

Chaperone General Guidance and Responsibilities

- 1) Chaperones should arrive at the band hall at the designate time prior to bus departure for bus assignment. The exact arrival time will be provide prior to the event. Please arrive on time.
- 2) Chaperones are expected to be present on the bus for both the trip to and from the event.
- 3) In most cases, there will be a minimum of two adults per bus excluding the bus driver. Band staff will also serve as chaperones.
- 4) The chaperone of each bus will be responsible for calling roll prior to departure from the school and the event as well as after any stops that occur during the course of a trip.
- 5) In case of a medical emergency or illness, a binder containing student medical forms and a first aid supply bag will be provided for each bus. Bags and binders should be taken with you into each event.
- 6) Chaperones are expected to stay with the band at all events and assist the band directors where needed.
- 7) Chaperones will be issued a Big Blue Booster ID and radio (if available). Chaperones are responsible for safeguarding and returning the ID and radio in the same condition it was issued upon return from each event.
- 6) Chaperones are required to provide a completed medical form.
- 7) In the event a chaperone cannot attend an event he/she should notify the chaperone POC as soon as possible so an alternate chaperone can be assigned. Failure to do so could result in loss of future chaperoning opportunities.
- 8) School policy prevents children other than band members from traveling on the band buses.
- 9) In most cases chaperones will receive free admission to events but make sure you are able to pay if required.
- 10) Any disciplinary issues should be directed to the band directors.
- 11) Space on buses is limited therefore only chaperones who have signed up to chaperone an event will be allowed to travel on the buses unless prior arrangements have been made with a band director.