



Oak Ridge Elementary School

8791 West 103rd Street
Palos Hills, Illinois 60465
708-598-5713

Ms. Elizabeth Reich, Principal
Mr. Kevin Buscemi, Assistant Principal
Mrs. Christine Droba, Team Leader

8-31-18

Dear Parent/Guardian,

If you are interested in being a volunteer this year (field trip, classroom party, etc.), you will need to:

- Review and sign the *North Palos School District 117 Guidelines for NPD117 Volunteers* form.
- Review and sign the *Volunteer Information Form and Waiver of Liability* form.
- Provide a picture ID to the school office AT LEAST 7 days prior to volunteering or chaperoning an event or field trip.

Please fill out the attached two forms and return with your child to the main office.

Thank you for all your help.

North Palos School District 117 Guidelines for NPD117 Volunteers (8:250-E2)

Name of School: _____

All volunteers must: (1) review and sign the *North Palos School District 117 Guidelines for NPD117 Volunteers* form, (2) review and sign the *Volunteer Information Form and Waiver of Liability* form, and (3) provide a picture ID to the school office AT LEAST 7 days prior to volunteering or chaperoning an event or field trip.

Field Trip and/or Volunteer Guidelines

- Present a photo ID at the school office at least 7 days prior to the event
- Arrive on time for the field trip or event
- Ride the school bus with the class (unless otherwise stated by school staff) to and from a field trip
- Be 18 years or older
- Bring a watch or cell phone with a clock) to ensure timeliness during the field trip (meeting places, etc.)
- Bring a cell phone and program school personnel contact information in case of emergency on a field trip
- Use personal cell phone only for emergencies during any volunteer event
- Have knowledge of any pertinent medical information for students to which they are assigned
- Dress appropriately on field trips and at school events
- Use appropriate language
- Supervise students to which they are assigned at all times
- Handle student behavior professionally and appropriately (school and district discipline guidelines)
- Report any accidents or injuries to school personnel immediately
- Appropriately supervise students in public restrooms on field trips
- Follow the directions of the field trip guides and school personnel
- Treat all children fairly and with respect
- Be aware of surroundings and suspicious people and potentially dangerous situations on school grounds or on field trips

Field Trip and/or Volunteers MUST NOT:

- Bring younger siblings on the trip or to a school event unless otherwise specified
- Take photographs during the trip or a school event unless otherwise specified
- Use tobacco products on school property or on a field trip
- Purchase items for students during a field trip
- Buy, serve, or distribute any food to students at school events or on a field trip
- Provide any over-the-counter medicine to students at school events or on a field trip
- Release any students to any adults other than school personnel
- Leave any students unattended
- Be alone with one student

I have read the and agree to the North Palos School District 117 Guidelines for NPD117 Volunteers.

Volunteer's Printed Name

Date

Volunteer's Signature

Date

Relationship to student

Home room teacher and grade of student(s) - list additional names below

North Palos School District 117 Volunteer Information Form and Waiver of Liability 8:250-E1

All volunteers must: (1) review and sign the *North Palos School District 117 Guidelines for NPD117 Volunteers* form, (2) review and sign the *Volunteer Information Form and Waiver of Liability* form, and (3) provide a picture ID to the school office AT LEAST 7 days prior to volunteering or chaperoning an event or field trip.

Please print clearly in ink.

Name of Volunteer: _____

Home address: _____

City State Zip code

Telephone Number _____

Emergency adult contact name _____

Emergency contact phone number _____

Name of student(s)	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Are you now or have you ever been a school volunteer? Yes No

If yes, which school? _____

Please list the name of child/children attending the school _____

Criminal Conviction Information:

Are you a child sex offender? Yes No

Have you ever been convicted of a felony? Yes No

If yes, list the offense, the date, and location:

Offense	Date	Location

If requested, are you willing to consent to a criminal history records check? Yes No

Waiver of Liability

NPD117 does not provide insurance to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgement that they are providing volunteer services at their own risk.

By your signature below:

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, Board of Education Members, employees, agents or assigns, for loss due to death, injury, illness, or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Volunteer's name (please print)

Volunteer's signature

Date