

Marching Band Volunteers and Chaperones

(August 2024)



Penncrest band requires assistance from parent volunteers and chaperones for marching band events (football games, parades and competitions/festivals).

Report time for volunteers and chaperones is **15 minutes before the students' report time**. Generally, this means **1:15 hours** before start time for **home** football games and **1:45 hours** before start time for **away** football games. We will meet in the band room unless specified otherwise.

Report times for parades and competitions vary.

Always confirm report time with your kids, their section leaders and or Mr. Kuhar.

All volunteers must have **all three (3) clearances** up to date and be approved by the Rose Tree Media School District before working with students. To check on the status of your clearances, please **call the main office at Penncrest at 610-627-6200**. If you are not registered as a volunteer, please visit the **RTMSD Volunteers webpage** and complete the required process.

Per Mr. Kuhar's instructions, no uniform parts are to be given out to students at any time by volunteers. Students should report any uniform parts that are missing or forgotten to Mr. Kuhar, and he will issue them accordingly. Once it's OK by Mr. Kuhar, there is a supply of black, instrumentalist gloves in the storage closet behind the round table in the BPA closet. Students may purchase extra gloves before football games or events (\$5 per pair). Any chaperone can oversee the transaction. Place payment in the silver mailbox next to Mr. Snyder's office, labeled with the student's name and "glove purchase" (envelopes are usually kept in the BPA closet).

If a student forgets ANY part of his uniform (e.g. red shirt, shako, gauntlet, etc.), he/she must inform his/her section leader AND Mr. Kuhar. Chaperones CANNOT issue a "loaner" piece of uniform/equipment without Mr. Kuhar's permission.

CHAPERONE POSITIONS:

LEAD CHAPERONE:

- Acts as reference person for all other volunteers and as liaison between volunteers and Mr. Kuhar.
- Train Lead Chaperone in training.
- Distributes volunteer lanyards prior to, and collects lanyards at the end of each event. Separate the lanyards by role when you arrive and unlock the band closets for the plume volunteers. At the end of the night collect all lanyards and put them back in the bin in the closet.
- Be very diligent about getting the lanyards back from the volunteers. Make sure you have a count of how many you give out and you get them all back. You will see in the Lanyard Bin there is an inventory list and they are color coordinated.

- For some of the home games, the Professional photographer **Christopher Maher attends**. Please contact him to coordinate with him for his Photographer Lanyard. Once you coordinate with him you can leave a Photographer Lanyard at the main ticket booth by the field.
- Remind the volunteers that per Mr. Kuhar's instructions, no uniform parts are to be given out to students at any time by volunteers. Students should report any uniform parts that are missing or forgotten to Mr. Kuhar, and he will issue them accordingly.
- If band kids need uniform parts please assist and help and you may need to get in touch with the uniform coordinators. Students should report any uniform parts that are missing or forgotten to Mr. Kuhar, and he will issue them accordingly.
- Bring the hair supply bin and help the band kids with hair.
- Water Bottles-
 - **For Home games-**
 - assist the monitor/floater volunteers to make sure the water wagon has all the bottles needed, trash bags for recycling and the white cover is covering the bottles.
 - Have Equipment volunteers bring the water wagon to the stadium ahead of the game.
 - Before the kids are done with their show, confirm and assist if needed, that the monitor/floater volunteers will have the water wagon ready to distribute water after the halftime show and the kids are dismissed to eat.
 - Make sure Front Ensemble/Pit kids get water.
 - **For Away games-**
 - Have Equipment volunteers get the wagon on the trailer and off the trailer.
 - If Equipment volunteers are not able to help with the wagon make sure you bring the wagon to where it is needed. Ask for help if needed.
 - Have a trash bag to collect empty bottles after kids are done especially if there are no trash cans.
 - Make sure the water wagon is set up with the waters and distribute waters after the performance. Confirm with Kuhar when the waters should be distributed. Ask for help from volunteers to help you distribute the waters.
 - Make sure Front Ensemble/Pit kids get water.
- If inclement weather ask security to open the D wing to facilitate indoor transport of equipment during home games.
- For away games ensure that chaperones are equally distributed among the buses and coordinate with medical chaperone that each bus has a medical bag.
- Work with equipment crew to get the front ensemble equipment to the sidelines. Mostly they should NOT handle the instruments unless directed as they are carefully tuned.
- Discuss ahead location of equipment and podiums with drum majors and percussion/front ensemble section leaders.

