



Field Trip Policies and Procedures

Dunedin Highland
Middle School

Chaperone List

- Teachers or staff provides chaperone list to FCL at least 3 weeks prior
- FCL verifies registration approval in Volunteer System
- Is the Volunteer registered in the Volunteer System
 - NO Send Registration Link to teacher or staff member
 - Update Priority status in system to reflect field trip or Overnight at least 3 weeks
- FCL notifies staff of approved volunteers

Chaperone List

- YES Volunteer approved Status Level 2
- FCL give authorization form to acquire District Level 2 photo ID to be worn on campus or school sponsored events.
- Any volunteer who participates in any school related activity needs to log their hours into the volunteer system.
- These hours are reported to both district and state boards
- Documentation of these hours also protects the student, school, and staff in the event a situation arises.

Questions? Reach out!



Regina Lawrence
Family & Community Liaison
Extension 2045