Vanderbilt University Blair Children’s Chorus  
Adult Release Form  
Concert Choir Tour to Asheville and Charleston

I, ___________________________, hereby give notice that I will participate in the Blair Children’s Chorus Concert Choir Tour to Asheville, NC and Charleston, SC, beginning on June 2, 2017 and ending June 7, 2017. I understand that I, along with the Blair Children’s Chorus including minor children, staff members and other parents will travel by motor coach on the tour.

I recognize and understand that the trip is optional and that I may be exposed to some level of risk of injury during the trip, and I voluntarily assume full responsibility for that risk. I further recognize that I am responsible for my own actions.

Furthermore, in consideration of Vanderbilt University allowing me to participate in this trip, I hereby do release and hold harmless Vanderbilt University and its trustees, agents, officers, servants, and employees against loss (including reasonable attorneys’ fees) from any and all claims, or causes of action of any kind or nature that may be brought by or on behalf of myself arising out of any and all known or unknown, foreseen and unforeseen bodily or personal injustices, damages to property and consequences thereof which may be sustained or by me arising out of on in connection with my participation in this trip, except such liability or claim of liability as may result from gross negligence on the part of Vanderbilt University.

I represent that I read English and have read and understand the forgoing Release or that the contents and consequences of this Release have been fully explained to me through my interpreter. I understand that I am signing a complete release and bar to any claims as defined above.

______________________________  ____________________________
Signature of Participant    DATE

______________________________  ____________________________
Witness (18 years of age or older)  DATE
BCC CHAPERONE TOUR GUIDELINES

The first duty of the chaperone is to help the members of Blair Children’s Chorus have a safe and enjoyable experience. All of the rules are all based on that basic principle. Chaperones are asked and expected to remind students of the rules and help them comply with them.

Tour Behavior
- Adult chaperones are to guide students by word and example.
- A chaperone may prevent, halt, or correct misbehavior, but may not impose a sanction for misbehavior.
- It is rare that a sanction needs to be imposed, but if it becomes necessary it can be imposed only by a leader employed by the Blair School of Music: Alison Warford, Program Administrator, Mary Biddlecombe, Artistic Director, Tucker Biddlecombe, Director of Choral Activities.
- Mrs. Biddlecombe is the final authority in any situation or dispute.

Medical Release/Illness
- All adult chaperones are required to complete a Blair Adult Release form before traveling with the group, as well as all forms in the Chaperone packet.
- All adult chaperones are required to complete the Background Check by Vanderbilt Risk Management, and must complete the Vanderbilt online training module on the Protection of Minors. — email confirmation to Mrs. Warford.
- Medical release waivers for each student and chaperone shall be carried for all camps and tours. In case of an accident or illness, the medical release waivers, medical forms and copies of insurance card need to be presented to the treating facility.
- Chaperones are required to report any illness to Mrs. Warford, Mrs. Biddlecombe or Dr. Biddlecombe immediately.

Housing
- Overnight chaperones should not retire for the evening until all students are in their rooms, settled and secure at the required lights out time.
- Adult chaperones may not be housed in the same room with a child chorus member under age 18, except their own child.
- If there is a problem in the night (homesickness or illness for example) and one of the children you are chaperoning contacts you, do your best to comfort the child. Do not take the child to your room or stay in the room with the child for longer than a few minutes. If there is a problem that cannot quickly be taken care of, the chaperone must contact Mrs. Warford, Mrs. Biddlecombe or Dr. Biddlecombe.

Communication
- Each adult chaperone should possess and carry a charged cell phone.
- The cell phone numbers of all adults on tour or camp will be given out to the parents at home.
CHORUS MEMBER GUIDELINES (for Chaperone reference)

The most important purpose of our tour is to further our musical skills. This tour will also give you the opportunity to make new friends and to bond with your fellow chorus members. Tours give us the opportunity to travel, see new places, meet new people and their cultures and learn about other musical traditions. Concert tours are an important part of our program where we can share our work as well as continue to learn from others.

We care about the health and safety of our chorus members. On our tours, we are particularly concerned about the health of voices. Some of the guidelines below are to help all our students protect their voices and have a happy and healthy tour experience.

