

Seminole High School Warhawk Band Booster

Chaperone Handbook

2020 - 2021

S.H.S.B.B Chaperone Mission Statement

Working under the direction of the Seminole High School Band Director and Staff, we will assist the students in getting where they need to be, with everything they need, and in a timely manner. In all that we do, we will put the safety of the students as our top priority.

General Information

Chaperoning is very rewarding and fun. It is a great way to get to know the students and a lot of great parents. Chaperones are friendly, helpful, calm, flexible, observant, patient, courteous and cheerful. The key responsibility of chaperones is the safety of band members. Chaperones also assist the Director and instructional staff, assist with equipment and maintain order and adherence to rules. Below you will find a great deal of useful information, including guidelines. If you have questions, please do not hesitate to ask by contacting our Head Chaperone, VP of Travel or any Executive Board Member. On behalf of our band students and staff, thank you for volunteering your time.

Chaperone Guidelines

Pinellas County Schools require that chaperones be active and approved Level II volunteers. All chaperones must pass a local/national criminal history background check before they can begin volunteering. A more stringent level screening, called Level II is required for all chaperones because they are allowed unsupervised contact with students. Before a volunteer obtains a Level II screening, they must register, and receive, an approved local background check, according to Pinellas County School guidelines. All Level II volunteers will need to get a confirmation paper from the school Secretary in the SHS office and go to the county office to get a photo ID badge that they must wear while chaperoning.

In addition to the clearances required by PCSB, those parents/guardians who wish to chaperone must have a student participating in the Seminole High School Warhawk Band. Chaperones must review and be familiar with all the information in this document and attend the chaperone training meeting at the beginning of the band season.

Chaperone Attire

All chaperones must wear a green band polo, black khaki-style pants, closed toe shoes and Level II badge, preferably on a lanyard. No shorts, capris or jeans are allowed unless approved by the band director and specified by the Head Chaperone.

Chaperone Selection

Scheduling chaperones for the marching band season events will be done at the beginning of the season. Marching band parents that meet the chaperone guidelines and qualifications interested in chaperoning will sign-up using sign-up genius. However, signing up to chaperone an event does not guarantee that you will be selected as a chaperone. Every effort will be made to accommodate everyone, but it must be understood that there may be more people interested in a particular event and/or date than are required. The final chaperone assignments are approved by the Band Director.

A fair system of selection will be utilized to secure chaperones from those individuals who have signed up to serve and who have met the general qualifications:

- 1. Be an active, approved Level II volunteer with Pinellas County Schools.
- 2. Attended the chaperone training meeting at the beginning of the season.
- 3. Be active in band booster operations as demonstrated through significant participation in and overall support of band and booster activities.
- 4. Be familiar with a majority of the band members.
- 5. Have cell phone with text and voice messaging service.
- 6. Demonstrate the ability to relate to band members and fellow chaperones and a willingness to cooperate and assist during events.
- 7. Be committed to working as a member of a team and exhibit flexibility with level headedness and sound judgment in all situations.

Scheduled chaperones will be contacted via email early in the week of their scheduled event to confirm their participation and to provide information on when and where they should report. If you cannot attend an event for which you are scheduled, please contact the head chaperone as soon as possible. The head chaperone will schedule a substitute, no matter how close to the event you must cancel. Even if it is after the confirmation call for the event, do not ask anyone to fill in for you. All scheduling, rescheduling and substitutions are done by the head chaperone.

General Chaperone Duties

The main purpose of the chaperone is to maintain a safe environment for our band members at all times; to form a "ring of safety" around the band members as they march, move from one location to another and sit in bleachers at events; to keep track of the band members at events; provide water and aid to band members; and to assist the band director and instructional staff in any way we are needed.

Chaperones are expected to attend the chaperone training meeting at the beginning of the season and sign the acknowledgement and agreement form. For major trips, separate mandatory meetings will be held. In husband/wife situations, both are expected to attend.

