



The Cadets & Cadets² Volunteer Handbook 2017

Youth Education in the Arts (YEA!)

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www.yea.org

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What does volunteering for The Cadets mean?

Volunteering means supporting an amazing group of young adults during their experience of a lifetime. It's an investment of your time, energy and travel. It's impossible to explain the feelings 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 few hours, a few days, or a week, The Cadets sincerely value the time and energy all of our volunteers contribute.

All levels of volunteering for the corps are welcome. While work schedules and commitments certainly affect volunteers' ability to join us on the summer tour, most serve a week, although some more seasoned 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?

Food service - 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 up to ten volunteers each day. From mixing the daily ration of Gatorade, to serving the members, to preparing the days' fruits and vegetables, no matter your experience level there is a place for everyone. Food service volunteers typically travel in vehicles that allow for horizontal sleep time.

Driving - The Cadets caravan consists of six buses, three tractor-trailers and an assortment of small vehicles. With the exception of the buses, all vehicles are driven by volunteers. 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, each school provides its own challenges.

Sewing - With 150 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.

Handypersons - Nuts and bolts, boards and nails, whatever special talent you have, we have a place for you! The corps needs to keep vehicles running, build and repair props, paint, clean, make trips to the hardware store, etc. There's never a dull moment and always a need for folks who are handy.

Roadies - Over the years DCI has evolved to use more and more intricate props this in turn has lead to unique opportunities for individuals to join us. As a roadie volunteer, working with daily maintenance, assembly and removal of props. Each year provides new and exciting challenges but joining as a roadie is a great way to get the inside view of The Cadets as well as travel the States.

We Want to be as Open and Honest as We Can

Without you, this crazy summer of drum corps could not and would not happen. However, life on the road is not always easy. While we strive to provide the best experience things happen. We work hard year round to get the best facilities for rehearsal and housing, but every year is a challenge. We want to thank you in advance for your patience and understanding. Please know that we do have everyone's best interest in mind: members, volunteers, staff, and admin.





Life on the road

Traveling with a drum corps is a unique experience! Most of our traveling is done at night occasionally when the corps stays overnight at a housing site and all will get a full night of “floor time”. Floor time consist of sleeping on an air mattress, or bed of your choosing, on the floor. While traveling, we stop every three to four hours at rest stops to stretch and use the restroom. Over the years, we have significantly improved the comfort of our travelers by assuring that we travel in well-maintained vehicles.

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 staff and members do what they do best – achieve excellence! The friendships made are long-lasting as well, as many volunteers form friendships for life through The Cadets.

“My daughter just finished her fourth year as a Cadet and I was blessed to be able to volunteer on the food truck during each of those four summers. Sure the days are long, you work really hard, and you don't get much rest, but I would do it again in a heartbeat. Nothing could be so rewarding as being there with the corps, behind the scenes, knowing that in some small way I was helping those magnificent kids do what they do best. How often in life do you get a chance to be a part of something so amazing? It wasn't always easy, but I wouldn't trade a minute of it. The friendships I made during my years with The Cadets will stay with me for a lifetime. Thank you for the memories... I will cherish them always!”

One thing you can't forget, it's all for the members! When you volunteer your time and energy to the corps, you will find yourself leaving tour having experienced one of the most fulfilling summers of your life.

Did you know that some companies will match your volunteer hours with a donation? If you decide to volunteer, check with 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 - Summer Tour

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 can be access via Corpsboard app each morning.

- 08:00a** Breakfast
- 09:00a** Stretch & Run
- 09:45a** Rehearsal
- 12:30p** Lunch
- 01:30p** Sectionals
- 03:30p** Ensemble
- 05:00p** Eat, Pack, Load (EPL)
- 06:45p** Depart for Show
- 08:00p** Warm Up/Perform/Snack
- 12:00a** Depart for next Housing Site
- 04:00a** Arrive/Sleep



