

# Chaperone Information

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by Kim Burge, Director Keller HS Indianettes Drill Team

*Most directors will agree that having chaperones accompany you on team trips and events is imperative. It is equally important to provide these helpful parents with a specific itinerary, outline of duties and set of behavioral guidelines to avoid any problems with their role as chaperones. Below is a sample letter than can be distributed to parental chaperones at a mandatory meeting held at least one week prior to the team's departure date:*

Thank you Chaperones!

We appreciate your efforts to care for the needs of our girls and boys! Hopefully, the plans that have been made will make the trip a wonderful experience for us all!

As a chaperone, you will serve as an extension of ---- High School and the (your organization name). As such, the guidelines below have been established by the school district to govern school travel:

## RULES

1. No alcohol at any time. This includes any spouse that may be staying with you.
2. If you smoke, please do not smoke in the presence of students.
3. We are on a tight time schedule. Please be at your designated site early so that you can check on the girls and boys.
4. If you have any problem with a young lady/man, please do not hide the problem. Handle it the best you can and then report the incident so that it can be documented.

## OTHER INFORMATION

1. You may have access to the telephone and movies by leaving a credit card imprint or cash at the front desk. Be sure to clear all personal charges and pick up your credit card imprint before we depart.
2. You will need to place a \$50.00 payment for your sign and sail card. This was not included in your charges.

## DUTIES

1. Assist with the loading and unloading of the buses as you can.
2. If there is an illness, report it immediately to Mrs. Burge.
3. If you administer medication, report the amount and time the medicine was give to Mrs. Burge.
4. Upon arrival at the hotel.
  - A. Rooms have been preassigned and each chaperone has a rooming list.
  - B. Room keys will be given out to the girls. It is your responsibility to check on the rooms assigned to you.
  - C. Familiarize yourself with the fire exits. Establish a meeting point for your girls/guys.
5. Keep a close watch on "your kids". Watch for signs of stress, illness, fatigue. You may have to "mother" somewhat. Encourage the consumption of water.
6. Keep all team members on task.
7. Assist in keeping the noise down in the hallways at the hotel or on the ship as a courtesy to other guests in the hotel, especially after 10:00 p.m.
8. Make sure the kids keep their rooms locked at all times and use a password before opening the door.
9. No boys in girls rooms and no girls in boys rooms!
10. Be sure to visit each assigned room at night. Visually see that each "body" is present in the room.
11. Wake-up calls. Call the first time, 10 minutes later call again. If things don't sound active.....go to their room and WAKE THEM UP!
12. Do not allow water balloon fights, saving cream harassment or other similar activities.
13. When leaving the hotel, complete a final tour of the rooms to be sure that no personal items are left behind and no damage has occurred. If there is any damage, we are responsible for the room and any charges must be paid before we leave the hotel.
14. Ms. Meixner will collect all room keys and return to the hotel.

Please be flexible and go with the flow. Many man-hours have gone into the planning of this trip, but is impossible to predict inconveniences. It is not unusual for there to be changes in the schedule or rooming after we arrive. Please don't be quick to criticize, just enjoy the trip and let me know if there is any way I can help.

Kim Burge  
Director

