

Minooka Community High School



Marching Indians

Band & Guard Booster

Handbook and By Laws

Minooka Community High School
301 S. Wabena Avenue
Minooka, IL 60447

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Article I – Introduction

Welcome to the Minooka Community High School Marching Indians Band & Guard Boosters!

The Marching Indians Band & Guard Boosters are a group of parents, guardians, relatives, educators and community members who join together with the common interest of supporting and promoting the Marching Indians. This effort is primarily oriented toward benefiting Band and Guard members through:

- Fundraising
- Volunteerism
- Community awareness
- Ensuring organized, safe travel to, from and during events
- Assisting the Band Director, Assistant Band Director, Percussion Instructor and Guard Coordinator in activity management
- Uniform management and movement
- Equipment management and movement

The Boosters are organized through these established by laws and governed by an elected Executive Board.

The Boosters look to the Band Director and Assistant Band Director for leadership and guidance in identifying the needs of the Marching Indians.

The Boosters maintain independent financial accounts separate from Minooka Community High School.

While most activities for the Marching Indians occur during the fall and winter months, maintaining a positive experience for the student performers is a year-round effort. All parents and guardians of Band and Guard members are considered Boosters. You are welcomed and needed to support our Band Director, Assistant Band Director, Percussion Instructor and Guard Coordinator throughout the year.

Article II – Mission Statement

The Minooka Community High School Marching Indians Band & Guard Booster organization exists to help foster an environment where all student performers can excel as proud, confident and satisfied members – creating a successful Marching Indians season year after year.

Article III – Staff and Executive Board

Minooka Community High School District 111 Staff Members:

Band Director and Assistant Band Director

The Band Director and Assistant Band Director design, select and schedule all performances, competitions, field shows, parades and camps. Schedules are submitted to the Booster organization to coordinate fundraising and volunteer support.

Auxiliary Staff:

Guard Coordinator

Working directly with the Band Director and Assistant Band Director, the Guard Coordinator prepares Colorguard and Winterguard performance routines, competition routines and camps, and schedules tryouts and practices.

Percussion Instructor

Working directly with the Band Director and Assistant Band Director, the Percussion Instructor prepares student percussion performers.

Executive Board:

The Executive Board is comprised of the following elected officers:

President

The President prepares meeting agendas, conducts meetings, oversees committees and coordinators, organizes specific functions of the Boosters, and works directly with the Band Director, Assistant Band Director, Guard Coordinator and Percussion Instructor. The President appoints coordinators to standing and special committees authorized under the Band & Guard Booster Handbook and By Laws. The President serves as ex-officio member of all standing and special committees with the exception of the Nominating Committee. The President represents the Boosters before the public either personally or through delegates.

Vice President

The Vice President acts as aide to the President and oversees operations in the President's absence or inability of that officer to act. If a mid-term vacancy occurs in the office of President the Vice President will fill the un-expired term.

Treasurer

The Treasurer is responsible for the maintenance of the general fund and student performer accounts. The Treasurer receives, deposits and records all monies, keeps a full and accurate account of all receipts and expenditures, pays bills, and provides a monthly statement of Booster and student performer accounts. The Treasurer prepares all temporary banks necessary for any fundraising activity, and is responsible for receiving and accounting for all monies at the close of each fundraising activity. The Treasurer submits the books to the High School auditors at the end of the fiscal year. With the approval of the Executive Board, the Treasurer may appoint temporary Assistant Treasurers as needed.

Secretary

The Secretary takes minutes at all meetings, submits written minutes for review and maintains a historical record of past meeting documents. The Secretary makes and distributes meeting notices, and prepares correspondence as required. The Secretary maintains the Band & Guard Booster Handbook and By Laws with any and all amendments properly recorded. The Secretary will make the Handbook and By Laws available at all meetings.

Nominations, Elections and Vacancies

The Nominations Coordinator will select up to four Booster volunteers as a Nominations Committee to assist in obtaining candidates for any openings of elected officer positions. The Nominations Coordinator will present a report and submit names for consideration at the regular meeting in April. Before the election at the regular meeting in May, additional nominations from the floor are permitted. The officer(s) are elected by majority vote and term of office is July 1 through June 30.

