RRBA Guest Helper Acknowledgment Form

Event-Specific Guest Helper Acknowledgment

Purpose

This form applies to **non-members**, including visiting family members or guests, who are approved to assist with limited, non-supervisory tasks at a **single RRBA event**.

Event Information

Event Name: _____ **Event Date:** _____

Band Director / RRBA Designee Approval: ☐ Yes

Acknowledgment

By signing below, I acknowledge and agree that:

- I am **not an RRBA member** and am assisting only as an **Event-Specific Guest Helper**.
- My assistance is limited to **non-supervisory tasks** and applies **only to the event listed above**.
- I understand that I:
    - May **not** supervise students, transport students, or take custody of students.
    - May **not** handle money, access confidential information, or perform safety-sensitive duties.
    - Must remain under the **direct supervision** of an approved RRBA member or staff at all times.
- I agree to follow all NTPS and RRBA conduct expectations while present.
- I understand that failure to comply may result in immediate removal from the event and loss of permission to assist at future events.

Guest Helper Acknowledgment & Signature

I have read and agree to follow the above responsibilities as a volunteer.

Printed Name: _____

Signature: _____ Date: _____

RRBA: Volunteer & Chaperone Policy

Purpose

To ensure a safe environment and establish clear, consistent expectations for all individuals supporting RRBA activities, while maintaining alignment with North Thurston Public Schools (NTPS) requirements.

Definitions

- Volunteer
  An NTPS-approved individual who is a current member of RRBA and supports band activities without pay. Volunteers assist with logistics and program support but do **not** directly supervise or take custody of students.
- Chaperone
  An approved adult who is a current member of RRBA and who directly supervises students during off-campus activities, trips, or events. Chaperones are responsible for the direct care and safety of assigned student group(s) under staff supervision.
- Event-Specific Guest Helper (Non-Member)
  A non-member (including visiting family members or guests) who is approved to assist with **limited, non-supervisory tasks at a single event**. Guest Helpers do not supervise students, do not take custody of students, and serve only under direct supervision.

General Expectations

1. Duty of Care
   - All chaperones and volunteers share responsibility for promoting a safe environment.
   - Chaperones hold primary supervisory responsibility for students.
   - Volunteers and Guest Helpers provide only supporting assistance.
2. Confidentiality
   - Chaperones may receive limited student health information on a need-to-know basis.
   - Volunteers typically do not receive student health information unless directly relevant to their assigned task.
   - All student information is confidential and may only be shared with authorized staff.
3. Supervision
   - Chaperones must remain with their assigned student group(s) at all times.
   - Volunteers and Guest Helpers must **never** take unsupervised custody of a student or student group unless explicitly directed by staff.

4. Responsibilities

4.1 Chaperone Responsibilities

Chaperones are expected to:

- Be aware of health alerts for students in their assigned group.
- Monitor students for signs of distress (e.g., breathing difficulties, allergic reactions, seizures).
- Immediately notify staff if a student shows symptoms of a health emergency.
- Not administer medication unless trained and authorized by NTPS.
- Call 911 if staff are unavailable and the situation is life-threatening.
- Remain with the student until help arrives.
- Carry out supervision responsibilities with care, accountability, and professionalism.

4.2 Volunteer Responsibilities

Volunteers are expected to:

- Remain alert to overall student safety in the activity area.
- Report any observed safety or health concerns immediately to a chaperone or staff member.
- Assist with logistics, including equipment, concessions, fundraising, uniforms, and event support.
- Not supervise students, intervene medically, or take custody of students.

4.3 Event-Specific Guest Helper Responsibilities

Event-Specific Guest Helpers must:

- Be pre-approved by the Band Director or an RRBA-designated officer.
- Remain under supervision of an approved RRBA member or staff at all times.
- **Not** supervise students, transport students, or take custody of students.
- **Not** handle money, access confidential information, or perform safety-sensitive duties.
- Follow all NTPS and RRBA conduct expectations while present.
- Sign an Event-Specific Guest Helper Acknowledgment prior to participation.

