



Habitat Chicago Team Build Chaperone Agreement

Thank you for volunteering with Habitat Chicago as a chaperone for your upcoming Team Build. Your commitment is helping ensure a safe, fun, and productive build day for all.

By agreeing to act as a chaperone, you are assuming certain responsibilities for the welfare of the volunteers under your care and control. To assist you in knowing your responsibilities, we have created this information sheet for you. Please read the following criteria and responsibilities carefully.

Chaperone Overview
Criteria
Chaperones are required to: <ul style="list-style-type: none">• Be at least 21 years of age on the day of the team build• Have a non-peer relationship with the youth volunteers<ul style="list-style-type: none">○ Examples of acceptable relationships: parent, legal guardian, teacher, coach, youth group leader, etc.○ Examples of unacceptable relationships: older students or teammates, etc.
Responsibilities
You should be pre-assigned to a group of no more than 4 youth by your group leader. Throughout the build day, you will be working with this group of students and a Habitat construction Crew Leader on construction tasks. Chaperone responsibilities are to: <ul style="list-style-type: none">• Arrive to the build site 15 minutes early and introduce yourself to the construction team as a chaperone.• Stay with your assigned group for the entirety of the build day (typically: 8am-3pm).• Help facilitate a successful check-in process by making sure each member of your group:<ul style="list-style-type: none">○ Signs-in○ Submits their waivers, filled out in advance by a guardian, to the Habitat staff at the sign-in table.• Ensure that each member of your group is dressed appropriately for a build site, including long pants, clothes that can get dirty, and close-toed, close-heeled, and hard-soled shoes.<ul style="list-style-type: none">○ During the winter months, this also includes comfortable dress for the weather—such as layers, hats, scarves, and gloves (we will provide work gloves).• Guarantee that each member of your group is actively following safety guidelines, task instructions, and proper use of tools and materials as given by Habitat Chicago staff.• Address any behavioral concerns of your group that you observe or that are relayed to you by Habitat Chicago staff.• In the unlikely event of an incident or injury on site, follow protocol as directed by Habitat Chicago staff.



Team Build Chaperone Roster

Please fill out the table below with the names of your chaperones in the space provided below, maintaining a 4:1 youth to chaperone ratio. But submitting the names of the chaperones, you are indicating that they have read and agreed to the Habitat Chicago Team Build Chaperone Agreement. *(Keep in mind: Chaperones still need to sign-up through the online registration page to be registered for the day and sign-off on the standard waiver agreements.)*

Return this to your Habitat Chicago contact **at least three days** before your build day.

Thanks again for your support of the Habitat mission—we are looking forward to a wonderful build day!

Group Name:		
Group Build Date:		
Group Coordinator:		
Full Name of Chaperone	Email Address	
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12.		