An elected officer may resign at any time upon written notice to the President. If a mid-term vacancy occurs in the office of President, the Vice President will fill the un-expired term. If a mid-term vacancy occurs in the office of Vice President, Secretary or Treasurer, the Nominations Committee will present a candidate for the vacancy at the first regular meeting following the vacancy. Additional nominations may be made from the floor. The officer(s) are elected by majority vote and assume the duties of the office for the remainder of the term.

Any person may serve as an elected officer as long as they are a parent or guardian of a currently enrolled student performer.

No member will hold more than one office at a time.

Article IV – Meetings

The regular Booster meetings are held at 7:00 PM on the first Monday of the month in the Band Room at the High School. If the first Monday of the month is a holiday the regular meeting will be the second Monday of the month.

The President may call special meetings, the purpose of which will be stated in the call. Except in cases of emergency, at least one week's notice will be given.

Robert's Rules of Order will govern all meetings. A Quorum will consist of at least three elected officers and any members present at each meeting.

A majority vote of all members present will carry all motions.

Article V – Fundraising and Volunteerism

Fundraising

For the purposes of the Marching Indians Band & Guard Boosters ***fundraising service*** is defined as:

Offering time willingly during events and activities where profit for the benefit of all student performers may be realized.

Many items are provided for the benefit of all student performers out of Booster fundraising efforts. Examples may include but are not limited to first aid supplies, capital investment items (uniform replacements, trailer maintenance), and communication costs (postage, mailing supplies). Designated fundraising events directly subsidize the annual summer Band Camp and the biennial Band Trip.

Fundraising events are defined as occasions where a physical presence is needed to perform work. Examples may include but are not limited to the Dinner Dance, Craft Fair, Bake Sales, Concessions Sales, Shake-A-Can, Car Show, Minooka Summerfest and Three Rivers Festival (listed in APPENDIX A). On these occasions workers are wholly responsible for signing in and out in order to qualify for earnings.

Fundraising activities are defined efforts performed over the course of time. Examples include but are not limited to Miscellaneous Raffles, Butter Braid Sale and service for Special Fundraising Committees (listed in APPENDIX A).

Volunteerism

For the purposes of the Marching Indians Band & Guard Boosters ***volunteer service*** is defined as:

Offering time, talent, goods and/or services willingly, for the non-profit benefit of the Marching Indians.

A dedicated volunteer force is necessary to make sure all events and activities are safe and successful. Volunteerism can be displayed in many ways. Some volunteers offer

their time and talent to the booster organization. Some volunteers contribute by donating items of many types. Every individual's contribution is important, welcomed and appreciated at what ever level is offered.

Volunteer events and activities may include, but are not limited to Band Camp, Band Trip, Band Night, parades, field shows, competitions, football games and service on Standing Volunteer Committees.

Article VI – Band and Guard Booster Funds

General Fund

This account is earmarked toward capital investment items that may include but are not limited to uniform replacements, trailer maintenance, communication costs and all operating expenses of the Boosters. Ten percent of all profit from fundraising events and activities is credited to the General Fund. Profit is defined as revenue less eligible expenses. Net profit is defined as profit less the ten percent for credit to the General Fund.

Special Funds

Trip Fund

This account is earmarked for expenses associated with the biennial Band Trip.

Band Camp Fund

This account is earmarked for expenses associated with the annual Band Camp.

Help Fund

This account is earmarked to assist student performers in need with the payment of Band Camp fees and purchasing instruments, supplies and required uniform elements. Applicants must complete and submit a Help Fund Disbursement Request Form to the Boosters. The Band Director, President and Treasurer review the Help Fund Disbursement Request Form and decide whether or not to approve the request.

