



TEAM ADULT ADVISOR AND/OR ADULT CHAPERONE GUIDELINES

All forms must be fully complete, signed and submitted in-person at Summit check-in to attend the Prevention Summit. Incomplete form(s) will not be accepted, and youth will be turned away at check-in.

Team Adult Advisors and/or chaperones are the primary contacts and mentors for youth attending the Prevention Summit. Team Adult Advisors/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 Team Adult Advisor/Chaperone's duty to be a reliable and positive role model to whom youth can turn to for everything from health matters to guidance on conference etiquette.

The Team Adult Advisor and Chaperone Roles & Responsibilities:

- Advise and chaperone to their youth attendees.
- Act as the primary contact person for youth attendees.
- Responsible for protecting the health, safety, and well-being of their youth attendees.
- Provide positive role-modeling and mentorship for the youth attendees in their care.
- Attend all event activities, meals, and workshops with their youth attendees and ensure safety at all times.
- Responsible to know the whereabouts of their youth attendees at all times.
- Ensure full youth attendees participation and on-time attendance of conference learning activities.
- Adhere to and maintain a 3:1 Team Adult Advisor/Chaperone to youth attendee ratio at all times (per HCA/DBHR 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 attendees, 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.
- Adhere to and enforce "no guest policy" in conference areas.

Reminders

- **Age Requirements of the Team Adult Advisor/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 Team Adult Advisor/Chaperone(s) attending and onsite with youth.
- All the TTAs and Chaperones for each team **must attend the mandatory Chaperone/TAA meeting** by phone or in person. *Please note these are subject to change.*
 - **By Webinar:** Wednesday, October 22, 2024 at 10:00 a.m.
 - **In Person at The Westin Hotel:** Tuesday, October 29, 2024 at 4:30 p.m.

Violation of Guidelines Policy

Violations of any of the guidelines may result in a group or individual being dismissed from Prevention Summit activities. Violations may result in an individual or group being disqualified from eligibility for event prizes and/or scholarships for up to a 12-month period.

Team Adult Advisor – Signed Youth Packet/Forms Reminder

Please ensure that your youth bring:

- One (1) original copy of Youth Guidelines/Permission Forms packet
- Two (2) copies of Youth Guidelines/Permission Forms packet

If forms were not submitted electronically prior to Summit Check-in, please ensure youth bring the signed forms to the Prevention Summit to be submitted during Summit check-in. Youth will not be allowed to attend the Prevention Summit without submission of all necessary signed forms.

Team Adult Advisor and Chaperone Support

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 effort in supporting the Prevention Summit youth attendees. We hope you enjoy the Prevention Summit!

For More Information

For more information regarding the Prevention Summit, please contact the Conference Co-chairs:

- Isaac Derline, email: isaac.derline@hca.wa.gov
- Kersten Tano, email: kersten.tano@hca.wa.gov