

## Carnegie Chaperone Meeting

**Purpose:** Provide the necessary information so the parents can decide if they are able to fulfill the chaperone roles and responsibilities.

**Audience:** Band parents who are interested in being selected as a volunteer chaperone for the Carnegie trip, May 26-30, 2016.

**Outcomes:**

- Carnegie Tentative Itinerary & Chaperone Information/Cost
- Roles & Responsibilities, Expectations, District Requirements
- Due dates for Agreement & Notification
- Agreement

**Agenda**

What	When	Who
Welcome & Introduction	6:10-6:15	Peter & Eve
Present Gen Info & Draft Itinerary	5:15-6:35	Lilly
Present Benefits, Requirements, Volunteer & Leads Information, Key Dates, Agreement	6:35-6:50	Eve
Q & A, Wrap Up	6:50-7:00	

TOPICS	DESCRIPTION
<b>Trip Date</b>	May 26-30, 2016
<b>Students</b>	117 Band
<b>Chaperones</b>	<ul style="list-style-type: none"> <li>• Current Total District Rqmt: 11F/5M MINIMUM</li> <li>• Target: 2-12 ratio - 16 chaperones MINIMUM</li> <li>• Roles: 1 lead adult, 1 supporting adult, 1 lead student/student group</li> </ul>
<b>Price Options</b>	<ul style="list-style-type: none"> <li>• \$1650 double</li> <li>• \$ 2125 single</li> </ul> possible NY State tax exemption
<b>Primary Role</b>	<b>Provide a safe and rewarding experience for all our musicians</b>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Experience the fun and excitement of traveling with the students on this once in a life time experience</li> <li>• Meet and get to know the students, staff and chaperones</li> <li>• Meet your student's friends and find out what's going on in their lives</li> <li>• Attend the after concert dinner at Carnegie Hall</li> <li>• The kids will love you!</li> </ul>
<b>Basic Requirements</b>	<ul style="list-style-type: none"> <li>• Complete and return Chaperone Agreement by 20 Sept</li> <li>• If selected, complete MBUSD chaperone forms</li> <li>• Chaperones who do not have fingerprints on file with the Manhattan Beach School District, contact the District office to be fingerprinted. The district also requires all chaperones to show proof of a negative TB test.</li> </ul>
<b>Key Dates</b>	<ul style="list-style-type: none"> <li>• Prospective Chaperone Meeting: 10 Sept, 6:15-7PM, Orchestra Rm</li> <li>• MBUSD Chaperone Agreement Due: 20 Sept</li> <li>• Notify chaperones of selection: 28 Sept</li> <li>• Payment: Sept 15, \$225</li> <li>• MBUSD finger printing and proof of TB test 1 April 2015</li> </ul>

## Carnegie Chaperone Requirements

**To be considered for a chaperone position you must be able to meet the following requirements...**

1. At least 21 years of age
2. Chaperone's student is not receiving financial assistance from Boosters
3. Meet financial requirements by designated deadlines
4. Chaperones may not bring siblings of participating students or other persons on a field trip unless they are a member of the official class or group participating in the trip
5. Assume 24-hour day responsibility for students from the time they arrive at the airport and leave the airport. Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
6. Adhere to director and chaperone lead requirements, guidelines, and directions
7. Do not deviate from the established itinerary and assigned group
8. District registered volunteer (fingerprint clearance and proof of TB test)
9. All school rules apply on district-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
10. The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
11. Be familiar with the school's Student Code of Conduct and Discipline, and shall report all suspected violations to the field trip supervisor immediately.
12. In order to comply with district policy, during District sponsored events, chaperones:
  - a. may not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - b. may not use tobacco in the presence of, or within the sight of, students
  - c. may not possess any weapon
  - d. may not administer any medications, prescription or nonprescription, to students.
13. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
14. Medical release waivers for each student and travel itinerary and contact information shall be carried on all field trips at all times. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
15. Chaperones are encouraged to know how to provide assistance in an emergency (medical emergency, natural emergency, lost child, serious breach of a rule, etc.) by being aware of the adults on the trip who are trained in first aid, and the whereabouts of the first aid kit, etc.
16. Able to comfortably walk up to 2 miles to and from events at a steady pace while tracking students 6-12 students
17. Comfortable tracking students in crowded streets and venues
18. Able to be flexible and adaptable based on any situation that may arise
19. Desirable: Prior experience chaperoning large youth groups; First Aid training

# Carnegie Sample Responsibilities

## BEFORE

- Lead/Support logistics planning: ground transportation, airplane, meals, hotel, show, Carnegie, equipment, chaperones
- Available to meet prior to departure to receive details of the trip itinerary for all transportation and events
- Complete District chaperone requirements including completing forms, finger printing and TB test
- Review all documentation and be familiar with all details; if anything is unclear make sure to clarify prior to the departure date
- Identify Roles: lead chaperones, support chaperones, lead students

## DURING - NEVER LEAVE A STUDENT BEHIND!!!! - Safety is primary responsibility

- Role model: be prepared, early, responsible, calm, organized; treat students as high school students not middle school students
- Arrive early to all activities
- Help with unexpected tasks
- Travel with the group at all times. No exceptions.
- Available 24 hours a day
- Responsible for assigned group and remain with the group at all times
- Take roll and report to chaperone lead: all students accounted for at airport, buses, hotel, meals, shows, performances
- Collect and disburse documents: plane and show tickets, identification, etc
- Carry confidential medical and contact information at all times
- Determine and handle treatment for minor medical issues
- Contact medical personnel for more serious issues or call 911
- Call 911 if student faints or has a serious injury or need
- Encourage students to stay hydrated and to snack and rest during breaks
- Do not ever leave your group unless there is an emergency and you have a back up chaperone
- Ask students to pick up after themselves, trash belongings etc.
- Sweep hotel rooms for forgotten belongings; sweep inside and undercarriage of buses

cut on dotted line

---

## MC Orchestras Chaperone Agreement

**I am able to and agree to fulfill all the requirements of a Mira Costa High School chaperone for the 2016 Carnegie Trip.**

<b>Student Name:</b>	<input type="text"/>
<b>Parent Name:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>

<b>Signature:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>

**EMAIL to [miracostaorchestra411@gmail.com](mailto:miracostaorchestra411@gmail.com) OR drop in Orchestra Room no later than 20 September 2015**