

Boys & Girls Club College Visit Checklist

Member Expectations

- Arrive on time for the bus departure.
- Wear comfortable shoes and clothes (including a jacket).
- Be respectful to all people at all times.
- Be an active listener and ask questions.
- Be courtesy – say thank you, please and you're welcome.
- Use inside voices, even outside.
- Technology stays off during sessions.
- Stand proud as a positive representative of you, your family, community, school and Boys & Girls Club.
- The experience is what you make of it...make it a good one.

Family Expectations

- Talk to your child about the upcoming college visit.
- Attend a Boys & Girls Club college visit family meeting. If you can't attend, contact the Boys & Girls Club coordinator to set up an individual meeting or phone call.
- Sign permission slips.
- Participate in the college visit, and complete the necessary district paperwork to serve as a chaperone or volunteer.
- Arrive on time for the bus departure and pick-up.
- Be an active listener and ask questions.
- Remember that you are a role model to all the youth – keep technology away (to the extent possible).

Boys & Girls Club Coordinator/Chaperone Expectations

- Be prepared! Have all contact names and numbers, member rosters, emergency contacts, district and school level information – each chaperone should have each adult's cellphone number for safety.
- Know your driver's name and cellphone number. Make sure they know where they are going, have a map, drop-off and parking info.
- Set up a process for making sure you have all members accounted for at all times by using a counting or buddy system.
- Remember, you are a role model to all the members and families – keep technology away (to the extent possible).
- Chaperones are in charge of sharing behavioral expectations with members and managing behavior during the college visit. If issues arise, be sure to address it with the member.
- Be engaged and guide the visit by asking questions and guiding conversation.