

## CHAPERONE GUIDELINES AND PROCEDURES

### All Games

- When you arrive, sign in and put on your chaperone tag.
- When you leave, sign out. Make sure you add your time correctly.
- One person will be assigned our First Aid Kit. Merci Blanco has been the one person with this duty for the past year. If a student needs medical attention, see her or the person that was assigned for that particular date or event.
- If a girl needs a personal hygiene product; Blanca Saenz and or Lizette Montesino will have some available.
- Personal displays of affection (PDA) among students are not allowed. If you see any, tell them to stop that immediately. If they continue, tell a head chaperone, supervisor or director right away.

### Home Games

- Chaperones will go to the stadium before the students or band arrives and reserve the area.
- If you happen to find the seats wet, please wipe them down. We will have towels available for such activity.
- Chaperones may be asked to help in the concession stand at halftime.
- Students may go to the restroom in pairs unescorted at home games. They should let us know before they go. Watch for them to return.
- Following the game; walk back to the band room with the students even after Mr. Obado's resume speech on their performance.
- Please make sure you sign out with the head or Chaperone Directors. This way we will accurately document and have everyone's volunteer hours up to date.

### Away Games

- You will be given a chaperone bag. One per bus. It will be given to the head chaperone assigned for that event for that bus. It has a clipboard and a flashlight inside. After you arrive at the destination, please leave the bag in the bus. You do not have to carry it to the stands. The clipboard will have a bus number on it and a sign in sheet. The pen should be provided along with the clipboard.
- One Chaperone on the bus will be given a walkie-talkie. This is to communicate with the other buses.
- When you get to the bus; reserve some seats for the adults assigned to your bus in the front and the back..
- Some adults must sit in the back of the bus with a flashlight.
- Place your bus number at the window, close to front side door of the bus.
- As the students board the bus, write down their names on the clipboard. Forms will be available.
- When we arrived at the school; some of you will be sent ahead to secure the band area. The others will follow with the band.
- All students must be escorted to the restrooms by chaperones at all away games.
- When you return to the bus; check off all the students and adult names on your list as they board the bus.

- When we return to the school; stay in the bus until all the students are off.
- Remove the bus number from the window and clean up any trash left behind (Before students are off the bus, announced to them that they need to pick up any trash left behind).
- Make sure the bus driver and a chaperone on each bus sign the driver's trip report. Keep the yellow copy and turn it in to the head chaperone.
- Make sure you sign out with the head chaperone.

### **Stand Procedures – Home and Away Games**

- **Before the band arrives in the stands;** please help out your fellow chaperones to carry the coolers up to the designated areas of the stands. Once all the coolers are in place; begin pouring water into the cups. **Do not pass out any water** until the director tells us to.
- Non-band members are not allowed to be in the band section of the stands.
- The band will leave the stands sometime during the second quarter. Please help your fellow chaperones to pick any trash left on the stands.
- Some chaperones must remain in the band area of the stands at all times to watch over the items left there.
- At halftime the band performs. Afterwards and at the beginning of the third quarter; all chaperones must help in distributing all the clear soda and water to all the students. Please help in bringing the big containers containing the soda and water from the concessions to the stands.
- Band members are not permitted to eat or drink anything else while in uniform.
- At the end of the game; check all the stands one last time and please help your fellow chaperones to clean all the trash left behind.