Volunteer Quick Reference

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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.”

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