



Volunteer Chaperone Responsibility Form (Step 9)

Field Trip: _____ on _____ (date)

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

1. Volunteer Chaperones for field trips are to be in accordance with the School Board policy 9.63 "School Volunteers/ Screening Process" and 4.45 "Chaperones for School Functions."
2. Volunteer Chaperones must be 21 years of age or a parent/guardian of a student participating in the field trip 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 (select "community" then "volunteer information").
3. Volunteer Chaperones may not bring a younger child (e.g. student's sibling) on the field trip. Absolutely no other children except for the DCPS students in a participating class or group may attend the field trip.
4. Volunteer Chaperones are asked to provide close supervision of small groups of no more than 10 students and should coordinate with the teacher for a list of their 10 student names.
5. Volunteer Chaperones and the teacher/sponsor are asked to exchange contact phone numbers, e.g. Chaperone's cell, Sponsor's cell, school number, etc. in case of emergencies during the field trip (all numbers are to be kept confidential).
6. Volunteer Chaperones are to arrive at the school prior to the departure time of the field trip for final instructions and are to follow assigned agenda of activities.
7. Volunteer Chaperones may be requested to accompany students on the approved mode of transportation or provide their own transportation then gather at the destination (based on available seating and number of volunteer chaperones participating).
8. _____
9. Volunteer Chaperones are to IMMEDIATELY report ANY PROBLEMS directly to the teacher/school employee present during the field trip.
10. Volunteer Chaperones 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."
11. No tobacco or alcoholic beverages are permitted during the field trip.
12. It is **strictly prohibited** for students to participate in any water-related activities such as swimming, boating, water skiing, etc. on any 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 Chaperone Date Cost per Chaperone \$ _____

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: _____ Date: _ Date: __

Not _____ Approved:

_____ Need Application: _____