



# VOLUNTEER HANDBOOK

## THE CADETS

### WHAT DOES VOLUNTEERING FOR THE CADETS MEAN?

Volunteering means supporting an amazing group of young adults during this experience of a lifetime. It's an investment of your time, energy and travel. It's impossible to explain the feeling that drum corps emits: you must experience it for yourself. Those who volunteer frequently know that it is a life-changing experience. Words can't really convey the pride and sense of satisfaction from volunteering for such a fantastic group of young people.

### WHO TYPICALLY VOLUNTEERS FOR THE CADETS?

Our volunteers come from all walks of life, all parts of the country and even overseas to be a part of this fantastic organization. Volunteers include parents, alumni, parents of alumni, and drum corps and Cadets enthusiasts. We welcome everyone who wants to help The Cadets succeed, whether for a few hours, a few days, or a few weeks. The Cadets sincerely value the time and energy all of our volunteers contribute.

All levels of volunteering for the corps are welcome. Opportunities to volunteer at camps, spring training, on tour or in the office are available. While work schedules and commitments certainly affect volunteers' ability to join us on the summer tour, most serve a week, although some volunteers join us for several weeks of tour.

That said it is a challenge to live the "on the road" lifestyle. Many seasoned volunteers recommend doing a week, taking a week off, and then coming back for a week or more. If you have the luxury of being able to come and go, this is a good way to stay fresh and not exhaust yourself. This is hard work. While volunteering is no small task, the reward that the members give in their performance and gratitude will last a lifetime.

### WHAT DO VOLUNTEERS DO?

**Cooking** - The Cadets travel with a fully equipped mobile kitchen in a 53-foot long tractor-trailer that serves four meals a day (breakfast, lunch, dinner, evening snack) to 200+ people. While the food service program is under the direction of a professional cook, keeping The Cadets well fed requires the work of several volunteers each day. From mixing the daily Gatorade, to serving the members, to preparing the day's fruits and vegetables, no matter your experience level there is a place for everyone. Food service volunteers travel in vehicles that allow for horizontal sleep time.

**Sewing** - With 154 people in uniform and gaining and losing (mostly losing) weight as the tour progresses, we always have a need for volunteers who are comfortable with a sewing machine and safety pins. These volunteers work day light hours and are also responsible for the cleaning of uniforms weekly.

**Driving** - The Cadets caravan consists of five buses, two tractor-trailers and 3 smaller vehicles. With the exception of the leased buses, all other vehicles can be driven by volunteers with the appropriate licenses and driving records. Since the corps travels at night, drivers receive preferential treatment when it comes to quiet, cool and horizontal sleeping accommodations during the day. We do our best to make this happen with each site as each school provides its own challenges.

**Medical** - Medical personnel are needed on tour to ensure the physical well-being of our members while they travel the country. We are always looking for Certified Medical Professionals (Nurses, Physical Therapists, Athletic Trainers) who may be interested in joining our Medical Staff on tour for a week, a few days, or longer.

## **LIFE ON THE ROAD**

Traveling with a drum corps is a unique experience! Most of our traveling is done at night unless the corps stays overnight at a housing site, and the members will get a full night of “floor time”. While on the road, volunteers ride and sleep on an entertainer coach bus equipped with bunk beds, couches, a refrigerator, a bathroom, and a TV! During camps and throughout pre-tour, volunteers will either sleep in dorm rooms or in a separate classroom at the housing site. We recommend that no matter what part of tour you help out on that you bring sleeping gear; either a camping pad, air mattress and sleeping bag work well.

## **WILL I GET TO SEE MY CADET?**

During the day volunteer duties might prevent you from watching rehearsals. However, you will have the opportunity to watch performances and spend time with your son/daughter as they pack and eat after the show. When scheduling shifts, we do our best to balance your volunteering duties with watching and experiencing the corps.

## **WHAT CAN VOLUNTEERS EXPECT?**

Volunteers are a major component to the success of getting The Cadets down the road each and every summer. It's hard work, but fun is always involved! The workload is intense and the hours can be long, but the experience is more rewarding than words can express. Our volunteers have repeatedly said that they get their inspiration from watching the drum corps work hard! As volunteers, you will be doing your part to help the drum corps do what they do best – achieve excellence! The friendships made are long-lasting, as many volunteers form friendships for life through The Cadets. One thing you can't forget, it's all for the members!

