



H.B.C.U. Educational Tours & Programs Inc.

A CCGRP RVA LLC Program

“Bridging The Gap To Success”

“better to educate one, than to educate none”

CHAPERONE GUIDELINES

Thank you for your interest in being a H.B.C.U. Educational Tours & Programs chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that all of our programs and events result in safe and rewarding experiences for all participants.

Please read the guidelines below carefully.

Guidelines for All Chaperones

1. All chaperones must be at least 21 years of age.
2. The minimum number of students that you will be asked to chaperone will be 5 with a maximum of 10 students.
3. The students in your group will need your full attention during the entire trip.
4. Familiarize yourself with the general instructions given to the students prior to the tour and/or event and enforce these instructions throughout the trip (please see H.B.C.U. Educational Tours & Programs Student Handbook.
5. H.B.C.U. staff reserves the right to assign and/or reassign students to groups.
6. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
7. Always be safety conscious. You are responsible for the continuous monitoring of your group.
8. Be on time for designated meeting places and departures.
9. Please advise one of the H.B.C.U. Staff members, present on the tour, of all situations that require a special need or attention.
10. As a volunteer chaperone, you:
 - a) May not use, sell, provide, possess or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a tour or event is prohibited.
 - b) May not smoke or use tobacco or controlled substances, including electronic cigarettes or look-a-likes in any form.
 - c) May not possess articles that can be used as weapons
 - d) May not administer medications to students. This will be done at the discretion of a H.B.C.U. Educational Tour & Programs staff member.
 - e) Must keep your assigned group of students with you throughout the tour/event, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner. In this instance, please inform a H.B.C.U. Educational Tour & Programs staff member.
 - f) While you have the authority to enforce the rules and appropriate behavior, the responsibilities for assigning consequences or using physical restraint rest with the H.B.C.U. Educational Tour & Programs staff. Report any major and/or continued infractions to a H.B.C.U. Educational Tour & Programs staff member.
11. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
12. Please do not purchase items or provide opportunities that are not offered to all students or preapproved by H.B.C.U. Educational Tours & Programs.
13. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential unless it directly effects other participants, chaperones and/or staff. In this instance, please inform a H.B.C.U. Educational Tours & Programs staff member.
14. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
15. Do not post photos of students or of the tours and/or events of H.B.C.U. Educational Tours & Programs on your personal social media, as all rights are reserved to The Crossley and Coleman Group.

PO Box 14951 * Richmond, VA 23221

1-844-499-3200 toll free

1-804-355-1006 local

“Work Hard In Silence, Let Success Make The Noise”



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Additional Guidelines for Overnight Chaperones

1. The ratio of students to chaperone on overnight trips will not be greater than 10 students to 1 chaperone.
2. Chaperones must attend a detailed debriefing prior to all tours and/or events.
3. Overnight chaperones must assume a 24-hour day responsibility for the students, from the time they depart until the time they return.
4. All rules noted above in the guidelines for 1-day trips apply. Chaperones are expected to comply to the rules and regulations outlined above as well as those noted on the Student Handbook, follow the direction given by H.B.C.U. Educational Tours & Programs staff, work cooperatively with other volunteers, staff members and model appropriate behaviors for the students.
5. Chaperones are expected to be familiar with the H.B.C.U. Educational Tours & Programs Student Handbook. Any violations shall be reported to a H.B.C.U. Educational Tours & Programs staff member immediately. All disciplinary action will be handled by a H.B.C.U. Educational Tours & Programs staff member.
6. Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped and the chaperones are sure the students are secure.
7. Students are not allowed to have visitors nor use room service. Students must be in their assigned rooms from curfew until wake-up.
8. Chaperones will be housed in the most efficient manner possible and it is not always possible to room spouses in the same room.
9. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is. Keep the cell phone contact number of a H.B.C.U. Educational Tours & Programs staff member easily accessible.
10. Medical release waivers/consent form for each student shall be carried on all field trips. In case of an accident, this form shall be presented to the treating physician. A student's consent form shall be attached to the student injury incident report which is required with an accident.
16. Chaperones are required to report any illness of students to a H.B.C.U. Educational Tours & Programs staff member immediately.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask contact us at hbcuedtours@thecrossleycolemangroup.com

If you are able to commit to these responsibilities, please complete the attached application and submit the scanned or electronically signed Chaperone Acknowledgement form to hbcuedtours@thecrosslycolemangroup.com.

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