

CSULB RESEARCH FOUNDATION

Chaperone Code of Conduct

I have been notified that I am a Chaperone for _____ at
_____ event on, _____

20 _____. In performing any Chaperone related duties, I agree to:

1. Show respect for personal boundaries of all individuals involved in Program;
2. Comply with Chaperone to Youth Participants' ratio of at least two chaperones per visit and do not abandon, leave or engage in alternate activities that would disrupt that ratio;
3. Ensure that two Chaperones are present with Youth Participants at all times;
4. Attend all trainings for emergency procedure, mandatory reporting and Chaperone related duties;
5. Refrain from massaging, kissing or undressing in front of Youth Participant(s);
6. Refrain from consuming or encouraging the consumption of alcohol/drugs/smoking by Youth Participant(s) or another Chaperone;
7. Refrain from accepting or giving gifts to Youth Participants over \$25.00 in value unless Youth Participant has familial relationship with Chaperone;
8. Refrain from covering windows to restrict visibility into classrooms or similar spaces when in shared space with Youth Participants;
9. Refrain from locking doors from inside except when in "lock down status" or closing doors when Youth Participant must be alone with Chaperone. Chaperone has an affirmative duty to check and make sure doors are not automatically locked if closing of doors is necessary to conduct activity. Program Director and safety Officers must be aware of and agree to closed door "check ins;"
10. Refrain from taking photos or encouraging/directing others to take photos of Youth Participants on personal cell phones or cameras. This prohibition extends to publication of Youth Participant photos or images on social media websites unless a prior written release is received from the Program Sponsor;
11. Not act as a Chaperone if already dating a Youth Participant;
12. Refrain from engaging in or encouraging violation of any use of facility space;

13. Refrain from showing risqué materials to or making risqué jokes around Youth Participants;
14. Comply with our status as a “no smoking” zone campus. This means no smoking anything (includes vaping), anywhere on campus (includes all facilities, outdoor areas, parking areas, etc.) or the areas surrounding the campus;
15. Participate and comply with any Chaperone requirements as issued by Public Safety, the Program Director or Program Sponsor during any emergency evacuation procedures or drills;
16. Cease and desist in any activities when requested by the Program Director or Program Sponsor;
17. Refrain from engaging in horseplay, bullying or pranks;
18. Refrain from engaging in any activity that may or will reasonably lead to bodily or psychological harm to any other Program Participant; and
19. Report others observed to violate this Code of Conduct to the Program Director and/or Sponsor. In the event the activity constitutes a Mandatory Reporting incident, the Chaperone shall also orally report to Police Services immediately and in writing within 24 hours of the event.

ACKNOWLEDGEMENT STATEMENT

As a Chaperone, I have been notified that any violation of this Code of Conduct or of any other Research Foundation/University policy(ies) will be dealt with in accordance with applicable Research Foundation/University policies and procedures, which may include disciplinary action, immediate suspension of my permission to participate in the Program and/or any legal action as may be required by local, state or federal law. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued in the event that I am requested to suspend all activities pending further investigation.

I am 18 years or older. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms of the Code of Conduct. I have read this document and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

CHAPERONE SIGNATURE

CHAPERONE NAME (PRINT)

DATE