



Chaperone Duties Form

Thank you for volunteering to be a chaperone for the upcoming student trip. We appreciate your help as we allow our students to experience cultures and meet needs outside the walls of our own community. Chaperones are critical to the success of the student trips, and while you will certainly have a great deal of fun, being a chaperone also carries significant responsibility.

Please review the duties listed below that experience tells us contribute to making the trip a success. Should you have any questions concerning the demands of the chaperone, please notify Matt McIntosh, Dean of Students.

Chaperone duties are:

- Being an active part of the trip, including any activity directly associated with the tasks of the trip.
- Overseeing the implementation of the itinerary as directed by the teacher in charge.
- Ensuring student safety by setting appropriate boundaries: not allowing students to leave the larger group when not appropriate, establishing student partners for non-group activities.
- Prohibiting situations in which male and female student/s are inappropriately interacting. It is never acceptable for a male and female student to be alone with each other under any circumstance.
- Supervising students during group meals.
- Supervising students in hotels/dorms to enforce sleeping hours, limit horseplay, conduct bed checks and supervise general housekeeping.
- Assisting in the control and discipline of students during instructional sessions.
- Supervising sick or injured students. Remember the acronym **ACTS**
 - Assess the situation to determine if immediate medical attention is necessary.
 - Consult the students' medical form before administering any first aid whether on the scene or at the hospital.
 - Tell the student's "in case of emergency" contacts as soon as possible.
 - Supervise or oversee the wellbeing of any student while in hospital or confined to "bed rest."

The use of alcohol, tobacco or illegal drug(s) by a chaperone during a Whitefield Academy sponsored student trip is prohibited.

For accountability sake, we endeavor to ensure that at least one male and one female chaperone is assigned to every trip. Sensitive personal needs and issues are to be addressed by same sex chaperones.

I have read, understand, and affirm my agreement to fulfill the duties of Chaperone.

Chaperone's Name (Print)		Chaperone's Signature		Date
Student Trip (Grade & City)		Date of Student Trip		
Approval Signature		Faculty Chaperone Signature		

Whitefield Academy

Chaperone Application

Name _____

Phone _____ email _____

- 1. Have you completed a volunteer application (Yes/No) _____
- 2. Which trip would you like to chaperone? _____
- 3. Why would you like to chaperone this trip?

- 4. What gifts/talents/experience do you have that would be beneficial to the group as a chaperone?

- 5. Are you able to pay your own expenses? _____

- 6. Have you applied for or attended other Whitefield upper school trips? Which ones? _____

For office Use only:

_____ reviewed by Dean of Students	_____ trip info sheet updated
_____ cost of trip charged to family account	_____ sponsor selected
_____ volunteer application completed	
_____ background check completed	