

# FHS Grizzly Band & Color Guard

## Chaperone Packet

### Travel Vision:

The FHS band travels each fall. The purpose of which is performance and cultural experience based. These trips are 1" deep and 1 mile wide experiences which provide incredible opportunities for our students. We maintain the highest level of expectations for these students while traveling with the band. This is a GROUP travel event and therefore different from your typical INDIVIDUAL or family travel experiences.

This document is designed to help you understand your role as a chaperone and help you to enjoy your time with Fruitland band & guard students.

All chaperones are required to read and sign off on this informational packet and fill out the volunteer application. The volunteer application will be used to run a background check on chaperones which chaperones will be required to pass.

Chaperones will be keeping track of students but rooming with other chaperones. The number of chaperones in your room will affect the cost of the trip for you.

Thank you for helping us as a volunteer chaperone with the Grizzly Band & Color Guard.

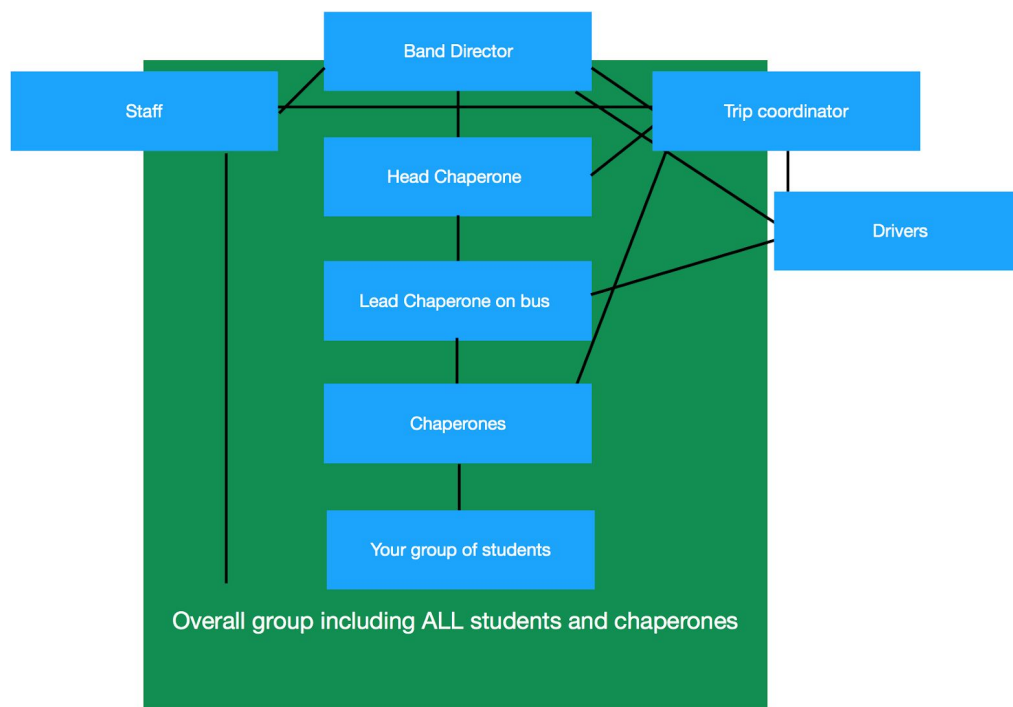
Joel A. Williams, Director

It all starts from this:

Fruitland High School students traveling with the Grizzly Band & Color Guard will go to extended means to leave a good impression on people that come in contact with us.

This quote from our student hand book helps to clarify our main purpose when we travel. Travel opportunities with the band are about performance and cultural experiences.

Organizational structure:



On our trips, the Band Director is fully responsible for the whole group. Literally the buck stops at the band director; good or bad. Band directors are not required to take students on trips. It is a calculated risk that there will be **exponentially** more good decisions made vs bad decisions.

