

Guidelines for the Selection of Chairs and Chaperones

A. CHAIRPERSON SELECTION

During the spring of each school year, a selection committee comprised of the Principal, fourth grade faculty, WPG President and VP Volunteers of the current year (the Selection Committee), will appoint two Yosemite Trip co-chairs for coordinating the next year's annual fourth grade Yosemite Outdoor Education Week according to the process described in these Guidelines.

1. Each school year, the Selection Committee will send a notice to all third grade parents by March 15, informing them of the co-chair selection process and requesting that any parents interested in co-chairing this trip complete and submit a co-chair application by April 15. A sample application form is attached to these Guidelines and should be included in the notice to third grade parents.
2. In order to be eligible for a co-chair position, candidates must not have pre-conditions about who they want to work with as a co-chair. The Selection Committee will use its best efforts to select at least one co-chair who has attended the Yosemite trip as a chaperone or served as a Yosemite trip co-chair in a previous school year. Spouses may not serve as co-chairs in the same year. Both co-chairs must attend the trip.
3. The Selection Committee will meet after April 15 to select the co-chairs for the trip based on the applications submitted, using the following process:
 - a) All candidates who submitted a timely application will be interviewed in person by the Selection Committee. During the interview, the Selection Committee will explain to each candidate what is expected of the co-chairs both prior to and during the Yosemite trip. The Committee should use this opportunity to explore any questions or concerns about the applicant's expectations as to co-chair responsibilities.
 - b) Following each interview, each member of the Selection Committee will complete a questionnaire for each candidate. A sample questionnaire is attached to these Guidelines.
 - c) The questionnaire requires the teacher or Board member to rank the candidate according to three criteria, using a five-point scale. The criteria are: organizational skills; interpersonal skills; and demonstrated follow-through on projects.
 - d) For each candidate, the ranking for each criterion will be averaged. The three averages will then be totaled, to provide the final score. The two highest scoring candidates will be selected, provided however that the Principal shall have the final approval of the candidates selected and may, in his or her reasonable discretion, veto any candidate selected according to the process described above.
 - e) In the case of a tie, the Selection Committee will select the co-chairs by lottery from among the tied candidates, subject to the Principal's reasonable approval as described in (d) above.
4. Any Board member who wishes to also be considered as a candidate for a co-chair position will not participate as a member of the Selection Committee and an alternate Board representative will be appointed by the WPG President or the Principal to serve on the committee in the candidate Board member's place.
5. Chairperson responsibilities are set out in the Yosemite Outdoor Education Job Descriptions.

B. CHAPERONE SELECTION: Parent Chaperones

1. All parent chaperones are to be selected by lottery in the fall of their child's fourth grade year.
2. The number of parent chaperones will be determined by the co-chairs, in consultation with the Principal, in accordance with Yosemite Institute policy. The number of male to female chaperones selected will be, to the extent possible, proportional to the number of boys and girls attending the Yosemite trip, so that girls can be housed in cabins with women and boys with men. Teachers are not counted as part of the total pool of gender-proportional chaperones.
3. If available from the parent pool, one male and one female medical practitioner will be selected to go on the trip.
4. The lottery will be conducted in three parts: medical doctors; "last chance" parents; and remaining parents.

The Principal shall have final approval of the chaperones selected and may, in his or her reasonable discretion, veto any chaperone or alternate. If the Principal vetoes a selected chaperone, that chaperone will be removed from the chaperone roster and that chaperone position will be filled by an alternate as described in paragraph 5. If the Principal vetoes an alternate, that alternate will be removed from the alternate roster and the remaining alternates will move up one position on the alternate roster.

(a) Medical Doctors. This lottery will be comprised of volunteer parent chaperones who hold a valid, current U.S. license to practice medicine or nursing. A maximum of one male and one female chaperone will be selected via this lottery. Any participants not selected in this lottery may participate in the "last chance" lottery, if eligible, and in the remaining parent lottery.

(b) Last Chance Parents. This lottery will be comprised of volunteer parent chaperones whose youngest or only child is in fourth grade, i.e., this is the volunteer's "last chance" to attend the Yosemite trip as a chaperone AND will include only those families in which neither parent of the fourth grader has attended a prior Yosemite trip as a parent chaperone. A maximum of twenty percent (20%) of the total parent chaperones will be selected via this lottery. Last Chance Parent chaperone positions will be filled in the same male to female ratio as the total pool of parent chaperones determined according to paragraph 2 above. Any participants not selected in this lottery will be included in the remaining parent lottery.

(c) Remaining Parents. This lottery will be comprised of all remaining volunteer parent chaperones, including any who participated in the Medical Doctors and/or Last Chance Parents lotteries and were not selected. Names will be selected until the volunteer roster, including alternates, is filled.

5. The lottery will be conducted in a prior-announced public place at a specific posted time (the "Lottery Meeting"), by the fourth grade teachers. The announcement of the lottery time and place must be made to all now-fourth Grade parents, and all fourth Grade parents are to be invited.

