

Troy High Band Booster Lead Chaperone Job Description

Function:

To serve as a liaison between other chaperones and Mr. Nutting, coordinate duties of chaperones, and serve as a chaperone on the event.

Duties:

For events requiring bus transportation, the Lead Chaperone will:

- Prior to event, receive a copy of the *Lead Chaperone Job Description*, a list of chaperones and “Stay Behind” volunteers, and volunteer cell phone numbers from the Chaperone Coordinator.
- Prior to event, receive a list of student emergency contact phone numbers from the Vice President.
- Arrive early to the band room to remove the posted student bus sign-up sheet from the wall; make a copy of each page. A copier is located in Mr. Nutting’s office.
- Ensure all chaperones have arrived; or call for an alternate, if needed.
- Inform all volunteers of the names of the 2 “Stay Behind” volunteers, who may or may not be chaperones.
- Provide each chaperone with a Chaperone ID Badge. ID badges are located in a box in the practice room, across from Mr. Nutting’s office door.
- Assign chaperones to buses. Avoid assigning a parent to serve as chaperone on a bus with his or her own child.
- Have Mr. Nutting assign a Bus Captain for each bus. A Drum Major serves as a Bus Captain on pep band trips.
- Provide a copy of the bus signup sheet to each chaperone for his/her bus. One of the copies will be used by the bus captain for roll call.
- Assign medical bags to one chaperone for each bus. Medical bags are located in the practice room, across from Mr. Nutting’s office door.
- Check with Mr. Nutting to see if water bottles will be needed for the return trip. If so, borrow Mr. Nutting’s key to the band storage room (located near the side auditorium entrance), and transport cases of water to buses, about 40 bottles/bus. Ask other chaperones to assist, as needed.
- Verify with the bus chaperones that all students are present and report to Mr. Nutting before buses depart.
- Provide any last minute instruction to chaperones.
- After returning from the event, collect Chaperone ID Badges and medical bags and return them to the practice room across from Mr. Nutting’s office door.
- Notify the Chaperone Coordinator if you had any issues with coordinating the event.

7/6/2014