Duties for chaperones vary from event to event. Before each event, an email with chaperone duties and the event itinerary will be sent out to all scheduled chaperones. One the day of the event, all chaperones will meet at the designated time and location for a brief meeting to discuss duties, itinerary and any special circumstances of, and instructions for, the event.

As chaperone you may be asked to move equipment to and from the field, supervise and secure equipment, take band members to rest rooms, walk with the band in formation for security and crowd control, prepare, distribute and clean up water and snacks, provide first aid to students, place and remove bleacher covers, assist

the director and staff as needed, check off names and keep track of band members on your bus, clean up bus after returning to school and perform traffic control.

Bring problems, issues and questions to the head chaperone. Do NOT go to the band director or staff during an event. The Director and staff are focused on the band and their performance during all events and rehearsals. Also, to effectively manage the chaperone teams' responsibilities, the head chaperone must be aware of any problems or issues. For these reasons, the process for informing or asking questions of the Director or staff is through the head chaperone.

The chaperone team should communicate all issues and questions to the head chaperone. If the head chaperone cannot answer the questions or deal with the issue, they will discuss it with the Director or staff and communicate back to the chaperone team. The head chaperone works very closely with the Director and staff in establishing procedures and guidelines, and planning for band events. As a result, the head chaperone can usually answer most questions and deal with most issues without interrupting the Director or staff.

- □ All chaperones are to be available to the band director, staff, head chaperone and band members at all times. Keep in mind that all trips and activities are originated <u>for the students</u>. No personal agenda please.
- □ Chaperones should never allow a band member to leave the group alone. Band members can leave the group by permission from a chaperone in groups of 3 or more.
- Chaperones should not discipline band members. This is the responsibility of the Director. Chaperones should advise band members, in a pleasant manner, when they are not adhering to the rules and guidelines established by the Band Director, or when in the opinion of the chaperone, they are not acting appropriately. However, if the inappropriate behavior continues, the matter should be referred to the head chaperone. Any physical discipline administered will result in immediate dismissal as a chaperone.
- □ Chaperones should not call parents to report or discuss any matter concerning band members. The Band Director and staff will determine if and when contact with parents is appropriate and will make contact deemed necessary.
- □ Chaperones should not allow, encourage or ignore exceptions to rules for any band member, including their own children.
- □ Chaperones should not treat their own child or children any differently than other band members. When chaperoning, you are responsible for all band members equally. You are not present to provide special privileges for your child. Actually, it is best to let other chaperones supervise your child.
- □ Chaperones should not interact with band members when the band is being organized by the staff and/or is in formation unless asked to assist by a staff member or the head chaperone.
- □ Chaperones are required to have a cell phone with texting capability as this is the main form of communication during an event.

- □ Chaperones may not bring any siblings or other family members with them to the event.
- □ Chaperones must remain with students at ALL times with no exceptions unless there is an emergency and the head chaperone is informed.
- □ Chaperones must put students and their needs ahead of desire to watch other shows, football games, etc. Chaperones are there to tend to the kids – not be spectators.
- □ Please understand it is inappropriate to discuss any student, faculty, staff, chaperones or parents in a negative way.
- \Box All chaperones must travel on the bus with the band to/from the event.
- □ Chaperones must be flexible and take instruction from the Director, staff and head chaperone in the instance that the situation would call for a change of itinerary.
- Please hold your suggestions and ideas until the end of the trip or activity if possible. Game plans are made in advance and changes to accommodate new ideas (even if they are better ideas) can cause unforeseen problems. All constructive ideas are appreciated at the appropriate time. Possible comments are welcome.
- □ You may be asked to wait with students after events until they are picked up by a parent/guardian. <u>Please</u> <u>adjust your schedule accordingly.</u>

Home Games

Report Time & Location

All chaperones must arrive at the SHS band room (unless specified at a different location for the event) at the designed report time. A short meeting will be held to review logistical details of the event.

Communication

The head chaperone will set up a group text and send a test text prior to the event. This will be the primary method of communication with all chaperones and to provide information and confirmation of status.

