

## **Ayala BAC Chaperone Requirements**

Consideration of Chaperones for all trips will be based upon the Ayala BAC booster member's standing (student account current, chaperone fee paid, and **active volunteer**). Criteria for chaperone selection for all Ayala BAC trips shall include, but not be limited to the following:

1. Chaperones must be a minimum of 25 years of age.
2. Demonstrated ability to perform tasks such as loading, lifting (be prepared to lift up to 40-50 pounds), and handling of requisite equipment.
3. Demonstrated ability to manage and/or direct students in a civil and positive manner.
4. Chaperones shall not consume any alcoholic beverages during the tour.
5. Chaperones shall not smoke any substance in the presence or proximity of any student(s) while engaged in the performance of their duties as a chaperone.
6. Demonstrated ability to work within, and for, the good of the group.
7. Ability to follow guidelines, and instructions.
8. Patience and a sense of humor (you'll need both!).
9. Ability to adhere to specific trip operational guidelines, including, but not limited to:
  - Attending all required chaperone meetings;
  - Model required and appropriate behavioral standards;
  - Assist students as required;
  - Treat all students, chaperones, instructors, staff, and boosters in a pleasant and respectful manner.
  - Follow all rules and guidelines established for the trip.
  - Perform additional tasks as reasonably defined and as needed.

# Chaperone Application

<b>Name:</b>
<b>Address:</b>
<b>Phone:</b>
<b>e-Mail Address:</b>
<b>Tour you wish to Chaperone:</b>
<b>Student Name/Grade/Section:</b> <span style="float: right;"><i>Freshman – Sophomore – Junior - Senior</i></span>
<b>Number of Years Active with AYALA BAC:</b> _____
<b>Chaperone Experience:</b> (Jr. High, High School, etc.) – Describe your duties          

I have read, and agree to follow the Ayala BAC Chaperone Requirements.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

EXECUTIVE BOARD USE ONLY	
<u>DATE APPLICATION RECEIVED:</u>	
<u>STUDENT ACCOUNT/FEES:</u>	
Verified with Treasurer	_____ <i>Initials</i>
<input type="checkbox"/> Current	
<input type="checkbox"/> Outstanding Balance	
<input type="checkbox"/> Chaperone Fee Paid	
<u>VOLUNTEER AND SUPPORT:</u>	
Verified with Adult Services	_____ <i>Initials</i>
Verified with Student Services	_____ <i>Initials</i>

## **Ayala BAC Chaperone Duties**

Chaperone's duties for all Ayala BAC trips shall include, but not be limited to the following:

- Assist with getting all the students to the bus/terminal/plane
  - Organize students in a common area
  - Take roll call
  - Ensure students receive their per diem (money) for food
  - **STAY WITH THE GROUP WHILE ON DUTY**
- Ensure that students are on time according to the itinerary/schedule
  - Inform students of call times and/or appropriate schedule changes
  - Provide each room assigned with a copy of the itinerary
  - Door knocks to make sure all students are awake
  - Re-check rooms to make sure that students have eaten, dressed and ready
- **Ensure that students are inside their rooms at designated "lights out" time.**
  - Tape doors
  - **Rotating shifts for walking the halls (mandatory)**
- **Assist with feeding the students and/or handing out food allowances.**
- Assist with loading and unloading of equipment and assembling props.
- Assist students with uniforms, when necessary (i.e. sewing buttons, safety pins, etc.).
- Assist with bringing equipment and props onto and off the field.
- Ensure that students follow all travel policies and guidelines.
- Inform the tour chairperson and band director should a student become ill, injured, or break travel policy guidelines.
- Assist with keeping the students focused and positive.

Please remember that this may be the first time a student may be away from home. Our goal is to make each trip as comfortable and a pleasant experience for each and every one of our students.

**WHEN IN DOUBT, CONTACT YOUR TOUR DIRECTOR.**