



The Ivy League Connection

CHAPERONE'S GUIDE

All You Ever Wanted to Know About Chaperoning an ILC Cohort—but were afraid to ask

JUST THE BASICS:

- *Shortly after your cohort is selected, arrange a way to meet as a group to get to know each other. A lunch or dinner at a local restaurant or a potluck dinner is a nice way to meet without the pomp and circumstance of other ILC events.*
- *Make sure you have contact information for your cohorts and their parents. [Don can provide this.]*
- *Make an effort to meet the parents so they feel comfortable with you taking their child across the country.*
- *Call and email your cohorts on a regular and frequent basis to check up on them (especially when it comes to their progress and involvement with ILC events).*
- *As their chaperone, you will be expected to attend the dinner in San Francisco, the presentation before the School Board in May, the pre-departure orientation near the beginning of June and the presentation before a City*

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Council.

- As their chaperone you will be responsible for overseeing the arrangements for tours, site visits, dinners and any other events while back East. In particular, you need to get the names, phone numbers, email addresses and physical addresses of the people you contact. Keep the ILC Administrators in the loop at every step (especially Don about the contact information).
- You are strongly encouraged to attend the tutorial that the ILCers are required to attend. Not only is this an excellent opportunity to bond with your cohorts but it also helps to educate you on many facets of the ILC that your cohorts may question you about.
- Because you may need to rent a car, even though you'll be reimbursed for the costs (or provided with funds up front), you still need to be able to meet the requirements of the rental agreement. This means a valid drivers license, proof of insurance and a credit card.
- Check your emails daily and respond promptly when asked.

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BEFORE YOU GO

Documents

- You will need all the travel information: flights, hotels, car rental, dinner reservations and locations and train schedules. This is best to keep in a binder or folder that is difficult to lose. This should also be kept on the laptop you take with you and even on your Smartphone. [The ILC Administrators will provide all of this information.]

Permission slips

- Take copies of the parent permission slips just in case they are needed at the dorms.

Contact Information

- Make sure that you have the phone numbers of all of the parents as well as the kids (Don will provide a hard copy of this to everyone on the morning of the departure and will email a copy for laptops and Smartphones).

Emergency and medical Information

- Get copies of their emergency forms and ask the parents if there are any medical conditions that you

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should know about (e.g. nosebleeds, menstrual issues, maintenance drugs, etc.). Make sure you have a list of any prescription medications (with dosages) for each of your cohorts.

Parent e-mails

- Get the e-mail addresses of all of your parents so that you can send them a general note or, should you feel the need to do so, individual ones. Remember to copy Charles, Madeline and Don on any correspondence with parents. [Don can provide all contact info.]

Student profiles

- Ask the parents (before the orientation) to give you a profile of their child, including likes and dislikes, food preferences, sleep habits.

Meeting

- We recommend that you schedule an informal potluck (or dinner in a local restaurant) with the parents and their kids before you go. This allows the parents to know that you live in a home, eat food, and so on. It also allows the students to further bond before they go. Bonding with the parents and the ILCers is an important factor in your success as a chaperone. As

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always, keep the ILC Administrators in the loop

DURING

Stay in Touch

- *Work out a schedule to either meet with or communicate with your cohorts on a daily basis. They need to know that you are there not only as their lifeline but also as their surrogate parent. This is important as well for the sake of their parents who might need reassurances that their child is in good hands.*
- *You need to have a mobile phone so everyone can reach you when needed. If you do not have one, then a disposable phone will be provided to you.*

Syllabi

- *It is really helpful if you can get a copy of the syllabus for each class. If you are at a school that encourages you to drop in, this means that you know what you are about to hear. If you are not at such a school, then you have some way of asking the kids more specific questions about their studies.*

Money

- *Ask Charles or Madeline which dinners you are to pay*

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- for. Ask them about other items that you are expected to buy for the kids (such as school sweatshirts). Estimate and request an advance.
- Make sure that you have with you enough cash to cover taxis and other incidental expenses.
 - Keep all receipts!!!
 - Make sure you fully understand what expenses are reimbursable by the District and which will be reimbursable by the ILC.
 - If any of your cohort members are to receive a stipend from the ILC (through you), make sure you have the cash and provide it to them on a timely yet responsible schedule.
 - At no time should you be expected to use your own money expecting to be reimbursed later. Advance funds will be provided.

Transportation

- Some chaperones will need to rent cars; some use cabs; some use trains and some use the subway.
- Whatever you and the ILC Administrators decide, you need to know something about where you are going and how you will get there. Buy a map or get a free map of the subway system. Do all of this in advance.

