High School Exchange Program
Chaperone Agreement

Partners of the Americas, Oregon-Costa Rica High School Exchange Program ("Partners") covers all travel, room and board and related program costs for our volunteer chaperones. Consequently, chaperones are expected to participate wholly for the purpose of mentoring travel program participants to maximize their international experience and to provide safe oversight, leadership and support to travelers and their host families in Costa Rica. This is not a personal travel venture but rather an opportunity to serve as a representative of Partners with all benefits, privileges and responsibilities that come with said affiliation. The Oregon based High School Exchange Program Committee, in cooperation with the Costa Rica based Committee, will provide all training, support, ongoing communication and funds necessary to allow the chaperones to carry out their responsibilities effectively.

I understand that my role in this leadership capacity is a foundational component to the success each student traveler experiences and to the overall continuing success of the Partners of the Americas, Oregon-Costa Rica High School Exchange Program.

I hereby agree to:

- Attend all travel orientations, chaperone training session(s) and committee meetings prior to departure;
- Assure the safety, health and welfare of travelers as well as the co-chaperone;
- Demonstrate responsible behavior and serve as a positive role model for program participants;
- Diligently oversee and supervise all travel activities for the group and/or individual travelers to, in and from Costa Rica;
- Enforce and abide by all rules and policies of Partners of the Americas, Oregon-Costa Rica High School Exchange Program.
- Be responsible for Partners funds to be used solely for program related costs and retain a detailed expense log. All receipts and remaining funds are to be submitted upon return, no later than September 1.
- Maintain a minimum of weekly contact (phone, e-mail or personal) with the co-chaperone and Southbound Coordinator to establish emergency protocols, provide traveler/host family updates, plan group activities and manage other program business.
- Sharing duties w/co-chaperone, check on each traveler, by phone, e-mail or in person, within the first 2 days of each session and at least every week thereafter;
- Sharing duties w/co-chaperone, make an effort to personally visit each traveler and his/her host family at least once during each session;

☐ Remain available 24/7 to travelers and host families to provide counsel, encouragement, assistance and emergency management. (Arrangements can be made between co-chaperones and Southbound Coordinator to cover "on-call" duties to allow each other short-term, personal breaks.)

☐ Stay with an assigned host family in Costa Rica where room and board is provided at no cost to the chaperone.

☐ Obtain pre-approval from Committee for visits from family members/significant others, which are limited to 14 days. At all times, primary responsibility is to the program. Chaperones and their visitors are responsible for all lodging arrangements, costs, meals and other expenses during this period.

☐ Participate, upon request, in any Amigos de Oregon Committee meetings or events and serve as liaison between Amigos de Oregon Committee/Coordinators and the Oregon based Committee;

☐ Serve on the High School Exchange Program Committee for at least two years following travel to assist in recruitment and orientation of future participants, chaperones and host families, and;

☐ Carry out all duties and responsibilities as outlined in the Chaperone Handbook and as directed by the Southbound Coordinator.

This is a volunteer position for which there is no financial remuneration and for which I am required to carry a personal health insurance policy.

I have read and understand the expectations and obligations of the chaperones and agree to the terms listed above.

Printed Name_____

Chaperone Signature_____Date_____

Committee Representative Printed Name_____Title_____

Committee Representative Signature_____ Date_____

Note: Make one copy for chaperone. Retain one copy for program file.