Assignment Sheets

Assignment sheets will be sent a week prior to the event. The assignment sheet will list your assignment(s) for the event as well as all the cell phone numbers of the chaperones and the itinerary of the event. Please use your cell phone when necessary to communicate.

<u>Pit</u>

If you are assigned to the pit, you will assist the pit band members with moving the equipment from the band room to the west end of the field prior to the game. With approximately 3 minutes left on the field clock, you

will assist the pit band members with moving the equipment from the field to the 50 yard line on the track. After the performance, you will help get the equipment to a designated area and back to the band room.

Bleacher Covers

Chaperones assigned to bleacher covers will get the bleacher cover cart from the quartermaster room and bring it to the east end of the home bleachers. Bleacher covers will be placed on all rows except the first and the last. The cart will be kept under the far, east corner of the bleachers during the game. Chaperones will remove the bleacher covers once the band has left the stadium and return the cart to the quartermaster room.

Water Duty

Chaperones assigned to water duty will fill the water bottles and jugs with ice and water for the event. The water cart is located in the booster room and water/ice is available in the auditorium. Make sure that the ice scoops are kept on the water cart. The 6-packs will be placed in the stands at the end of the rows for the band members and chaperones will need to check if refills are needed. The water cart will be kept under the stands.

If the band is performing at half-time, the Band Director will have the students go the east end of the field to warm up during second quarter. Chaperones assigned to water duty will bring the 6-packs and place them around behind the band for easy access. Once the band has finished warming up, the chaperones will collect the 6-packs. After half time, chaperones will refill the 6-packs and put them at the end of the rows in the stands for the band members once they return from the concessions stand 3rd quarter.

Medical Bag

Two chaperones will be assigned to carry medical bags at all games and events. One medical bag is for guard and one is for the band. Chaperones assigned to these bags will follow their assigned group during the event to make sure the medical bag is available as needed.

<u>Uniforms</u>

The uniform parents sign up for the "uniform" spots on sign-up genius. They are responsible for getting the students their uniforms, selling gloves and addressing any issues related to the uniforms. They will bring the plume cart to the field and place the plums in the shakos during the second period warmup and band members return the plumes to the uniform parents following the performance. Additional chaperones may be assigned to help the uniform parents sell gloves and to assign collecting plumes.

Restrooms

All band members must go in groups to the restroom.

After Half-Time Performance - Concessions

Band members are allowed to go to the home side concessions stand following their half-time performance. Chaperones assigned to concessions will need to report to the concessions lead to help with band food set up behind the concession stand. Chaperones sell concessions food to <u>band members only</u> at a reduced price behind the concessions stand. Additional chaperones will need to monitor students to make sure they are not eating/drinking any prohibited items.

Prohibited items include: any non-clear drink (red Gatorade, Coke, etc.), ketchup, mustard, pizza, cheese sauce and any other food/drink item that could stain the uniform.

Early Dismissals

If a student requests to leave an event with his/her parent/guardian, the band member should have submitted a written note to the band director prior to the event. When the student is ready to leave, he/she must be accompanied by their parent/guardian and, along with their parent/guardian, must check in with the head chaperone before they will be permitted to leave.

After the Game

Band members are to clean up their trash in the stands after the game. However, chaperones should check the band bleachers and remove and discard any trash. Any articles left behind should be carried to the band room and placed in the lost and found.

Chaperones assigned to bleacher covers will remove them, load them in the cart and return the cart to the quartermaster room. Chaperones assigned to water duty will collect the 6-packs and bring the water cart back to the band room area, empty all water from the jugs and 6-packs and return the cart to the booster room.

Away Games

In general the same rules apply for away games and home games. The critical difference is travelling with a large group of students and maintaining the student count. There are typically two away games each marching season.

<u>Buses</u>

There are four school buses per event used to transport band members, staff and chaperones. There are at least two chaperones assigned to each bus with a lead chaperone for each one. Chaperones work in teams of two and utilize a bus check-list to ask the of each band member's name as they board the bus. Each bus will have two student lists: one to check band members and the other to give to the bus driver.