High School Scholarship Fund

At the last regular meeting in February, Booster membership may vote to transfer a sum of money from the Help Fund to this account. This account is earmarked for assistance with the payment of band or guard oriented camps, seminars and conferences that may benefit student performers. Applicants must complete and submit a High School Scholarship Fund Disbursement Request Form to the Boosters. The Band Director, President and Treasurer review the High School Scholarship Fund Disbursement Request Form for approval. Money available in the High School Scholarship Fund will be equally divided between approved requests, not to exceed the cost of the activity.

College Scholarship Fund

At the last regular meeting in February, Booster membership may vote to transfer a sum of money from the Help Fund to this account. This account is earmarked for assistance to graduating senior student performers who will be pursuing a degree in the musical

field. Applicants must complete and submit a College Scholarship Fund Disbursement Request Form along with appropriate documentation to the Boosters. The Band Director, President and Treasurer review the College Scholarship Fund Disbursement Request Form(s) for approval. Money available in the College Scholarship Fund will be equally divided between approved requests, not to exceed the amount of the request(s). Checks will be made payable to, and mailed directly to the college or university.

Article VII – Student Performer Accounts

An account is maintained for each student performer comprised of all monies earned from the student performer's direct participation in fundraising activities. Throughout the year many fundraising opportunities are available to earn money into student performer accounts. These earnings can be applied toward Band Camp, Leadership Camp, Band trips, music lessons and other approved Band and Guard related purchases.

Student performers earn money into their accounts in the following ways:

- 1) Direct sales of products or raffle tickets.

Student performers earn a portion of the cost of each product or ticket they sell. The portion earned is based upon the cost of the product or ticket and voted on by the Booster membership.

Example: Butter Braid sales

Each Butter Braid is sold for \$10.00. The Booster membership votes that each student performer earns \$7.00 for each unit the student performer sells.

<i>Name</i>	<i>Units Sold</i>	<i>Earnings</i>	
		<i>Per Unit</i>	<i>Earnings</i>
<i>Jane Trumpet</i>	<i>5</i>	<i>7.00</i>	<i>\$35.00</i>
<i>Cindy Colorguard</i>	<i>3</i>	<i>7.00</i>	<i>\$21.00</i>
<i>Charlie Snare</i>	<i>7</i>	<i>7.00</i>	<i>\$49.00</i>
<i>Freddy Flute</i>	<i>4</i>	<i>7.00</i>	<i>\$28.00</i>

- 2) Staffing fundraising events where net profit earned is not designated for a specific purpose or fund.

Net profit earned is divided among the accounts of the student performers who physically staff the event based upon the amount of hours each student performer works.

Example: Car Show

Net profit earned from the Car Show is \$200.00. Student performers work a total of 10 hours staffing the event resulting in an hourly wage of \$20.00.

<i>Name</i>	<i>Hours Worked</i>	<i>Hourly Wage</i>	<i>Earnings</i>
<i>Jane Trumpet</i>	<i>4</i>	<i>20.00</i>	<i>80.00</i>
<i>Cindy Colorguard</i>	<i>3</i>	<i>20.00</i>	<i>60.00</i>
<i>Charlie Snare</i>	<i>2</i>	<i>20.00</i>	<i>40.00</i>
<i>Freddy Flute</i>	<i>1</i>	<i>20.00</i>	<i>20.00</i>
<i>Total Hours Worked</i>	<i>10</i>	<i>20.00</i>	<i>\$200.00</i>

- 3) Staffing fundraising events where net profit earned is designated for a specific purpose or fund.

The Booster membership may vote to assign a specific portion of the net profit earned to be divided among the accounts of the student performers who physically staff the event, or vote on an hourly wage for student performers who physically staff the event. The remaining net profit is credited toward the designated purpose or fund.

- a) If the Booster membership votes to assign a specific portion of the net profit earned, it is divided by the total hours worked by student performers to arrive at an hourly wage.

Example: Craft Fair

Net profit earned from the Craft Fair is \$1000.00. Student performers work a total of 20 hours staffing the event. The Booster membership votes that the portion of the net profit to be divided among student performers who physically staff the event is \$300.00, resulting in an hourly wage of \$15.00.

