



**THANKS FOR VOLUNTEERING TO  
CHAPERONE AND DRIVE TO A SACRED  
HEART CATHOLIC SCHOOL FIELD  
TRIP**

Dear Parent,

Thank you for taking time to volunteer to drive and/or chaperone on a Sacred Heart Catholic School field trip. In order to be a driver and/or a chaperone for Sacred Heart the school office needs to have the following on file:

- Volunteer Driver Information Form (with all information filled in)
- Emergency Information for Volunteers Form (with all information filled in)
- Volunteer & Church Personnel Criminal Background Check Authorization Form
- Photocopy of your automobile insurance card and registration card
- Verification of your driver's license (This entails you showing the school office your driver's license for verification. This has to be done only the first time you drive.)
- Protecting God's Children must have been completed and a copy of the certificate on file in the school office

**Policies to Remember when Chaperoning**

- As a volunteer driver for field trips, volunteers are to drive from the school directly to the field trip site and then return to the school without stopping anywhere in between.
- Only students enrolled in Sacred Heart School will be allowed to participate in class field trips. (Younger or older children/siblings may not accompany adult chaperones on the class trips). Chaperones must be able to give their undivided attention to supervising class members.
- All volunteer drivers/chaperones must check-in/out at the school office prior/after the field trip.
- If a volunteer driver/chaperone is taking their child home after the field trip prior to the regular dismissal time, then the parent must follow school procedures by signing the child out at the school office.

The school office can copy your automobile insurance card and registration card for you. Please note that once this process and forms are complete you are eligible to drive and/or chaperone field trips.

Thank you for your cooperation in this matter.

If you have any questions please feel free to call the school office at 313-561-9192 or email at [schoolsecretary@shparish.org](mailto:schoolsecretary@shparish.org)

Anne M. Pennisi, School Secretary

*Revised 12-6-2017*