The lead chaperones will get the bus bag from the head chaperone. Each lead chaperone will tape the bus number sign in the window.

Bus Rules

- Students go to the event and come back from an event on the same bus.
- Students must be quiet at all railroad crossings.
- Students must remain seated when the bus is moving.
- No backpacks, uniform bags or anything else is allowed in the aisles of the bus. Aisle must be clear for the emergency exit. No one is to leave the bus through the rear door.
- Keep hands, arms and legs inside the bus at all times.

- Earbuds are to be used for music players/phones.
- No changing of clothes (down to skin) on the bus.
- No inappropriate language.
- No 'romantic' interaction. Girls and boys sitting together is OK.
- Chaperones are not responsible for students' personal possessions, the students are.

Before the Game

Chaperones assigned to water duty will report to the band room one half hour before student report time to get the water cart ready to load on the truck. The rest of the chaperones can report at the same time as the students. You will pick up your assignment sheet (which will list your assigned bus and event duties). Chaperones will meet with the head chaperone for a short meeting prior to departure.

Bus Bags

The bus bags are numbered, one per bus and are located in the booster room. The bag will be handed out to the lead chaperones on each bus. The bag contains the band member bus check list, bus number signs for the window, tape and items such as flashlights, garbage bags, wipes, Kleenex, and miscellaneous items.

Assignment Sheets

These are similar to home game assignments except for the addition of bus and loading crew assignments.

Boarding the Buses

Prior to band members boarding a bus, the head chaperone for each bus will tape the bus number sign to the side window of the bus so that they are visible to the students, but low enough not to obstruct the view of the driver. One chaperone will check off the band member's name as they enter the bus (from the checklist). One 6-pack needs to be on each bus.

The same process is used when returning. Make sure, prior to your return, you know which band members on your bus have been dismissed early and are not riding home on the bus with the band. If a band member is not retuning on the bus with the band, the band member is responsible for having a fellow band member return his/her uniform.

When we arrive at the game/event, do not dismiss the band members from the bus until you are directed to do so by the head chaperone. Generally, the loading crew is asked to exit first. After everyone is off the bus, check to make sure all uniforms, shakos, etc. are off the bus. If a student leaves an item on the bus, he/she must be accompanied to the bus to retrieve it. If an item has been completely forgotten, check with the head chaperone.

Several chaperones will be assigned to immediately going to the visitor stands and securing space for the band. There may be fans already seated in the area the band sits so the sooner we can get the space reserved for the band, the better. The water cart will be unloaded from the truck. Chaperones assigned to water duty will bring the water cart to the stands and put the 6-packs at the end of the bleachers for the students. At least one chaperone should stay with the water cart at all times.

During the Game

Chaperones are asked to sit along the edge of the band in the bleachers to form a ring of safety. Water duty chaperones monitor the 6-packs and refill as needed.

Restrooms

All band members must be accompanied to the restroom.

<u>Halftime</u>

The Band Director will have the students go the east end of the field to warm up. Chaperones assigned to water duty will bring the 6-packs and place them around behind the band for easy access. Once the band has finished warming up, the chaperones will collect the 6-packs.

Chaperones assigned to pit support will stay with the pit and push pit equipment on/off field as needed.

Third Quarter

The band members are allowed to go to the visitor side concessions stand following their half-time performance. Chaperones assigned to concessions will accompany band members to the concessions. Several chaperones will need to stay in the stands with the band instruments. Chaperones going to concessions need to monitor the students to make sure they are not eating any prohibited items.

After half time, chaperones will refill the 6-packs and put them at the end of the rows in the stands for the band members once they return from the concessions stand during 3rd quarter.

Post-Game

Chaperones leave the stadium with the band. It is important, however, to check the bleachers areas for any trash or items that were left behind as the band members exit the bleachers.

Approximately 15 minutes prior to arriving back at the school, notify students that we are close to arriving back at the school and tell them to notify their parents to pick them up. Pass a trash bag (from the bus bag) around on the bus and have students clean up around them. Ask them to check all uniform pieces and collect what is theirs. Use flashlight to look under seats and remember to check chaperone seats and remove bus signs returning the bus bag to the booster room.

