

CHAPERONE INFORMATION AND EXPECTATIONS FOR YOUTH PROGRAMS – SUMMER 2017

Welcome to Iowa State University! On behalf of the Department of Residence Conference Services Office, we hope your stay with us will be an enjoyable one, and that your program is successful.

This handout outlines responsibilities for chaperones for the youth in your program. Your assistance and cooperation will help provide a safe, comfortable, and clean environment within the residence halls which will increase the satisfaction of all guests.

We will have two Conference Desks in operation during the summer. In the Richardson Court Residence Halls on the east side of campus, our Conference Desk is located on the second level of the Maple-Willow-Larch Commons. It is staffed from 7:00 a.m. until 10:00 p.m. seven days a week. Staff may be contacted in person or by calling telephone number 515-294-8401 (call 4-8401 if dialing from an on-campus number).

In the Union Drive Residence Halls on the west side of campus, our Conference Desk is located in room 2104 in Martin Hall on the ground floor. It is staffed from 7:00 a.m. until 10:00 p.m. seven days a week. Staff may be contacted in person or by calling telephone number 515-294-7117 (call 4-7117 if dialing from an on-campus number).

If your group has a Department of Residence live-in staff person assigned to your floor, they will be present from approximately 9:30 p.m. each night until 7:00 a.m. the following morning. Our live-in staff is expected to act as a liaison between your conference/camp and the Department of Residence, and assist with a building or facility emergency. Chaperones should feel free to introduce themselves to our live-in staff and to contact our live-in staff with any questions or concerns.

If a behavioral situation needs to be immediately addressed, our staff will do so and follow up with a chaperone from your program. Otherwise, our staff will bring any behavioral problems within your group to a chaperone's attention so your staff can handle the situation appropriately. When necessary, our staff may contact the sponsor of your program or other university staff for assistance.



As a chaperone, you are expected to assist in enforcing Department of Residence rules and regulations. These are necessary for the safety and health of our guests. Participants under 18 years of age must be under adult supervision at all times inside and on the grounds adjacent to Department facilities, including all meal times. Minors should be able to identify and easily contact their chaperones at all times. Consumption of alcoholic beverages by supervisory staff in Department facilities or on any Iowa State University grounds is prohibited and active chaperones should not be under the influence while responsible for minors.

Please make sure all participants in your group have been informed of these rules.

- Smoking is prohibited on all university grounds, including parking lots, and in all university-owned or operated buildings, residence halls and apartments.
- Alcoholic beverages are not allowed in Department of Residence facilities.
- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed in Department facilities.
- Tampering with elevators, fire alarms, security cameras, and other Department of Residence building property is prohibited. Resulting damages or labor costs will be assessed to the Sponsor. Complete evacuation of the building is required in the event of a fire alarm.
- Participants must present their meal ticket/card (or other ISU-Dining-designated proof of access) at all meals served within the ISU Dining Facilities. Food and beverages may not be carried out of the dining rooms.
- Window screens may not be removed. A charge of \$50 will be assessed for each removal.

- Participants shall not engage in conduct which is disruptive to other participants, University programs, or the programs of other Sponsors. Participants shall not endanger or threaten to endanger the safety or property of others.
- Participants are not allowed in Department of Residence facilities which are not assigned to their group.

If any member of your program leaves prematurely, please communicate this to the head of your program who should notify our department so we will have an up-to-date list of who is present in our halls in case of an emergency.

Plan a meeting place with your party outside of the residence halls, in the unlikely event of a fire alarm or a separation.

Prior to check-out time, please remind (or help) participants to make one last check of their entire room to make sure they have not left any personal items behind. Checking behind the door, under the beds, etc. may turn up a valuable stray item. Make sure all members are aware of the procedures for checking out and returning their keys by the check-out deadline arranged for your group.

If you suspect physical or sexual child abuse, report the situation as soon as possible to ISU Police. If you are covered as a statutory mandatory reporter under Iowa Code Chapter 232, you must report all forms of child abuse such as child neglect (not just physical or sexual abuse) to Department of Human Services (1-800-362-2178) within 24 hours.

If you suspect child abuse other than physical or sexual abuse, and you are not a statutory mandatory reporter, you are still encouraged to report to ISU Police (515-294-4428) or to the Department of Human Services. On campus, everyone must report to the ISU Police. Call 515-294-4428 or go to the Armory located at the intersection of Pammel Drive and Bissell Road. For incidents occurring off campus, report to local law enforcement at 911.

ISU's policies also require the reporting of other criminal activity to ISU Police, especially if the crime may result in harm to individuals or property damage or loss.

Thank you for using our facilities during your stay at Iowa State University. Please let us know if there is anything we can do to make your stay more enjoyable.

-Conference Services Staff

12/6/2016
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