



# Chaperone Selection Procedures



1. **Selection of Participants:** There are certain priorities that must be considered in the selection/approval process for trip participation.
  - **The first priority is always for the students.** In every decision, the students must come first! Responsible parents/ legal guardians or other adults designated by a student's parents or legal guardians may be submitted by student request to attend as a chaperone. This is not a vacation, but an opportunity to participate in a highly educational opportunity with your child, therefore the *Chaperone guidelines and responsibilities* provided by Hawkeye Stages must be adopted and adhered to by all chaperones.
  - **In the event that there are more interested eligible adults than there are available seats, and if the student to adult ratio does not exceed 1:1,** the following selection procedures shall be used.
    - The students always have the highest priority.
    - Next highest priority is given to qualifying adults accompanying children with special needs, physical, health or otherwise.
    - Beyond that, each student may select one parent/adult to submit as a chaperone candidate.
    - Next, it is *suggested* that the parents should recognize that priority should be given to parents that have not gone on prior DC trips over those that have gone before, and of those parents that have not gone before, it is suggested that priority be given to those parents whose youngest child is going over those parents with other children that will have the opportunity to go in future years.
    - As needed, a lottery drawing may be used to determine which parents are selected, which ones are on the waiting list, and in which order. Any cancellations will be offered to the person of highest priority on the waiting list as determined with the above procedures. A second parent/adult may be submitted, but will be considered only after the requests for all student requests for the first parent have been considered.
  - If all previous requests have been considered and open seats are available, requests from other interested persons from the community may be submitted to the trip advisors for consideration.
  - The trip advisors retain the authority to deny permission to any adult if deemed to be in the best interests of the students to do so, or if resolution for selection can't be resolved with the above procedures. The best interests of the students must be the highest priority.