Parades, Competitions & Other Events

The band participates in at least three parades each season: Seminole Holiday Parade, Pinellas Park Holiday Parade and the PowWow Parade. The band participates in the St. Petersburg MLK Parade every other year (odd years) alternating with the Osceola HS band.

<u>Parades</u>

You will be assigned a specific place to be during the parade while the band is marching in formation. Positions will be either side of the band depending on the location of the spectators. Safety is key during parades, specifically along the parade route. Chaperones will each carry a 6-pack of water and will provide water to band members when they aren't playing as needed.

Competitions

The band participates in 3-4 local competitions each season in addition to Seminole Sound. These events typically follow the same process as away football games; however, they are longer duration and can include the need for meals and snacks. The itinerary is not usually finalized until about a week in advance of the event so flexibility is needed. The band uses coach buses for competitions and all away game bus rules and processes apply.

Seminole Sound

The band performs at Seminole Sound at the end of the competition. Chaperones are needed in a limited capacity to support the band primarily to push pit equipment from the band room to/from the field.

Overnight Band Trips

First and foremost, trip chaperones assure the safety of all band members. Chaperones, through their interaction with one another and members of the band, contribute to making the trip educational, enjoyable and memorable.

Selection Process

The Band Director has final authority to approve all trip chaperones. The head chaperone is responsible for initiating and managing the selection process. Chaperones for overnight trips will require significant SHS band chaperone experience and active volunteer involvement with the boosters. Trip chaperones will be selected at least one month prior to the trip.

Trip Information

The Booster VP/Travel and head chaperone will have a trip chaperone meeting prior to the trip to discuss the itinerary, roles/responsibilities and to answer any questions. Specific instructions will be given for all overnight band trips. Some cost will be incurred.

Seminole HS Warhawk Band Chaperone Handbook

Home Game Assignment Sheet Example

| Oct. 16, 2015 F | REPORT TIME 5:00 pm East Lake ~ HOME End of Game Peformance East Lake ~ HOME | |
|--|--|--|
| Assignments/Duties | Chaperone | |
| Head Chaperones | Jackie Brochman | |
| | Pre-Game | |
| Pit Crew | Tim Hollaway, Kathy Hollaway, Pete Rocca, Chad Ford | |
| Uniform Room | Deb Ward, Jackie Brochman, Deanna Lowe | |
| Bleacher Covers | Kim Bernstein, Kristy Litteral | |
| | After the bleacher covers are done, help move pit equipment & props. | |
| Medical Bags | Responsible for carrying a medical bag during the entire game. | |
| Guard | Kristy Litteral | |
| Band | Melissa Kavanagh | |
| Fill & take to stands; | Refill 6 packs as needed throughout game | |
| (4) water jugs - (12) 6-packs | Rebekah Moorehead, Sarah Andreadakis, Melissa Kavanagh, Jenny Spicer | |
| During Game Chaperones need to place 6 packs on every other step beside band & beside guard. Chaperones can sit on the top row behind the guard, & along the edge between the guard & the audience. Do not stand by gate area or at bottom. Please keep an eye out for rowdy spectators that are rude to band, guard, pit, percussion. Please seek me out immediately if you have any problems with any spectators. Remember we are here to work not get free admission to the game. | | |
| Concession Stand | Half Time go work in concession for band | |
| No ketchup, mustard, | Angie Justice, Rebekah Moorehead, Kristy Litteral, | |
| cheese sauce or drinksw/color | Melissa Kavanagh, Kim Bernstein | |
| Keep Stands Secure | Watch over equip/secure stands for band/guard while they go eat | |
| | Sarah Andreadakis, Jenny Spicer*Refil all water jugs while band eating | |
| Warm Up before Performance: Q4 | When the band splits into sections go with your assigned section | |
| Pit - 1 (6 pack) | Rebekah Moorehead | |
| Drum Line - 2 (6 pack) | Angie Justice | |
| Guard - 2 (6 packs) | Kristy Litteral | |
| Hornline - 6 (6 packs) | Kim Bernstein, Sarah Andreadakis | |
| Plume | Deb Ward, Jackie Brochman, Deanna Lowe | |
| Report to Pit/Prop Area | Tim Hollaway, Kathy Hollaway, Pete Rocca, Chad Ford | |
| Performance | All chaperones help move pit/props & stay on track during performance. Sit on benches to not block spectators' view. After performance all chaperones help to move equipment off of field. | |
| After Game | | |
| | After Game | |
| Uniform Room | After Game Deb Ward, Jackie Brochman, Deanna Lowe | |
| Uniform Room Remove Bleacher covers | | |
| Remove Bleacher covers | Deb Ward, Jackie Brochman, Deanna Lowe | |

