

## 2017 Escadrille Chaperone Guidelines

### Chaperones are requested to:

- Maintain self-control and appropriate behavior at all times.
- Not use inappropriate language, conduct or remarks
- Not eat in front of or before the students. All students' needs come first.
- Not pass out candy or unapproved snacks
- Have a positive attitude and a positive role model (avoid criticism)
- Never administer medications, even a Tylenol, Advil, etc... Please find the nurse or a staff member if a student is feeling ill.
- Please be empathetic to the student's needs. Due to health conditions, some students will need a snack, drink or take medications at certain times. The staff are aware of all medical conditions and they have approved the appropriate measures to take to ensure the health of the student.
- Be flexible and prepared to support Directors decisions.

### Weekly request for help

- We will send out an email for an upcoming game on Sunday night/Monday morning.
- If you would like to volunteer for that game, wait until a request has been sent via e-mail
- Volunteers are scheduled on a first come first serve basis.
- No other non-band children or students allow with the parent volunteer.
- If a large number apply, the next week will change up a little to give as many as possible a chance to volunteer.
- Always be prepared to buy a ticket (cash) as some games may require them.

### Volunteer Meals

- As you sign up to volunteer you will be asked if you would like a volunteer meal that will be provided to you with the students before we depart on the bus.
- Please bring the allotted fee, generally \$5.00 to pick up your meal ticket when you pick up your name tag at check in. Please note any dietary restrictions on the "notes" section of SignUp.com.

### Game day/Event

- Arrive to the Band Hall at the appointed call time. Your students are expected to be on time and we need you to be on time as well so you don't miss out on important information.
- Get your nametag and meal ticket if you have pre ordered and paid.
- Check assignment and bus number and find your bus box. Check you have a complete box of supplies (list inside lid) and a clipboard with a bus sign up sheet.
- Obtain any bus signs with bus numbers 1-24.
- There will be a short 10 minute meeting before we go to the buses.
- If we are serving a meal to the students to eat on the bus, one chaperone should go straight to the bus to supervise students getting on the bus while the other can help with handing out food and water.
- Chaperone is responsible to gather a meal bag & water bottle to provide to the bus driver where he/she is assigned.
- Chaperone will position themselves outside the bus while the students load to supervise any equipment loading and ensure the loading door is closed before departure.

### On the bus

- When your bus is full, count the students and then send round the bus seating chart for the students to add their names. Make sure names are legible and correct ( no false names)
- While at the bus and after having collected the completed seating chart from students, chaperone(s) needs to make a copy of the document (basically copy the names onto another seating chart; that's why we have 2 on each clipboard).
- Chaperone will provide bus driver with a copy and we keep the second or original.
- Ask if there are any students with a note about going home with a parent. They will have 2 notes, one for you as the bus chaperone and one for a director when they leave the stadium. Do not allow a student to leave with a parent without a band director's knowledge. Please note: students are required to tell Mr. May that they will be leaving early that day/evening.

### Student Behavior on the Bus

- The bus driver will go over bus safety rules before you depart.
- Students are expected to comply with all Allen ISD policies and procedures and present a favorable image of the Escadrille
- No flash photography at night as it is a distraction to the driver.
- Keep noise to a minimum
- Listen and follow the directions of the school staff, support staff, chaperones
- Refrain from bringing food, snacks, chewing gum or chocolate onto the bus
- Remain seated at all times-No one stands up on the bus including Chaperones without the bus driver's approval.
- Place all trash in trash containers

### At the game/Event

- Volunteers with seat cleaning duties will leave the buses as we arrive to go clean the bleachers. We will assign the duties so that there will be another Chaperone left on the bus. Wait for the Director's release.
- Students stay on the bus until the Chaperone is given the OK to exit the bus. This will be communicated via a Remind App. Please text 81010 to @abbahelp to join the group.
- As they EXIT the BUS-Students should be in full uniform (except hat) and please remind them of their instrument, hatbox, waterjug.....
- Do a sweep through the bus to check nothing important is left behind before you exit the bus, pick up trash and place the full trash bag outside your bus door, the Pitbulls will pick up later.
- Bathroom Duty (5 total-3 ladies/1 man) is monitoring the bathrooms and being available for any issues that may arise while also ushering the kids back to the stands who need gentle guidance. Different volunteers for each half are needed for this duty in order to give each a chance to watch the game. The bathroom selection and route will be determined by the Bathroom lead before the game.
- Snacking/Watering (8-10 people) will be done after the halftime performance. When you see them rushing across the field to do "Eagles" that is your cue to make your way down to the snacks. If you are helping with snacks, you might want to check with the Volunteer Coordinators/Food Services as to where they will be setting up before the halftime starts. Give the kids a bag of snacks, don't let them stand there and "choose"; they can swap in the stands. It is very important that we get the students off the field as quickly as possible. They will ALL have a water jug with them; there will be bullets for refills in the student seating area.
- Trash (6-8 people) is to be picked up during third quarter. Bags will be available and the students will pass their trash down the seating area for you to collect. Bring it to a trash collection area where the Pitbulls will pick it up.

### Coming Home

- As soon as the game is finished one Chaperone needs to head to the bus immediately. You will get your bus roll sheet and as the students load the bus, they will mark off their name with a highlighter. student
- Students should return to the same seat that came on to the game or contest.
- No Bus hopping
- If a student fails to arrive, notify a band director immediately!

### Arrival back to the Band Hall

- After arriving at Band hall, SLT will make sure the bus is left clean (no trash, food, or forgotten items from students), and will take any trash collected to the big trash container located behind the band hall.
- Please return your bus box to the equipment room, located behind the band library.
- Find your Student!

Depending on the amount of responses, volunteers may have one, two or three duties if needed. Please stay flexible and positive if something doesn't go according to plan. Your good judgement and wisdom is PRICELESS! When in doubt, ask!

Thank-you for contributing your time, energies, and patience for our OUTSTANDING kids! They are the BEST!

Emergency Numbers

**Nurse-Benny Bolin-Cell Phone 214-796-9697**

**Volunteer Coordinator-Amy-817-863-7248**

**Volunteer Coordinator-Shaunda-214-384-2376**