BUS RULES

1. Remain seated and facing forward when the bus is moving.
2. When an adult is giving instructions (usually over the bus intercom) remove all devices from your ears, do not talk. LISTEN!
3. No shouting on the bus. No singing on the bus unless Mrs. Biddlecombe requests it.

TOUR RULES

1. Be respectful of all tour staff, BCC leaders, chaperones, and fellow chorus members.
2. Go to bed on time.
3. Be on time for all events.
4. Stay in the room after the stated time.
5. Clean up after yourselves.
6. Turn off cell phones in rehearsal.
7. Leave your hand-held gaming devices at home.
8. NO GUM EVER!
9. Do not touch the musical instruments.

CONSEQUENCES

1st offence: verbal warning
2nd offence: loss of recreation privileges
3rd offence: meeting with Mrs. Biddlecombe; parent contacted
4th offence: student will be sent home at parent’s expense.

These guidelines apply to all chorus members. Chaperones are expected to follow them and help the chorus members follow them as well.

As a chaperone for the Blair Children’s Chorus, I have read, understand, and agree to comply with the chaperone guidelines, and camp rules.

Name (please print)

________________________
Signature

________________________
DATE

________________________
Witness

________________________
DATE
VANDERBILT UNIVERSITY HEALTH INFORMATION

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<th>Name of participant</th>
<th>Male/Female</th>
<th>Birthdate</th>
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<th>Personal Physician</th>
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<th>Insurance company or Medicare/Medicaid policy*</th>
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<th>Current medications</th>
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<th>Special diet/restrictions/food allergies</th>
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<th>Any medical condition or restrictions that may limit or affect the child's travel</th>
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<th>Any issues pertaining to the child's travel not covered above (use back if necessary)</th>
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*Please attach a copy of both sides of your insurance card.*
(front and back on one side of one full sized piece of paper)

I certify that the above information is correct to the best of my knowledge. I authorize Vanderbilt University to release this information to medical, national or state health or immigration authorities as may be required.
BCC DOMESTIC TOUR CHECKLIST

REQUIRED FORMS (to be turned in to Mrs. Warford by assigned date):

Choir members:
☐ Release form for minor child (under 18), signed by parent; Choir members aged 18, please sign the adult release form below instead
☐ Tour guidelines for choir members—choir members only (signed by student and parent); please keep a copy
☐ BCC medical form, signed by parent (under 18) or participant (18 and over)
☐ Copy of insurance card (front and back on one side of one piece of paper)

Adults:
☐ Release form for adults, (18 and over), signed by participant
☐ Chaperone guidelines—adult chaperones only (sign 2nd page and return); please keep a copy
☐ BCC medical form, signed by parent (under 18) or participant (18 and over)
☐ Copy of insurance card (front and back on one side of one piece of paper)
☐ Complete Background Check by Vanderbilt Risk Management, and must complete the Vanderbilt online training module on the Protection of Minors. – email confirmation to Mrs. Warford.

PACKING LIST
☐ Choir music
☐ Concert attire—girls: dress, character shoes, pearls. Boys: tux pants, tux shirt, bow tie, vest, black shoes, black socks
☐ BCC polo, plus tour shirts as assigned
☐ At least one pair of khaki pants or capris for informal concerts (no cargos, no leggings—pants must be loose enough to tuck in a T shirt)
☐ Khaki or jeans for everyday wear, (girls: shorts must be at least fingertip length, NO short shorts)
☐ Long sleeve t shirt for layering under the BCC t shirts—preferably black or white
☐ Comfortable shoes such as sneakers for walking other than flip flops
☐ BCC black hoodie (optional)
☐ Rain gear or umbrella
☐ Sun hat, sunscreen
☐ Swimsuit and cover up, flip flops, beach towel (Girls: NO BIKINIS! one piece or tankini style only)
☐ Toiletries
☐ Undergarments
☐ Night wear
☐ Any medicines needed
☐ Alarm clock and watch; please don’t rely on cell phones for time keeping.
☐ Spending money (some in cash)
☐ Itinerary