



Student Organized Trips Procedures
Role & Responsibilities of Chaperones

The Chaperone is the link between the participating students and the University as the official entity ensuring that parents' expectations of the safety and well being of their children are met.

The chaperone ensures that the behavior of individuals during the student activity conforms to good conduct and manners and in compliance with AUC policy.

The chaperone ensures that the behavior of individuals on the trip promotes a positive image of AUC in Egypt and abroad.

The chaperone can expect the student organizers to handle most situations during the trip. However, Chaperone should welcome students inquiries and encourage them to seek the chaperone's advice. The chaperone should intervene whenever s/he deems it necessary. S/he is also expected to play a key role in case of emergency.

In case of violating proper student conduct, misbehaving students' AUC IDs are confiscated by the Chaperone and the case is reported to the Office of Student Development (OSD) for proper disciplinary action. **Violations of Proper**

Student Conduct Include:

- Fights or quarrels
- Sexual Harassment
- Disturbance
- Violations of Drug and Alcohol Policies
- Verbal or Physical Aggression
- Any Behavior that can be offensive to the social norms and values
- Not conducting them in accordance with Egyptian culture and in a manner not offensive to other people's feeling.
- Having people of the opposite sex in the same room.
- Deviating from the program or leaving the group without the consent of the chaperone.
- And any violation of the trip policy or of established policies by AUC, or specific instructions by OSD.

In the interest of the safety and welfare of trip participants, the Chaperone has the right to enter any room for emergency or inspection and confiscate items that are found to be in violation of university rules and regulations. The university security has the right to check participants' luggage at any time before or during the trip and also has the right to confiscate items that are found to be in violation of university rules and regulations.

In case of gross violation or repetitive violations by trip participants that might jeopardize the wellbeing and interest of the participants, the Chaperone should contact immediately OSD and decide on the action to be taken. Chaperons are not allowed to drink alcoholic beverages during University trips.

Responsibilities of the chaperone includes but is not limited to being available throughout the trip period, supervise security and organizers to ensure proper and safe management of the trip, reconcile list of names submitted to him/her by the OSD and the hotel list with the organizer and the travel agent representative, support organizers in handling in sick or emergency cases. The chaperone should collected the passports from the participants and keep them in the hotel's safe and give them back to the students in the airport. They can give them to the students only for a function and then put it back in the safe.

The Chaperone has the right for free accommodation, transportation in addition to meal allowance.

I, have agreed to be the Chaperone for the trip to from to I declare that I have read and understood the above terms and conditions and agree and will abide to them. I also declare that I undertake to abide by the rules and regulation set by the AUC policy at all times.

Name: _____ Signature: _____ Date: _____