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## Field Trip Chaperone Selection Process

### History

A survey was created and disseminated electronically to parents in an effort to obtain their perspective on the issue of chaperone selection for School field trips. This information was used by the School's Volunteer Advisory Committee to make a recommendation to the School's Board of Trustees, which was approved on September 2, 2010. The following information was obtained from the survey:

- Almost twice as many people (66%) who took the survey went on at least one field trip as compared to not going on any field trips (34%);
- Only 28% of survey takers were told by a school official that they could not attend a certain field trip;
- Many volunteers (51%) do not know how chaperones are selected for field trips;
- More than half of the survey takers (53%) think some field trips are more valuable than others. This was almost evenly split on the most valuable trips being the furthest away versus the end of year middle school field trip.
- A wide variety of personal circumstances (employment, transportation, etc.) are a major factor in determining which chaperone selection process is preferred.

### Process

The selection of field trip chaperones is a combination of merit based (number of volunteer hours) and equal opportunity (random drawing of names).

Teachers will identify and communicate to the classroom parents what field trips they will be going on during the school year as early in the school year as possible.

Parents will be asked which trips they would like to attend if any. This will establish how many parents would like to chaperone a certain field trip, and the need for a random drawing.

A listing of field trips without chaperones will be available to anyone who wants to attend regardless of the number of volunteer hours performed in the School (as long as they have the proper clearances on file with the School).

The following will apply to field trips where the number of parents expressing interest as chaperones exceeds the number of chaperones required. In this situation, a random drawing will take place:

- Parents who have completed the two volunteer hours per month as required by the School's charter (prorated based on the date of the field trip) will have their name entered into the random drawing;
- Parents who have volunteered 10 hours beyond the minimum two volunteer hours per month will get their name entered into a drawing for a second time. The number entries into the random drawing will increase based upon increments of 10 volunteer hours performed;
- The volunteer hours must be documented using the Volunteer Hour Record Slips available in the Main Office and completed by the volunteer at the time the volunteer work is performed. Volunteer Hour Records Slips must be returned to the School by the 10<sup>th</sup> day of each month for calculation and consideration;
- The annual volunteer hours will be counted from May 1<sup>st</sup> to April 30<sup>th</sup> (Effective June 1<sup>st</sup> 2011) and the drawing for the field trips that occur during the last few weeks of the school year will take place at the May PTO meeting. The random drawing for each field trip will be completed in the presence of a school administrator and a member of the School's Volunteer Advisory Committee, at minimum.

The Volunteer Advisory Committee will be working to develop a training program for parents attending field trips as chaperones, which will outline their responsibilities while participating in School field trips.

The Bear Creek Community Charter School Board of Trustees and the School's Volunteer Advisory Committee recognize that all parents should be provided the opportunity to perform volunteer hours regardless of their situation at home. Volunteer projects that can be accomplished at home, after hours, and on weekends will be made available so there is an equal opportunity for all parents to get involved.