



Chaperone Information

Responsibilities

As a chaperone your primary responsibility will be the safety and welfare of the student participants. However, chaperones do much more than monitor student behavior, as you well know from your own band trips. The cost of the chaperone package this year will be \$750.00.

Chaperones will be responsible for (but not limited to) the following duties:

1. Responsible for a group of students (assigned by Music Festivals & Tours) and communicating all information, changes, report times/locations, etc.
2. Conducting floor meetings, when necessary
3. Bed & wake up checks
4. Assisting with checkout and check-in to the hotel
6. Attendance & supervision during ALL sightseeing/meals/activities in the city
7. Attendance at rehearsals
8. Traveling on the motor coaches with your assigned group
9. Rooming in a double occupancy room (assigned by Music Festivals & Tours)
10. Miscellaneous duties such as, uniform pick-up and return, ticket distribution, uniform alterations, meal distribution, etc.
11. Maintaining a smoke and alcohol free environment during ALL student attended activities
12. Conduct a meeting with group on Saturday, November 20th to introduce yourself and complete the hotel room check list.
13. Greeting students at the airports and riding transfer coaches when necessary
14. Loading/distributing/unloading equipment, water, etc. at rehearsals and on parade day
15. Helping to enforce the MGAMB Code of Conduct
16. Taking attendance at each meeting point

These responsibilities will be discussed upon your arrival and at our first chaperone meeting.

Chaperone Arrival Day

All Chaperones should arrive on Friday, November 18, 2022, between the hours of 10:00 am and 3:00 p.m. Your room cost is included in your package. For those of you traveling with your students, please be advised that the students will not be housed in their assigned Macy's week rooms Friday evening and will need to switch rooms on Saturday morning.

For security reasons no student will be permitted in a single room and instead will be housed with other students arriving early with their chaperones. *However, your students are not required to arrive on Friday. If they are flying on their own or their parents are driving them, and they are not required to travel with you, we prefer that they arrive on Saturday like the other students.*

Clearances

All chaperones will be required to provide at least one form of clearance such as a criminal background check or child abuse clearance. For instance, in the state of PA in order to teach in a school you are required to provide an Act 34 Criminal Record and an Act 33 Child Abuse Clearance. Most states require these similar checks.

If you have already had one for your current teaching position that will suffice, you do not have to pay for a new one. Please provide us with a copy of the one currently on record with your school or district's human resource office. Feel free to black out any personal info such as your social security number.

Clearances (con't)

If you do not have a clearance, please apply for one now. It can take a few weeks to get one. They are usually available for the nominal fee. Contact your human resource office, public notary or state police department to learn how to apply for your state's equivalent of an Act 33/34 Clearance.

These forms should be emailed to Stephanie Beyah at sbeyah@musfestivals.com no later than October 1st.

Student Assignments

You will receive the list of students you are assigned to chaperone upon arrival at the hotel. Students will be divided based on gender, age, instrument, and any special requests. We apologize, however, due to safety and bed/wake-up check concerns we cannot mix genders. If for some reason you are not chaperoning a student from your school, due to a gender difference we will do our best to assign you to the same motor coach so you will be together during the bulk of the activities.

Chaperone Binders

At the time of our first chaperone meeting, you will receive a binder of information containing items such as, list of students you are assigned, itinerary, contact phone numbers, sign-in and sign-out sheets, hotel evaluation check list, etc. **Please be sure to have this binder with you at all times.**

Meetings

A short chaperone meeting will take place on Friday evening at a time TBA based on the chaperones' arrival times. This meeting will address Saturday's schedule and an overview of the week. There will be a more detailed chaperone meeting on Saturday evening to discuss specifics for the week, as well as any questions or concerns you may have. *Attendance is mandatory at both meetings.*

Following the chaperone meeting on Saturday evening, please plan on meeting with each of your assigned rooms to introduce yourself to the students, as well as to go over any additional information and to complete the hotel evaluation check list.

Parade Day

Chaperones are welcome to march in the parade behind the band if you wish to do so. **Please note this is a 3-mile route that can reach the speed of 120 steps per minute.** If you do not want to walk in the parade for any reason this is not a problem, please let Stephanie know as soon as possible. If you choose not to march there are a number of items at the hotel that we can use your assistance with for the day.

Those walking in the parade will be required to wear black pants or nice black jeans. In addition, anything "showing" – such as gloves, hat, earmuffs, turtleneck, etc., must be black. Also, you must wear comfortable dark/black walking shoes. We will provide you with a black jacket or windbreaker to wear on the parade route.



2022 MGAMB Package Plan

November 18-25, 2022

Chaperone Cost (double occupancy): \$ 750.00

PACKAGE PLAN INCLUDES:

- ❖ Seven-nights (7) first-class hotel accommodations at the Hilton Woodcliff Lake Hotel, located about 12 miles from Manhattan (Quad Occupancy, 2 per bed)
- ❖ **13 Total Meals*:**
 - Five (5) Breakfasts –*
 - Four (4) Buffets at the Hotel
 - One (1) Buffet at Hard Rock Café Parade Morning
 - Three (3) Lunches –*
 - Pizza Lunch at Rehearsal – Monday
 - Boxed Lunch at Rehearsal – Wednesday
 - Post- Parade Lunch at Hotel – Thursday
 - Five (5) Dinners –*
 - Ellen's Stardust Diner
 - Dave and Busters – Monday
 - Virgil's BBQ – Tuesday
 - Buffet at Hotel – Wednesday
 - Thanksgiving Dinner at Hotel – Thursday
- ❖ NYC Sightseeing*: *Admission to a Broadway Show, Free Time in Times Square and the Theater District, Free Time at the American Dream Mall, (Admission to the Top of the Rock - tentative)*
- ❖ Chartered motor coach transportation for all Band rehearsals, sightseeing, meals and Thanksgiving Day Parade
- ❖ Scheduled transfers to LGA and EWR Airports and to Penn Station (*departure day*).
- ❖ Admittance to the Thanksgiving Dinner (Dancing with DJ included)
- ❖ Student Leadership Session with Fran Kick*
- ❖ MGAMB Souvenir T-shirt, Water Bottle, Windbreaker & Lanyard
- ❖ Official Macy's Thanksgiving Day Parade Participant Button

**All listed meals / attractions and activities are subject to change without notice as they are based upon availability and our schedule*