

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS

Host Director, Student Housing Guidelines

1. The host director shall obtain a list of participant names and phone numbers, as well as the parents/guardian's names, of those who will require housing while participating in a District or Region/State Festival.
2. The host director shall request volunteer families to house these students for the duration of the festival.
 - a. Host housing applications will be given to volunteers.
PMEA Application will clearly state requirements of host families.
 - b. Families shall be accepted in the following order:
 1. Families of current band/orchestra/choir members
 2. Known families of band/orchestra/choir member alumni
 3. Families known to PTA/PTO organizations within the school district
 4. Other families which are well known to host director and/or host school authorities.
 5. Families not known to host director and/or other host school administrators will be required to have references from two families who are known to the host director and/or administrator.
3. In the event enough housing is not secured:
 - a. Students will be housed on the basis of geographic location (i.e. those living farthest from the school will be accommodated first)
 - b. Accommodations could be sought in local hotels with directors or their designees serving as chaperones and providing transportation.
 - c. Arrangements could be made by their director for a mini-bus from their home school district to transport them daily.
 - d. Host could accept a completed Housing Waiver Form. Participating students could stay at home on the condition that their parents will be responsible for seeing to it that their son/daughter **will be present and on time for all scheduled festival functions.**
4. Host family applications should be reviewed jointly by the host director and host principal or administrator.
 - a. Applications should be screened by this panel for any known problems.
 - b. Applicants should only house same sex students.

- c. If Host Director has any concerns, the list of potential host families could be shown to local law enforcement authorities requesting that they alert festival personnel regarding any known problems.
 - d. Host families should be prepared to house at least two students.
- 5. The following information should be made available to host families prior to the festival.
 - a. Student information (student names, home phone numbers, parents /guardians' names, home school and director name)
 - b. Host school information (phone numbers where host director and housing coordinator can be reached 24 hours a day).
 - c. Written thank you letter from the host director after the festival as well as tickets to a concert with initial information.
- 6. Directors should receive one week before the festival:
 - a. Host family's name, address and phone number. This information should be left with their parent/guardian in case of emergency.
 - b. Host school information (phone number, address, names of director, administrator and PMEA Official(s) who will be responsible on site.)
 - c. Host director and/or PMEA official phone number which can be reached 24 hours a day.

This information should be kept with the student throughout the festival.
- 7. A PMEA Official or host director should speak with the students frankly regarding their housing experiences on a daily basis. Students should be asked to report any improprieties or problems. They should be encouraged to speak with a PMEA official ASAP if any of these situations take place, even if it is the middle of the night.