

St. Vrain Valley School District (SVVSD)

Volunteer Chaperone Agreement

Becoming a Volunteer Overnight Trip Chaperone

SVVSD requires that volunteer chaperones be at least 21 years old and agree to a background check. Background checks are conducted in the SVVSD Human Resources Department at 395 S. Pratt Parkway in Longmont, Monday through Friday, 8:00 AM to 4:00 PM. Bring a current photo ID.

Volunteer Chaperone Duties and Responsibilities

The supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following guidelines will help you perform your duties as a chaperone. If you have any questions regarding your assignment, please contact the supervising staff member or the building Principal or program manager.

1. All school rules apply on District-sponsored trips. Chaperones are expected to comply with SVVSD policies, follow the directions given by the supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with SVVSD policy, while acting as chaperones, volunteers:
 - a. shall not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - b. shall not use tobacco in the presence of, or within the sight of, students
 - c. shall not possess any weapon
 - d. shall not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while traveling and participating in activities. As a volunteer, you will need to remain in line of sight of a District staff member, in compliance with Board policy IJOC. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Chaperones must report any missing student to the staff member immediately. Be sure you know when and where to meet the rest of your group. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Report any discipline issues to the staff member immediately.
5. Ensure that students do not get involved in extra activities not pre-approved by SVVSD administrators.
6. For the protection of both the student and the chaperone, chaperones shall not place themselves in situations in which they are alone with a student. Chaperones must be in line of sight of a District staff member whenever they are with students.
7. Family members or friends of a chaperone may not participate in a District-sponsored overnight trip or event unless prior approval has been obtained from the Area Assistant Superintendent, and if an adult, shall also be required to submit to a background check. Additional small children can distract you from your duties as a chaperone.
8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

Volunteer Insurance

Volunteers who are acting within the scope of their assigned duties under the direction of SVVSD are deemed “employees” and are afforded protection under the Colorado Governmental Immunity Act and are covered by SVVSD’s liability insurance. Volunteers shall notify the school Principal and the SVVSD Risk Manager of any occurrence that might result in a liability claim by any third party, including students. Volunteers are not deemed to be employees of the SVVSD for any other purpose except as explained in the preceding. Volunteers are not covered by SVVSD’s workers’ compensation insurance policy. SVVSD does not purchase accident or health insurance for volunteers, and all volunteers are urged to obtain personal medical health insurance in case of an emergency. Any injury or illness sustained by the volunteer, and any resulting medical care that may be required, arising out of or in the course of performing volunteer duties, is the sole responsibility of the volunteer. Volunteers who transport students in their personal vehicle must complete the SVVSD Student Transportation in Private Vehicles form EEAG-E for approval by the building Principal, and must comply with all District and State student transportation rules and regulations. The volunteer’s personal vehicle insurance provides primary coverage in the event of an accident or injury.

Who to contact if the Volunteer Chaperone has a personal emergency:

Emergency Contact’s name

Contact’s daytime phone

Contact’s night phone

Relationship to Volunteer Chaperone (eg. friend, neighbor, spouse)

AGREEMENT

I, the undersigned Volunteer, acknowledge that I have thoroughly read, and agree to, the terms of the “Volunteer Chaperone Agreement”.

Volunteer’s Printed Name

Volunteer’s Signature

Date

Thank You for Your Support!

SVVSD recognizes that off-campus activities provide an extended educational experience for students. We thank volunteer chaperones like you very much for giving your time and support to make these activities possible. This Agreement is intended to help ensure a safe and rewarding experience for all participants.