FIELD TRIP CHAPERONE REQUEST FORM

Dear Parent/Guardian:

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. We have provided guidelines for chaperones to help ensure that school district sponsored field trips result in safe and rewarding educational experiences for all participants.

Please complete and submit this form to the Meridian Creek front office at least two weeks prior to the date of the desired field trip. The lead teacher of the field trip will provide specific information to chaperones prior to the trip. Thank you for your time and desire to participate in this educational opportunity.

_________________________________________  ___________________________________________  ___________________________________________
Lead Teacher                          Destination of Field Trip                          Date of Field Trip

_________________________________________  ___________________________________________
Student Name                          Relationship to student

_________________________________________  ___________________________________________
Chaperone Name                        Phone Number                           Email Address

_________________________________________  ___________________________________________
Emergency Contact Name                Emergency Contact Phone Number

NOTE: If the desired field trip is an overnight trip, then a background check is required for all chaperones. Please check with lead teacher of the trip or the school district website for an “Authorization to Obtain Background Check” form.

A background check is not required for this day trip

I have submitted the background check form (Submission date: _________________)

I have read the guidelines pertaining to this field trip. I understand these guidelines and agree to abide by them if I am selected to be a field trip chaperone.

_________________________________________  ___________________________________________
Signature                          Date Signed
Guidelines for Chaperones:

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.

2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.

3. Teachers reserve the right to assign and/or reassign students to groups.

4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.

5. Always be safety conscious. You are responsible for the continuous monitoring of your group’s activities.

6. Be on time for designated meeting places and departure.

7. School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
   a. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form.
   b. May not possess articles that can be used as weapons
   c. May not administer medications to students

8. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner (notify school staff in charge immediately)

9. You have the authority to enforce the rules and appropriate behavior. Report any major and/or continued infractions to the teacher as soon as possible. The responsibility for helping a student follow the rules and behave safely and responsible rest with the school staff.

10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.

11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.

12. Sensitive information you may learn about a student’s abilities, relationships, or background must be kept confidential.

13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.

14. Please be aware that some students have photo restrictions; this means their parents have formally re-quested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge. We hope you enjoy your field trip experience.