



**2014 Parade Aide Orientation**

# **What does a parade aide do?**



**Chaperone Orientation**

# Parade aides follow a series of Tasks...

- **Pre Load/Load**
- **Bus Ride**
- **At Parade Site**
- **During Parade**
- **Post Parade**
- **Departing for Home**
- **Finish/Clean Up**



**Chaperone Orientation**

# Pre Load/Load

## Where do I report to when I parade aide a Parade?

Band Office Area at the High School



**Chaperone Orientation**

# Know your role!

- **Lead Parade Aide (determines below “roles”)**
- **Water aide**
- **Uniform aide**
- **Equipment / Medical aide**
- **Trailer Crew (Permanent)**
- **Standard parade aide**

**\*Note - both the lead parade aide and Trailer Crew are pre-assigned prior to event**



**Chaperone Orientation**

# Lead parade aide Duties

- Calls/Emails other parade aides with arrival time
- Coordinate the activities with MB Director
- Identify watering times--communicate with water aide
- Get lead parade aide folder
- Name tags to parade aides
- Job assignment and duty list
- Assign water, uniform, medical aides
- Assign parade aides to street positions (2 front/6 back)
- Assign parade aides to each of the 3 buses
- Problem Solver
- Assist aides
- Notify parade aide coordinator of needed supplies
- Rides Bus #1 with Directors
- Pick up and Keep track of “Lead Parade Aide Binder” and distributes the other 2 bus binders with attendance forms and medical forms in them.
- Make sure one chaperone on each bus has the medical binder



**Chaperone Orientation**

# The Bus Ride

- **Relax and Enjoy Ride**
- **Assist Staff When Needed**
- **Be Attentive to Student Needs**
- **Bus MB Staff Member will dictate movies, noise levels, but you should also help with these**
- **Staff and bus captain will take care of attendance and “head counts”**
- **Just remind kids that they represent the Waconia MB with the way they act, language choices & clothing**



**Chaperone Orientation**

# At Parade Site

- **Assist with the Unloading of Equipment**
- **“Water” Members & Staff...Remind us!**
- **Fix any Last Minute Uniform Problems**
- **Make yourself Visible and Ready to run an errand**
- **Be attentive to students and any medical needs they may have... please check with a staff member prior to distribution of ANY Medicines**
- **Distribution of Plumes**
- **ASK trailer crew if any help is needed**
- **Pick up Garbage..we leave NO TRACE!**



**Chaperone Orientation**



# During Parade

- **Based on Assignment...walk either 30 ft. in front of the Band or behind the band**
- **Watch out for the students.**
- **PLEASE stay out of the block**
- **NO drinks/food given to any student while in formation...unless indicated by a staff member**
- **Greet and Wave to the Audience and make them aware of our space needs on street**
- **Pick up and give any dropped equipment to a staff member**
- **Staff members should be the only ones talking to kids during parades unless there is a medical emergency**



**Chaperone Orientation**

# **Student “Falls Out” - Street Emergency?**

- **STAY CALM!**
- **Medical aide or Lead parade aide will assign a parade aide to stay with student & notify staff ASAP**
- **If due to overheating...Liquids, Remove Parts of Uniform & Shade.**
- **If student needs medical assistance make every attempt to reach Band Director.**



**Chaperone Orientation**

## HEAT DISORDER SYMPTOMS FIRST AID

**HEAT CRAMPS** Painful spasms usually in muscles of legs and abdomen possible. Heavy sweating.

Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give Sips of water. If nausea occurs, discontinue use.

**HEAT EXHAUSTION** Heavy sweating, weakness, skin cold, pale and clammy. Pulse thready. Normal temperature possible. Fainting and vomiting.

Get victim out of sun. Lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air conditioned room. Sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.

**HEAT STROKE** High body temperature (106°F. or higher). Hot dry skin. Rapid and strong pulse. Possible unconsciousness.

Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. Do not give fluids.

**HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. SUMMON EMERGENCY MEDICAL ASSISTANCE OR GET THE VICTIM TO A HOSPITAL IMMEDIATELY. DELAY CAN BE FATAL.**

# Post Parade

- **Water Students**
- **Assist with Coat Removal**
- **Collect Plumes and Return them to Plume Bag**
- **Help Kids & Remind them to take Care of Uniform**
- **ASK trailer crew if help is needed**
- **Direct Students to Location of Awards Ceremony, Food/water & the Bus Location**
- **Attend the Awards Ceremony**



**Chaperone Orientation**

# Depart Home

- **Check for Garbage around buses**
- **Check for ANY instrument cases & MB Equipment that might have been left by the bus**
- **Take seat in Bus leave first few seats open for staff**
- **Attendance & Head Count will be done by Drum Majors/bus captain & Staff**
- **Sit Back and Enjoy the Ride!**



**Chaperone Orientation**

# Finish/Clean up

- **Once we return check bus for any left items including in overhead bins and in bus bays**
- **Check with Lead parade aide to get Assignment**
- **ASK trailer crew if help is needed**
- **Assist with Clean up and Restocking**
- **Help with ALL Equipment Storage**
- **Drain Water Cooler & Leave Open to Air**
- **Clean & Disinfect Water Bottles**
- **Check Out with Lead parade aide prior to Leaving**

