

Lakota West Bands

Charter Trip Chaperone Application

BOA Grand Nationals – Indianapolis, IN

Nov 14th – 17th, 2019

Application Deadline: Oct 4th, 2019

Return to: bus@lakotwestbands.org or to Monique Penney, Jen Daiker or Candi Vance

Name: _____

Address: _____

Phone: _____ Email: _____

Cell: _____

Student Name: _____

Background check completed in last 3 years: Y N (Circle One)

If NO, you will be provided with instructions on how to complete the check.

CPR/First Aid Training: Y N (Circle One)

Cost: You will be responsible for your own cost for the trip, this amount is not yet known but will be communicated as soon as the info is available.

- Deposit Due 10/18/19; Final Payment by 11/1/19

Thank you for volunteering to be a chaperone! The time you invest in the students will have lasting memories. There are three primary goals for being a chaperone:

1. Keeping students safe and accounted for at all times
2. Making sure students get where they need to be when they need to be with what they need
3. Helping to make sure students have a great time on the trip; deal with all situations that arise calmly, quickly and with confidence

Your Group:

- Chaperones typically have 3-4 groups of students; each group is generally made up of 4-5 students of the same sex. The average is 12 students with a max of 16.
- You will be assigned to a bus for the entire trip along with other chaperones. There are typically 3 or 4 chaperones to a bus. Each bus will have a designated lead chaperone.

Responsibilities:

- **Communication:** There will be one designated overall **lead chaperone** that coordinates with the directors and relaying changes to you, Chaperones are to keep the students up to date on the itinerary or changes to it.
- **Attendance:** Take attendance every time we load the buses. Please notify the lead chaperone when your bus is all accounted for and ready to depart via the designated electronic method.
- **Orderliness on the bus:** Ensure students know the bus rules and keep the bus clean
- **Prior to disembarking:** Wait for instructions from the Head Chaperone or Band Directors and Relay any information provided to the students prior to letting them off the bus.
- **Before competitions:** check to make sure students have everything they need
- **Pluming the band:** you may be asked to help, training will be provided
- **During Warmup and competition:** The band is under the supervision of the band staff during warm up and performance
- **Return to the pre-designated location:** to pick up your group upon completion of the performance or at the agreed upon time
- **Ensure Students stay with the group:** Unless they have been given express permission by their chaperone, they should remain with the group while touring. When not with the group they should use the buddy system.
- **Medication/Illness:** It is your responsibility to dispense medication to students under your charge. (your training should be completed prior to the trip). The medications will be handed to you at the beginning of the trip and must be in your possession AT ALL TIMES. If you cannot attend to the medication, it must be handed off to another chaperone.
 - We are not legally allowed to dispense any medications if the proper form has not been filled out ahead of time. This is inclusive of over-the-counter meds.
 - If a student is ill or injured, report concerns to the trip nurse or someone able to provide First Aid.
 - Chaperones may dispense band-aids and ice packs if needed.
- **Room Checks:** All rooms must be checked at bedtime to account for all your students (you must see all their faces). Tape doors with painters' tape to ensure no one is leaving after curfew, you will also remove the tape in the morning and notify students that they can come out.
- **Overnight:** Be available by phone if a student is in need.
- **At hotel check out:** you will need to check each of your student rooms for cleanliness and for items left behind *after* they have already vacated the room.
- **Upon return to the school:** Collect trash on buses, collect lanyards, return binders and completed medication forms
- **Discipline/Behavioral Issues:** Please take any issues, rule breaking, or something out of the ordinary directly to the lead chaperone or a director. If in doubt, please report it anyway.
- By the very nature of organizing a large group of people like this, **flexibility** is key. If you ever do find yourself frustrated, we ask that you either speak to another chaperone or a director. Please do not let the kids see or sense any frustration you might have.