

2015 Chaperones: Home Games

(All supplies located in top two drawers of file cabinet in Mr. Brown's office)

All Chaperones:

1. Sign in for evening in volunteer book (school gets \$\$ credit for vol hours)
2. Distribute Name Tags
3. Hang Caution tape on home side bleachers to reserve band section
4. Hang Sponsor Banner (at top of band section bleachers, with zip ties)

Lead / First Aid Chaperone (1):

1. Take First Aid Kit to stands and return it to Mr. Brown's office after game
(Note: Medical Binder will stay in Mr. Brown's office)
2. Float / look for needs / help manage students in case of emergency

Stands/Uniform Chaperones (2):

1. Get plume bag from band room and distribute plumes to students
2. Walk with band to field (middle and end of line; Mr. Brown leads them)
3. Sit in stands and help as needed / Remind students to hydrate
4. After halftime show, collect plumes and stow in plume bags
5. Return plume bags to Band Room during third quarter
6. At end of game: Pick up any leftover trash in band section (students get most of it) / Recycle water bottles
7. Sign out for night in volunteer book

Stands/Water Distribution Chaperones (2):

1. Take trash bags to stands
2. Be at bottom of stands ready to hand out water bottles as students come off field (Water will have been loaded in the coolers and placed in stands for you)
3. Post at top of band section to ensure no one passes (to keep band students and instruments safe)
4. Help as needed / Remind students to hydrate
5. At end of game:
 - a. Return coolers to Visitor Side Concession Stand
 - b. Pick up trash in band section (students get most of it)/ Recycle water bottles
6. Sign out for night in volunteer book

2015 Chaperones: Away Games

(All supplies located in top two drawers of file cabinet in Mr. Brown's office)

All Chaperones:

1. Sign in for evening in volunteer book
2. Distribute Name Tags (Pin on or Lanyard)
3. Exchange cell numbers with chaperones on other buses

Lead/First Aid Chaperone (1):

1. Make sure each bus has destination address and directions or GPS
2. Bring: Student medical binder and First Aid Kit
3. Float / look for needs / help manage students in case of emergency

Bus Chaperones (3): *(always 4 buses; minimum of 2 chaperones on each bus):*

1. One chaperone sits in front of bus, one halfway back, and bring:
 - a. Grey clipboards for bus (one per bus) / flashlights / pens / paper
 - b. Trash bags
2. When loading buses, check in each student/assign them a number (for return trip)
3. Make sure students have instruments / uniform on or in bag / shoes / shako box / gloves / black socks
4. If needed, give students heads up 10 min away from destination to get uniform parts on
5. Help on bus and in stands as needed to ensure student safety *(back doors of buses stay closed)*
6. When boarding buses after game, check in each student. Account for everyone.
7. On return ride to school, 10 minutes away from LNHS, tell students to call parents for rides
8. Upon return to LNHS, make sure buses are cleaned out / windows closed
9. Sign out for night in volunteer book

Away Stands/Water Chaperones (2):

1. Load water bottles into coolers, ice down and load into buses
2. Help on bus and in stands as needed to ensure student safety
3. Bring coolers to stands and distribute to students prior to game start
4. After game, pick up any trash left in band section of stands (students get most of it!)
5. Help get students and coolers back to buses
6. Upon return to LNHS, empty ice from coolers, leave open to dry and store coolers in hallway outside Mr. Brown's office
7. Sign out for night in volunteer book

Away Stands/Uniform Chaperones (2):

1. Get plume bags from Band Room and load onto trailer
2. Help on bus and in stands as needed to ensure student safety
3. Distribute plumes at away location
4. Walk with band into stands (at middle and end of line; Mr. Brown leads)
5. After halftime, collect plumes and stow in plume bags
6. After game: ensure plume bags are loaded onto trailer
7. Upon return to LNHS, return plume bags to Band Room
8. Sign out for night in volunteer book

2015 Chaperones: Competitions

(All supplies located in top two drawers of file cabinet in Mr. Brown's office)

All Chaperones:

1. Sign in for the day in volunteer book
2. Distribute Name Tags (Pin on or Lanyard)
3. Exchange cell numbers with chaperones on other buses

Lead/First Aid Chaperone (1):

1. Make sure each bus has destination address and directions or GPS
2. Bring: Student medical binder and First Aid Kit
3. Float / look for needs / help manage students in case of emergency

Bus Chaperones (3): *(always 4 buses; minimum of 2 chaperones on each bus):*

1. One chaperone sits in front of bus, one sits halfway back, and bring:
 - a. Grey clipboards for bus (one per bus) / flashlights / pens / paper
 - b. Trash bags
2. When loading buses, check in each student/assign them a number (for return trip)
3. Make sure students have instruments / uniform on or in bag / shoes / shako box / gloves / socks
4. If needed, give students heads up 10 min away from destination to get uniform parts on
5. Help on bus and in stands/venue as needed to ensure student safety
6. When boarding buses after competition, check in each student. Account for everyone.
7. On return ride to school, 10 minutes away from LNHS, tell students to call parents for rides
8. Upon return to LNHS, make sure buses are cleaned out / windows closed
9. Sign out for the day in volunteer book

Stands/Water Chaperones (2):

1. Ice down 4 coolers of water bottles in concession stand. Bring coolers to buses and load on bus. Load snack box/bin into bus (1 per bus)
2. Help on bus and in stands/venue as needed to ensure student safety
3. Leave coolers and snack box on buses and distribute to students when needed
4. After competition, pick up any trash left in stands (students get most of it!)
5. Help get students back to buses
6. Upon return to LNHS, empty ice out of coolers, leave open to dry and store in hallway outside Mr. Brown's office. Snack box can be returned to Mr. Brown's office.
7. Sign out for the day in volunteer book

Stands/Uniform Chaperones (2):

1. Get from Band Room: plume bags, extra glove/sock/shoe bin, uniform repair kit, and lapel emblem bin. Load all onto trailer.
2. Help on bus and in stands/venue as needed to ensure student safety
3. Distribute plumes and lapel emblems at away location
4. Walk with band into stands (at middle and end of line; Mr. Brown leads)
5. After performance, collect plumes and stow in plume bags
6. After competition: ensure plume bags are loaded onto trailer
7. Upon return to LNHS, return plume bags to Band Room
8. Sign out for the day in volunteer book