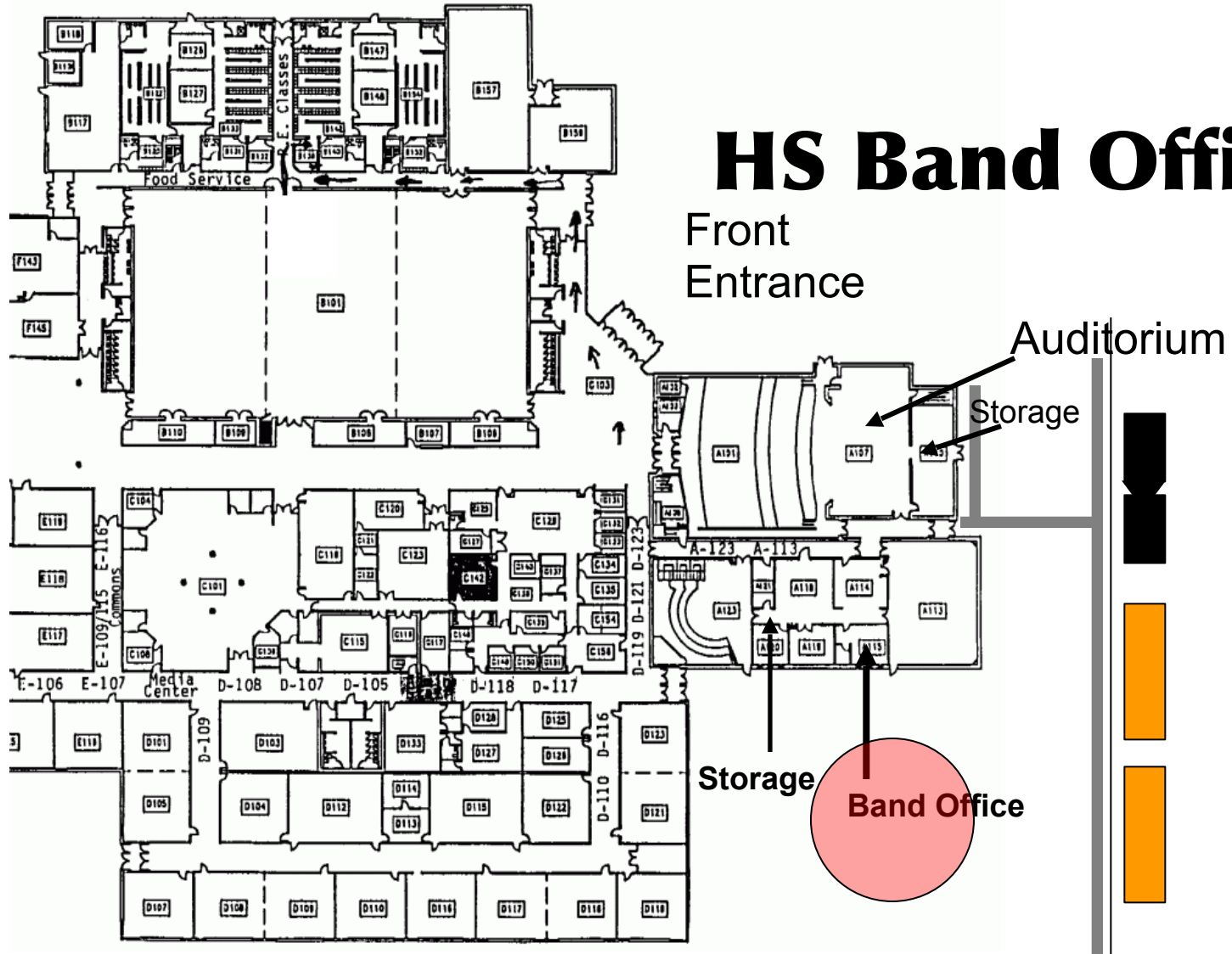


**Chaperone Orientation**

# **A Quick Tour of Important parade aide Areas!**



**Chaperone Orientation**

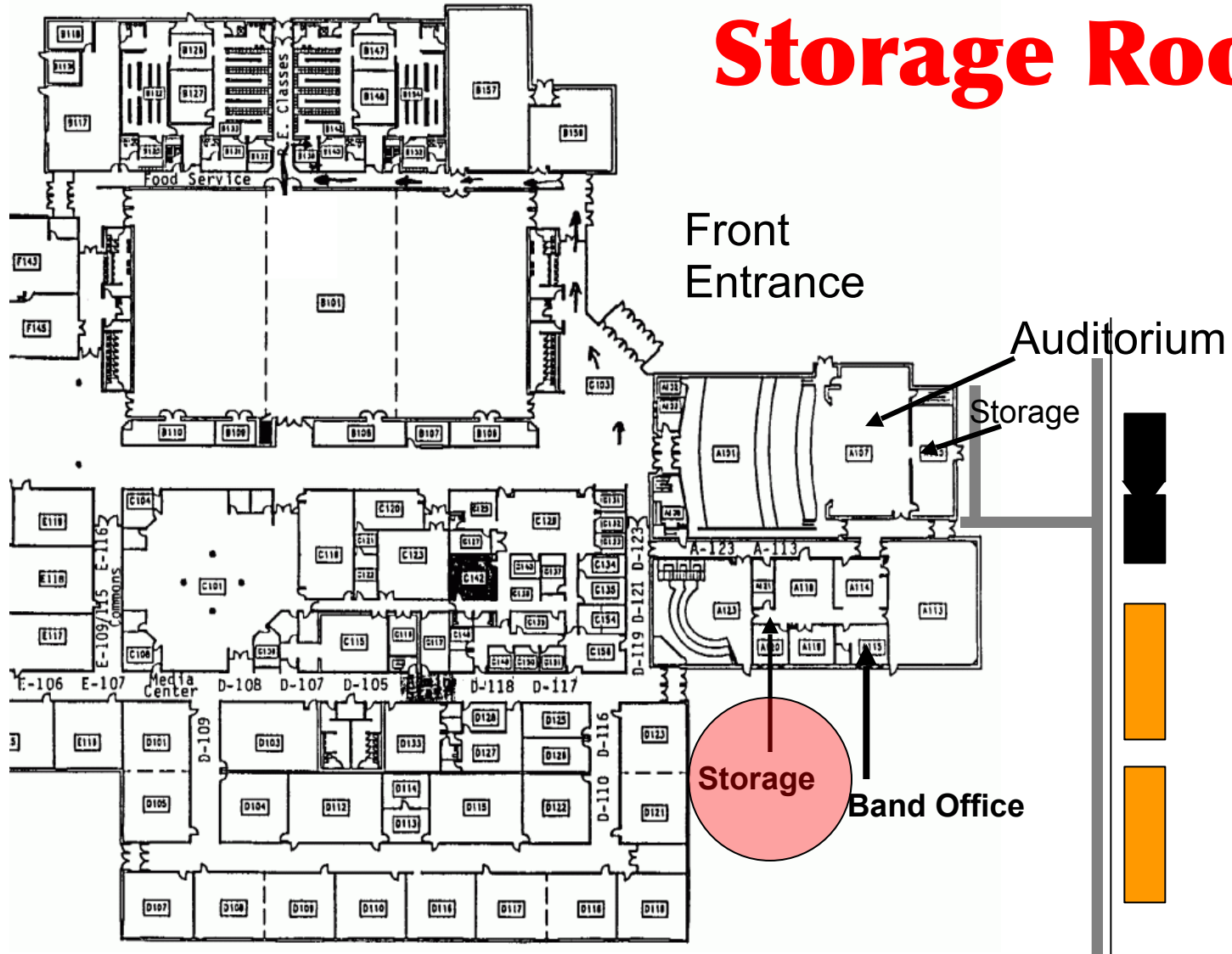


# HS Band Office

**\*\*MB Staff Meeting Place & Meet up with Lead parade aide Here!\*\***

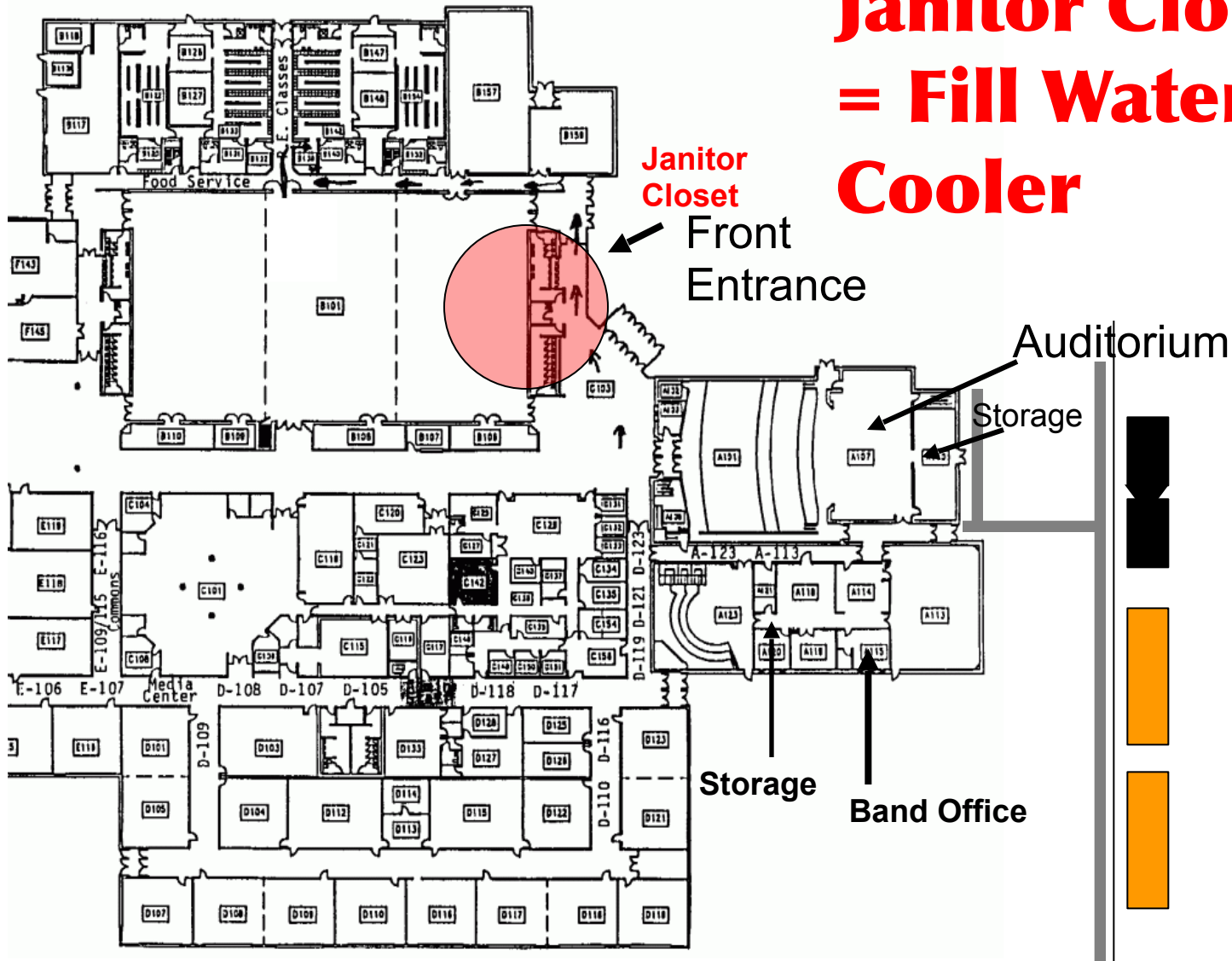


# Storage Room

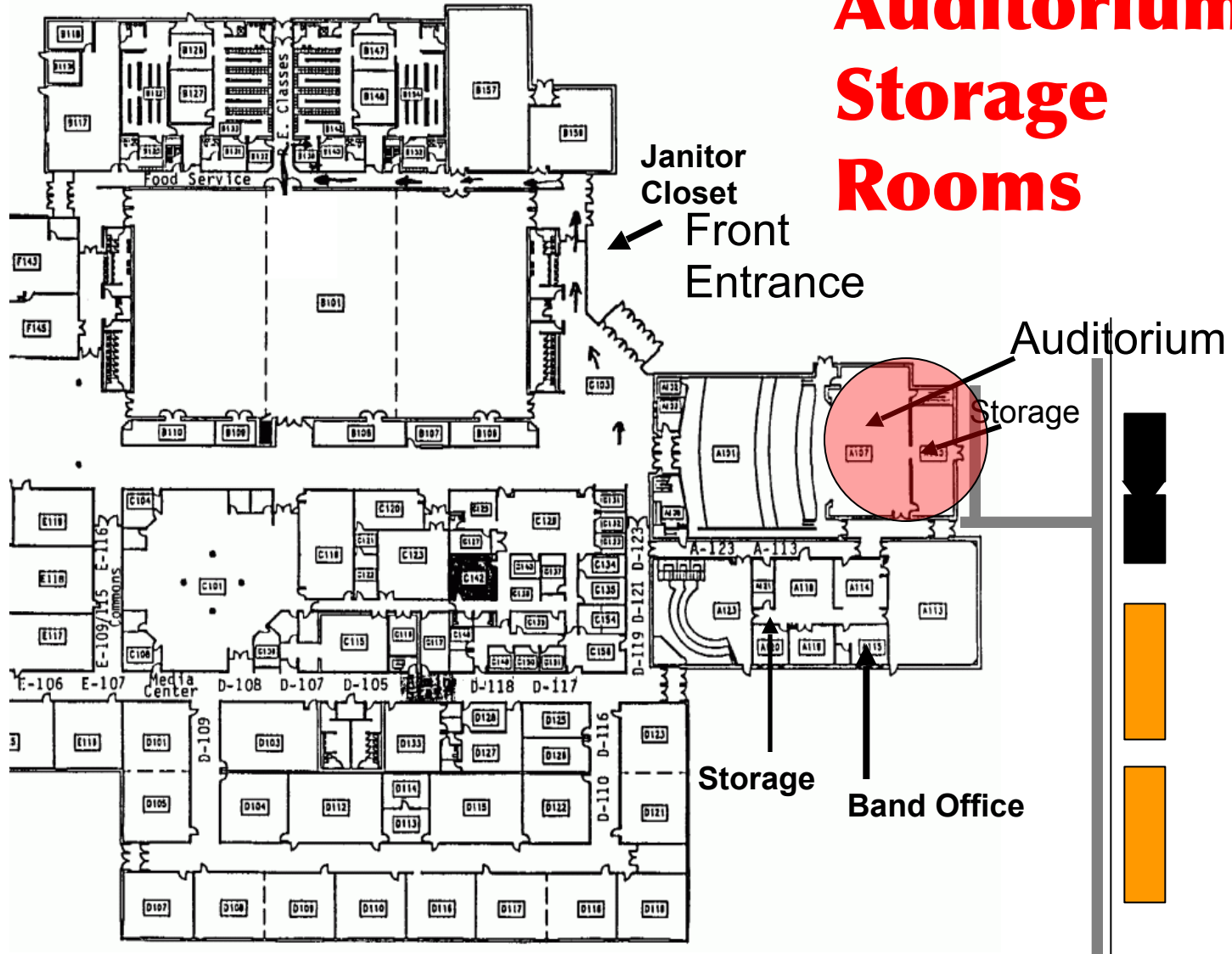


**\*\*ALL MB parade aide Supplies Stored Here\*\***

# Janitor Closet = Fill Water Cooler

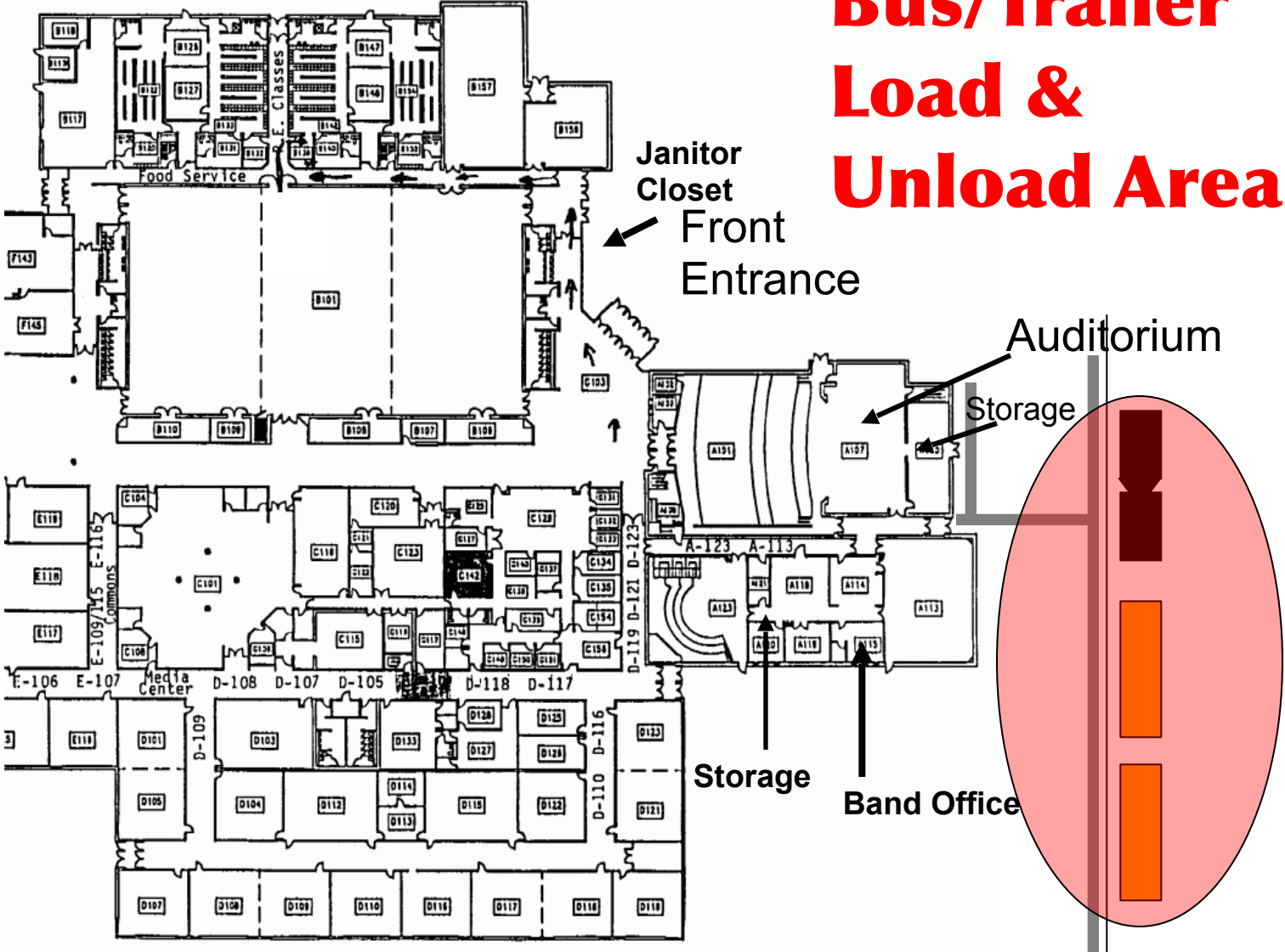