Did you know that some companies will match your volunteer hours with a donation or allow for paid days to volunteer? If you decide to volunteer, check with your human resources department to see if they have a matching program. When you volunteer you can help The Cadets in more ways than one!

## **SAMPLE DAILY SCHEDULE**

While on the road, we try to keep our schedule as consistent as possible for our members. The daily schedule will vary according to arrival times, but the basic timeline is the same. Daily schedules are also posted on our website and on the food truck white board each morning.

<b>8:00am</b>	Breakfast
<b>9:00am</b>	Rehearsal
<b>1:00pm</b>	Lunch
<b>2:00pm</b>	Sectionals
<b>3:30pm</b>	Ensemble
<b>5:00pm</b>	Eat, Pack, Load (EPL)
<b>6:45pm</b>	Depart for Show
<b>7:15pm</b>	Arrive at show
<b>8:00pm</b>	Warm Up/Perform
<b>11:00pm</b>	Snack
<b>12:00am</b>	Depart for next Housing Site

When there are four to six food service volunteers on the road, their typical schedule will look similar to this:

<b>6:00am</b>	Volunteers wake up and begin breakfast prep
<b>8:00am</b>	Breakfast, with lunch prep usually beginning by 8:30am
<b>9:00am</b>	Breakfast cleaned up, lunch prep continues. Typically, some volunteers take a shower at this time, while others will continue with lunch or possibly dinner prep
<b>1:00pm</b>	Lunch, some volunteers serve members, some work clean up, some continue with dinner prep
<b>2:00pm</b>	Lunch cleaned up, dinner prep underway, showers for those who haven't gone yet
<b>5:00pm</b>	Dinner, clean up, load food truck for departure to show
<b>6:45pm</b>	Depart for show
<b>7:15pm</b>	Arrive at show site, volunteers unload food truck, set up for snack, then go to stadium to enjoy The Cadets! Following the performance, volunteers meet back at the food truck to finish prepping snack.
<b>11:00pm</b>	Snack, clean up, re-load food truck, prep truck for travel.
<b>12:00am</b>	Return to vehicle, talk over the day, talk through the next day, laugh, share stories, and SLEEP!!

## **COMING ON TOUR**

The Cadets begin the season in Spring Training from mid-May to mid-June typically on a College campus. After that time, the corps is on tour. Although travel to and from tour is the volunteer's responsibility, we can assist you in creating an itinerary that allows you to meet us at a convenient time and place. Many volunteers join us when we are close to their home and they can drive to meet the corps. Others fly in and out, or arrange vacations that begin or end in the locations that the corps will be visiting. We will be happy to work with you to make arrangements for airport pickups, vehicle parking, shared travel, or other travel needs. Due to the nature of drum corps the best laid plans may need to be adjusted. We understand booking flights early is ideal, but we ask that you communicate with us before doing so to make sure we can confirm our location and your itinerary. We don't want to miss you due to an unforeseen change in our schedule.

**PLEASE DO NOT BOOK FLIGHTS OR MAKE TRAVEL PLANS UNTIL YOU HAVE RECEIVED CONFIRMATION ON YOUR PLANNED ITINERARY FROM OPERATIONS MANAGER, MICHELE TEEVAN.**

**Important to note the cost of travel to come on and off tour is at your own expense, however, please bring your receipt to Michele Teevan for an In-Kind donation receipt which is tax deductible. Please consult your tax advisor when tracking mileage to and from the corps to volunteer. All purchases made on behalf of The Cadets must be previously approved by the Operations Manager, Michele Teevan for reimbursement. Any purchases made**

without prior approval will be considered an In-Kind donation.

## HOW TO BEGIN

Once you have decided to volunteer with The Cadets, please visit [cadets.org/volunteers](http://cadets.org/volunteers), to sign up. After completing the sign up for, the Volunteer Coordinator will be in touch to discuss your schedule.