- Go down with plume volunteers at the 2/3 min mark to the side line at half time. Should meet the equipment folks there and help with getting everything set up for performance.
- Help plume volunteers put in plumes and help collect after performance. Check for stray plumes.
- If there is a ramp on the show, take paper towels or towels in case the ramps and stage are damp.
- If your help is needed, help get equipment off the field. Again, do not touch instruments unless specifically told how.
- End of the night:
 - Collect lanyards and put them in the bin inside the band closet.
 - Help put excess water in the band closet. If possible, set up water for the next performance.
 - Help put away the wagon and ensure the plume bags are put in the closet in the double sided black bag.
 - The wagon is kept in the Colorguard room. It is not always needed for parades.

LEAD CHAPERONE in training:

- Make sure to be the shadow of the Lead Chaperone and do all of what the Lead Chaperone does.
- Make sure to follow and interact with the Lead Chaperone.
- Stick to the Lead Chaperone like glue, unless told otherwise.
- Feel free to ask questions and be ready to learn.
- Be ready to wear a lot of hats and help and assist where help is needed.
- Interact with the Lead Chaperone and learn the different positions and be ready to help.
- Bring the hair supply bin and help the band kids with their hair.
- Do and learn all of what the Lead Chaperone does-Help with Plumes, waters, equipment and anywhere else needed.
- Most important is not to be shy, to have fun and meet the volunteers and the kids.

MEDICAL CHAPERONE:

- Medical Chaperone **DOES NOT** need to have a health care background.
- Retrieves the medical bag and then oversees it during events (the medical bag is kept in the closet behind the round table in the band room).
- For away games- make sure each bus has a Medical bag but you only need to bring one bag to the game or festivals/competitions/parades.
- Make sure all the bags make it back to the band room closet after getting back to Penncrest Band room
- Make sure the bags are stocked up with the items you need and replace or notify the Lead Chaperone of anything that may need refills.
- Provides simple first-aid to students when needed (usually distributing Band-aids/ice packs or Tylenol/Motrin).

- Before administering ANY medication, check the student's medical form in the binder inside the medical bag for parent permission. If no permission is given, medication CANNOT be administered. The Medical Chaperone can call a student's parent to obtain verbal consent.

PLUME VOLUNTEER:

- Very carefully remove plumes from the plume box and place them in the plume bags.
- Handle plums by the metal part only. Do not touch the feathers.
- Places plumes on shakos just prior to performance, and collects plumes after performance. Lead Chaperone and Lead Chaperone in training will help you.
- At the end of the games very carefully put the plumes back in the plume box and place the box and the bags back in the closet.
- The plumes and bags are located in the color guard closet.
- Please flip the black bag so all the plumes are facing the same way and all plumes must be stored inside the tubes.
- Please make sure all the band kids get the plumes. You may need to find the Percussion kids to plume them since they tend to be in a different area.

