



2026 BHHS Marching Band Camp

Chaperone Manual

BHHS Marching Band Camp is right around the corner, and we are gearing up for an intense, but very fun week. If you are new to camp, you will learn a ton and be part of our Black Hawk Marching Band family. More importantly, you have the privilege of a front row seat to watch your children and their friends blossom in their musical endeavors while giving it their all. Band camp is a favorite time for many, it's filled with team work, bonding, lots of hard work and incredible progress in 5 short days. We could not manage this "rite of passage" without you, and we are grateful for your time and enthusiasm!

Please review this document thoroughly. Everything you need to know is enclosed in this manual.

MAIN CONTACT#s (cell/text & email)

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Kendra Peterson , <i>Assist. Director</i>	kpeterson@bloomfield.org	616-550-6301

CHAPERONE COMMUNICATION

We utilize WhatsApp for our group communication during band camp. Please download the app and you will be included in this year's chaperone group. Communication prior to camp is through email. Please reach out with any last minute changes to your availability or if you need to have special considerations while at camp for working remotely.

NEW PARENT MEETING – July 22nd– 7:00

Please attend virtual meeting with new families.

CHAPERONE MEETING – July 22nd– 8:00 ~ immediately following New Parent Meeting

Will review schedules, new procedures, and discuss any questions/concerns.

PRE-CAMP at BHHS

Pre-Camp is an essential part of the band camp planning process and requires a lead chaperone each day to provide vital support. This includes setting up our large water jugs with ice and water for the field on a table brought out from inside the school. Additionally, we need a volunteer to purchase popsicles for students for the 10am icy treat and keep them on ice in a cooler at the field. On Friday, a chaperone needs to be stationed with a wagon to gather the band camp snack donations from students during drop-off/pick-up near the field. At the end of rehearsal on Friday a chaperone needs to distribute spirit wear ordered by students. This year we will also need volunteers to help organize marching band uniforms. Lastly, at the end of pre-camp chaperones are needed to assist students packing both trailers for band camp.

BAND CAMP at the UNIVERSITY of TOLEDO

Band camp begins on Monday, July 27th at 6:30 am and concludes on Saturday, August 1st after we check students out of their dorms and return to BHHS for the Saturday morning performance. Camp is held at the University of Toledo, **Presidents Hall** 3045 Residence Dr, Toledo, OH 43606.

TRANSPORTATION & ARRIVAL

You have the option of driving yourself or riding the bus as a chaperone. The parking fee for chaperones has been built into the cost of camp. If you are driving, please register your vehicle using our event QR code/link for the ParkUToledo system. **Please see the Campus Parking Info and Registration email that you will receive in July for details and link. Be sure to complete this registration before arriving on campus and parking your car.**

- Arrival at BHHS is at 6:30am and the bus departs at 7:00am for parents riding the bus.
- If you are driving down, arrive prior to the students arriving at 8:30am to help with check in.
- Those towing the trailers need to arrive before the students also. Please enter through the gates at Carter field and park trailers on the grass next to the Intramural Shed at the entrance of the practice field to be unloaded by students.
- After we get students checked in and set up on the field, you will have time in shifts to unpack in your room throughout the day.

PACKING LIST FOR CHAPERONES

- Towels, XL sheets, pillow, blanket
- Comfortable shoes (we do a lot of walking)
- Extra shoes & socks in case of rain or orange/white paint (when painting the field for marching)
- Rain coat/umbrella (inevitably it will rain at least once)
- Camp chair (It's not all work! We have down time to chat and watch our kids learn drills).
- Toiletries (like shampoo/conditioner)
- Hand soap and towel for the sink in your room to wash your hands
- Water bottle
- Hat and sunscreen

2026 THEME DAYS

Students get points for section costumes and spirit. Parents are encouraged to participate for fun.

- Monday – **Black Hawk Spirit Day**
- Tuesday – **Tropical Day**
- Wednesday – **90s**
- Thursday- **Jersey Day**
- Friday- **Section Theme- Superheros**
- Saturday- **Band Show T-shirt** (*you will receive at camp*)

CHAPERONE FOLDER Upon arrival all chaperones will receive hard copies of all digital information in a folder. One chaperone for the wing will take the check-in packet for key distribution.

