



Volunteer and Chaperone Sign-Up Procedure

2019-2020 School Year

Thank you for volunteering to help out in a classroom, drive, and/or chaperone a field trip for Wingra School!

We depend on volunteers to support our school both in the classroom and out "in the field". Field trips are a core component of our educational program and allow us to connect to the broader community and learn first hand in new environments. Your role as a volunteer is important and greatly appreciated.

Wingra requires that all volunteers and chaperones:

- Sign the *General Authorization & Consent Form*, acknowledging they have read and agree to follow our guidelines. This can be found under the "[Current Families](#)" menu of our website. We have additional copies in the office.
- Complete a background check through Wingra School. To begin this process, please fill out a *Volunteer Authorization of Disclosure and Release of Information* form and turn it in to the office. This too can be found under the "[Current Families](#)" menu of our website. We have additional copies in the office.

If you will ALSO be driving students in your car, Wingra requires that all drivers:

- Submit a copy of their driver's license
- Submit proof of car insurance
- **NEW THIS YEAR:** Complete and submit to the office a recent driver record/motor vehicle record:
 - These are available individually at the Wisconsin Department of Transportation website: <https://wisconsindot.gov/Pages/online-srvcs/other-srvs/request-record.aspx>
 - The DOT charges a \$5.00 fee for this report.

Keep in mind that you are in a position of trust regarding confidential student information and student situations. Remember to maintain confidentiality regarding your time with students and teachers at Wingra. This means that discussions with students or other adults about what you observed a student do or say should never occur. If you have a concern, please check in with a teacher to debrief and discuss the circumstances.

We ask that, by volunteering in the classroom or to drive/chaperone, you acknowledge that your participation is important to the learning experience of the students involved, that you will follow the above guidelines, and that you agree to maintain confidentiality today and afterward. **Thank you!**