5. Standards of Conduct

All volunteers and chaperones must:

- Maintain NTPS volunteer clearance and follow sign-in procedures and staff directions.
- Act respectfully toward students, staff, parents, and fellow volunteers.
- Foster an inclusive, supportive, and positive environment.
- Prioritize student safety, well-being, and independence.
- Support RRBA’s mission, goals, policies, and procedures.

6. Physical Contact Guidelines

Professional Boundaries in accordance with NTPS guidelines:

- Avoid front-facing hugs.
- Use side hugs only (arm around the shoulder).
- Never allow students of any age to sit on your lap.
- Acceptable contact is limited to the shoulder, upper back, arms, and hands.

7. Prohibited Actions

The following actions are strictly prohibited:

- Administering medication unless explicitly authorized and trained by NTPS.
- Sharing confidential student information with unauthorized individuals.
- Leaving students unsupervised (chaperones).
- Taking custody of students (volunteers or Guest Helpers).

8. Training & Acknowledgment

- All chaperones and volunteers will receive a pre-event safety briefing from staff.
- Chaperones will be briefed on relevant student health needs for their assigned group(s).
- Each chaperone, volunteer, and Event-Specific Guest Helper must sign the appropriate acknowledgment form prior to participation.

9. Incident Reporting

Any health-related incident or safety concern must be reported immediately to supervising staff and the Band Director and documented in accordance with NTPS and RRBA procedures.

10. Policy Review and Modification

10.1 The Board may propose changes to this policy.

The RRBA Volunteer & Chaperone Policy shall be reviewed at least **once every three (3) years**, or sooner as needed by the Board to ensure continued alignment with the Association's mission, operational needs, and North Thurston Public Schools (NTPS) requirements.

Proposed amendments to this policy may be initiated by the Board or a standing committee authorized by the Board.

10.2 All proposed changes must:

- Be presented in writing to the general membership at least **thirty (30) days** prior to a vote;
- Clearly identify the sections proposed for modification and the rationale for the change.

Adoption of amendments requires approval by a **super-majority vote** of the members present at a duly noticed general membership meeting, in accordance with the RRBA Bylaws.

Once adopted, revisions shall take effect on the date specified in the approved motion and shall be incorporated into all official Association documents, forms, and publications.

All proposed changes must be presented in writing to the general membership at least **30 days prior** to a vote and approved by a **super-majority** of members present.

RRBA: Volunteer Acknowledgment Form

Student Safety & Health-Related Emergencies

Purpose

This form confirms that all adults serving as chaperones or volunteers understand their responsibilities for ensuring student safety and responding appropriately during health-related emergencies. **This form will be kept on file and will apply to all events during the current school year.**

General Responsibilities (All Helpers)

By signing this form, I agree to:

- Follow all NTPS and RRBA policies, rules, and staff directions.
- Maintain professional boundaries and confidentiality.
- Report safety or health concerns to staff immediately.
- Remain attentive and act in the best interest of student safety at all times.
- Never administer medication or provide medical treatment unless explicitly authorized and trained by NTPS**.**

Volunteers (Support Role)

- I understand that I am assisting with activities and logistics, but do not directly supervise students.
- I will remain alert to student safety and immediately report concerns to staff or a chaperone.
- I will not take custody of students unless directed by staff.
- I will not request or accept confidential student health information**.**

Appendix A: Volunteer Quick Rules Sheet

RRBA Public Events: Volunteer Guidelines

One-Page Quick Reference

Your Role as an RRBA Volunteer

RRBA volunteers represent **River Ridge High School**, the **Band Program**, and **RRBA**. Volunteers support events through logistics and assistance, but **do not supervise or take custody of students**. Your conduct directly impacts student safety and our community reputation.

