

CMEA All-State Ensembles
March 30th – April 1, 2017 •Hartford, Connecticut

GROUP CHAPERONE 2017 REPLY FORM

CMEA member educators or administrators are needed as group chaperones for the 2017 CMEA All-State Ensembles. If you would be willing to serve as an overnight chaperone, please read the Chaperone Agreement below, complete this form, scan and email it by **February 17, 2017**, to:

Kate Heidemann (All State Festival Chair)→ Email: allstatefestival@gmail.com

Each group chaperone will be responsible for approximately 20 students. CMEA will provide the following to group chaperones for their service:

- A hotel room in the same location as your assigned group.
- All meals provided and conference admission (for first 15 chaperones to sign up). Chaperones are to eat with students at festival.
- Parking will be reimbursed after the event, self-parking only in the garage. You will need to fill out and submit a reimbursement form with your receipt.

Chaperone Agreement Please print in ink or type.

Name _____ NAfME ID# _____

Principal Signature: _____

School Name & Street Address: _____

City _____ State _____ Zip _____ E-Mail _____

Work _____ ext. _____ Cell _____ Home _____

If I am selected to be a group chaperone for the 2017 CMEA All-State Ensembles, I agree to the following:

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| <ol style="list-style-type: none">1. Attend all chaperone meetings unless on duty with students beginning with the initial meeting on Thursday, March 30th 2017 after check in.2. Assist with on-site registration (Thursday, March 31, 2017) and student check out (Saturday, April 1 2017).3. Follow the duties schedule throughout the festival as assigned during the first meeting.4. Escort and supervise students to and from rehearsals, meal functions, scheduled activities, and medical facilities as necessary.5. Enforce the curfew and ensure that all students are in their assigned rooms every night. | <ol style="list-style-type: none">6. Serve as hall monitor on student floors between evening curfew and breakfast if needed.7. Review the <i>Student Code of Conduct</i> and enforce with students.8. Model appropriate behavior and display moral and ethical conduct at all times.9. Encourage students to take safety precautions to avoid unnecessary problems.10. Inform the group Chaperone Manager of the need for disciplinary action for any student.11. Stay informed of assigned students' medical concerns.12. Assist Chaperone Managers and Ensemble Chairs as needed. |
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I understand that I must be a current CMEA 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 and remain on premises for the duration of the festival.

Signature _____ **Date** _____

If you have questions, please contact: **All-State Festival Chair: Kate Heidemann- Email: allstatefestival@gmail.com**