

**Adult Sponsors (Chaperones) must review and sign this page prior to attending OKSA events, indicating that they have read and agree to abide by these guidelines.**

### **OKSA Event Guidelines**

- Sponsors must discuss guidelines with each youth before arriving on campus.
- To ensure the safety of all participants, sponsors are responsible for the supervision of the youth they are sponsoring, and must ensure the youth are always in line-of-sight. The youth to sponsor ratio is a maximum of three-to-one, although two-to-one is recommended for the best experience.
- All sponsors and youth must remain at the event site for the duration of the entire conference and must be active participants in the event and attend all conference activities.
- For overnight events, sponsors will be responsible for room checks each night, wake up calls in the morning, and checkout by designated time on day of departure if applicable to specific events. Sponsors of the opposite gender **must** identify nighttime supervision for their youth for overnight events.
- Sponsors are responsible for handling all disciplinary, medical, or other situations that arise with the youth they are sponsoring. Sponsors should have all appropriate contact information on hand in case arrangements must be made for the youth to leave the event for medical or behavioral reasons.
- Sponsors will serve as role-models in both appropriate campus behavior and proper attire. We are guests of the conference site. Please be respectful of university staff, participants from other groups, and each other. Keep the site clean, be mindful of noise levels, and do no harm in words or deeds.
- OU is a smoke, drug, and alcohol-free campus; this includes marijuana, even for medical use.
- Notify Event Supervisors, Robbie Wheet (NRCYS) at 918.519.4139 or Jennifer Boyer (DHS) at 405.255.5902 immediately of any injuries, inappropriate behavior, or emergencies.
- **Have FUN!!! Meet as many people as you can and share your experience and knowledge!**

I have reviewed the OKSA Event Guidelines above and agree to follow these guidelines during my time at Teen Conference. I understand that failure to follow the above guidelines could result in being asked to leave the event.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_