State fair dormitory chaperones and staff

Minnesota 4-H designates **chaperones or “adults in charge”** who are responsible for the conduct of their assigned delegations in the dormitories during the fair. Additionally, the Minnesota State Fair employs **dormitory staff** who oversee the safety and order of the dormitories during 4-H encampments, and assist chaperones in some duties. Each dormitory has a male and female manager, who may have additional staff to assist them with these responsibilities.

**EDUCATOR AND PROGRAM COORDINATOR/PROGRAM DIRECTOR RESPONSIBILITIES**

1. Educators and program coordinators/directors are responsible for recruiting and briefing the adult in charge, if they do not serve in this capacity themselves.
2. Educators and program coordinators/directors are encouraged to sleep in the dormitory unless an adult in charge has been designated. A bunk number must be listed in case of emergency.
3. Educators and program coordinators/directors not staying in the dormitory must be available throughout the night by telephone in case of an emergency. Phone numbers are collected on form 20, 4-H Staff and Adult Volunteer Contact Information, by dormitory staff at final registration.

**CHAPERONES**

*(Chaperones are volunteers or Extension staff selected by Minnesota 4-H.)*

A male and female adult volunteer must be designated for mixed delegations. It may be an Extension staff member or adult volunteer. If chaperones are not Extension staff, it is expected that they have been accepted as a Minnesota 4-H Volunteer (enrollment, screening, orientation, safety of minors training)

Additionally chaperones are expected to watch the online volunteer chaperone training.

Chaperones are to be designated prior to the fair on 4-H Staff and Adult Volunteer Contact Information form. Where several counties cooperate to provide adult chaperones, care must be taken that the adult in charge has a complete list of the delegates for whom he/she is responsible and that each delegate knows he/she is responsible to that adult. A sample job description follows:

**POSITION: ADULT IN CHARGE (CHAPERONE) IN DORM - STATE FAIR**

**Time Commitment:**

- **Prior to the fair:** Plan and conduct county orientation for state fair participants.
- **First night of encampment:** Attend the adult chaperone meeting. During general encampments, this meeting takes place at 6:15 p.m. For livestock encampments the meeting is at 9 p.m. in the cattle barn and at 10 p.m. in the 4-H building and residence halls dormitories.
- **Each night** of encampment:
  - Be present in the dorm by 10:30 p.m. to check in the county(ies) for which you are responsible by 11 p.m.
General Description: As the adult in charge, the chaperone is responsible for the conduct of his or her county delegation of 4-H members while they are in the 4-H dormitory. This involves being a counselor/advisor for your group and enforcing dormitory rules and policies.

Specific Duties:

1. Plan and conduct orientation of county’s state fair 4-H delegates. Specific policies you should cover include:
   - Delegate schedules and the expectation that they participate in all scheduled programs, etc..
   - State 4-H policy prohibits the use of alcohol, tobacco (chewing and smoking are both included) and any non-prescription drug use during a 4-H event. Breaking this rule can result in being sent home at 4-H participant expense and loss of all awards and premiums.
   - Leaving the grounds during the encampment is permitted only if it is a scheduled part of the program or if the 4-Her has completed and submitted the State Fair Day Departure Release and Authorization Form 24 or the State Fair Housing Release and Authorization Form 21.
   - Day time and evening check-in procedures.
2. Attend the adult chaperone meeting the first night of your encampment. (For general encampments this meeting is at 6:15 p.m. For livestock encampments it is at 9 p.m. in the cattle barn and at 10 p.m. in the residence hall and 4-H building dormitories.)
3. Be present in the dorm by 10:30 p.m. to check in the county(ies) for which you are responsible. Curfew is 11:00 p.m. Use 4-H Dorm Form 3 available at the adult chaperone meeting and the dormitory desk.
4. Quiet your delegates and see that they get to their bunks without disturbing others.
5. Sleep in the 4-H dormitory every night of your encampment.
6. Handle discipline problems referred by the dormitory staff; you will be notified of any problems via the 4-H dorm infraction/problem report.
7. Keep in touch with your delegation during the event to encourage and support them. You are their counselor and advisor for this event.

Qualifications:

- Chaperones must be at least 21 years of age at the time of service.
- Volunteer chaperones must be accepted as a Minnesota 4-H Volunteer (enrollment, criminal background check, orientation, safety of minors training) and completed the online volunteer chaperone training prior to the event.
- The physical and emotional endurance to function in a group-living situation with a busy schedule.
- An understanding of the behavior expected of volunteers and program participants, the ability to effectively address these situations, and an understanding of when to seek guidance from the appropriate staff.
- The ability to take direction from others, including those younger.
- A sincere interest in the 4-H program and youth.
- A desire to attend the Minnesota State Fair.

Resources Available: As the adult in charge you will have these resources available to you:
• Online chaperone training and an onsite adult chaperone overview meeting.
• Guidance and support from the dormitory staff and the facilities coordinator.
• Access to copies of Minnesota 4-H code of conduct and event policies, State Fair Premium List and State Fair Handbook.
• Assistance, as needed, from dormitory staff in quieting and checking in your delegation

Benefits: As the adult in charge you will receive:

• Satisfaction of significant contribution to the development of youth.
• Respect and gratitude of your delegation and their families.
• Satisfaction of knowing that your efforts help minimize 4-H housing costs at the state fair.
• An opportunity for personal growth.

DORMITORY STAFF RESPONSIBILITIES
(4-H dormitory staff members are employed by the Minnesota State Fair.)

1. Assign all participants to bunks prior to their arrival.
2. Maintain neatness and sanitation in the dormitory and lavatory facilities. Dorms and staircases are to be swept daily; sanitary facilities inspected hourly.
3. Assist the adult in charge to register his/her group into the dorm and distribute bunk assignments.
4. Provide 24-hour safety watch for prevention of fire and/or unauthorized persons in dorm.
5. Alert the nurse on duty when first-aid and treatment of illness is necessary.
6. Maintain order and provide friendly counseling.
7. Contact the adult in charge concerning:
   a. Personal concerns for a delegate.
   b. Illness or injury to a delegate.
   c. Discipline problems.
8. Serve as a liaison among the dormitory residents, their chaperones and the facilities coordinator.
9. Conduct informational meetings for adults in charge.