State Fair Chaperone Guide

Chaperone Guidelines & Expectations

4-H Chaperones:

- Must be 21 years of age or older and background checked by their Cornell Cooperative Extension Association.
- Should read and be familiar with the Guide for 4-H Staff and Volunteers at State Fair.
- Are required to attend the chaperone meeting at 9:15 PM, the evening before each rotation begins, in the stage area in the center of the Youth Building.
- Make sure youth in your group attend the youth orientation meeting at 8:30 PM, the evening before each rotation begins, in the stage area in the center of the Youth Building.
- Are responsible for all assigned youth participants.
- Must stay in the dorm with youth participants being chaperoned.
- Youth being chaperoned must be of the same gender as the chaperone.
- Must know and follow the rules & regulations of the dorm (ex. Curfew, quiet hours). See Dormitory Rules & Regulations.
- Should review emergency procedures, blue light system, exit locations and designate a meeting spot away from the Youth Building (behind the FFA Building) in case of fire.
- Must physically check-in all their assigned county participants each night between 10:30 and 11:00 PM.
- After 10:30 PM accompany any assigned youth that need to leave the dorm for any reason.
- Encourage youth participation in scheduled activities in the Youth Building.
- Take responsibility for their organization’s youth/adults in enforcing rules & regulations.

State Fair Dormitory Resident Rules & Regulations

There are some basic rules that must be followed by everyone using the dorms. Please read these rules carefully.

Dorm residents are expected to quiet down after “lights out” at night, and dress quietly in the morning. Youth should be instructed to direct any questions or problems to their own organization’s chaperone. Youth are responsible for abiding by any special county/organization’s code of conduct, even when more stringent than that expected of other young people in the dorm. All NYS 4-H participants (youth and adults) are expected to uphold the NYS 4-H Code of Conduct.

1. All residents shall act in a mature and morally responsible manner at all times, recognizing the basic rules of society and the rights of others.
2. All youth must be chaperoned by approved county or program personnel. Chaperones must be 21 years of age or older.

3. ALL NY State Fair Dormitory residents over the age of 21 must have been cleared through a background check by their certifying agency.

4. All persons entering the Fairgrounds, including residents’ baggage will be subject to search at any of the bag check areas.

5. No weapons, firearms of any type, alcohol or illegal drugs are permitted in the dorms. Possession or use of these items is grounds for dismissal from the dorm. Chaperones will notify the youth’s parent or guardian of violations and ensure that the youth has safe transportation home if dismissed from the dorm.

6. Smoking or tobacco products, food, beverages or hot plates are not allowed in the dorms. No animals, with the exception of service animals, are allowed in the dorms.

7. Entry to the Youth Building Dormitory is through the center doors of the Youth Building and requires a dorm button.

8. All youth will be in the Youth Building Dormitory between 10:30 PM and 7 AM unless they have written parental and/or chaperone permission and are accompanied by an approved adult.

9. If the fire alarm sounds, exit immediately, follow the posted exit maps, and go to the shelter adjacent to the FFA Building. When you first sign in to the dorm, check with your chaperone for that meeting location.

10. All doors are to be kept closed. There is a blue light security system in operation. No one should at any time open the outside exit doors to allow access to the dorm unless there is an emergency.

11. Curfew is 10:30 PM. All 4-H Teen Events will end by 10:30 PM.

12. Quiet hours are 11 PM to 7 AM for both youth and adults. Cell phone calls are limited to 7 AM to 11 PM.

13. For safety concerns, switching or rearranging beds is not permitted. Sleeping on the floors is not allowed.

14. Aisles must be kept clear of luggage and all other items.

15. Hair dryers & curling irons must not be used at or near the beds. Electrical cords, including cell phone chargers, cannot be run across the dorm floor or into the lockers.

16. Nightlights must remain on at all times.

17. Nothing is to be hung from or attached to the sprinkler pipes.

18. Roller blades, skates, skateboards, scooters or bicycles are not allowed on the Fairgrounds.

19. Children under the age of five cannot stay overnight in the dorms. Youth, regardless of age, must be housed in the girl’s dorm if they are female and boy’s dorm if they are male.

20. Residents are responsible for all damage beyond normal wear.

Violations of the Rules & Regulations may result in any or all of the following:

- Expulsion from the dorm
- Forfeiture of awards and/or premiums
- Dismissal from the participant’s Sports Association, guarantee and privilege of further participation in the State Fair Program
New York State 4-H Code of Conduct

Our first priority is to create a safe, inclusive space for learning, sharing, and collaboration welcoming to people from diverse backgrounds, cultures and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration status, sex, gender, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, physical appearance, body size, protected veterans, and individuals with disabilities. CCE actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity on the basis of any legally prohibited discrimination. CCE is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

All 4-H Participants—youth, families, volunteers, and Extension staff—in or attending any activity or event sponsored by Cornell University’s Cornell Cooperative Extension (CCE) 4-H Youth Development Program are required to uphold the values of the NYS 4-H program and conduct themselves according to these standards. The standards also apply to online activity, including social media internet presence.

