

Nogales Unified School District No.1 Finance Department

Booster Organization Manual

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NUSD #1 Policies and Procedures pertaining to Student Activities & Auxiliary Operations come from:

- ✓ Arizona Revised Statutes 15-1121 through 15-1126
- ✓ Uniform System of Financial Records
- ✓ Nogales Unified School District #1 Governing Board Policies
- ✓ Student Activities & Auxiliary Operations Procedural Manuals (adopted by the Governing Board on January 1999)

Definitions

- What is a Booster Organization?-A Booster Organization is a group of parents and adults who have strong interests in specific student organizations or school activities. A NUSD Booster Organization's main mission is to support NUSD Student Organizations (i.e. PTC, Parent Councils, Band Boosters, etc.)
- What is a Student Organization?-A Student Organization is a group of active students that participate in district approved student activities such as clubs, athletics, music programs, etc.

What are the District's requirements for a Booster Organization?

- Booster Organization shall be approved specifically for the support of NUSD Student Organizations. All Booster Organization activities must benefit the entire student organization.
- Each year Booster Organizations must complete a Booster Organization Agreement and provide the documentation required on the form. Only those Booster Organizations that have completed this process will be approved by the NUSD Governing Board.
- Booster Organization shall submit a constitution that identifies the organizational structure and purpose of the group to the District.
- Booster Organization shall elect officers and submit officer names and their phone numbers to the District.
- Booster Organization shall have a sponsor who is and employee of the District and approved by the School Principal or Designee. The employee, however, must not be involved in any cash handling activities (i.e. collecting & depositing funds, signing checks, etc.)
- All Booster Organization fundraisers shall have prior approval from the School Principal or Designee. An approved "Fundraiser Approval Form" shall be on file with the School Principal or Designee prior to the start of any fundraising activity.
- Booster Organization shall have an IRS issued Tax ID Number indicating that the Group is a tax-exempt 501 (c) (3) non-profit organization.
- Year end reports (Reconciled Bank Statement / Expenditure & Revenue Report) shall be submitted to the School District for audit purposes. Booster Organizations that fail to file this paperwork will not be approved for the upcoming year.

THESE REQUIREMENTS MUST BE COMPLETED ON A YEARLY BASIS!

BANK ACCOUNTS

- Booster Organization shall not use NUSD's Tax ID Number to establish a bank account. The use of the District/School name and address are permissible to establish continuity.
- The District is not responsible for the management and handling of the Booster Organization's funds. The District is not allowed to give tax advice or reconcile the Booster Organization bank accounts. The District however, reserves the right to audit the Booster Organization.
- District employees shall not be signers on Booster Organization bank accounts as recommended by District's Auditors.
- Year end (June 30) reconciled Bank Statements must be filed with the District Business Office each year.

MEETINGS

- Meetings should be held on a regular basis (i.e. monthly, quarterly, etc.)
- Meetings of Booster Organizations may be held on district facilities only with prior approval of the School Principal or Designee.
- The Student Organization's Sponsor should be present at all meetings.
- A member or officer should take minutes. Minutes should include, but not be limited to: date, time, members present, discussion, treasurer's report, motions made and approved. This includes fundraising activities and expenses.
- Minutes of meetings should be filed by a designated officer and should be retained for a minimum of three years for audit purposes.

RECEIPTS

- All monies should be physically safeguarded until submitted for deposit. In no case shall money raised by Booster Organizations be left overnight in school buildings.
- All cash and checks should be deposited intact on a timely basis (at least weekly).
- Duties to handle cash and maintain records should always be segregated.
- Group Treasurer should be responsible for maintaining monthly cash balance reports and reconciling to the Bank Statements. The Treasurer is also responsible for reporting financial information to the Booster Organization on a regular basis. These records should be retained for minimum of three years for audit purposes.

EXPENDITURES

- Monies raised by Booster Organizations shall be expended in a manner beneficial to those students currently in school. Monies must also benefit the Student Organization as a whole.
- Funds should be available in the account of a Booster Organization before a purchase is made.
- All purchases of goods or services (including cash advances) should be pre-approved by the Booster Organization and documented in the meeting minutes when the approval took place in order to establish good internal controls.
- Disbursements from Booster Organization monies should only be made by the designated officers upon receipt of proper invoice. Invoice should be approved by a person other than the one making the purchase and/or disbursement acknowledging that items were received.
- Because of liability issues, capital items purchased by a Booster Organization that will remain on the District's facilities should be donated to the District.
- Proper maintenance and accounting of records is strongly encouraged!