PLEASE NOTE:

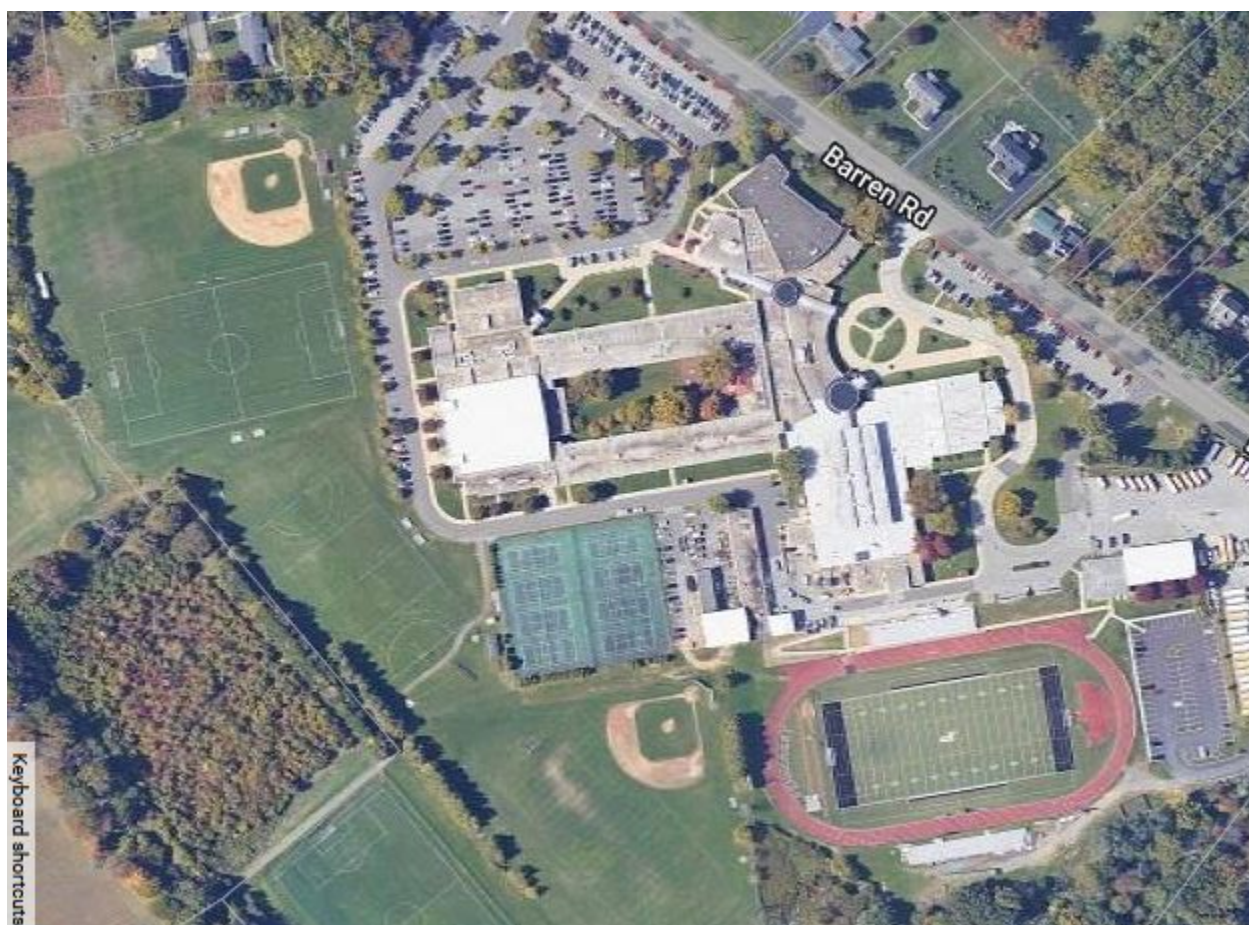
- Plumes are kept in a black double sided bag box in the Colorguard room.
- As much as possible, plumes should be handled by holding the metal clip. Holding the actual feathers should be avoided.
- Plumes should be removed from the box clip-first, then returned to the box clip-first. This ensures that feathers are not being forced "against their grain".
- For competitions and festivals, DO NOT collect plumes from the Drum Majors after the performance. They will return to the field for the awards ceremony at the end of the competition and will need to be in full uniform.

