H strives to provide healthy and positive environments that helps members reach their full potential. The role and performance of a chaperone can significantly influence the positive outcomes of youth participation at these events.

Chaperones who are selected for statewide conferences are expected to serve as a representative and partner of the University of California 4-H State Office and participate in all scheduled activities as prescribed by the selected event. All chaperones are “on duty” 24 hours a day with responsibility to the entire group and itinerary at all times.

Qualifications
Current 4-H adult volunteer at least 21 years old, in good standing with their county, who has:
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies
- One full program year of volunteerism in the California 4-H Youth Development Program
- A passion to see youth become civic-minded citizens and better leaders
- The ability to work as a member of a team to guide middle school and/or high school youth through a prescribed itinerary and timeline in a conference setting
- Commitment to complete all agreed upon duties and assignments
- Basic understanding and ability to use current technology communication tools (Zoom, SKYPE, Text, Email)
- Completion of two Online Courses, both found on eXtension:
  - Foundations of Positive Youth Development
  - California Overnight Chaperone Essentials

Essential Functions
Chaperones must have the physical, emotional, and cognitive ability plus strength and endurance to:
- accompany and supervise youth in all program areas
- supervise youth in both structured and unstructured activity
- interact verbally with youth in a variety of situations
- assist youth in emergency (fire, injury, etc.) situations
- perform in large groups of people
- perform in loud working environments
Duties

- Ensure that 4-H youth are safe (both emotionally and physically) for the entire experience including pre-trip planning, preparation and travel
- Act as a positive role model for youth (stay with the group, leave personal items on the bus, be solution-oriented, refrain from cell phone use, etc.)
- Model the behavior that you expect from youth
- Monitor behavior of 4-H members. If there is a problem, talk to the appropriate conference staff member to determine the appropriate level of corrective action needed
- Takes responsibility for enforcing 4-H policy
- Ensure that at least one chaperone goes with each group of young people if the itinerary requires splitting the group into smaller groups
- Participate in all meetings, webinars, conference calls before and during the conference
- Guide youth to follow the prescribed itinerary and timeline
- Communicate regularly with all members of the team
- Communicate by emails & Phone/text communication as needed. Chaperone must provide their own phone
- Know who you supervise; if you are not provided a list of youth, ask for one
- Supervise all youth assigned to you, regardless of what county they are enrolled in

Relationships

The chaperone builds relationships with:

- California 4-H State Office staff
- Youth attending the conference
- 4-H County YDP staff
- Other adults at the conference

Time required

The chaperone allows sufficient time for:

- Completion of all required paperwork by prescribed due dates
- Completion of all required online professional development courses
- Full attendance and Participation at three-day, two-night event
- Participate in one orientation via teleconference, approximately one hour

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at http://ucanr.edu/sites/anrstaff/files/215244.pdf) Inquiries regarding ANR’s nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.