Volunteer Must-Do's

Volunteers are expected to:

- **Model respectful, professional behavior at all times**
- Remain visible, approachable, and available to families and staff
- Redirect unsafe or inappropriate behavior **promptly and respectfully**, and notify staff
- Keep all interactions with students appropriate and aligned with **NTPS expectations**
- Report concerns or incidents **immediately** to the Event Lead

Student Safety Expectations

- Volunteers **may not supervise students** in place of a parent, guardian, or chaperone
- Volunteers must **never take custody** of a student or student group
- Students must not be left unattended in public areas
- All safety concerns must be reported to a **chaperone or staff member** without delay

Transportation Rules

Volunteers **may not**:

- Transport students who are not their own children
- Arrange carpools as an RRBA-sponsored activity
- Create the appearance of RRBA-provided or endorsed transportation

All student transportation is coordinated by families or school-approved providers.

Professional Conduct

Volunteers must:

- Use respectful language and behavior at all times
- Avoid profanity, confrontational behavior, or public disputes
- Refrain from alcohol, cannabis, or tobacco use while volunteering
- Not discuss student discipline, health, or confidential matters
- Foster a welcoming, inclusive, and positive event environment

Social Media Guidelines *(See Media Policy)*

- Do not post photos or videos with student-identifying information without **parent or guardian consent**
- All posts should be positive and reflective of **RRBA values**
- When in doubt, **do not post**

If a Concern or Incident Occurs

Immediately notify:

1. **Event Lead**
2. **Band Director** (for any student-related concern)
3. **RRBA President** (for escalations or serious issues)

Written documentation may be required in accordance with **NTPS and RRBA procedures**.

Appendix C: Volunteer Quick Reference

RRBA Chain of Command & Incident Reporting

Volunteer Quick Reference

Why This Matters

Clear communication keeps students safe and ensures concerns are handled quickly, appropriately, and in compliance with **RRBA policy** and **North Thurston Public Schools (NTPS)** requirements.

Volunteers **do not investigate incidents** or take disciplinary action. Your role is to **observe, report, and escalate**.

Chain of Command (Who to Contact)

Follow this order **unless there is an immediate emergency**:

1. **Event Lead (leader)**
    - First point of contact for all concerns
    - Coordinates volunteers and onsite response
2. **Chaperone**
    - For student supervision or student-related concerns
    - Responsible for direct student care
3. **Band Director / School Staff**
    - Required contact for **any student safety, health, or behavioral issue**
    - Has final authority on student matters
4. **RRBA President**
    - Contact for escalations, policy concerns, or serious incidents
    - Supports coordination with the Board if needed

If you are unsure who the Event Lead is, contact **any RRBA officer or staff member immediately**.

Emergency Situations

Call **911 immediately** if:

- A student or adult is in **immediate danger**
- There is a **medical emergency** and staff are unavailable
- A serious injury or safety threat occurs

After emergency services are contacted:

- Notify the **Event Lead**
- Notify the **Band Director**
- Remain available to provide information

What to Report

Volunteers must report **immediately**:

- Student injuries or illness
- Safety hazards or unsafe behavior
- Missing or unattended students
- Boundary or conduct concerns
- Any situation that “doesn’t feel right.”

Appendix C: Volunteer Quick Reference

Do **not** wait to see if the situation resolves on its own.

How to Report

When reporting, be ready to share:

- What you observed (facts only)
- Location and time
- Who was involved
- Any immediate actions taken

Do **not**:

- Question students extensively
- Share information with other volunteers or parents
- Post about the incident on social media

Documentation

- Written documentation may be required by **NTPS or RRBA**
- Complete any requested forms promptly and accurately
- All reports are handled confidentially and shared only with authorized individuals

Key Reminders for Volunteers

- Do not supervise or take custody of students
- Do not administer medication
- Follow staff direction at all times
- When in doubt: **report it**

Thank You for Volunteering

Your awareness and prompt reporting help keep RRBA events **safe, organized, and supportive** for all students