

Guidelines for Volunteer Field Trip Chaperones

Chaperones are essential to the success of our class field trips. With your help, our trips will be fun, educational, and safe for all students and adults. Please read over and sign the following guidelines to prepare for being a chaperone.



- Students must be supervised at all times. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.
- Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students.
- Eating and drinking are not permitted outside of designated areas and predetermined times.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Family members or friends of a chaperone may not participate in a school-sponsored field trip unless prior approval has been obtained from the teacher and principal. Additional small children can distract you from your duties as a chaperone.
- Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

Contact's Printed Name

Contact Number

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip

Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Chaperone Printed Name

Chaperone Signature