<i>Name</i>	<i>Hours Worked</i>	<i>Hourly Wage</i>	<i>Earnings</i>
<i>Jane Trumpet</i>	<i>6</i>	<i>15.00</i>	<i>90.00</i>
<i>Billy Tuba</i>	<i>7</i>	<i>15.00</i>	<i>105.00</i>
<i>Cindy Colorguard</i>	<i>3</i>	<i>15.00</i>	<i>45.00</i>
<i>Charlie Snare</i>	<i>2</i>	<i>15.00</i>	<i>30.00</i>
<i>Freddy Flute</i>	<i>2</i>	<i>15.00</i>	<i>30.00</i>
<i>Totals</i>	<i>20</i>	<i>15.00</i>	<i>\$300.00</i>

- b) Alternatively, the Booster membership may vote on an hourly wage for student performers who physically staff the event.

Example: Craft Fair

Net profit earned from the Craft Fair is \$1000.00. Student performers work a total of 20 hours staffing the event. The Booster membership votes on an hourly wage of \$5.00.

<i>Name</i>	<i>Hours Worked</i>	<i>Hourly Wage</i>	<i>Earnings</i>
<i>Jane Trumpet</i>	<i>6</i>	<i>5.00</i>	<i>30.00</i>
<i>Billy Tuba</i>	<i>7</i>	<i>5.00</i>	<i>35.00</i>
<i>Cindy Colorguard</i>	<i>3</i>	<i>5.00</i>	<i>15.00</i>
<i>Charlie Snare</i>	<i>2</i>	<i>5.00</i>	<i>10.00</i>
<i>Freddy Flute</i>	<i>2</i>	<i>5.00</i>	<i>10.00</i>
<i>Totals</i>	<i>20</i>	<i>5.00</i>	<i>\$200.00</i>

Deposits

The Treasurer will make deposits to student performer accounts after the close of each fundraising activity.

Withdrawals

Eligible withdrawals from student performer accounts include and can be applied toward Band Camp expenses, Band Trip expenses, Leadership Camp, required Band and Guard apparel, required equipment, required supplies and music lessons. A complete and accurate Student Performer Account Disbursement Form along with appropriate receipts and documentation must be submitted to the Treasurer for each withdrawal.

If a student performer who is a graduating senior or will otherwise no longer be a member of the Marching Indians has a balance remaining in their account, that balance will be transferred to the account(s) of any sibling(s) who are current student performers. If a student performer who is a graduating senior or will otherwise no longer be a member of the Marching Indians has a balance remaining in their account, and that student has no sibling(s) who are current student performers, that balance will be transferred to the Help Fund.

Article VIII – Expenditures and Reimbursements

Any officer, while acting within the course and scope of their duties may, without prior approval, expend up to \$300.00. Expenditures over \$300.00 must be approved by a majority vote of the Executive Board.

Any Special Fundraising Event Committee Chairperson, while acting within the course and scope of their duties may, without prior approval, expend up to \$150.00. Expenditures over \$150.00 must be approved by a majority vote of the Executive Board.

A complete and accurate Reimbursement Request Form with original receipts or invoices attached must be submitted to the Treasurer to qualify for reimbursement. Reimbursement Request Forms must be submitted to the Treasurer within 30 days of the close of the activity or event.

If a member of the Executive Board submits a Reimbursement Request Form, two other members of the Executive Board must approve. For all other submitted Reimbursement Request Forms, the Treasurer and President must approve.

Article IX – Standing Volunteer Activity Committees

Telephone Tree Committee

This coordinator maintains an accurate and up to date telephone list of Booster parents, guardians and student performers, acts as a liaison between coordinators of various Marching Indians events and fundraising activities that may require activation of the Telephone Tree and activates the Telephone Tree when necessary.

Marching Indians Newsletter Committee

This coordinator prepares and distributes a quarterly publication containing timely, accurate and pertinent information and accomplishments to keep parents, guardians and student performers up to date, obtains approval from the Band Director, Assistant Band Director, Guard Coordinator and Percussion Instructor for all Band and Guard program information, and obtains approval from the President for all Booster information.

