

Suggested Guidelines for Overnight Trips with Youth and Teens

As you plan a trip, you should think about setting standards for managing your group. Here are some rules & guidelines that some of our regular customers use for overnight trips with passengers under age 18.

- 1.** The ratio of adults to students should not be less than 1:6. There should be at least one chaperone for an overnight trip with up to six students; there should be at least two chaperones for a trip with up to 12 students; and so on.
- 2.** An overnight trip should include at least one leader from your group. The leader(s) can be included in the count of chaperones for the purpose of the ratio stated above.
- 3.** The role of chaperone is to guide students by word and example. A chaperone may prevent, halt, or correct misbehavior, but may not impose a sanction for misbehavior.
- 4.** A chaperone should not be housed in the same room with a student. A chaperone may, however, be housed with the chaperone's own child. Adults may be housed with students in a large area such as a dormitory or gymnasium, provided that at least two chaperones are assigned to the room.
- 5.** During no event should males and females be housed in the same room. Where a door connects two hotel rooms, both rooms should be occupied by the same gender.
- 6.** If possible, all members of a group that are staying in a hotel should be housed on the same floor, along the same hallway.
- 7.** When students are not always under direct adult supervision, they should have ready means (such as a cellular telephone or an agreed-upon meeting place) of contacting a chaperone.
- 8.** When feasible, each chaperone should possess a charged cellular telephone. A two-way radio or similar device may be employed instead. Cell phones should be kept charged and on at all times, though they may be set to vibrate rather than ring when necessary. The phone number should be made known to the group.
- 9.** Before the trip begins, the group should communicate the rules for the trip, including the safety rules, to the participants. At appropriate intervals during the trip, the chaperones should remind the participants of those rules.
- 10.** The organization may add rules that increase, but should not decrease, the safety provided by these guidelines.



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