

**Diocese of Springfield-Cape Girardeau**  
**ADULT CHAPERONE GUIDELINES, LIABILITY & WAIVER FORM**

Name \_\_\_\_\_

Home Address, City & State \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**EMERGENCY CONTACT:**

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

You should be aware of the following medical conditions \_\_\_\_\_

\_\_\_\_\_

I am taking the following medications \_\_\_\_\_

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**Chaperone guidelines:**

- The ratio for adult chaperones to youth is one adult for every six youth, with a minimum of 2 adults.
- Adult chaperones must be at least 21 years old.

**I understand that as a chaperone, I set an example for the young people who participate in youth events and that the following is expected and required of me as a chaperone:**

- All adult chaperones are responsible for helping to enforce the event code of behavior and should use it as a guide for their own behavior.
- All adult chaperones are expected to adhere to the Diocesan Safe Environment Guidelines.
- Adult chaperones are expected to refrain from drinking alcoholic beverages and using tobacco products while responsible for the youth during travel to and from the event, as well as during the actual event.
- The possession or use of illegal drugs by any individual will not be tolerated.
- An adult chaperone may possess no weapon of any kind.
- Adults, as well as youth, are expected to attend ALL event activities. During all scheduled event activities and during other social activities, adult chaperones should be available in the area where the activity takes place to supervise all youth.
- Adults are asked not to go anywhere during the event where the youth may not go with them (i.e. bars, etc.).
- Leaders may choose to assign chaperones to particular youth during the event who will be responsible for their behavior.
- Adult chaperones should review the code of behavior and schedule for the event, with the young people in advance and also help orient them to the event layout so they can find activities.
- Adult chaperones are responsible for enforcing the event curfew and for keeping noise levels controlled after quiet time. Adult chaperones or group leaders do not have the authority to extend curfew.
- If an adult chaperone must go into a sleeping room with youth, especially of the opposite sex, it is required that a second adult chaperone (of the same sex as the youth) be present with them.
- Adults will not share a hotel or single dorm room with a child unless they are the parent of that child. If lodging consists of a bunk room with several beds, at least two adults may stay in the room with two or more youth of the same sex.
- Adult chaperones should be fully and appropriately dressed at all times, in the presence of youth. If sharing lodging and/or bathing facilities, please establish separate bathing/dressing times for youth and adults.

\*I agree, on behalf of myself and my heirs, successors and assigns, to hold harmless and defend \_\_\_\_\_ parish and the Diocese of Springfield-Cape Girardeau, their officers, directors, employees, agents, volunteers, and representatives associated with the event, from any claim arising from or in connection with my attendance at parish and/or diocesan sponsored events, any illness or injury (including death), or in connection with the cost of medical treatment as a result of an illness or injury, even if the cause of damages or injury is alleged to be the fault of or caused by the negligence of the parish or the Diocese of Springfield-Cape Girardeau, their officers, directors, employees, agents, volunteers, and representatives associated with the event. I agree to compensate the parish or Diocese, their officers, directors, employees, agents and chaperones or representatives associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such a claim arises from the negligence of the parish or Diocese.

**I warrant that the information herein is correct to the best of my knowledge. I fully understand and sign this Liability Waiver knowingly, freely and willingly.**

**(Your signature(s) required.)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All adults must be in compliance with Diocesan Safe Environment Policies. Event organizers are required to confirm compliance BEFORE the event begins.**, visit <https://dioscg.org/about/child-youth-protection2/>