

CHAPERONE DUTIES

Marion Center Band Boosters

Revised 5/13

(Note yellow highlighted items are important changes from previous years)

PARADES

BEFORE THE PARADE

1. Arrive about 30 minutes before departure time. Sign your name on the Chaperone Sign-In Sheet.
2. Load equipment onto the truck, may vary year to year and event but this is a general listing:
 - Water containers if event warrants the need for water
 - Cups, paper towels, trash bags (check these for supplies before each parade)
 - Water bottles and cages if event warrants the need for water
 - Instruments (except for small ones)
 - Extra uniform, hat, shoes
 - Plumes
 - Gloves
 - Toolkit
 - Drums and harnesses (students should actually load their own)
 - Colorguard loads their own equipment which includes American flag and pole, rifle, Banner and banner pole
3. Load the following onto each bus: Bus Bag
 - Small first-aid kit (check inside bag with paper towels)
 - Bag with extra paper towels and wipes
 - Clipboard with sign-up sheets
 - First-aid backpack, (should be assigned to an adult with some first-aid training) Kept in Mr. Schaller's office.
 - Sewing kit (should be assigned to an adult with some sewing experience)
4. Assist band members in bagging uniforms.
5. Remind band members to have with them: Uniform, black socks, (must be long enough that skin does not show) clean band shoes, hat and instrument.
6. Make minor repairs to uniforms if needed (buttons, hems, etc.)
7. Make sure magnetic signs (located in Band Room Office) are on truck doors. Make sure they are retrieved off the truck after the event.

8. Check colorguard before leaving the school. Leotards are to be on the student and not rolled down around their waist.
9. ALL band members MUST WEAR A T- SHIRT UNDER THEIR UNIFORM!!!!
No tank tops allowed, all shirts must have sleeves to cover the pit area and adhere to the school dress code policy. The colorguard does wear spaghetti strap/tank tops under their uniforms (black) but are required to bring a t-shirt so that if they take their uniform top off they are still appropriate.
10. Shorts and sweatpants are heavily recommended to be worn under the uniform pants. However if the student opts to wears jeans they must be taped up and not show past the uniform pant leg. Whatever they choose must fit underneath the uniform!

ENROUTE TO AND FROM PARADES

1. Chaperones ride the buses and supervise band members:
(Remember – Mr. Schaller is in charge of discipline. Chaperones help maintain order on the bus if needed, but major disciplinary issues should be taken to Mr. Schaller. Also, the band members should be allowed to have fun, so please try to be tolerant of a certain level of noise.)

BUS RULES:

1. No screaming or loud noises.
 2. No hanging, shouting, or hands out the windows.
 3. No profanity.
 4. No “making out”. Holding hands is allowed according to school policy, but it shouldn’t be excessive or include the touching of other parts of the body.
 5. If the noise level is disturbing the driver-it’s too loud
 6. No singing on the busses if the sun has already set. Many students would like to take advantage of a quieter bus ride on the way home in the evenings.
 7. Remain seated-no sitting in the aisle
 8. No “slouching” in seats, transportation safety rules dictates students face forward with feet in front of them, not turned around and keeping the aisle open and clear.
 9. No facing backwards in seats, face forward!
 10. No spraying hair sprays, colognes or glitters
 11. No lollipops, safety hazard
2. Take a “head count” before leaving the school and notify the driver of the number of adults and band members on the bus.
 3. Pass the clipboard around. All members should sign. Watch for fake names. Be sure the number of names matches the number of band students.

4. Check clipboard for slips of band members going home from the parades with parents. Mark those names with an X in the box.
5. After asking permission from the driver, pass nail polish remover around bus, there should be some in the bus bag. Students are not to wear any nail polish for any event.

ON ARRIVAL AT PARADE

1. Put green number card in the bus window (Bus 1, Bus 2, or Bus 3). There are two signs; one goes on the right front windshield and the other goes on the right front window of the first seat.
2. Unload main First Aid Kit, Sewing kit, plumes, water bottles, and assist unloading instruments and tool kit.
3. Walk students to restroom as directed by Mr. Schaller
4. Hand out plumes.
5. Check students for proper uniform:
 - a. Hats, plumes, jackets buttoned and snapped, black socks, and clean shoes.
 - b. Assist students' buttons if necessary.
 - c. All hair (boys and girls) must be pinned up inside hats.
 - d. No earrings. ~~dangling earrings (studs are okay, no more than two pair per ear)~~
 - e. No lip rings
 - f. Band members must have both bib straps on shoulders at all times.
 - g. If you lay jacket down, please turn outside in

DURING PARADE

1. Carry water and provide drinks for band members when at parade rest.
2. Carry First Aid Backpack and provide assistance as needed.
3. Carry Sewing Kit for emergency fixes.
4. Chaperones must drop back onto the sidewalk through the judging area.
5. Monitor your band members for illness and take appropriate action.

