



NJROTC Unit Troy
Troy High School
2200 E. Dorothy Lane
Fullerton, CA 92831
(714) 626-4554



From: Commander William Lauper, Troy NJROTC
To: NJROTC Parents
Subject: BECOMING A NJROTC OVERNIGHT CHAPERONE

THANK YOU for helping Troy's NJROTC as a parent chaperone. Because of parents like you, we are able to take NJROTC cadets on overnight orientation trips and competitions that serve to broaden their horizons and increase their knowledge outside of the classroom.

The Fullerton Joint Union Unified School District has established firm guidelines for overnight chaperones. Please follow these steps:

1. FILL OUT THE PAPERWORK

- Fill out and sign the FJUHSD Volunteer Assistance Request (both pages).
- Sign the Troy HS Extended Field Trip Supervisor Form.
 - i. Sign as the Extended Field Trip Supervisor and check the parent chaperone box.
- Return both forms to the Troy principal's secretary - Mrs. Maria Williams in the front office. Any questions, you may call her at (714) 626-4403.

2. GET YOUR FINGERPRINTS TAKEN

- Mrs. Williams will forward your Volunteer Assistance Form to the Fullerton Joint Union High School District Office.
- You will be contacted by Human Resources (HR), at the Educational Center, to set an appointment. Their hours are from 7:30 a.m. – 4:30 p.m. They are located at 1051 W. Bastanchury Road, Fullerton (corner of Euclid and Bastanchury).
- The Human Resource Office phone number is (714) 870-2930. They will give you information on how to have your fingerprints taken by either the Fullerton Police Department or the Security Office at Cal State Fullerton. There is a cost associated with getting your fingerprints done.
- **Note:** Please do this as soon as possible as fingerprints may need to be retaken due to a poor read of the ink.

Once we have received fingerprint clearance, you are now certified to be a Troy NJROTC chaperone while your children are enrolled at Troy!

Thank you for your support of Troy NJROTC.

Sincerely,

William Lauper

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

VOLUNTEER ASSISTANCE REQUEST

Human Resources to complete: F/P clr rec'd _____ CA Dry Lic # _____ CDL Exp: _____ DOB: _____

Employee Yes No

Print/Type: _____

Name of Volunteer _____ Campus/Location _____

Dates: _____ to _____

New Volunteer? Yes No

Name of Sport or Activity: _____

Sponsoring Staff Member: _____

Duties to be performed (This must be filled in or your form will be incomplete and returned):

<p style="text-align: center;">• <u>The Fingerprint Clearance form must be obtained from Human Resources.</u></p>	<p><input type="checkbox"/> Overnight Field Trip Chaperone DOB: _____ (Must fill-in) <i>Administrative Regulation AR6560.2(a):</i> <u>Volunteer must be at least 25 years of age</u> Volunteer form Fingerprint clearance</p>
<p><input type="checkbox"/> Volunteer Coach</p> <p>Volunteer form Fingerprint clearance Complete coaching requirements: TB test CPR First Aid Title V training CIF-NFHS Certificate Concussion and Heat training References</p>	<p><input type="checkbox"/> Volunteer</p> <p>Volunteer form Fingerprint clearance TB test Acceptable Use of Technology form CA driver's license Emergency Information form References</p> <p><input type="checkbox"/> Parent Classroom/Day Time Field Trip Volunteer</p> <p>Volunteer form Name of student: _____ (Must fill-in student name)</p>

Please respond to the following items:

Have you ever been convicted of any sex or drug offense? **If the answer is 'yes,' please write a complete explanation on reverse side.** Yes No

Are you presently free from any communicable disease which could readily be transmitted in a school environment, such as but not limited to tuberculosis, hepatitis, etc.? Yes No

Please list names and telephone numbers of two individuals to be contacted in the event of an emergency while you are rendering volunteer services

		()
Name	Relationship	Telephone
		()
Name	Relationship	Telephone

Please list names, addresses, and telephone numbers of at least three local references who will verify your good character and suitability for providing volunteer services in a school environment:

Please describe any employment or volunteer service you have rendered which would assist you as a volunteer in a school environment:

I understand that volunteers are not compensated, and that I may only provide assistance under the **direction and supervision of a teacher/coach** employed by the Fullerton Joint Union High School District.

I further understand that if I am issued any District property during my service, the property will be returned to the Principal/designee at the end of the term of my volunteer service.

I understand that my volunteer services are at the discretion of the Board, through its designee, the site principal, and that my services may be terminated at any time. I also understand that I **must re-apply annually (every July 1st)**.

Signature of Volunteer	Date
Street Address	
City, ZIP Code	()
References Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone

Signature of Principal/Designee Approval	Date
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COMMENTS

Please write additional information in this space:

TROY HIGH SCHOOL

A 21st Century National Blue Ribbon High School
A California Distinguished High School
A National New American High School

2200 East Dorothy Lane, Fullerton, California 92831
Will Mynster, Ph.D.
Principal

(714) 626-4400
Scott Scambray, Ed.D.
Superintendent of Schools

EXTENDED FIELD TRIP SUPERVISOR FORM

Extended field trips require additional supervisory responsibilities that are not required by non-extended field trips. Extended field trips allow students to engage in activities that they cannot during the regular school day. As noted in Administrative Regulation 6560.2(a), extended field trips must be of educational value and non-employee chaperones must be 25 years of age or older. These trips are not part of the required school curriculum but instead should be viewed as a privilege. It is therefore expected that all school staff members participating in extended field trips be held to different standard of care and responsibility for the students than they would during the regular school day. This standard of care includes, but is not limited to, the following specific actions required of all District staff members and District-approved adult supervisors during an extended field trip:

1. Chaperones will review all student conduct rules and expected behaviors with students after arrival at the overnight accommodation.
2. The creation of specific room assignments for overnight accommodations. No guests will be allowed into any student-occupied accommodations. When and where possible, chaperone rooms will be at either end of student rooms and the group will be together on the same floor.
3. An hour-by-hour written itinerary of the field trip (submitted prior to approval) including an identification of who is responsible for supervising the students for that hour, including supervision responsibilities during the night.
4. Each supervisor will be responsible for supervising a specific group of students (no more than ten) throughout the entire trip.
5. An accounting of all students in their overnight accommodations no later than 10:00 p.m. each night (or at the end of scheduled student activities) of the extended field trip.
6. A check of each accommodation at least one other time prior to going to sleep.
7. Accommodations will be checked periodically throughout the night, as necessary.

Should any changes as indicated above be required as a result of emergencies or unforeseen circumstances, the identified "Extended Field Trip Person in Charge" will be consulted. In addition, I understand that I will not be compensated in addition to my regular salary for the normal working hours and normal workdays.

District-approved parents and other non-employee adults, age 25 or older, may assist in supervision. I have read, understand, agree to comply with, and have received a copy of the guidelines as noted in this letter.

Signature of Extended Field Trip Supervisor

Printed Name of Extended Field Trip Supervisor

Certificated Employee:

Classified Employee:

Parent Chaperone:

Other (please list): _____

03/5/12