

Guidelines for Live-In Counselors/Chaperones

1. Ratio of 1 adult live-in counselor for every 12 minor live-in campers is required with a minimum of 2 counselors per camp.
 - a. User is responsible for providing adequate supervision in the assigned residence hall(s) and adjacent area(s). User is responsible for supervision of participants from arrival through departure. The User is responsible to uphold the campus policies and regulations as outlined in the University of Wyoming Regulations as well as Wyoming State Laws. The User will provide one adult counselor, nineteen (19) years of age or older, for every 12 participants under the age of 19 who will reside in the residence halls, a camp minimum of 2 adult counselors is required. Counselors shall be present in each residence hall during the time that participants are scheduled or expected to be present in the hall. Supervision is required on floors when participants are present. At least two (2) counselors are to be on a floor from 8:00 PM – 8:00 AM each night the conference is residing in the Hall.
2. For our purposes, a person who nineteen (19) years of age is considered an adult.
3. At least one-half of the counselors must be in the **Dining Hall** at all times campers are in the Dining Hall.
4. **Live-in counselors must be in the Residence Halls and on the floor with their group at all times their campers are in the building. This includes free time after meals as well as at night.**
 - a. A counselor credit will be calculated based on a 12 to 1 ratio and credited for one bed night charge for each 12 participants; these credits will be deducted from the final bill. In order to qualify for the “counselor credit” these persons must be in a **supervisory role and housed with participants** at all times. The rosters must indicate which individuals are counselors. If the counselor is found not to be supervising the participants, this credit will be forfeited and the full room rate will be charged for the stay of the conference, other action may also be taken.
5. Conference staff and guests, even if over 21, are not authorized to drink alcoholic beverages in the Residence Halls. Further, it is expected that staff will not be returning to the Hall intoxicated.
6. Conference may not sell food or beverages on Residence Hall property without a signed Camp store agreement.
7. The University requires all conference guests to act responsibly and in accordance with behavioral expectations outlined on each guest registration card. All guests will be required to sign the behavioral expectations document at or prior to check-in to the facilities. Failure to comply with behavioral expectations may result in immediate removal from the premises.