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- Inquire as to the cost of a cab; in many places it is a cheap form of transportation and very available. If you are driving, make sure you have a GPS system (bring one with you or rent one with the rental car). This is a must. And make sure you know how to use it. This will save you hours of angst and will help instill confidence in you with your cohorts.
- You **MUST** be available to drive your charges when needed. This means that you need to have a valid driver's license, insurance and a credit card so you can rent a vehicle.
- Never lose sight of why you are there. If you get a call because your ILCers have wandered too far away from campus and need help in getting safely back to their dorms, this is your job. We don't want them to abuse you but we need for this to be a last resort option available to them.

The Dining Experience

- From time to time take your cohorts out for a meal. It's yet another way to bond and experience the area.
- **Fast Food restaurants should be avoided.** They can get plenty of that at home. We want them to experience things they normally wouldn't be exposed to.

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Graduations

- Find out when your kids "graduate". There is usually a ceremony to celebrate this fact, and you do not want to miss it. Photos of this are priceless.

Blogs

- Read the blogs and comment on the blogs by your cohorts as you deem appropriate. You can also blog just to let people know that you are still there and so they can read a different perspective.
- While your cohorts are in class you may be checking out the college community or even visiting other schools in the area. Blog about these (with photos) so everyone else can share.

E-mail

- Check your own e-mails frequently, and be sure to send updates to Charles, Madeline and Don. This is sometimes the only way they have of knowing how and what you are doing.

Weekends

- If the school has not already done so, create a schedule for the weekend with the kids. Often, they have to have permission forms quite a bit in advance,

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so check on this and make sure that you and they have done all of the paperwork. If you are going to visit a college, be sure to call in advance and schedule the visit. You may want to look at

[HTTP://WWW.CTCL.ORG](http://www.ctcl.org) to see schools of note (colleges that change lives). Make sure that you and your ILCers agree on a place and time to meet and that they also know when they will return. *Arrange plenty of time for traffic, the occasional misdirection and the difficulty in parking.*

Assume that the school you're going to visit is undergoing renovations and the streets shown on your maps will be closed or detoured. Give yourself an extra hour for the return - just in case.

- As a group, plan out events in the area that you can all enjoy. Many students will want to just veg out on the weekends but this should be avoided. Rest and relaxation are important but sitting around doing nothing can be done for free when they get back home.
- Don't force your desires on the ILCers. Whatever is planned should be accomplished by consensus.
- Since you may have more time and resources than your students may have, research out opportunities

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for visits and activities.

College visits

- *Call and set up interview times for campus tours, information sessions and meetings with northern California admissions officers*
- *Bring WCCUSD District Profiles and present to admissions officers*
- *Set up a time for the Admissions Officers to visit the District*
- *Get business cards and contact information for the Admissions Officers and key persons so the ILC can compile a contact list.*
- *Don will provide you with business cards to hand out so no one forgets who you are or how to contact you*
- *Get transportation information maps/public transportation*

Letters of Recommendations

- *Tell your kids to ask their professors for letters of recommendations, if they feel good about the course and the relationship. The kids can suggest that the professor send this later, as they do not want to add a lot of pressure.*

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Tipping

- Don't forget to tip the maids at your hotel. If you are uncertain about the rate (this varies by area), ask the front desk.

Something is Amiss

- If something—anything—goes wrong or if you have a question, call Don immediately. Because of the difference in the time zones, keep in mind that the people who can solve these problems may not be available. Calling right away minimizes this risk.
- Be prepared with the specifics of the problem. This may mean having names, phone numbers, confirmation numbers or any other data readily available for Don

AFTER

Notes

- Write up your notes on your college. Be specific. Give ideas as to things to do, events, and so on. Think about the next chaperone. What do you wish that you had known? Then note what worked and what did not work. Don't make next year's chaperone have to reinvent the wheel. This will make everybody's life easier.

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Don't Get Lost

- You don't want to waste the precious time for you and your cohorts and you don't want to miss events because you got lost. To help with this:
 - ◆ Bring or rent a GPS for your trip
 - ◆ Bring maps either printed from the Internet showing your course of travel or bring AAA style maps (good to have no matter what) [Don can help provide you with area maps]
- Know in advance where you're going and how you're going to get there. This applies to airports, colleges, restaurants, train stations—everything.

Feedback

- Take notes as you go so you can provide feedback to the ILC about your experience as a chaperone. The ILC Administrators need your help to know what worked and what failed to work. The ILC is always looking for ways to improve.
- Be prepared to provide feedback about your ILCers. Some of these students may want to apply again next year or they may ask the ILC Administrators for letters of recommendation. If they're superstars the ILC wants to know this but if they're people to avoid, the ILC needs to know this, too.