Away Competition Assignment Sheet Example

Seminole HS Warhawk Band Chaperone Handbook

Saturday, Nov 7th, 2015 FBA DUNEDIN

| | CHC Drop |
|--|---|
| | SHS Prep |
| Load Truck | Quarter Masters, Peter Rocca, Bill Kaiser, Frank Melo |
| Uniforms | Barb Rutherford, Beckie Biglin, Angie Justice |
| Bus Prep by Bus Leads | Get mesh bag, tape bus signs (in mesh bag), get student rosters |
| Bus #1 | Jackie Brochman |
| Bus #2 | Donna Savage |
| Bus #3 | Katherine Durst |
| Bus #4 | Brenda Long |
| Water Cart | The Truck will be left loaded Friday night (minus the water carts) |
| 5 jugs, 12 (6 packs), 1 small ice | Must have water carts filled and ready to load on the truck before 5:00pm |
| | Rebekah Moorehead, Brenda Long, Kendra Ford |
| 1-6 pack per bus | Kebekan Mooreneau, brenda Long, Kendra Ford |
| | Transport |
| Bus Assignments | Bus Leads check students on roster & text Head Chaperone when complete |
| Bus #1 | Jackie Brochman, Kelly DiRoma |
| Bus #2 | Donna Savage, Barb Rutherford, Beckie Biglin |
| Bus #3 | Katherine Durst, Rebekah Moorehead |
| Bus #4 | Brenda Long, Angie Justice, Kendra Ford |
| | Approx. 15 minutes prior to arrival at SHS pass white trash bag from mesh bag and |
| Return Bus Checklist for | ask students to clean up around them. Ask them to check all uniform pieces & collect |
| Bus Leads | what is theirs. Use flash light to look under seats & remember to check chaperone |
| | seats, remove bus signs |
| | During Game |
| Plume | Barb Rutherford, Beckie Biglin |
| Medical Bags | Responsible for carrying a medical bag during the game |
| Current | Kendra Ford |
| Guard | |
| Guard Band | Angie Justice |
| | Angie Justice When sections split to warm-up |
| Band | |
| Band Water Bottles/Cart Pit: 1 (6 pack) | When sections split to warm-up |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) | When sections split to warm-up Rebekah Moorehead Brenda Long |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) After Performance | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage Need 6 chaperones to push equipment on/off field |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) After Performance | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage Need 6 chaperones to push equipment on/off field Rebekah Moorehead, Jackie Brochman, Angie Justice, Kendra Ford, Brenda Long, |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) After Performance | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage Need 6 chaperones to push equipment on/off field |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) After Performance Pit Equipment | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage Need 6 chaperones to push equipment on/off field Rebekah Moorehead, Jackie Brochman, Angie Justice, Kendra Ford, Brenda Long, Donna Savage |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) After Performance Pit Equipment | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage Need 6 chaperones to push equipment on/off field Rebekah Moorehead, Jackie Brochman, Angie Justice, Kendra Ford, Brenda Long, Donna Savage Quarter Masters, Peter Rocca, Bill Kaiser, Frank Melo Arrival Back at School |
| Band Water Bottles/Cart Pit: 1 (6 pack) Drum Line: 2 (6 packs) Guard: 3 (6 packs) + cart Hornline 6 (6 packs) After Performance Pit Equipment | When sections split to warm-up Rebekah Moorehead Brenda Long Angie Justice J. Brochman, K. Durst, K. Ford, D. Savage Fill 6 (6 packs): 1 (6 pack) per bus & 2 (6 packs) for bus loading & empty coolers Katherine Durst, Donna Savage Need 6 chaperones to push equipment on/off field Rebekah Moorehead, Jackie Brochman, Angie Justice, Kendra Ford, Brenda Long, Donna Savage Quarter Masters, Peter Rocca, Bill Kaiser, Frank Melo |

