Vanderbilt University Blair Children’s Chorus
Parent Chaperone Release Form
Concert Choir Budapest/Prague Tour

I, ______________________________, hereby give notice that I will participate in the Blair Children’s Chorus Concert Choir tour to Budapest and Prague June 12 – 19, 2019. I understand that I, along with the Blair Children’s Chorus including minor children, staff members and other parents will travel by air and bus to get to and from the tour location.

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.

Emergency Treatment Authorization: If I should suffer an injury or illness during this trip, I authorize the employees of Vanderbilt University to use their discretion to transport or to have me transported to any medical facility and hereby give consent to be treated at any medical facility and I take full responsibility for that action.

Vanderbilt Protection of Minors Provision: Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk Management (615-936-5935), or report via the Vanderbilt hotline at 844-814-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004. As a chaperone, I have given my consent for a background check and I have completed the Vanderbilt Protection of Minors online training.

Photo/Image Release: I grant permission for photos/images of me to be used Vanderbilt University in any Vanderbilt University publications and any other way the University deems necessary and appropriate to promote its activities and mission.

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.

Printed Name of Participant: ____________________________________________________

DATE: ____________________________

Signature of participant over 18 years of age
__________________________________________________________

DATE: ____________________________

Witness: __________________________________________________________

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.
- Chaperones on duty are not to use alcohol/drugs.
- One-on-one interactions in private with minor children are prohibited. Take care to have other students or chaperones present.
- 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: Julie Claverie, Program Administrator, Mary Biddlecombe, Artistic Director, Lauryn Moody, Assistant 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.
- 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 expected to be familiar with the location of the nearest medical facility to tour/camp activities and tour/camp emergency procedures.

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. Claverie, Mrs. Biddlecombe, Mrs. Moody 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.
- Chaperones are required to report any personal or participant illness or injury to Mrs. Claverie, Mrs. Biddlecombe or Dr. Biddlecombe immediately.

As a chaperone for the Blair Children’s Chorus, I have read, understand, and agree to comply with the chaperone guidelines and tour rules. I have also read Chorus Member Guidelines and will assist in helping students comply.

Name (please print) _____________________________________________________

Signature: _____________________________________________________________
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.
10. Use of alcohol /drugs is strictly prohibited.
11. Severe infractions of the Tour Rules will result in immediate dismissal. Parents will be expected to pick up the child within 24 hours and no refunds will be provided.

CONSEQUENCES FOR MINOR OFFENCES (rules 1-9)

1. **1st** offence: verbal warning
2. **2nd** offence: loss of recreation privileges
3. **3rd** offence: meeting with Mrs. Biddlecombe; parent contacted
4. **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.
**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 OVERSEAS TOUR CHECKLIST

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

Choir members:
- ☐ Copy of passport
- ☐ 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)

Adult Chaperones:
- ☐ Copy of passport
- ☐ Release form for adults, (18 and over), signed by participant
- ☐ Chaperone guidelines—adult chaperones only; 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 Vanderbilt online training module on the Protection of Minors. – email confirmation to Mrs. Claverie and Associate Dean Pam Schneller (pam.schneller@vanderbilt.edu).

PACKING LIST
- ☐ Passport
- ☐ 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. Please watch the weather – it could be too cold for 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.
- ☐ Knowledge of how (if at all) students may use your cell phone overseas.
- ☐ Spending money (some in cash)
- ☐ Itinerary