

# Bellmawr Elementary Schools

## Field Trip Chaperone Guide

Thank you for volunteering to be a field trip chaperone. Educational field trips provide rich experiences for Bellmawr students. To assist in making a field trip a well-organized, thoroughly enjoyable experience, we ask that all chaperones be fully aware of their responsibilities. These responsibilities include but are not limited to:

1. Chaperones will be assigned small groups of students for whom they will be responsible. Chaperones will need to know the whereabouts of each child at all times. The chaperones will stay with the same group of students throughout the field trip (including on the bus).
2. Field trips are only for the students currently attending school in Bellmawr. Due to the number of available spaces, siblings are not permitted to attend a trip if they are not a part of the class.
3. As many of the field trips involve programs that begin at specific times, it is very important that all chaperones (and students) be punctual for activities and departures.
4. Field trips are paid for in advance. Chaperones (and students) do not need to bring any money. **Please do not buy your group anything** (this includes food, drinks, souvenirs, extra activities, etc.).
5. Chaperones must wear appropriate attire on field trips as they are representing the school as well as setting an example for the students.
6. Bellmawr Teachers have the ultimate responsibility and authority for ensuring a safe trip. Chaperones must abide by teacher requests, which will assist in maintaining a safe, secure environment.
7. Chaperones with cellular phones should provide the number to the lead teacher for emergency contact information. Please refrain from using cellular phones for personal conversations.
8. 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 possess any weapon.

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**I have read, understand and agree to abide by Bellmawr Public School's Chaperone Responsibilities for Field Trips. Any inappropriate action or infringement of trip guidelines will exclude a chaperone from participating in further trips.**

Name: \_\_\_\_\_  
(Please PRINT First & Last Name)

Signature: \_\_\_\_\_

Date \_\_\_\_\_

*Excellence Everyday for Everyone*