6. During the lottery, alternate male and female chaperones will be selected from the remaining pool of candidates. In the event that a chaperone is unable to attend the Yosemite trip, that chaperone's position will be filled by a same sex alternate. Open chaperone positions will be filled by alternates in the order the alternates were selected.

7. A mandatory Chaperone Orientation meeting will be held in the spring prior to the Yosemite trip. Because of the quantity and importance of the information to be disseminated in the Chaperone Orientation meeting, all selected chaperones must attend this meeting. Except for extreme emergency, no exceptions from the mandatory attendance requirement will be made. Selected chaperones who do not attend the Chaperone Orientation meeting will be removed from the chaperone roster and the position filled by an eligible alternate as described in paragraph 6

8. Chaperone responsibilities are set out in the Yosemite Outdoor Education Job Descriptions.

C. CHAPERONE SELECTION: Faculty Chaperones

1. Faculty Chaperones. The Principal and three teachers will attend the trip as chaperones, but will not be housed in cabins with students. The teacher chaperone positions will be offered first to the fourth grade teachers. If one or more fourth grade teachers declines to attend the trip, the available teacher chaperone position(s) will be offered to the other members of the West faculty as determined by the Principal. The teachers attending the trip will select one of them to serve as the faculty liaison to the co-chairs

2. Faculty and staff responsibilities are set out in the Yosemite Outdoor Education Job Descriptions.

D. CABIN AND HIKING GROUP ASSIGNMENT

1. Student cabin assignment will be made by the fourth grade teachers based on the student cabin request form completed in class by the students with teacher supervision.

2. To the extent possible and in their best judgment, the fourth grade teachers will assign each student to a cabin consistent with the student's stated preferences so that the student is housed with either a chaperone whom they know and with whom they feel comfortable and/or with at least one child listed on their cabin request form. Under no circumstances will children and chaperones of the opposite

sex be housed together except under extraordinary circumstances and with the express knowledge and consent of the Principal.

3. Yosemite Institute policies require that parent chaperones do not hike with their own children. Similarly, to help foster student independence and broaden horizons, and to the extent practicable, students will be assigned to hiking groups different from their cabin groups.

4. Teachers will not be assigned to cabins housing students but will share a cabin with other same sex faculty.

Yosemite Job Descriptions

As the Yosemite Outdoor Education Week field trip has evolved over several years, the roles and responsibilities of the adults attending the trip have evolved as well. The West Site Council developed the following Job Descriptions to capture and allocate these responsibilities based on the cumulative experiences of past adult faculty, staff and parent volunteers.

Chairperson:

In cooperation with the fourth grade teachers and the principal, the Chairperson(s) handle all administrative matters relating to the trip prior to departure, and serving as chaperones while in Yosemite, as follows:

- Planning a budget for the trip to determine the cost per child and chaperone (budgeted items to include YI fees, transportation expenses, faculty/staff compensation, insurance)
- Contacting the DO to obtain salary compensation figures for faculty/staff and insurance expense figures.
- Setting up group email list including all 4th grade parents and teachers and serving as the communications conduit for all Yosemite trip-related communications to parents throughout the planning period and the duration of the trip, as well as post-trip communications
- Coordinating with the fourth grade teachers to schedule all group meeting dates (the initial parent meeting and chaperone lottery held in the fall, the chaperone orientation meeting held in the spring, and any other meetings that may become necessary); reserving the dates on the school master calendar and reserving the MPR or other appropriate space.
- Confirming that the custodian will set up the meeting room and that someone attending the meeting will have a key to the room for all meetings.
- Contacting Yosemite Institute (YI) to obtain the invoice for the trip and confirming the number of students and chaperones attending the trip
- Preparing the Yosemite Trip Information Packets to be distributed to all parents of fourth graders at What to Expect Night
- Collecting the Intent to Attend forms and initial trip deposit checks from students and chaperones planning to attend the trip.
- Depositing student and chaperone initial trip deposit funds in account at Borel Bank.
- Issuing a check to YI in payment of the initial trip deposit.

- Obtaining principal's signature on the YI trip agreement and sending signed agreement and deposit check to YI.
- Contacting the bus company for student and chaperone transportation to and from Yosemite and securing the reservation for the trip, including issuing a check from Yosemite trip funds for the deposit on the bus contract
- Attending the initial Parent meeting conducted by the fourth grade teachers
- Compiling and distributing the parent packet containing all forms required by YI and the school, including the packing list, with an April deadline for return of completed forms.
- Reviewing all forms returned by parents to determine whether they are complete and contain all required signatures
- Depositing all student and chaperone remaining trip payments with Borel Bank
- Coordinating with the fourth grade teachers to assign chaperones to hiking groups and buses
- Confirming the final number of student and adult participants with YI and paying balance due to YI 30 days prior to departure
- Confirming cabin numbers with YI and assigning cabin numbers to cabin groups
- Preparing packet for chaperones containing a copy of the map of Yosemite, the appropriate cabins map, cell numbers of faculty and chairpersons, hiking group lists; cabin lists, weekly schedule and any specific needs of the students in the respective chaperone's cabin or hiking group, for distribution to chaperones at luggage check in
- Obtaining a Yosemite gate pass for each bus driver and emergency vehicle
- Paying balance due on bus transportation contract
- Preparing a master spreadsheet listing all Medical and Dietary issues and concerns by child, and preparing separate lists containing the same information on a cabin-by-cabin basis
- Ordering T-shirts for student and adult participants to be distributed at luggage check in
- Transmitting to YI the final cabin and hiking groups lists and medical/dietary spreadsheet
- Coordinating the luggage check in process at the MPR on the Friday before departure
- Purchasing and replenishing any Medical Supply box items as directed by the medical doctor chaperone(s)