Ground Rules

The following Ground Rules apply to all 4-H participants and volunteers. In addition to these expectations, CCE volunteers are accountable to additional expectations outlined in the CCE Volunteer Code of Conduct. Extension staff are accountable to additional standards of professionalism that are outlined by position descriptions and CCE human resource policies.

1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in CCE and 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.

2. **Bring Your Best Self.** Respect and follow Cooperative Extension rules, policies, and guidelines that relate to 4-H Youth Programs and Events. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.

3. **Obey the Law.** Commit no illegal acts. Do not possess or use illegal drugs, tobacco products, firearms, weapons, or any harmful object with the intent to hurt others at any time. (Firearms are allowed only as part of supervised 4-H Shooting Sports programming.) Do not attend CCE or 4-H activities under the influence of alcohol or controlled substances.

4. **Honor Diversity – Yours and Others.** Respect and uphold the rights and dignity of all staff, volunteers, families, and youth who participate in CCE and 4-H programs. Follow [Cornell Cooperative Extension Non-Discrimination Policy.](#)

5. **Create a Safe Environment.** Do not carelessly or intentionally harm youth or adults in any way (verbally, mentally, physically, or emotionally). Refrain from romantic displays and sexual activities either in public or private situations. Be kind and compassionate towards others. Do not insult or put down other participants. Harassment, bullying, and other exclusionary behavior aren’t acceptable. Be considerate and courteous of all youth and adults and their property.
   a. **Youth must stay in the designated dormitory lodging areas:** boys may not be in girls’ dormitory or lodging areas and girls may not be in boys’ dormitory or lodging areas.
   b. Report any and all accidents, physical or verbal abuse or unsafe conditions that threaten the emotional or physical well-being of others or yourself to the NYS 4-H, Extension staff, and Event Coordinators as soon as possible.
6. **Be a Team Player.** Work cooperatively with Extension staff, volunteers, 4-Hers, and all involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group’s decisions.

7. **Participate Fully.** Participate in all of the planned programs, be on time and follow through on assigned tasks/responsibilities (including the completion of required records or reports) in a manner that insures the safety, well-being, and quality of the educational experience for self and others. Have fun!

8. **Watch What You Wear.** Use your best judgment. Wear clothing suited for the activity you will participate in. Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic, or any other degrading message that detrimentally impacts the dignity and respect of members of our community are never acceptable. Don’t wear revealing clothing, such as short skirts or shorts, midriff-baring tops, and sagging pants. If you are unsure about what is appropriate, contact the local CCE 4-H Educator in charge in advance.

9. **Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others, and that you are representing yourself, CCE, and the 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary stands of conduct at all 4-H activities.

**Consequences**

Any of the following may be used, depending on severity of the situation:

1. Participant will receive a verbal warning.
2. Participant may remain at the event/activity, but may possibly be barred from a future event.
3. Participant may be asked to leave the event/activity. If a youth, the parent(s) will be called and the youth will be sent home at family’s expense.

**Emergency Procedures for Youth Building Chaperones**

As soon as possible after arriving on the fairgrounds, discuss the following critical safety and emergency information with all youth and adults for whom you are responsible.

- If we have anyone in our group who is physically impaired, we have notified the dorm staff. We know that if the building is evacuated there is a special exit where firefighters will assist getting that person out of the building. We have designated two buddies for this person who will stay and help the firefighters find him/her.
- Every person in my group is aware of the two closest fire exit doors from the dorm room where we are staying.
- Every person in my group knows where to find the fire ‘pull boxes,’ particularly the one in the room where we are staying.
- Every person in my group knows how to exit the building, where to go, and how to get there if the building is evacuated. We will exit the closest fire exit door, move away from the building, and proceed to Cheyenne (turn right) and then to Belle Isle (turn left) to the back of the FFA Building (on the right). Once there, the chaperones will take group attendance. We will wait for the “all-clear” signal before we return to the building.
• Every person in my group knows that extension cords MAY NOT be “piggy-backed” into each other and that cords cannot be shut into a locker door, squeezing the cord. We know that all connecting doors in the dorm must be kept closed at all times.
• We will have one adult hold the door open for the rest of the group going out and will close any door behind us if there isn’t anyone else coming through. An adult will unplug the large floor fan if that can be done safely.
• If we have an extra adult who is not responsible for youth, that person will consider helping by reporting to the central front entrance for instructions to help with building evacuation and security.