



3rd Grade “Crew Chief” Chaperone Registration Form 2015 - 2016

Thank you for your interest in becoming a “Crew Chief” within our class this year!

We believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you for giving your time and support.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone. This form is required for field trips, in class helpers, retreats, conferences, and overnight stays. As you know, per our handbook, section “Volunteers at Transfiguration,” there are several key components to be fulfilled in order for you to participate as a chaperon, crew chief.

Carefully read the following guidelines and initial on the line provided indicating your agreement. Once this form has been submitted you will become eligible for consideration for crew chief. **Confirmation will be sent upon receipt and verification of Virtus training and field trip orientation with Mrs. Young** (available as a video on our class [website](#)).

Chaperone Requirements – more specific instructions will be given for each individual field trip

YOU MUST COMPLETE **VIRTUS TRAINING** TO CHAPERONE OR ATTEND ANY FIELD TRIP OR VOLUNTEER WITHIN OUR CLASSROOM

1. Must be at least 21 years of age to chaperone a field trip. Classroom helpers subject to Mrs. Young’s and principal’s approval
2. Chaperones will be assigned small groups of children for whom they will be responsible at all times. Chaperones will:
 - Know the whereabouts of each child at all times. Children must never go anywhere unsupervised.
 - Stay with the same group of children throughout the entire field trip. Chaperones must accompany children to the restrooms.
 - Never be alone with only one child.
 - Not use tobacco in the presence of, or within the sight of, students
 - Not administer any medications, prescription or nonprescription, to students
3. Chaperones (and students) must be at the departure location and ready to leave at the designated time.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. You are responsible for student behavior, but it is the responsibility of the teacher to discipline a student who is misbehaving.

Amazing Racers – “Driven to Succeed!”



5. Cell phones should not be used for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
6. Siblings and family members may not participate in a school sponsored field trip. Young children can easily distract you from your primary responsibility of supervising your group of students.
7. Please follow the directions of the docents and guides even if other groups do not.
8. Chaperones will be assigned children for whom they will be responsible. The assignment of children is not subject to review, negotiation or change. Mrs. Young will maintain emergency, medical, and other information for all children on the trip.
9. Chaperones must be aware of any medical issues with the children in their care.
10. Chaperones will cooperate and support Mrs. Young

I have read, understand, and agree to abide by the chaperone policies and procedures in addition to the requirements and policies of Transfiguration School.

(Please Print)

Student Name: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

D.O.B. (mm/dd/yyyy): _____

I am over 21 years of age*: YES NO

I am VIRTUS trained*: YES NO

If yes, date of certification (attach a copy of the certificate): (mm/dd/yyyy) _____

If no, provide the date of the training you will attend (at minimum of 2 weeks prior to trip):
(mm/dd/yyyy): _____

Signature: _____ **Date:** _____

**Required*