FUNDRAISERS

- Fundraising activities may be a variety of sources: dues, concessions, event ticket sales, publications, donations, and other fundraising events but must not be in conflict with district policies and procedures.
- All fundraisers **shall be approved by** the School Principal or Designee through the use of the completed "Fundraiser Approval Form". This form must be on file with the School Principal or Designee prior to the start of any fundraising activity.
- Booster Organizations shall submit to the School Principal or Designee a schedule containing dates of planned fundraising activities for the school year.

FUNDRAISERS on School Facilities

- A Facility Request Form must be submitted to the School Principal or Designee if these activities involve the use of district facilities, equipment, vehicles or staff. The request shall be approved by the School Principal or Designee and District Administrator prior to the event taking place. As per District Policy KF and Regulation KF-RB, the District reserves the right to assess a fee for the use of the facility, equipment, utilities and staff costs. If the Booster Organization has been officially recognized by the Governing Board, the District will waive facility, equipment and utility costs but will charge for staff costs. The District will also waive the Certificate of insurance requirement.

FUNDRAISERS with Student Organizations

- A Student Organization may participate in a joint fundraising activity with the Booster Organization if the School Principal or Designee has approved the project. The proceeds shall be allocated proportionately between the two organizations based on the level of effort devoted by each group on the activity.
- K-8 students are not permitted to sell items from house to house and 9-12 students are discouraged from doing so.
- The Wellness Policy of the District and guidelines from the Arizona Department of Education Child Nutrition Programs limits the sale of competitive food items on its campuses and encourages students to utilize the school cafeterias.
 - The decision concerning the sale of food items on school campuses shall be left to the discretion of the School Principal or Designee.
 - If food sales are allowed, no competitive food items or foods of minimal nutritional value shall be sold during the breakfast and lunch hours.
 - Food sold should be commercially regulated and not homemade (for liability purposes)

FUNDRAISERS-Raffles

- A Student Organization may **NOT** hold or sponsor a raffle, drawing, lottery, auction, etc. as stated in Auditor General's opinion 184-018. They are considered a form of gambling.
- Raffles may be held by Booster Organizations only if the requirements of A.R.S. 13-3302 B are met.
- If the Booster Organization is conducting a raffle, drawing, lottery, auction, etc.
 - ✓ Raffle tickets are to be sold by parents and adults only. No student of NUSD is to produce, disseminate, or sell tickets.
 - ✓ Raffles may not be held on school campuses during regular school hours.
 - ✓ Parent or adult shall draw winning ticket(s). No student of NUSD is to draw the ticket(s).
 - ✓ Raffle prizes are to be presented only by the Booster Organization parents or members.

DONATIONS

- In accordance with NUSD Governing School Board Policy (KCD, KCD-R) all gifts or donations made to the District shall be approved by the Superintendent if less than \$1,000 and by the Governing Board if more than \$1,000.
- NUSD recognizes that Booster Organizations donate the majority of their proceeds to the District's Student Organizations. Therefore, the Governing Board will acknowledge all donations made by the approved Booster Organizations for the purpose of supporting their specific Student Organization.
- Any donation of cash from the Booster Organization to a student organization will be accounted through the Student Activities Fund. The NUSD Governing Board Minutes or a receipt will be used to acknowledge the donation.
- Donations requested by the Booster Organization from outside organizations must specifically benefit the Student Organization as a whole. The process of collecting donations must be pre-approved by the Booster Organization and documented in the meeting minutes when the approval took place in order to establish good internal control.
- Donations made directly to the Booster Organization are not eligible for the Arizona Tax Credit (for extracurricular activities).

VOLUNTEERS

- Because of the tremendous responsibility that NUSD has to its school children and community, it is a requirement of the NUSD Governing Board that all volunteers go through an approval process.
- Volunteers are those individuals that provide services to NUSD at NUSD school sites and during NUSD sponsored events (i.e. classroom help, field trips, games, etc.).
- All volunteers must fill out appropriate paperwork. In addition, non-parent volunteers must obtain fingerprint clearance. (Cost for fingerprinting must be paid by NUSD site).
- All volunteers must be approved by the Governing Board before any volunteer work.
- Volunteers that are parents/legal guardians of a child currently enrolled at NUSD are exempt from the fingerprint process.
- The School Principal or Designee reserve the right to approve or not approve Non-Parent Volunteers. Once a volunteer is approved, they remain on the School's volunteer list until termination by School Principal or Designee.
- The approval process takes from two to six weeks, so please plan accordingly.
- Please contact the Human Resources Office at 520-397-7900 for more information.



