

# **A.I.M. Rules**

**Background check form  
Child authorization form**

The State A.I.M. (Auxiliaries in Ministry) Conference is the major event of the Sunday school, Music, Missions, Evangelism and YPWW departments. All local and district department heads and teachers, within these departments are expected to attend and support during some portion of the event. It is designed to strengthen the local churches by training the local and district department heads, teachers, and young people.

### Chaperones

All attendees to the conference must be accompanied by sufficient chaperones. A background check should be done on all chaperones and others working with young people by their local churches; a **background release form** is attached. Delegates are the responsibility of the local church or district (district if the delegation comes under district supervision) that sends them. It is the responsibility of the designated chaperones from each church or district to insure that their delegates successfully arrive, attend, and depart on times scheduled.

### Child Authorization form      **Important!!!**

**Children six years and under must be accompanied by their parents at all times or someone who the parent(s) have given the written permission to supervise the child. Any child under the age of 18 if not accompanied by their parent must have a child authorization form signed by their parent(s) that permits them to participate. A child authorization form is attached.**

Names of the chaperones and the list of delegates for whom they are responsible must be given to the registrar at the time of registration. Chaperones must ensure that all delegates are registered before taking part in any conference activity.

The room list along with the chaperones assigned responsibility will be given to the hotel front desk at the time of check-in. The chaperones will be contacted by the front desk if delegates are disorderly.

## Rooms

**Rooms must be secured by the attendees. The conference will arrange for group rates at specified hotels and relay this information to the various churches.**

A maximum of four (4) delegates are allowed per room. Please do not send any delegate without sufficient money in hopes that sufficient accommodations will be found, nor that payment will be allowed later in the week. The housing provider requires payment before a room is entered.

Room occupancy is the responsibility of the chaperones that have been assigned to that group to organize rooms for their delegation.

## Conduct

All delegates will be expected to behave themselves in a manner that does not disrupt the conference nor cause displeasure for conference attendees or officials. Doing so will result in disciplinary action as deemed appropriate by conference officials. It is expected by the conference officials that the respective parent or chaperone for the delegates will be responsible for such discipline. Physical disciplinary action such as spanking will not be authorized. In lieu of that, where misbehavior is extreme, those involved will be required to return home.

**All delegates are to be in the appropriate place at the appropriate time. They will be in sessions when they are held, in church during church services, and in their rooms at the assigned curfew.**

## Safety

Safety of the delegates is the responsibility of the chaperones that bring them to the conference, with assistance provided by all for the safety of all. A **first aid kit should be brought by each group** for that group by the chaperone. Also **if any child in their group has a medical condition it should be documented along with any medication that the child is taking, along with the parents contact numbers.** A copy of this documentation should be provided to the conference officials at arrival to the conference.

## Transportation

**Do not bring delegates to the conference and leave them without transportation. Transportation is needed all during the conference and it is not the responsibility of others to try and provide transportation for your group.**

## Meals

The conference will provide breakfast, midday snack-lunch, and dinner daily. Delegates are responsible for their own food when visiting theme parks or other such recreational areas.

## Activities

The conference provides activities within the realm of the delegates' registration fee. Any special activity such as theme parks, admissions or such events, are the responsibility of the delegate to have the necessary money.

## Helps

It is expected that youth workers and parents from all over the State of VA# 1, will help in whatever manner necessary to support our youth. Help is especially need during the daytime sessions and activities. Please know that any amount of time commitment will be appreciated, whether the commitment is an hour, one half day, or several days.

## Attachments:

1. Background check form
2. Child authorization form