

“IF THIS HAPPENS → DO THIS” CHAPERONE DAY-OF SUPPORT GUIDE

You don't need to fix everything. Your job is to keep students supported and moving forward.

<p> IF A STUDENT FREEZES OR FORGETS WHAT TO SAY</p> <p>→ DO THIS:</p> <ul style="list-style-type: none">• Smile and pause• Say: “That’s okay – take your time.”• Offer a simple prompt: “Why do you like your school?”“What’s one thing your school does well?” <p>If needed: Move to the next student and return later.</p> <p> Notes and scripts are allowed.</p>	<p> IF ONLY ONE OR TWO STUDENTS ARE TALKING</p> <p>→ DO THIS:</p> <ul style="list-style-type: none">• Gently invite others: “Would anyone else like to share?”• Call on a student only if you know they’re comfortable• Ask for thumbs-up before inviting quieter students <p>Middle school: active prompting is appropriate High school: allow space, then invite</p>	<p> IF THE MEETING IS SHORTER THAN EXPECTED</p> <p>→ DO THIS:</p> <ul style="list-style-type: none">• Prioritize:<ol style="list-style-type: none">1. Student introductions2. One key story3. One clear ask• Skip extra questions• Close with: “Thank you for listening to student voices today.”
<p> IF A LEGISLATOR ASKS A QUESTION NO ONE CAN ANSWER</p> <p>→ DO THIS:</p> <ul style="list-style-type: none">• Normalize it:• “That’s a great question.”• Say: “We don’t have that information right now, but we’re happy to follow up.”• Move back to student experience <p> Do not guess or debate.</p>	<p> IF A LEGISLATOR DISAGREES OR PUSHES BACK</p> <p>→ DO THIS:</p> <ul style="list-style-type: none">• Model respect and calm• Encourage students to say: “This has been my experience.”• Redirect to personal impact <p>Advocacy ≠ arguing Advocacy = sharing lived experience</p>	<p> IF STUDENTS GET SILLY, DISTRACTED, OR OFF-TOPIC</p> <p>→ DO THIS:</p> <ul style="list-style-type: none">• Use a quiet reminder• Reset expectations briefly• Refocus: “Let’s make sure everyone gets a chance to speak.”

IF THERE IS Downtime or Delays

→ DO THIS:

- Review talking points
- Practice introductions quietly
- Assign roles:
 - Speaker
 - Timekeeper
 - Note-taker

IF STUDENTS SEEM NERVOUS OR OVERWHELMED

→ DO THIS:

- Normalize nerves: "It's okay to feel this way."
- Remind them: "You belong here."
- Encourage deep breaths or quiet moments

IF YOU NEED TO CLOSE THE MEETING

→ DO THIS:

- Thank the legislator
- Ask for support (if not already done)
- Mention follow-up or thank-you notes

★ MOST IMPORTANT REMINDERS

- Students don't need to be perfect
- Their voices matter
- Your calm presence sets the tone