

LEADER OPPORTUNITIES ROLES AND RESPONSIBILITIES

Congratulations on being selected for your respective leader opportunity. As a representative of 4-H Alberta there are several roles and responsibilities you must be aware and familiar with prior to taking-off on your trip. Please find the category below that describes your trip and thoroughly read the information provided. If you have any questions or require clarification, do not hesitate to contact Katelyn Strang at katelyn.strang@gov.ab.ca.

CHAPERONE

ROLES AND RESPONSIBILITIES

DEFINITION

A chaperone, for the purposes of this document, will be described as the person who accompanies and supervises 4-H members from the province of Alberta.

PRE-TRIP

- ▶ **Trip Details:** You will be provided with an itinerary (or a guide) for your trip. Review this itinerary and be sure you understand the logistics ahead of your departure. If you have any questions, contact Katelyn Strang (Katelyn.strang@gov.ab.ca) for clarification.
- ▶ **Fellow Chaperones:** You will be provided with the name and contact information for the other chaperones (if there are other chaperones) also going on this trip. Get in touch with each other prior to the trip to ensure full understanding of your responsibilities, roles, and the trip itself.
- ▶ **4-H Members Attending:** You will be provided with the contact information of all 4-H members attending – send a welcome email/phone call to those attending to introduce yourself and express your excitement for the upcoming opportunity, along with any other messages you want to pass on. If any of the trip attendees have medical, allergies, or other issues, you will be informed within this itinerary. Become familiar with any issues prior to departure.

TRIP

- ▶ **Departure:** You will arrive to the per-established meet-up-point 30 minutes prior to the official arrival time to greet arriving members.
- ▶ **Checklist:** You will ask that all members have their required travel documents and luggage/gear prior to departure.
- ▶ **Duty of Care:** You will ensure that members arrive at the program and get back home safely – they are under your care for the duration of the trip

TRIP CONTINUED

- ▶ Program Rules: Each member signs a program agreement form – become familiar with these program rules and uphold them during the trip
- ▶ Primary Contact: You will be the main contact for the group – if any 4-H member's parents/guardian or the 4-H staff/organizer need to be in touch with the group, that will go through you.
- ▶ Time Management: You are responsible for ensuring that members get to activities on time – ensure you have a watch or a reliable way to check the time.
- ▶ Participation: You should be engaged in all activities throughout the trip and interact with all members you are accompanying. You want to set a good example – if a task needs to be completed, help out rather than merely assigning it. Model the behavior you expect.
- ▶ Group vs. Individual Needs: A chaperone who manages a group in a way that meets the needs of the individuals as well as the group will be more successful. In order to meet both sets of needs, it is necessary to establish and maintain a level of structure and discipline that is effective.
- ▶ Finances: You will be responsible for the finances for the group – this will include purchasing meals, paying for any hotels or campsites that were not pre-paid, and any additional activities. You will have a budget provided to you, and arrangements will be made prior to the trip to provide you with the necessary funds. **You must keep track of these funds daily and ensure that you are not over budget.** You will be provided a sheet to write all budget information in. *You must ask for and retain your receipt when purchasing anything.*
- ▶ Representing: Remember that you will be representing 4-H Alberta.
- ▶ Enjoy: We want you to enjoy the opportunity, learn lots, and have fun.

ADDITIONAL ROLES FOR NWT TRIP

- ▶ Time Management: You will be completely in charge of the schedule for the trip – this will require that you are packing up and getting to the bus on time.
- ▶ Contact Tour Providers: You will be provided with a list and contact numbers for all tours that you will be going on – call 1 day ahead to confirm the arrangement.

POST-TRIP

- ▶ Finances: You will be asked to send in all receipts from the trip along with the budget form you were required to fill out during the trip - this will generally only occur with the NWT trip. You will then be reimbursed or asked to credit back the funds you were provided to the 4-H Foundation.
- ▶ Returning Important Documents: If any original travel documents (trip binder, etc.) were provided to you prior to the trip, you will be asked to return that.

POST-TRIP CONTINUED

- ▶ **Follow-Up From Parents:** If parents have any follow-up questions at the conclusion of the trip, you'll answer those questions freely.
 - ▶ **Write-Up:** You will be asked to write up a small article about your experience, which may be used as a promotional tool to attract other chaperones to apply for these opportunities in the future.
 - ▶ **Attend Regional Council Meeting:** You will be asked to attend the next regional council meeting to provide an overview of your experience. If you are unable to attend you can write a report to be shared by the secretary.
 - ▶ **Tips and Tricks:** In addition to a general write-up on your experience, you will be requested to write some 'tips and tricks' for the next years chaperone and for the trip planner. Whether it be additional things to bring, some great restaurants or road-side stops, etc.
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LEADER DEVELOPMENT

ROLES AND RESPONSIBILITIES

- ▶ **Finances:** You will be required to keep track of all finances (if that is a component of the trip). Accommodation, travel, and conference fees will be covered by 4-H Alberta. If you have paid for these expenses out of your own pocket, request a reimbursement form. All other expenses will be non-reimbursable.
- ▶ **Promotion of 4-H Alberta:** You will be promoting 4-H Alberta at the Leader Development opportunity. You may be asked to bring promotional material about our program and distribute it while there.
- ▶ **Write-Up:** Upon completion of the opportunity you will be asked to write, and maybe present, a report for your club, district and region. You will be asked to send a copy of this to Katelyn, which may be used in the magazine and as part of future leader development promotions. This report should include key learnings from the event along with why you would encourage others to apply.
- ▶ **Tips and Tricks:** In addition to a general write-up on your experience, you will be requested to write some 'tips and tricks' for the next years chaperone and for the trip planner. Whether it be additional things to bring, some great restaurants or road-side stops, etc.
- ▶ **Enjoy:** We want you to enjoy the opportunity, be inspired, learn lots, and have fun.