

**Mt. Lebanon High School Marching Band  
CHAPERONE INFORMATION, 2018-2019**

We're looking forward to working with you this season! This packet is meant to help you understand what to expect when you help out on a Friday or Saturday night. If you have any questions, please don't hesitate to ask:

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The main goal is to support the students to succeed, stay safe, and have fun!

*How it works* →

Sign-up to chaperone for individual events using CHARMS at [www.charmsoffice.com](http://www.charmsoffice.com) (the app to use is *Charms Blue*). We are happy to help you figure out how to use the software. If you need to cancel your chaperone duty, you can't do so online, you'll have to contact Jen or Sharon to remove your name from the list.

We will email the report time out to the group of chaperones by Wednesday evening each week – but the details may be on the Charms calendar sooner.

Chaperones meet at report time in the auditorium lobby, outside of the band room. Check in with Jen or Sharon. At that time, you will be given a name badge (if you don't already have one) and told what your job is for the night. Chaperones always work in pairs or groups, so no one has to handle a job alone.

*All chaperones also do the following* →

- Uniforms – Keep an eye out to see that students are wearing all pieces of their uniform appropriately. If something is missing tell, Jodi Kubit, Jen or Sharon.
- Restroom escorts – When given permission by Mr. Cheskawich, students can go to the restrooms. Chaperones escort groups of up to 5 students at a time. Help is needed to hold gauntlets and jackets, etc.
- Bus duty – For away games and festivals, chaperones ride the buses with the students and take attendance before the bus departs the high school, and again when the students get back on the bus after the event.

Each chaperone is assigned a particular job for each game or festival; job duties are listed below. If there are certain tasks that you cannot perform, let us know and we can assign you something else.

### **Chaperone Duties – Up to 42 parents are needed for each performance**

- **Plumes:** Chaperones place the plumes in each student's hat before the game and remove the plumes after halftime. 4 chaperones needed.
- **Snacks & Water:** Chaperones pass out water and snacks after the students perform at halftime and collect water bottles and trash from the band in the stands when they're done. 4 chaperones needed.
- **Gate:** Chaperones help to get the students on and off the field in an orderly fashion. Crowds will be asked to refrain from crossing through the band as they come on and off the field. 4 chaperones needed.
- **Drivers:** Truck drivers are needed to drive the equipment trucks to away games and festivals and help students load and unload the instruments. There is one 16-ft. truck for instruments and one 26-ft. truck for the percussion front ensemble (i.e., the Pit). 2 chaperones needed.
- **Pit Crew:** Chaperones come down to the track 10 minutes before halftime, where they will be assigned a piece of equipment to help move into place for the halftime show. The students help direct where each piece belongs. Step to the fence to watch the show. After the show, push the same piece of equipment back off the field. 12 chaperones needed. *Casual volunteer clearances only needed for this job if not riding the bus with students.*
- **Screen Team:** New this year! The Screen Team comes down to the track 10 minutes before halftime, where they will help move the screens in place for the halftime show. Step to the fence to watch the show. After the show, push the same screen back off the field. 12 chaperones needed. *Casual volunteer clearances only needed for this job if not riding the bus with students.*

*Remember* →

- **All clearances must be on file with the school district before you can chaperone.** Instructions are on [www.leboband.com](http://www.leboband.com) under “Forms.” If you have questions about this process, ask Sharon or Jen.
- Sign up to volunteer in CHARMS at <https://www.charmsoffice.com>
  - Go to the LOGIN box at the top right, click on Parents/Student/Members.
  - Enter school code, leboband (doesn't seem to be case sensitive).
  - Enter the Student Area Password.
  - Click on the Calendar icon, find the event and click the multicolored hand icon to “Sign Up to Volunteer!”
  - Enter your name, cell phone, and email under the area that you wish to do – Chaperones, Pit Crew, or Screen Team – and click the blue Sign Up box.
  - If you need to cancel your volunteer plans, contact Sharon or Jen directly.
- If you want to be considered to chaperone the annual band trip, you need to chaperone at least three games and/or festivals. Pit Crew and Screen Team (without riding the bus and/or staying with the band for the duration of the game) do not count toward the three events necessary to be considered for the band trip. Mr. Cheskawich will choose the chaperones.

## **Additional Chaperone Information**

Our main objective is to maintain the security and safety of our band members, their instruments, and personal belongings. Our responsibility as chaperones is to also help the band directors and staff. It is not our place to discipline any student. The band members are taught to respect and listen to the chaperones. If you experience any problems, or a difference of opinion with a student, please refer the issue to one of the band directors.

Above all, enjoy your time chaperoning! The students are great and will respond well to having you there. It's great to see the kids having fun together, and it's nice to get to know other parents.

### *General Rules and Guidelines for Chaperoning →*

1. Chaperones are to prevent outsiders from disrupting the band on and off the field, when the band is marching from the bus to the stadium and back, and when they are sitting in the stands. No one is permitted in the stands except band members, directors and chaperones – this includes friends and family. Occasionally, upon permission of the directors, alumni band members are permitted to come into the stands to visit.
2. NO ONE is permitted to dispense medications of any kind to the students. If students have prescription medication, inhalers, epi-pens, etc., please direct them to the EMT/Nurse on duty.
3. Family members and friends are not permitted to give outside food or drinks to band members during games and festivals.
4. Band members are permitted to go to the restroom with a chaperone upon permission of the band directors. You may take up to 5 students at one time. While in the restrooms, you will need to hold the band members' coats and gauntlets.
5. Chaperones are not permitted to eat, drink, or smoke in front of the students. If you need to get a water, coffee, or food, please do so where the students can't see you. (Chaperones have a water and snack after the students and staff have been served.)
6. Chaperones should not be under the influence of alcohol or drugs while serving as a chaperone.