



Fredericksburg Sister City Association, Inc.

CHAPERONE SELECTION CRITERIA AND RESPONSIBILITIES

Criteria:

- Evidence of responsibility
- Experience with teenagers and as a chaperone
- Proficiency in the French language
- Knowledge of France (particularly Paris) and French culture (may be from prior visits, textbooks, reference books, etc.)

Responsibilities:

Preparation of trip plans - **The majority of the organization and coordination of the travel plans will be undertaken by the FSCA Vice-President and a Student Exchange Committee from the Board and Membership.** Once selected, chaperones will be encouraged to participate in as much as possible with the following:

- As a member of the FSCA student selection committee, participate in choosing the students to make the 2025 summer exchange.
- Develop trip plans, transportation, special tours, museum trips, dinners, trains, etc. - as necessary for both Fréjus and Paris.
- Collect moneys due from participants according to the timelines established. Keep records of transactions and coordinate with the FSCA Treasurer.
- Review paperwork involved for each traveler—profile sheet, medical release, trip plan, passport copies, host family assignments in Fréjus, etc. Most forms and data sheets have been developed by FSCA.
- In preparation for the trip, attend meetings with students, their families, and up to four adults traveling with the group (usually 3-4 meetings are needed). Here, we will provide helpful printed information (available in FSCA files from previous trips). As needed, chaperones should expect to consult with FSCA directors and/or others who have experience with this exchange program.

During the trip - The two chaperones will need to work together and will be responsible for:

- Executing the trip as planned and keeping detailed records of the trip for future reference, including any receipts. Once arrived in Fréjus, activities and events are led by the Jumelage (the Fréjus Sister City Association). Traveling to and in Paris, the American chaperones will have full responsibility to lead the American group.
- ALWAYS be available throughout the trip. You are expected to accompany the students on all group events.
- Attend to the medical, social, and disciplinary needs of the students.
- Provide FSCA Historian with photos and activities of the trip. Electronic Photo Album preferred. If possible, provide photos daily for updates for the FSCA Facebook page.
- Prepare a brief report to FSCA upon returning to the USA. Indicate what worked well during this visit as well as any problems encountered. Include your recommendations, if any, for changes in organization of future trips.