



**27th NATIONAL CONFERENCE ON
PREVENTING CRIME
IN THE BLACK COMMUNITY
MAY 16-18, 2012**



GUIDELINES TEENS AND CHAPERONS

The following guidelines establish the standards of conduct, duties and responsibilities for teens and chaperons. Chaperons will review these guidelines with all teens under their supervision. Recommended ratio is one chaperon per five teens.

A. GENERAL INFORMATION

1. Chaperons must be 21 years of age or older.
2. Teens include students in middle school, high school or college.
3. Teens must wear official conference badge at all times.
4. Chaperons must be punctual with teens at **all** activities.
5. Teens must wear appropriate (school or professional casual dress) attire; specifically, no tank tops, no short shorts, no foot thongs, no underwear showing, no jeans with holes in knees/buttocks, no exposed belly buttons, etc.
6. Special teen amenities will be distributed on a first come, first serve basis. The conference is not responsible for the contents of any amenities.
7. The conference staff will not be able to replace lost conference materials, luncheon tickets or amenities.

B. STANDARDS OF CONDUCT

1. CHAPERONS
 - a. Serve as role models for teens in their charge.
 - b. Model courtesy and respect for others at all times.
 - c. Maintain good behavior among teens in their charge 24/7.
2. TEENS
 - a. Must report to chaperon before entering or departing any and all activities (sessions, luncheons).
 - b. Must remain seated and orderly during sessions to minimize distractions and disruption of the event.
 - c. Must know who is in charge and where they are suppose to be at all times.
 - d. Must remain in close proximity to chaperons during each session and luncheon.
 - e. Cannot isolate themselves from chaperons at any time.
 - f. Cannot roam the hotel; cannot hang out in the lobby or Fair areas unsupervised.

C. CHAPERON DUTIES AND RESPONSIBILITIES

1. Must accompany teens to and through registration process, but **may** register teens.
2. Must know the whereabouts of every teen in their charge at all times.
3. Must have teens in their seats by the start of each luncheon/session.
4. Must promptly and positively resolve inappropriate behavior, as the need arises.

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D. CURFEW

1. Wednesday and Thursday evenings – 10:00 p.m.
2. Friday evening – 11:30 p.m.

E. TEEN REGISTRATION PROCESS

1. Chaperon will bring legible, printed list of all the teens within their group who are actually attending the conference.
2. The Chaperon is responsible for identifying actual attendees and those who have registered but are not in attendance.
3. When substituting pre-registered and **not attending** teens, the chaperon must identify the name of the substitute **and** the individual who is not attending.
4. The Teen Registration Area is only for teen registrations and chaperons who have identified themselves as chaperons on the group teen registration form.
5. Chaperons not identified on the Teen Group Registration Form must register at the Adult Registration site.
6. Chaperons will be requested to initial that they have picked up the conference materials and luncheon tickets for each teen for whom they are responsible.
7. Chaperons will collect all registration materials, luncheon tickets and, if available, any special amenities for all teens for whom they are registering at the time of registration and will be responsible for distribution of the materials to the teen participants.
8. Chaperons will be requested to initial each registration to document that they have picked up that teen's conference materials and luncheon tickets.

F. CERTIFICATE OF PARTICIPATION

1. Teen must attend all five of the break-out sessions.
2. Certificates will be issued at the conclusion of the 3:45 p.m. Friday session.

G. SPECIAL ACTIVITIES

1. Anti-crime rally and dance will be held on Friday evening, from 7:00 p.m. to 11:00 p.m. for all registered teens.
2. Official conference name badge is required for admission.
3. Teen talent will be solicited to perform at the rally. Auditions for participation in the talent portion of the rally will be scheduled.
4. Youth Speak-Up Speak-Out Session will be held on Friday, 3:45 p.m. to 5:00 p.m. to explore issues associated with violence and crime prevention.