



Tips and Guidelines

CHAPERONE

Welcome to Montessori Model United Nations and thank you for taking the time to act as a chaperone for your delegates.

Your support and care for the delegates is essential to ensuring a smooth conference.

We hope the following guidelines and tips will help you understand your role.



WHAT IS MMUN?

MMUN students formulate, present, debate, and revise positions on current issues that are affecting people of the world. By assuming the perspectives of Ambassadors of their selected nations, student delegates not only develop an understanding of the needs and rights of others, but also learn to respect cultures, political views, and beliefs of others.

MMUN is an educational experience for Delegates as well as Bureau Members. It is imperative that all policies and guidelines are followed by chaperones, teachers, and delegates to enable learning and growth in these roles.

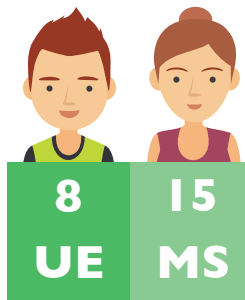


IMPORTANT GUIDELINES FOR CHAPERONES

All group leaders must have a working telephone number registered with Conference Services for any urgent communications. Chaperones should also be in communication with the school group's leader regularly.

Please be sure to accompany your delegates whenever they are not participating in a MMUN committee session or a MMUN supervised activity (such as the flag procession).

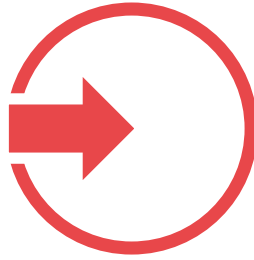
Teacher coordinators and chaperones are asked to remain on the premises for the duration of all scheduled events, and must be available for MMUN to contact them at all times regarding the delegates in their charge.



RATIO OF DELEGATES TO CHAPERONES

MMUN conferences and the surrounding areas can be busy and hectic. In light of this, we request that the following chaperone to delegate ratio be followed in order to ensure each delegate's safety.

Each UE chaperone can supervise up to 8 UE delegates.
Each MS chaperone can supervise up to 15 MS delegates.



COMMITTEE SESSION

- Some committee rooms allow for adult observers. The following guidelines are set for observers in committee sessions:
 - Committee delegates and chairpersons are in complete charge of the actions of the committee. Chairs have authority over the committee proceedings.
 - If there is interference with proceedings on the part of an adult coordinator, that individual may be asked by the Bureau or MMUN Staff to leave the committee room.
 - No adult coordinator or chaperone should be involved in any aspect of committee sessions. In some committees, parent volunteers may be asked to act as “pages” which would mean silently passing a microphone during formal consultation or passing notes as directed.
 - Any questions or concerns related to committee session proceedings or bureau actions should be directed to Conference Services.
- Please be sure to pick up delegates promptly at lunch time and at the end of the day. Bureau members are instructed not to release delegates to anyone but their chaperones. Your prompt, on-time arrival following each session greatly helps the bureau members follow MMUN instructions.
- If delegates are not retrieved within 15 minutes of dismissal, the bureau will accompany them to our Security ambassadors who will meet you in Conference Services.
- Chaperones may only pick up delegates from their own school; they may not pick up delegates from another school.
- To make the dismissal process easier for all, we purposely stagger committee release times for Upper Elementary and Middle School at larger conferences, and allot 2-hour lunch and dinner breaks.

- If a delegate needs to leave a committee room to visit the bathroom, he or she must approach the Rapporteur to request a bathroom pass. The Rapporteur will monitor exits and returns, as well as record the names of delegates and times to ensure the working session is not disrupted. Should delegates need to leave the room for other extenuating circumstances, they must first send a note to the Bureau explaining the reason and asking for permission. If the Bureau approves, the delegate will be accompanied out of the session by a bureau member or chaperone.
- Use of technological devices (including laptop computers, portable music players, all communication devices, and all portable gaming systems) are prohibited for all participants during committee sessions, as well as during the Opening and Closing Ceremonies. Delegates are allowed to use e-dictionaries or translation-only devices (not smartphones) for their work. Press Corps reporters are permitted the use of laptops when writing their articles.
- Non-delegates may use their smartphones as cameras in the committee sessions provided the devices have been silenced and that they are used unobtrusively. Talking, emailing, texting, gaming and other smartphone or iPad applications are not permitted during committee sessions or opening and closing events.



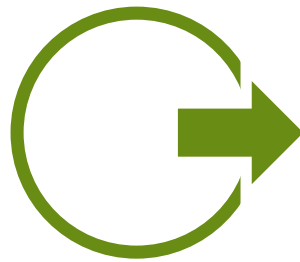
EVENING EVENTS (CULTURAL NIGHT AND CELEBRATION NIGHT)

A teacher coordinator or chaperone must accompany all delegates to these events. On Cultural Night, one teacher or chaperone should sit with performers if possible. For Celebration Night, the responsible adults must supervise their delegates and under age non-delegates throughout the evening event. Delegates will not be permitted to leave the ballroom without a chaperone. Please do not leave your delegates in the ballroom unattended.



