**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