



Jenks Band Parent's Booster Club

Chaperone Handbook

Every effort is made to ensure the accuracy of the information contained within this document. It is not intended in any way to supersede or replace any Jenks Band Parent's bylaws, student handbooks and policies or any updates to aforementioned documents present or future.

Permission for Duplication

Any Booster Club organization is free to use this handbook, but must be responsible for proper updates and delivery to chaperones based on the expectations set forth by school administration and/or booster clubs responsible for the care of student rules and safety. This product may also be used by any Booster Club organization as a guide to developing other documents.

Acknowledgements

The following were used as resources for the development of this handbook:

- Scott Hillock Head Band Director
- Jenks Band Booster Club Officers 2007 – 2008
 - Rick Collier – President
 - Scott Jordan – President-Elect
 - Mendy Collier – V.P. Student Fundraising
 - Michele Kruse – Publicity Director
 - Susan Alonzi – V.P. Guard Activities
 - Gary Godwin – Trip Fund Manager
- Lori Wise, Chaperone Coordinator 2007 – 2008
- Patty Hanford – Jenks Public Schools Volunteer Program

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JENKS BAND PARENT'S BOOSTER CLUB

Change Log

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12/17/2007	Scott Jordan	Doc	First draft
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7/30/2008	Scott Jordan	8	Revision includes the Box Truck

JENKS BAND PARENT'S BOOSTER CLUB

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Introduction

GENERAL

There are several performance "seasons" for the band at Jenks Public Schools; Marching band, Winter Guard and Concert bands. Marching season is the first season each new school year and serves as the standard for all chaperone support needs for the other performance venues.

All chaperones should wear a Jenks Band Parent Name Tag and band apparel at all activities for band directors, transportation providers, students and event authorities to recognize as a point of contact caring for the safety and support of Jenks Band students. Chaperones will direct all questions and concerns to a Jenks Band Booster Club Officer so as not to disrupt and enable the band directors' development and constructive feedback of the student's performance talents. Decisions regarding questions and concerns will be communicated through a booster club officer or a band director as necessary and will be considered final. Timeliness of response will vary based on the situation.

Communication will be provided through the Jenks Band Website, www.jenksband.com, e-mail communiqué and newsletters from the band directors, staff and board officers. All parents and specifically chaperones should refer to and have access to these communication vehicles in order to best serve the needs of the band.

Experienced chaperones will be partnered with inexperienced chaperones during marching season to grow the pool of volunteers each year. Experienced chaperones are required for overnight trips involving performance contests and will be selected through volunteer interest and approved by the head band director prior to a trip event.

The Jenks High School Band Program is part of the school curriculum and is also a competition activity. Stress, fatigue and anxiety are inherent to the high performance standards for the students, band directors and guard instructors. The Jenks Band Parents Club will do its best to assist with relief associated to these symptoms through encouragement, patience, flexibility and positive attitudes in all situations. If any band parent feels they cannot demonstrate these guiding principles at all times, then the role of a chaperone is not the right fit for you.

Jenks Public School Volunteer Program

CHAPERONE REQUIREMENTS

1. ALL prospective chaperones must complete and sign the JPS Volunteer Contract (Form #5-192). Chaperones are also expected to attend a District Volunteer Orientation.
2. A criminal background record check will be performed for any volunteer who will be the sole supervisory adult for students.
3. All chaperones are required to check in through the Lobby Guard system. A valid driver's license or ID is required for this process. The Lobby Guard is in Mrs. Haight's office of HS building 6 (or any Jenks campus main office). Retain the printed name tag and submit to the JBP Chaperone Coordinator. (Note: The Lobby Guard is only available during school hours.)

4. Chaperones will be required to read the Jenks Band Chaperone Handbook. Sign and return the last page to the JBP Chaperone Coordinator.
5. Chaperones will be required to attend the JBP chaperone orientation as addressed in the handbook.
6. JPS and JBP maintain the option to perform random background checks on any volunteer currently working in the school system.

A sample of the Jenks Public School Volunteer Contract Form #5-192 is found at the back of this document. The original form will be provided and will require signature.