Thank you for your continued support of our Students!

Appendix

Booster Organization Agreement Form

Fundraiser Approval Form

Cash Collection Report

Ticket Sales Report

Sample Booster Organization Resolution

Application for School Volunteers

a. Criminal History Information Affidavit

Guidelines for Volunteer Field Trip Chaperones

**NOGALES UNIFIED SCHOOL DISTRICT NO. 1
BOOSTER ORGANIZATION AGREEMENT**

The, _____ agrees to be the NUSD Booster Organization
(Name of Booster Organization)

for the, _____ at _____
(Name of Student Organization sponsored) (Name of School)

sponsored by _____ for the _____ school year.
(Name of Coach/Sponsor)

We are submitting the following required documents:

- Constitution & By-Laws Year-End (June) Bank Statement Reconciliation Report
 Minutes of last meeting Tax ID # _____ New Booster Organization

As duly elected officers, we have read and agree to comply with the District's requirements and procedures included in the Booster Organization Handbook, dated this _____ day of, _____ 20_____.

NUSD BOOSTER ORGANIZATION OFFICERS:

NAME	TITLE	SIGNATURE	PHONE #

PLANNED FUNDRAISING ACTIVITIES FOR THE SCHOOL YEAR:

FUNDRAISER NAME	SCHEDULED DATE	STUDENT ASSISTANCE? Y/N

FOR OFFICE USE - APPROVAL

SPONSOR/COACH	PRINCIPAL OR DESIGNEE	DISTRICT STUDENT ACTIVITY TREASURER

NOGALES UNIFIED SCHOOL DISTRICT NO. 1

Booster Organization

FUNDRAISER APPROVAL FORM

This request must be turned in to the School Principal or Designee at least three (3) weeks before the date of the requested activity.

1. ACTIVITY REQUEST

Name of Booster Organization: _____

Name of Fundraiser: _____

Proposed Date: _____ Time: _____

Place: _____

Purpose: _____

President of Organization

Date Submitted: _____

Sponsor of Organization

Student Representative (if joint fundraiser)

Date: _____

Remarks: _____

FOR OFFICE USE ONLY

Approved: _____ Yes _____ No

School Principal or Designee

Date: _____

NOGALES UNIFIED SCHOOL DISTRICT NO. 1

Booster Organization

CASH COLLECTION REPORT

School _____

Student Support Group Name _____

Event _____ Date _____

Change Fund Receipt Number _____ Amount \$ _____

Denomination	Collected
Checks\$	
100\$	
50\$	
20\$	
10\$	
5\$	
2\$	
1\$	
0.50\$	
0.25\$	
0.10\$	
0.05\$	
0.01\$	
TOTALS \$	
Less Change Issued\$()	
Net Collections \$	

Receipt Book Summary

Beginning #	Ending #
-------------	----------

Quantity Sold _____ Price \$ _____

Total Sales
(Quantity X Price) \$ _____

Less Net Collections \$ _____

Cash Overage (Shortage) \$ _____

Total Deposit \$ _____

Reason for Overage (Shortage):

Receipts and Change Fund Issued to:

Name

Date

Change Fund, Receipts, and Cash Collections

Received By:

Name

Date

NOGALES UNIFIED SCHOOL DISTRICT NO. 1

Booster Organization

TICKET SALES REPORT

School _____

Booster Organization Account Name _____

Event _____ Date _____

Ticket Seller _____

Change Fund Receipt Number _____ Amount \$ _____

Ticket Type	Ticket Numbers Issued From	Next No. To Be Issued	First Ticket Number Issued	Number Sold	Price	Total Sales
					\$	\$

Denomination	Cash Returned	
Checks	\$ _____	Total Deposit
\$100.00	_____	Less Total Sales
50.00	_____	Cash Overage (Shortage)
20.00	_____	Reason for Overage (Shortage)
10.00	_____	
5.00	_____	
2.00	_____	
1.00	_____	
.50	_____	Reconciliation Completed By:
.25	_____	
.10	_____	
.05	_____	
.01	_____	Ticket Seller Signature
Total	\$ _____	
Less Change Fund		Date
Total Deposit	\$ _____	Change, Tickets, and Cash Collections Received By:
		Signature
		Date

(SAMPLE)
BOOSTER ORGANIZATION RESOLUTION

WHEREAS, the _____ must, in the course of the day-to-day business of the Organization, deposit money in an account with a commercial banking firm. The bank account shall consist of monies raised from fundraising activities and donations approved by its Board:

