

NAFME All-National Honor Ensembles
October 26-29, 2014 Nashville, TN

GROUP CHAPERONE REPLY FORM

NAFME member educators or administrators are needed as group chaperones for the 2014 NAFME All-National Honor Ensembles. If you would like to serve as a group chaperone, please read the Chaperone Agreement below, complete this form, and fax (703-860-9443) or send electronically (SusanL@nafme.org) by September 26. Chaperones are accepted on a first come basis. Payment is due by October 10, 2014.

Each group chaperone will be responsible for a maximum of 20 students. NAFME 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).
2. Meals with the student group for 3 days (Dinner Sunday, B,L,D Monday and Tuesday, B & L Wednesday)
3. Transportation via shuttle from airport to Opryland and from Opryland to airport.
4. Conference Registration.

Chaperone Fee is \$700. To pay by check, please send to: NAFME Attn: ANHE Chaperone, 1806 Robert Fulton Drive, Reston, VA 20191. To pay by PO contact Betty Cook at 703-860-4000 ext. 214. To pay by credit card, use this link:

<http://shop.nafme.org/product/2014-anhe-chaperone/>

Chaperone Agreement

Please print in ink or type.

Name _____ NAFME ID# _____ Exp. Date _____
 Mailing Address _____
 City_ State _____ Zip _____ E-Mail _____
 Mobile Phone (____) _____ Home Phone (____) _____

Please select group preference, although you may be assigned to any ensemble.

Check one: Band Orchestra Mixed Chorus Jazz Ensemble

If I am selected to be a group chaperone for the 2014 NAFME All-National Honors Ensembles, I agree to the following:

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| <ol style="list-style-type: none"> 1. Arrive by 12:00pm on Sunday, October 26th to assist with on-site registration and depart after 2:00pm on Wednesday, October 29 to assist with student check out. 2. Verify assigned students arrival and departure plans including flight itineraries and other transportation. 3. Attend all chaperone meetings unless on duty with students. 4. Escort 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. 5. Enforce the curfew and ensure that all students are in their assigned rooms every night. 6. Follow the schedule developed by the group manager or make arrangements with another chaperone to exchange assignments. The group manager and/or 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 rules and expectations with students. | <ol style="list-style-type: none"> 9. Encourage students to take safety precautions to avoid unnecessary problems. 10. Always enter a student's room 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—<u>no exceptions</u>. 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 of the need for disciplinary action for any student. 13. Stay informed of assigned students' medical concerns. 14. Assist general chair and group manager as needed. |
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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 _____