CONFERENCE DRESS CODE

To ensure the formality of the committee sessions we ask that chaperones wear business casual attire for all committee sessions. Please ensure that your delegates are properly dressed in Western business attire for formal conference sessions (including dress shoes, shirts tucked into pants or skirts, hair neatly combed, clean and pressed clothing, belts/ties/suit jackets as applicable) Your help is vital to making sure that the delegates look their best for their diplomatic work.



OUTSIDE COMMITTEE SESSION

- Delegates should move through the hotel corridors with their adult chaperones. Please be sure to accompany your delegates at all times.
- Help to maintain the decorum of delegates at all times throughout all events during the conference, as well as after-hours inside the hotel venue. Decorum includes, but is not limited to: maintaining low voices, respectful delegate-to-delegate interaction, walking instead of running, etc.
- For safety and security reasons, Upper Elementary students must be quiet and in their assigned hotel rooms by 10:00 pm each evening. Middle School students must be quiet and in their assigned hotel rooms by 11:00 pm. It is absolutely prohibited to run in the hallways or disturb other MMUN participants and hotel guests.



TIPS FOR CHAPERONES

1.

Make sure delegates receive a restful sleep and filling breakfast.

2.

Help delegates use the conference book to locate their committee rooms either the night before the first session or early on the morning of the first session. This will help your delegates feel confident.

3.

Encourage your delegates to keep their position papers, speeches, and other reference material in their binders for easy access during the committee sessions. Ensure that delegates do not bring in any pre-written resolutions to the committee sessions.

4.

While delegates are in committee session, take advantage of the teacher/parent workshops. The workshops allow new chaperones and teachers to further understand the MMUN program and meet chaperones from other schools.

5.

Flexibility is an important characteristic of an MMUN chaperone. During a conference, things move very fast. Modeling flexibility to the delegates will help them put into action the months of hard work and preparation for the conference.

6.

Have both male and female chaperones, if possible.

7.

Share contact information of all chaperones with the delegates in case of emergencies.

8.

Make sure chaperones are familiar with all the delegates in their group.

9.

Make sure you and your delegates have their credentials (badges, wristbands, tickets) for all conference events.

10.

Check to make sure delegates do not bring any prohibited items to the UN facilities.



FAQS FOR MMUN CHAPERONES

1.

What are the times when I am absolutely needed to supervise the delegates in my charge?

MMUN chaperones are expected to make sure that delegates are in their appropriate committee rooms on time. They are also expected to pick them up at the end of committee session before lunch and at the end of the day.

Chaperones must supervise delegates during meals and evening events. Please ensure delegates safely and quietly return to their rooms by 10:00pm or 11:00pm depending on whether they are UE or MS.

2.

What are chaperones expected to wear during the conference?

To maintain the formality of our conference and support the work of the delegates, we expect chaperones to dress in business casual attire.

3.

What should chaperones do during the committee sessions?

MMUN appreciates your time and is very grateful to the chaperones. We offer workshops and discussions during the committee sessions to encourage dialogue with fellow teachers/chaperones, and to inspire conversation with your delegate(s) after they have participated in the conference. If you choose to observe in the committee rooms, please do so quietly and without interacting with the delegates. On occasion, you may be asked to pass a microphone or notes in a committee. This volunteer assistance is only to facilitate communication between delegates and we greatly appreciate your help. MMUN understands that many chaperones may work during the hours that delegates are in committee session. We encourage you to utilize the free Wi-Fi in the hotel lobby to do your work while the delegates are in committee session.

4.

How can I best deliver food to my delegates?

For those conferences that are not catered (particularly NYC), there are ways to save time and money regarding food. During the time that delegates are in session, chaperones can make reservations and/or pick up food for delegates to have for lunch and dinner. It saves time and money and can make the “down time” for delegates much calmer. Please note that carry-in food may not be distributed in the foyers or meeting rooms, and may only be served to your delegates in your designated hotel sleeping rooms. We recommend making reservations to restaurants as early as possible, as they can become booked quickly.

5.

Do I have to wear my MMUN ID badge at all times in the hotel during the conference?

Yes, you do. To keep all the children and adults involved with MMUN conferences safe and secure, badges must be worn by all participants during conference events. This includes delegates, bureau members, observers, chaperones, volunteers, teachers and all staff associated with MMUN. In addition, we require that all adults attending the MMUN conference wear an MMUN issued wristband at all times as an additional security measure.

Feel free to contact us at
info@montessori-mun.org
with your suggestions and your questions.