

**Washington State University Extension**  
**4-H Youth Development Program**  
**Chaperone Criteria for National 4-H Events**

**Events Include:**

National 4-H Conference	National 4-H Congress
National 4-H Technology Conference	Western National 4-H Round-Up (Livestock Judging)
Eastern National 4-H Round-Up (Horse Judging Team, Equine Public Presentations, Hippology, Horse Bowl. Dairy Quiz Bowl)	World Dairy Expo (Dairy Cattle Judging and Dairy Conference)

**Application materials to submit:**

1. Completed application
2. Three letters of recommendation one from a youth, one from an adult and one from 4-H County Staff or State staff
3. Signed copy of agreement to these criteria (this form)
4. Scheduled interview with supervising 4-H staff

**Selection Criteria:**

- ▶ 25+ years of age
- ▶ Currently enrolled 4-H volunteer or Extension faculty/staff member
- ▶ 2 years minimum experience as an enrolled 4-H volunteer
- ▶ Substantial chaperone experience (i.e. state level 4-H event; overnight trips; church and/or youth group outings; trips beyond everyday 4-H club events, etc.)
- ▶ skills in understanding how young people learn and grow, creating quality experiences for young people, working with volunteers to make a real difference, ensuring that each young person has the opportunity for success, uniting young people and adults for stronger communities, and connecting people and priorities for the greatest impact.
- ▶ Chaperones will be selected carefully according to the particular requirements of the national event or activity. Supervising 4-H staff will use appropriate judgment to determine if individuals are capable and competent and will add to the quality of the 4-H Youth Development Program.

## Expectations of chaperones to national events:

1. Successfully complete application process.
2. Attend chaperone training either at State 4-H Forum, KYG, or through others means (technology, etc.). Successfully complete an orientation with supervising 4-H staff upon selection.
3. Conduct pre-trip and post-trip meeting with delegates. These meetings may be held in person, via technology, or whatever means possible to satisfy the requirement. Specific content and purpose of these meetings are included in chaperone training materials.
4. Travel arrangements must be coordinated through the State 4-H office/supervising 4-H staff. The use of personal air miles will be negotiated when possible to allow for group travel. In some instances, these arrangements may be finalized by individual teams; however, approval is REQUIRED for reimbursement of expenses.
5. Chaperone duties begin at departure airport/point and continue until delegation's arrival back in WA State or when an individual delegate is returned to custody of parents/guardians. Any change in itinerary or change of custody of participant must be negotiated with supervising chaperone and supervising 4-H Staff advised and approval granted.
6. Chaperone and delegates are a 'team' and must room as a unit. A chaperone's non-participating child(ren) may not travel or lodge with the chaperone until the conclusion of chaperone responsibilities to the delegation. Chaperones are responsible for and must participate with delegate team, providing support and direction for delegation at all times.
7. Additional family members of delegates who may wish to attend the national event (if even an option) may assume responsibility of their delegate at the completion of the national activity. Non delegate attendees must not interfere or distract with the functioning of the team and/or chaperone.
8. Expenses for meals, vehicle rentals, transportation at the national event must conform to the WSU travel policies and be approved by supervising 4-H staff. Specific expense reimbursement policies will be distributed at the time of chaperone selection.
9. Chaperones will expected to follow the attached WA State 4-H Code of Conduct and the national event's code of conduct, including the dress code and represent our Washington 4-H program in a positive manner.

Keeping the youth safe during travel and at events is of the utmost importance. You will need to advise the members, establish guidelines, and set a good example as you spend time leading them on their different adventures. You are also responsible for arranging and supervising activities for your group should you arrive before or leave later than the scheduled activities at an event.

Should you and your delegation decide to add additional travel days for sightseeing and educational exploration, your itinerary must be reviewed by the supervising 4-H staff and placed on file with the State 4-H Office.

You should be aware of what is required of you as a chaperone and the time commitment that is involved. Be sure that you can fulfill your responsibilities before taking on this position.

I have read and understood and agree to uphold all aspects of the Washington State University Extension 4-H Youth Development Program national chaperone criteria.

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Chaperone Signature

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Date