



**ANGELO DEL TORO PUERTO RICAN / HISPANIC  
YOUTH LEADERSHIP INSTITUTE 2025-2026**



## **QUESTAR III BOCES PR/HYLI CHAPERONE AGREEMENT FORM**

I, \_\_\_\_\_, as a representative of the \_\_\_\_\_ Delegation, agree to serve as chaperone during the **2026 Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute (PR/HYLI)**.

### **Overview Guidelines:**

- **Chaperones are responsible for the safety and security of all students assigned to their care.**
- Chaperones will manage student conduct and know the whereabouts of all students assigned to their care at all times.
- Chaperones will ensure that students follow itinerary, schedule and rules as outlined by PR/HYLI.
- Chaperones will assist PR/HYLI staff as needed throughout Institute, with no limitations.
- Chaperones will model appropriate behavior as stated in the Code of Conduct for the entirety of Institute.

### **Requirements:**

- All chaperones must have New York State fingerprint clearance.
- Chaperones should submit a minimum of three references to delegation leaders for the selection process.
- School personnel already familiar to students are strongly preferred to serve as chaperones.



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**Detailed Responsibilities:**

Hotel Responsibilities:

- Confirm hotel room(s) which your student(s) is assigned to and provide your room number for emergencies.
- Inspect room(s) upon arrival. If there are any problems, please tell PR/HYLI staff immediately
- Show student(s) how to operate the room safe/lockbox, if applicable. Encourage “one code” for the entirety of the trip.

Nightly Room-Check:

- Chaperones will conduct curfew room-checks each night. Please make sure all students in group are accounted for and that they understand no one may leave the room after curfew. Report on room-check to Delegation Leader.
- Remind student(s) to set alarm clocks. Please do not rely on hotel wake-up calls.
- Remind student(s) of the designated morning breakfast hour. This is non-negotiable and is our first check-in of each day.

Morning Room-Check:

- Each chaperone will send a morning wake up text message to students and/or knock on room doors to ensure students are awake.
- Check-in with student(s) at breakfast. Remind student(s) to drink water or juice at breakfast to hydrate.
- Remind student(s) to refill water bottles for the day and to take fresh whole fruit from the hotel breakfast buffet to enjoy later throughout the day.

Activities / Events:

- **Chaperones should model flexibility and optimism at all times.** There may be times that unexpected situations arise. Remain calm and positive while any issues are resolved.
- Headcounts should be conducted before departing any destination on bus. Delegation and Group Leaders are responsible for ensuring all students are on the bus.
- Check-in with student(s) throughout the day to be sure they feel well. Remind students to drink plenty of water to remain hydrated. Let PR/HYLI staff know immediately if someone feels ill.
- Chaperones must know student whereabouts at all times.

Emergency Situations

- Report any problems (health, illness, arguments, behavior) to PR/HYLI staff immediately.
- If behavior requires disciplinary action, chaperones will contact applicable parents immediately.

I have reviewed the Chaperone Responsibilities and Student Code of Conduct presented to me by the sponsors of the *Angelo Del Toro Puerto Rican / Hispanic Institute (PR/HYLI)*. In signing this document, I agree to the outlined rules and responsibilities, without exception.

\_\_\_\_\_

**CHAPERONE NAME (PLEASE PRINT)      CELL PHONE NUMBER      DATE**

\_\_\_\_\_

**CHAPERONE SIGNATURE      DATE**



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**MEDIA RELEASE AUTHORIZATION TO PHOTOGRAPH,  
AUDIO TAPE, AND/OR VIDEO**

**CHAPERONE FULL NAME:**

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**DELEGATION:**

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As a chaperone for this trip, I hereby authorize The Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute, Questar III BOCES, or any organization involved with the program to share name(s), interview(s), photograph(s), audio and/or video tape(s) of those participating in the *Angelo Del Toro Puerto Rican/Hispanic Youth Leadership Institute (PR/HYLI)* and/or associated activities. I understand that these will be used for educational programs, educational conferences or workshops, or other purposes authorized by Questar III BOCES, including but not limited to use on the Questar III BOCES and PR/HYLI website(s), and I consent to such use.

