

## MEMORANDUM

TO: Teacher/Chaperone

FROM: Student Management Team, GLOBE Learning Expedition (GLE)

DATE: 1 May 2008

RE: Teacher/Chaperone Roles and Responsibilities and  
REQUEST FOR YOUR PARTICIPATION AS GROUP LEADER  
For GLE

You have registered for the GLOBE Learning Expedition under the category of Teacher/Chaperone.

As an adult we ask that you adopt the following “ALL ADULT ROLES AND RESPONSIBILITIES” to ensure that we have a safe and enjoyable event.

If you are a teacher or other adult traveling with a group of students from your country to this event, you are responsible for your students as outlined in section II below “DELEGATION LEADERS.”

During the field days, and at events during the week, the students will be organized into working groups. Each group will include about 10 students from several countries, along with two adult “GROUP LEADERS.” We invite and encourage you to participate as a GROUP LEADER. The responsibilities of GROUP LEADERS are listed below. To volunteer as a GROUP LEADER, please respond in writing (via email) to Katy Lackey ([lackey@globe.gov](mailto:lackey@globe.gov)) or fax this form to (1) 303-497-2638 no later than 15 May .

### I. ALL ADULT ROLES AND RESPONSIBILITIES

The following applies to any adult attending the GLE. Student safety is the number one priority. All adults need to be alert at all times for potential dangers and take proper precautions. All students will attend all GLE functions and activities. GLE functions begin with dinner on Saturday 21 June and conclude with breakfast on Saturday 28 June. Delegations should not plan to leave the University of Cape Town (UCT) campus once the meeting begins at 13:00 Sunday, 22 June, except within a GLE activity. Delegations are free to leave campus independently at any time beginning Saturday, 28 June.

1. General guidance and supervision - 24 hours per day, 7 days per week
2. Evacuations-
  - a. Help assist students out of buildings
  - b. Clear buildings before leaving
3. Escort students as needed. No student is ever alone outside of the dormitory or alone with one chaperone (except a relative). Travel in groups of three (3) or more.

- a. See students get to and from buses
  - b. Accompany students to/from dorms for “emergency reasons”.
4. Emergencies-
  - a. Contact and assist emergency personnel
  - b. Direct students to “safe locations”
  - c. If first aid trained, provide assistance until arrival of medical professionals
5. Behavior-
  - a. Monitor and report inappropriate behaviors
  - b. Monitor for drug, tobacco, alcohol use
6. Security, Safety-
  - a. Observe and report any unusual occurrences to GLOBE authorities
    - i. Monitor and report “strangers”
    - ii. Violence, assault, physical threats, weapons, rough “play”
    - iii. Theft
    - iv. Monitor for ID tags, make sure they are worn
    - v. Monitor and report, intercede in life threatening situations, unsafe actions/activities/conditions
7. Have a good time and portray a positive experience.

Adults should never:

- Physically restrain a charge unless the charge poses an immediate threat to him- or herself or to others.
- Act in a way that is detrimental or denigrating to the philosophy, educational principles, and core values of GLOBE-GLE 2008.
- Participate in gambling or any other type of game where money is used to wager.
- Be alone with a student unless the student is a relative. Always have at least three people present.
- Possess, use, or be under the influence of alcohol while supervising his or her charges, or another chaperone’s charges.
- Possess, use, or be under the influence of illegal drugs during the entirety of the program.

## II. DELEGATION LEADERS

The following applies to you if you led a group of students to the GLE from your school. If so, you are a DELEGATION LEADER. The roles and responsibilities below apply to you IN ADDITION to the ones listed above. All students will attend all GLE functions and activities. GLE functions begin with dinner on Saturday 21 June and conclude with breakfast on Saturday 28 June. Delegations should not plan to leave the UCT campus once the meeting begins at 13:00 Sunday, 22 June, except within a GLE activity. Delegations are free to leave campus independently at any time beginning Saturday, 28 June.

1. Curfew enforcement in the dormitory. Conduct roll/head count nightly and report results to Student Management Team member.
2. Conduct head count and report to Student Management Team member at any time requested.

