



TEEN SUMMIT



TEEN SUMMIT CHAPERONE/MENTOR TOOLKIT

The chaperone/mentor toolkit is meant as a guide to aid the adults bringing youth to the annual, statewide Teen Summit. This toolkit is to provide resources, tips, and tricks to be a fully engaged adult with the youth that you are bringing. The toolkit is broken up into three parts; before, during, and after the Teen Summit. It was created by chaperones/mentors that have attended the Teen Summit in the past, Teen Council adult members, Dare 2 Know partners and End Domestic Abuse Wisconsin Staff.

Contents

- BEFORE THE TEEN SUMMIT** 2
 - Things You Should Know 2
 - Non-Violent Communication Practice 2
 - Keep Track of Youth Information 2
 - Meals and Snacks 2
 - Additional Activities & Costs 2
 - Review the Teen Summit Norms 3
 - Additional Expectations 3
 - Focus Conversation for Norms and Expectations 4
- DURING THE TEEN SUMMIT** 4
 - Things Keep in Mind 4
 - Registration 5
 - Group Check-Ins 5
 - Example questions: 5
 - Check-In and Check Out 5
 - Evening Events 6
- AFTER THE TEEN SUMMIT** 6
 - Things To Do 6
 - Focus Conversation 6
 - Future Teen Summit Planning 6
 - Grassroots Fundraising 7
 - Grant Funding 7



TEEN SUMMIT



BEFORE THE TEEN SUMMIT

Things You Should Know

- Follow us on [Facebook!](#)
- Make sure you are aware of the Teen Summit deadlines you can find them on the [End Abuse website.](#)
 - Scholarship deadline
 - Regular registration deadline
 - Early bird registration deadline
 - Hotel reservation deadline
- Know where to find the [Excused Absence Form](#) for youth.
- It is an expectation of ALL Teen Summit participants that they attend the conference during the Teen Summit times. Although the Teen Summit is held at the Kalahari, this is not meant to be a vacation for your or the adults. We expect that all adults are fully engaged with their youth.
 - There will be down time on Monday, February from 3:00 PM – 7:00 PM.
- There are limited scholarships available to attend the Teen Summit, make sure that you talk with your supervisor, director, or grant manager about possibly including participation to the Teen Summit in grants. OR host fundraisers in your area to provide funds to participate at the Teen Summit.
- Be prepared to walk a lot.
- We always need help making the Teen Summit a memorable experience for everyone involved. We have many volunteer opportunities! Please see the [Volunteer Roles](#) & Responsibilities for more information.

Non-Violent Communication Practice

Review how to use [non-violent communication](#) with the youth and to practice with each other. We want to foster a safe and brave space at the Teen Summit and to begin to achieve that we want everyone to communicate with each other respectfully.

Keep Track of Youth Information

Make sure that you know the workshops, roundtables, and room numbers of the youth that you are bringing. Use this [Youth Tracking Chart](#) to keep all the youth information with you. Here is a [map of the Chula Vista's conference areas.](#)

Meals and Snacks

- The Teen Summit will only be providing **dinner on February 23** and **breakfast & lunch on February 24**, and **breakfast on February 25**. For the meals that are not included plan to bring funds for dining options in and around the Chula Vista, click [HERE!](#)
- The Teen Summit **WILL NOT** be providing snacks during breaks, so it is suggested that groups/individuals bring their own snacks OR money to purchase snacks on their own.

Additional Activities & Costs

- Lockers can be rented at the waterpark to hold any valuables or items you don't want getting wet.
- [Pesos O'Plenty Arcade](#) – Arcade opens 30 minutes before waterpark opening and closes 30 minutes after waterpark closing. Make sure that you look at the additional activities and prices, to take full advantage of your free time. Make sure to communicate to the youth that they will need additional money to play games and other activities at Poses O'Plenty Arcade.
- For additional activities click [HERE!](#)



TEEN SUMMIT



Review the Teen Summit Norms

We are requiring that you print out the [Teen Summit Norms](#) for all the youth, as well as yourself. On the drive to the Kalahari have the youth read the norms and talk about how you will all follow those norms while in the Kalahari. We want to create collective accountability at the Teen Summit, so the Teen Council and Dare 2 Know Teen Ambassadors have created this list of norms of ways we want to be with one another. Once you have gone through all the norms go through the additional expectations, and then the focus conversation.

