



## Monache Band Parents Association Volunteer/Chaperone Information

Welcome and thanks for your interest in Volunteering and/or Chaperoning for the Monache Marauder Marching Band. Whatever task or function you choose help with your efforts are sincerely valued and appreciated. This correspondence is intended to provide you with important information about the requirements for Band Volunteers.

### Volunteer/Chaperone Documentation

1. Volunteer Forms must be completed annually and returned to the Head Chaperone. All volunteers are subject to background checks.
2. A copy of your photo ID (California Drivers License) must be attached to the Volunteer Form.
3. Volunteers are required to undergo fingerprinting (at his/her cost). This is a "one time" PUSD requirement. Fingerprints will be valid and kept on file at the District Office.
4. Volunteers using their own vehicles to conduct school/band business (i.e., pulling band trailers) will be required to fill out additional forms (Verification of Liability Insurance).

### Fingerprint Process

- ✓ Complete/Return Volunteer Form with copy of Drivers License and return to Head Chaperone.
- ✓ Upon clearance from Monache Administration, Head Chaperone will contact volunteers via phone/email to proceed with fingerprint processing.
- ✓ Fingerprint forms must be picked up from the PUSD Personnel Department located at the Monache Center 600 W. Grand Porterville CA 93257; Debbie Starks. **\*\*\*Please Note\*\*\* The Personnel Office will not issue fingerprint forms until they have received clearance from the Head Chaperon.**
- ✓ There are several locations that will be identified on the paperwork you will receive from PSUD Personnel where your prints can be completed. Fees run between \$10-\$15 dollars depending upon the location. Printing is only done on certain dates and times.
- ✓ You will be notified by the Head Chaperone once your prints have cleared. ***Remember – the fingerprinting process is a one-time only requirement.***

### Chaperone Functions

- Overnight Trips (Multi-day trips include bus and possibly air travel).
- Day Trips/Competitions
- Bus Captains – assist bus drivers with student communications/directions, take roll/head count
- Communicate various information to students at the direction of the Band Director or Head Chaperone
- Assist with uniforms, hair, instruments and personal needs of students
- Assist with organization and serving of meals.

### 2008 Deadline

- ❖ **Volunteer Forms and Fingerprinting must be completed by the October 2, 2008, Band Parent Meeting.**

Please feel free to contact me with any questions you might have regarding volunteering or chaperoning.

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