EQUIPMENT VOLUNTEER:

- Checks with Percussion Coordinator and/or Percussion/Front Ensemble section leaders for any specific needs.
- Discuss ahead location of equipment and podiums with drum majors and front ensemble section leaders
- Once you have the Volunteer lanyards from the Lead Chaperone in the band room, 1 to 2 volunteers should report to practice fields.
- The other equipment volunteers at least 20 minutes ahead of the start and kids marching to stadium:
 - Make sure the path is clear and open for the band to march to the stadium.
 - Ahead of the marching to the stadium, make sure the security opens the gates, the admission table is moved to the side, the rope yellow stanchion is removed.
 - Bring the Drum Stands in the wagon provided
 - Bring the drum major stands
 - Bring any props needed for the show
- Once the above is done, report to the practice field as well to help with the rest.

- Help to make sure the water wagon makes it to the bleachers (home games) or trailer (away games) and then to the band room once the event is over.
- Help load and unload big equipment trailer for away games or competitions.
- Help move Front Ensemble equipment on and off the field.
- Work with PHS staff and band kids of the equipment crew to get the front ensemble equipment to the sidelines.
- DO NOT handle the instruments unless directed by the front ensemble Section Leader as they are carefully tuned.
- Go down to the field at the end of the game to assist the front ensemble with moving their stuff back to storage (home) or trailer (away)
- If you have a question – ask another equipment volunteer, or section leader, or senior band member (with medal on uniform).
- It's not as hard as it sounds – there are chunks of down time between busy moments
- Loading and unloading the equipment trailer – be patient – it takes time and the student section leaders are in charge.

PLEASE NOTE: Equipment consists of (but not limited to) electronic racks, speakers, marimbas, gong, show props, etc...



MONITORING VOLUNTEER & FLOATER

- Set up the 6 music stands with the clips and the 'Band Only Area' signs located in the BPA closet.

- Ensure donated water is loaded onto the collapsible wagon and cover it with the white cover.
- Bring the water wagon to the stadium ahead of the game and station the wagon on the bleachers.
- At the end of the night bring it back to the band room. Put any left over bottles in the BPA closet and the folded wagon in the guard closet.
- Load the music stands in the **music stand cart** to take stands to the stadium.
- Bring the cart to the stadium ahead of the game and leave them in the band bleachers. At the end of the game, bring it back to the band room.
- **Remember to move the music stand blocking the ramp when the band is arriving at the stadium so the kids can go up the ramp. Once all the kids are in the bleachers, please put it back in place.**
- Set the music stands are in the bleachers place them along the band area: one at bottom of the ramp and at top of ramp, one or two at top of bleachers and one at bottom of the bleacher steps on the band's left side as they sit on the stands, one at bottom of the bleacher steps where they go when they take the field(on the right side as you look at the field).
- Once the game starts, monitor stairs & bleachers in the band section to prevent any non-volunteers from entering the band section. Cover all 4 corners and **to make it interesting please rotate corners every quarter to a new corner.**
- If not sure about someone, please ask the Lead Chaperone or Mr. Kuhar.
- Per Mr. Kuhar only volunteers and band kids are to be in the area since the band area is considered their stage. Any exceptions are all at the discretion of Mr. Kuhar.
- Stay behind in the band section when the band leaves and watch over instruments and stadium seats.
- Distributing Water Bottles to the band kids:
 - After the kids are done with their show, usually halftime and are dismissed, distribute water by the top of the ramp exit after they drop off their instruments and are leaving to go to the snack area. You may need to funnel them all to that area
 - Distributing the water at the top of the ramp as they go to the snack bar is ideal.
 - **NO water or food is allowed in the stands per Mr. Kuhar.**
 - Make sure **Front Ensemble/Pit** kids get water!!
- When not monitoring or distributing water, help the other volunteers as they need assistance and help.
- If needed, approach the security guards and ask them to patrol the aisle between the band and the next section. While we can assist, it's not the role of band parents to discipline other people's kids or adults.