# Auditorium & Storage Rooms



**All MB Uniform & Equipment Carts Stored in This Area!**

# Bus/Trailer Load & Unload Area



**Center of the "Action" - All Students Report Here!**

# Thinks to Think about

- **You are expected to have FUN with the Students and kindly remind them to be good ambassadors to the Band, our School, and the entire community of Waconia**
- **You are not here to “Police” the students...please quickly deal with the small stuff and report any major happenings to the MB Director and/or the Lead parade aide**
- **You are expected to Ride the Bus to and From Events (Please no exceptions)**
- **You are GREATLY Appreciated and your efforts many times go unnoticed, but the Band could not run without You!**



**Chaperone Orientation**

# Band Camp aide!

- **A separate meeting will take place for band camp chaperones**



**Chaperone Orientation**

# What do to wear to parades as a chaperone?

- **Comfortable shoes - you will WALK the parade**
- **Sunglasses and/or hat if you would like**
- **Most chaperones wear the show shirt for the season or appropriate WMB gear...polo/fan wear etc.**
- **Appropriate shorts/capris/pants**



**Chaperone Orientation**

# Trip Chaperones

**Trip chaperones will be meeting with Trip Coordinator and directors to discuss the details of trip...different trips require different responsibilities & requirements...basically you will be having fun & be on duty for the length of the trip!**

**You will be contacted shortly whether you have been chosen as a trip chaperone**



**Chaperone Orientation**



**Thanks for Your Time  
and We Look Forward  
to Yet Another Great  
Year on the Street with  
the Waconia High  
School Marching Band!**



**Chaperone Orientation**