3. Frequently monitor dorms for noise, inappropriate activities, contacts and behaviors.
4. Accompany students if necessary. No student goes outside of the dormitory alone.
5. Coordinate and cover for other chaperones so no child is ever left alone or with one chaperone.
6. Never leave the group for unauthorized excursions. If a DELEGATION LEADER must leave the group for an emergency, the DELEGATION LEADER is responsible for notifying the program staff and ensuring that his or her charges are assigned to another chaperone before leaving.
7. Have a good time and portray a positive experience.

### III. GROUP LEADER

The following applies to you if you would like to serve in the role of GROUP LEADER. GROUP LEADERS must follow all roles and responsibilities listed in section I above. In addition, GROUP LEADERS are asked to work with the Student Management Team to create a fun, interesting, and informative environment for all student participants. We expect that most DELEGATION LEADERS would like to serve in this capacity but any adult may serve as well. Remember, all students will attend all GLE functions and activities. GLE functions begin with dinner on Saturday 21 June and conclude with breakfast on Saturday 28 June. Delegations should not plan to leave the UCT campus once the meeting begins at 13:00 Sunday, 22 June, except within a GLE activity. Delegations are free to leave campus independently at any time beginning Saturday, 28 June.

Two GROUP LEADERS will be assigned to each group. As a GROUP LEADER you will conduct fun get-to-know-you activities for your group of about 10 students. These students will be randomly chosen before the event and will receive their group assignment at registration. You are likely to have a mix of ages, nationalities, and genders in your group. You will be the GROUP LEADER for these students for the entire week. Get-to-know-you activities will be provided for you in your packet or you can use your own activities. Students will remain in these groups during the following activities:

1. Opening Ceremonies. Students will enter Jameson Hall (on the UCT Campus) by country with their fellow students. There will be welcoming remarks and entertainment. Instructions will follow for students to find their randomly-assigned groups. Information will be provided in the registration packets about their group assignment. There will be a period of time allowed for get-to-know-you activities. This session will be led by a member of the Student Management Team. Team members will circulate to assist in any way needed.
2. Meal time. Students are asked to stay in their assigned groups for lunch and dinner times, and for breakfast on field days, to continue the getting-to-know-you activities.

3. Field Days. Students will remain in their assigned groups during the field days. As a GROUP LEADER, you will be asked to conduct head counts and conduct roll count prior to leaving on field trips and then again before returning, reporting any unusual results to Student Management Team members.
4. Have a good time and portray a positive experience.

PLEASE NOTE: If an adult must leave the group for an emergency, the GROUP LEADER is responsible for notifying a member of the Student Management Team and ensuring that his or her charges are assigned to another GROUP LEADER before leaving.

If you would like to serve as a GROUP LEADER, please fill out the bottom portion of this memorandum and return it at your earliest convenience (but not later than 15 May) to: Katy Lackey ([lackey@globe.gov](mailto:lackey@globe.gov)) or via fax at (1) 303-497-2638

We look forward to seeing you in South Africa!!

GLOBE Learning Expedition Student Management Team  
 Katy Lackey, GLOBE ([lackey@globe.gov](mailto:lackey@globe.gov))  
 Gary Randolph, GLOBE ([randolph@globe.gov](mailto:randolph@globe.gov))  
 Steve Sadler, Safety Director, UCAR ([sadler@ucar.edu](mailto:sadler@ucar.edu))  
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 Rogeline Brettany, GLOBE in Africa  
 Diana Garasic, Zagreb, Croatia  
 Lynne Hehr, Fayetteville, Arkansas, USA  
 Dana Votapkova, Prague, Czech Republic

*I HAVE READ THE ABOVE AND UNDERSTAND THE ROLES AND RESPONSIBILITIES LISTED*

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Print Name	Signature	Date
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*In addition, I WOULD LIKE TO PARTICIPATE AS A GROUP LEADER*

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Print Name	Signature	Date
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 Katy Lackey ([lackey@globe.gov](mailto:lackey@globe.gov)) or via fax at (1) 303-497-2638