

Tag Day Chaperone Instructions

Thank you so much for volunteering your time to chaperone this fundraiser! The band is very grateful for your help.

Friday 5:00pm - 8:00pm or Saturday (Groups are at various times from 10:00am - 5:00pm)

Pick up supplies (attendance form, water, marching band advertisement sign, money collection bag and donation hat) from the Band Room at Utica High School. (If you are a second shift chaperone, those materials will of course already be there.)

1. **Take attendance at the Tag Day site** and record all that showed up. There is a spot on each sheet for students who are doing extras.
2. **Encourage students to play a variety of music.** (Show music, solo & ensemble pieces, concert band pieces, etc.)
3. As you collect money, if you feel you have too much money on you, don't hesitate to lock it up in your car. Chaperones should be the only person holding the donations.
4. There is a QR on the band sign for people who may not have cash on them.
5. Any questions, call Anna Lisa Flattery at 586-344-6531 or Marina Suggs at 586-292-3291.
6. **When your shift ends:**
YOU ARE RESPONSIBLE FOR RETURNING YOUR SESSION'S COLLECTIONS TO A BOARD MEMBER

--FRIDAY DROP-OFF - 8-8:30pm - Due to Ike's homecoming there will be no parking at Utica on Friday therefore please drop off at the address that we will provide.

--SATURDAY DROP-OFF - At UTICA HIGH SCHOOL between 5-5:30pm regardless of your shift time. If you cannot make the drop-off please contact us. WE WILL ONLY BE WAITING FOR APPROXIMATELY HALF AN HOUR AFTER THE CLOSE TIME AT THE SCHOOL.

7. **No players are allowed to leave the group during their session unless approved by the chaperone in charge.** Good luck and have fun!

Reminder: Chaperones must have a [background check](#) on file with the band. If you do not, please submit one before tag day for processing.