

**09 - 10 EEU CHAPERONE REFERENCE GUIDE AND CHECKLIST– (TYPE IN EVENT AND DATE)**

	Lead Chaperone / Cell Phone	Chaperone 2 / Cell Phone	Chaperone 3 / Cell Phone	Chaperone 4 / Cell Phone
BUS #1				
BUS #2				
BUS #3				
BUS #4				
BUS #5 C/G				
	<b>*** FIRST AID REP ****</b> (type name & cell # here)			

**General Info**  
 Chaperones are responsible for making sure our students follow the rules and are kept safe at all times. The following checklist will assist in making our trips a positive experience.  
 Student permission slips, emergency medical information, med. needs list, bus rosters, impt. cell numbers, and trip rosters are stored in black bags in the Music Library. Bus #1 black bag contains the originals of all forms; Bus #2-5 bags contain only copies of all bus roster forms, trip rosters, and important cell phone numbers. Mr. Davis will carry the Bus #1 notebook of original forms with him in his briefcase at all times during the trip. Bus # 1 – # 5 black bags will remain on buses during trip.

- Loading and Bus Departure**
- LEAD CHAPERONE**
- 1. Retrieve the black bag for your bus and check for trash bags, etc. Post bus number sign on bus window.
  - 2. As students enter the bus, confirm each student has correct uniform, socks, unit wear, etc..
  - 3. Conduct head count (note missing students on trip roster). Advise bus driver of count. \_\_\_\_\_ **Students**
  - 4. Make announcements:
    - a. Introduce yourself and other chaperones.**
    - b. Remind- no eating,drinking. Electronics stay on bus.**
    - c. Advise actual bus number.** \_\_\_\_\_
    - d. Release note to Mr. Davis? Adjust ct.**
- ALL CHAPERONES**
- 1. After receiving name badge, instructions, and chaperone reference guide, visually check students as they gather outside band room. (Check uniforms for pants length, correct shoes, dirty shoes-assist/send back)
  - 2. **When bus driver authorizes loading, the Lead Chaperone is posted outside at each bus door.** The Lead Chaperone quickly **confirms each student has correct uniform, socks, unit wear, etc.**
  - 3. Students will have assigned seating on their bus. Empty seats will be placed throughout the bus for chaperones. Please reserve the first seat by the door for the Band Directors. **Lead has seat roster.**
  - 4. Remind students of appropriate behavior/language if necessary. **Quiet bus-called by student.**

- Performance**
- ALL CHAPERONES**
- 1. Upon unloading bus at performance site, check inside and under the bus (outside storage units) for instruments/equipment left behind. Locate owner – ask students or other chaperone.
  - 2. Stay and assist the band at all times prior to and after their performance. **Sit with the band-assist if needed** while watching other performances, during awards, and during the football games. During the 3<sup>rd</sup> quarter break, a few chaperones are to walk to the refreshment stand area and supervise our students.
  - 3. Do not send students anywhere without a buddy or allow them to return to the bus without a chaperone.
  - 4. No PDA. (See reverse for two allowable gestures.)
  - 5. When instructed - assist with distribution of plumes immediately before performance. Use provided gloves

- After Performance**
- LEAD CHAPERONE**
- 1. Lead Chaperones go to buses immediately after performance to meet students for uniform change.
    - a. Remind students to change out of uniform quickly, return to the field – Visual unit wear required.
- ALL CHAPERONES**
- 1. Assist with the removal and collection of plumes. Use provided gloves. Replace them in storage boxes.
  - 2. Meet students at bleachers as they return from buses in unit wear/street clothes.

- Return Trip & Arrival at EHS**
- LEAD CHAPERONE**
- 1. After students board, conduct head count (note Release students).**Report missing students to Coordin**
  - 2. Prior to unloading, instruct students to: gather personal belongings, raise windows, and pick up **all trash.**
- ALL CHAPERONES**
- 1. Bus clean- up
    - a. After students depart, walk the **inside** of the bus double- check for personal belongings and trash.
    - b. Check **under** the bus (outside storage units) for equipment left behind and bring to band room.
    - c. Remove bus number sign – return to Traci Catron.
  - 2. Meet with Traci by the band room to report any problems, turn in items found on the bus, return black bag from your bus, name badges, and bus number sign to Traci Catron.