

## Off-Campus Trip Chaperone Policies

All Adelphi University sanctioned student organization off-campus outings must have an approved faculty, staff, or administrator chaperone. All student organization off-campus outings where an Adelphi University account was used to fund it are considered sanctioned.

### CHAPERONE POLICIES

1. The student organization must inform the Center for Student Involvement who has agreed to chaperone the trip in-order for financial paperwork to be processed.
2. The chaperone will receive a chaperone procedures guide and must sign and return the acknowledgement agreement a minimum of 2 weeks prior to the trip. If the acknowledgement is not received the student organization must secure an alternative chaperone. In the event that an alternative chaperone cannot be secured the trip may be postponed or canceled.
3. Payment of fees for chaperone:
  - a. If there is an entrance fee for an off-campus day event, the student organization must cover the expenses for the chaperone and up to one guest.
  - b. If chaperoning a conference the student organization must cover all Adelphi University approved expenses for the chaperone including registration fees, travel expenses, and up to \$50 for food.
4. The chaperone must be present for the entire duration of the trip, including transportation to and from the destination.
5. The chaperone is a representative of Adelphi University and will enforce all university policies as specified in the Code of Conduct and CSI Policy Manual.
6. Any student that disobeys the chaperone or violates the Code of Conduct will be subject to disciplinary action and possibly asked to return to campus prior to the conclusion of the trip via their own expense.

### Chaperones are responsible for the following:

1. All participants during the duration of the event.
2. Ensuring that all Adelphi students and guests adhere to the Code of Conduct.
3. To cover any uncovered expenses such as parking fees, emergency transportation, etc. Upon return to campus please submit a check requisition with receipts for reimbursement of these expenses.

### Chaperones must:

1. Conduct themselves in a responsible manner at all times; this includes refraining from the use of alcohol and non-prescription drugs for the duration of the trip.
2. Must have all pertinent information on them at all times including the contact list of attendees, blank incident report forms, contact information of venue, contact information of transportation, entrance tickets, etc. If traveling by pre-arranged transportation, you must have the company and driver information readily available.

3. Inform participants of exact meeting times, the location of the transportation and their cell phone number in case of emergency.

### **Emergency Protocol**

#### **Medical Emergency (AU Student Transported to Hospital)**

1. Call 911 to have the student taken to the nearest hospital.
2. Chaperone should use their judgment when determining whether or not they should go to the hospital with the student. If the chaperone does not go to the hospital with the student they should make arrangements with how they will remain in contact with the student.
3. Contact the Director of CSI, Tara Wagner (516) 448-9853 for further instructions. If he/she is not available contact the Associate Dean of Student Affairs, Della Hudson (516) 318-9130. If you are still unable to reach someone please call Public Safety (516) 877-3511 and inform them of the situation.
  - a. You must provide the following information:
    - i. Name, contact information, and student id number
    - ii. Nature of injury / status of patient
    - iii. Hospital where the individual was transported to
4. Chaperones should never call the emergency contact of the student; this is the responsibility of the Director of CSI or Associate Dean of Student Affairs.
5. Student should provide his/her personal information for billing, however Adelphi University's insurance will cover all University sponsored events. Once back on campus the student must report immediately to Health Services to complete the necessary paperwork in order to have their hospital expenses covered by the university.
6. Complete an incident report and submit it to the Director of CSI upon return to campus.
7. If a student is hospitalized, other participants should return to campus as scheduled. The Chaperone should do the following;
  - a. Ascertain as much information as possible about the students' condition prior to returning to campus.
  - b. Determine if the student's parents have made arrangements to meet the student at the hospital. If arrangements have been made the transportation can return to campus as scheduled. If the parents are unable to meet the student at the hospital the chaperone must do the following:
    - i. Determine the anticipated release time of the student.
    - ii. Determine if transportation can be delayed from leaving.
    - iii. Update the Director of CSI, Associate Dean of Student Affairs, or Public Safety of the status of the student for further instructions.
    - iv. If transportation cannot be delayed the chaperone may only return to campus if the student is in stable condition and arrangements can be made by the university to assist with their return. If this is

not the case the chaperone must stay with the student at the hospital until another university representative can relieve them.

**Medical Emergency (Non-AU Student Transported to Hospital)**

1. Call 911 to have the individual taken to the nearest hospital.
2. Contact the Director of CSI, Tara Wagner (516) 448-9853 for further instructions. If he/she is not available contact the Associate Dean of Student Affairs, Della Hudson (516) 318-9130. If you are still unable to reach someone please call Public Safety (516) 877-3511 and inform them of the situation.
  - a. You must provide the following information:
    - i. Name / contact information
    - ii. Name of the AU student they are the guest of
    - iii. Nature of injury / status of patient
    - iv. Hospital where the individual was transported to
3. Chaperone is not responsible for going to the hospital with the individual
4. Complete an incident report and submit it to the Director of CSI upon return to campus.

**Missing Person:**

1. Contact the local authorities with specific information (last seen, clothing, glasses, any identifying marks, etc.).
2. Contact the Director of CSI, Tara Wagner (516) 448-9853 for further instructions. If he/she is not available contact the Associate Dean of Student Affairs, Della Hudson (516) 318-9130. If you are still unable to reach someone please call Public Safety (516) 877-3511 and inform them of the situation.
  - a. You must provide the following information:
    - i. Name, contact information, and student id number (if applicable)
    - ii. Location / nature of missing person
    - iii. Police department investigating the situation
3. Chaperones should never call the emergency contact of the student; this is the responsibility of the Director of CSI or Associate Dean of Student Affairs.
4. Complete an incident report and submit it to the Director of CSI upon return to campus.

**Inappropriate Behavior / Student Arrested:**

1. All students should be made aware that they remain under the Code of Conduct while participating in off-campus Adelphi University sponsored activities.
2. All incidents must be reported to the Director of CSI, Tara Wagner (516) 448-9853 for further instructions. If he/she is not available contact the Associate Dean of Student Affairs, Della Hudson (516) 318-9130.
  - a. You must provide the following information:
    - i. Name, contact information, and student id number (if applicable)
    - ii. Detailed description of the incident
    - iii. Precinct that the individual was taken to (if applicable)
3. It may be determined that the individual will be asked to immediately leave. If this is the case the individual will be responsible for their own transportation.

4. Complete an incident report and submit it to the Director of CSI upon return to campus.

**Late Returner:**

1. Attempt to contact the individual via their provided contact information and/or return to the venue to ask them to announce that the student report immediately to the bus.
2. After several unsuccessful attempts at contacting the individual contact the Director of CSI, Tara Wagner (516) 448-9853 for further instructions. If he/she is not available contact the Associate Dean of Student Affairs, Della Hudson (516) 318-9130.
3. Every effort should be made to have the transportation wait until all attendees are accounted for.

## Chaperone Agreement

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

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Department:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Event: \_\_\_\_\_ Location: \_\_\_\_\_

I have read and understand the above policies and accept responsibility for abiding by and enforcing them. Failure to abide by and enforce these policies will result in possible disciplinary action and/or my not serving as a chaperone in the future.

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

Please print

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