

## **Troy High Band Boosters Chaperone Job Description**

### **Function:**

To accompany and supervise students while attending and/or participating in Troy High School band events, helping the event to run safely and smoothly.

**Universal Policy:** Two chaperones must remain at the end of every event until each student has been picked up by a parent, guardian, friend, etc. These volunteers will have been identified by the Chaperone Coordinator when assigning volunteers to serve as chaperones for each event. The “Stay Behind” volunteer need not have been a chaperone during the trip, but may be a volunteer who will serve in this role only. If the wait period for student departure following an event’s conclusion exceeds 15 minutes, please have the student call a parent. A chaperone will speak to the parent to determine the pick-up status. Chaperones cannot drive any student home in their personal car unless they have spoken to a parent and received verbal permission to do so in cases of emergency.

### **Bus Chaperones**

#### **1. Away Football Games (Pep Band):**

- Bring an ink pen and/or highlighter for use in taking attendance.
- Two chaperones are required for the pep band bus. Cheerleaders will share the bus. Mr. Nutting does not attend Pep Band events. Drum Major(s) will organize band students.
- Wear Chaperone ID Badge. ID Badges are in a box located in the practice room, across from Mr. Nutting’s office door.
- Carry one medical bag from the band room onto the bus and into the game. Medical bags are located in the practice room, across from Mr. Nutting’s office door.
- Students must ride buses to and from the event; exceptions must be approved by Mr. Nutting in advance.
- Only Pep Band members and chaperones are allowed to travel on the bus.
- Obtain a copy of the student sign-up sheet from the Drum Major.
- Ensure that the Drum Major conducts roll call before the bus departs for game.
- Assist students with any special needs.
- Sit with Pep Band at games.
- Use your judgment to remind students of appropriate behavior, if needed.
- Ensure that the Drum Major takes roll call prior to departure from game. The bus must not leave until all students are accounted for.
- Upon return, check bus and undercarriage to make sure personal belongings are not left on the bus.
- Return ID Badge and medical bag to the practice room, across from Mr. Nutting’s office.
- Ensure that all students have departed before leaving the school.
- Notify Mr. Nutting after the event if you had any issues.

## 2. **Off-site Performances Requiring Bus Service (Marching Band Invitationals, MSBOA Festivals, Graduation, Special Performances)**

- Bring an ink pen and/or highlighter for use in taking attendance.
- Two chaperones are required per bus.
- Wear Chaperone ID Badge, provided by the Lead Chaperone.
- Carry one medical bag, provided by the Lead Chaperone, from the band room onto the bus and into the event. (One medical bag should be on each bus.)
- Assist the Lead Chaperone to stock each bus with bottled water.
- Students must ride buses to and from the event; exceptions must be approved by Mr. Nutting in advance.
- Only band members and chaperones are allowed to travel on the bus.
- Receive a band bus sign-up sheet and the name of the Bus Captain for your respective bus from the Lead Chaperone.
- Give the band bus sign-up sheet to the Bus Captain; ensure that the Bus Captain conducts roll call before the bus departs for the event. The Chaperone should collect the sign-up sheet from the Bus Captain to hold until roll call is taken prior to return ride home.
- Share any discrepancies in student attendance with the Lead Chaperone, who will share the information with Mr. Nutting.
- Assist students with any special needs.
- Attend event with students.
- Use your judgment to remind students of appropriate behavior, if needed.
- Provide additional assistance as requested to help event operate smoothly.
- Ensure that Bus Captain takes roll call prior to departure from event. Bus must not leave until all students are accounted for.
- Share any discrepancies in student attendance for departure with the Lead Chaperone, who will share the information with Mr. Nutting.
- Remind students to hydrate on return trip home.
- Upon return, check bus and undercarriage to make sure personal belongings are not left on the bus.
- Return medical bags to the practice room, across from Mr. Nutting's office door.
- Ensure two parents have been assigned to "stay behind" until all students have departed.
- Return Chaperone ID Badge to the Lead Chaperone.
- Notify the Lead Chaperone if you have any concerns.

### **Chaperones for Events Not Requiring Bus Transportation** (Band Marathon, Laser Tag, hayride, dances, etc.):

- Chaperones provide own transportation to event.
- Wear Chaperone ID Badge, provided by the Lead Chaperone.
- Attend event with students.
- Assist students with any special needs.
- Use your judgment to remind students of appropriate behavior, if needed.
- Provide additional assistance as requested to help event operate smoothly.
- Before departure, check area to ensure personal items are not left behind.
- Ensure two parents have been assigned to "stay behind" until all students have departed.
- Return Chaperone ID Badge to the Lead Chaperone.
- Notify the Lead Chaperone if you have any concerns.