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**CHAPERONE NAME (PLEASE PRINT):**

**DATE**

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**CHAPERONE SIGNATURE**

**DATE**



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**CODE OF CONDUCT / *CÓDIGO DE CONDUCTA*  
STUDENT CONTRACT / *CONTRATO ESTUDIANTIL***

All participants will adhere to the rules as outlined herein and will affirm their agreement by signing a contract to the effect. This form must be submitted to attend Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute.

**\*If any violation of this rule is determined the participant will be responsible for any incurring transportation or other expenses associated with dismissal from the Institute. NO EXCEPTIONS.**

*Todos los participantes se adherirán a las reglas descritas en este documento y afirmarán su acuerdo mediante la firma de un contrato al efecto. Este formulario debe enviarse para asistir al Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro.*

***\*Si se determina alguna violación de esta regla, el participante será responsable de cualquier transporte u otros gastos asociados con la expulsión del Instituto. SIN EXCEPCIONES.***

<p><b>Parental and School Approval:</b> Both parental and school permissions are required to attend Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute.</p>	<p><b>Aprobación de los padres y de la escuela:</b> Se requiere el permiso de los padres y de la escuela para asistir al Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro.</p>
<p><b>Cooperation:</b> Participants will show respect for the rights, privacy, and property of others. Participants will respect and cooperate with all Institute staff, adult chaperones, and other participants. Participants may only visit one another in specified common areas or conference rooms; and never in another individual's hotel room(s). *Parents/Guardians will be contacted if any violation of this rule is determined and will be responsible for any incurring transportation or other expenses associated with dismissal from the Institute.</p>	<p><b>Cooperación:</b> Los participantes mostrarán respeto por los derechos, la privacidad y la propiedad de los demás. Los participantes respetarán y cooperarán con todo el personal del Instituto, los acompañantes adultos y otros participantes. Los participantes sólo podrán visitarse entre sí en áreas comunes o salas de conferencias específicas; y nunca en la(s) habitación(es) de hotel de otra persona. *Se contactará a los padres/tutores si se determina alguna violación de esta regla y serán responsables de cualquier transporte incurrido u otros gastos asociados con el despido del Instituto.</p>
<p><b>Activities/ Participation:</b> All participants will adhere to the Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute program schedule, including activities, workshops, meals and curfew. Participants must be on time for scheduled activities. All students will remain with the group and/or chaperones to which they have been assigned, and will maintain room assignments from the beginning to the end of the Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute. Pool, fitness room(s), and billiard room(s) are off limits. NO EXCEPTIONS</p>	<p><b>Actividades/Participación:</b> Todos los participantes seguirán el cronograma del programa del Instituto de Liderazgo Juvenil Puertorriqueño / Hispano Angelo Del Toro, que incluye actividades, talleres, comidas y toques de queda. Todos deben llegar a tiempo a las actividades programadas. Todos los estudiantes permanecerán con el grupo/chaperones a los que han sido asignados y mantendrán las asignaciones de habitación desde el principio hasta el final del Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro. La piscina, las salas de fitness y las salas de billar están prohibidas. SIN EXCEPCIONES</p>
<p><b>Room Assignment Check &amp; Curfew:</b> All participants are required to be present for a nightly room check to be done by chaperones. No student is permitted to leave their room after curfew time. *At no time are any participants permitted to visit other participants in their rooms or vice versa. Participants will not engage in any intimate display of affection or have inappropriate physical contact throughout the trip.</p>	<p><b>Asignación de habitación y toque de queda:</b> Todos los participantes deben estar presentes en sus habitaciones asignadas para el toque de queda. No se permite salir de la habitación después del toque de queda. *En ningún momento se permitirá a los participantes visitar a otros participantes en sus habitaciones o viceversa. Los participantes no realizarán ninguna muestra íntima de afecto ni tendrán contacto físico inapropiado durante todo el viaje.</p>
<p><b>Alcoholic Beverages/Drugs:</b> Possession and/or use of alcoholic beverages or illegal drugs, are forbidden and will result in immediate dismissal from the Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute. Advisors/Chaperones must be made aware of all prescribed medications for members of their delegation before the Institute. Parents/Guardians will be contacted if any violation of this rule is determined, and offenders will be reported to appropriate authorities</p>	<p><b>Bebidas Alcohólicas/Drogas:</b> La posesión y/o uso de bebidas alcohólicas o drogas ilegales están prohibidas y resultarán en el despido inmediato del Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro. Los Asesores/Chaperones deben tener conocimiento de todos los medicamentos recetados a los miembros de su delegación ante el Instituto. Se contactará a los padres/tutores si se determina alguna violación de esta regla y se informará a los infractores a las autoridades correspondientes</p>
<p><b>Weapons/Firearms:</b> Possession of weapons and/or firearms will result in immediate dismissal from the Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute. Parents/Guardians will be contacted if this rule is violated, and offenders will be reported to appropriate authorities.</p>	<p><b>Armas/Armas de fuego:</b> La posesión de armas y/o armas de fuego resultará en la expulsión inmediata del Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro. Se contactará a los padres/tutores si se viola esta regla y los infractores serán reportados a las autoridades correspondientes.</p>
<p><b>Smoking/Vaping:</b> The Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute and all associated activities are tobacco /electronic-cigarette/vape-free. Courteously adhere to rules of non-smoking.</p>	<p><b>Fumar/Vapear:</b> Angelo Del Toro Puertorriqueño / Instituto de Liderazgo Juvenil Hispano y actividades asociados son libres de tabaco/cigarrillos electrónicos/vapeadores. Respete cortésmente las normas de no fumar.</p>