Marching Indians Website Committee

This coordinator maintains and updates an attractive, timely, accurate and user-friendly Marching Indians website (www.mchsbandonline.com) containing pertinent information and accomplishments to keep parents, guardians and student performers up to date, obtains approval from the Band Director, Assistant Band Director, Guard Coordinator and Percussion Instructor for all Band and Guard program information and obtains approval from the President for all Booster information.

Transportation Committee

This coordinator is responsible for all matters pertaining to the loading, unloading, set up, and transportation of band equipment, schedules usage of the school van and adult drivers, ensures scheduled adult drivers are registered with the school, selects volunteer helpers and delegates tasks where necessary.

Nominations Committee

This coordinator selects up to four volunteers as a Nominations Committee to assist in obtaining candidates for any openings of elected officer positions, presents a report and submits names for consideration at the regular meeting in April. If a mid-term vacancy occurs in the office of Vice President, Secretary or Treasurer, the Nominations

Committee will present a candidate for the vacancy at the first regular meeting following the vacancy.

Chaperone Committee

This coordinator schedules an adequate number of adult chaperones for any activity away from the school grounds, prepares and distributes attendance sheets for bus transport, prepares and distributes a list of contact telephone numbers when necessary, prepares water coolers and bottles, assigns adult volunteers to oversee the hydration of student performers, selects volunteer helpers and delegates tasks where necessary.

First Aid Committee

This coordinator as medical knowledge, provides basic first aid services, communicates directly with parents and guardians when medical conditions arise, maintains and replenishes first aid supplies, maintains student performer's medical documents, distributes portable First Aid kits to adult volunteers as necessary, selects qualified adult volunteers and delegates tasks where necessary. The First Aid Coordinator or qualified adult volunteer travels with the Marching Indians to all events.

Percussion and Pit Committee

This coordinator liaises with the Band Director, Assistant Band Director and Percussion Instructor to facilitate the management and movement of equipment and materials necessary for Pit and Drum Line during events, performances, competitions and home football games, selects volunteer helpers and delegates tasks where necessary.

Uniform Committee

This coordinator schedules and organizes uniform fitting, tailoring, maintenance and dry cleaning, organizes uniform distribution and grooming, maintains uniform supplies, organizes transport of uniforms and uniform supplies, maintains a list of assigned uniforms, liaises with the Band Director, Assistant Band Director, Guard Coordinator and Percussion Instructor when necessary, selects volunteer helpers and delegates tasks where necessary.

Event Committees:

Band Camp Committee

This coordinator(s) manages all activities necessary for Band Camp, including but not limited to forms, transportation, chaperones, bus assignments, room assignments, leisure activities, equipment and supplies, liaises with the Band Director, Assistant Band Director, Guard Coordinator and Percussion Instructor when necessary, selects volunteer helpers and delegates tasks where necessary. Sub-committees may include but are not limited to Chaperones, Form Management, Order Management and Pot Luck.

Band Trip Committee

This coordinator(s) manages all activities necessary for the biennial Band Trips, liaises with the Band Director and Assistant Band Director when necessary, selects volunteer helpers and delegates tasks where necessary.

Football Game Committee

This coordinator manages all activities necessary for regular season and playoff home football games, coordinates practice field preparation, liaises with the Band Director, Assistant Band Director, Guard Coordinator, Percussion Instructor and Pit and Percussion Coordinator when necessary, selects volunteer helpers and delegates tasks where necessary.

Band Night Committee

This coordinator manages all activities necessary for Band Night, liaises with the Band Director, Assistant Band Director, Guard Coordinator, Percussion Instructor and Pit and Percussion Coordinator when necessary, selects volunteer helpers and delegates tasks where necessary.

Hot Cocoa Night Committee

This coordinator manages all activities necessary for Hot Cocoa Night, liaises with the Band Director, Assistant Band Director, Guard Coordinator, Percussion Instructor and Pit and Percussion Coordinator when necessary, selects volunteer helpers and delegates tasks where necessary.