The band director will:

- Ceaselessly remind trip participants that their decisions either reflect positively or negatively on the group.
- Endeavor to be consistent and fair in matters of discipline.
- Make the tough decisions
- Communicate to the best of their ability
- Remain human
- Sign off on trip plans with Travel Coordinator

The band staff will:

- Communicate with students
- Prepare students for performance
- Enforce trip rules
- Be extra set of eyes and ears for director
- May be the Bus Lead

The trip coordinator:

- Handles all aspects of travel:
  - Hiring bus company
  - Purchasing entertainment packages
  - Organizing meals
  - Securing lodging
  - Arranging for oversized vehicle parking
- Finalizes all plans with band director

Head Chaperone

- Coordinate activities with Tour Coordinator and band director
- First line of communication with band director
- Communicate with Lead Chaperones on busses
- Communicate with at large chaperones
- Handles concerns from hotel
- Handles concerns from chaperones
- May communicate with the whole group

Lead Chaperone on the bus (Bus Lead)

- May be a (band) staff member
- Communicates with Head Chaperone
- Coordinates the distribution of information to other chaperones
- Communicates with the bus driver
- Works with the (student) Bus Czar to create a comfortable, smooth running bus.
  - Organize water, first aid, snackies etc for bus.
- Shares info on microphone on bus

Chaperone

- Communicates with a small group of students
  - Periodic check ins with students
- Understands trip rules
- Does room checks
- Allows student freedom on the trip
  - Do not micro manage the students

- You will not be with them 24/7
- Enjoy the students
- Be on time
- Be a resource for students
- Understand that this is a GROUP event and differs significantly from individual travel.
- Understands that the mind set needs to be, “we not me”.
- Concerns should be brought to the head chaperone

## Communication:

Information regarding the trip may come from the band director, Lead Chaperone, or occasionally a staff member. Therefore a cell phone is a must have.

We will set up a group text from Remind.com specifically for chaperone communication for the trip. There will be two (at least) separate Remind.com threads, one for chaperones and one for the entire group. Chaperones will be added to both threads to ensure all communication is received.

Just before we travel (see note - I have two options here) you will be introduced to your group of students, hand them their lanyards and share your cell number with them and get theirs.

Possibly make a group from their numbers, to facilitate communication.

This is the time that you will tell the students what you would like to be called; Mr...Mrs...first name, “mom” etc., and reiterate for the students information that the band director has already given.

- Students wear the lanyard at all times except in water and sleeping.
- The lanyard has the itinerary on it.
- All times are local
- The lanyard makes it easy for us to see who our kids are.
- Emergency contact is on the lanyard if a student is disabled and needs help.
- You may remind any of our students that you see that we need to see the lanyard and/or that they need to be wearing it.

## General Situations

Students are expected to be in a group of 2 (not boy/girl or romantic couples) on hotel property and groups of 4+ off of hotel property.

If you see students not meeting this expectation please take them in tow and place them with the next group you see or deposit them neatly in their hotel room.

## On the bus

You will have the following responsibilities on the bus:

- Enjoy the kids

- Keep your eye on them **lightly**
  - The Rule: If you wouldn't say it or do it with Grandma present in the living room, don't say it/do it on the trip. Hold them to this please.
- You will hand out per diem money to your group of students. You will need to sign for the money you receive for your students.
  - Be aware that your room group of students may NOT all be on the same bus.
  - Students must initial for the receipt of per diem money. Encourage them to say "thanks" :)

Our tour coordinator does a high quality job working with the bus company to insure the best, professional drivers possible are travelling with the Fruitland band. If you have concerns about a driver, please address them to the bus lead.

We have a working student leadership system for travel. Each bus has a Bus Czar. The Czar is appointed by the band director. This appointment is a recognition of potential leadership in the student. The Bus Czar will:

- Do a head count after every stop, including 2am refuel stops. Responsibility comes knocking even at 2am. The band directors insist that the Czar does their job.
- Communicate with the driver regarding environment issues.
- Do handouts or appoint flight attendants as needed (snackie pass outs, taking a trash bag up the aisle etc)
- Run the dvd player
- Communicate with students. If you have general information to tell them, have the Czar talk to students as necessary.