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<p><b>Property:</b> Neither Questar III BOCES nor the New York State Education Department will be responsible for safeguarding your property. Participants will safeguard their personal property and property of others who may share their hotel room and will show respect for the property and facilities of the hotel and trip facilities. A room inspection and inventory of hotel property will be conducted upon arrival and departure. Participants are financially liable for damages. All facilities must be left clean and orderly. Hotel property is not to be moved and/or removed from rooms.</p>	<p><b>Propiedad:</b> Ni Questar III BOCES ni el Departamento de Educación del Estado de Nueva York serán responsables de cuidar sus pertenencias. Los participantes cuidarán sus bienes personales y los de otras personas con las que compartan habitación de hotel y mostrarán respeto por la propiedad y las instalaciones del hotel y las instalaciones del viaje. Se realizará una inspección de la habitación y un inventario de la propiedad del hotel a la llegada y a la salida. Los participantes son responsables de los daños y perjuicios de las instalaciones. Todas las instalaciones deben dejarse limpias y ordenadas. Los artículos del hotel no deben moverse ni retirarse de las habitaciones.</p>
<p><b>Dress:</b> Participants will dress appropriately for all Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute activities. During some activities, students may use appropriate informal attire (i.e. Jeans, T-shirts, Sneakers, etc.). Appropriate business attire is required for the Legislative Mock Assembly, and semi-formal attire for the Student Recognition Dinner. *Please refer to your delegation leader for required clothing attire.</p>	<p><b>Vestuario:</b> Los participantes se vestirán apropiadamente para todas las actividades del Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro. Durante algunas actividades, los estudiantes pueden usar vestimenta informal apropiada (es decir, jeans, camisetas, zapatillas de deporte, etc.). Se requiere vestimenta de negocios adecuada para la Asamblea Legislativa Simulada y vestimenta semiformal para la Cena de Reconocimiento Estudiantil. *Consulte al líder de su delegación para conocer la vestimenta requerida.</p>
<p><b>Identification and Registration Packet:</b> All participants are always required to wear the Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute identification badge and carry a photograph identification (School ID or driver's license) during the Institute. This badge is very important. It is your ticket for bus transportation, meals, and all Institute activities. *All participants must wear badge at all times.</p>	<p><b>Paquete de identificación y registro:</b> Todos los participantes siempre deben usar la tarjeta de identificación del Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro y llevar una identificación con fotografía (identificación escolar o licencia de conducir) durante el Instituto. Esta insignia es muy importante. Es tu boleto para transporte en autobús, comidas y todas las actividades del Instituto. *Todos los participantes deberán portar credencial en todo momento.</p>
