



Volunteer Attendance on Field Trip Form (Not a Chaperone) (Step 10)

Field Trip: _____ on _____ (date)

The following identifies requirements, responsibilities, and expectations for a Volunteer to accompany students on Duval County Public Schools field trips. Please review, sign, and return to the teacher as soon as possible.

1. Volunteer attendance on field trips is to be in accordance with the School Board policy 9.63 "School Volunteers/Screening Process."
2. Volunteers must be 21 years of age and are **required to complete a volunteer application and be approved** by the District **prior to the field trip**. The application may be found at www.duvalschools.org
3. Volunteers are **not** to supervise students unless they have signed the Volunteer **Chaperone** Responsibility Form.
4. Absolutely no other children except for the DCPS students in a participating class or group may attend the field trip. Volunteers may not bring another child on the field trip that does not comply with this guideline.
5. Volunteers are to provide their own transportation then gather at the field trip destination.
6. Volunteers are to IMMEDIATELY report ANY PROBLEMS directly to the teacher/school employee present during the field trip.
7. Volunteers are **not** allowed to provide or administer any medications (over-the-counter or prescription) to students. Medications will only be administered to students by school employees in accordance with the School Board Policy 5.62 "Administration of Medication."
8. No tobacco or alcoholic beverages are permitted during the field trip.

I agree to adhere to the above requirements, responsibilities, and expectations and I have completed the Duval County Public Schools Volunteer Application within the last two years from the date below.

Signature of Volunteer

Date

Cost per Volunteer \$ _____

Print Name (as listed on DCPS Volunteer Application)

Return this form with payment no later than _____

To be completed by school's Volunteer Liaison; sign and date where applicable:

Approved: _____ Date: _____

Not Approved: _____ Date: _____

Need Application: _____ Date: _____