



**Twentieth Annual Angelo Del Toro  
Puerto Rican/Hispanic Youth Leadership Institute  
April 17 - 19, 2010**



**CHAPERONES**

Thank you for agreeing to serve as a chaperone for the 2010 Angelo Del Toro Puerto Rican/Hispanic Youth Leadership Institute. We are certain that this will be a most memorable experience for both students and adults participating in the Youth Leadership Institute. We would like to stress several important aspects of the task you have accepted.

The responsibility of chaperones is a very serious and important matter. As a chaperone, you are responsible for the conduct and safety of those students assigned to you. You are also responsible for assuring that students are accounted for at all times.

While many of the young people under your supervision will demonstrate significant maturity and self-discipline, there may be times when a firm, but patient and caring approach may be necessary.

In situations where such approach is to no avail, please notify:

\_\_\_\_\_ at (Telephone) \_\_\_\_\_ or

\_\_\_\_\_ at (Telephone) \_\_\_\_\_.

If the situation requires further intervention, please notify  
\_\_\_\_\_ at (Telephone) \_\_\_\_\_.

Attached are the instructions for chaperones, Rules of Conduct and copies of the Participant Information Form for each student assigned to you.

Again, thank you for your assistance and support during this weekend field trip.



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**INSTRUCTIONS FOR CHAPERONES**

**(Please carry these instructions with you at all times.)**

- 1) You will be staying at the following hotel:

**The Desmond Hotel and Conference Center**  
660 Albany Shaker Rd  
Albany, NY 12211  
P (518) 689-8100  
F (518) 689-7659  
Web Site: <http://www.desmondhotelsalbany.com>

- 2) In your folder, you will find the list of the students who you will be responsible for at all times. Their room assignments, emergency telephone numbers, bus assignments, and copies of the parent consent form for each youth participant and signed contract agreement.
- 3) Students have been assigned to specific buses. Make sure that the names you have on your list corresponds to the students on your bus.
- 4) On your way to Albany, please review the conference schedule and the rules of conduct with your students.
- 5) Upon arrival to the hotel, the appointed liaison should obtain the keys to the rooms from the hotel registration desk and distribute them to the students. Make sure the room assignments are consistent with the room assignment list. Students may not switch rooms. Chaperones must conduct a room inspection upon arrival and on the morning of departure. Make sure students receive a copy of the Hotel Room Check Form. Have students inspect their rooms and fill out the form. Any problems should be reported to you immediately. Chaperones will report problems to the hotel front desk.
- 6) The assigned liaison will check in at the New York State Education Department Institute Registration Area. At that time, you will receive conference bags to be distributed to your delegation. Inside the bags, the students will find the conference program and related materials, as well as a name tag. All participants will print his/her bus number on the tag. As of that moment, and until departure to your home destination, everyone is required to wear his or her name tag. If anyone loses his or her tag, please inform your assigned liaison(s). They will provide you with extra ones.
- 7) Chaperones will strictly enforce the rules of conduct, especially those pertaining to visitations and curfews. Periodic room checks should be conducted by chaperones.
- 8) Chaperones are responsible for keeping their group together at all times. Specifically, students must not be allowed to wander off by themselves.
- 9) Chaperones must conduct a room inspection upon arrival and the morning of departure.