

## Chaperones: Competitions

### Lead Chaperone:

- Make sure each bus driver has destination address
- Obtain student bus list from Mr. Brown
- Place Student medical binder in Bus 1 First Aid Kit/Backpack
- Prepare chaperone Name Tags
- Check to make sure there is bottled water and snacks for event

### All Chaperones: (Minimum of 2 chaperones on each bus)

- Sign in for the day in volunteer book and bring your band name tag or pick up name tag (Pin on or Lanyard)

### Before loading buses:

- Prepare band coolers with water bottles and ice (1-2 per bus). Get ice from Band concession stand or athletic training room.
- Prepare snack boxes/bins (1 per bus)

### Loading Buses and travel to competition:

- Load coolers (1-2 per bus) and Snack boxes/bins (1 per bus) to buses
- Bring to bus
  - First Aid kit/backpack (1 per bus)
  - Grey clipboards (1 per bus) pen/student list/trash bags
- When loading buses, check in students. Student list provided by Mr Brown. Keep in grey clipboard.
- Get starting bus mileage and bus driver name. Log on student list sheet
- Make sure students have instruments / uniform on or in bag / shoes / shako box / gloves / socks
- Distribute water and snacks as needed
- If needed, give students heads up 10 min away from destination to get uniform on
- Help on bus as needed to ensure student safety

### During and After Competition:

- Assist Uniform Coordinator
  - Distribute plumes at away location
  - Help to make sure uniforms are on correctly. Hook collars, snap snaps, check pants hem, check for black sock, check shako strap, etc.
  - After performance, collect plumes and stow in plume bags.
- Help in stands/venue as needed to ensure student safety
- After competition, pick up any trash left in stands (students get most of it!)
- Help get students back to buses
- When loading buses, check in students. If student does not ride the bus home with the band, parent or guardian must sign them out (signature by their name on student list).
- Distribute water and snacks as needed
- Upon return to LNHS,
  - Get ending bus mileage and log on student list sheet
  - make sure buses are cleaned out / windows closed
  - empty ice out of coolers, leave open to dry and store in band library closet.
  - Return Snack boxes/bins to band library closet.