

## Volunteer Trip Chaperone Background Check Form

(Applies only to trips utilizing volunteer chaperones)

Trip Description: \_\_\_\_\_

School Name: \_\_\_\_\_

Trip Sponsor's Name: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Directions:

- Once the trip has been approved, enter the names of the volunteer chaperones who have completed the Volunteer Chaperone Agreement. If chaperone drops out, the Trip Sponsor must notify the Principal immediately and recruit a replacement chaperone, if necessary, to maintain approved ratios.
- Return completed list to the Principal for signature noting approval.
- Send signed list to Human Resources, and keep a copy at the school.
- Notify the volunteers to report to Human Resources for a background check. Inform the volunteer chaperones to bring a valid photo ID for the background check.

|    |                          | ***The Columns Below are for HR Use Only*** |                   |          |                   |
|----|--------------------------|---|-------------------|----------|-------------------|
|    |                          | Background Check                            |                   | Approval |                   |
|    | Volunteer Chaperone Name | Visit date                                  | HR staff Initials | yes/no   | HR Admin initials |
| 1  |                          |   |                   |          |                   |
| 2  |                          |   |                   |          |                   |
| 3  |                          |   |                   |          |                   |
| 4  |                          |   |                   |          |                   |
| 5  |                          |   |                   |          |                   |
| 6  |                          |   |                   |          |                   |
| 7  |                          |   |                   |          |                   |
| 8  |                          |   |                   |          |                   |
| 9  |                          |   |                   |          |                   |
| 10 |                          |   |                   |          |                   |

Trip Sponsor Signature

Date

Principal Approval

Date

HR Administrator Approval

Date \_\_\_\_\_

After the background checks are completed, HR will contact the Principal with the results and then file this form in the "Volunteer Trip Chaperone" file.