

<p><b>Monte Vista School District C-8</b></p> <p>Our mission is to build a safe, student focused, achievement oriented learning community for Everyone</p> <p style="text-align: center;"><i><b>Chaperone Application</b></i></p>	<p>File: IJOA E-8</p> <p style="text-align: center;"><b>Resource Office</b></p> <p style="text-align: center;">• 345 E. Prospect Ave. • Monte Vista, CO, 81144 • Phone: 719.852.5996</p> <p style="text-align: right;">A</p>
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To chaperone on a field trip for Monte Vista School District C-8, applicants must be at least 21 years of age and registered as a School Volunteer for the current school year.

**Important Submission Information:** Place this application in a confidential envelope and submit to the school in which you are requesting to chaperone at least four weeks prior to field trip to ensure your application can be processed in time for the field trip.

Please print in **black or blue ink**, or type. Items with an “\*” are **REQUIRED**.

<b>Personal Information</b>		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	
* Last, First, and Middle Name:		Suffix: (Jr., Sr., III, etc.)	
E-mail Address:		Home Phone #:	
* DOB: (mm/dd/yyyy)      /      /	*Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Alternative Phone #:	

<b>Safety Information</b>				
To become a Monte Vista School District C-8 volunteer, a criminal history check may be conducted. A prior criminal record may or may not result in your disqualification for volunteering; however, <b>failure to disclose your record</b> on the application <b>WILL disqualify</b> you from volunteering.				
* Have you been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No				
*Are there any injunctions, charges currently pending against you and/or have been placed on probation this school year? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>If the answer is "yes" to any of the above safety questions, you must provide information below: (If you have multiple convictions or need additional space, attach a separate sheet to this application, along with court documents, police report and a detailed letter of explanation).</b>				
Nature of Charge	Date (mm/dd/yyyy)	City, County, State, Country	Level of Offense	Disposition/Outcome

<b>Field Trip (A chaperone application must be submitted for each field trip.)</b>	
*Type of Trip: <input type="checkbox"/> Daytime <input type="checkbox"/> Overnight <input type="checkbox"/> Out-of-State	*Field Trip Date (mm/dd/yyyy):
*School:	Teacher:
Student’s Name: (First and Last)	Grade:
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Other _____	
Destination:	Type of Trip: (Ex. Science, History...)
If drivers are needed, are you interested in being a driver? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, drivers must provide a valid driver’s license and private vehicle insurance coverage.	

**\*I have read and agree to abide by Monte Vista School District’s Chaperone Guidelines on the back side of this form.**

I understand that I am offering my services to the Monte Vista School District without compensation. **My signature below certifies that I have provided correct information.**

Print Name: \_\_\_\_\_ Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>School Trip Coordinator Use Only</b> Coordinator’s Name:	<input type="checkbox"/> Previous application on file <input type="checkbox"/> Background Check Requested for Overnight Field Trip	
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## **Monte Vista School District C-8**

### **General Guidelines for Field Trip Chaperones**

1. Know the specific duties expected of a chaperone. Your role is that of a watcher and facilitator. Your help is greatly needed in making sure things run according to plan (helping the students stay on schedule, roll call, room check, monitoring behavior, etc.)
2. Understand the purpose of the trip.
3. Know and have available at all times the trip itinerary.
4. Do not deviate from the established itinerary.
5. Arrive on time.
6. Know the rules for the students. Be consistent in dealing with the students. Avoid "bending" the rules.
7. Be a positive role model by conducting yourself in a professional manner at all times.
8. Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from neck/shoulder area to mid-thigh or knee area.
9. Do not smoke in front of students.
10. Do not consume alcohol or illegal drugs at any time while on the trip.
11. Make certain that you are present and visible at all times wherever students are gathered.
12. Support the teacher in charge and assist as needed.
13. An adult must call the roll each time the bus is loaded. Students must be completely quiet and answer for themselves. Do not rely on the word of other students. A headcount is not adequate for proper accountability.
14. It is not the duty of a chaperone to administer discipline. Monitor the students to make certain that they are safe and that they are following the rules. Make instructions or corrections as needed in a firm but courteous manner. Use a tone of voice in which you would expect to be addressed.
15. If a student fails to comply, is disrespectful, or is involved in a serious act, notify the teacher at once. **Do not argue with a student.** Always maintain your composure. **Do not get physical with a student.**
16. Report any problems, especially medical-related, to school personnel immediately.
17. Understand that any sensitive information you may learn about a student must be kept confidential.
18. After returning to the school at the end of the trip, remain with students until all have been picked up.
19. Plan for your child to be treated as any other student.
20. Chaperones will not be allowed to bring siblings of participating students.

Form Approved: 08/11/2011

Monte Vista School District No. C-8, Monte Vista, Colorado