

## Guidelines for Youth Program Staff

Your program's counselors/staff assume complete responsibility for your participants for the duration of their stay on the Stanford campus. The following guidelines must be strictly adhered to; otherwise, your program may risk losing campus privileges. We encourage you to discuss and distribute these guidelines during staff hiring and training activities:

1. Staffing for supervision of minors may vary depending on the type of program. However, your program must have, at a minimum, the following supervising staff residing in close proximity to every youth participant housed in a campus residential facility.

Participant Age	Number of Adult Staff Supervision	Number of Overnight Participants
6 – 8 years	1	6
9 – 13 years	1	8
14 – 17 years	1	10

2. Counselors must be aware of, and ready to enforce, all Stanford Youth Program Guidelines and University policies. Stanford University is committed to ensuring a safe and supportive environment for all students who participate in activities and programs on campus. Please visit the Protect Minors website at <https://web.stanford.edu/dept/rde/cgi-bin/drupal/conferences/minors-program> for more information regarding Stanford University's approach to safeguarding children under 18.
3. At least one counselor must be accessible by cell phone (on a 24/7 basis) for emergency contact for the duration of your program.
4. Counselors must accompany and supervise participants at all times, especially during walks to and from University facilities, or while participants are in the academic buildings or in the dining halls.
5. Your program must establish and enforce a curfew that requires youth participants to be in their sleeping rooms no later than 11 PM. Residence quiet hours are between 11 PM and 7 AM.
6. Counselors must ensure that participants remain quiet when present in academic building hallways and the Main Quad of the campus, so as not to disturb the academic or administrative staff. Breaks should be held outside and away from offices/classrooms. Counselors should also ensure that participants remain respectful and courteous in residence halls when sharing with other camps/conferences.
7. Counselors should structure "free time" to include a list of activities that will involve all program participants.
8. Alcohol or controlled substances are **NOT** to be stored, served, or consumed in youth conference buildings at any time, regardless of whether youth are present or not. Violations of this rule will not be tolerated.

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9. Stanford University policy stipulates that smoking inside any residence or campus building, or within 30 feet of any campus building, is strictly prohibited.
10. Counselors are responsible for ensuring that participants do not prop open their residence's exterior doors.
11. Although your Conference Front Desk (CFD) maintains a lost and found box, your CFD is not responsible for lost or stolen items. Please instruct your staff to pick up lost and found items at the conclusion of your program.
12. If counselors require an early move-in on the day of your program's check-in, please provide advance notice to your Conference Account Coordinator.
13. Any youth participant arriving early or remaining in their residence after your program concludes must be accompanied by a counselor residing in that residence.
14. If a minor participant attempts to check-in/out before or after the designated conference check-in/out times, the CFD staff will not check them in (i.e., issue their room key) or check them out (accept their room key) until a counselor or staff member from your program arrives at your CFD to escort the minor participant to their residence. A counselor/staff member will be required to remain with the minor participant during check-out until the participant is met by the adult designated to escort the participant from the campus (i.e., parent, program staff member, adult guardian, etc.).
15. Counselors are strongly encouraged to conduct thorough damage inspections of your program's assigned residence(s) prior to the start, and at the conclusion of your program. The purpose of the inspections is to record the condition of the residence(s) upon your program's arrival, and to note any new damages that may have occurred while your group was in the residence(s).
16. If your participants and/or staff move any furniture belonging to the residence(s) during their stay on campus, your staff must return these items to their original locations, prior to departure. Otherwise, a labor fee will be charged to your program. Resetting beds (flipped beds) will also result in a labor fee (\$60/hour) unless they are reset (flipped) back to their original position before departure.
17. Please note that Resident Fellows, RFs, are Stanford Faculty and occasionally, senior administrative staff who live in apartments or cottages in or adjacent to residences. During the academic year, they act as leaders for their communities. During the summer months, they have no responsibilities except to make sure the residence they are part of is taken care of. You will see them coming in and out of their home. Feel free to introduce yourself to them and let them know what program you are with so that they know you are a camp counselor and can be reached out to if needed. Otherwise, the RFs should not be disturbed. If you have questions about something in the residence, always reach out to your Conference Front Desk. If the RF reaches out to you with a concern, please make every attempt to correct the situation immediately and alert your Program Coordinator.