

## DISTRICT SCHOOL BOARD OF PASCO COUNTY INTERNAL/STUDENT ACTIVITY ACCOUNTS FIELD TRIP CHAPERONE LIST

Field Trip To: \_\_\_\_\_ Field Trip Date:\_\_\_\_\_

Teacher/Sponsor: \_\_\_\_

1. Teacher/Sponsor submits this form to the Bookkeeper prior to field trip within the timeline/procedures established by the school.

2. Bookkeeper submits form to Volunteer Coordinator or designated person to verify volunteer status.

3. Volunteer Coordinator or designated person verifies chaperone's status no earlier than the day before field trip.

4. Volunteer Coordinator or designated person returns completed form to Bookkeeper.

Chaperone First, Last Name (Please Print)	Employee/Guest/Parent	Is Chaperone an Approved Volunteer? (Yes, No)