

# Adult Chaperone Policies & Required Verification Form

The Steubenville Conference Office is responsible for the safety of all youth on Franciscan University of Steubenville's campus for our conference weekends. As such, we have particular policies in place to safeguard our guests. **All adults on campus for each conference weekend must abide by these policies and present the appropriate forms and identification in order to be admitted to campus and allowed to remain on campus throughout the weekend.**

## Adult Chaperone Verification Forms

- It is important for Franciscan University of Steubenville to use due diligence in providing a safe environment for all participants at the Steubenville Main Campus Conferences. This form assures that an Adult Chaperone is at least 21 years of age (unless otherwise approved by the Conference Office) and agrees to abide by Franciscan University of Steubenville's policies for our Main Campus Youth Conferences.
- **This form must be completed and legible for each adult chaperone to be admitted on campus.** Forms are to be completed by each Adult Chaperone including Group Leader (NOT Priests – Letters of Good Standing serve as Safe Environment Verification for priests) and due at Conference check-in. This includes parents who are chaperoning their own children.
- Each form must be signed by a Diocesan Official or Safe Environment Coordinator from your diocese, as well as stamped with the official seal. **Forms without the appropriate signature and/or seal will not be accepted.**

## Age and Safe Environment Policy

- **Adult Chaperones must 21+ and be Safe Environment trained and background checked to the specifications of his/her home diocese.**
- Proof of such training must be presented to the Conference Office via the *Adult Chaperone Verification Form*.
- **Adult Chaperones must turn in a *completed Adult Chaperone Verification Form* and present a photo ID for verification at the time of check-in for the conference.**

## Adult Chaperone Ratio Policy

- Minimum: Each group must have at least 1 male chaperone for every 10 male youth AND 1 female chaperone for every 10 female youth.
- Maximum: Each group may have up to 2 chaperones for every 10 youth of that same gender.
- Your group breakdown will be collected 3 weeks prior to the conference and group numbers must be in accordance with the above Chaperone Ratio or attendance will not be permitted.
- *If you feel you have a legitimate pastoral or logistical need for more adults in attendance than the allowed 2:10 ratio, please contact the Conference Office to explain your situation.*