



Chaperone/Volunteer Guidelines

Chaperone Volunteer assistance is encouraged and welcomed by St. Frances Cabrini faculty and staff. As a chaperone volunteer of St. Frances Cabrini, it is important to understand your roles and responsibilities in working with our students to assist us in carrying out our mission, *“To know, Love, and Live, the life of Christ, by providing a value centered education based on the philosophy of Mother Cabrini.”* We believe that field trips provide a valuable educational experience for our students. We thank you for volunteering your time and support to these important activities.

In an effort to ensure that school-sponsored field trips result in a safe and rewarding experience for all participants, we have prepared the following guidelines on volunteering.

1. All Chaperone Volunteers must have required background checks and clearances:
 - PA Criminal Background Check (<https://epatch.state.pa.us/>)
 - PA Child Abuse History Clearance (<https://www.compass.state.pa.us/cwis/public/home>)
 - Federal FBI Fingerprint Check or disclosure
 - Those who have not been a PA resident for 10 continuous years
<https://uenroll.identogo.com> Volunteers use code 1KG6Y3
 - Those who have been Pennsylvania residents for 10 continuous years: complete PA Disclosure Statement Application for Volunteers
 - Mandated Reporter Acknowledgement brochure and sign acknowledgement form.
2. Chaperones are required to understand and support the mission and vision of St. Frances Cabrini. These include the following codes of behavior:
 - I understand that everything I say or do is used by students as a model by which to act and that being a positive role model for students is an important and critical responsibility.
 - At no time will I participate in destructive criticism of the students, staff, or school. If a problem arises, I will contact the teacher, staff member or principal as required to resolve the problem.
 - I will be familiar with the school’s Student Code of Conduct and Discipline policies and will support the school and the efforts of teachers by explaining the importance of abiding by the school rules and expected code of conduct to students and report violations to the field trip supervision immediately.
3. In order to comply with school policy, during school sponsored events, chaperones:
 - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - May not use tobacco in the presence of or within the sight of students
 - May not possess any weapons
 - May not administer any medications (prescription or non-prescription) to students

- May not drive students in a private vehicle unless prior approval has been obtained from the principal and parents
- May not deviate from the established itinerary or assigned group
- May not give money to or purchase items for their assigned group
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

I verify that I have read the St. Frances Cabrini Chaperone Volunteer Guidelines and understand roles and responsibilities as a school chaperone. I understand that non-compliance with these guidelines will prevent me from chaperoning in the future.

Volunteer/Chaperone Name: _____

Volunteer/Chaperone Signature: _____