

Open Jar CHAPERONE APPLICATION 2024



Thank you for your interest in becoming a member of the Open Jar Chaperone team for the summer season. We could not offer such an amazing program to our students if it were not for the hard work of our dedicated team of chaperones.

As a chaperone, you will be responsible for a group of 6 to 10 students during the week of their participation in our Broadway Intensive. You will stay in a room on the same floor as your students in our Times Square hotel with another chaperone, ensuring that your group has a safe and enjoyable experience while they are away from home.

Being an Open Jar Chaperone is a volunteer position. You will need to arrange your own transportation to and from New York City for the selected week. Your hotel accommodations will be provided by Open Jar, sharing a double room with another team member. We will also provide breakfast and dinner each day, and a ticket to each of the three Broadway shows so you can supervise your group. While the students are busy with their classes during the day (approximately 9:00 am to 4:00 pm), you will be free to explore the city and/or return to the hotel to relax, while still remaining on-call in case you are needed.

We are looking for chaperones who not only share the same passion and enthusiasm for the performing arts that our students do, but who are also able to remain focused on individual student needs, and to ensure student safety and comfort for the duration of their visit to New York. Our chaperones must be excellent communicators and problem solvers. They need to remain flexible throughout the day to help deal with any situations or changes that may occur. Please take some time to read over the **Open Jar Institute Chaperone Guidelines** on the following page for more information.

Interested candidates should complete the following application form and send a **scanned PDF version** to david.wilson@openjarinstitute.com. As noted on the application page, you are welcome to attach a recent resume as well. We may also choose to conduct an interview to help get to know you.

If you have any further questions, please do not hesitate to let me know.

We hope to see you in New York!

David Wilson, Program Director

Open Jar Institute CHAPERONE GUIDELINES



1. Chaperones must take part in an orientation meeting on Zoom prior to the session where policies and emergency procedures are discussed. They must abide by said policies and procedures for the entire week.
2. All chaperones must be at least 21 years of age.
3. Chaperones will be responsible for their group of 6 to 10 students when they are not in class.
4. Chaperones are expected to be familiar with the **Open Jar Code of Conduct and Discipline** and shall report all suspected violations to the Program Director immediately.
5. Chaperones may not discipline students, staff, or another chaperone.
6. Drinking of alcoholic beverages or use of illegal drugs by a chaperone at any time is prohibited.
7. Chaperones must **actively** supervise and keep an accurate check of students assigned to them at all times.
8. Chaperones may not retire for the night until all their students are in their rooms, and the room has been secured. Chaperones are expected to remain onsite for the duration of the night and will respond to any student needs/emergencies during that time.
9. Chaperones are required to report any inappropriate student behavior, illness of students, or other significant issues to the Program Director immediately.
10. Chaperones may be asked at certain times to be responsible for students not listed in their group and should remain flexible during these times
11. Chaperones will be on duty from Noon on the first day of the session (Sunday) to Noon the following Saturday. They must arrange travel plans to fit that schedule.

Open Jar Institute
CHAPERONE APPLICATION FORM



Personal Information

Full Name			
Address	City	State/Province	Zip/Postal Code
Daytime Phone Number		Alternate Phone Number	
Email Address			Date of Birth
Emergency Contact Name			Relationship to You
Emergency Contact Daytime Phone Number		Emergency Contact Alternate Phone Number	

I am interested in being a chaperone for the:

Session 1 – June 23 - 29, 2024

Session 2 – July 7 - 13, 2024

either session listed above

Safety Information

Have you ever been convicted of a criminal offense, including sex-related or child-abuse related offenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there any injunctions and/or charges currently pending against you and/or have you been placed on probation from your place of employment this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If the answer is 'Yes' to any of the above safety questions, you must provide information below and attach a detailed letter of explanation.				
Nature of Charge	Date (mm/dd/yyyy)	City, County, State, Country	Level of Offense	Disposition/Outcome

Employment History & Qualifications

Please list your relevant employment history. Please feel free to attach a resume if necessary.

Employer	Position	Timeline

Please indicate which of the following qualifications you currently possess:

<input type="checkbox"/> First Aid	<input type="checkbox"/> C.P.R.	<input type="checkbox"/> Defibrillation	<input type="checkbox"/> Valid Driver's License
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General Health Information

Chaperones must be capable of moderate physical activity as we rely solely on walking to travel to and from each location, and in all weather conditions. Are you comfortable with this?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any allergies or other medical conditions that we should know about? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any special dietary or meal requirements? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

More About You

Why do you hope to be a chaperone for the Open Jar Institute?

What experiences have you had previously that may help you as an Open Jar Chaperone?

Were you referred to Open Jar by anyone? If so, please explain.

I state that all of the information provided above is true and accurate to the best of my knowledge. I authorize investigations of all statements contained in this application. I understand that misrepresentation or omission of facts is a Federal crime punishable by law. I have read and agree to abide by the *Open Jar Institute Chaperone Guidelines* found on Page 2 of this package. I understand, that as a chaperone, I would be offering my services to the Open Jar Institute without compensation.

Print Name _____

Signature _____

Date _____