



The ISLC is a unique and fun opportunity for students and advisors to see the organization in a different way and interact with people from around the world.

The role of an adult chaperone at the conference is different than that of students. Although more than 85% of the participants at the ISLC are students, we still want to make sure that the adult participants also have a good time.

Additionally, we expect your assistance in helping maintain a positive, safe, orderly atmosphere for all of the conference participants. To do so, we have established certain guidelines for the conference which are outlined below. Keep in mind, Operation Smile attracts great students. But great students can sometimes make poor decisions. Your assistance is greatly appreciated.

Conference Rules and Guidelines

THE BIG 5: Zero Tolerance

- **Possession or consumption of drugs and/or alcohol**
- **Theft**
- **Co-habitation**
- **Possession of weapons**
- **Bodily injury to yourself or others**

Violation of any of the BIG 5 will result in immediate dismissal from the ISLC. No exceptions. If you encounter a problem with the BIG 5 please immediately notify one of the Student Program Staff to handle the situation. Students and adults must uphold the Big 5.

Cultural Sensitivity:

Participants from many countries around the globe are represented at this year's ISLC. With such great diversity, we must practice, model, and reinforce cultural sensitivity toward everyone.

Off-Site Activities:

For safety and responsibility reasons, **during the conference, all adult participants must remain with the group** and refrain from outside travel experiences both during the day and at night. No exceptions will be permitted beyond scheduled off-site activities.



Dress Code:

Operation Smile understands that each person has unique self expression. For the purposes of a leadership conference, clothing should be tasteful and modest. Please practice and encourage cultural sensitivity in this arena.

- No midriffs
- No short shorts or skirts
- No spaghetti straps
- No cleavage
- No offensive / profane shirts

Curfew:

The curfew each evening for students is 10:30 p.m. This means that each participant is in their door room by 10:30. Students may not leave their room after this time for any reason. If a student is not in their room, or for any other concerns, please notify conference staff immediately. You will be provided with staff cell phone numbers and dorm room numbers. While adults do not have an official curfew, you are required to attend **all sessions** with enough energy to contribute positively.

As an adult chaperone, each night you will help complete room checks immediately following 10:30 pm curfew, and report concerns to staff.

Traditionally it has proven more difficult to enforce curfew during the final night due to participant excitement and desire to remain with their friends before travelling home. During this night, it becomes particularly important that all adult participants collaborate with staff to ensure curfew is met. This likely will mean adults will need to stay awake for longer hours than on previous nights.

Disciplinary Action:

- Be reasonable. Be fair. Be firm.
- You have the right and responsibility to intervene if problems arise.
- Any serious infraction should be referred to Student Programs Staff.
- If it can't be resolved the student will be sent home at their own expense.



Schedule Considerations:

Morning Meeting:

Each morning we will hold a general meeting with Adult Participants and the Sponsor Board members to discuss the days' events, duties, schedule changes, and challenges.

Session Attendance:

Adults must attend speaker sessions and other activities during the ISLC. Hundreds of students are attending the conference, and legally we need one adult for every 10 participants at every event.

Miscellaneous Duties and Responsibilities:

Illness:

You will be the first line of contact for an ill participant.

On-site nurses for the conference will handle immediate problems. Please notify the nurses **FIRST** of any illness or injury. Participants experiencing serious illness or injury will be taken to the hospital.

Please keep in mind most of the illnesses at the conference are caused by the following:

- Lack of sleep
- Lack of water
- Not eating properly

An Operation Smile nurse will monitor all ill students in the designated "clinic." They will not be permitted to remain in their room.

- **Any student who does not attend the days' activities will not be permitted to participate in the evening activities.**

Team Games:

- You will be asked to help facilitate the Team Games. These duties will be explained further about a month prior to the conference.



Miscellaneous:

- Adults are the ultimate decision-makers of the conference, however, 20 high school students on Operation Smile's Executive Leadership Council (ELC) and are helping plan and lead the ISLC. They are a valuable resource, and staff encourages you to collaborate with them to make responsible choices. They certainly appreciate your support and input. Your job is to support the ELC. Please empower the leaders to take the lead as much as possible.
- Operation Smile Student Programs' Sponsor Board is also in attendance. These 6 Operation Smile adult volunteers are experienced in Student Programs matters and have attended many ISLC's. They are here to offer advice and answer questions.
- Each participant is assigned to a team. Get to know your team and enter into the spirit of the conference. As stated previously, you are expected to be **visible and present**, but the degree of participation in the team activities is up to you.
- Teams will gather at their designated spot each morning. Please help your ELC team leader make sure all students are present. Any illnesses or problems should be reported at that time.
- You will have approximately 25 students assigned to you. Try to see them each morning to hedge any problems (i.e. homesickness, loneliness, mobile phone withdrawal etc.).
- On several days we will leave the campus for off-site activities. We appreciate your assistance in ensuring students are safe and accounted for at all times.
- Be supportive of each other, and if you have a question---**ASK!!**
- Last, but certainly not least, **PLEASE BE FLEXIBLE!** With every conference, and especially one of this size (about 600 participants), there are bound to be some bumps and challenges. Please be a part of the solution. Flexibility is the key!