PARADE VOLUNTEER:

- Is responsible for assisting and walking alongside the band during a parade.
- Helps ensure spectators are cleared from the parade route and kept from wandering into the street as the band marches by.
- Be ready to dress up with holiday cheer for Halloween Parade and Santa Parade.

- For the Veteran's day parade the volunteers go out to lunch usually at Felinis with the band director and staff that may be at the parade.

PRETZEL VOLUNTEER (for 8th Grade Night):

- Checks with New Families/8th Grade Liaison, Juli Lerner, to find out approximately how many 8th grade band members there are.
- Orders the appropriate number of soft pretzels for 8th Grade Night (enough for Penncrest Band members PLUS Spring Lake 8th Grade Band members).
- Ensures pretzels are brought to the stadium by halftime and helps distribute them if able.
- Submit the reimbursement form located in the Penncrest Band website for the cost of the pretzels.

PLEASE NOTE:

- Volunteer may pick up pretzels or have them delivered to the band room but must be there to receive them.
- Volunteer will be reimbursed for the cost of the pretzels

FLOWER VOLUNTEER (for Senior Night):

- Checks with the VP of Administration re: how many and who the Senior students are, and obtains email information for Senior students' parents.
- Checks with BPA Treasurer re: flower budget (can also receive this information from VP of Administration)
- Checks with Mr. Kuhar re: any instructions for Senior parents for Senior Night.
- Emails Senior parents with any instructions.
- Responsible for ordering and picking up flowers for Senior students and 2 extra (1 for Mr. Kuhar and an extra).
- Brings an alphabetized list of Senior students to the Senior Night game and assists Mr. Kuhar in lining up Senior parents (alphabetically by students' last name) on the track for the halftime ceremony.

PLEASE NOTE:

- This should NOT be a Senior parent!
- Flowers can be corsages, or single stem, wrapped roses. Last year in 2023 and the prior few years, flowers were ordered from Media Florist on State Street in Media. Other years we ordered from Blair's in Aston and Kenny's Flower Shoppe on State Street in Media..
- If the flowers are corsages, the Flower Volunteer and other parent chaperones for that game, pin the corsages to the Seniors **PRIOR** to the start of the game. If the flowers are single stem roses, they are given to the parents once they are lined up on the track. The parents then give the flowers to their student.
- Submit the reimbursement form located in the Penncrest Band website for the cost of the flowers to the treasurer.

Videographer and Videographer Assistant

- Record all the games home and away.
- Ride the bus as a chaperone and double as a chaperone when not setting up or recording.

- Record all the competitions. For the away competitions you may drive yourself to any or all of them since they are longer than the football games especially if you don't want to stay for the whole thing. Make sure to get Lanyard from Lead Chaperone if you are driving yourself.
- Generally the main videographer will have everything processed and uploaded to Youtube by the next day, which is nice for parents that couldn't attend. Mr. JPK wants to have the videos before their practices on Wednesdays, but he reviewed them with the kids as early as Monday, so the sooner, the better.
- The main videographer will coordinate with and train the videographer assistant.

Photographer and photographer Assistant

- Take photos at any of the band activities, some practices, camp, games, parades, competitions, etc
- The main photographer will coordinate with and train the photographer assistant.
- Upload all the pictures and videos to the Google Drive

TICKET SALES COORDINATOR:

- *Is responsible for overseeing the pre-sale of competition tickets (when this is an option).
- *Is responsible for returning any unsold tickets to the designated area specified by the hosting venue (usually a tent or desk set up at the competition site).

PLEASE NOTE: In the past, the US Bands State Championships gave the option to our band to “pre-sell” tickets for the competition. Our organization would receive a specified percentage of any “pre-sold” tickets. So, it’s beneficial for parents to buy tickets during the pre-sale vs. buying tickets at the door so our band can keep a portion of the ticket sales.