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

- 04:00a** Arrive at housing site; a group volunteers proceed to food truck, unload truck.
- 06:00a** Volunteers slept upon arrival at housing site wake up and begin breakfast prep.
- 08:00a** Breakfast, with lunch prep usually beginning by 8:30a.
- 09:00a** 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.
- 12:30p** Lunch, some volunteers serve members, some work clean up, some continue with dinner prep.
- 01:30p** Lunch cleaned up, dinner prep well underway, showers for those who haven't gone yet.
- 05:00p** Dinner, clean up, load food truck for departure to show.
- 06:45p** Depart for show.
- 07:15p** Arrive at show site, volunteers unload food truck, set up for snack. Prep snack, then go to stadium to enjoy The Cadets! Following The Cadets' performance, volunteers meet back at the food truck to finish prepping snack.
- 11:00p** Snack, clean up, re-load food truck, prep truck for travel.
- 12:00a** Return to vehicle, talk over the day, talk through the next day, laugh, share stories, SLEEP!!
- 3-4-5a** Arrive at the next housing site...do it all over again ☺

Cadets² schedule are built similar with the exception of traveling. They will generally start breakfast prep at 6:00am and their days end at 11:00pm with snack clean up. For both corps, schedules will vary based on our performance time that evening.



Coming on Tour

The Cadets begin the season in spring training from May 16th until June 22nd. Spring Training is typically split between Johnston, PA (first half) and Ada, OH (second half). After that time, the corps is on the move from place to place. Although travel to and from tour is the volunteers 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 conveniently close to their home. 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 help 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 adjusting, we understand booking flights out early is ideal but we ask that you communicate with us before does 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 CLARA.

Power The Cadets (Meal Sponsoring)

Our Power The Cadets Campaign runs while The Cadets are on tour. The Power The Cadets Campaign provides the ability to sponsor a Cadets Meal. We will publicly recognize you on social media, and email you the photo that corresponds with the meal you sponsor. Sponsoring a meal through Power The Cadets is the preferred way of donating food to The Cadets. Due to meal planning and schedule, we ask that you sponsor a meal in lieu of a direct food donation.

Our Power the Cadets campaign will launch on June 15th, 2017 and you can pick your date and meal at www.powerthecadets.org. If you are interested in reserving a date or meal before the campaign officially launches, or have any questions please contact our Caretaker of Relationships, Caitlin Kaspar, at caitlin@yea.org or 610-821-0345 x120

How to Begin

Once you have an idea of your schedule, the next step is to fill out volunteer form at jointhecadets.org/volunteer.

After filling out the form, our administrative staff will contact you to set up exact dates and the logistics of getting to and from tour.

Our Assistant Director of Performing Ensembles, Clara Turk is a great resource for any questions or concerns you have about joining us and she can be reached by email at Clara@yea.org or by calling 484.387.1154.



Media

Parent and volunteer Facebook pages can be found here for [The Cadets](#) and [Cadets²](#). These are great resources as they contain volunteers and parents for numerous years with many years of experience, tips and advice for both parents and volunteers.

Volunteers are asked to respect Media Team policies and requests, including but not limited to restrictions on the recording and/or sharing of photos, videos and audio. Due to the nature of the activity certain items (i.e. rehearsal) would restrict audio/visual recordings while further into tour these restrictions would be lifted. On occasion items (ie drill, uniforms) are restricted for the element of anticipation/surprise to the public. We will inform you of any restrictions prior to rehearsal, if you are unsure please ask. This allows us to maintain an open rehearsal policy to all and we thank you in advance for understanding.

Emergency Contact on the Road

The administrative team will be with the corps at all times and can be reached by cell. Please contact Mike Pfeil at 610.704.0318 or mpfeil@yea.org.

YEA! Office in Allentown

Clara Turk will be the corps contact at the office in Allentown. She can be reached at 484.387.1154 or by email at clara@yea.org.



Summer Tour Itineraries

The itinerary for the 2017 Cadets Summer Tour including housing sites, mail drops, emergency numbers, and show information will be posted online as it becomes available. This information posted online at yea.org/schedule and can be access in the Corpsboard app.

Typically, a volunteer will be on board for one specific job (food truck, seamstress, driving). However, occasionally food volunteers may jump over and help with uniforms or a seamstress will jump over to prep food. Drivers however will follow their own schedule of sleeping all day, driving at night.