CHAPERONE SAFETY GUIDELINES

- **ALL CHAPERONE INTERACTION will follow a “two deep adult” policy. When with students, there will be a minimum of two adult volunteers in non-public areas, to ensure safety and guard appropriate conduct. If another chaperone is not available, one adult with two or more students is acceptable. Never one-on-one unless in a public setting with others present.**
- **Any student being picked up by a parent must have the band camp coordinator or a director present to verify dismissal from camp.**
- **Chaperones will not take students in their personal vehicle unless directed by the band camp coordinator or director in cases of emergency.**

CHAPERONE DUTIES & JOB DESCRIPTIONS

RESPONSIBILITIES INCLUDE but are not limited to:

- Assist in unloading bus and directing students into dorms
- Student check-in and check-out
- Field set up/tear down of tents and painting field markings
- Fill water jugs with ice and water and hand out snacks at rehearsal (popsicles or watermelon)
- Nightly bed checks
- Minor first aid/monitoring health and contacting parent volunteer nurse for evaluation
- Student supervision in cafeteria, in dorms in all common areas, and in groups as they travel across campus
- Ensuring students maintain their own areas and clean up after themselves across all settings
- You may mediate potential conflict, manage questions/concerns and generally monitor students during waking hours
- Organize and supervise evening activities. Senior parents may supervise the senior students when they do their “Senior Prank” (Thursday night after practice/dinner)

- Assigned duties will be on the daily camp schedule that will be shared with you. Be prepared to help with any additional requests from band camp coordinator and directors as needs arise.

HOUSING CHECK-IN/CHECK-OUT

Chaperones will facilitate our check-in procedure to quickly get students off the bus and their belongings directly to their rooms when they arrive. All students will come in at ground level, males through the door on the LEFT and females through the door on the RIGHT. Males will travel up the ramp to the left to the second floor and then to their rooms to wait for their keys. Females will travel down the ramp to the right and to their rooms to wait for their keys.

Below are the steps for **Check-in**:

1. Chaperones will pick up their keys and a check-in sheet for all students in their wing. There will be a table on the 2nd floor for males and the 1st floor for females.
2. Students will go to their assigned door with all of their belongings and wait for key distribution.
3. Instruct students to properly attach both keys directly to the metal clip on their lanyard using the ring the keys are on. They all have a door to the suite and a separate key for the bedroom they are assigned to. Remind them **NOT TO PUT THE KEY INSIDE THEIR BADGE HOLDER**. We lose several keys each summer and they will be charged for replacement keys. **Collect all envelopes and put them back in the bag they came in.** These will be used when they come to return their keys at check-out.
4. Students need to just drop off their belongings inside the main living area of their suite and gather everything they need for the field (**lanyard with keys, instrument, music flip folder, water bottle, sunscreen/hat/sunglasses/**). There are no evening activities Monday after rehearsal and they will have that time to unpack and get settled into their room then.

Below are the steps for **Check-out**:

1. One chaperone assigned to the wing will do a walk through of the room to make sure all belongings and garbage has been removed before students head down to check out. Bags of trash are to be taken by the students to the closets at the end of each hallway towards the interior of the building and placed in the large garbage can.
2. The entire suite of students will go to the check out table together to turn in their keys. Instruct them to have the keys off their lanyards and ready to return to the chaperones. One chaperone at the table will collect the keys and put them in the correct envelope and the other will mark the check in sheet. Male check-out will be located on the second floor at a table in the common area. After checking out they will go down the ramp with their belongings to the common area on the first floor. Female check-out will be located on the first floor in the common area. All students need to check out, bring their belongings to the large common area on the first floor, get the grab'n go style breakfast, and eat while waiting for the buses to arrive. Food must be consumed before boarding the bus. Please monitor that students are cleaning up after

themselves in this area. We will need 3 chaperones at each check out table and the remaining chaperones will be needed to monitor students at breakfast and sweep the wings a final time.