It would be simple for you to do the things the student leader is being asked to do. Please do not. This is an opportunity for a young person to spread their leadership wings in non-life or death situation.

## At the hotel

Check in operates in the following manner:

- Tour coordinator facilitates hotel arrangements
- Upon arrival the head chaperone will check in with the Tour Coordinator
- Chaperones will be given their group keys

- Distribute keys and room number to students
  - Check in to your room AFTER you have given the students their keys

Know (physically) where your students' rooms are.

Share information with your students:

- Remind them to
  - Groups of two (no couples)
  - Prop door if other species visitors are present
  - Voices down
  - Respectful of other guests/staff
  - No couples
  - Lanyard must be worn except sleeping and water
- Wake up calls
- Reminder texts (i.e. "load your luggage in 15"; "We are meeting in front of hotel in 10")
- Room checks at bed time
  - See faces

We have high expectations for room appearance. Please run periodic room checks to ensure room is being maintained (stop by) "You guys doing okay?" "Do you need anything?" The floor should be picked up and room in good order.

## Situational events

What do you do when:

- A student is non compliant
  - Remain calm
  - Remind student of trip rules
  - Ask for compliance
  - Elevate up the chain of command to head chaperone
- A couple is making selfish decisions
  - Remind them that hand holding is the only acceptable form of PDA
  - If problem persists separate students
  - Remind them of The Rule: If you wouldn't say it or do it with Grandma present in the living room, don't say it/do it on the trip.

- Elevate up the chain of command to head chaperone
- You have a concern about bus driver performance
  - If they appear sleepy, talk to bus lead and then volunteer to have conversation with the driver to help them stay awake
  - If there is an unprofessional activity occurring (eg texting while driving) please talk to the bus lead.
- You find students by themselves or in couples
  - Ask them to accompany you as you take them to their room or attach them to the next group. Please let the head chaperone know which student was in violation of the group directive.
- There is a sick or injured student
  - If warranted call 911
    - Inform band director
    - Inform head chaperone
    - Remain with student
  - Help find needed supplies
    - Know where first aid kit is
      - On bus etc
  - Communicate with head chaperone
- You have a concern
  - Communicate with bus lead
  - Communicate with lead chaperone

Above all, remain calm.



When faced with stressful situations, it's best to remain calm. Using a loud voice will add to everyone's discomfort. You get approximately one "yelling" event that students will listen to, after that, they will stop listening to you. Try not to use yours. If necessary, use it wisely.

When the Fruitland Band travels, there are **distinct** lines that students are expected to stay between. See yourself as shepherd helping to keep the flock in between those lines. You do not

need to be with your chaperone group 24/7. You are not expected to keep your thumb on the students in a controlling manner at all times.

If students and chaperones make decisions that reflect positively on our band, school, and community we will have nothing more than minor issues on our trips.

Thank you for your willingness to be a part of this great trip with our *Pride of Western Idaho* students.



## Chaperone Duties Understanding Packet

Please return this signed form along with the volunteer application (next page).

I understand that all volunteers will be asked to fill out a volunteer application that will be run through the State background check.

I have read and understand my role as a chaperone travelling with the Grizzly Band & Color Guard.

I understand that there will be a non-refundable trip down payment due the first day of school which will serve as notice that I plan to travel as a chaperone.

I understand that this group travel experience will be different than my individual travel experiences.

I understand that I will be rooming with other chaperones and the price for my trip will vary based on room occupancy.

Chaperone \_\_\_\_\_ Date \_\_\_\_\_



Interacting with students  
Expectations of working

What do room checks look like?  
Room inspections

Species interaction policy

Deadline for Chaperone adds first day of school  
Spring fair "we are going X" need chaperones must know by X  
Pond party reminder  
Commit \$100 and sign the volunteer form (repository) initial chaperone expectations

Students in groups  
Cell phone in each group