

GROUP CHAPERONE ON-SITE DUTIES & RESPONSIBILITIES

Each group chaperone is responsible for approximately 20 of the 2017 All-Eastern Honors Ensembles students from April 5 – 8, 2017 in Atlantic City, New Jersey. Although serving as a group chaperone is strictly voluntary, 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. (*Any chaperone that does not share his/her room with another chaperone will be charged for half of the hotel expense.*)
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.

By completing the Group Chaperone Reply Form you have agreed to the following**:

1. Assist with on-site registration (Wednesday, April 5) and student check-out of hotel and dismissal at conclusion of concerts 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 managers, or make arrangements with another chaperone to exchange assignments. The group managers or his/her designee must approve any changes to the supervision 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 bed 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 bed check. No students are allowed out of the room after bed check.
12. Inform 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, group managers as needed.

**Individual specific onsite duties will be determined by the group managers and after consultation with other chaperones at the chaperone meeting Wednesday, April 5 at 11:30 a.m.