



Seminole High School Band

The Pride of the Tribe

Quarter Days Chaperone Responsibilities

1. **Be sure you are a registered Dividend. You cannot work Quarter Days unless you are a registered Dividend. You can sign up on the Seminole County School Board website:**
https://www3.scps.k12.fl.us/secure/Commlnv_Vol/Vols2003/vollogin.cfm
2. Arrive at the location 10 minutes before the start time. Please be prepared with supplies and instructions. Note that Tina Doria, our Quarter Day equipment coordinator, will contact you prior to your shift to arrange equipment pick-up and return.
3. Please bring a chair for yourself. No chairs will be provided.
4. If a student is dropped off, please make sure that the student has either a cell phone or a parent contact number.
5. Ensure that participating students are documented on the provided Quarter Day Log and that all students work the entire shift, and behave in a manner that promotes the Pride of the Tribe. Please read the list of Student Expectations to know what to enforce. Please inform Lee Katker if students present themselves in inappropriate attire, do not bring their instrument, do not fully engage or behave inappropriately. Participation in Quarter Day is a great opportunity and shifts are typically in great demand – students who do not participate fully will not be permitted to sign-up for future Quarter Days.
6. Please make sure to check donation buckets regularly. Pull excess money out of the buckets and place in the money bag in a safe place (we recommend keeping it with you and not setting it down somewhere) until the end of the shift. This way if something does happen to a donation bucket during the shift, not all the money earned to that point would be lost.
7. Please be mindful that you are on chaperone duty for the entire shift. Please no personal phone calls, errands or shopping. The students must not be left alone at any time.
8. Remind the students to stay hydrated. Allow the students to take breaks as necessary. Breaks should be taken on a rotating basis so that there is continuous music and engagement with the public.
9. Be familiar with the Pride of the Tribe, so that you can answer questions from the public.
10. At the end of your shift, BOTH chaperones must count all the cash received and BOTH MUST SIGN the money log, attesting to the total amount earned.
11. **After completion and signing of the money log, please take a picture and text or email to Lee Katker (text to 407-492-9853, email to quarterdays@seminolehsband.org).** After taking the picture, place the money and the verified and signed money log into the provided money bag and ensure the bag is locked.
12. A chaperone from each shift is responsible for depositing the shift money bag in the safe in the Band Office (in the SHS Band Room) on the next school day. If one of the chaperones is not able to make the money deposit in the band office, please contact Lee Katker (407-492-9853) so other arrangements can be made to get the collected money to school.

THANK YOU SO MUCH FOR SUPPORTING THE PRIDE OF THE TRIBE!

If you have any questions, please contact:
Lee Katker 407-492-9853 (cell)
quarterdays@seminolehsband.org