OCCIDENTAL COLLEGE CAMPUS TOURS
CHAPERONE RESPONSIBILITY
ACKNOWLEDGEMENT FORM

Campus Tour Guides provide an educational service, striving to represent Occidental College in a professional and exciting manner.

It is expected that tours are conducted in a fashion that does not disrupt or interfere with campus and academic life. This requires the chaperone’s participation in supervising and, when necessary, disciplining student groups.

POLICIES:

*Please check each box below to indicate your understanding and willingness to comply with the policies.*

- one chaperone is required for every 20 students visiting Occidental. Chaperones must stay with the students at all the times.

- Tour Guides will inform the students of our rules before the tour starts.

- Tour Guides will give one verbal warning to the student(s) if necessary. After that, the chaperone is expected to step in.

- Tour Guides will not discipline the students or be responsible for any behavioral issues.

- Tour Guides are not responsible for the lunch break.

- If unruly behavior persists, the Tour Guide(s) will end the tour and escort the group back to their pick-up location.

Chaperone Signature: ____________________________________

Date: ______________

Please fill out and email this form to npp@oxy.edu