Band Performance Seasons

MARCHING SEASON – LATE JULY THROUGH EARLY NOVEMBER

Marching season is one of the most time consuming, hectic and rewarding seasons for the directors, students and Booster Club Parents. Pre-marching season commences in late July with 2-a-day rehearsals. As with other sports activities, conditioning, stamina and practice is critical to the success of the program. The Band Parent's Booster Club begins in the same manner with volunteer solicitation, fee payments and fundraising activities. It is during the pre-marching season that band parents interested in becoming a chaperone submit their name to the booster club board of officers. Chaperones are selected and assigned to the Chaperone Coordinator for scheduling of performances at home and away football games, marching invitationals, Bands of America (BOA) performance competitions, Oklahoma Secondary School Activities Association (OSSAA) performance ratings and Oklahoma Bandmasters Association (OBA) performance competitions. Chaperones scheduled for away football games will be on a rotating basis. The number of events a chaperone can attend is a minimum of 2 and a maximum of 4. This is a requirement to allow the pool of chaperones the ability to serve the band and get to know each other, the students, the band directors and guard instructors.

Select board officers attend performances, but may not always function in a chaperone role due to the administrative needs, unforeseen expenses and coordination needs for the band directors. Chaperones not scheduled for away performances are not allowed to ride along. Buses are reserved based on the total number of performing students, band directors and working chaperones to control costs.

Chaperones are typically engaged in loading and unloading requirements from the band parent's storage room to the home stadium, trip buses, Trojan Pride band equipment trailer and meals. During marching season at football games and contests, chaperones are expected to assist with band uniform plumes, gauntlets and refreshment distribution. This function includes transportation of the band medical kit, uniform plumes and gauntlets, water containers, cups, trash bags and fruit to the stadium at home and away games.

In this dual role, mom and dad chaperones work in tandem and separately to care for the needs of the students and directors. The mom chaperones usually care for primary bus management on trips, refreshment distribution at performance contests and general administration. The dad chaperones usually care for the physical demands of loading and unloading of heavier supplies to and from the stadium and on and off the Trojan Pride band equipment trailer. Both are responsible for sitting strategically with the band in the stadium and on buses to care for the safety and needs of the students, as well as, head count and roll calls.

WINTERGUARD SEASON – DECEMBER THROUGH APRIL

Winter Guard season consists of 2-4 contests February through early April. These contests are usually within Oklahoma. Chaperones may or may not be required. If chaperones are required, the guard staff and the head band director will request them. Guard flags, rifles, sabers, the floor (or tarp) and other theme-based décor will be utilized during the Winter Guard season. Chaperones will be required to help move these items at the direction of the guard staff. Chaperones must ride the bus with the Winter Guard and guard staff. Other riders (non-chaperones) i.e. parents or siblings may be allowed to ride the guard bus to long distance contests at the discretion of the guard staff and the head band director.

CONCERT SEASON – DECEMBER THROUGH APRIL

Concert season consists of Wind Symphony and Symphonic Band. There are several all state auditions and performance venues that may have travel and chaperone needs for North Central Directors Association (NCDA) and Oklahoma Music Educators Association (OMEA) and a spring trip performance contest in mid to late April that requires chaperone support. The spring trip will follow the [trip performance](#) guidelines for buses, hotel and recreational activities found in the trip performance section of this handbook. Concert season does not include the use of the Trojan Pride band equipment trailer. The chartered buses carry student instruments in the under cabin storage compartment along with student and chaperone luggage.

Home Performances

Home football games require the least amount of time and energy for the chaperone. There are no chaperone head count expectations or trailer unloading and loading. Some chaperones will have responsibilities for the medical kit and refreshment procurement and placement in the stands. This is the same for away games and will be furthered described in the [trip performance](#) section of this handbook.

The booster club storage room is located in the main band room down the first hallway across from the director's offices. Tables, water coolers, medical kit, ice chests, 2 wheel dolly and disposable supplies are stored there. At home games the medical kit, water cooler, cups and other refreshments, plumes and gauntlets are transported to the stadium for staging in the band section. Select chaperones or volunteers arrive at 6:30 to set up the band area while the band warms up. Once set up, chaperones sit around the perimeter of the band during the game to care for the student's needs and safety. Occasionally, seating is very limited and crowd redirection to other parts of the stadium is needed.

PLUMES AND GAUNTLETS

Chaperones are responsible for distribution of plumes and gauntlets to the band students during marching season. Chaperones should create a staging area to hand out to students as they leave for warm up and/or performances. A few minutes before half time, assigned chaperones distribute plumes and gauntlets to the students as they leave the stands to warm up for the half time performance. Depending on student resources, chaperones or other volunteers may assist with drum major podiums and equipment needs on the field. Additional information on this activity is covered in the Supply and Equipment for Marching Performance section.

