

2014 Nashville Trip Chaperone Information and Duties

Thank you. This trip would not happen without your hard work.

Before we depart

1. With 14 chaperones and 104 students, each chaperone will be responsible for 7 students. We will assign students to chaperones while we're en route, so students will be riding the same bus as the chaperones that are assigned to them.
2. Chaperones will need to check to make sure students on their buses have ALL of the following:
 - a. Instrument- clearly labeled with student's name on the outside.
 - b. Luggage- clearly labeled with student's name on the outside
 - c. Carry-on- clearly labeled with student's name on the outside.
3. Girls may bring purses, but they must fit inside the carry-on.
4. Please make sure that each student has a watch or a cell phone, and that they carry these items with them at all times. Chaperones need to take down their students' cell phone numbers and vice versa.
5. Students should not begin loading or boarding the buses until instructed to do so by the directors.
6. Students will board buses in order of seniority.

When we are on the bus

1. Chaperones should take roll of their students prior to departing the school.
2. Please spread out among the students. They will love your company and want to hang out with you...especially if you sit close to your own children.
3. Please remind students to keep the bus clean. It will be our home for the next several days.
4. The bus restrooms are for emergencies only. We will stop approximately every 2-3 hours for restroom breaks.
5. All school rules apply...including the dress code. Please watch for couples and PDA's.
6. Please be aware of where the couples are seated. **One blanket per person.**
7. Movies may be shown on the bus as long as they are rated G, PG, or PG-13. Please use your discretion.
8. Chaperones should make themselves aware of the location of the first aid kit on each bus.
9. Curfew on the bus will be from when we board the bus – 7:00 am breakfast. All lights must be off; boys must be on one side of the aisle, and girls on the other side of the aisle. During curfew, no video games, lights, or movies. Students may listen to their iPods as long as they are not audible to those trying to sleep.
10. Chaperones should take roll of their students prior to departing every rest stop or food stop. Please don't delay taking roll. Start as soon as possible.

When we are at the hotel

1. Chaperones need to know where students' rooms are (we will provide room lists) and make sure that students are in their own rooms.
2. Absolutely no boys on girls' floors and vice versa.
3. At the hotel, **lights out is at 11:00pm**. Please let students know that they may want to shower at night to save time the next morning.
4. Once the students' rooms have been checked, chaperones can go to sleep. **Nighttime security is provided so chaperones can get some well-deserved rest.**
5. Chaperones should take roll of their students prior to departing the hotel.

At the Event

1. When students are at the scheduled events, they are not to leave that area for any reason.
2. Please stress that for safety reasons, students should travel in groups of at least three **AT ALL TIMES**.
3. Chaperones should make sure that students check in at EVERY check-in time. If they don't check in, please call the students on their cell phones.

General Information

1. Please remind students to conduct themselves in a respectable manner. They are representing not only themselves, but also University High School, the community of Morgantown, and the state of West Virginia.
2. We will take roll early and often. We want backups to our roll taking. We should count heads, ask students to check for empty seats, etc.
3. Students have been instructed to follow directions from chaperones and directors immediately. Please inform a director if students do not cooperate.
4. This group of students has been very well-behaved all year, and I do not anticipate many discipline problems. My main concerns are that we keep an eye on couples and that everyone is safe and has a good time.