3. All students will exit the dorms with their belongings from the first floor and go directly to their assigned bus.

NIGHTLY ROOM/BED CHECKS

Each evening at 10:15 students should be heading to their floors and making their way to their rooms by 10:30. Strict enforcement of the 10:45 pm "lights out" rule should be observed. Chaperones for each floor are to do bed checks beginning at 10:30 for each room and complete Nightly Bed Check Sheet for your assigned hallway. Any student wanting to go to bed early needs to add their name and room number to the Early Bedtime Log at the chaperones table. At bed check please be sure that you have a visual of all students in the suite, even those that are already sleeping in the bed. You need verbal confirmation from those in the bathroom, do not take the word of the other students. Any needs or concerns for your assigned students when on the floor are to be addressed by the assigned chaperone. In the event that additional assistance is needed, please contact band camp coordinator for back up. After completing bedchecks you will confirm in our chaperone chat that your floor is complete. In the morning be sure that students are up and heading over to breakfast on time.

MORNING FIELD SET UP

Our top priority each morning before the students arrive at Carter field at 8:30 is to have all the tents set up. This requires all chaperones not assigned to the dorms and late breakfast duty to be out at the field by 8:15. The start of the day is a team effort to quickly set up so the kids and staff can get to work.

ICE/WATER/GATORADE

2 Chaperones will be assigned to take the water and Gatorade jugs to be filled with ice/water/Gatorade twice daily. We will use 3 tables that we bring spaced out along the side line. We will have 1 smaller jug for Gatorade and the others will be used for water. A Gatorade and water jug will be at the center table and at each of the end tables we will have 2 jugs of water. These chaperones ensure that the water and Gatorade is fully stocked for student marchers at each practice, each day. The ice is provided by UT from a machine in food services (we will meet our contact at the location for access to the machine) and the water is at an outdoor facet in the Alumni Tailgate Area near the freezer. There will be a bag kept in the golf cart with a hose to hook to the faucet and a water key to turn the water on. The 'water' chaperones will use the golf cart for this task. When we end our last evening rehearsal of the day on the field, get the 1 jug of Gatorade and combine water jugs and ice into 2 jugs to bring back to the dorms for students to consume in the evening. There should be a jug in the common areas on the 1st and 2nd floors.

PAINTING THE FIELD

At least 4 Chaperones will be assigned to paint orange dots on the marching field immediately when we arrive on Monday before the band hits the field at 9am. Chaperones will be assigned to repaint the field during sectionals when it's not in use. All that marching wears the paint off! This task requires hands-on learning and direction from a veteran. The how-to knowledge of painting the field will be passed down by having everyone learn from each other by taking a turn. This year we will also be using

a stencil to make additional markings on the field with white paint and the UT paint stripping machine located in the Intramural Storage Shed at the entrance of Carter Field.

EVENING TEAR DOWN

After the last practice on the field in the evening all available chaperones are needed to help take down tents, pick up any items left for our lost and found bin, and to ensure all large instruments are secured in the Intramural Storage Shed or trailer. As students are leaving, direct them to pick up any trash and throw it away and pick up any that remains. When you leave the field in the evening place your chair in the trailers or shed overnight to avoid them getting wet from the nightly sprinklers.

INCLEMENT WEATHER

Directors will monitor for inclement weather and plan accordingly for the day when possible. The band will be out on the field in rain to practice, if weather worsens and storms develop some chaperones will leave to escort students to our reserved rooms in Rocket Hall and Presidents Hall. The majority of chaperones at the field will take down all tents and secure anything on the field to prevent damage.

DORM MONITOR

During the daytime, a chaperone or two, usually chaperones who have to stay back to work remotely on some days, will be assigned to sit in the main dorm lobby/make periodical rounds, to ensure that students are where they need to be and any students still at the dorm (ill or injured) are monitored and cared for. In addition, those chaperones will need to check on students who are absent from the start of rehearsal when attendance is taken. Oftentimes students feel ill and go to their room without telling anyone or don't wake up from a nap. 2 chaperones are needed to go to the room to check on the student. We will utilize the chaperone chat to communicate between the field and the dorm monitors.