Plumes and gauntlets should be collected from students as they return from their performance and placed in the storage units, unless otherwise communicated by a director or lead chaperone. **Special Note:** Band Ponchos will be distributed in case of inclement weather. Lead chaperone(s) will provide distribution and collection instructions as needed. If ponchos are used, chaperones will instruct students to lay ponchos out to dry over their chair in the band room upon return to the campus.

REFRESHMENT DISTRIBUTION AND COLLECTION

Water supplies, fruit and trash bags are staged in the seating area of the stadium during pregame set up. Depending on location, the yellow cart or the electric transportation cart A.K.A. "The Gator" will haul the supplies to the area. Chaperones will tie trash bags and place a sleeve of cups to each water cooler.

Water is provided to the band students throughout every performance event. Fruit is provided during the 3rd quarter of football games. Bananas, apples and grapes have been approved by the head director. Other refreshment items require pre-approval by the head band director.

Special Note: Students are not permitted to bring or purchase other food items at football games. Parents and chaperones should not deliver unapproved food items to their or any other student(s) during stadium seating or other pre - performance and performance activities. At the end of the game, chaperones and other volunteers will instruct students to place their trash in the provided trash bags and collect any remaining items for disposal. All supplies will be loaded in the yellow cart or gator and returned to the band storage room or trailer in the case of away games. In some instances, drum majors may need assistance transporting stadium podiums and megaphones at performances. A select group of chaperones should always be the last to leave the band seating area.

Trip Performances

PRE – DEPARTURE MEETINGS AT THE JENKS HIGH SCHOOL CAMPUS

Chaperones will attend mandatory pre – departure meetings hosted by the lead chaperone and/or chaperone coordinator for all performance trips. These meetings include distribution of bus seating assignments, trip itineraries as applicable, review of chaperone expectations, contact

information and general questions and answers. Every effort is made to ensure each trip is planned accordingly, but as with any travel plan, chaperones are expected to be flexible and remain positive in unforeseen circumstances.

ARRIVAL TO LOCATION

Upon arrival to the location for a performance, all chaperones and students remain on the bus until instruction is provided by the lead chaperone or director about location of the warm up area or in some cases, partake in the evening meal arrangements before warm up. In this situation one group of chaperones remain on their assigned bus until all students have departed the bus. These chaperones ensure all band students, instruments and trash are off the bus. The other group of chaperones exits the bus immediately to assist with semi-trailer unloading requirements.

At away football games, the Trojan Pride band performs during pre-game activities and in most cases, time management is critical. The chaperones will follow the lead chaperone(s) direction to care for pre-game performance needs. Lead chaperone(s) coordinate the mom and dad resources to assist the pre-game meal coordinator with food distribution to the students and trailer unloading needs with the band director and drum majors. In the case of a pre-game performance or contest, a staging area near the trailer is made for distribution of plumes and gauntlets as the band leaves for the warm up area.

PRE-PERFORMANCE MEALS

A predetermined meal coordinator is dependent on the tables, tents, cups and other food items stored in the nose of the trailer and should be the first items off the trailer. The chaperones assigned to support the meal coordinator will perform the following tasks:

- Set up the serving line
- Serve food and beverage
- Clean up and trash duty

SEMI-TRAILER – AWAY GAME AND MARCHING CONTESTS

Upon arrival to the performance location, the chaperones assigned to unloading the trailer should proceed with these tasks as soon as staging directions at the facility are confirmed. Usually, the gator is the first item off the trailer. The semi-trailer driver and band director for the percussion section typically have the trailer doors unlocked and ready for unloading by this time. The ramps are placed at the back of the trailer to unload the gator and other heavy percussion instruments and carts. Students typically handle their instrument needs, but chaperones should be available for safety concerns. Podiums are also unloaded and require chaperone support. There are usually 3 large field podiums transported for performances. The chaperones support unloading and assembling the podiums to the upright position.

