



VOLUNTEER APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ **DATE:** _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ **PHONE:** _____

DATE AVAILABLE: _____

AVAILABILITY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

VERIFICATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

***IF YES, PLEASE EXPLAIN:** _____

VOLUNTEER INTEREST

I AM INTERESTED IN THE FOLLOWING VOLUNTEER PLACEMENTS:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> CLASSROOM | <input type="checkbox"/> LUNCH DUTY |
| <input type="checkbox"/> CHAPERONE | <input type="checkbox"/> PTO/PTA |
| <input type="checkbox"/> CLERICAL/OFFICE | <input type="checkbox"/> OTHER: _____ |

LIST CAREER/VOLUNTEER EXPERIENCES, TALENTS, SKILLS OR HOBBIES:

ARE YOU CPR CERTIFIED: YES NO **EXPIRES:** _____

DO YOU HAVE CHILDREN ATTENDING THIS SCHOOL? YES NO

RELATIONSHIP TO CHILD:

MOTHER **FATHER** **GRANDPARENT** **OTHER**

CHILD(REN) NAME(S): _____

TEACHER(S)/GRADE(S): _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

DISCLAIMER

By signing, I agree to abide by the policies and/or procedures of Somerset Academy Volunteer Program, and of the individual school in which I serve. I understand that the program reserves the right not to place me or to discontinue the use of my services as a volunteer.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE** _____

PRINT NAME _____



GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONE

Return this to your child's teacher if you want to be considered as a volunteer field trip chaperone. There may not be room for all who volunteer to chaperone. You will be notified if you are selected to chaperone.

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. These guidelines help ensure that school sponsored field trips result in safe and rewarding experiences for all participants.

Becoming a Volunteer Field Trip Chaperone

District procedures require that all volunteers have a volunteer application form on file with the school and have a level 2 background check completed before becoming a chaperone. The school also requires that a field trip chaperone be at least 19 years of age and have graduated high school.

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 policies apply to school sponsored, off-site activities. As a volunteer chaperone you:
8. May not smoke or use tobacco or controlled substances, including electronic cigarettes, vapes or look-a-likes in any form
9. May not be under the influence of or consume alcohol or illegal substances
10. May not possess weapons or articles that can be used as weapons
11. May not administer medications to students
12. 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, and after notifying school personnel.
13. You have the authority to enforce the rules and appropriate behavior. The responsibility of assigning consequences or using physical restraint rests with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
14. For the protection of both students and chaperones, do not place yourself in situations wherein you are alone with a student. Please do not purchase items or provide opportunities that are not offered to all students in the class, or that are not preapproved by the teacher.
15. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
16. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies or taking photos only.

17. 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 you don't photograph students with photo restrictions. Teachers have this information. Do not post photos of students on your personal social media.
18. 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.

I have read, understand, and agree to comply with the guidelines if I am selected to be a field trip chaperone.

Signature

Printed Name

Date

To be completed by the volunteer:

Teacher: _____

Class: _____

Field trip to: _____

Date of field trip: _____