Chaperone Guidelines

Before arriving at school:

* Print out schedule from web site

Upon arrival to school:

* Assist loading truck
* Generator and gas can get put on truck from closet
* Put bin with extra gloves and gauntlets on truck (bus)
* Take garment bags with uniforms out of closet and line up in hall
* Take helmet boxes out of closet and line up in hall
* Take out snacks and water coolers with waters for buses and separate into 2 groups, one set for each bus
* Get student list from Mr. Wyatt
* Load snacks and waters on buses
* Assist any students with getting ready
* Make sure we have several white garbage bags and several grocery bags—put in water cooler pockets
* Make sure bags with first aid and medications are loaded onto buses

Prior to students getting on buses:

* Drummers, Pitt and Color Guard on Bus 1
* Other instruments on Bus 2
* Call students by class—Senior’s 1st and do bag checks—look thru every pocket and bag. Open any open bottles of liquid and smell
* Once bags are checked, students may go on the bus
* Once on the bus: Do roll call to ensure all students are present
* Remind all students to double check that they have everything
* Use tape to hold helmet boxes in place during bus ride.
* Get bus drivers name and phone # and remind him/her that they need to stay for the duration of the event
* Remind students to stay seated during bus ride

Upon arrival at destination:

* Have everyone get off buses and get hand stamped
* Get water coolers off buses—one goes with Pitt and we take other
* Bathroom breaks and offer waters
* Escort students to practice site, then escort to competition site
* Assist with bringing Pitt instruments on and off the field if needed
* Escort students back to buses
* Have girls get on buses to change. While they change let boys have waters and snacks (separate any snacks that have nuts). Once girls are done, inspect garment bags to assure that pants are folded and hung properly (time permitting—this may have to be done once back at school at the end of the night). Then switch and have boys change and girls get snacks. This can be done with boys first.
* Escort students back to stands to watch and get awards. They should be instructed to stay in groups of 3 or more. No one should be on their own or as a couple.
* Keep eye on students, ensuring all are accounted for and staying in groups.
* Escort back to buses.
* Do roll call
* Once on the road, head chaperone should text Mr. Wyatt and let him know the ETA, he will then send a message to parents informing them of ETA

Once back at school:

* Assist unloading the truck
* Open closet and pull out garment bag racks to hall
* Collect all garment bags, ensuring that items are hung properly, accounted for, and shoes are in bag
* Collect all helmet boxes and put back in closet
* Put racks back in closet, as well as any extra snacks, first aid bag, and water coolers
* Lock Closet