The nose of the trailer contains the other booster and band supplies. These items should also be unloaded immediately and in conjunction with unloading the heavy equipment mentioned and in negotiation with the band students obtaining their instruments. Supplies in the nose of the trailer include:

- Water containers
- Cups
- Food items
- Fruit
- 3 tent canopies
- Tables
- Yellow Cart
- Ponchos (if inclement weather)
- Plumes and Gauntlets
- Drum Major stadium stands
- 3 megaphones with stands
- Chaperone personal items if taken

Other activities associated with the supporting the band for an away game and contest performances includes: Turning on the generator for lighting purposes, Turning on the air compressor, filling the portable air compressor tank, place matting at trailer side door entrances for safety purposes and cleanliness of the trailer, checking tire pressure on field equipment and setting up flood lights. The Box Truck may also be used to transport props, podiums and other equipment and may require a separate team of volunteers to care for specific set up and break down needs during marching season and other concert needs.

SUPPLY AND EQUIPMENT FOR MARCHING PERFORMANCES

Chaperones are responsible for transporting supplies, band equipment and in some instances staging on the field. Depending on the distance from the stadium, the gator is used frequently to transport the instrument cart, plumes/gauntlets, medical kit, refreshments, trash bags, cups and injured reserve band students.

Each performance location is different and the gator will transport band equipment and instrument cart as the primary purpose. If staging and time allows, it can be used to haul the refreshments, medical kit and other items to the stadium during pre-game. In the case of time constraints, the yellow cart will haul the water containers, cups, medical kit, etc. to the assigned stadium seating area. Chaperones should follow the lead chaperone(s) guidance at this time to ensure the band directors and students are prepared for warm up and performances.

Refreshment distribution at contests is critical before and after performances. Invitational, BOA, OSSAA and OBA contests are typically held at a large high school campus, college campus or professional sports complex. Refreshments should be staged by the chaperones for the band, guard and pit as they will be separated for pre-performance warm up. 2 - 4 chaperones should use the yellow cart to haul water jugs, small table, trash bag and cups with the band. A serving line should be formed to distribute to the band students. The lead chaperone(s) usually haul the timpani cart with the gator and should be equipped with water for serving also. Time is critical, so staging and serving may occur while the band is walking to the stadium. The chaperones should dispose of used cups and other trash upon completion of serving water.

Depending on student/director resources, chaperones and/or volunteers will participate in staging band equipment, podiums and props for performances. If this is the case, drum majors, directors or lead chaperones will provide instruction for placement. See **Figure 2** football field diagram. (Actual podium placement may vary from season to season)