MEDICAL TREATMENT & ESCORTS to DORMS

A registered nurse/parent chaperone will be available all week to treat ill or injured students/staff field-side and will record all treatment, patient name and steps taken. This chaperone will direct all medical needs and treatment and may request assistance from other lay chaperones. Additionally, 2 lay chaperones will escort ill or injured students/staff back to dorms by the golf cart for rest and recuperation, if deemed necessary by the registered nurse/parent chaperone.

Contacting the Nurse Parent Chaperone for Sick/Injured Students

During the Day and Evening-Message nurse if you have a student not feeling well/injured

After Lights Out-Message nurse if there is a medical issue that can wait until morning and it will be addressed first thing.

Urgent Medical Concern-If it cannot wait until morning, knock on the nurse's door.

Emergent Medical Concerns- call 911 and immediately notify the nurse, band camp coordinator, and directors.

MEALTIME MONITORS

At each meal (breakfast, lunch and dinner) a minimum of 2 chaperones will be waiting for students to arrive at the cafeteria. Please be mindful that all chaperones need to eat at meal time and those that are covering the dorms need to be relieved by the early arrival chaperones. At the conclusion of each meal, a minimum of 2 chaperones will be the last to leave the cafeteria, ensuring that all students appropriately dispose of their food and trash and that all students have vacated the cafeteria.

SPECIAL AND EVENING ACTIVITY CHAPERONES (All Chaperones)

It is strongly encouraged that all students attend evening activities unless they are returning to their room to rest for the evening. Students are not able to leave the dorms to hang out on campus at any time during the evening unless traveling in groups from the Rec Center on Tuesday evening for Dodgeball while being monitored by chaperones. Students may not leave the Rec Center without being in a group and a chaperone making sure they return to the dorm.

This year all other evening activities are going to be held in Presidents Hall in the large common areas we have access to. This will allow the students to have more time enjoying the activities, more students may participate, and will cut facility rental fees. However, it means that we have all students in one building with many areas to separate into. All chaperones are needed during this time to monitor students throughout the dorm. Chaperones need to travel in pairs down the halls, stairwells, vector rooms, and common areas to monitor student behavior. There are lots of areas that the students can go and we need to be sure they are engaging in appropriate conduct.

During open swim at the Rec Center on Thursday afternoon we need half the chaperones to be there to ensure appropriate behavior, walk students back in groups as they finish, and a male and female chaperone to sweep the locker rooms to make sure everyone has left the building. The other half of the chaperones need to be back at the dorms to monitor students who choose to stay back and rest. They are able to stay in their rooms or hang out in the large common areas. Again, chaperones should be making rounds through all the common areas to monitor for appropriate conduct.

SCHEDULE OF ACTIVITIES

Monday Evening- Settle into Dorm Room-students can order in food

Tuesday Evening- Dodgeball at Rec Center

Wednesday Evening- Karaoke

Thursday Afternoon- Waterslides Outside Presidents Hall Opened from 12-3:45pm

Thursday Evening- Movie Night

Friday Evening- Skits and Awards

FINAL THOUGHTS

As a reminder, please look through all the files. Please let me know of any changes that need to be made. But please keep in mind it took me several days and MULTIPLE hours to pull this all together. Your patience is appreciated for any errors or corrections you find. 😊

Please note that at band camp our schedules can change and we all need to be flexible and work together to make camp run smoothly. There are always issues outside of our control related to housing, custodial, dining, campus facilities, weather, etc. I will do my best to work through these issues and resolve any crises as quickly as I can with the university. In addition, you may have to take over a task that was assigned to someone else if they are working to solve another issue. Your patience and willingness to help is much appreciated! Please use our WhatsApp group to communicate throughout band camp. I will notify the group of any schedule changes as they come to me. Team work makes the dream work!

Thank you so much for helping again this year or being brave enough to join us for your first time! I promise you that you will enjoy this incredible experience supporting all these wonderful students. I am truly appreciative of all your help and know that none of this would be possible without your hard work!

“Good planning without good working is nothing.”

– Dwight D. Eisenhower

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