- Collecting and bringing balls for free time activities and board games and playing cards for sick or confined children
- Purchasing snacks and water for the bus ride outbound and return
- Collecting 4 DVDs (2 per bus) for outbound trip, to be exchanged on return trip
- Coordinating with photographer chaperones while in Yosemite to obtain photo documentation of trip for commemorative DVD
- Bringing the originals and 1 duplicate set of all student and adult participant forms to Yosemite, and delivering the duplicate set to YI upon arrival.
- Assuming chaperone duties upon arrival in Yosemite
- Arranging for payment of tip to YI staff (in Yosemite) and bus drivers (upon arrival in Yosemite and again upon return to Hillsborough)
- Upon returning, coordinating the DVD production by collecting photos and video footage from student and adult participants and working with Andy in HTV office to produce a DVD for distribution in the fall of the following (5th grade) school year
- Balancing the checkbook and transferring the books to the next chairperson

Faculty

Faculty members will be responsible for coordinating with the chairpersons prior to departure for Yosemite, and for performing administrative and supervisory tasks onsite at Yosemite, as follows:

- Conducting the Parent Information and Chaperone Lottery meeting in the fall, including describing the Yosemite trip, expectations for students and chaperone responsibilities
- Administering the student cabinmate request process; reviewing all requests and making student and chaperone cabin assignments
- Together with the chairpersons, assigning chaperones to hiking groups
- Conducting mandatory Chaperone Meeting in the spring prior to explain chaperone duties in detail and answer chaperones' questions
- Assigning students to buses, and, together with the chairpersons, assigning chaperones to buses
- Upon arrival in Yosemite, obtaining the storage cabin key and arranging for all baggage to be taken to the storage cabin until completion of the day hike

- Coordinating with the YI Site Manager to and obtain the cabin keys, wristbands and necessary paperwork for check-in.
- Distributing wristbands and cabin keys to chaperones during the instructional meeting with YI
- Posting YI signs on cabin doors
- Filling out all required paperwork in the event of any damage to any cabins
- Checking in daily with the YI representative at breakfast and dinner for updates or schedule revisions
- Providing assistance as needed with student supervision during meals and recreational periods and after hikes, including relieving chaperones who need coverage to attend to personal needs
- Administering student discipline (including remaining at camp with students excluded from hiking activities)
- Supervising (with a medical doctor chaperone) sick children confined to camp or otherwise requiring attention and transporting them to the clinic when necessary
- Chaperoning hiking groups to provide additional support for individual students and otherwise providing support for parent chaperones and chairpersons as needed
- Conducting a nightly (9:15PM) brief meeting with all chaperones to troubleshoot and obtain trip status reports as needed (this is done by the principal where possible).
- Serving as back-up cabin chaperones as circumstances dictate

Medical Doctors

Medical doctor chaperones will perform the same duties as other parent chaperones. In addition, medical doctor chaperones will have the following responsibilities:

- Along with teacher chaperones, medical doctor chaperones will be responsible for supervising and attending to sick and injured children and adults. If a medical doctor chaperone is needed in camp to supervise a sick or injured child or adult on a day when that medical doctor chaperone is scheduled to hike with students, the Principal will select another parent chaperone or a teacher chaperone to take the medical doctor chaperone's place on the hike.
- Prior to departure, medical doctor chaperones will be responsible for taking inventory of the supplies in the medical supply box, identifying

additional supplies needed to replenish or update the medical supplies, and procuring or arranging for the procurement of those additional supplies. The medical doctor chaperones may bring with them any other supplies or items from their personal inventory that they may wish to have available for their use in carrying out their responsibilities on the trip.

Yosemite Outdoor Education Week

Application for Chairperson

Applicant's Name _____

Home Phone _____ Cell Phone _____

Email _____

Briefly explain why you would like to co-chair the Yosemite Outdoor Education Week and why you believe you would be a good choice for the job. Include any relevant information including a description of past volunteer positions or activities at West School or with similar organizations. Attach a separate sheet if necessary.

Have you attended the Yosemite trip as a chaperone? Yes No

Have you served as a chairperson of a past Yosemite trip? Yes No

I am willing to attend the Yosemite trip Yes No

(Note: Each chairperson must attend the trip)

Co-Chair Policy: Chairperson duties for the Yosemite trip are typically shared between two people. In order to be eligible for selection as a co-chair of the Yosemite trip, candidates may not condition acceptance of the position on selection of a particular person as the co-chair.

I understand and agree to the Co-Chair Policy stated above:

Candidate's signature