

# CHAPERONE AGREEMENT

## CHAPERONE GUIDELINES AND INFORMATION:

Thank you for your interest in serving as a chaperone for the band, understand it is a tough job. As an adult, typically the parent of a student on the trip, your role is to help get the kids safely and happily through the rigors of their action-packed itineraries. You are an extension of trip leadership and a liaison to the students. The Director will have high expectations of you, and your number one reason for being on a trip is to support the leaders and kids.

An essential trait for anyone wishing to be a chaperone is a genuine comfort with and desire to be around high school students. Chaperone responsibilities are substantial. It will be a rapid, non-stop series of constant duties, day and night, throughout the trip. Although we are always striving to make trips safe, enjoyable, educational and memorable events for our students, **no chaperone should view a band trip as a vacation.**

The four most important things to remember about being a good chaperone are: energy, a positive mental attitude, flexibility, and good leadership.

- *Energy – You will be up before the students and will go to bed after everyone else. You will be present for every part of the trip. It's up to you to make sure that your students show up for breakfast, get on the bus, and to ensure they are ready for the next activity. You are 'mom or dad' away from home. You need to be able to keep up with it all with a smile on your face.*
- *Positive Mental Attitude – The mood of the group will be influenced by your attitude. If you're in a great mood, they will feed off your energy. If you're tired or frustrated, the kids will feel that and it will influence how they perceive their trip.*
- *Flexibility – It is so important be able to calmly handle the changes that WILL come up on a trip, and to be mindful of expectations. The Director will do everything in their power to make things run smoothly, but changes will happen and every chaperone needs to be able to roll with it.*
- *Good Leadership – Even though today's kids are so independent, they still look to adults on the trip for guidance, especially when they are out of their comfort zones. There are times when they get excited or upset, and having a calm, mature voice of reason is crucial. The Director relies*

*on the chaperones to respect and support the decisions that have been made, and the itineraries that have developed.*

The Chaperone Selection Committee, headed by the Band Director will select chaperones based on their past band trip experience and/or their leadership in band functions. Parents who have past experience with large student groups such as scouts and church groups also will be considered highly. Often there are more applicants than open positions for certain trips, and in the case of Ireland, a balance of men and women is needed. Selected chaperones will need to complete a background screening which is kept on file by the school district and is valid for 1 year.

The Band Director will be in charge of the entire group during any trip. It is expected all chaperones will respect the decisions and authority of the Band Director. Chaperones will be considered a part of the student group. All chaperones will report to the Head Chaperone and follow the guidelines below.

**CHAPERONE DUTIES AND RULES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Responsible for assigned group of students throughout planning and execution of trip.
2. Attendance at any pre-trip chaperone meetings and meetings during the trip will be mandatory.
3. Prior to the trip, may be asked to personally contact a parent of each student in assigned group to share trip details, answer questions and gather any student information necessary.
4. Compile an emergency contact list and communication plan for assigned group.
5. Assist Band Director and Head Chaperone with pre-trip details as needed.
6. Required to attend all band functions during the trip.
7. Responsible for getting assigned group to breakfast on time.
8. Responsible for assuring students have all required items needed for the day's events.
9. Work in shifts with other chaperones including supervision during all daytime activities as well as night time hotel hallway / room monitoring.
10. Assist with bus loading and attendance.
11. Assist with the collections and distribution of band uniforms.
12. Assist with equipment loading, unloading, and handling as needed.
13. Assist with snack and meal preparations, serving and clean-up.
14. Chaperones will always be available to provide TLC when needed!

15. NO CHAPERONE WILL ISSUE DISCIPLINE TO A STUDENT.
16. Report all problems to the Head Chaperone or Band Director.
17. Report all dress code violation concerns to the Head Chaperone; the Band Director ONLY will be responsible to address the issue with the student.
18. *Non-marching band siblings of students cannot be part of the band/chaperone trip.*
19. Submit information for official background screening to Dublin Unified Schools.
20. All policies and procedures of the Dublin Unified School District will be applicable on all band trips: NO SMOKING, CONSUMPTION OF ALCOHOL OR USE OF ILLEGAL SUBSTANCES WILL BE TOLERATED BY ANY CHAPERONE.