



## Volunteer Overnight Chaperone Application & Guidelines

Thank you! Bainbridge Island School District believes that overnight field trips provide a valuable educational experience for students. Without the help of volunteer overnight chaperones like you, many trips would not be possible. Thank you for giving your time and support to these important activities.

1. Before becoming a volunteer overnight chaperone, please:
  - a. Complete the volunteer training and application on our website ([www.bisd303.org/Domain/1809](http://www.bisd303.org/Domain/1809))
  - b. Send in a copy of your driver license to [volunteer@bisd303.org](mailto:volunteer@bisd303.org)
  - c. **NEW:** Be fingerprinted (see page 4 for instructions).

**(Note:** if a & b have been completed within the last two years, you are considered an active volunteer. Check your volunteer status by emailing your name to [volunteer@bisd303.org](mailto:volunteer@bisd303.org). However, you will still need to be fingerprinted.)

2. Expectations of Overnight Chaperones:
  - a. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
  - b. In order to comply with District policy, during District sponsored events, chaperones:
    - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
    - May not use tobacco or nicotine products in the presence of, or within the sight of, students
    - May not possess any weapon
    - May not administer any medications (prescription or nonprescription) to students
  - c. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rule and any site-specific

rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. If a student will not follow your reasonable requests to comply with behavior and safety rules, please promptly notify the lead chaperone or other District staff chaperone.

- d. Students must be supervised at all times while at District-sponsored events. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group. Chaperones must be readily available 24/7, be mindful of safety concerns and respond to students' needs.
- e. Night-time supervision can present challenges. Unless circumstances dictate (e.g. if lodging is in a communal setting like a gym or large cabin), and it's pre-approved by a school principal or District-level administrator, chaperones should not sleep in the same room as students. Still, chaperones must ensure that students are in their rooms and not engaged in prohibited activities.
- f. Your staff field trip sponsor will help you understand the requirements and procedures for specific locations where students will be lodging. Different rules may need to be established for locations where students are staying in a gym, in open cabins, or other non-traditional lodging.
- g. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with the student. Chaperones may not, therefore, be in the company of less than two students. In an emergency a chaperone can be responsible for supervising one student e.g. when a student is admitted to the hospital and an adult needs to stay with the student. Any exception must be coordinated through the staff sponsor.
- h. If circumstance allow and with prior written approval of the principal, a chaperone's spouse/partner may attend an overnight Field Trip. The same rules apply to the spouse/partner, such as no use of alcohol, tobacco, etc. (as outlined in 2-b.)
- i. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
- j. Chaperones should know what to do in an emergency (medical or natural; lost student, serious breach of rule, etc.). Chaperones must know who on the trip is first-aid trained, where the first aid kit is, and know who has copies of parental permission slips with emergency phone numbers and medical information.

**Applicant please complete the following:**

Overnight Trip Purpose (outdoor ed, Robotics, etc.): \_\_\_\_\_

Overnight Trip Location: \_\_\_\_\_

Overnight Trip Dates: \_\_\_\_\_

BISD Staff organizing the trip: \_\_\_\_\_

\_\_\_\_\_

**Chaperone Emergency Contact Information:**

In the event that I have a personal emergency, please contact:

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

**Chaperone Acknowledgment:**

I acknowledge that I have received a copy of the Volunteer Overnight Chaperone Guidelines and I have read these guidelines and agree to comply with the guidelines as a chaperone.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Once completed, please scan and email this form to: [volunteer@bisd303.org](mailto:volunteer@bisd303.org) or drop it off at the front office of your child's school or at the District Office, 8489 NE Madison Ave.

## STEPS TO OBTAINING FINGERPRINTS

- Bainbridge Island Police Department will "take" fingerprints Monday - Friday between 8 a.m. and 3:30 p.m. They do **not** take appointments and request that people **not** show up in groups. Fridays are a bit difficult because there is only one clerk so people may have to wait longer if they go on a Friday. The fee is \$53 per person. Checks need to be made out to the City of Bainbridge Island. If the person is paying by credit card, an additional \$3 fee will be applied.
- Seattle Police Department will also "take" fingerprints 8 a.m. to 4:30 p.m. However, they do not submit the prints electronically. They will print you on a card that you'll need to mail to OSPI. The cost to have your prints taken by the Seattle Police Department is \$7 (cash or check only). Once you have your prints, please mail them (along with \$45.75 for processing) to:
  - OSPI, Attention: Fiscal Office, P. O. Box 47200, Olympia, WA 98504-7200
  - The check should be made payable to the Office of Superintendent of Public Instruction (OSPI)
- According to OSPI, it takes up to 10 business days for electronic prints to be processed. **Ink prints require additional time to process.**
- If the person has a record, the results will be emailed or snail-mailed to our HR department.
- If the person does **not** have a record they will be listed on a cleared list accessible by our HR department.

### Things to know:

- Once a volunteer's fingerprints are cleared, as long as the person stays active as a volunteer (meaning his or her volunteer status is renewed every two years), they will not need to re-do the fingerprinting process. This means, for example, a parent who is fingerprinted for 4th grade Outdoor Ed **and remains an active volunteer**, can volunteer to be an overnight chaperone when his/her child is in say, Spartronics, in high school.
- Volunteers are sent an email reminder when it's time to renew. The reminder email will be sent to the address on file with your volunteer application. If your email address changes, it's your responsibility to update your application by letting the volunteer coordinator know at [volunteer@bisd303.org](mailto:volunteer@bisd303.org).