AFTER PARADE

1. Empty and load water bottles and cages.
2. Collect, put away and load plumes.
3. Assist with reloading of instruments on truck.
4. Band members **MUST HANG** uniforms **IN** bags and hats **IN** hat boxes **BEFORE** leaving the bus to eat. Remind band members and check after they are dressed. Take uniform numbers of band members who haven't properly hung uniforms and report to Mr. Schaller.
5. Parents who are taking their child home after the parade **MUST** come to the bus to sign the clipboard. Ask for ID if needed. **Students Must be signed out by a parent or legal guardian!**
6. Double check around buses to be sure all has been loaded.
7. Free time to eat – be available to band members if needed until time to depart. Listen carefully for instructions from Mr. Schaller as to approved eating locations and return time – if you don't hear instructions, ask him!
8. Do a second "head count" before leaving the parade for home. If there is a discrepancy, do a roll call to determine who is missing and notify Mr. Schaller.
9. Male & female students are not permitted to sit together on nighttime trips. If the ride home is in the dark, boys sit with boys – girls sit with girls and chaperons should do frequent bus checks. A pocket or keychain flashlight is a nice item to have on your person for this.

BACK HOME

1. Remind band members to unload uniforms, hats, backpacks, instruments, and garbage from bus.
2. Band members not returning on bus are responsible for having another band member put away his or her equipment. Remind band members to unload extra uniforms and instruments.
3. Check buses for things left behind (plumes, personal items, garbage, etc.) Be sure to look under all seats.
4. One chaperone should stand in the lobby to make sure students don't leave (cut out) before dismissal.
5. Help unload truck.

6. Band members are responsible for hanging uniforms properly, putting hat and instruments away and folding and putting away garment bags. Supervise and remind them as needed.
7. Put away plumes, First Aid Kit, Sewing Kit, water containers, clipboards, extra shoes and extra uniform and hat.
8. Check through cupboards to be sure uniforms are properly hung up.
9. Do not leave until everything is completed.
10. Stage someone at sidewalk to monitor pick up.

FOOTBALL GAMES

HOME GAMES

1. Arrive 30-45 minutes before time to go up the hill.
2. Assign someone to fill water containers, water only.
3. Help load instrument van: toolkit, wagon, cups, paper towels, napkins and trash bags. Two or three chaperones should make it a top priority to go ahead of the band to put the bleacher covers on the bleachers for the band members.
4. Load drinks in van.
5. Carry First Aid and Sewing Kits.
6. Hand out plumes at front door. Carry empty plume bags to the field.
7. Check over band member's uniforms before they march up the hill.
8. Take plumes from band members and put away after pre-game show.
9. Pass out plumes for half-time, double check uniforms.
10. Retrieve and put away plumes after half time, not needed for march back down to school.
11. Students are allowed food in the stands as long as they do not abuse that privilege. They have been warned that it can and will take it away from them if trouble occurs. They are to get their food in full uniform and then bring it back to the stands to eat it where they may take off their jacket if they are that concerned with getting stains on their jacket. If a student stains it and it is their own fault and not normal "wear" they are to pay for the cleaning

12. Students are to be in their seats ready to play when the clock hits 0:00 at the end of the 3rd quarter. Begin escorting students back to stands when 2:00 is displayed on the clock.
13. Load everything up in van after the game.
14. Supervise band members when putting away uniforms.
15. Unload and put away everything.

AWAY GAMES

1. Same as for home, but no food or drinks.
2. Students are to be in their seats ready to play when the clock hits 0:00 at the end of the 3rd quarter. Begin escorting students back to stands when 2:00 is displayed on the clock.
3. Follow bus procedures as for a parade.

GENERAL POINTERS

1. No spritz bottles – water damages the uniforms.
2. Be careful to chaperone all band members, do not over-attend to your own child.
3. If return trip is in the dark, do frequent bus checks. Male & female students are not permitted to sit together on nighttime trips. A pocket or keychain flashlight is a nice item to have on your person for this.

Have fun! It sounds like a lot, but once you get the hang of it, it's really not so much. Everyone splits the work. Don't be afraid to ask if you have a question.