

LCHS CHOIR TRIP CHAPERONE DUTIES AND EXPECTATIONS

Before boarding the bus to leave Albuquerque:

- Meet with your group briefly to introduce yourself and match faces to names
- Use the check list to make sure each of your students have all necessary costume items
- Get a cell phone number for each of your students – texting is the easiest and quickest way to communicate with your group
 - In the event a student does not have a cell phone assign one of the other students to pass on any information you send out via text

On the bus:

- Every time we board the bus make sure each of your students is present
- Chaperones are encouraged to walk through the bus periodically
- Try to avoid having all the chaperones sitting in the front of the bus

At the hotel:

- Make sure your students get settled in their room and inform them of the location of your room and Mrs. Amend's room
- Males are never allowed to be in females rooms and vice-versa
- At the designated time the students need to be in their room for the night.
 - You are responsible for visually confirming each student is in the room
 - The door handle will then be taped from the outside (a demonstration on how to do this will be done for those who need it)
- The following morning before breakfast you will inspect the tape for any breakage and remove the tape from the door and inform your students - any broken tape needs to be reported to Ms. Amend immediately

During Performances:

- Supervise those students not on stage – proper audience behavior is essential
- Students leaving the performance hall need to notify their chaperone
- Disparaging or negative comments about other choirs should always be avoided

Other duties:

- We serve as extra eyes and ears for Ms. Amend - we expect our students to serve as ambassadors for La Cueva, to dress appropriately and be on their best behavior at all times
- Students are expected to follow your reasonable requests to comply with behavior and safety rules
- You are responsible to ensure your group is aware of the itinerary and to coordinate their on time arrival for scheduled events
- Be aware of what to do in case of an emergency
- Be available to your students at all times and be willing to respond to their needs
- Enjoy being around such a great group of energetic kids!

After Arriving back in Albuquerque:

- Please ensure students do not leave trash and clutter on the bus
- Please remind students to check for personal belongings left behind before exiting the bus
- Please make sure all of your students have a ride home – do not leave until all your students have left