<p><b>Lodging:</b> In the event of an emergency, parent/guardian can reach you during the Angelo Del Toro Puerto Rican / Hispanic Youth Leadership Institute at the following hotel:</p> <p style="text-align: center;"><b>Marriott Albany</b> <b>189 Wolf Road</b> <b>Albany, NY 12205</b> <b>(518) 458-8444</b></p> <p>Curfews will be enforced and are to be observed by everyone. Participants are always required to wear appropriate clothing when they are outside their hotel rooms.</p>	<p><b>Alojamiento:</b> En caso de una emergencia, los padres/tutores pueden comunicarse con usted durante el Instituto de Liderazgo Juvenil Puertorriqueño/Hispano Angelo Del Toro en el siguiente hotel:</p> <p style="text-align: center;"><b>Marriott Albany</b> <b>189 Wolf Road</b> <b>Albany, NY 12205</b> <b>(518) 458-8444</b></p> <p>Se impondrán toques de queda y todos deberán respetarlos. Los participantes siempre deben usar ropa adecuada cuando estén fuera de sus habitaciones de hotel.</p>
<p><b>Legislative Building:</b> Cameras and cell phones are allowed. At the security checkpoints, participants will be required to remove their coats and send personal belongings through the security monitors. All pen knives, metal nail files, and any other items that may be taken at the security checkpoints should be left at home. Limit jewelry, chains, keys that may set off the metal detector. Please limit bag size.</p>	<p><b>Edificio Legislativo:</b> Se permiten cámaras fotográficas y teléfonos celulares. En los controles de seguridad, los participantes deberán quitarse el abrigo y enviar sus pertenencias personales a través de los monitores de seguridad. Todos los cortaplumas, limas de uñas metálicas y cualquier otro artículo que no sea permitido por los controles de seguridad deben dejarse en casa. Limite las joyas, cadenas y llaves que puedan activar el detector de metales. Por favor limite el tamaño de la bolsa.</p>
<p><b>Weather:</b> Weather is often unpredictable. Albany tends to be cold in March, and it may snow or rain. Please make sure that you bring appropriate clothing attire.*Please refer to your delegation leader for required clothing attire.</p>	<p><b>Clima:</b> El clima suele ser impredecible. Albany tiende a hacer frío en marzo y puede nevar o llover. Asegúrese de traer la vestimenta adecuada. *Consulte al líder de su delegación para conocer la vestimenta requerida.</p>
<p><b>Personal Items:</b> Write your name on all of your important belongings, especially your luggage. It is recommended that valuable items be left at home. Lost items must be reported to your chaperone immediately.</p>	<p><b>Artículos personales:</b> Escriba su nombre en todas sus pertenencias importantes, especialmente en su equipaje. Se recomienda dejar los objetos de valor en casa. Los artículos perdidos deben informarse a su acompañante de inmediato.</p>
<p><b>Cell Phone &amp; Technology Use:</b> Cell phones are allowed but must be silenced and put away during PR/HYLI "working hours," group discussions, and while adults and chaperones are speaking. Please refrain from using phones during meals to promote group interaction and cross-cultural appreciation. Social media posts must reflect respect and positivity. No content may be shared that misrepresents the Institute, location, or participants in any negative way.</p>	<p><b>Uso de Celular y Tecnología:</b> Se permiten los teléfonos celulares, pero deben mantenerse en silencio y guardados durante los recorridos, discusiones grupales y mientras guías o acompañantes estén hablando. Se debe evitar el uso del celular durante las comidas para fomentar la interacción grupal y la apreciación cultural. Las publicaciones en redes sociales deben reflejar respeto y positividad. No se puede compartir contenido que represente negativamente el viaje, el lugar o los participantes.</p>
<p><b>Remember to Pack:</b> PHOTO ID/License, School ID Card and a copy of your health insurance card.</p>	<p><b>Recuerde Empacar:</b> FOTO ID/Licencia, Carnet Escolar y copia de su tarjeta de seguro médico.</p>