



Adopted 5.1.13
Revised 2.5.22

Fort Wayne Sister Cities International Chapman Student Exchange Programs Primary Chaperone Requirements & Responsibilities

Minimum requirements for a Fort Wayne Sister Cities International Chaperone:

- An adult chaperone **MUST** be a minimum of 25 years of age at time of application.
- Chaperones must have experience working with youth (i.e., teaching, scouting, 4-H, church groups, etc.)
- Must obtain or hold a CPR and first-aid certification. This must be valid through September 1st of the travel year.
- Must be eligible to pass a comprehensive background check. This will be due to the Chapman Student Exchange Administrator within 30 days of offering a chaperone position.
- Must obtain or hold a passport with an expiration date no sooner than January 1st of the year succeeding the travel year.

Your responsibilities as a travel chaperone are classified as follows:

Diplomacy:

- Promote, represent, and spread awareness about Fort Wayne Sister Cities Exchanges in your community.
- Use communication and diplomatic skills as an advisor and counselor when related as the liaison between the host city committee and the students, always modeling a positive attitude.
- Chaperones are not to make future financial or programmatic commitments for Fort Wayne Sister Cities while on exchange.
- Maintain standards of behavior and deportment during the exchange that will reflect favorably on Sister Cities and Fort Wayne.

Pre-Travel Responsibilities & Training:

- Attend chaperone training sessions offered.
- Put your pre-travel education and experience into practice by:
 - Interviewing program applicants and evaluating their fitness for participation
 - Responsibly leading and mentoring participants.
 - Assuming responsibility for the safety and well-being of students.
 - Demonstrating diplomacy, helping resolve travel issues, and modeling a positive attitude.
 - Communicating with other leaders and/or travel managers, as well as program administrator in a professional manner
 - Instructing and aiding participants as they prepare for international exchanges
 - Supervising and appropriately disciplining student participants in alignment with the program training.
- Provide complete and accurate personal information as it appears on your passport to enable the program administrator to book your travel arrangements (air ticket and additional travel

arrangements). NOTE: Should you fail to provide complete and accurate information, you will be solely responsible for all penalties and costs associated with completing or correcting any personal information.

Traveler Engagement

- Attend meetings and facilitate orientation activities as required.
- Facilitate travel team engagement through group funding, social media, and other activities as outlined in the training materials.
- The Chaperone will attend the Fort Wayne Sister Cities Gala during the travel year and the succeeding year alongside their traveling students.

Travel:

- Participate in the entire travel program and be able to keep up with the pace and intensity of the itinerary.
- Comply with the program guidelines.
- The Chaperone will assure that copies of the original documents of the student travelers are maintained during the exchange:
 - Passports
 - Any required visas
 - Insurance Information (health, life, travel)
 - Health Form
 - Travel Tickets (Including electronic tickets)
- Chaperones will be monetarily responsible for:
 - Approximately 12 meals on program (mostly lunches).
 - Passport application or renewal fees.
 - Personal spending money.
 - All personal expenditures.
- Communicate any programming, behavior, or vendor issues with the Chapman Student Exchange Program Administrator or their designee.
- Remain behind and accompany any student determined by a medical physician to be unfit for travel until a parent, guardian, or designee is able to be united with the student or the student is able to recover in order to continue on the program.

Post Travel Responsibilities:

- Within one month of the completion of the exchange, the chaperone will prepare and submit to the Sister Cities board an assessment of the experience and an assessment of each student participant.
- The adult chaperone will coordinate and assist the participating students in the preparation and presentation of the “Choice Media Project” for the Fort Wayne Sister Cities board of directors.

The Chapman Student Exchange Program is not responsible or liable for any damages or injuries suffered by a Chaperone while participating. A Chaperone shall not incur any financial liability without the prior authorization of the Chapman Student Exchange Administrator or designee. The Chapman Committee reserves the right to remove a Chaperone either prior or during the program for whatever reasons whatsoever, with or without cause, without any liability or obligation to the leader .

Primary Chaperones are required to review and sign to these roles and responsibilities as part of accepting travel with the Chapman Student Exchange Program through Fort Wayne Sister Cities International.

Primary Chaperone Printed Name

Primary Chaperone Signature

Date

Please retain a copy of these requirements and responsibilities for your records.