

Farm Connection Day 2019

Student Host Adult Chaperone Program Instructions

Adults assisting as Student Host Chaperones and Club Chaperone Coordinators: Student Host Chaperones (required at an adult to student ratio of 1 to 10) assist the Student Host Coordinator with oversight of the Student Hosts. **All adult Chaperones must be approved 4-H volunteers (we typically have 50 plus chaperones). One Club Chaperone Coordinator is required for each club, and is responsible for checking the Student Hosts in/out, documenting attendance for reports to the school, and ensuring the badges are properly accounted for and turned back in.**

To serve as a Student Host Chaperone or a Club Chaperone Coordinator:

1. It is requested that all 4-H FCD adult volunteers sign up as chaperones for the 4-H Student Hosts; this will insure we meet the required adult/student ratio. The Club Chaperone Coordinator will be the Club Advisor, unless she/he designates another Student Host Chaperone to act as Club Chaperone Coordinator.
2. Attend the FCD informational meeting on Monday, April 29th, at 6:30 pm in the Beef Arena.

For Chaperones on the day of the event:

1. Student Host Chaperones and Club Chaperone Coordinators must be present at the event and available by cell phone throughout the event.
2. There is a mandatory morning meeting for Student Hosts, Student Host Chaperones, and Club Chaperone Coordinators at the Sheep/Swine arena from 8:00 to 8:30 am and a mandatory afternoon meeting from 2:00 to 2:30 pm in the same location.
3. The Club Chaperone Coordinators, assisted by the club's Student Host Chaperones will be responsible for handing out Student Host badges and collecting them, and logging Student Hosts in/out. Your attendance records, signed and turned in to DeAnn Tunhenfeld, Student Host Coordinator at the end of the day, is the basis of the official attendance report to the schools.
4. The badge holders should have the badges removed/disposed of and lanyards folded up and tucked in the pouch. Put the badges in numerical order in the provided container. Note that Clubs are charged for replacement of lost badges.
5. If there are any problems/issues during the event, the Club Chaperone Coordinator or Student Host Coordinator will need to be advised. This specifically includes logging late arrivals. Unplanned, early departures are to be coordinated by the Student Host Coordinator and require contact with the parent/guardian consistent with standard school policy.

Chaperone comments and suggestions are solicited on how to continuously improve the program.

Questions: contact DeAnn Tenhunfeld 530 681 5768, or dtenhunfeld@gmail.com, or contact your club Chaperone Coordinator.