



presented by: Chinese American Citizens Alliance

**2014 Asian American Youth Leadership Conference
Concordia University | Friday, May 16, 2014**

CHAPERONE INFORMATION (Page 1 of 2)

Chaperones are integral to the success of the Asian American Youth Leadership Conference. In an effort to help you prepare for the conference, the planning committee has outlined the responsibilities of the chaperones. **Each school must send one chaperone per up to 15 students.** **THANK YOU FOR MAKING A DIFFERENCE IN THE LIVES OF THESE STUDENTS!**

Pre-Conference:

- Meet with your students prior to the conference to review conference expectations and answer any questions about the conference.
- Remind all students to dress appropriately. **Students will receive a conference string bag at registration, which they are expected to wear/carry during the conference. The AAYLC string bag will be a crucial element for forming groups and teams.**

Day of the Conference – Boarding the Bus:

- Ensure all students are dressed appropriately. Remind students that all participants will be required to wear/carry the AAYLC STRING BAG during the conference.
- Review conference expectations one more time.

Arrival at Concordia University:

- Enter campus from NE 27th Avenue. Turn onto the driveway south of the Athletic Complex (NE Liberty St.) and watch for signs and greeters.
- Follow driveway to the library entrance and drop students off in front of the library (a student ambassador will greet and lead you and your students to the gymnasium for breakfast.) **Plan to arrive by 8 a.m. so students can enjoy breakfast.**
- Pick-up location will be the same as drop-off location. Pick up time is 3:15 p.m.
- Please ensure that your bus is clearly marked for your school/district at pick-up, as there will be many buses at the same location at end of the day. Buses may line up and park along the driveway while waiting for students to board.
- **Student Ambassadors will greet and lead you and your students into the gymnasium to have breakfast. Chaperones will check in at the registration table AFTER the students are seated for breakfast to reduce congestion. When you check in at the registration table, you will need to submit an updated list of conference participants and report the number of students attending. NO STUDENTS will be allowed at the registration table. Remind students that their**



presented by: Chinese American Citizens Alliance

NAME TAGS, STRING BAGS, AND WRISTBANDS must be worn and be visible throughout the conference.

- Chaperones will be given a sign with the name of your school so students can locate you and you can use it to gather them together.
- Breakfast will be served in the gymnasium. Students will be seated on the bleachers for the opening program.
- Students will be divided into groups and teams after the keynote presentation. The groups and teams will be randomly assigned and usually will not have people from the same school. This will be organized through color coded string bags and wristbands. There will be a total of 20 to 25 teams. Depending on the number of attendees, there will be between 25-30 people per team.
- Chaperones will play an important role in helping with crowd control and informational functions. You will be assigned a team with whom you will travel with throughout the day to ensure that students are where they belong. You will also help direct students and clarify for them what they should do. You may or may not be with students from your school. Please help all students to get the most out of the conference by encouraging them to participate in the activities.
- **Your tasks will include:**
 - 1 Provide assistance to participants as they participate in the activities.
 - 2 Encourage students to fully participate in the activities and support those who need a little help.
 - 3 Be ready at the end of the conference with your school sign so that students from your school can find you again.

Lunch:

- There will be two lunch sessions.
- Lunch will be served in the Hagen Campus Center.
- Entertainment will be held in the gymnasium.

Conference Closing Program:

- After the session in the afternoon, chaperones will accompany students back to the gymnasium and be seated as promptly as possible.

Departure:

- Make sure all of your students and all of their belongings are on the bus.