

TIPS FOR CHAPERONES

Saturday

- 1. When arriving at SUNY Albany campus, please help the students get their snacks, PR/HYLI bags and t-shirts. You will also receive the students' Bridge Builders Group assignments, so please help them get to the appropriate rooms by 1 p.m.**
- 2. All chaperones/staff will first go to their assigned Bridge Builders Group. There will be a chaperone/staff meeting during the break in the team building activities. All chaperones/staff must attend. At the conclusion of this meeting, you can go to the chaperone/staff break room until the General Session begins.**
- 3. Dinner is at SUNY Albany.**
- 4. Upon arriving at the hotel, hotel keys will be distributed and each room must be inspected, using the Hotel Room Check Form. After room inspections, students may go to the Pizza Party.**
- 5. Make sure your students are in their rooms by curfew.**

Sunday

- 1. Dress today is business attire. Boys must wear a jacket.**
- 2. Everyone must have a photo ID to enter the Capitol Building. Students should also have their materials for the Mock Assembly.**
- 3. You will have the list of Assembly assignments and seating chart.**
- 4. Lunch is on the concourse in the Empire State Plaza.**
- 5. Dress for the Sunday night banquet is semi-formal.**
- 6. Make sure your students are in their rooms by curfew upon returning to the hotel.**

Monday

- 1. Dress is again business attire.**
- 2. Room inspections need to be completed by 8:30 a.m.**
- 3. When all activities/visits are completed, delegations will leave for home.**

*******Please keep tabs on your students at all times and notify your staff of any problems or concerns.**