

Updated: September 2014

## Volunteer Chaperones – Overnight Field Trips

### **Fingerprinting Application Form (Use this form only if you lived in Washington State for less than two years)**

#### **Teacher/Program manager initiates this form**

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Individual involved:

\_\_\_\_\_

Description of the Activity: \_\_\_\_\_

Destination (place of activity): \_\_\_\_\_

Dates of the Field Trip: From \_\_\_\_\_ To \_\_\_\_\_

**Fingerprint cost (\$41.75)** Individual \_\_\_\_\_ School \_\_\_\_\_

**Overnight Chaperones MUST review and complete the following posted on the Volunteer website:**

<http://bit.ly/SPS-Volunteering>

I have viewed the on-line course related to “Adult Sexual Misconduct Prevention Course.”

I have read and sign the Volunteer Handbook

I have read the guidelines for Volunteer Chaperones-Overnight Field Trips

I have read and adhere to Policy No. 3246 (Use of Reasonable Force)

I have read the Volunteer Policy. 5630 (Volunteers)

I have completed Screening Form for background check (WATCH)

\_\_\_\_\_  
Volunteer Chaperone (please print)

\_\_\_\_\_  
Signature of Building principal

#### **For School Principal Use only:**

Additional information needed: \_\_\_\_\_

#### **Principal or Designee Approval**

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

#### **Finger Print Process**

- **Payment/fee collection:** School/volunteer coordinator collect any fees associated with Overnight Field-Trip and forward to school secretary who will submit to the Comptroller’s Office MS: 33-343. Using Account: **1000 B2653 Fingerprinting.**
- **Schedule an appointment:** Volunteer Coordinator directs Volunteer/Chaperone to call **SPS Safety & Security (2x0707)** to schedule an appointment (**the fingerprinting process is performed only once unless there is a break in continuous residence in State of Washington.**)
- **What you need to bring to your appointment:** Your photo I.D. and a copy of this form to verify proof of payment.

**Principals are responsible for ensuring that appropriate levels of supervision are provided, with required ratio of district employees and properly background checked volunteers to students. Principal’s signature on the field trip approval from certifies that he or she has verified this supervision will be in place.**