



Overnight Field Trip Chaperone Form

Human Resources

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form 003-F22
December 2024

Clear Form

This form must be completed and submitted to HREmployeeRelations@fcps.org prior to the chaperone attending any overnight field trip activity. The form should be completed at the school, with the confirmation that the chaperone has been selected to participate in the overnight field trip/activity. The field trip advisor should confirm the chaperone selection and work with staff in the main office to confirm the chaperones completed FCPS Volunteer status and obtain the principal's signature for final approval prior to submission.

Basic Field Trip Information

Date of Field Trip/Activity:	
School sponsoring the trip:	
Teacher-In-Charge Advisor:	

Chaperone Information

Chaperone Name:	
Chaperone Date of Birth:	
Chaperone Address:	
Chaperone Phone Number:	
Chaperone Email Address:	

Confirmation of Chaperone Selection

Signature of Teacher-In-Charge Advisor: <i>(Signature confirms chaperone has been selected for trip)</i>	
Confirmation of FCPS Volunteer Status:	<input type="checkbox"/> FCPS Volunteer Training Completed
Signature of Principal:	

Completed forms should be emailed to HREmployeeRelations@fcps.org.
The Human Resources Department will contact the chaperone to schedule a fingerprinting appointment.