

CLASSROOM VOLUNTEERS / FIELD TRIP CHAPERONES

The schools of the Washington Northeast Supervisory Union are committed to student safety. All school employees have completed background checks. All Classroom Volunteers / Field Trip Chaperones will also have background checks completed.

At the beginning of the school year, the school's administrative assistant will send information to parents and faculty concerning WNESU procedure for becoming a Classroom Volunteer and/or Field Trip Chaperone.

- **FIELD TRIPS & CHAPERONES**
 - Faculty will complete a Field Trip Request form and submit form to Principal for approval.
 - Faculty will compile a list of Field Trip Chaperones and submit list to Administrative Assistant for approval.
 - Chaperone list **must** be submitted to Administrative Assistant at least **two weeks prior to field trip.**
- **CLASSROOM VOLUNTEERS**
 - Faculty will compile a list of Classroom Volunteers and submit list to Administrative Assistant for approval.
- **BACKGROUND CHECKS MUST BE PERFORMED**
 - All Field Trip Chaperones and/or Classroom Volunteers will complete the following forms:
 - A Volunteer Application
 - An Agency of Human Services Release
 - Forms can be completed at home and sent to School Administrative Assistant
 - Field Trip Chaperones and/or Classroom Volunteers who will be **Driving** students other than their own children will complete and present the following forms:
 - A Driver Information Form
 - Present a valid Driver License
 - Present current proof of Insurance
 - Present current proof of Registration
 - Assure that vehicle is inspected and safe
 - Forms must be completed in front of HR Coordinator or School Administrative Assistant
 - Field Trip Chaperones and/or Classroom Volunteers who will be **attending an overnight trip with students or supervising students without a teacher present (including driving)**, will complete the following steps:
 - A Fingerprint Authorization Certification
 - Volunteer will make an appointment with Sheriff to be Fingerprinted
 - Forms must be completed in front of HR Coordinator