U of I Marching Festival Committee

This coordinator manages plans and organizes a luncheon to be served to student performers at the U of I Marching Festival, selects volunteer helpers and delegates tasks where necessary.

Article X – Chaperones

The role of the chaperone is to ensure student performer safety, provide supervision and to facilitate the smooth operation of the event or activity. Chaperones are expected to follow and implement behavior and dress policies and procedures as stated in the Minooka Community High School District 111 Student/Parent Handbook.

For Band Camp and Band Trips the preferred ratio is one adult for each eight student performers. For bus transport the preferred ratio is two adult chaperones per bus. For parades the preferred ratio is one adult per each band or guard section.

A listing of guidelines and responsibilities can be found in Appendix B.

Article XI – Amendments

Proposed amendments to the Band & Guard Booster Handbook and By Laws may be presented for review at any general meeting. The Band & Guard Booster Handbook and By Laws may be amended by a majority vote of the members present at the subsequent general meeting.

Record of Amendments:

APPENDIX A – Special Fundraising Events and Activities

Special Fundraising Events and Activities may include but are not limited to those listed below.

Dinner Dance

This chairperson(s) coordinates all activities necessary for the Dinner Dance, liaises with the Band Director and Assistant Band Director when necessary, selects volunteer helpers and delegates tasks where necessary. Sub-committees may include but are not limited to Tickets, Decorations and Solicitations. The Booster membership has voted that the net profit from the Dinner Dance is credited toward the Trip Fund.

Craft Fair

This chairperson(s) coordinates all activities necessary for the Craft Fair, selects volunteer helpers and delegates tasks where necessary. Sub-committees may include but are not limited to Exhibitors, Concessions and Publicity. The Booster membership has voted that the net profit from the annual Craft Fair (less any payments to student performer accounts) is credited toward the Band Camp Fund.

Car Show

This chairperson coordinates all activities necessary for the Car Show, selects volunteer helpers and delegates tasks where necessary.

Minooka Summerfest

This chairperson(s) coordinates all activities necessary for the Minooka Summerfest, selects volunteer helpers and delegates tasks where necessary. Sub-committees may include but are not limited to Dunk Tank, Moon Walk and Mum Sales.

Three Rivers Festival

This chairperson coordinates all activities necessary for the Three Rivers Festival, selects volunteer helpers and delegates tasks where necessary.

Butter Braid

This chairperson coordinates all activities necessary for Butter Braid sales, selects volunteer helpers and delegates tasks where necessary.

Shake-A-Can

This chairperson coordinates all activities necessary for Shake-A-Can, selects volunteer helpers and delegates tasks where necessary.

Miscellaneous Raffle(s)

This chairperson(s) coordinates all activities necessary for Miscellaneous Raffle(s), including but not limited to Cash Raffle, Trip Raffle and 50/50 Raffle, selects volunteer helpers and delegates tasks where necessary.

APPENDIX B – Chaperone Guidelines and Responsibilities

Guidelines

Chaperones should:

- Be at least 21 years of age.
- Attend pertinent pre-event or activity information meetings or sessions.
- Place the safety of the student performers uppermost.
- Be alert to potential dangers.
- Refrain from smoking, drug use or alcohol consumption while on duty.
- Refrain from profanity or otherwise inappropriate language or subject matter.
- Avoid promoting political or religious viewpoints or practices while on duty.
- Avoid bringing the student performer's siblings or other children to activities and events.
- Dress appropriately for the weather and type of event or activity.
- Be flexible, aware of the itinerary and itinerary changes.
- Communicate the itinerary and itinerary changes to student performers.
- Be available and willing to perform additional activity or event duties if necessary.
- Supervise student performers in a firm but courteous manner.
- Offer praise and encouragement to student performers whenever possible.
- Refrain from the use of corporal discipline or inappropriate physical contact with student performers.
- Discourage the use of profanity or otherwise inappropriate language or subject matter by student performers.
- Discourage public displays of affection between student performers.
- Confiscate any profane or otherwise inappropriate reading material, video, or audio.
- Refrain from administering anything other than basic first aid unless trained to do so.
- Follow all safe first aid practices to prevent transmission of bodily fluids.
- Keep student performer medical information confidential.
- Release student performers to parents and guardians only, unless other arrangements have been previously approved.
- Report any emergencies, behavior concerns, first aid concerns or missing student performers to the Band Director or Assistant Band Director immediately.

