

CHAPERONE RESPONSIBILITIES

The task of a Band chaperone in a major trip such as this is a busy and important one. Chaperones have many responsibilities. They are present to assist, supervise, and help as needed. Duties will be assigned as needed throughout the trip. Students are reminded that chaperones are serving the Band members... but they are also participants on the trip. Remember their function... they are there to help. Listen to your chaperones, work with them, and above all respect them. Give them your full cooperation, and let them ENJOY their trip too.

- Chaperones are assigned certain students for all situations... by room. Responsibilities include attendance, wake up calls, evening curfew checks, bus attendance, rule enforcement, etc.
- When loading the bus- Chaperones should wait outside the bus until all of their assigned students are on the bus. Once all of your assigned students are on the bus, then get on. This is how we will take bus attendance.
- Chaperones have the RESPONSIBILITY and the RIGHT to enter rooms to check attendance for curfew. Students need to be in the correct spot. The chaperone will also be checking the room for cleanliness.
- Have the trip manual with you always.
- Assist with uniforms, luggage, instruments, equipment, medication, and other student personal needs.
- Always remind students of the next activity.... Time/place to meet... what to wear... what to bring... what to have or NOT have... money needed etc.
- BE VISABLE always... in the halls... around the hotel... on tours etc.
- Bring concerns to a staff member ASAP.
- When checking in on Thursday afternoon, Chaperones should look for Linda Rome (tour director) and get the keys for their student's rooms. Individual students should not come up to her and ask for keys.
- When changes to itinerary are needed, make a note of those changes and then make sure that your students know about that change
- Chaperones need to listen carefully to the Tour Directors directions, pick-up and drop of times and locations etc. IT IS VERY IMPORTANT TO UNDERSTAND that it is IMPOSSIBLE to move as a whole group in NYC. They need to move in chaperone groups. Stay in chaperone groups!!!

YOUR time, effort, and love on behalf of the VW Band is appreciated. Many times all that the students need is your adult attitude and wisdom. With everyone doing their part... this will be a great journey.

ENJOY THE TRIP!

GENERAL GUIDELINES

This is a Board of Education approved trip. ALL school rules and regulations as outlined in the official student handbook are in effect.

Any other rules and regulations are not meant as a damper to fun... but quite the opposite... they ensure an outstanding and memorable trip. Everyone must discipline themselves accordingly to work within the structure of the group.

- ASK BEFORE DOING
- THINK BEFORE ACTING
- DON'T DO STUPID THINGS
- Each student is responsible for his/her actions. Violations will result in appropriate reaction.
- **Each person is expected to be polite and courteous to chaperones, hotel personnel, tour guides, food service personnel, ALL humans, and anything else they come in contact with.**
- **There is to be no complaining! There will be changes to the schedule, a rainy day, or something that makes you *want* to complain... resist the urge!**
- **Represent yourself in a manner that will make everyone proud. Force people to be GLAD that we are there... NOT glad that we are leaving. We are representing Van Wert Bands, VWHS, VWCS, the community, the State of Ohio, and YOURSELF!**

PACKING INFORMATION

SEE ADDITIONAL SHEET FOR SPECIFIC INFORMATION ON CLOTHING NEEDS

WHAT TO PACK

Deodorant, toothpaste, toothbrush, shaving gear, comb/brush, sanitary napkins, hair dryer, jacket/sweatshirt, camera (film), games/cards, mp3 player (with headphones ONLY), comfortable shoes, undergarments, socks, instrument, music, valve oil, extra reeds, casual clothes, dress clothes (1 set), Concert Band Uniform, umbrella/raincoat, snacks, pop.

MONEY

You will need to have money for three lunches. Each of these three lunches can be between \$10-20 per meal. Other meals are PREPAID. Additional spending money is up to you. The Band Parents will be giving each student \$_____ as meal and spending money. The students will get this money at the beginning of the trip from the chaperones. Please plan accordingly.

HOW TO PACK

What you pack needs to fit in ONE suitcase to go UNDER the bus. You may also have a small carry-on bag with you on the bus (which needs to have the umbrella or raincoat). MOST instruments will go UNDER the bus. Small instruments (flute, clarinet) will go on the bus in the overhead compartments (or in your luggage if it fits). You may wish to have a pillow/blanket for the overnight bus ride (no blanket sharing). MANY of the items on the packing list DO NOT require 4 per room. Roommates should discuss needs and share accordingly.