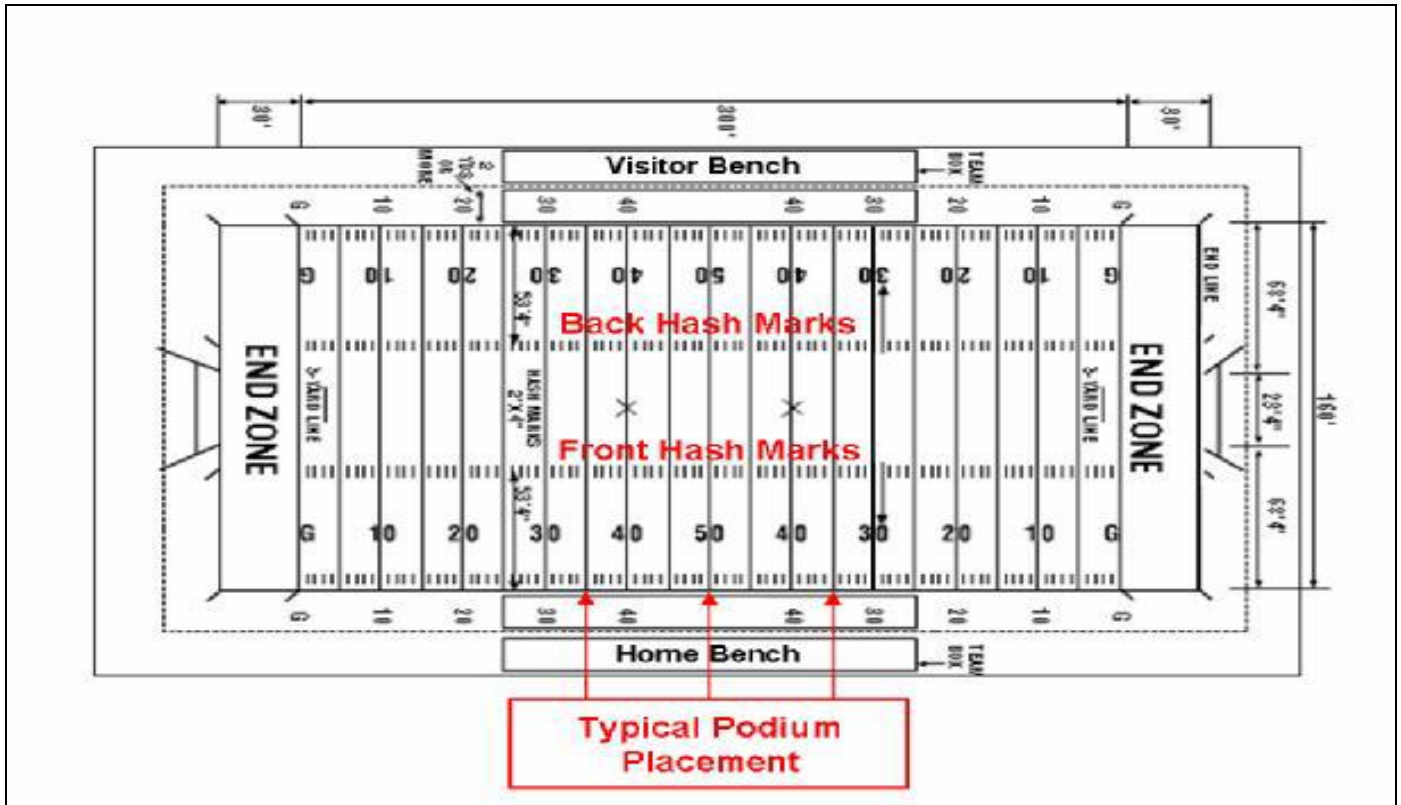


Figure 1

Special Note: Performance contests have specific rules and regulations and the band directors will host pre-performance meetings to communicate expectations related to the chaperone and/or volunteer role for unloading, staging and loading band equipment.

It is critical for all field support chaperones to adhere to the requirements for contests in order to minimize point deductions against the band.

Even though marching season is typically over at the end of October or early November, the band will continue to provide musical support to football team, cheerleaders and fans in the stadium during the playoffs. The head band director will communicate locations, dates, times and additional expectations for the playoff games through the calendar found at the Jenks Band Website, www.jenksband.com followed by an e-mail blast from a booster club officer and/or Chaperone Coordinator for chaperone needs.

Bus Management

BUS SEATING

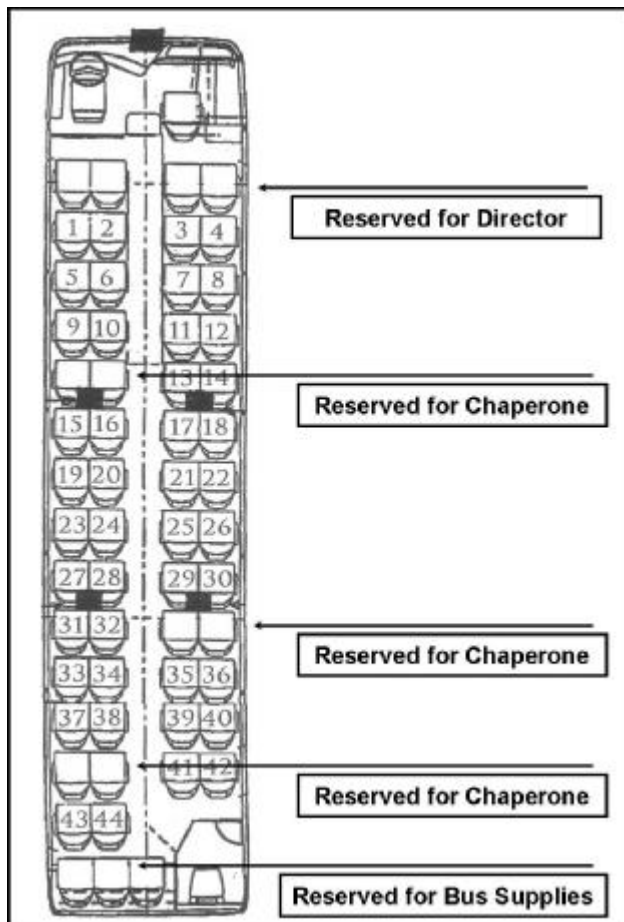
Chaperones are responsible for taking roll call. In most cases, students have signed up to sit on a specific bus and may sit where they choose unless assigned seating arrangements have been made by the band director prior to departure. A student bus roster, clip board and pen and bus number signage with tape is provided for each bus by the Chaperone Coordinator. The buses are typically numbered Bus 1, 2, 3, etc. Chaperones should tape the bus number signage to the passenger side lower right front window of the bus upon receipt from the Chaperone Coordinator. When the students get on the bus, they will take their seats for roll call.

