**CLASSROOM VOLUNTEERS / FIELD TRIP CHAPERONES**

The schools of the Washington Northeast Supervisory Union are committed to student safety. All school employees have completed background checks. All Classroom Volunteers / Field Trip Chaperones will also have background checks completed.

* + We ask all Field Trip Chaperones and/or Classroom Volunteers to complete the following forms:
		- A Volunteer Application
		- An Agency of Human Services Release
		- Forms can be completed at home and sent to School Administrative Assistant
* In addition, we ask all Field Trip Chaperones and/or Classroom Volunteers who will be **attending an overnight trip with students or supervising students without a teacher present,** to complete the following steps:
	+ A Fingerprint Authorization Certification
	+ Make an appointment with Sheriff to be Fingerprinted
	+ Form must be completed in front of HR Coordinator
* We ask all Field Trip Chaperones and/or Classroom Volunteers who will be **Driving** students other than their own children to complete and present the following forms:
	+ A Fingerprint Authorization Certification (form completed in front of HR Coordinator)
	+ A Driver Information Form (form completed in front of HR Coordinator or School Admin. Assist.)
	+ Present a valid Driver License
	+ Present current proof of Insurance
	+ Present current proof of Registration
	+ Assure that vehicle is inspected and safe