



HARLAN BAND BOOSTERS CHAPERONE GUIDELINES

Thank you for your interest in being a chaperone for the Harlan High School Band and Color Guard. Being a chaperone is a fun and rewarding role while having the primary responsibility of keeping the students healthy and safe. These guidelines will help ensure the success of the band and guard.

Background Check

*****BACKGROUND CHECK REQUIRED FOR CHAPERONES (Allow 2 weeks to be approved)**

NISD requires a background check for chaperones located at <https://hrvolunteer.nisd.net/>

Tips

- Select "Harlan" when asked to select a school.
- Submit the form at least 2 weeks prior to volunteering.
- There is no charge for a background check.

Select the campus/areas you wish to
Select campus from th

Select School(s) *
GlenOaks
Guidance & Counseling
Harlan
Hatchett
Health Careers

Why be a Chaperone

- Show your support and interest in your child's activities.
- See firsthand the fun, laughter, smiles your child has at the various events.
- Take backstage and closeup photos of your child in the stands and in uniform.
- Watch the football games and marching competitions for free.
- Witness how the students, staff, and parents work behind the scenes and come together to perform a great show.

Chaperone Responsibilities

- Check-in the students onto their assigned bus to and from the game.
- Follow the group to practice areas, into the stadium, onto the stands, and back to the buses.
- Escort small groups of kids to the restrooms once at the destination or during the game.
- Help refill water jugs for the students throughout the event so they can focus performing.
- Chaperones are not to eat or drink beverages other than water in front of the students.
- School rules are in effect. No drinking, smoking, drugs by students or chaperones.
- Remind students of proper etiquette outlined by the band director and bus drivers.
 - No talking while the bus travels through a parking lot.
 - Stay seated at all times, no sitting on the floor or aisle, and no horseplay.
 - Maintain a reasonable volume for the bus driver. The bus driver will let you know.
 - Keep the uniforms clean by not eating while in uniform or letting them drag on the floor.
 - Walk in pairs to and from the stadium. Direct them to their destination safely.
 - Respect students' privacy but remind them of the rules. **(No PDA)**

*****If a student does not follow direction, or the situation needs immediate attention, contact the VP of Chaperones, additional board members, and/or staff.**

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Chaperone Attire

Football Games - Must wear a black or grey polo (Booster polo preferred but not required) with jeans/capris. No shorts.

Competitions - Must wear a black or grey polo (Booster polo preferred but not required) with **khaki or black pants/capris ONLY**. No jeans or shorts.

Tip: Small bag to carry water, sunglasses, and a hat. Some stadiums only allow clear bags.

Football Game Example

What does a typical event look like for a chaperone?

- Arrive to the band hall uniform room to see which bus # you are assigned.
- Place bus # signs on the assigned bus.
- Check students onto the bus and notify chaperone lead if a student is missing.
- Sit on bus with students to the football stadium.
- Upon arrival, direct the students to the warm up areas or stands based on the instruction of the staff/chaperone lead(s).
- For the first 2 quarters of the game, escort students to restrooms and periodically ask if they need their water jugs filled. Otherwise, enjoy the game, take pictures, and cheer with students.
- Around 5 minutes before halftime, the students will leave the stands to warm up and do not require chaperones. At this point, and during the entire halftime, chaperones are on break and can go to the concessions, eat, and watch the halftime show (Reminder: Finish all food items and drinks other than water prior to the students returning).
- Remaining 2 quarters of the game, escort students to the restrooms and refill water jugs.
- After the game, work with other chaperones to check the stands for any items left behind while others escort the students back to the buses.
- Take roll call and ensure all students are on the bus.
- Once back at the school, remind students to raise the windows, don't leave trash, and don't forget their gear.
- Check the bus for items left behind, remove bus # signs, return them to the uniform room, and sign out.

Final Note

The Harlan band director and staff work on establishing good choices and etiquette with the students. The Harlan students are courteous and appreciative towards the chaperones. This makes the chaperone job very easy and enjoyable. This may not always be the case, but it certainly is most of the time. Also, there will be many other chaperones, staff, and board members to assist which it a simple, rewarding, and priceless experience.