Additional Expectations

After reading the Teen Summit norms talk about the following expectations with the youth you are bringing. These expectations should be talked about with the teens well beforehand. Have the questions answered before talking with the teens or have the teens come up with answers to the questions.

- When will everyone be in their rooms?
 - All Teen Summit participants should be in their room by **MIDNIGHT**
- When will they have lights out?
- Make a communication plan so that the youth know how to get a hold of you and how you can get ahold of the youth.
 - When do the youth need to contact you?
 - When do the youth need to get your permission to do things?
 - What should the youth do if they can't get ahold of you?
 - Examples of how to communicate with one another: Group Me App, Facebook messenger group chat, etc.
- The youth **MUST** be with the adult that they came with if they want to leave the premises.
- Make buddy groups of youth who will stick together throughout the conference.
- Make a sign to tape on the outside of your hotel room doors to identify where people are and their group.
- What time will we check-in about how the day went?
- How will we hold each other accountable to fully participate in the Teen Summit?
 - Should we have a report back time to the group about the workshops, roundtables, and events at the Teen Summit.
 - Report Back Example: Provide each youth with a notebook to take notes about the workshops/events that they are attending. Then at a check-in time have them report back what they learned, thought, or felt about the Teen Summit.
- When would you like me (adult) help you communicate your needs to others?
 - How would you like me to do that?



TEEN SUMMIT



Focus Conversation for Norms and Expectations

These questions are meant to guide you through a focus conversation that will get everyone's voice in the conversation and to be more mindful of how to utilize the Teen Summit Norms with the youth you are bringing to the Teen Summit. Once you have finished reading the Teen Summit norms and other expectations ask these questions.

- What is something that stands out to you from the norms and expectations?
 - Have everyone go around and answer this question.
 - The next questions anyone can answer but be mindful if only certain folks are participating and offer space to those not participating as much by saying something like, "Let's hear from some folks that haven't responded yet."
- What norms and expectations are clear to you?
- What norms and expectations need more clarification?
- What is the importance of these norms and expectations?
- What difference will it make to follow these norms and expectations?
- What questions did this raise for you?
- How will we hold each other accountable to follow these norms and expectations?

DURING THE TEEN SUMMIT

Things Keep in Mind

- Networking and connecting with other chaperones/mentors is an expectation that **ALL** participants fully engage in all aspects of the Teen Summit.
- We want to make sure that all participants understand the following:
 - We try to create a safe and brave space at the Teen Summit.
 - Be mindful of your own boundaries.
 - To be mindful of when you need to step back so others can step up.
 - Meet and network with people outside of the group that you came with.
 - Seek help when needed.
- Check your privilege. Try to recognize if you are using your power as an adult and modify your behavior to help the teens thrive in a respectful way.
- Teen Summit staff will have a contact list with all chaperone's contact information (Name, email, phone).
- You can't be everywhere at once so make sure that you are always able to be contacted during the Teen Summit.
- Grab [resort maps](#) of the Chula Vista at the check-in desks to map out your:
 - Rooms
 - Workshops/Roundtables
 - Waterpark
 - Arcade
 - General conference area



TEEN SUMMIT



Registration

Make sure that you:

- Have the payment method if you have not already paid for the Teen Summit registration.
- Check the Teen Summit information on the back of the nametag to see if it is correct.
- Add pronoun stickers to the nametag, if you would like them.

Group Check-Ins

Here are some suggestions about how to check-in with the youth that you brought. In the notebooks that you provide them have pre-made questions for them to think about for the:

- Keynote 1
- Affinity Group 1
- Night event 1
- Workshop 1
- Keynote 2
- Workshop 2
- Affinity Group 2
- Roundtable 1
- Night Event 2
- Keynote 3
- Roundtable 2

Example questions:

Objective Question

- What's something that caught your attention from the [insert from list above]?