## MEDIA

The **Cadets Parents on Facebook** Page can be found [here](#). This page is a great resource for tips and advice for parents and volunteers. You can also join the **Cadets Volunteers on Facebook** Page found [here](#).

Volunteers are asked to abide by The Cadets Media policies including but not limited to restrictions on the recording and/or sharing of photos, videos and audio. Due to the nature of the activity, including music licensing and show design, audio/visual recordings are prohibited during certain times of the season. We will inform you of any restrictions prior to rehearsal, if you are unsure please ask before recording or posting material. This allows us to maintain an open rehearsal policy to all and we thank you in advance for understanding.

## SUMMER TOUR ITINERARIES

The itinerary for The Cadets Summer Tour including housing sites, mail drops, emergency numbers, and show information will be posted online as it becomes available. Typically, a volunteer will be on board for one specific job (food truck, sewing, driving), however volunteers occasionally are reassigned to a different job if needed.

## PACKING

Below is a suggested list of what to pack when you come to volunteer for The Cadets. If you have any other ideas for the list, please feel free to let us know! Due to storage limitations, we ask that volunteers limit their bags to one small suitcase and one carry on item.

### Essentials

- Sleeping Bag or Blanket
- Fitted Sheet for a twin-size mattress
- Pillow and Pillow Case
- Air Mattress + pump or Camping Pad
- Toothbrush
- Toothpaste
- Deodorant
- Towel (camping/quick dry towel recommended)
- Washcloth or loofa
- Body wash
- Shampoo + conditioner
- Shaving cream, razor
- Flip flops/shower shoes
- Glasses + Contact Lenses (if needed)
- Prescription medications (enough for your time on tour in the original bottles)
- T-Shirts or Tank Tops
- Shorts
- Underwear
- Socks (bring extras)
- Comfortable shoes (2 pairs recommended)
- Sweatpants + Sweatshirts (the bus gets cold at night)
- Long Sleeve Shirts
- Clothes for free days/times
- Rain Jacket
- Hat or Visor
- Sunglasses
- Sunscreen
- Identification (license, passport)
- Medical/Insurance card
- Money for spending (the less cash the better)
- Water bottle
- Phone charger
- Chapstick
- Laundry Bag for dirty clothes
- Detergent, Dryer Sheets, quarters for laundry (if you are going to be on tour for more than 2 weeks)

### Miscellaneous (Optional):

Many of these options are for longer stays, use your own discretion in determining items to pack.

- Pain medication (Tylenol/Advil)
- Bug spray
- Electronics chargers
- Batteries
- Nail clippers

- Ziploc bags (assorted sizes)
- Flashlight
- Stain stick/Tide pen
- Band-aids
- Ace bandage
- Gold Bond
- Aloe Vera
- Power strip/short extension cord
- Small mirror

### **EMERGENCY CONTACT ON THE ROAD**

The administrative team will be with the corps at all times and can be reached by cell. Please contact the Operations Manager, Michele Teevan by phone at 914-774-9908 or by email at [mteevan@cadets.org](mailto:mteevan@cadets.org).

### **BACKGROUND CHECKS AND DOCUMENTATION**

The state of Pennsylvania requires background clearances for individuals that work in contact with minors. These clearances are:

- Pennsylvania State Police Criminal History Report
- Pennsylvania Division of Human Services Child Abuse History Report
- FBI Fingerprint Arrests Report

The Cadets employees, contractors and volunteers must have background checks completed before they arrive on site for auditions, winter camps, pre-tour and tour if they plan to stay on campus with the corps. To begin the process, go to [cadets.org/resources](http://cadets.org/resources) and read the background check policy.

**As a youth service organization, we have established several Policies that govern the conduct of volunteers. To access these policies, please go to [cadets.org/resources](http://cadets.org/resources) where you will find the following and more:**

- Background Check Policy
- Code of Conduct
- Conflict of Interest
- Dietary and Food Preparation Guidelines
- Mandatory Reporting Policy
- Media Policy
- Medical and Corps Care Policy
- Non-Discrimination Policy
- Sexual Harassment Policy
- Transportation Safety Policy
- Youth Safety Policy