

Footloose - Chaperone & Usher Information

FOR EVERY VOLUNTEER:

1. Before you can chaperone, you must watch the "Sexual Harassment" Video, and sign the associated form. The film link and form can be found at: [Sexual Harassment Video for Volunteers](#). Please send the form to Larissa Torreyson - ltorreyson@aacps.org - when you are done. If you have done this in previous years, you do not need to repeat the viewing. You do need to make sure that the school has your form on file by checking with Shannon Powell - shannoncpowell@gmail.com or 443-934-0362.

2. Check the requirement for your volunteer position - does it require fingerprinting or just a commercial background check?

Fingerprint required: Go to <https://www.aacps.org/chaperone> and follow instructions for the Fingerprint Required Background Check. You will find details and the phone number to call to get started. You will not need to apply for a separate commercial background check.

Background check required: Go to <https://www.aacps.org/chaperone> and scroll to the bottom of the page. Click on the APPLY FOR A COMMERCIAL BACKGROUND CHECK button. This should be completed ASAP and needs to be done once every 2 years. So, if yours has expired, you need to re-apply. If you are a teacher for AA County, your background check is already completed, and you do need to repeat. If you are a teacher for ANY other county, or for a private school, you need to complete this background check.

If you aren't sure whether your background check has expired, please check with Shannon Powell - shannoncpowell@gmail.com or 443-934-0362.

Please show up for your shift on time. If you cannot make your shift, you must find one of the other parents to cover for you who has the required fingerprint/background check, and replace your name with all of your substitute's information. If you have an emergency, contact Shannon Powell - 443-934-0362.

POSITION DESCRIPTIONS:

Drama Hall Door: Door to outside at end of Drama Hall: Open doors as students arrive. Once everyone is present, make sure no one goes outside during a rehearsal/show. Make sure no unauthorized people enter. If anyone needs to go to their car, you must escort them. Have lead chaperone cover your door while you are gone. Requires background check.

Boys' Dressing Room: Located in Mrs. Metcalfe's classroom/Chorus Room. Assist with costume changes as needed. No one enters or leaves through outside door. Requires fingerprint card.

Music Hall Door: Located outside of Mrs. Metcalfe's classroom by outside door. Make sure no one uses the outside entrance. **NONE** in or out. Students must use Drama Hall Door to arrive. Assist with costumes as needed from the hallway. Requires background check.

Girls' Dressing Room: Located in the Black Box theater: Assist girls with costumes as needed. Requires fingerprint card.

Hall Intersection: Located at the intersection of the hallway at end of Drama Hall and the hall that goes to the restrooms/lobby. Make sure no one uses outside door behind you or accesses the hallway to non-drama classrooms. Students will pass back and forth to use the restrooms. Please make sure that audience members do not try to go backstage. Cast is not allowed to use restrooms in costume. They must use lab coats to cover costumes. This post will be needed during tech rehearsals only. Requires background check.

Lobby: Monitor the lobby and make sure no students leave the building during Tech Rehearsals. This post is not needed during shows. Requires background check.

Hospitality: Set up, monitor, and clean up snacks and drinks in the drama hallway. Requires background check.

Medical Chaperone: Be on hand to help with any emergency medical conditions that may arise. Most issues are bloody noses, fainting, twisted ankles, allergic reactions. Most nights it is not needed. Staff has found that it is nice to have someone available if these situations do arise. Medical training is necessary as an EMT, nurse or MD. The medical chaperone can sign up for another volunteer spot on the same date as well (chaperone, hospitality, usher) - we just need to have someone in the building with these requirements. Requires background check.

Usher: Check/take tickets, help with seating in the auditorium, help direct people at intermission to bathrooms and back into the auditorium . Requires background check.