

Overnight Chaperone Application

*Chaperone applicants must be 21 years of age. Application is for Overnight Field Trip ONLY.
If you wish to volunteer in other areas, please complete and submit a School Volunteer Form.*

For the safety of students, all overnight chaperones will be required to consent to a GBI/FBI Fingerprint criminal history check. The cost of this check is \$40 and will be the responsibility of the chaperone. Payment must be made in exact cash or money order. The BCSS Human Resources Department will contact all chaperones to schedule fingerprinting once applications have been received from the school principal. Payment will be due at the time of fingerprinting.

Please submit this application to the School Principal at least four weeks prior to the field trip to ensure your application can be processed in time.

Date: _____

Name _____
(Last) (First) (MI)

Phone _____ **Email** _____

Address _____
(Street) (City & State) (Zip Code)

Social Security Number _____ **Date of Birth** _____

In Case of Emergency contact: _____
(Name) (Relationship to you) (Phone)

Field Trip Information

School: _____ **Field Trip Title:** _____

Dates of Trip: _____ **Destination:** _____

Student Name: _____ **Grade:** _____ **School:** _____

Relationship to Student:

☐ Parent ☐ Step-parent ☐ Legal Guardian ☐ Grandparent ☐ Other: _____

OFFICIAL USE ONLY

School: ☐ Applicant is 21 years or older ☐ Copy of ID

Notes: _____

Principal Signature of APPROVAL: _____ **Date:** _____

****Send Application in secure envelope to HR Department- Att: Traci Anderson****

Human Resources: _____ Application _____ Fingerprint _____ CSI _____ Notify Principal

Notes: _____

Reminder, you must always disclose criminal information. Have you ever been:

- ☐ YES ☐ NO Arrested, convicted, pled guilty, or pled nolo contendere for a criminal offense, other than a minor traffic violation?
- ☐ YES ☐ NO Arrested for a drug or sexual related offense or act of violence?
- ☐ YES ☐ NO Reported for child abuse / sexual activities involving a student or minor or had charges filed against you by a school district, state / county agency, police or court?

If "Yes," please explain the type(s) of offense(s), location(s) and date(s) in the space below. Attach a sheet if necessary.

Note: Any applicant on an active "Wanted List" or any registered sex offender WILL NOT BE ALLOWED TO VOLUNTEER OR CHAPERONE WITH BUTTS COUNTY SCHOOLS.

CHAPERONE COMMITMENT AND PROCEDURES
READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION

Chaperones will be selected from the group that has applied for each trip. Selection is at the discretion of the school principal. Chaperones will be expected to adhere to the BCSS Overnight Chaperone Guidelines. Failure to adhere to these guidelines may result in the chaperone being asked to leave the trip or not allowed to attend future trips.

Chaperones will be required to consent and complete a GBI/FBI Fingerprint check. Applicants will be contacted to schedule an appointment for fingerprinting once application has been approved by the school principal. Fingerprinting is done at the Butts County School System Central Office at 181 North Mulberry Street. The cost of this check is \$40 and will be the responsibility of the chaperone. Payment must be made in exact cash or money order and will be due at the time of fingerprinting.

I affirm that I have read and understand all the information on this application and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that Butts County Schools reserve the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer/chaperone. I agree to the Chaperone guidelines and responsibilities. I understand that I am offering my services to the Butts County School System without compensation of any kind.

(Chaperone Signature)

Chaperone, PLEASE PRINT NAME HERE: _____

(Date)



Butts County Schools Overnight Chaperone Guidelines

***Please detach from application and keep for your reference!*

- All chaperones must be at least 21 years of age and a registered volunteer with Butts County Schools.
- 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. The District expects that for the protection of both volunteers and students, volunteers shall interact with students under the direct supervision of a District staff members or in the presence of a second adult volunteer. (Recommended 1:6 ratio on overnight trips.)
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones may correct misbehavior of students while on a field trip. Elevated levels of discipline must come from the field trip supervisor.
- Issues among chaperones and staff members must be resolved by the field trip supervisor, outside the presence of students.
- Tobacco products may not be used by chaperones during the time they are on duty and/or in the presence of students.
- Drinking of alcoholic beverages and/or use of illegal drugs 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.
- 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.
- Chaperones may only dispense medication, over-the-counter and/or prescription, with the direction of the school nurse and/or field trip supervisor.
- Chaperones are required to report any illness of students to the field trip supervisor immediately.