

## Adult Chaperone Guidelines

We would like to thank you for providing an opportunity for students to get a great new learning experience, and being able to share this experience with them. During your stay at Burton, you will be going through a variety of exciting classes and activities. In order to ensure that we provide the best programming possible, we ask that you as chaperones, (all teachers, school staff, parents, etc.) assist us with these few tasks.

### Assist with Managing Students

- ✿ Please help us with enforcing rules and holding students accountable. Students should be supervised at all times, and no students should be in any dorm without an adult, nor should students go behind the dorms or to the dock unsupervised.
- ✿ Report any disciplinary/school-related incidents to the lead teacher from your school.
- ✿ Our classes are very fun and can excite the students. While we want them to enjoy themselves, we ask that you assist us with minimizing excessive talking that may disrupt the class.

### Make Sure Students are Ready for Class

- ✿ Students have free time between classes. Once the bell rings for class, please make sure all students in your animal learning group are present in their assigned meeting spot as this will help start class in a timely manner.
- ✿ Students should be prepared for the next class before enjoying their free time.
- ✿ Please help us ensure students have what they need for class before the bell rings. This includes making sure they have water, marsh boots, a jacket, bug spray or whatever is required for the next class.

### Engage with the Classes

- ✿ You are a part of the class as well; it really makes a difference in class when chaperones are attentive and involved by helping staff and students.
- ✿ We want to teach you too! We love for adults to learn alongside the students! Please be mindful and allow students to ask and answer questions first.
- ✿ We are a team. Please do not abandon your animal learning groups, instructors, or fellow chaperones during class. We require adults to be with the group at all times during classes.

### Team Cleaning

- ✿ Kitchen Party (KP) - at every meal, each animal learning group will take turns assisting with set-up and cleaning the dining hall, this includes chaperones as well. Chaperones are asked to help with sweeping and supervising the students as they clean.
- ✿ Dorm Cleaning - before checking out, all dorms must be cleaned before breakfast on the morning of departure. All chaperones are responsible for making sure the dorms are cleaned and have been approved by a staff member before going to breakfast.

### Communicate with the Staff

- ✿ We are all here to help. If you have any requests, questions or concerns, please ask. We will do our best to provide you with a solution and ensure a great experience!
- ✿ Please complete class evaluations with constructive feedback. Your input helps us to improve our program for the future.

### Positive Role Model

- ✿ Adults are required to follow student and adult rules for both your school and Burton 4-H Center.
- ✿ Lead students by example. All adults are group leaders and expected to role model appropriate behaviors.
- ✿ Your positive (or negative) attitudes are contagious. Please put your best foot forward.
- ✿ Encourage students to be independent, open-minded and grow with their experiences.
- ✿ We request adults to limit cell phone use during our programs. If you receive a call you feel you must take during class, we ask that you step away from the group so as not to distract the students. Feel free to take photos!

Again, we would like to thank you for taking the time to accompany the students on this trip. Your assistance will be greatly appreciated. We look forward to meeting you all and creating fun new learning experiences!

*Making the best better!*