

## **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