



Daily Chaperone Responsibilities

Morning Shift:

Remove the Water Cooler Wagon and Chairs/**EZ UP** Wagon from the Storage Room (aka Voodoo Room). If there is not a chaperone for Color Guard, also pull out the Color Guard Wagon. If the room is locked, see the directors for the key.

Bring Carts to lobby area in front of the band room. This is where we meet in the morning as chaperones, and get prepared for a great day!

Fill the Water Coolers with ice ($2/3$ to $3/4$ full with ice in the summer). The ice machine is located in the "Green Room"/Teachers Lounge. If the coolers are not in the wagon, you can find them in the water cooler room in the band room. Two ten-gallon and one-five gallon will fit in the wagon. Color Guard needs one ten-gallon cooler. We will also be using a small cooler (on wheels) for the Battery (Drumline) when they head outside. It will need ice and water. One of the drummers will be responsible for taking it. If they have already left, find out their location and bring it to them. They do not need to have a chaperone with them.

Fill the medical ice cooler with ice (there is one for band and one for guard).

Go to the Water Cooler Storage Room and fill the coolers with water. Rinse off the tops of the gush and go water bottles. Place the gush and go bottles in the wagon (place one in the Color Guard wagon). Add pitchers to the wagons as well (we use these to fill the students' bottles). Bring the full wagon to the lobby.

Pull the medical carts from the storage room. The large silver one belongs to the Band, and the small black one is the Color Guards. The guard cart will fit inside their cooler wagon.

One of the chaperones should note the schedule for the day. This can usually be found on the white board in the front of the band room. If Color Guard doesn't have a location listed, check with one of the guard girls for the location. Stop by the Directors' office to see if there is anything the chaperones need to know for the day.

Gather all of the carts and head to where the students are. If there is not a Color Guard chaperone on duty, bring the wagon to their location. If marching band is well staffed,

one of the marching band chaperones can stay with the guard, if not leave the wagon with the guard and let them know they do not have a chaperone scheduled for the shift.

Once the chaperones are with the students, most of the time is spent watching them, filling water bottles, dealing with minor first aid issues, etc. If a student needs medication, please check the medical notebook to see if they can take the medication requested. Please log the medication, time and quantity given on the back of the student's medical form. If there is not a form for the student requesting medication, please have them call their parent and get a verbal o.k. (A chaperone must get permission. from a parent). Please be sure to log what the student took, how much and when on a sheet of paper, noting that you had verbal approval from the student's parent.

Afternoon Shift:

Generally the afternoon shift is inside and we set-up in the lobby in front of the band room. Check with the chaperones that are finishing their shift to see if there is any information that needs to be passed on (student, locations, plans for the day, etc.).

If guard and percussion are off in other areas of the school, it is a good idea to have one of the chaperones go and check on them periodically during these shifts.

If the water coolers are empty or low on water, now is a great time to refill the water coolers with ice and water. Refill the medical ice, if needed.

The afternoon shifts tend to be simple with minimal help needed for the students, however there are days where the schedule changes and you may need to set-up outside or in the gym. The medical cart must always be where the majority of the students are.

This is a great shift to check our medical supplies and note low inventory of items. Please send an email to chaperones@kmbo.bandelist.com with the items needed.

Evening Shift:

After dinner the students are usually back out on the practice lot. The water carts and medical carts must go with them. At the end of the shift, everything needs to go back over to the band room/Voodoo Room. If there are any coolers that have a large amount of ice/water in them, just make sure the lid is on tight, and leave it for the next day. The Gush & Go cups need to be rinsed out and left to dry over-night. The Medical Kits need to be returned to their storage location and the door locked.