



**Florida Office of Attorney General  
National Conference on Preventing Crime  
May 29-May 31, 2019  
Tampa, Florida**

***YOUTH AND CHAPERON GUIDELINES***

The following guidelines establish the standards of conduct, duties and responsibilities for youth and chaperons. Chaperons will review these guidelines with all youth under their supervision prior to the conference. The recommended ratio is one chaperon for every five youth.

**A. GENERAL INFORMATION**

1. Chaperons must be 21 years of age or older.
2. Youth include students in middle school, high school or college (12-18 years of age).
3. Youth and Chaperons must wear their official conference badge at all times.
4. Youth and Chaperons must be punctual to **all** activities.
5. Youth and Chaperons must wear appropriate school or professional casual dress attire. (specifically, no tank tops, no short shorts, no foot thongs, no underwear showing, no jeans with holes in knees/buttocks, no exposed belly buttons, etc.)
6. Special youth amenities will be distributed on a first come, first serve basis. The Office of the Attorney General is not responsible for the contents of any amenities.
7. The conference staff will not be able to replace lost conference materials, luncheon tickets or amenities.
8. The chaperon should review the name badge for errors in spelling of the chaperon and youths' names to prevent misspellings on their certificate.

**B. STANDARDS OF CONDUCT**

1. CHAPERONS
  - a. Serve as role models for youth by demonstrating courtesy and respect for others, at all times.
  - b. Assume the responsibility of the youth in their care.
  - c. Enforce all rules fairly with all youths. Be consistent!
2. YOUTH
  - a. Serve as a role models to peers by demonstrating courtesy and respect for others, at all times.
  - b. Follow the instructions of the chaperons.
  - c. Do not roam the hotel, hang out in the lobby or vendor fair areas without the approval of your chaperon.

**C. CHAPERON DUTIES AND RESPONSIBILITIES**

1. Must register youth on-line and one chaperon may check in their entire group.
2. Must know the whereabouts of every youth in their charge at all times.

3. Must have youth in their seats by the start of each luncheon/session.
4. Must promptly and positively resolve inappropriate behavior, as the need arises.

## ***GUIDELINES YOUTH AND CHAPERONS***

### **D. CURFEW**

1. The Office of the Attorney General is not responsible for ensuring youth abide by the curfew. This is the sole responsibility of the chaperons for the group.
2. Wednesday and Thursday evenings – 10:00 p.m.
3. Friday evening – 11:30 p.m.

### **E. YOUTH REGISTRATION SUBSTITUTIONS AND CHECK-IN**

1. The Chaperon is responsible for identifying actual attendees and those who have registered but are not in attendance.
2. Organizations who need to substitute youth or chaperons for a pre-registered youth or chaperons not attending, will need to complete a substitution form. You may only make substitutions one time prior to the conference. You may request the form by e-mailing [PCBCCConference@myfloridalegal.com](mailto:PCBCCConference@myfloridalegal.com). Once on-line registration closes, substitutions will not be accepted until conference on-site registration opens on May 29, 2019.
3. Check-in at youth registration is for adults only. Please delegate youth group check-in to 1-2 chaperons to pick up conference materials.
4. Chaperons will be requested to initial that they have picked up the conference materials, luncheon tickets and if available, any special amenities for each youth for whom they are responsible. Chaperons are responsible for distribution of the materials to the youth participants.

### **F. CERTIFICATE OF PARTICIPATION**

1. Youth must attend all five of the break-out sessions.
2. Certificate distribution is to be determined.