Parade Assignment Sheet Example

DEC 13, 2015 REPORT TIME 4:00 P.M. SHS SEMINOLE NIGHT HOLIDAY PARADE

| Assignments/Duties Chaperone Load Trailer - 4:00pm!! Quartermasters- Head Chaperone Donna Savage, Jackie Brochman Pit Crew Barb Rutherford & Deb Ward Uniforms Barb Rutherford & Deb Ward **Water Cart - 3 water jugs, 11 (6- packs), 1 ice only **Water Cart decorated with lights and bells tinsel etc festive as can be Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Medical Bags Responsible for carrying a medical bag during the entire game. Guard Kim B Band Danah V At Parade Step Off Prepare 3 bags of ice to be ready *tugon arrival ad dice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R Uniforms Barb Rutherford, Deb Ward | | |
|--|-----------------------------------|--|
| Head Chaperone Donna Savage, Jackie Brochman Pit Crew Barb Rutherford & Deb Ward Uniforms Barb Rutherford & Deb Ward **Water Cart - 3 water jugs, 11 (6- packs), 1 ice only **Water Cart decorated with lights and bells tinsel etc festive as can be i) to be ready for loading on Trailer or Pick Up at 4:30**Ready 4-6 packs for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Medical Bags Responsible for carrying a medical bag during the entire game. Kim B Band Medical Bags Responsible for carrying a medical bag during the entire game. Kim B Band Danah V At Parade Step Off Water Wagon **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny | Assignments/Duties | · · · · · · · · · · · · · · · · · · · |
| Pit Crew Barb Rutherford & Deb Ward Water Cart - 3 water jugs, 11 (6- packs), 1 ice only **Water Cart decorated with lights and bells tinsel etc festive as can be i) to be ready for loading on Trailer or Pick Up at 4:30**Ready 4-6 packs for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Bus Assignments NO BUSSES Medical Bags Guard Responsible for carrying a medical bag during the entire game. Kim B Danah V Art Parade Step Off Prepare 3 bags of ice to be ready ***upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members | Load Trailer - 4:00pm!! | |
| Uniforms Barb Rutherford & Deb Ward Water Cart - 3 water jugs, 11 (6- packs), 1 ice only **Water Cart decorated with lights and bells tinsel etc festive as can be :) to be ready for loading on Trailer or Pick Up at 4:30**Ready 4-6 packs for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Medical Bags Guard Responsible for carrying a medical bag during the entire game. Kim B Band Danah V At Parade Step Off Water Wagon Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Head Chaperone | Donna Savage, Jackie Brochman |
| **Water Cart - 3 water jugs, 11 (6-packs), 1 ice only **Water Cart decorated with lights and bells tinsel etc festive as can be *: to be ready for loading on Trailer or Pick Up at 4:30**Ready 4-6 packs for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Medical Bags Guard Band Responsible for carrying a medical bag during the entire game. Kin B Danah V At Parade Step Off Water Wagon Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Pit Crew | |
| Water Cart - 3 water jugs, 11 (6-packs), 1 ice only :) to be ready for loading on Trailer or Pick Up at 4:30**Ready 4-6 packs for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Bus Assignments NO BUSSES Guard Band Danah V Art Parade Step Off Water Wagon Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Uniforms | |
| packs), 1 ice only for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Bus Assignments No BUSSES Medical Bags Guard Responsible for carrying a medical bag during the entire game. Kim B Danah V At Parade Step Off Water Wagon Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | | **Water Cart decorated with lights and bells tinsel etc festive as can be |
| upon arrival at parde route. Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack Bus Assignments Medical Bags Guard Band Danah V At Parade Step Off Water Wagon #*upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Water Cart - 3 water jugs, 11 (6- | :) to be ready for loading on Trailer or Pick Up at 4:30**Ready 4-6 packs |
