

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