Chaperones are responsible for notifying students to take their seats. After a roll call, students are not allowed to leave the bus. If there is an extenuating circumstance as to why a student needs to leave the bus after roll call, they should explain why they need to leave the bus and if approved, they must check back in with the chaperone(s).

Chaperones should conduct a final head count before the buses leave each location.

1. If a student is missing, ask the other students about the missing student. They usually know where they can be found.
2. If a student is not aware of the missing student, check with the band director assigned to the bus. A student may have extenuating circumstances and not be able to attend an event.

Chaperones should choose seats so they are located throughout the bus. On school bus trips, space is limited and may require a student or other adult member of the trip to sit in the same seat section. The front two seat sections of each bus are reserved for the use of the band director. On chartered bus trips, adults will have full seat section to themselves. Students may sit where they choose on the bus unless assigned seating arrangements have been arranged by the band director prior to departure. On chartered bus trips, adults will have full seat section to themselves. See **Figure 2** for general bus diagram and placement (Actual bus lay out may vary).



Safety of the students is extremely important and it is the chaperone's role to ensure students comply with Jenks Public School and Band specific rules. Chaperones should monitor the student's behavior and correct obvious infractions. Sitting, or standing in aisles, inappropriate contact between students, PDA (public display of affection), inappropriate clothing (or lack of), inappropriate language, excessive voices or blanket sharing (blankets can be shared, but hands must be on the outside of the blanket and is part of the band student code of conduct). Use your judgment on what is acceptable behavior.

If you ask a student to make an adjustment in their behavior and they refuse, contact the director on your bus. The band director is responsible for discipline on the trip. Discipline may include a permanent seating arrangement and/or movement to another bus.

If a student is transferred to another bus, chaperones are responsible for updating the bus roster for roll call purposes.

BUS SUPPLIES AND HOUSEKEEPING

Bus #1, whether it is a school bus or chartered bus will carry a comprehensive medical kit on all trips. The kit also contains the medical consent forms signed by the student's parent or guardian. A plastic container of supplies, A.K.A. Bus Box is provided for chartered bus trips with the corresponding bus number on it. Chaperones should become familiar with the contents of their bus box. The bus box includes paper towels, trash bags, wet wipes, antibacterial hand wash, toilet paper, and a limited supply of band aids, Tylenol, Ibuprofen and small bags in case someone becomes ill. An inventory sheet is located inside each bus box and any items used or missing should be submitted to the Chaperone Coordinator for replacement. The bus box should be placed in the back row of seats by the rest room.

Students should be responsible for cleaning their own area of the bus. Chaperones will pass through the bus with trash bags for clean up. When buses reach a destination, the students should not exit until told to exit by a director. An adult must be on the bus while any band student is on the bus. Chaperones should be the last ones off the bus and should check all storage bins, restroom (as applicable) and under seating areas to make sure that all students or items are not left on the bus. Direct any questions to the lead chaperone(s).

It is a best practice for chaperones to put personal belongings on their assigned bus or in the nose of Trojan Pride Trailer (when used) as soon as it arrives to enable other support activities to the students and directors. Activities may include, but is not limited to:

- Loading and unloading trailer supplies
 - Refreshments
 - Plumes and Gauntlets
 - Drum Major Podiums
 - Tents
- Loading and unloading bus supplies
 - Bus number signage
 - Medical kit
 - Supply containers
- Other needs at the request of the band directors

Movies shown on the bus to everyone or on personal DVD Players and other portable devices are to be PG – 13 or less. The director on each bus will decide if a movie is appropriate to be shown or not.