WHAT NOT TO PACK

Illegal substances, tobacco, alcohol, fireworks, laptop computers or anything that we both know you shouldn't have in your possession are all prohibited on this trip.

ROOM RULES

We are NOT the only ones staying in this hotel during these days. There are families on vacation, businessmen in town for business, and more. You MUST be courteous to these people with respect to space, time, noise, and general consideration for their wellbeing.

- Keep door locked at all times
- When you are in the room... keep the door closed
- Keep money and valuables in a safe, hidden place. DO NOT leave it laying around the room
- Take care of the room. They will be inspected.
- **NO ONE OUT OF ROOMS AFTER CURFEW. After curfew... GO TO BED... there are others in the hotel trying to sleep... DO NOT BE NOISY.**
- No visitors from outside our group in the rooms.
- No more than 6 students in the room at once
- **NEVER a boy in a girl's room... or girl in a boy's room... EVER.**
- No calls to other rooms after curfew (this includes cell phones and texting).
- **NO TOBACCO-ALCOHOL-DRUGS ANYWHERE AT ANYTIME EVER ON THIS TRIP**
- Close the drapes when changing clothes
- DON'T BE STUPID
- No "room souvenirs"
- Do not leave the hotel unless you are with the full group, or designated chaperone and heading for a group activity
- **COOPERATE FULLY WITH THE HOTEL SECURITY STAFF**
- We WILL be staying in a major (and very nice) hotel in the middle of a major downtown area. Use your head, never go anywhere, follow the above rules and you will be safe.

BUS RULES

- **NO TOBACCO-ALCOHOL-DRUGS ANYWHERE AT ANYTIME EVER ON THIS TRIP**
- Keep your bus clean... place trash in containers. Make sure the bus is cleaned every time we leave it at the end of the day, and throughout the trip there and back.
- NO switching of busses... stay on the bus to which you were assigned
- Check in with YOUR chaperone EVERY TIME you enter the bus
- ONE PER SEAT
- No blanket sharing
- Restrooms are OFF LIMITS... there will be stops between VW and NY
- Be courteous to those around you (keep the talking volume level down)
- OBEY THE DRIVER AND CHAPERONES
- Head set ONLY for CD or mp3 players
- Sodas MUST be in Twist Cap Top Bottles ONLY, NO CANS!!! It will save you a lot of money in the hotel if you pack some 6 packs of soda for your rooms.
- Bus pick-ups and drop-offs have to be on time!! Busses can be fined heavily if they are sitting too long in one spot. Even in a loading/unloading area the busses can't just park. There may be other tour groups wanting to drop off as well.
- Load and unload equipment as directed. PAY ATTENTION.

GENERAL RULES

- ALL STUDENT HANDBOOK REGULATIONS ARE IN EFFECT DURING THIS TRIP (INCLUDING DRESS CODE)
- **NO TOBACCO-ALCOHOL-DRUGS ANYWHERE AT ANYTIME EVER ON THIS TRIP**
- Students are expected to conduct themselves in a manner worthy of the Van Wert Bands
- NO FOUL or ABUSIVE language
- NO PDA (public display of affection)
- NO Computers
- Be AHEAD of schedule
- Travel in groups.... Go nowhere alone... do not wander
- If you have a problem... stay calm... contact your chaperone or a staff member
- DRESS CODE... YES
- Name tags on EVERYTHING (name tags will be issued through the band office)
- Guard yourself carefully... against pickpockets etc.
- Please... Thank you... IS appropriate language on this trip
- GO WITH THE FLOW... problems, delays, and changes of plans do occur. Be patient, be flexible. Remember that you are the member of a large group... not an individual. Adjust.
- Don't be "scared" of the city. At the same time, be aware of your surroundings and beware of pick-pockets etc. Keep your purses and wallets protected. Wallets should be kept in a buttoned back pocket, or in your front pocket. Purses should be worn with a long shoulder strap and keep it around your opposite shoulder. Just carrying a purse in your hand or at your side makes you very vulnerable for someone to grab it.

INFACTIONS to ALL rules may result in:

- Call to Parent
- Student being sent home by bus or plane at the parents' expense
- Student being referred to the VWHS administration to be dealt with according to School Board Policy

DO NOT at any time do anything to cause embarrassment to your band, your parents, your school, your directors... or YOURSELF!

THINK!