

CVHS MARCHING BAND – GENERAL CHAPERONE INSTRUCTIONS

(updated 6July2013)

- Arrive at school at designated student call time (please be on time!)
- On arrival at CVHS:
 - Check-in at Mr. Schick's office to get bus assignment and pick up Bus Binder
 - Review event instructions in Bus Binder for special instructions
 - Check your cell phone number listed in Binder and let Christine know if it is not correct
 - Head outside and find your assigned bus, tape bus sign from Binder in front curb-side window
 - Reserve four (4) front bench seats for Staff and Chaperones
 - If you're on BUS with Color Guard (usually Bus #2), reserve 3 more rows (both sides) for Color Guard
 - Get your bus driver's name & cell phone number, record in Binder
- Leaving CVHS:
 - Stand at door of bus with fellow chaperone while students board bus
 - Chaperone #1: check to ensure students have required equipment before loading
 - Chaperone #2: take attendance (w/student list in Bus Binder)
 - Once students are checked on board, there should be no on-and-off privileges
 - Bus assignment is strictly enforced, no switching is allowed unless approved by Mr. Schick and you must personally verify it with Mr. Schick or Christine
 - Make note of any missing students and let Mr. Schick know before leaving
 - Bus #1: some "missing" students may actually be on equipment crew
 - When all loaded, let Christine know you are "complete", give total head count to bus driver

Required Equipment

Uniformed Event

- Instrument
- Music & Flip-folder!
- Hat
- Neat hair, etc.
- Clean gloves
- Clean black shoes
- Calf-high black socks

Non-Uniformed Event

- Instrument
- Music & Flip-folder!
- Jeans
- Assigned shirt (usually band polo or t-shirt)
- White shoes

Make sure each student has or knows where their equipment is (ask them to SHOW you)

If not right, send them back to band room to fix it! Be tough! When in doubt, send them back!! It's important.

- Arriving at Event:
 - Once off freeway, have students put on their hats, button jackets, get instruments ready
 - Once parked, let all Percussion, Equipment Crew, Color Guard, & Drum Majors off the bus first
 - Give them a few minutes head start to meet with Mr. Schick and get instruments unloaded
 - Then unload remaining students and hustle them to get their instruments and move to warm-up area
 - Follow band or Mr. Schick's instructions to warm-up area and/or stands
 - **Keep the bus binder with you at all times. Don't leave it on the bus.**
- Leaving event for CVHS:
 - Take attendance as students board the bus, make sure no one is left behind
 - Remind students to take care of their "freshman duties"
- Arriving back at CVHS:
 - Remind students to take all their belongings with them, including trash
 - Once parked, let all Percussion, Equipment Crew, Color Guard, & Drum Majors off the bus first
 - Give them a few minutes then unload remaining students
 - The non-Eq/Perc crew students need to enter band room from poolside-hallway door
 - Check bus for items left behind, thank the bus driver, and return Bus Binder to Mr. Schick's office

THANKS!