WHEREAS, the _____ has elected a Treasurer for the Organization in accordance with its By-Laws and that such treasurer is responsible for all monetary transactions and reconciliation of the account, and

WHEREAS, the treasurer of this Organization or his/her alternate is hereby authorized to collect monies and to deposit the same in the _____ Account in a timely manner, and

WHEREAS, the treasurer of this Organization or his/her alternate is hereby authorized to make disbursements by check from the _____ Account containing two signature authorities, and

WHEREAS; the treasurer of this Organization shall be responsible to report all monetary transactions, deposits and disbursements, at each Board meeting, and

FURTHER, that for the _____ fiscal year, _____ is the Treasurer and signer on the account and cosigners shall be _____ and _____

NOW, THEREFORE, BE IT RESOLVED, that for the _____ school year, the funds for the _____ Account will be deposited in _____ Bank
Account Number: _____

DATED: This _____ day of _____, 20_____

THE _____ BOARD

President

President Elect

Past President

Treasurer

Secretary

Nogales Unified School District

Application for School Volunteer

Site: _____

Student Name: _____

Please Select Option that Applies

First Time Parent Volunteer Non-Parent Volunteer Employee Renewal

Non-Parent Volunteers Require Fingerprint Clearance

Site Assignment is Subject to School District Approval or Cancellation at Anytime

Volunteer Agreement

I would like to volunteer my time and service to participate as a VOLUNTEER during the school year that ends June 30th for the above noted site.

I am volunteering of my own free will. I understand and agree that my volunteer participation is not being performed as part of my employment, if any for Nogales Unified School District and that my participation is not in any way required by Nogales Unified School District or its Governing Board.

I have not been promised and do not expect to receive any payment, benefits or other compensation for my time and service. If employed by the School District in another capacity, volunteer services I will perform do not involve the same or similar services that I perform as an employee, and are not closely related to my duties and responsibilities as an employee.

I understand that participation as a volunteer may be terminated by Nogales Unified School District #1 at any time without cause and, that I may withdraw from participation at any time and for any reason. Neither participation, nor withdrawal from participation will affect any employment I may have with Nogales Unified School District.

Volunteer Signature & Date

Administrator Signature & Date

Expiration Date

Board Approval Date

Last Name	First	Middle	Date of Birth
Address			Home Telephone
City, State, Zip			Work Telephone

Employer	# of Years	Dates of Employment
Address		Telephone
Duties		Supervisor

Please list below any certification, CPR , First Aide, etc.

Certificate Type	Valid Date	Expiration Date	Approved Areas	Endorsements

Please give three references that are familiar with your personality, character & work habits. DO NOT include personal friends & family.

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

Because of the tremendous responsibility Nogales Unified School District has to its school children and community, the following information is needed from all applicants regarding convictions. Failure to complete this form accurately may mean disqualification from consideration. Carefully read and answer each question.

Have you ever been convicted for a sex or drug related offense? _____

Have you ever been convicted of a felony? _____

Have you ever been convicted of a dangerous crime against children? as defined in ARS 13.604.01? _____

ARS 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as SECOND DEGREE MURDER, AGGRAVATED ASSAULT RESULTING IN SERIOUS PHYSICAL INJURY OR INVOLVING THE DISCHARGE, USE OR THREATENING EXHIBITION OF A DEADLY WEAPON OR DANGEROUS INSTRUMENT; SEXUAL ASSAULT; MOLESTATION OF A CHILD; SEXUAL CONDUCT WITH A MINOR; COMMERCIAL SEXUAL EXPLOITATION OF A MINOR; SEXUAL EXPLOITATION OF A MINOR; CHILD ABUSE; KIDNAPPING; SEXUAL ABUSE; TAKING A CHILD FOR THE PURPOSE OF PROSTITUTION; CHILD PROSTITUTION; INVOLVING OR USING MINORS IN DRUG OFFENSES; CONTINUOUS SEXUAL ABUSE OF A CHILD; ATTEMPTED FIRST DEGREE MURDER; SEX TRAFFICKING; MANUFACTURING METHAMPHETAMINE UNDER CIRCUMSTANCES THAT CAUSE PHYSICAL INJURY TO A MINOR; BESTIALITY

If any of the questions above are answered "YES", please fill in information below.

Date(s): _____ Charge: _____

City/State: _____ Disposition: _____

Remarks: _____

Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

IMPORTANT

Before final consideration for a school volunteer, the candidate must have a complete file in the personnel office. This file is to include a completed application form, fingerprints, applicable certification and criminal history affidavit, and be approved by the Governing Board.

