

Lemon Bay High School Band Program

Parent Volunteer Job Descriptions and Duties for Performance Events

Chaperone

A chaperone is an additional set of eyes and ears to assist the Band Director with maintaining control of the students. Chaperones are NOT friends to the kids – they are adults who are expected to act as such at all times. Specific duties for the chaperones are as follows:

1. Arrive on-time and check-in with the designated Volunteer Coordinator for any event at which you volunteer.
2. Observe and correct any inappropriate student behavior or language.

In addition to the Charlotte County Schools Code of Conduct for students, the following are the standing rules of conduct for all members of the Lemon Bay High School Band:

1. Say “please” and “thank you” in appropriate situations.
2. Follow the “Golden Rule” at all times – Do Unto Others As You Would Have Them Do Unto You.
3. Inappropriate language and conversation are not to take place during any performance, rehearsal or situation in which you are a noticeable representative of the band program.
 - a) This includes in public when you are not attending a band function; if you are visible as a member of the band (such as wearing your band shirt), act with integrity and dignity.
4. If it does not belong to you, do not touch it – this applies to backpacks, instruments, personal items, and body parts.
5. Be responsible for the areas you use – put all items back into their appropriate place when you are finished using them.
6. Show respect for others at all times – you have to give it to justify receiving it.
7. Leave the drama at the door – students must do their best to keep disputes and personal conflicts from disrupting rehearsals and performances.
3. Assist with any specific tasks the Band Director or Volunteer Coordinator asks of you.
4. Monitor student locations off-campus; students must have a chaperone present when they are not currently with the full ensemble any time not on campus.
5. Answer questions and relay information to students as needed; if you do not know the answer to a question, you should direct them to their Section Leader.
6. Ride the bus with students to off-site performances and maintain order on the bus.
 - a) Chaperones should stagger themselves throughout the bus, with at least 3 chaperones on any bus whenever possible (front, middle and back of bus).
 - b) Chaperones should NOT be sleeping on the bus at any time.
 - c) Conduct a walk-through occasionally to ensure the students are behaving appropriately.
 - d) Double-check the roll call that the student bus captains will take before departing any locations.
7. Be positive, polite, and offer to assist students if asked (but don’t do anything that is the student’s responsibility, such as cleaning up the stands after a football game).
8. At football games, position yourself in the stands so that you are between the general crowd and the band students.
 - a) No one other than members of the band is allowed to sit in with the band; this includes friends and relatives of the band students.
 - b) Students are not to leave the stands at any time except during the 3rd quarter break, at which point the Chaperone Coordinator may ask you to monitor or escort students to the concession stands or bathrooms.
9. If you have any problems, first ask the Chaperone Coordinator for the event, then the Band Director.

Field Crew

The Field Crew assists with the moving of the front ensemble percussion and the drum major podium to its proper position for all Marching Mantas performances. They are expected to assist the student Equipment Managers with the loading and unloading of the trailer for any away performances.

1. Arrive on-time and check in with the designated Volunteer Coordinator for any event at which you volunteer.
2. For setup, refer to the diagrams (provided by the Chaperone Coordinator) with regards to the timing, location, and actual setup of items.
3. Assist with any specific tasks the Band Director asks of you.
4. Be positive, polite and offer to assist the students if asked.

Trailer Pulling

Trailer Pulling should be done by those who have experience towing large trailers. It is recommended that you own a truck with a minimum towing capacity of at least 1500 pounds (3/4 ton) and appropriate rated towing equipment. The Band Program and Lemon Bay Band Boosters are not responsible for any damage caused if your vehicle is unsuitable for towing.

1. Arrive on-time and check in with the designated Volunteer Coordinator for any event at which you volunteer.
2. Receive the necessary keys and directions from the Volunteer Coordinator, along with any other information (Where to be at what time).
3. After connecting you vehicle to the trailer, perform a pre-towing inspection (it is recommended to have someone assist you with this). Visually inspect all of the following:
 - a) Tires appear evenly inflated
 - b) Brake lights are functional
 - c) Turn signals are functional
 - d) License plate is illuminated
4. As you drive the trailer to the loading area, check the brakes to ensure they are functioning properly/not sticking.
5. Be sure to lock all doors/gates to the trailer before traveling.
6. In the event of a breakdown or other emergency, immediately contact the Band Director, Mr. Philip Eyrich on his cell phone at (941) 740-0102.