

# 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

- Take the initiative for organizing, executing and coordinating the trip with the FSCA Vice-President.
- Keep a detailed record of the organization of your trip for future reference.
- Develop trip plans, including all transportation, special tours, museum trips, dinners, trains, etc.—both as necessary for Fréjus and Paris.
- Collect moneys due from participants according to the timelines established. Keep records of transactions and coordinate with the FSCA Treasurer.
- Handle all 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, meet with students, their families, and up to four adults traveling with the group (usually 3-4 meetings are needed). Provide helpful printed information (available in FSCA files from previous trips). As needed, consult FSCA directors and/or others who have experience with this exchange program.
- ALWAYS be available throughout the trip. You are expected to accompany the students on all group events.
- Attend to medical, social, and disciplinary needs of the students.
- Send thank-you letters to each hosting family in Fréjus and to others in Fréjus who participated in the visit (if possible, within two weeks of return from France).
- Provide FSCA Historian with photos and activities of the trip. Electronic Photo Album preferred. If possible, provide photos daily for updates to 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.
- As a member of the FSCA student selection committee, participate in choosing the students to make the 2019 summer exchange.