

B. T. Washington High School Marching Cats

Volunteer Guidelines

There are plenty of opportunities to volunteer to help our band. Your participation will make a difference in you child's experience and the overall band program. It is our goal to have a successful organization through both hard work and teamwork. We all have valuable gift to off. All parents are encouraged to support their student and our band in any way they can. There are no small contributions. _

Volunteer Opportunities:

Home Games – We need more volunteers on these nights. Concessions, equipment, and concession are vital areas. We need volunteers in and around the stand/bleachers at all games.

Away Games – On these nights our volunteers will be riding buses with the students (approximately 4 per bus), We will also need an equipment team. Concessions will not be needed. Volunteers **MUST** ride the bus.

Overnight Stays – Volunteers are to ensure students are in their assigned rooms before a volunteer can retire to their hotel room. You are to stay alert of your surroundings and know what students are doing at all times. While we are away, it is our responsibility that the students are well taken care of and no unnecessary issues arise. Persons will be assigned to the students to ensure they are awake and on time. This will be done by wake up calls and followed by a room check. Volunteers are asked **NOT** to have alcoholic beverages while chaperoning children whether the children are present or not.

Competitions – There will be competitions held at our school and away at other schools. We need help in lots of areas including but not limited to chaperones, equipment team, concessions, and parking. The needs change depending on where the competition is located.

Parades/Special Appearances – The band participates in parades and special events. While we would not need as many volunteers as we would for games, we are required to have volunteers at these special events as well. Volunteers will be contacted when needed. Please do not bring children to walk in the parades with the band.

Fundraisers – Volunteers must be at fundraisers just as they would be at games. Your responsibility is to ensure the students are doing what has been asked of them, to ensure that nothing is going wrong while the students are participating, and to collect money. A board member will come at the conclusion of the fundraiser to collect money.

Volunteer Guidelines:

*Volunteers will be called Monday before the game. If you are not called, please do not assume you are volunteering.

If a message is left, please return the call as soon as possible.

*All people not chaperoning must go through the front gate and pay the required entry fee.

*Arrive ON time. If you are running late, it is your responsibility to inform the head volunteer. Please do not arrive when it is time to go to the stadium.

*No other children/family/friends are allowed in the stands while you are volunteering.

*No giving students food

*If a student requires medication, please allow the doctor/nurse or person on duty to administer it.

*Volunteers are to stay with the band at all times. Stay in and around the stands to monitor the activities surrounding the band.

*Duties will be assigned to each volunteer. (Bathroom, plums, cushions, water, trash, etc.)

*Volunteers are required to wear band shirts and jeans to all games and special events unless otherwise advised.

*Designated volunteers will be assigned to bus duty. Their responsibility will be to ensure all students are off and on the bus. Upon arriving back to the school, designated volunteers will be assigned to remain on the bus to do a complete walk through to make sure nothing is left behind and the bus is clean.

*Do not speak to the children in an inappropriate manner (yelling or cursing). If this is found to be true, you will not be called back to volunteer.

*For away/overnight performances, assist the students in putting on and away their uniforms

*No eating or drinking in the stands. Do not leave the stands to go to the concession stand to eat. This is not acceptable at anytime.

*If an issue was to arise with your student and you need to talk to Mr. Young, please wait until after the game to speak to him.

- *Any discipline issues with students should be addressed with Mr. Young
- *The head volunteer on each bus will be given a walkie-talkie that should be utilized after you have called role, upon leaving the school, and boarding the bus after the game.
- *ID badges will be issued to each volunteer, please return the badge to the head volunteer at the end of each event.
- *After each game, please come directly to the band room with the students.
- *Upon returning to the band room, **DO NOT** allow anyone in the band room outside of volunteers, staff, and students. This includes parents.
- *No talking on cell phones.

Uniform Guidelines:

- *Full uniform means that every portion of the uniform should be on in the appropriate manner (hat, jacket on and buttoned, pants all the way on, black dress socks, and band shoes)
- * Half dressed means that students should be wearing the full uniform minus the jacket/hat. This will be done at the discretion of Mr. Young
- *Summer uniform means band polo or t-shirt and khaki pants or shorts
- *No large earrings, necklaces, or rings allowed. Small stud earrings are acceptable.
- *Under the student's uniform, they are to wear black dress socks only, (no ankle socks), their band t-shirt and lightweight shorts.
- *If a student is not properly dressed, please address the attire immediately with the student. If the student does not respond to your request, let the drum majors know.

Stand Procedures for Students:

- *No visitors.
- *No eating or drinking unless authorized by Mr. Young.
- *No talking over the fence/boundary of the band section. If a parent or family member needs to get a message to them, they are to come to you first. You can

deliver the message or call the student over to them.

*No obscene language or gestures.

*Volunteers are the designated authority figures. No disrespect will be tolerated...period. If you feel you cannot handle a situation, please report it immediately to the head volunteer.

*Derogatory comments towards the other band/team will not be tolerated. Good sportsmanship is expected at all times, this includes booing.

*No cell phones. They should be confiscated and handed to the head volunteer. Students are not allowed to use cell phones while involved in any scheduled activity. A student may use a volunteer's phone only in case of emergency.

*Restroom breaks are during the 3rd quarter only unless an emergency arises. Students will be called in small groups. Volunteers will escort the students to and from the restroom

*No illegal or unethical behavior will be tolerated.

*When the students are taken to the bathroom, they are not to stop and hold conversations with friends, etc. They are not allowed to go to the concession stand nor eat while at the bathroom.

*Understand and hold accountable all aspects of the guidelines and responsibilities set forth by Mr. Young and the 2010-2011 Escambia County Students and Responsibilities Handbook

Bus Procedures for Students:

*Students will be assigned buses. Roll will be taken as the students get on the bus, upon leaving the school, and before departure from the event.

*No blankets!

*No radios

*No loud talking/noise

Festivals/Competitions:

*Students are to be in the stands watching other performances at all time. The only exceptions are those visiting the concession, restroom, or vendor booths.

*Students are not allowed to sit with other groups or leave the stadium for any reason without receiving permission from Mr. Young. If a student needs to leave the stadium for any reason, they must be accompanied by a volunteer or staff member.

*No student or volunteer should leave their seat while another group is performing.

*Cell phone usage is prohibited, unless in emergency situation. Only a volunteer's phone may be used. We also ask volunteers to limit their use to emergencies as well.