

## **Whitnall Band Booster Guidelines for Travel Helpers**

### GENERAL INFORMATION:

The Whitnall Marching Band is a traveling band and helpers are needed for all band travel activities. This is a great way to support the band program, to make new friendships, and to better understand how the program functions.

In general, helpers are responsible for the health, safety and welfare of the band members, while involved in any band travel-related activity. Travel Helpers are a necessary part of, and greatly contribute to, the success of all trips. Your participation is encouraged.

### TRAVEL HELPERS: Chaperones, Food, Equipment

- Chaperones are responsible for the supervision of the band members when they are not under the direct supervision of the band staff, i.e., when not rehearsing or performing. This includes the night time hours. Chaperones also assist the food and equipment staffs as time permits.
- Food Staff is responsible for purchasing food and for feeding the traveling group, per the meal plan for the trip, and also for providing adequate liquids to the band members during rehearsals.
- Equipment staff is responsible for the loading, transporting and unloading of band equipment, uniforms, luggage, supplies, food, etc.
- In addition, band members are assigned duties during the trips. A listing is provided by the Band Director. Areas included are: bus cleanup, truck loading/unloading, facility cleanup, meal cleanup, etc. Please work with these band members.
- If you are volunteering as a chaperone, the trip planners will make every effort to insure that you do not chaperone your own child. If you are traveling along, either as a chaperone or non-chaperone support person, please do not intervene in any disciplinary activity affecting your child unless your involvement is specifically requested by the Band Director. It is imperative that the chaperones and/or staff do not have their authority undermined by well-intentioned parents. It is also important that your child receives the same fair treatment that other students receive whose parents may not be present.

### VOLUNTEERING:

- Signup: Please signup in advance to help on trips and parades. We need to know as early as possible, as seating may be limited.
- Schedule: Trip schedules are available the week of the trip and are usually put on the website. Please arrive at least ½ hour before the scheduled leave time to help coordinate loading and participate in the pre-trip briefing.
- Parades: To match the band, chaperones may wear the blue Whitnall Falcons polo shirt (available through the Boosters) and khaki shorts. Wear comfortable walking shoes. Chaperones provide water to the band during the parades.

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### TRANSPORTATION:

Chaperones usually ride on the buses. Mostly, school buses are used, but on occasion, coach buses may be used on longer trips. Chaperones are responsible for rider counts and recounts after all stops. All buses need to be kept clean. Please distribute trash bags as necessary. Band members will be assigned cleanup and trash disposal. Riders will be noisy, but should stay in their seats and not use inappropriate language. Problems with bus drivers are rare but should be reported to the bus coordinator. Food and equipment staff ride in designated vehicles (vans, trucks, personal automobiles or buses as necessary).

### MEDICAL:

We try to travel with a nurse or other health professional. All band members have completed Health forms which travel in the main medical bag. These forms note special health conditions and medications. If in doubt about medical conditions, medications, allergies, etc., please check the forms and ask the nurse. First aid kits are also available on each bus.

### ACCOMMODATIONS and CLEANUP:

- **School Accommodations:** On the gym floor, boys on one side, girls on the other, with chaperones in the middle. Food and equipment staff may sleep anywhere, but are encouraged to sleep with the group. (Staff sleeps in a staff room.) No movement after lights out (bathrooms excepted). Bring a flashlight as many gyms are very dark after lights out. (Most adults sleep on air mattresses, which, after a busy day, can actually be quite comfortable.) Chaperones will wake the group at the scheduled time.
- **Hotels and Camp Accommodations:** Hotels are usually four of the same gender to a room, predetermined, with no changes allowed. There often will be free time while staying at a city hotel and this free time is usually unsupervised (for example, to eat or shop), except that Mall of America requires direct adult supervision at all times. There is free time in band camp (for swimming or canoeing and often in the evenings before lights out). In a hotel or at band camp, opposite sex visiting is permitted only with room doors wide open. Chaperones should enforce this rule.
- **School and Camp Cleanliness:** We want to leave each facility we stay in at least as clean when we arrived. Note any dirty or stained areas on arrival. Supervise/assist the band members with cleanup. Bathrooms and eating areas should be wet mopped. Sinks (and toilets, if necessary) should be cleaned. Gym floors should be dry mopped. Cleaning equipment is generally available at the sites. We pay little if anything to use other district's schools, so we should leave them in excellent condition to assure that we are invited back. All travel helpers should assist with school and camp cleanup.
- **Hotel Cleanliness:** Chaperones note any damage to hotel rooms upon arrival and pick up any clothing, etc., left in rooms (there always seems to be stuff left over...) upon leaving. Leave hotel rooms as you would if you had stayed in them yourself.

### DISCIPLINE:

- The Band Director is in charge, and is the final word on all matters of discipline related to band members. Travel Helpers work for the Director. The Band Director would like to be notified of any problems with any band members immediately, regardless of time. However, anything that the Travel Helpers can do to resolve less serious situations without involving the Director would be greatly appreciated. Almost all trips have no serious situations.

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- There will be horse play. There will be smart mouth language, some directed at the adults. There will be girl/boy “contact.” There will be changing into/out of band uniforms in buses or in open spaces. The key is that all of this should be moderate, safe, non-threatening and non-harassing. It almost always will be, as this is generally a very good group of kids.
- Common sense should guide you. If you feel a need to excessively discipline or excessively raise your voice, you probably should get assistance from a more experienced Travel Helper or directly from the Band Director.

### PROHIBITED SUBSTANCES:

- Smoking: Smoking in the presence of, or within sight of, band members is prohibited. Smoking is generally prohibited in schools, on school property and in hotel hallways and rooms where the band stays. Smoking is prohibited in camp buildings.
- Alcohol: Alcohol use is prohibited while on duty. For chaperones, this generally means no alcohol for the duration of the trip unless they have been given a night off. Other staff should not consume alcohol during working hours. No alcohol may be consumed in the presence of band members or in schools or on school property or in chaperone’s rooms.
- Violation of the above or any use of controlled substances will result in suspension of duties.

### OVERSIGHT BY BAND BOOSTERS:

Whitnall Band Boosters, through its Board of Directors, may refuse to accommodate any Travel Helper.