



Kent County 4-H Chaperone Position Description



for

2009 Kent County Fair



Name of Volunteer: _____

Address: _____

Home Phone #: _____ **Cell Phone:** _____

Emergency Contact Person: _____ **Phone #:** _____

Position Title: Overnight Chaperone for 2009 Kent County Fair

Purpose: To provide overnight supervision for a 4-H'er(s) in the horse, beef, dairy cattle, goat, sheep, swine, small pets, rabbits, or poultry projects staying overnight at the Kent County Fair.

Agreement period: Thursday July 16, 2009 and/or Friday July 17, 2009 and/or Saturday July 18, 2009

Job Site: Kent Agriculture Center, Inc., Rt. 21 (21349 Tolchester Beach Road), Tolchester

RESPONSIBILITIES ACCEPTED BY VOLUNTEER-CHAPERONE:

- 1) To know at all times, the location of 4-H'ers for whom you are the designated chaperone.
- 2) To follow all University of Maryland Policies and Procedures including:
 - a. No use of alcohol during duty as 4-H Chaperone
 - b. No use of illegal drugs or use of prescription and over-the-counter medicines that inhibit your ability to function in your volunteer capacity.
 - c. No use of tobacco products while serving as a 4-H Chaperone.
 - d. Report any suspected cases of child physical or sexual abuse or instances of sexual harassment.
 - e. Use Universal Health Care Precautions in event of accident or injury
- 3) Attend Fair Overnight Orientation meeting at the fair grounds conducted by Extension staff.
- 4) Will know and adhere to all rules, guidelines and policies of University of Maryland, Cooperative Extension, Maryland 4-H, Kent County 4-H, and the Kent Agriculture Center, Inc.
- 5) Assure a safe and healthy environment through support and enforcement of all rules.
- 6) Will report all injuries, illness, homesickness, misconduct, etc. to appropriate health care provider and to 4-H staff (at the time of the incident) and will help complete an Incident/Accident Report
- 7) Set a good example for 4-H'ers at all times.
- 8) Agree to complete a 4-H Health Form to be kept by the phone in case of emergency
- 9) Agree to wear a Kent County Fair overnight wristband from 11:00 p.m. to 6:00 a.m. that will identify you as a designated chaperone.

Procedures in event of accident, injury, or misconduct:

1. If child/adult is injured, report immediately to proper health care authorities – DIAL 911!
2. If incident is case of misconduct or illegal activities, contact police, fire companies as necessary.
Kent County Sheriff's Office 410-778-2277 (emergency) or 410-778-2279
Rock Hall Fire Department 911
3. Contact parent, guardian of child. Health forms, with contact information will be in fair office in large white notebook, near the phone.

Procedures in event of accident, injury or misconduct (continued):

4. In accordance with the MD 4-H Disciplinary Policy, an incident of misconduct requires immediate dismissal from the fair grounds. Dismiss child into care of parent or guardian only!
5. Contact Extension 4-H staff at time of accident/incident
Beth Hill's home phone #: 410-348-5542
John Hall's home phone #: 410-778-1768
6. Fill out accident/incident report form and file with county Extension Office within 24 hours.

Qualifications:

1. Must be at least 21 years of age.
2. Must have completed Maryland Cooperative Extension (MCE) volunteer training prior to the Fair unless as parent, responsible for own child(ren) only.
3. Must attend Overnight Orientation by Extension staff before chaperone duty.
4. Show flexibility, emotional maturity, good moral character, and integrity.
5. Willingness to take direction from and report to Extension and 4-H staff.

- Volunteers report to:**
1. 4-H Extension Faculty - Elizabeth M.S. Hill
 2. County Extension Director – John E. Hall

Kent County Cooperative Extension Office
Kent County Public Works Complex
709 Morgnec Road, Suite 202
Chestertown, MD 21620
Phone: 410-778-1661; FAX: 410-778-9075

Estimated Time Requirement: Chaperone duties will begin at 11:00 p.m. each evening when the fairgrounds are closed to all unauthorized persons and end at 8:00 a.m. or earlier if parent/guardian returns to care for child.

Affirmative Action: Chaperones provide support and guidance for all 4-H'ers regardless of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

Date: Developed 7/6/2000; revised 5/21/2009 for use at 2009 Kent County Fair: July 16-18, 2009.

Volunteer Affirmation

I understand and agree to abide by the objectives and philosophies of the Kent County 4-H Program and to fulfill the volunteer responsibilities above to the best of my ability.

Volunteer Signature: _____ Date: _____

Extension Staff Approval

The above volunteer has met all required criteria to be an overnight chaperone at the Kent County Fair

Extension Signature: _____ Date: _____