Hotel Management

OVER NIGHT TRIPS WITH HOTEL

Band parent sponsored hotel coordinator(s) typically arrive ahead of the band to schedule student/room assignments. Chaperones are assigned specific groups of students and rooms upon arrival to a hotel and are provided a packet containing an itinerary and student/room assignments with keys. The chaperone is responsible for their group of students' safety and

compliance with time management needs. The general outline for hotel management is as follows:

1. The itinerary will have a time for lights out. This means the student's room lights are out. Students are not to be on the phone (personal or hotel owned) and the room should be quiet. Please check the rooms assigned to you. If the TV is on, it must be turned down low. Chaperone should conduct a room roll call at this time.
2. Students are to keep the hotel phone on the hook for wake up calls or face a rude awakening by the chaperone. (Upper classmen have figured this out in an effort to obtain a late sleep in)
3. Remind the students of breakfast and bus loading times – if they are to bring a change of clothes with them in the morning remind them of that also.
4. Make sure the students in your assigned rooms have your room number and contact information in case there is a problem and they need to contact you.
5. The next morning, make sure your students are awake for breakfast; give them a wakeup call and a second call 15 minutes later to ensure they are up. Remind them that school dress code AND shoes apply when walking through the hotel. Encourage all students to eat breakfast.
6. Movies, Nintendo games, etc will be "turned off" in the students' rooms. There are to be NO CHARGES to the rooms.
7. Follow your itinerary, if you have any questions contact the trip Board Sponsor(s). Contact information will be provided in the trip itinerary.

ABSOLUTELY NO STUDENTS OF THE OPPOSITE SEX ARE TO BE IN THE SAME HOTEL ROOM! THIS INCLUDES BROTHERS/SISTERS.

MEDICAL NEEDS

The Jenks Band Medical Kit and the medical consent forms will be on Bus #1 with the appointed chaperone(s) and will be in their hotel room. If a chaperone or one of the students requires medical attention, contact the appointed medical kit chaperone(s) at any time of the day. Contact information will be provided in the trip itinerary.

CONTEST RECREATIONAL ACTIVITIES

When the band travels for overnight stays, recreational activities are usually scheduled to provide students time to unwind from long trips and performances. These activities are planned in advance and will have predefined costs and guidelines. Lead chaperones and directors will provide additional information upon arrival to the activity. Chaperones attend the recreational activities and allow the students their independence provided the students establish small groups and comply with the trip rules and regulations at the recreation site. Chaperones should mix and mingle periodically with the students during the activity to ensure needs and safety is met. Additional spending money beyond the trip account amount is at the discretion of the student and chaperone, but is recommended as a precaution due to unforeseen circumstances. The chaperones will take headcount and roll call upon return to the buses from the activity when leaving the site. This is also expected when buses stop for fuel, driver change or meal stops.

Bottom Line: If the bus stops and students depart the bus, head count checks are **always** taken before the bus leaves and communicated to the bus driver and band director assigned to that bus.

NON-MARCHING SEASON PERFORMANCES

Winter Guard and concert season are the other performance events that usually require travel and overnight stay. These seasons follow the trip performance guidelines for bus, hotel management and recreational activities for the chaperones and students. The exception is the Trojan Pride trailer is not taken and the band instruments are loaded by the students to the under storage area of the chartered buses.

RETURN TO CAMPUS HOUSEKEEPING

Chaperones are responsible for student departure from the bus. Chaperones should announce to students to pick up all personal items and remove trash from the bus. Chaperones will exit the bus last and walk through the bus to ensure students, personal items and trash has been removed. If personal items are found, the chaperone should take them to the head director's office in the band room for student recovery.

In case chaperones assist with unloading the trailer, one chaperone should be assigned to remain on the bus for the final walk through. In all cases, chaperones will not be dismissed until all the unloading and return to storage area activities in the band room is complete. Chaperones not able to perform strenuous lifting activities can assist with opening doors to and from the band room to expedite the process.

Band Director Performance Feedback

Band directors and guard instructors provide performance feedback to the students during and after performance events. It is critical for The Jenks Band Parent's Booster Club to support the band staff with their needs to grow the talent of the band students. However, the support does not include performance feedback. Chaperones and volunteers are not to provide any music or visual performance feedback to the students directly during coaching sessions or formal post performance feedback meetings with students.

If a chaperone or volunteer has an observation to make regarding musical or visual performances, they should direct it to a board officer in a private forum or hold their observations for monthly band parent meetings during the question and answer sessions with the band director.

