

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 Standards

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 for competitions, day trips, or overnight events, 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 Standards

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.
- Volunteers and chaperones accompanying a performance group to popular destinations and overnights may owe additional fees (e.g. hotel, meals, amusement park entry). Volunteers may travel with the performance group, though the number may be limited, and priority will be given to those who are involved in other Booster / MMAC volunteer opportunities.
- Volunteers are expected to comply with school policies, follow directions given by directors, bus drivers, and Committee Chairs, and work cooperatively with other volunteers and music department staff.
- Volunteers and Chaperones may be subject to a background check through the school district.
- 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.
- Additional guidelines may be distributed by directors for specific events.

Chaperone Standards

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, supporting overall health and wellness during events and travel, and, if necessary, providing basic first aid. Chaperones are subject to a background check through the school district.

- 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 asked to bring cell phones and exchange contact numbers with the director, Chaperone Chair, or head chaperone for the current event, or join a group chat of the current event chaperones.
- Chaperones are expected to ride the bus both to and from the event for which they volunteer and are expected to be on time for designated meeting places and departures.
- 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.
- All school rules apply on school-sponsored field trips. Students must be respectful to adults and their peers. Yelling, PDA, or flash from cameras or phones (especially at night) are prohibited.
- Any violation of school rules shall be reported to the director immediately. All medical situations, illnesses, and injuries must be referred to the director and/or Chaperone Chair immediately.
- Students must clean up their trash and gather all belongings (i.e., instruments, hat boxes, shoes, etc.) before exiting 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 or appropriately stored before students leave destination and/or Middletown High School.

Note that due to high volume of requests to chaperone overnight trips, parents and guardians who volunteer for other MMAC / Music Department events are more likely to be selected to chaperone.

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