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! We strongly encourage all volunteers to bring with them an air mattress or sleeping pad. Due to storage limitations, we ask that volunteers limite their bags to one large bag and/or one small bag (i.e check bag and a carry on)

Essentials

- Sleeping bag, sheets, blanket
- Air mattress
- Air pump
- Pillow
- Toothbrush
- Toothpaste
- Deodorant
- Towels (camping/quick dry towels recommended)
- Washcloth
- Body wash
- Shampoo, conditioner
- Shaving cream, razor
- Flip flops/shower shoes
- Contact lens products (if needed)
- Prescription medications (have supply for the length of your stay)
- Shirts (you will get food on you)
- Shorts
- Underwear
- Socks (bring extras)
- Comfortable shoes (2 pairs recommended)
- Sweatpants
- Sweatshirt
- Rain gear
- Hat
- Sunscreen
- Identification (license, passport)
- Medical/Insurance card
- \$\$\$ for spending (the less cash the better)
- Water bottle
- Phone charger
- Chapstick



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
- Long sleeve shirts
- Pair of jeans
- Laundry bag for dirty clothes (do not use trash bags)
- Electronics chargers
- Batteries
- Nail clippers
- Ziploc bags (assorted sizes)
- Flashlight
- At least \$20 in quarters for laundry
- Detergent pods (no liquid please)
- Dryer sheets
- Stain stick/Tide Pen
- Band-Aids
- Ace bandage
- Gold Bond
- Aloe Vera
- Power strip/short extension cord
- Suction cup window hooks
- Bungee cords
- Bus box (clear, shoe size, box with lid)
- Small mirror
- Window box (small shower caddy with suction cups)
- Seat cover (twin sheets work well)
- Extra blanket (the bus gets cold!)

Additional Tips

Keep a small shower bag packed with your toiletries/medications and a change of clothes with you in case the vehicle you travel in has to leave the area for service or fueling. This way you can still take a shower even if the vehicle is gone for a short while.

Carry a small fanny pack or purse that has important personal items in it like ID, credit card, cash cell phone, etc.

Packing each day's worth of clothes into Ziploc bags can be lifesaver.



Background Checks and Documentation

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

- A Child Abuse Clearance can be obtained through the [Child Welfare Portal](#).
- A Pennsylvania State Police Request for Criminal History Check can be obtained [here](#).
- A FBI Fingerprint Criminal History Clearance is obtained by registering on the [Cogent, Inc. website](#).

The first two please choose the option of volunteer and they will be free to you. The Cogent site is for the state of Pennsylvania. If you live outside PA [this website](#) is helpful in finding locations near you in your state for fingerprinting. Fingerprints can also be set up at your nearest Police Station, please contact them for more information.

After you receive your clearances, please email them to clara@yea.org. If you have any questions regarding clearances please contact Clara.

For those that have current checks done, through work or school, if you would please email Clara a copy at clara@yea.org. If you believe that they are on file from a previous year please email her as well. Volunteer drivers also must present a valid driver's license for the class of vehicle that they will be driving and any certifications required.

Drugs and Alcohol

Use of Alcohol – Alcohol cannot be used during the hours The Cadets are in operation. This includes from 6 am each morning through the rehearsal day, and through the performance each evening. Alcohol is consumed on the bus or on off days will always be in moderation. Alcohol will never be brought into or consumed in a school wherein The Cadets reside.

*At Spring Training there will be no alcohol in sight of the members; drinking should be off site or in dorm rooms with the door closed.

*Any disorderly conduct in a public forum cannot be condoned or accepted at any time during the year.

Drugs – The laws of the United States are the regulations of YEA! in terms of drug use of any kind.

In conjunction with the above policy, YEA! wishes to recognize the following issues relative to substance abuse:

1. It is important to keep the lines of communication open between members and staff regarding the use and abuse of alcohol and illegal chemical substances by anyone in the organization.
2. Substance abuse is a serious problem in the United States and may be a significant problem in the corps personnel.



