

# Chaperone Information

- Chaperones are needed to assist the leadership in supervising students during the two-day event.
- Directors and choir parents are welcome to apply to be a chaperone by filling out a reservation form.
- There is no charge for the room for chaperones that share a room with another chaperone.
- Chaperones who desire a private room must cover half of the cost of the room and send a check for \$65.
- Payment for a single room **must** accompany the application.
- Reservation forms must be postmarked by Nov 15.
- Area Chairs have first priority when the chaperones are selected.
- Chaperones may eat on their own or pay \$30 to eat with the choir at the hotel (4 meals-lunch and dinner on Friday, breakfast and lunch on Saturday).
- Chaperones MUST supply a limited criminal history report with this application. You may go to [www.in.gov](http://www.in.gov) to get the application or some schools will assist you in getting one. Check with your school corporation superintendent's office. It takes 4-6 weeks to get the report back.

## Duties, Responsibilities and Student Rules

1. Wear identification badge at all times.
2. Attend a Friday morning chaperone meeting at all-state (location TBA at registration).
3. Assist with selling T-shirts, rehearsal room supervision, lost and found, and concert supervision.
4. Assist with hotel check-in and supervise evening activities (chaperone room keys will be given as soon as the rooms are available Friday).
5. Assist with the cleanup of lost student property after the concert.
6. Supervise the students in the hotel:
  - Chaperones will be assigned to do a room check at the appointed time for lights out.
  - Each chaperone will assist in supervision of the students during breaks, meals, and Friday night free time.
  - Chaperones will wake students in the morning at the appointed time and keep checking to see that they are getting ready to vacate their rooms with all their belongings.
  - Hallways are monitored all night by an ICDA hired security guard.
7. Inform students of the rules that were discussed at the chaperone meeting, in addition to the rules below:
  - Students who do not follow the hotel rules may be sent home at their parent's expense.
  - Students who have been sent home are not eligible for future events.
  - Students will not participate in illegal activities including drinking alcohol, smoking or using drugs.
  - Boys are not allowed to enter any girls' room and girls are not allowed to enter any boys' room.
  - Socializing should be done in the public areas of the hotel.
  - Do not socialize in the hallways out of consideration for other guests.
  - Students will be in their rooms at 10:30 p.m. and chaperones will check for lights out at 11:00 p.m.
  - Absolutely no leaving the rooms after lights out—chaperones will put a small piece of tape on the doors to ensure every student's security. (No unauthorized entry)
  - No room service. No pay TV. Do not request any services.

## Chaperone Reservation

- This reservation is for FRIDAY NIGHT ONLY
- Reservations must be postmarked by November 15 and will be approved on a first-come, first-served basis
- This application can be used for more than one person if you would like to share a room with the other person listed (please include their name on lower half); husband and wife teams count as double occupancy (no extra charge) but both people must do full chaperone duty.
- If only one spouse is chaperoning and the other is staying in the room, you will owe the \$65 fee for half the cost of the room—please note this on the comment line.
- Chaperones will be notified if all the spaces have already been filled, and if so, checks will be returned
- Please email Supervision Coordinator, Chuck Bradley with any questions. [chuckbradley@psci.net](mailto:chuckbradley@psci.net)

Name of Area Chair \_\_\_\_\_

Circle Area: 1A 1B 2A 2B 3A 3B 4A 4B

*Ask director for area* 5A 5B 6A 6B 7A 7B 8A 8B

### Room Request:

\_\_\_\_\_  
Name of Chaperone

Circle one: MALE FEMALE

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail

Check one: \_\_\_\_\_ Single Room (\$65 charge)

\_\_\_\_\_ Share Room, Double Occupancy

Comments: \_\_\_\_\_

### Room Request:

\_\_\_\_\_  
Name of Chaperone

Circle one: MALE FEMALE

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail

Check one: \_\_\_\_\_ Single Room (\$65 charge)

\_\_\_\_\_ Share Room, Double Occupancy

Comments: \_\_\_\_\_

Make checks payable to ICDA and mail this application to:

Chuck Bradley  
622 Meadowlark Lane  
Ferdinand IN 47532