



**Yakima, WA**

**Navigate Your Future**

**November 7 - 8**

## **Team Adult Advisor/Chaperone Guidelines**

Team Adult Advisors (TAAs) are the primary contacts and mentors for youth attending the Prevention Summit. TAAs/Chaperones are our first line in promoting and protecting the health, safety, and well-being of the youth who join us at the conference. It is every TAA/Chaperone's duty to be a reliable, positive role model to whom youth can turn for everything from health matters to guidance on conference etiquette.

### The TAA/Chaperone Roles & Responsibilities:

- Advisor and chaperone to their youth team members.
- The TAAs are the primary contact person for youth team attendees.
- Protecting the health, safety, and well-being of their youth team.
- Provide positive role-modeling and mentorship for the youth in their care.
- Attend all event activities, meals, and workshops with their youth team members and ensure team safety at all times.
- Know the whereabouts of their youth at all times.
- Ensure full team participation and on-time attendance of conference learning activities.
- Adhere to and maintain a 3:1 TAA/Chaperone to youth ratio at all times (per DSHS policy).
- Adhere to and enforce a zero tolerance policy for tobacco, alcohol, misuse/abuse of medicines, and illegal drug use/possession.
- Adhere to and enforce respectful and professional behavior by the youth; including refraining from engaging in affectionate, intimate, or sexual behavior and/or activity.
- Adhere to and enforce curfew for youth of 10:00 pm (in hotel rooms) – no exceptions.
- Retain and carry Youth Guidelines/Permission Forms at all times. Youth MUST also retain and carry their personal Youth Guidelines/Permission Forms at all times. This is for safety purposes, or in the event of an emergency, they have their medical information on them.
- TAA/Chaperone(s) adhere to and enforce "no guest policy" in conference areas.

### Reminders:

- Age Requirements of the TAA/Chaperone  
*\*19 years of age and at least 3 years older than the youth they are advising/chaperoning (whichever is greater).*
- Background Check (Required)  
*\*It is the responsibility of individual agencies/organizations to conduct background checks on all TAA/Chaperone(s) attending and onsite with youth.*
- Either the TAA or Chaperone for each team must attend the mandatory In Person Chaperone/TAA Meeting at the Yakima Convention Center.  
*\*Both the TAA and chaperone must attend one of the meetings.*  
**By Phone:** Tuesday, November 1, 2016 at 3:30 p.m. PST. Call-in Number: 360-407-3780. Access Code: 148183#  
**In Person (At the Yakima Convention Center):** Sunday, November 6, 2016 at 7:30 p.m. in TBA

### Violation of Guidelines Policy

- Violations of any of the guidelines may result in a group or individual being sent home at his/her expense.
- Violations may result in an individual or team being disqualified from eligibility for event prizes and/or scholarships for a 12-month period.

### TAA – Bring Forms (On-Site)

- Bring one (1) original (turn in at conference registration desk) Youth Guidelines/Permission Forms packet for each youth.
- Bring one (1) copy (per Adult Team Leader) of the original Youth Guidelines/Permission Forms packet to retain and carry at all times on-site.
- Bring one (1) copy (per youth) of the original Youth Guidelines/Permission Forms packet to retain and carry their personal forms at all times on-site.

### TAA Support (On-Site)

Throughout the Prevention Summit, support is available! If you have a question or need guidance, please contact the registration desk. Thank you for your time and efforts in supporting the youth! We hope you enjoy the Prevention Summit!

### For More Information

For more information regarding the Prevention Summit, please contact the conference chair, Ivon Urquilla (Ivon.Urquilla@dshs.wa.gov).



**contactus@preventionsummit.org**