

SAMPLE: This is standard chaperone information for DiscoveryBound national events.

Dear Chaperones,

We are grateful for your involvement in this national event, which is dependent on the efforts of volunteers like yourself. These events are greatly enriched by your presence, and it is our hope that you, along with the teens, will be blessed by this experience.

This letter will be sent in both hard copy and email format. Please take note of the email addresses of other chaperones. Prayerful support for this event is the primary purpose of being a chaperone, so please feel free to share with everyone any inspiration you gain in your individual preparation for the weekend.

The metaphysical theme for this weekend (for example, DBLC 2010) will be woven into the program through the opening inspirational, discussion sessions and keynote talk:

“...be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”
- 1 Timothy 4:12

Our job is to love, support and nurture each other and these teens throughout the weekend and beyond. Many of these teens don't often get the time to talk one on one, especially with adults who are not related to them – especially about spirituality and healing. This weekend can provide opportunities to do just that. In thinking about your approach to each teen, please remember one helpful word: LISTEN.

There are a few other very important items to consider throughout the weekend. They are as follows:

Chaperone conference call

There will be a chaperone call at least one week prior to the event during which we will go over the agenda for the weekend and answer any questions or concerns. We will provide a conference call number for your use. For those of you who can't make the call, we will record it for you to listen to at your convenience.

Background check – we let you know if needed

Our insurance requires background checks for all our volunteers and staff to help ensure the safety of the youth. **If you need a background check**, we will send you an e-mail which will include a weblink for the secure background check site processing all of our background checks. Please access this site immediately upon receiving this message; it should only take a few minutes. You will be required to enter your full name, date of birth, current address, and as many addresses as you can remember for the last seven years. Please know this is a secure site. **There will be a deadline for you to complete this.**

Chaperone/staff meetings

There will be nightly chaperone meetings during the event to check in and discuss the next day's activities. If the meetings need to happen while back in lodging, please make sure there is still a chaperone present in room with the teens during our meeting and update those individuals afterwards. Our first chaperone meeting will be our first night during some of the mixer games.

The atmosphere in lodging

As a team of chaperones, everyone will have the responsibility for ensuring appropriate behavior by the teens, including appropriate language/stories, inclusive/exclusive behavior, respect for each other, compassion, and listening to Principle. Be alert to any situation that does not follow the DiscoveryBound standard, such as inappropriate dress, or excessive public displays of affection, and if needed, address these with your teens. Please be aware of all activities within the rooms, as this bonding time is an important part of the weekend experience for everyone. Be especially attentive to the needs of teens who are shy or quieter than others. You are the authority figure in cabin and need to enforce lights out to make sure all teens are accounted for and in bed so they get the rest they need. Also, please collect cell phones in the large Ziploc bag provided and turn them over to a specified DB staff member to hold for the weekend. All participants will also be expected to help with necessary meal clean-up, trash sweeps, room set-up and timely arrival to activities and meals.

Responsibilities throughout the weekend

Throughout the weekend, there will be a number of small tasks where we'll be asking for your help. These will range from supervising in rooms during hang time, leading lesson study in the mornings, and playing games in the evenings. Also, you might be called upon to help out with the active sessions or free choice activities during the weekend. Your help is essential in keeping track of everyone throughout the weekend. Please pay special attention to any teens on the fringe and bring them into the fold.

Lesson study

We have lesson study on Saturday and Monday mornings. We request that every chaperone bring a set of marked books for the weekend. This allows students to have the opportunity to read the lesson from the books as well as know there are books handy for reference in case there is a need during the weekend. We encourage this lesson study time to be more than just reading the Bible Lesson. Please come with questions about the lesson to spark conversation. You may also want to share some research you have done about the Bible stories. If you have any questions please don't hesitate to contact Krista Capp or Susan Barner at 888.416.7348 x138/136.

Airports/driving in

This information varies per event and will be included in the event planning packet.

Schedules

The schedule for the weekend is very full and it is important that we remain on schedule. Throughout the weekend, your help will be needed in motivating the teens to be on time for meals and each event.

Please feel free to call us if you have any questions at 888.416.7348 x137. We're happy to help out in any way we can. Again, thank you for your time and effort to make this weekend a success. We look forward to seeing you there!

Sincerely,

The DiscoveryBound Staff