Reflective Questions

- What is something that was exciting from the [insert from list above]?
- What is something that was concerning from the [insert from list above]?

Interpretive Questions

- What is the importance of this [insert from list above]?
- How has this [insert from list above] been beneficial to you personally?
- What questions does this [insert from list above] raise for you

Decisional Questions

- How will you use the information from [insert from list above] after the Teen Summit?
- Who will you share the information from the [insert from list above]?
- If you went to this [insert from list above] again, what would you change?
- What will you do differently from experiencing the [insert from list above]?

Check-In and Check Out

- Check-in with the youth by going to their rooms and seeing what all is in there and what they can use
 - i.e. T.V., but don't buy movies; refrigerator, but don't open minibar items; etc.
- When checking out, go through the room to make sure garbage is in the cans; all their items are picked up; key cards are left in the room; and collect receipts (if needed).



TEEN SUMMIT



Evening Events

We host evening events the first and second day of the Teen Summit for youth and adults. In the past we have hosted a dance party, open mic, water pong tournament, affinity group caucuses, etc.

We ask that the adult mentors be in that space as well to help with activities and be a positive presence within the space. **We will hold a space near the evening events for the adults to come to staff and other chaperones/mentors with questions and issues that may arise during the summit.**

Make sure that you talk with the youth about when they should be back to their rooms or to the evening events before they head out to other areas of the Chula Vista.

AFTER THE TEEN SUMMIT

Things To Do

Check that:

- Everyone in the group has completed the Teen Summit surveys.
- All belongings have been taken out of rooms.

Focus Conversation

On the ride back have use this short, focus conversation to debrief as a group.

SAY: Thinking about your WHOLE Teen Summit experience:

- What were some highlights about the Teen Summit?
- What is something that you appreciated about your experience?
- If we could do this experience all over again, what would you change?

Future Teen Summit Planning

The Teen Summit is an annual event that will happen every year. With the Teen Summit's continued growth, we are limited in the amount of scholarships to give to those in financial need. To alleviate this financial burden for you and the youth that attend with you in future years consider the following options.

We will try to keep the costs consistent letting everyone know as soon as we are able if we must increase other costs. For now, regular registration is \$125 per person. A single room is \$82 a night and a double room is \$129 a night. The Teen Summit is a **THREE-DAY** event so you would need a maximum of **TWO** nights if you plan on attending the whole summit.



TEEN SUMMIT



EXAMPLE 1:

An estimate to fully fund **1 chaperone** attending with **4 teens** would cost around \$1222:

Registration	\$125 x 5 people =	\$625
Chaperone Lodging	\$82 per night x 2 nights =	\$164
Teen Lodging	\$129 per night x 2 nights =	\$258
Meals	\$20 per meal x 1 night x 5 people =	\$100
Snacks	\$5 per person x 3 days x 5 people =	\$75
Total =		\$1222

EXAMPLE 2:

An estimate to fully fund **2 chaperones** attending with **6 teens** would cost around \$1924:

Registration	\$100 x 8 people =	\$800
Chaperone Lodging	\$82 per night x 2 rooms x 2 nights =	\$328
Teen Lodging	\$129 per night x 2 rooms x 2 nights =	\$516
Meals	\$20 per meal x 1 night x 8 people =	\$160
Snacks	\$5 per person x 3 days x 8 people =	\$120
Total =		\$1924

Grassroots Fundraising

Consider having a focused effort in your community that will raise funds to help you attend the Teen Summit. Advocates have had bake sales, hosted awareness events, collaborated with community agencies to have a percentage of profits go to your cause. Some programs have even used online fundraising through Facebook, Go Fund Me, etc. Be creative and get the youth involved with the fundraising efforts. Some programs have used quotes, photos, or short videos from the youth as to why it is important to them to attend the Teen Summit.

Grant Funding

Talk with your supervisor, director, grant manager, etc. about ways your agency can incorporate attending Teen Summit and bringing youth to the Teen Summit into existing or new grants. Foundation grants are typically more accommodating for these types of events.