

César E. Chávez Leadership Conference
Southern Oregon University
Friday, March 8, 2024

CHAPERONE/SCHOOL STAFF RESPONSIBILITIES

Chaperones and School Staff will be an integral part of the success of the César E. Chávez Leadership Conference (CECLC). Please read this information carefully to ensure that you have a clear understanding and contact us if you have any questions.

Pre-Conference

Meet with your students prior to the conference to go over CONFERENCE RULES & STUDENT CONDUCT (see attached). This includes school district and conference behavioral expectations and dress code.

Student Registrations

Prior student registration is REQUIRED. Each registered student will receive a personalized packet/folder that will include their assigned workshops and assigned **Group Number**. We understand that there may be last minute changes to your school's registration list. Students who did not have a prior registration will be randomly assigned to a Group and sessions. Unfortunately, this means students will not be able to select their workshop of choice. *We highly recommend students to register and select their workshops ahead of the conference.*

IMPORTANT: Students will fill out two (2) separate forms for this conference. The initial registration with their basic information and the workshop selection form. Both of these forms are available to the designated school chaperone's *only*. It is the responsibility of the chaperone to register students and distribute the workshop selection forms to their students. *Note: it is important the names registered match in both forms or we cannot assign workshops appropriately.*

Day of the Conference

School Bus Arrival/Departure

Buses will be directed to the main doors of the SOU Stevenson Union (see campus map). This is the location for Students & Staff "drop-off" and "pick-up". Conference Volunteers will be stationed at the drop off site and will direct students into the SOU Stevenson Union.

If Buses are not staying for the conference, they can then depart after Students & Staff have unloaded. If Buses are staying, there is a designated parking lot for them (see map). To depart, at the END of the conference, students and staff should walk to the parked buses.

Arrival at the SOU Stevenson Union/Check-In

After unloading from the bus, Students and Staff will enter through the main doors of the Stevenson Union and go to the check-in tables in the foyer (next to SOU Bookstore).

One School Representative (a staff person) needs to Check-In their school, and provide us with a final count of the number of students attending. If there are changes to your student registration list, please bring the *new* students with you to the Chaperone check-in line. The

Chaperone Check-In will have a designated area in the check-in tables. This will also be the location where the *new* students receive their package/materials.

Students who registered prior will be able to receive their package/materials in line at the regular student check-in (sorted alphabetically by last name). **ALL students will wear a name badge and conference t-shirt throughout the day of the conference that they will receive at check-in.** Chaperones also will wear their conference name badge.

Opening Session

Sit with your students during the Welcoming Session in the Rogue River Room. Please help monitor behavior. All students have been assigned a **Group Number**. These Groups will be led by Southern Oregon University Student Ambassadors. They will lead their Student Groups throughout the day and to each of the assigned sessions. Please remind students they must be respectful and adhere to any requests or directions from the **Group Leader**.

After the Welcoming Session, Groups will be dismissed, one at a time. The Group Number will be announced, the Group Leader will be identified, and students should quickly get into their groups. SOU Student Ambassadors will do a final head count with their group roster.

Chaperones are also required to attend the conference sessions with the students. As Groups are dismissed, District Chaperones will be dismissed as well. For example, "Phoenix School District Chaperones, you are assigned to Groups 1 – 2". We want to make sure each group has at least 1-2 chaperones.

Miscellaneous

Although students may bring money to buy items on campus, stops at the stores on campus such as the Bookstore, Elmo's, Einstein's Bros. Bagels, and The Landings is highly discouraged because it has led to groups being delayed to their next session or had created disruption. We also discouraged students from using their bathroom breaks to go these locations. If time allows after the dance, and these stores are open, then groups can make a stop before departure (will need to be accompanied by their chaperones).

Luncheon

Lunch will be held in The Hawk (please see map). We ask that students stay with their Group Leader as The Hawk is across campus. The Hawk is buffet style and student expectations still apply to the lunch portion of the conference. Similar to school cafeterias, everyone is expected to bus their own tables. There will be a designated area for their plates, cups, utensils, and trash on the left side of the dining hall *as you are exiting*. Please help monitor during the luncheon.

Be aware that there will be SOU College students present at the same time CECLC Students are there. Please notify SOU Staff if you notice any inappropriate behavior between the two parties. Student safety is our top priority in our conferences.

Evaluations

The students will be filling out conference evaluations during the closing ceremony, **if for some reason your school can not stay for the closing ceremony please notify us ahead of time so we ensure your group completes their evaluations before departing.** Groups will proceed to the Rogue River room for the closing ceremonies after their last session.

Conference Closing

As you proceed to the Rogue River Room for the conference closing, again ensure that your student group is together, and that all students in your group sit together. Please help students get seated as quickly as possible.

Dance

After the closing ceremony, we will have a dance inside Diversions (basement level inside the Stevenson Union). We encourage groups to stay for the dance but we understand some may have to leave right after the closing ceremony due to transportation limitations.

Student expectations and code of conduct still apply during the dance portion of the conference. We ask that chaperones help monitor their students' behavior. Please let students know that we may not be able to accept song/playlists requests. We understand our students come from various backgrounds and music tastes and we will do our best to include a variety of Latin music genres in the music selection.

Departure

Have a prearranged time and place to meet your students in the Rogue River Room for departure. Walk with the group to your bus (see School Bus Arrival/Departures section). Ensure that all students are on the bus, and that they have all their belongings.

Questions

Please visit our website: www.sou.edu/youth/cesar-chavez has been updated with important information and you may find the answers to your questions.

We look forward to a great conference. We want to thank you in advance for all of the assistance you have provided, and will provide the day of the conference!