Duties of Chaperones for Parents/Volunteer Chaperones:

Thank you for helping our program by serving as a chaperone during this trip. The major duty of a chaperone during a trip is to supervise group members and to check on group members during the trip from the time the group departs until the time the group arrives back at the departure site.

Chaperones have the responsibility to ensure that the students being supervised follow all group, school, and district expectations relative to travel. The head coach or sponsor has the responsibility to inform the chaperones of these expectations. The head coach or sponsor also is the lead chaperone and supervisor during away trips. The head coach or sponsor has the responsibility to ensure the supervision of all students at all times during away trips.

As a chaperone, you understand that one of your duties is to check on the students during the trip, including your son or daughter. This may include room checks. We have listed a few of the guidelines for room checks below.

1. **The head coach or sponsor will establish a curfew for each night. The expectation is that all students will be in their rooms by this time. Chaperones will check rooms assigned to them to ensure that all students are in their rooms. Please ensure that you see the student when performing these checks.**
2. **The head coach or sponsor also will establish a lights-off time for each night. The expectation is that all students will go to bed by this time.**
3. **Chaperones have the right to enter a room in order to check on the status of students at any time, but must inform the head coach or sponsor before entering the room(s). The head coach or sponsor will establish procedures for male chaperones checking the rooms of female students and/or female chaperones checking the room of male students. Male chaperones should not check the rooms of female students AND/OR female chaperones should not check the rooms of male students without the prior approval of the head coach or sponsor.**
4. **The head coach or sponsor has the responsibility to inform parents as to how room checks will occur prior to the trip.**
5. **Chaperones will report violations of group, school, or district expectations to the head coach or sponsor as soon as possible after the violation occurs. It is not the duty of a chaperone to impose discipline for a violation.**
6. **The head coach or sponsor has the responsibility to determine the consequences for any student who violates the expectations established by the group, school, or district as well as to inform the parents of potential consequences prior to the trip.**

The purposes of chaperones are to help ensure the safety, welfare, and health of our students during this trip. As a chaperone, I acknowledge the following:

* **As a chaperone who accompanies students during this trip, I acknowledge the responsibility to monitor and supervise the students at all times during the trip. This responsibility applies to all student travel during this trip, regardless of the means of transportation. This includes walking exertions during the trip.**
* **As a chaperone who accompanies students during this trip, I will refrain from using tobacco products, alcoholic beverages, and illegal narcotics from the time the group departs until the time the group arrives back at the departure site.**
* **As a chaperone who accompanies students during this trip, I will ensure that district transportation guidelines and policies are followed. The head coach or sponsor has the responsibility to review district transportation guidelines with me before the departure of the group.**

We thank you for serving as a chaperone during this trip.

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| Printed Name of Parent/Volunteer Chaperone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Parent/Volunteer Chaperone and Date Signed |
| Name of Trip (completed by head coach or sponsor prior to trip. | Date of Trip (completed by head coach or sponsor prior to trip. |
| Printed Name of Head Coach or Sponsor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Head Coach or Sponor and Date Signed |

***Completed forms for all parent/volunteer chaperones due no later than two weeks prior to departure date.***