

# Guidelines for Groups With Child Participants

All groups, camps, conferences and sports camps that will be housed in the MSU-Bozeman Residence Halls with any participants under the age of 18 are subject to the following rules, in addition to the Residence Hall Rules and Regulations.

1. All groups must provide adequate adult supervision of the children. MSU has only a minimal staff during the summer months and provides no supervision services. To assure adequate supervision, each group must have one (1) adult chaperone for each ten (10) participants under the age of 18. A list of chaperones must be provided by the group prior to arrival.
2. The group must identify a Primary Chaperone who will be the liaison with the Conference Housing staff. The name of the Primary Chaperone and a cell phone number where he/she can be reached must be provided prior to arrival.
3. The group chaperones must establish an on-call schedule for chaperones that will identify the chaperone that will be available in case it is necessary for the Conference Services personnel to contact someone. A copy of the schedule must be given to the Conference Housing staff at check-in.
4. The chaperone on duty is to remain in the Residence Hall so long as any participant under the age of 18 is in the Residence Hall. If the chaperone will be away from his/her room, a mobile phone number, or other means of communication will be provided to Conference Housing staff so that the chaperone may be contacted if needed. It is the responsibility of the group to arrange for adequate means of communication with the chaperone on call.
5. The Primary Chaperone is responsible for educating the chaperones and the participants on the Residence Hall and University rules and regulations and evacuation procedures in the event of an emergency.
6. Chaperones in the ratio of 1:10 must stay with the participants in the Residence Hall and must be present from the time the first child participant arrives until the last child participant departs.
7. Chaperones are required to enforce the Residence Hall and University rules and regulations, and assist Conference Housing staff in check-in/check-out procedures, collection of any lost/bent key charges and damage charges, enforcement of rules, and evacuation procedures.
8. Chaperones must be prepared to organize the orderly evacuation of their participants if an emergency should arise. It is recommended that each chaperone be assigned particular children for whom they are responsible to safely evacuate in the case of an emergency evacuation.
9. Chaperones shall immediately report medical emergencies, building maintenance concerns, or other concerns to Conference staff.

I have read the above Rules for Groups with Child Participants and the requirements and agree to its terms.

\_\_\_\_\_  
Program/Camp Coordinator Name (print)

\_\_\_\_\_  
Primary Chaperone Name (print)

\_\_\_\_\_  
Program/Camp Coordinator Signature

\_\_\_\_\_  
Primary Chaperone Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program/Camp Coordinator Phone Number

\_\_\_\_\_  
Primary Chaperone Cell Phone Number

\_\_\_\_\_  
Group/Organization Name

\_\_\_\_\_  
Primary Chaperone Email Address