



NAfME All-Eastern Honors Ensembles April 5 – 8, 2017 • Atlantic City, New Jersey

GROUP CHAPERONE REPLY FORM

NAfME member educators or administrators are needed as group chaperones for the 2017 NAfME All-Eastern Honors Ensembles. If you would like to serve as a group chaperone, please read the Chaperone Agreement below, complete this form, and e-mail it by January 13, 2017, to Keith Hodgson, E-Mail: khodgson@nafme-eastern.org .

Each group chaperone will be responsible for approximately 20 students. NAfME-Eastern/NJMEA will provide the following to group chaperones for their service:

- 1. A hotel room in the same location as student group (up to three nights) shared with another group chaperone.
2. Meals with the student group up to three days.
3. Conference Registration.
4. One ticket to each of the 2017 All-Eastern Honors Ensembles concerts.

Chaperone Agreement

Please print in ink or type.

Name NAfME ID# Exp. Date
Mailing Address
City State Zip E-Mail
Work Phone () ext. Mobile Phone () Home Phone ()

Please select group preference.

Check one: Band Orchestra Mixed Chorus Treble Voice Chorus Jazz Ensemble No preference

If I am selected to be a group chaperone for the 2017 NAfME All-Eastern Honors Ensembles, I agree to the following:

- 1. Assist with on-site registration (Wednesday, April 5) and student check out of hotel and dismissal at conclusion of concert at Boardwalk Hall (Saturday, April 8).
2. Attend all chaperone meetings unless on duty with students.
3. Accompany and supervise students to and from rehearsals, meal functions, scheduled activities, and medical facilities as necessary. Chaperones will assist in checking-in students at each location.
4. Enforce the curfew and ensure that all students are in their assigned rooms every night.
5. Serve as hall monitor on student floors between evening curfew and breakfast.
6. Follow the supervision assignment schedule developed by the group manager or make arrangements with another chaperone to exchange assignments. The group manager or his/his designee must approve any changes to the schedule.
7. Model appropriate behavior and display moral and ethical conduct at all times.
8. Review and enforce the Student Code of Conduct with students.
9. Encourage students to take safety precautions to avoid unnecessary problems.
10. Enter student's room only when necessary, with another chaperone. (Male chaperones can only enter male student's rooms and female chaperones can only enter female student's rooms. Note: Chaperones must not enter a student's room alone under any circumstances.)
11. Perform room check each night in same-gender pairs. Chaperones must physically see each student in the room or outside door in hallway-no exceptions. Make sure lights are out half an hour after the room check. No students are allowed out of the room after room check.
12. Inform the group manager or assistant manager of the need for disciplinary action for any student.
13. Stay informed of assigned students' medical concerns.
14. Assist general chair and group managers as needed.

I understand that I must be a current NAfME member at least 21 years of age and that serving as a chaperone is strictly voluntary. If I am selected, I will accept the duties as assigned.

Signature Date

NAfME members selected to serve as group chaperones will be notified in January. If you have questions, please contact your State MEA President or Keith Hodgson, General Chairman, 2017 NAfME All-Eastern Honors Ensembles, 609-317-0906 or khodgson@nafme-eastern.org .