**Chaperone and Supervision Expectations
for Minors in Residence Halls**

As a Chaperone for a youth group staying in the residence halls at Central Michigan University, you have taken on several responsibilities. To ensure that all youth groups staying in residence halls have a pleasant visit, we ask the following of you:

**You are responsible for the supervision and conduct of your group members at all times during your stay.** In addition to any rules and regulations your specific camp or conference may have, we ask that University and CMU Residence Life Policies be enforced. (please see next page)

* **Please note the expectation to keep noise to a minimum after 10:00pm.**This **includes outside of the residence halls as well as inside**, because the noise can be disruptive to other camps and conferences participants. Most halls have a lobby area inside where group members may visit without disturbing others. It is also important for you to communicate the rules and regulations to the members of your group, so they understand what is expected of them.

**Chaperones must always be present in the hall when your group is back in the hall.** To serve the above function, it is important for you to be available in the hall and accessible to your participants. This is especially crucial in the evening and throughout the night. If there is more than one supervisor with the group, you may want to take turns being available.

|  |  |
| --- | --- |
| **Camper Age** | **Ratio (Chaperone to Youth)** |
| 10 or under | 1 to 5 |
| 11-18 | 1 to 10 |

**Background Checks:** All adult Chaperones staying overnight on campus are required to complete a Background Check.

**Alcohol:** Due to the responsibility that a Chaperone has for the safety, security, and conduct of their youth participants, we do not allow Chaperones to consume and/or possess alcohol at any time during the event.

**Tobacco:** As of July 1st, 2014 Central Michigan University is a tobacco free campus.

**Emergency Situations:** At times, medical emergencies may arise. Please make sure your group has an action plan for such events and has collected medical release and permission to treat forms. We ask that you be available and assist in making the decision how to handle a medical situation. If no Chaperone or camp staff is available, CMU staff will contact CMU Police and Emergency Medical Transport (EMTs).

In case of a **fire alarm**, we ask that you assist the conference staff by having your group evacuate the building as quickly as possible. Evacuation plans can be found on the back of or near each room door. The conference staff will announce when it is safe to re-enter the building.

**We also ask that if you call emergency personnel for any reason, please inform the conference staff regarding the situation.**

**Special Needs:** If at any time during your stay, you or one of your participants should experience any special needs regarding a disability, please be sure to inform a staff member so that an effort can be made to accommodate your needs.

*It is important to us that all of our camp and conference participants have an enjoyable visit at Central Michigan University. Chaperones play a key role in making the experience a positive one and we appreciate your efforts. If there is anything CMU Camps & Conferences can do for you, please let our conference staff know!*

**Camp Participant Rules and Regulations**

All participants in camps and conferences at Central Michigan University who reside in residence halls are required to comply with the following rules and regulations. The purpose of these rules is to insure the safety and comfort of all participants, as well as, insure the proper care of all facilities.

**Safety**

\*Fire Alarms - When you hear an alarm, please exit the building immediately. Please do not tamper with any fire safety equipment.

\*Windows - Do not remove screens or go in and out of the building through the windows. Additional charges will apply for each screen removed or damaged.

**Comfort**

\*Noise - Please keep noise to a minimum, especially after 10:00 p.m. (this includes inside and outside the building). At times there are several groups in the building- each with different waking and sleeping schedules. Please be considerate of others at **all** times.

\*Repairs - If you find any need for repairs please report them to the Conference Assistant working the front desk in your Residence Hall. We want to make sure that the room is comfortable for you during your stay.

**Security**

\*Keys - If you lose your room key, please report it to the conference staff as soon as possible. There will be a $50.00 charge for room keys ($100.00 in newer additions) that are lost or not turned in. The university changes the locks immediately on rooms with missing keys. You **may** be billed for the lost key charge even if you mail the key back.

\*Always lock your door - Even when sleeping. It is important to protect your belongings. We are not responsible for items that are lost or stolen.

\*Entrance doors are always locked - Please remember to take your key with you whenever you leave your room or the building. For security purposes all residence hall entrances except the main entrance are locked from 11:00 pm to 7:00 am (times may change depending on camp). You will need to check-in at the front desk to re-enter the hall during this time.

**Cleanliness**

\*Help keep our campus clean - Please make sure that you place your trash in trash cans- whether in your room, in the lobby or in a campus dumpster. Recycling bins are also available.

\*Lobby Use - If you rearrange lobby furniture while you use it, please put it back in its original set-up when you are done so that others can enjoy it!

**Departure**

\*Trash - Please place all loose paper, wrappers, etc in the trash can and dispose of trash properly in dumpsters outside the building. This will help our staff get the room ready for the next occupants. A cleaning fee is assessed for excess trash left in rooms.

\*Keys - Make sure that you check out and turn your key into the front desk or conference staff so that you are not charged for a missing key!

\*Damages - Please note that all conference participants are responsible for any charges related to damages to the room fixtures or furniture.

**Special Needs** - If at any time during your stay you experience special needs regarding a disability, please be sure to inform conference staff so that an effort can be made to accommodate your needs.