Miscellaneous

The Jenks Band Parent’s Booster Club is here to support the Band Directors and follow their instructions to enable the band students with a positive learning environment. It would not be possible to have this environment without Band Parent support. We lead by example, teamwork, positive attitudes, patience, and a sense of humor! If you are a smoker, please be discrete. No alcoholic beverages are permitted during any performance event.

This is one of the life milestones you will always remember and treasure. Thank you for volunteering to be a chaperone in this life event for you and our great students and enjoy this rewarding experience!

GLOSSARY OF TERMS

Name Tag	An official Trojan Pride logo badge with lanyard provide as part of the membership dues or a volunteer only badge.
Gator	The John Deere electric cart used for hauling band equipment and booster supplies. This cart is limited in use to the percussion band director and the senior board officer.
Medical Kit	This is a comprehensive medical supply bag with signed medical consent forms.
Plumes and Gauntlets	These are marching band uniform accessories. Plumes attached to the top of the band hats. Gauntlets are attached at the wrist and forearm.
Recreational Activities	Usually several hours in length upon arrival at the performance destination. Examples of recreational activities include amusement parks, museums, community parks and tours, etc.
Volunteers	Volunteers Other band parents that assist with band related activities, such as, concession stands, loading and unloading of the trailer only, refreshment procurement, meal support, photography and hotel room coordination.

ADDENDUM

CHAPERONE HANDBOOK ACKNOWLEDGEMENT FORM

I certify by my signature that I have read, understand and agree to comply with the guidelines and expectations set forth in the Jenks Band Parents Chaperone Handbook. I also agree to attend and comply with the requirements set forth in the Jenks Public School Volunteer Program, attend an orientation and submit a completed Volunteer Contract Form #5-192 in order to qualify as a chaperone for the Jenks Band Program for the 2011-2012 school year.

Chaperone Copy

Name: _____
(Please Print)

Signature: _____ Date: _____

Detach and Return to Jenks Band Parents Club

CHAPERONE HANDBOOK ACKNOWLEDGEMENT FORM

I certify by my signature that I have read, understand and agree to comply with the guidelines and expectations set forth in the Jenks Band Parents Chaperone Handbook. I also agree to attend and comply with the requirements set forth in the Jenks Public School Volunteer Program, attend an orientation and submit a completed Volunteer Contract Form #5-192 in order to qualify as a chaperone for the Jenks Band Program for the 2011-2012 school year.

Jenks Band Parent Club Copy

Name: _____
(Please Print)

Signature: _____ Date: _____

Jenks Public Schools
Volunteer Contract

Name(s) _____ / _____
(Please Print) (1st Volunteer's Name) (2nd Volunteer's Name)

Address _____
(Street) (City) (Zip)

Phone _____
(Home) (Work) (Cell)

Email
Address(s) _____

Student's Name _____ Grade _____ Teacher's Name _____
(First) (Last)

To protect the students and their families and to achieve a program of high quality, Jenks Public Schools has set forth certain legal regulations and procedures which all volunteers/parents will be expected to observe.

Legal Regulations

1. All information to which the volunteer has access to in the classroom, office, or school is confidential.
2. For security reasons, volunteers must sign the volunteer registration book in the office and wear a volunteer badge when they arrive at school.
3. Volunteers must seek the aid of school personnel in case of discipline problems.
4. Volunteers may not administer medication or give medical treatment to students.
5. Volunteers should not promote commercial products, religious beliefs, political parties or candidates while at school.

Procedures

1. Follow all school district policy and procedures as outlined in the site handbooks.
2. Work under the direction and supervision of a teacher/staff member. It is the volunteer's duty to support the teacher.
3. Be dependable and on time. Notify your teacher/staff member when you will be absent. Contact the school office with last minute emergencies.
4. Record your hours of service at the school site.
5. Notify the teacher AND site volunteer coordinator if you must discontinue your volunteer job.
6. Avoid expressing differences of opinion or dissatisfaction in the presence of students.
7. Take matters of concern to the Volunteer Coordinator.

Signature _____
(Volunteer)

Signature _____
(Volunteer)

Date _____

_____ I want to volunteer this year.

_____ I do not want to volunteer this year.

_____ I have attended a volunteer orientation. (Date attended _____)

White Copy - Site Volunteer Coordinator Yellow Copy - Classroom Teacher Pink Copy - Volunteer