



## Anchor Leadership Summit Chaperone Contract

Chaperones will be defined as parents, guardians, Anchor Club advisors, school officials, or Pilot Club members placed in a supervisory role by the District Anchor Coordinator or Anchor Specialist. All chaperones will agree to adhere to the following guidelines and sign the contract indicating their commitment to the role as a chaperone.

### Guidelines

1. As a chaperone, you will meet the Anchor's parent(s) or guardian(s) with the Anchor and review these guidelines and Anchor International's paperwork. If this is not possible due to geographical constraints, Skype, FaceTime, or a telephone call may be used. You should secure emergency contact information and parents'/guardians' work and vacation schedules for the time during the Summit.
2. As a chaperone, you will accompany the Anchor during travel to the Leadership Summit when possible. If not possible, you will arrange for another adult to accompany the Anchor or meet the Anchor at the Leadership Summit city's point of entry, such as the airport or train station.
3. As a chaperone, you will ensure the safety of the Anchor at all times. This means that you will supervise the Anchor when the Anchor is not involved in supervised Leadership Summit activities. You will greet the Anchor in the morning prior to the Anchor's activities. If you are not involved with the Anchor Leadership Summit, you and the Anchor will have access to one another throughout the day through text message or free apps, such as GroupMe or WhatsApp. When Anchors have free evenings, you will accompany the Anchor outside the hotel/convention site. If the Anchor wishes to accompany another Anchor and chaperone, it is your responsibility to check with that chaperone to ensure he/she does not need additional supervision. Anchors should be in their assigned hotel room no later than 12 midnight. Chaperones are responsible for checking on Anchors at the designated curfew and reviewing the next day's itinerary. At no time should an Anchor or group of Anchors be unsupervised outside of the hotel/convention site.

4. As a chaperone, you will ensure that all Anchors understand and use the buddy system when venturing away from the group setting for any reason.

5. As a chaperone, you will have the Anchor's medical information, medical waiver, and emergency contact information with you at all times.

I accept and agree to the guidelines outlined in this contract and will assume full responsibility for the following Anchor(s):

Anchor Name(s)	Anchor Club	District
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Chaperone's Printed Name

\_\_\_\_\_  
Chaperone's Signature

\_\_\_\_\_  
Chaperone's Cell Number during the Summit

Keep it simple:

"I will not leave the hotel/convention site without telling you; you do not leave the hotel/convention site without telling me."

"If there is something that you want to do outside of the hotel during your free time, just tell me and we will do it. If I cannot do it because I am in a meeting, I will find someone who will take you."

Take it a step further...if there's a free evening, when you meet the Anchor(s) before the Summit, assign the Anchor(s) to plan the evening for you and the Anchor(s).