



ORANGE COUNTY PUBLIC SCHOOLS
Chaperone Application

Community Resources
445 West Amelia Street • Orlando, Florida 32801
volunteer.ocps.net • Phone: 407.317.3323

To chaperone on a field trip for Orange County Public Schools, applicants must be at least 21 years of age and registered as an ADDitions School Volunteer for the current school year. To register as an ADDitions School Volunteer, please go to the Community Resources website: volunteer.ocps.net.

Yes, I have completed an ADDitions School Volunteer Application for this 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**.

Personal Information			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 #:

Safety Information				
To become an Orange County Public Schools volunteer, a criminal history check may be conducted. A prior criminal record may or may not result in your disqualification for volunteering; however, failure to disclose your record on the application WILL disqualify you from volunteering.				
* Have you been convicted of a criminal offense this school year? <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				
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 <u>court documents, police report and a detailed letter of explanation</u>).				
Nature of Charge	Date (mm/dd/yyyy)	City, County, State, Country	Level of Offense	Disposition/Outcome

Field Trip				
*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.				

<input type="checkbox"/> I am interested in chaperoning more than one field trip for the above school.
<input type="checkbox"/> *I have read and agree to abide by Orange County Public Schools' Chaperone Guidelines on the back side of this form.

I understand that I am offering my services to the Orange County Public Schools without compensation. **My signature below certifies that I have provided correct information.**

Print Name: _____ **Applicant's Signature:** _____ **Date:** _____

School Coordinator Use Only Coordinator's Name:	<input type="checkbox"/> Applicant appears on Quick List <input type="checkbox"/> Background Check Requested for Overnight Field Trip
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ORANGE COUNTY PUBLIC SCHOOLS

CHAPERONE GUIDELINES

FOR FIELD TRIPS

- › The field trip supervisor must be a faculty member of the institution taking the trip.
- › All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer.
- › Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
- › The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
- › Chaperones are expected to be familiar with the Student Code of Conduct and Discipline, the Civility Policy and shall report all suspected violations to the field trip supervisor immediately.
- › Chaperones may not discipline a student, staff member and another chaperone.
- › Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- › Chaperones must actively supervise and keep an accurate check on members assigned to them.
- › Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
- › Gender of the group members shall be considered when assigning chaperones and floor assignments.
- › Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- › Parents or student relatives who are not chaperones or student participants in a field trip will not be permitted to join a field trip at its destination unless they are approved volunteers by OCPS. Such individuals will be assigned a specific group of students in addition to their child/relative to supervise.
- › 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.
- › Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- › Chaperones are required to report any illness of students to the field trip supervisor/sponsor immediately.