Any falsification or omission herein shall be considered sufficient cause for dismissal.

I have read and fully understand that I hereby authorize each person, school district, firm and corporation listed on my application to answer any questions and give any information that may be sought concerning this application, my work habits, character or skills.

Furthermore, I agree to comply with the directives of my supervisors and/or district administrator. The District and its agents, students, employees and volunteers, individually or jointly, are not liable for any injury, damage or liability that may occur to me unless the District or its agencies, students, employees or volunteers are grossly negligent, and then only to the extent of the gross negligence.

Volunteer Signature

Date

District Employees Only

Review for Non-Exempt Employees Administrator Use Only

Instructions:

In order to let a non-exempt employee of our district volunteer, to provide his or her services, the answers to the questions must be YES. If the answer is NO the employee is not a volunteer, and our district could potentially become liable for significant amounts of money under the overtime requirements of the Fair Labor Standards Acts (FLSA).

Please answer each question and sign at the bottom. This worksheet must accompany the volunteer application if the individual is employed with the District and/or is anticipated that the individual will be employed with the District in the near future.

Name of Volunteer: _____

Work Site of Volunteer: _____

Activity of Volunteer: _____

YES NO **Is the employee offering his or her services freely, without pressure or coercion?**
Note: if choosing not to perform those services could have a negative effect on the employee's employment, the employee is not offering his or her services freely.

YES NO **Will the employee receive NO compensation other than reimbursement of expenses?**
Note: Acceptable compensation includes reimbursing certain out of pocket expenses such as transportation, purchasing supplies, uniforms, etc.

Is the Employee:

YES NO **Volunteering for an agency or group other than the school district?**
Note: A parent-teacher association or sports booster club that's independent of our school district counts as a different group. But a high school employee who volunteers at a middle school is still performing services for the school district.

OR

Is the Employee:

YES NO **Performing different services than he or she is employed to perform as part of a paying job?**

Administrator Signature

Date

Human Resources Director

Date

HUMAN RESOURCE OFFICE USE ONLY

*Application on File
Volunteer Consent & Acknowledgement Form on File
Fingerprints on File
Criminal History Information Affidavit on File*

Criminal History Information Affidavit

New Employee/Volunteer

STATE OF ARIZONA)
) SS:
 COUNTY OF SANTA CRUZ)

I, _____, being an applicant for, or having been offered a position with Nogales Unified School District No. 1 ("District"), and being duly sworn according to law, certify that I am not awaiting trial on, I have never been convicted of, and/or I have never admitted committing any of the following offenses in this State or any similar offense or offenses in any other jurisdiction.

1	Sexual abuse of a minor
2	Incest
3	First or second-degree murder
4	Kidnapping
5	Arson
6	Sexual assault
7	Sexual exploitation of a minor
8	Felony offenses involving contributing to the delinquency of a minor
9	Commercial sexual exploitation of a minor
10	Felony offenses involving sale, distribution or transportation of offer to sell transport, or distribute marijuana, dangerous drugs or narcotics
11	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotics
12	Burglary in the first degree

13	Burglary in the second or third degree
14	Aggravated or armed robbery
15	Robbery
16	A dangerous crime against children as defined in section 13-601.01
17	Child abuse
18	Sexual conduct with a minor
19	Molestation of a child
20	Manslaughter
21	Assault or aggravated assault
22	Assault
23	Offense involving domestic violence

I understand and agree that I may be terminated by the District if any information contained in this Affidavit is inaccurate.

Date: _____, 20_____.

Signature

Subscribed and sworn to me this _____ day of _____, 20____,

By _____

Notary Public

My commission expires: _____

Nogales Unified School District #1

Guidelines for Volunteer Field Trip Chaperones

Nogales Unified School District #1 believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is our paramount concern, Arizona State law requires the District to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the following forms:

Nogales Unified School District #1 Application for School Volunteers
Notarized Criminal History Information Affidavit

Guidelines for Volunteer Chaperones

Prior to your field trip, the coordinating staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the coordinating staff member or the school principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's coordinating staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District-sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not use profane or vulgar language in the presence of students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. 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. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. 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. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
5. Imposing discipline is not your responsibility. This must be done by the school administrator, sponsor or designated staff person.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the school principal. Additional small children can distract you from your duties as a chaperone.
9. 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.
10. Conduct yourself in a professional manner. Be respectful toward students. Have fun!!

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Signature

Printed Name

Date

Address

Home Phone #

City, State, Zip

Cell Phone #

In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone