



Role and Responsibilities of Volunteers on a Field Trip

Thank you for agreeing to be a field trip chaperone. If it weren't for parents volunteering in this role, we would not be able to provide these enriching extensions of the curriculum.

Required Forms

- Your volunteer packet should be verified with the office before volunteering.
- If private cars are used for field trip transportation, a permission slip for "private transportation" must be approved by the office

Role Model Specifics:

- As a chaperone, your primary responsibility is the safety of the students.
- A field trip chaperone is expected to model appropriate behavior.
- It is important to have a cell phone on you at all times in the event of an emergency,

Before the Field Trip

- Parents will be provided a copy of the field trip itinerary.
- If a chaperone is assigned to a specific number of students, he or she will be given a list of student names in the group and the school phone number.

During the Field Trip

- Once at the destination, help students participate in the field trip program by prompting and encouraging students to be responsible, respectful and safe.
- Please ensure that your group stays with you at all times. **Be sure to COUNT the students in your group OFTEN to confirm all students are present.**
- If it is a trip where students need to walk from place to place, please remain with your group – **do not allow students to go from one place to another unsupervised.**
- **Never allow a student to go to the restroom alone.** Accompany children to and from the restroom and provide supervision near the door (close proximity).
- **Food should not be shared, as some students have life-threatening allergies.**
- Only teachers can administer medications to students. Never give students any medications; this includes cough drops.
- **At the End of the Trip** Meet promptly at the area designated by the teacher for lunch or departure.
- **Confirm that all students in your group are accounted for** and return safely to the school.

Teacher: _____

Contact Number: _____