

## Rehearsals - 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 yellow volunteer badge so others can identify you. (Available at the report area.)
- Check in with your contact person (see below).
- 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.
- Your contact person will be listed on the SignUp Genius. Many of our board members are coming from work and will get there right at 5:15. Ms. Haugen does not coordinate volunteers and she will be busy getting ready to start rehearsals. If you do not find someone at 5:15, please call or text Karen Burns at 850-694-2872.

### EQUIPMENT/WATER

**Report Time:** 5:15pm-5:45pm *please do not arrive earlier*

**Location/Report Area:** Lincoln Keyboard Room (last room on the left in the band hallway)

**Instructions:** You will fill two water coolers with ice and water from the football equipment room. A board member will assist or let you in. Coolers are placed on either side of the tower on the benches for easy access. Assist with student needs included bringing out additional equipment. That's it! If weather prevents outdoor rehearsal, you may not have a job.

### FIELD FAMILIES/CLEAN UP

**Report Time:** 5:45-8:00pm

**Location/Report Area:** Lincoln Band Field

**Instructions:** Bring a chair, a snack and some water. You may bring a tent or use one from the equipment closet. Monitor students, periodically check water levels and refill if necessary. Watch for students who are becoming dehydrated. Unless there seems to be a medical need, students should be checked on but not coddled. A green bag is kept inside the tower. It contains a first aid kit and a binder with student information. Unless it is a true medical emergency, ask the on-site board member to access student information in the binder. When weather prevents us from being outside, you may be able to assist inside. At about 7:45, dump the water into the drain behind the tower and return coolers to the second closet in the keyboard room (last room on the left in the band hallway.)

### METRONOME

**Report Time:** 6:30-8:00pm

**Location/Report Area:** Lincoln Band Field

**Instructions:** Sit with the band and start/stop the metronome. Ideally we have one person doing this every Tuesday and a different person doing this every Thursday. We will train you. You do need to follow along with the band. If you would like to "audition" for this position but decide you aren't comfortable, we still appreciate you trying it. It's so important for the students.

### Lincoln Trojan Band Chaperone Guidelines

We are very grateful to all families 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. Shirts can be purchased in the Uniform Supply Room. 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 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 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!!!!***