

**Twelve chaperones are scheduled for each game (2 per bus). These duties are divided up amongst you and your bus partner. After the first game, it's routine. We hope you enjoy your time as a Soundpower Chaperone!**

### **♪ BEFORE GAME BUS DUTIES:**

1. Make sure you have everything you need in your backpack.
2. Place bus# signs on side of bus and on the back windows.
3. Introduce yourself to bus driver and fill out damage report form with him/her noting any damage.
4. One chaperone needs to be on bus when students are present.
5. Check student's names as they get on bus; get a total headcount.
6. Students must remain sitting while bus is in motion. If bus is equipped, seatbelts need to be worn.
7. ★Ask students before departure if they have all they need for the game.
8. Once we arrive at game and your bus has stopped:
  - a. Students may start/finish getting dressed.
  - b. No students can depart bus until all buses have parked (for safety).
  - c. Loading crewmembers may leave first to start unloading instruments.
  - d. Remind students of their bus number.
  - e. Remind student to remove their jewelry.
  - f. Remind them to grab all their items for the stands.
  - g. One chaperone should accompany students to the instrument van and one needs to remain until students are off and a final check has been done for forgotten needed items.

### **♪ AT THE GAME:**

1. Chaperones help students as needed as we gather by the loading bus before entering the stadium.
2. Escort students to sitting area.
3. Bottle water will be distributed to students as they enter the stands by chaperones. Bottle can be filled from water jugs at stands.
4. Chaperones are to be seated on the outside edges of the band area.
5. Students are to be escorted to the restrooms accordingly by our male and female chaperones. Try to take several at a time.
6. At half time, 3 chaperones (hopefully the Dads) will be in charge of getting the drum major stands in place. ★Other chaperones need to keep non-band persons out of the band area.
7. During 3<sup>rd</sup> quarter, 3-4 chaperones need to stay in the band area to protect area while the others monitor the band students to keep order during their free time. ★2 minutes before the end of 3<sup>rd</sup> quarter, round-up students and make sure they are seated with their jacket back on by the time 3<sup>rd</sup> quarter ends.

8. During 4<sup>th</sup> quarter, a garbage bag from your backpack will need to be passed out to collect the trash in the band area.
9. Bus backpack parent head to bus while the other chaperone helps with trash and escorts students back to buses.

### ♪ **AFTER GAME BUS DUTIES:**

1. Bus backpack parent should be on bus before students board. The other chaperone should stay in stands to help with cleanup and help with lost items.
2. The Volunteer Coordinator (VC) will notify you if a child has permission to leave with parent from the game. AT THE BUS, have the parent sign their name next to their child's name. Only a parent can do this and child cannot leave until a signature is obtained. ★Leaving student will need to make arrangements for uniform with a friend, not a chaperone.
3. Complete a roll call and headcount before departure. ★Text VC when all students are accounted for with bus#, headcount, and your name.
4. For home games, have students call parents after roll call to meet at WB. For away games once we reach Ford Park, ask bus driver to briefly turn on lights and announce for students to call parents for pick-up – this will most likely be a wake-up call for most students.
5. Once we arrive at WB, bring out trash bag and ask students to pick up all the trash on the bus. Remind students to get all their items. They need to return their uniforms to the uniform room.
6. Complete form with bus driver. Remove bus# signs.
7. Return backpack to VC and return nametag to director's office.

### ♪ **NOTES:**

- Each bus will have two chaperones responsible for bus duties. ★There may be a third parent on the bus as well. This person will be assisting with other duties (loading bus, uniforms, etc.) and will depart immediately upon arrivals.
- Blankets are for individual students only. No sharing!
- Any medical concerns should be shared with VC or our medical chaperone. ★You may not give any medication to any student.
- If there is a problem, please remind students to be polite and/or kind. If there is a disciplinary problem, please write down incident on the back of your list sheet. You may contact us if needed for assistance. ★Absolutely do not yell or touch the students at any time.

Thank you for volunteering! We hope you enjoyed your evening with the awesome **SOUNDPOWER BAND**. We appreciate your time – we could not do it without you!