

# Volunteer, Chaperone, Driving and Field Trip Requirements

## General Volunteer

- Must complete “**Adult Liability Waiver Form**”
- Must complete “**Volunteer Agreement Form**”
- Must be in compliance with all safe environment requirements prior to volunteering. Requirements need to be verified with the safe environment contact at the parish/school:
  - ✓ Live Scan Fingerprinting
  - ✓ Safe Environment training
  - ✓ Mandated Reporter training

## Classroom

- Minimum of 2 adults per classroom – at least one adult over the age of 21
- Must be in compliance with all safe environment requirements prior to volunteering. Requirements need to be verified with the safe environment contact at the parish/school:
  - ✓ Live Scan Fingerprinting
  - ✓ Safe Environment training
  - ✓ Mandated Reporter training
- Second adult must be at least 18 years old and out of high school.
- High school “helpers” are not to be considered one of the adults in the classroom.
- High school/Junior High helpers must sign and agree to Code of Conduct.
- If a parent is going to be involved more than 2 times in a classroom, they must be in compliance with all safe environment requirements
- Volunteers must complete “**Adult Liability Waiver Form**” and “**Volunteer Agreement Form**”
- Any person having a disqualifying criminal incident in their background check report, under Diocesan policy, may not be present in the classroom or in any area where he or she might have any contact with minors.
- Classrooms with over 25 students/participants will require additional adult helpers who have completed all Safe Environment requirements.

## Chaperone Requirements

- Must be over 25 years of age.
- Must be in compliance with all safe environment requirements prior to volunteering. Requirements need to be verified with the safe environment contact at the parish/school:
  - ✓ Live Scan Fingerprinting
  - ✓ Safe Environment training
  - ✓ Mandated Reporter training
- Chaperones must complete “**Adult Liability Waiver Form**” and “**Volunteer Agreement Form**”
- DRE/CRE/Youth Minister/Pastor – Whomever oversees the entire group, may not act as a chaperone or driver.
- No person having a disqualifying criminal incident in their background check report, under Diocesan policy, may serve as a chaperone under any circumstances.

## **Ratio Requirements**

- Field Trip/One-day onsite gatherings 1:10 ratio
- Overnight 1:8 ratio
- If the overnight event is co-ed there must be at least one male chaperone and one female chaperone and the correct ratio of adults to students.

## **Transportation Requirements**

- Drivers must be at least 25 years old.
- Drivers must complete [School/Parish Volunteer Driver Form](#).
- Drivers must complete all Safe Environment requirements.
- Drivers must show proof of a valid, unrestricted Driver's License.
- Drivers must show proof of liability insurance on the vehicle for at least \$100,000 per person/ \$300,000 per accident limit of liability for bodily injury and \$50,000 property damage.
- Seat belts required for every occupant, child restraints per California law.
- No handheld devices, texting, or headphone use while vehicle is in motion.
- No alcohol, cannabis, impairing medications, or drugs before or during transport.
- Drivers may take no more than 7 passengers, including students and adults, in any vehicle.
- No passenger vans.
- No person having a disqualifying criminal incident in their background check report, under Diocesan policy, may serve as a driver under any circumstances.

## **Overnight Requirements**

- Hotels: Chaperones may never stay alone overnight in the same room with a minor or minors (unless the minor is the chaperone's own child).
- Bunkrooms: At least two chaperones should stay in the same room with a large group of youth (same gender), maintaining 1:8 ratio.
- Youth/Young Adult groups with members who are both minors and adults (18+) must provide separate sleeping areas for each respective age group and gender.
- Chaperones should never be alone with a youth participant in a bathroom, locker room or other dressing room.
- If possible, bathrooms/showers should be designated for youth and adults.
- No Airbnb, VRBO, house rentals or private homes are to be used.

## **Forms**

- [Adult Liability Waiver](#)
- [Parish/School Volunteer Driver Information Form](#)
- [Volunteer Agreement Form](#)
- [Parish Ministry Minor Volunteer Permission Form](#)
- [Code of Conduct for Junior High/High School Volunteers](#)
- [Field Trip Information and Forms](#)