



Application to be Chaperone

Please Print

School: _____ Date: _____

Applicant's Name: _____

Telephone No. (home) _____ (work) _____

Volunteer position/capacity (i.e. team coach, club/activity sponsor, field trip chaperone)

Date(s) of Trip:

Name of school staff member with whom applicant will be directly involved:

Pursuant to School Board Procedure No. 3335P – Field Trips:

- Prior to embarking upon a field trip of any kind, students and parents will be appropriately advised on the school's code of conduct, with particular reference to expectations regarding behaviour and curfew. The use of alcohol or illegal substances shall be prohibited at all times during a field trip.
- Criminal record checks shall be conducted for all chaperones prior to overnight and extended activities.
- Criminal record checks will be reviewed by the Human Resources Department in consultation with the school principal, and will be kept on file by the HR Department.
- Criminal record checks for chaperones will be valid for one year after date of issue.

Applicant's Signature

FOR OFFICE USE ONLY:

Criminal Record Check Approved: / Yes / No Date: _____

References Contacted: / Yes / No

School Administrator's Approval: / Yes / No

School Principal's Signature

Date

The personal information collected on this form will be used only for the purposes of screening chaperones for school field trips. This information is protected under the *Freedom of Information and Protection of Privacy Act*. If you have questions about the collection and use of this personal information, contact the School District 68 Information and Privacy Coordinator at 754-5521.