



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

EXTENDED FIELD TRIP – NATIONAL/INTERNATIONAL TRAVEL VOLUNTEER CHAPERONE AGREEMENT FORM

	Lake Harriet Upper
Your Name (please print)	Name of School Sponsoring Trip Camp St. Croix
Your Address	Title of Trip 6th grade
Your Phone No.	Sponsoring Teacher/ Group
Your Email (if available)	
I <input type="checkbox"/> Am <input type="checkbox"/> Am not a District Employee	
If an employee:	
Title	School/Location of assignment

Background Information:

Your previous experience working with students: _____

Special skills: WSI, CPR, First Aid Training, Fluency in non-English Language etc. _____

Have you been convicted of a misdemeanor or felony since your last criminal background check? YES NO

If YES: please explain: _____

Chaperone Agreement:

1. I understand that I have volunteered to act as a chaperone for students participating in the above described field trip, and enter into this agreement for the purposes of understanding my responsibilities. I do not expect to be paid for my services as a chaperone on this trip.
2. I understand and agree that the students are my responsibility 24 hours per day.
3. I agree that the students for whom I am made specifically responsible are part of the whole group of students participating and I will promote the concept of total group cooperation.
4. I agree that no student will be left without a chaperone at any time.
5. I agree that chaperones will meet together as a group with the sponsoring teacher or staff to discuss incidents and concerns and any other problems which may affect the success of this experience. I agree that I will follow the directions of the sponsoring teacher or staff regarding my response to incidents.
6. I agree that I will not undertake any personal excursions while I am a chaperone for the Minneapolis Public Schools on this trip.
7. I agree that I will keep the sponsoring teacher or staff aware of my location at all times while on this trip.
8. I agree that I will maximize the learning experiences available to the students on this trip to the best of my ability.
9. I agree that I will follow specific procedures of the Minneapolis Public Schools in handling problems due to illness, discipline or any emergency situation while I am a chaperone.
10. I agree that I am responsible for any travel documents required for this trip (passports, visas, or other border control required documents).
11. I certify that all the information I have provided on this form is true and complete to the best of my knowledge.

Signature _____ Date _____

FOR STAFF:

DATE OF CHAPERONE'S CRIMINAL BACKGROUND CHECK:	DATE OF CHAPERONE'S COMPLETION OF VOLUNTEER ORIENTATION:
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Chaperone Information

Please share the following information with chaperones prior to your trip.

Serving as a chaperone is an exciting challenge. It is an opportunity to see new approaches to education, spend time outside, sleep in a cabin, experience classes and skits, learn about group dynamics, and be responsible for a small group of students. It is important to think of this program as a school experience for the students, and it should be educational for you too.

Chaperone Responsibilities

1. To attend the full group Orientation and the Adult Orientation on the first day.
 2. To make certain that each student's personal needs are properly met.
 3. To supervise students in the cabins at night and during free time.
 4. To see that students are dressed appropriately for varying weather conditions.
 5. To make certain that students get to each activity on time and prepared.
 6. To help with support and discipline during classes and free time.
 7. To promote caring, honesty, respect, and responsibility in all aspects of our program.
- *Chaperones are expected to stay on site during the school visit.

Policies That All Adult Leaders Must Observe While At Camp St. Croix

1. Profanity or foul language is not permitted.
2. Good judgment in relationships between different ages and sexes must be exercised.
3. Smoking is not permitted in the presence of children. Camp St. Croix is tobacco free.
4. No alcohol, tobacco, weapons, or illegal drugs are permitted at Camp St. Croix.
5. Physical punishment is not permitted by state law or by the YMCA.
6. If a child is arriving late or departing early for any reason, there must be direct release from a school teacher or staff member according to school policies.
7. All school rules apply at Camp St. Croix.

Camp St. Croix reserves the right to dismiss any person whose behavior contradicts these policies.

Preparing For the Week

- You will receive a "What to Bring" list. This is an outdoor program which means pack carefully and be prepared for rainy or cold weather. Also, remember to bring an **alarm clock and a watch**. No radios, pagers, electronic games, compact disc players, MP3 players, TVs, etc., are permitted.
- You will receive a Health Form and Release Agreement; both are **required** for participation in the program. Give these completed forms to the lead teacher of the school.
- Attend any chaperone training or orientation provided by your school.
- Find out about the students you will supervise. What age are they? Do you know some stories to share at bedtime? What things would be important to a student at this age?
- A residential, outdoor experience is an opportunity for groups to experience a different lifestyle. We ask that you **not** bring jewelry, credit cards, candy, beverages, or snacks. **All valuables should be kept at home.**
- Camp St. Croix is a casual place. You should assume that all clothing will get dirty. Please label all of your clothing. **Rain gear and sturdy shoes are essential.**