

Middletown Musical Arts Club

A 501(c)3 Boosters Organization supporting Musical Arts at
Middletown High School & Middletown Middle School
PO Box 1025 | Middletown, OH 45042
middiemusicboosters.org



Volunteer & Chaperone Guidelines

Music Directors and MMAC Middie Music Boosters appreciate the help and support of our parents and volunteers. Without this support, we would not be able to do the things we do throughout the performance year. When we travel, it is especially important that we have the help of volunteers and chaperones.

For things to run smoothly, we must have a clear idea of what is expected from volunteers and chaperones. We also need to understand that there is a limit to the number of people we can have volunteering and traveling with each music group at any given event—although there is never a limit to the number of enthusiastic supporters we have cheering on the Musical Middies from the audience or stands!!!

Volunteer Guidelines

In the best interest of the group, it is necessary that the music director have the final decision on all matters regarding policy, procedure, schedule/itinerary, volunteers, and travel. Here are some guidelines for volunteering with MMAC and the Musical Middies.

- Volunteers (including chaperones) must be parents/guardians of current marching band members or else approved by the director. Friends, boyfriends/girlfriends, younger siblings, recent alumni, etc. will not be permitted to chaperone. Questions regarding who can volunteer should be addressed to the director.
- For a specific event, pit volunteers will be scheduled by the Maintenance & Transportation Committee Chairperson, uniform volunteers will be scheduled by the Uniform & Costumes Committee Chairperson, chaperones will be scheduled by the Chaperone Sub-committee Chairperson, and so on. Only those scheduled will be volunteers for that specific event and volunteers will be limited to the number set by the directors.
- Only designated chaperones, pit volunteers, uniform volunteers, and hospitality will be permitted to enter events with the performing group. All other supporters must pay general admission and enter at main entrance.
- Based on state law and school policies, Ohio schools prohibit smoking on school campuses, both inside and outside. Volunteers cannot smoke around the buses, trailers, students, equipment, or staging areas. We ask that volunteers that need to smoke please find a place that is removed from the staging areas to do so.
- Hospitality rooms at contests are reserved for staff and bus drivers only. Please respect this policy as contest hosts plan for specific numbers of guests for these hospitality rooms.
- Directors must be notified before any student rides home from an event with a parent and a note must be provided to the bus chaperone prior to departure from event location. Students may not be permitted to ride home with other students' parents without director approval.

Chaperone Guidelines

Chaperones are responsible for overseeing the health and safety of students during music-related trips and local/overnight competitions. Chaperones work in partnership with directors and each other to support students' needs, including providing basic first aid and supporting overall health and wellness during events and travel.

- Chaperones ride the bus with students to and from music events and will be issued a Chaperone Kit, which includes a notebook, writing utensils, first aid kit, hand sanitizer, and basic supplies.
- Chaperones are expected to ride the bus both to and from the event for which they volunteer.
- At least two chaperones will be assigned per bus. One chaperone must sit in the front of the bus and one chaperone must sit in the back of the bus.
- Upon departure, chaperones should pass the attendance notebook through the entire bus and have every student print their given name, then perform roll call to make sure that everyone signed the notebook. The second chaperone should count heads to ensure that everyone is accounted for.
- Students must be respectful to adults and their peers. Yelling, PDA, or flash from cameras or phones (especially at night) are prohibited.
- Students must clean up their trash and gather all belongings (i.e., instruments, hat boxes, shoes, etc.) before they leave the bus.
- If a student rides home from an event with a parent instead of on the bus, the parent must present a note to the bus chaperone AND have director approval prior to departure from the event. Chaperone should place the note inside the notebook.
- On the return trip to Middletown High School, take roll and count heads again.
- Make sure all uniforms are turned in before students leave Middletown High School (including hat boxes).

Thank you for your support—and have great fun volunteering with MMAC Middie Music Boosters!