| Prepare buses - Bus Signs/Mesh Bag/Medical Box/6-pack NO BUSSES Bus Assignments Image: Comparison of the entire game of the entire game. Medical Bags Guard Responsible for carrying a medical bag during the entire game. Main Band Danah V Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | packs), 1 ice only | for (4) buses. The remaining 6 packs only fill 2/3 full, we can top with ice |
| Bag/Medical Box/6-pack NO BUSSES Bus Assignments Medical Bags Medical Bags Responsible for carrying a medical bag during the entire game. Guard Kim B Band Danah V At Parade Step Off Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | | upon arrival at parde route. |
| Bag/Medical Box/6-pack NO BUSSES Bus Assignments Medical Bags Medical Bags Responsible for carrying a medical bag during the entire game. Guard Kim B Band Danah V At Parade Step Off Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Prepare buses - Bus Signs/Mesh | |
| Medical Bags Guard Responsible for carrying a medical bag during the entire game. Band Danah V At Parade Step Off Water Wagon Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | | NO BUSSES |
| Medical Bags Guard Responsible for carrying a medical bag during the entire game. Band Danah V At Parade Step Off Water Wagon Prepare 3 bags of ice to be ready **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Bus Assignments | |
| Guard Kim B Band Danah V At Parade Step Off Prepare 3 bags of ice to be ready Water Wagon **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Empty Water from Coolers WE WILL EMPTY AT SHS Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | | Responsible for carrying a medical bag during the entire game. |
| At Parade Step Off Prepare 3 bags of ice to be ready Water Wagon ***upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | | |
| Water Wagon **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Empty Water from Coolers WE WILL EMPTY AT SHS Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Band | Danah V |
| DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Empty Water from Coolers WE WILL EMPTY AT SHS Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | At Parade Step Off | Prepare 3 bags of ice to be ready |
| DURING PARADE Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the entire parade. Load Truck after parade Quartermasters & all available band members Empty Water from Coolers WE WILL EMPTY AT SHS Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Water Wagon | **upon arrival add ice to 6 packs** Danah V, Deanna L, Kelly C, Jenny S |
| Empty Water from Coolers WE WILL EMPTY AT SHS Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | DURING PARADE | Entire Chaperone crew to assist band members with lights and make sure they all have water available. We will assign duties prior to step off. The water wagon will follow the band along the parade route and that duty will be rotated so one person is NOT pulling the water wagon for the |
| Empty Water from Coolers WE WILL EMPTY AT SHS Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Load Truck after parade | Ouartermasters & all available band members |
| Help Unload Truck Quartermasters & all available band members Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | | |
| Put Away Coolers Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R | Lapty water nom coolers | |
| | Help Unload Truck | Quartermasters & all available band members |
| Uniforms Barb Rutherford, Deb Ward | Put Away Coolers | Danah V, Jenny S, Donna M, Kelly C, Stacey W, Pete R |
| | Uniforms | Barb Rutherford, Deb Ward |



SHSBB Chaperone Acknowledgement & Agreement

2020-2021 Band Season

| Parent Name: Parent Cell Phone: | |
|---------------------------------------|---|
| Parent Email: | |
| Student Name(s): | |
| | |
| | |
| | |
| | I have attended and completed the Seminole High School Band Boosters chaperone training and have received and reviewed the handbook. |
| | I fully understand my roles and responsibilities as a chaperone and I agree to abide by the guidelines presented. |
| | I understand that compliance of the SHSBB Chaperone Handbook is mandatory while acting in the official capacity as a Seminole High School Band Chaperone. |
| Signature: | |
| Date: | |