

## Canoe Island Chaperone Description and Lottery Process

We rely on parent volunteers to conduct the week's activities at Canoe Island. Parent volunteers work with students during the day, as well as sleep in teepees by group assignment.

The amount of chaperones needed will be based on student attendance by gender. Female adults sleep in tipis with female students and male adults sleep in tipis with male students. Once registration forms are submitted, and we have a count of students we will know the exact number of chaperones needed.

For now, please read the rules for chaperones below, determine if you would like to enter the chaperone lottery, and complete and return the chaperone lottery form no later than **Monday, 4/30/18**. The 4J policy for overnight chaperones is also included for your edification and decision-making.

### LOTTERY PROCESS

**One parent per student** may apply to the chaperone lottery. As are many things with this year's trip, this policy is new this year. It is an attempt to make the process more equitable for all kids. Sign up using the lottery form.

The drawing will be held on **5/3/18** and will be conducted using a randomizer on two lists, one for females and one for males. The quantity of chaperones we need will be selected from the top down on each list. Results of the selection will be emailed to everyone who signs up.

### GENERAL CHAPERONE DUTIES AND 4J POLICY

Are you wondering if you would like to be a chaperone? Please keep in mind that this is not a vacation for the chaperones. Chaperones will be on duty 24 hours a day. They will sleep in tipis with the students and accompany them on their activities during the day.

The following is general information about the responsibilities of chaperones. More detailed information, as well as a chaperone code of conduct, will be sent after the lottery process.

- Chaperones will be **required to have background checks if they are not already on the school volunteer list**.
- Chaperones are required by 4J to attend a **one-hour chaperone training session**. Session is given as a group by Eric.
- Chaperones are **responsible for the cost of their trip, which is \$400**. There is not a scholarship option for chaperones.
- Selected chaperones must confirm their participation and **submit a \$200 deposit** no later than May 15, 2018.
- Final payment is due by 6/15/18.
- If personal schedules change, and a chaperone is no longer able to attend, we ask that you notify us as soon as possible so an alternate can be notified. Alternate names will be taken from the original lottery list in rank order.