

## Chaperone Training Notes 2022

- Sign up on CHARMS for practices and games, and occasional special events. Please do not show up without signing up - but show up if you signed up. We are counting on you!
- You must work one practice for every game you want to work (the head chaperone keeps track of who works when).
- Competition and special event chaperones are chosen by the head chaperone according to the number of hours they have volunteered. If you want to attend a future event, start volunteering now!
- No uniform required for practices. **For away games, competitions and parades** – uniform is chaperone shirt, khaki bottoms and comfy shoes. **For home games** – uniform is chaperone shirt, denim or navy blue bottoms, and comfy shoes.
- Each year you must submit a **typed** consent for background check form, and well as a FERPA form. Forms are on [popeband.com](http://popeband.com).
- Two chaperones must stay after each practice for 30 minutes or until all kids are picked up (whichever comes first).
- There will be a list on the chaperone fridge of what supplies you need at practices and games.
- If you have an emergency and can't make it to chaperone, please text Jody at 678 592-2625 as soon as you can.
- There will be a lead chaperone assigned at each practice. That person will act as liaison to directors to minimize interruptions and assign chaperones locations and/or duties if groups split off. *What you are asked to do may not immediately make sense to you but please do it anyway. We have a good reason for doing it that way!*
- If a student asks to be sent home, check with the lead chaperone first. They will confirm with a staff member that it is ok for that student to leave. Do not just give permission to the student to leave.
- Each time a student sits out please make note in the med book. Before you give OTC meds, check the med list first. **Be sure to check what meds the student is or is not allowed to take, and confirm it's been an appropriate amount of time since last dose**. Note any meds given in med book. If a parent needs to be called, the lead chaperone will call or assign another to do so.

- Some days there is very little to do and we get time to enjoy each other's company. Other times we are on the run from start to finish. We never know which it will be, so come prepared!
- Busy or not, **it's never appropriate to gossip about kids/families**. Exchanges of information for a good reason is one thing but sharing gossip is another. You will hear a fair amount of private info about some of our kids. Please keep it to yourself.

Questions? Comments? Ideas? We'd love to hear them – please reach out!  
Contact Jody Neja, head chaperone, at [jodyneja@yahoo.com](mailto:jodyneja@yahoo.com) or (678) 592-2625.

Thank you for volunteering! The kids and staff appreciate it so very much!