



# 2025-2026 Brush Arcs Band Chaperone Guide

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## 1. Introduction

Welcome to the Brush Arcs Marching Band family! As a chaperone, you play a vital role in supporting the students, directors, and staff. This handbook provides guidance to ensure a safe, organized, and positive experience for all. See also current Marching Band Handbook on the [Band Boosters Website](#).

## 2. Eligibility/Background Screening

- You must be a parent/guardian or alumnus over the age of 21 to be a chaperone
- Background screenings are required for volunteers who chaperone overnight events

## 3. Roles and Responsibilities

Chaperones assist with student supervision during travel and events, monitor behavior and maintain safety protocol (not as babysitters or guards). Have fun, get to know the kids, and help them when they need it. It is important that chaperones are alert and approachable to students needing help and are available to support directors and staff as needed. Note: Senior parents are not available to chaperone on Senior night.

## The volunteer coordinator assigns the following roles:

- **Attendance Takers for Away Games** (1 per bus-usually 3 volunteers total)
  - Take attendance as kids board the bus to/from event
    - Place a checkmark to the right of their name (erase the checkmark if they leave the bus, and check them off again when they return)
  - Emergency medical/emergency contact information is also on the clipboard
    - Keep clipboards with you during events in case of emergency
- **Band Supply Box Carriers** (1 per bus-usually 3 volunteers total)
  - Distribute supplies as necessary (ask if refills are needed)
- **Water Distributors/Snacks** (1-2 volunteers total)
  - Fill cups as the band plays opening music, place on trays before the game (such as after the pre-game performance) and after half-time; help distribute as needed
  - Open snack box after half-time
- **Concessions/Restroom Monitors** during 3<sup>rd</sup> quarter break (all volunteers not assigned to water distribution or band section monitoring)
  - Escort students to/from the restroom
  - Monitor and advocate for students
  - Students should stay in full uniform during the 3<sup>rd</sup> quarter break unless directed otherwise
- **Plume Distributors** (4 volunteers)
  - Plumes are distributed before pregame and during 2<sup>nd</sup> quarter prior to halftime and collected immediately after pregame and halftime (a clean trash bag can be an efficient way to collect plumes after use)
  - Boxes are opened upside down so plumes can be handled from the metal/wire base
  - Assist with placing plumes on hats as needed (not required-you can also hand the plumes to the students)
  - Place plumes back in boxes after use
- **Band Section Monitors** (Home Games) (2 volunteers)
  - Prior to pregame, block off the band section in the stands with rope/signs from the Band Boosters closet (or band wagon) to discourage visitors from sitting in the band section. Oversee area while students and directors are performing. Ensure students clean up their area before leaving the stands.
- **Traffic Controllers** (Home Games) (4 volunteers)
  - Wear light colors/reflective clothing and bring a flashlight

- Get traffic cones from the Band Boosters closet to block off the street so the band can march to/from the stadium to the band room
- Just before the band is ready to move, cars must be blocked off from driving in the parking lot and down Farnhurst. Volunteers assist with traffic control as traffic remains stopped until the band has arrived to Korb Field/Band Room.
- Put traffic cones outside the band room or along the building to use again after the game
- **Band Wagon/Cart Transporters** (2 volunteers)
  - Transport wagons containing water coolers, cups, trays, plume boxes, instruments of football players and cheerleaders, signs/ropes, first aid kit, speaker, stand, and any other supplies to/from stadium
  - Empty water/ice from water cooler at the end of the games
- **Instrument Truck Driver** (1 volunteer)
  - Drives instrument truck to/from events
  - Assists with loading/unloading instruments, ladder and band wagon/cart contents
  - Load/unload empty cases on truck during/after the game
  - Lock the truck
  - Take the band wagon/cart to the field (with other chaperone assistance)

#### **4. Code of Conduct**

- Chaperones carry items to the field, walking behind the band
- Always act in the best interest of student safety
- Maintain professionalism; refrain from gossip or inappropriate language
- Never be alone with a student in a private setting
- No alcohol, tobacco, or drugs on any band-related trip or event
- Cell phone use should be limited while supervising students

#### **5. Trip Procedures**

##### **Before Departure:**

- Check in with volunteer coordinator
- Assist with equipment loading (as needed)
- Review the itinerary

### **During the Trip:**

- Be respectful of band directors and other chaperones
- Know your assigned group of students
- Stay visible and actively supervise
- Help maintain order on buses and in public places

### **After the Trip:**

- Help with clean-up/equipment unloading
- Return traffic cones, plumes, and other supplies to the Band Boosters Closet

## **6. Medical & Emergency Protocols**

- In an emergency, notify one of the directors immediately

## **7. Uniform Guidelines**

- Assist with plume distribution and collection
- Remind students to keep uniforms on until they return to the band room, unless otherwise instructed by the director

## **8. Student Supervision**

- Take attendance prior to boarding the bus to and from the event
- Check that all students have exited the bus
- Watch for signs of illness, injury, or distress
- Band members should sit in assigned sections
- Encourage band members to stay in groups of two or more when visiting/exiting the restroom or concession area
- No PDA, bullying, or unsafe behavior allowed. (See [Student Handbook](#))
- Address concerns calmly and report to staff (chaperones may correct students but should not issue discipline)

## **9. Transportation Guidelines**

- Help maintain order on the bus (no loud music, singing, inappropriate behavior)
- Complete silence is required at all railroad crossings (state law)
- Chaperones/directors sit in seats 1, 2, and 22

- Ensure students clean up their areas before exiting; check for dropped items

## 10. Event Day Checklist

✓ Pack equipment trucks, 2 plume boxes, snacks, filled water jugs, cups, trays, (Band Director typically fills water jugs in advance and the volunteer coordinator stocks the snacks)

**Note:** Water jugs can be filled with ice and water from the room next to the cafeteria; entrance is off the small lot next to Korb Field and transported with the band wagon/cart

- ✓ First aid kit ready
- ✓ Student attendance/emergency contact lists
- ✓ Itinerary
- ✓ Cell phone fully charged

## 11. Contact Information

- **Band Director:** Mr. John Shamp, Remind App, email: [shamp@selschools.org](mailto:shamp@selschools.org)
- **Assistant Director:** Ms. Meghan Paul, email: [Paulm@selschools.org](mailto:Paulm@selschools.org)
- **Assistant Director:** Mr. Isaac Austin, email: [austinj@selschools.org](mailto:austinj@selschools.org)
- **Band Booster President:** Dennis Shelby, email: [selbandboosters@gmail.com](mailto:selbandboosters@gmail.com)
- **Volunteer Coordinator:** Laquita Roberson (Sign Up Genius-online platform)