YEA! therefore wishes to state publicly that:

1. The organization supports the laws of the United States and the various states relative to the use of alcohol and chemical substances. Including, but not limited to, marijuana, cocaine, amphetamines, tranquilizers, crack, barbiturates, and diet pills.
2. YEA! prohibits the non-medical use of any drugs by any of its members or staff.
3. YEA! recognizes the importance of performing at maximum capacity both as a unit and as individuals.
4. YEA! expects all associated with it to report in a state of mind and physical condition that will allow them to perform their assigned duties and responsibilities in a competent and safe manner.
5. YEA! realizes that an impaired member will not only be a danger to him / herself, but may put at risk all members of our drum & bugle corps, and may prevent performance at a maximum capacity.
6. YEA! therefore prohibits the use of illegal substances by its members, staff, and officials.

Constructively, YEA! will:

1. Inform members of their responsibilities as members.
2. Attempt to educate its members relative to the safe use of drugs via consultant, health officials and other experts.
3. If significant abuse is noted as a problem with an individual, YEA! will act in such a manner to bring a halt to such behavior. The appropriate action will be determined by the Executive Director of the Corps, after consultation with the Board of Directors, staff personnel and/or medical authorities and may include termination from the corps.

Sexual Harassment Policy

Sexual Harassment - In compliance with federal and state laws, YEA! prohibits sexual harassment of instructors, volunteers, participants, members, employees or independent contractors of YEA! by any person, including volunteers, in any and all forms.

Specifically, volunteer shall not threaten or insinuate, either explicitly or implicitly, that any individual's, including, but not limited to, any instructors', volunteers', participants', members', or employees' refusal to submit to sexual advances will adversely affect the instructors', volunteers', participants', members', or employees' employment, membership, participation, evaluation, wages, advancement, assignment of duties, shifts or any other conditions related to YEA!.



Other sexual harassing conduct is prohibited, including, but not limited to (i) unwelcome sexual flirtations, advances or propositions; (ii) verbal abuse of a sexual nature; (iii) verbal comments about an individual's body; (iv) sexually degrading words used to describe an individual; or (v) jokes or stories of a sexual nature. Instructors, volunteers, participants, members, employees and independent contractors shall not initiate, continue, pursue, or engage in any sexual relationships or relationships that would be considered "romantic" with any participants in YEA!'s programs, including, but not limited to the USBands, The Cadets, Cadets², CWP or the Center. In the event YEA! suspects any such conduct, YEA! Violation of this provision shall constitute a material breach of this policy and YEA! shall have the right to immediately terminate person's involvement in the organization.

Sexual harassment does not refer to welcomed socially acceptable compliments. It refers to behavior that is unwelcome, personally offensive or sufficiently severe or repeated that it alters the conditions of employment and creates an abusive working environment.

Disciplinary Action

Any employee, volunteer, or student knowingly violating the above policy is subject to disciplinary action, which may include reprimand, suspension, or dismissal.

Conduct Policy

As a youth service organization, we have established a few common sense policies to govern the conduct of our volunteers:

- Drivers are responsible for assuring that they receive adequate rest/sleep in preparation for driving responsibilities each day.
- Use of alcohol is prohibited, except at times and places specifically designated by The Director. Use of alcohol by, or providing alcohol to minors is prohibited at any time.
- Use of illegal substances of any kind is prohibited.
- Fellow volunteers, corps members and staff are to be treated with respect and dignity. YEA! Policies prohibit discrimination based on race, age, sex, faith, or sexual orientation.
- Adults are to be segregated from corps members and minor volunteers (except volunteer's children) for showers and sleeping. The Cadets have a zero tolerance policy regarding inappropriate behavior with minors and incidents will be reported directly to law enforcement.





Volunteer Acknowledgement

Please initial each statement:

___ I have read and understood The Cadets volunteer handbook.

___ I acknowledge that I must have my clearances completed and email to YEA! by the date of volunteering.

I have read, understood and agree to each of the following YEA! policies.

___ YEA! Drug and Alcohol Policy

___ YEA! Sexual Harassment Policy

___ YEA! Conduct Policy

Please contact Clara Turk (clara@yea.org) if you have any questions on the above information we have on file for you.

Thank you for your service and we look forward to a successful 2017 Summer!

Printed Name _____

Signature _____

Date _____

