

## Football Games - Volunteer Information

**Thank you** for offering your time to this amazing program! **We can't do this without you.**

- Please make sure you have filled out the [Leon County Volunteer Application](#).
- Wear a Lincoln Polo. If you do not have one, contact [ltbbooster@gmail.com](mailto:ltbbooster@gmail.com).
- Wear a yellow volunteer badge so others can identify you. (Available at the report area.)
- Check in with your contact person (see below).
- If you are meeting us at Cox Stadium, enter from the north gate - the side closest to Paul Russell Road. Your name will be on our volunteer list for free entry.
- Remember: The Band Director alone handles all discipline problems. If any behavior issues arise, please report the student's name to the Volunteer Coordinator or Booster President immediately. Please do not attempt to discipline the student yourself.
- Review all Chaperone Guidelines at the end of this email.

### EQUIPMENT

**Report Time:** TBD

**Location/Report Area:** Lincoln Bus Loop

**Instructions:** Jeremy Spinks or John Burns will be your contact person. Equipment must be loaded in a particular order so when we unload, kids can get to their uniforms, etc. You may be able to ride in the truck to Cox Stadium or you may drive your own car. Please contact Jeremy if you need to ride in the truck. Once at Cox, fill 4 water coolers with ice and water (using ice machine behind the away side). Place two on either side of the band (one low, one high).

### BUS CHAPERONES

**Report Time:** TBD

**Location/Report Area:** Lincoln Bus Loop

**Instructions:** One of you will be Bus Captain and take roll before we leave Lincoln and again before we leave Cox Stadium. Students should be seated at all times. There are no assigned seats, but there are assigned buses.

### PIZZA

**Report Time:** TBD

**Location/Report Area:** Lincoln or Cox Stadium - Near equipment truck

**Instructions:** Setup tables (napkins, plates, hand sanitizer, etc). Tie back hair if necessary. Wear gloves. Two slices per student. Cheese, pepperoni and sausage are the choices. Students may choose any two slices. When students are done, give one pizza to each bus driver. Volunteers may also eat if there is enough (there usually is).

### STANDS

**Report Time:** 6:15pm

**Location/Report Area:** Cox Stadium Stands

**Instructions:** Volunteers will sit on either side of the band (when possible) wearing Lincoln Polo and volunteer badge. Monitor students, escort them to restroom (with director approval), check water levels in coolers periodically, watch belongings while band is on the field.

### UNIFORMS

**Report Time:** 7:00pm

**Location/Report Area:** Cox Stadium near equipment truck

**Instructions:** JJ Johnson is your contact person. You will set up shako boxes, make sure jackets are ready and in order, assist students with jackets when needed and add plumes to shakes right before halftime. After halftime, you will remove plumes, return them to tubes, assist students when needed, close up shako boxes and prepare uniforms for being put back on the truck.

## **PROPS**

**Report Time:** 7:00pm

**Location/Report Area:** Cox Stadium near equipment truck

**Instructions:** Ideally you have practiced this at a rehearsal prior to the game. You will assist with getting props to the field.

## **Lincoln Trojan Band Chaperone Guidelines**

We are very grateful to all parents who give their time & service to our band. Thank you for agreeing to serve as a chaperone. Please follow the guidelines below to ensure a positive experience for you and the students.

1. All chaperones must complete the Leon County School Volunteer Application on the School District's website every year, two weeks before volunteering at any event.
2. Some events limit the number of chaperones we can bring for free.
3. Chaperones must wear an approved Lincoln Trojan Band Chaperone shirt. Volunteer tags will be available at your report area and should be worn for the entire event. Volunteer tags must be returned after the event.
4. Each chaperone will have an assigned job. If there are questions or concerns, please see the Volunteer Coordinator or Board Member as soon as possible. Instructions & duties are posted in the Sign Up Genius info. You may be asked to assist with other tasks. Please pitch in and help if you see a need.
5. **Please refrain from any physical contact with the students.**
6. Staff, chaperones, and students should be treated with respect and consideration at all times. Chaperones are there to keep students safe and comfortable. Students are there to perform and to have fun!
7. **The Band Director alone handles all discipline problems. If any behavior issues arise, please report the student's name to the Volunteer Coordinator or Booster President immediately. Please do not attempt to discipline the student yourself.**
8. Parent chaperones should remain with the band during the entire event.
9. Students going to the restroom during a football game or event must be escorted by a chaperone. **Do not take students to the restroom until permission from the Band Director has been obtained. The Band Director must know the location of all band members at all times. No more than 3 students at a time may be released to the restroom.**
10. As with the students, chaperones are prohibited from smoking, alcohol, and illegal substances.
11. Please assist the Band Director by watching students for signs of dehydration or illness. Notify the Volunteer Coordinator or Booster President immediately if a student is ill or injured, so that a parent may be contacted.
12. If you must eat during a game, please do so away from the band area and out of sight of the students. Students are not allowed to eat during a game or event, unless during a designated meal or snack time.

13. Students cannot visit with friends or relatives during a band event, unless previous arrangements were made with the Band Director. Emergency messages for students must be referred to the Band Director first. Band members must remain with the band at all times.

***THANK YOU FOR YOUR HELP!!!!***