Responsibilities

Chaperones should:

- Arrive at the designated meeting place in a timely manner.
- Upon arrival, report to the Chaperone Committee Chairperson or their designated representative and sign in if required.
- At the close of the activity or event, and before departing, check with the Chaperone Committee Chairperson or their designated representative and sign out if required.

Bus Chaperoning

School bus assignments are determined prior to band camp and do not change over the course of the school year. For motor coach transport, bus assignments may differ from

school bus assignments. The Chaperone Committee Chairperson or their designated representative will provide a bus attendance sheet and list of contact telephone numbers for each bus. The First Aid Committee Chairperson or the Chaperone Committee Chairperson or their designated representative(s) will issue first aid kits for each bus.

Chaperones should:

- Ensure that a first aid kit has been issued.
- Ensure that a correct attendance sheet has been issued.
- Ensure that a list of contact telephone numbers has been issued.
- Take attendance for any departure.
- Be alert to any mechanical issues with the bus.
- Report any unsafe bus conditions to the Band Director or Assistant Band Director immediately, by use of mobile telephone if necessary.
- Be aware of the bus driver's physical and mental condition.
- Report any unsafe conduct or behavior by the bus driver to the Band Director or Assistant Band Director immediately, by use of mobile telephone if necessary.
- Maintain order and safety during the trip.
- Enforce noise restrictions while on the bus.
- Allow no instruments to be played on the bus.
- Ensure that student performers remain seated while the bus is in motion.
- Ensure that student performers keep head and limbs inside the bus at all times.
- Ensure that student performers do not throw anything out of the bus windows.
- Enforce any limits on consumption of food or beverages as determined for the trip.
- Require student performers to dispose of trash in an appropriate manner.
- When in doubt, accede to the bus driver's rules of conduct.
- Obtain a parent or guardian signature on the attendance sheet for student performers who are not riding the bus on the return trip.
- Check the bus after student performers exit for trash, personal items or belongings.

Parade Chaperoning

The primary concern during parade events is the sufficient hydration of student performers. Other concerns include, but are not limited to the safety and appearance of student performers. The responsibilities listed below may also apply during field shows, competitions, concerts, performances and Band Camp.

Chaperones should:

- Perform uniform and appearance checks, with attention to the elements specific to each uniform.
- March alongside student performers, with a specific section if one is designated.
- Carry and distribute water bottles among student performers.
- Encourage student performers to continually hydrate with water.
- Discourage the student performers from placing their mouths on the water bottle.
- Be attentive to the physical and mental condition of all student performers.
- Inform the First Aid Committee member of any potential or existing emergency situations.

- Refill water bottles if designated to do so.
- Retrieve any dropped uniform or equipment elements.

Overnight Trip Chaperoning

Chaperones should:

- Enforce curfew, lights out and noise restriction rules.
- Perform room checks as directed.
- Enforce room and floor assignments.
- Perform wake ups as directed.
- Ensure that rooms are locked when unoccupied.
- Ensure that rooms are locked after curfew.
- Take attendance at the designated time(s) of day.
- Monitor hotel, motel or dormitory hallways and rooms during overnight hours, if appointed to do so.
- Refrain from allowing young women and young men to be together in hotel, motel or dormitory rooms unchaperoned.
- Ensure that rooms are free of personal items and belongings upon departure.

Marching Indians Band & Guard Booster Handbook and By Laws approved

_____ (Date)

Signed:

President

_____ Date _____

Vice-President

_____ Date _____

Treasurer

_____ Date _____

Secretary

_____ Date _____