

\$17.00 Background fee (paid by individual) has been paid (Yes ____ No ____ Date _____)

NOTICE TO VOLUNTEERS REGARDING BACKGROUND INVESTIGATION

I understand that a background screening report and/or an investigative consumer report (reference checks and/or interviews) may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with Roxboro Christian Academy.

I understand that, if I am approved for volunteer service by Roxboro Christian Academy, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of Roxboro Christian Academy, such may be necessary.

I hereby release and discharge to the extent permitted by law, Roxboro Christian Academy, its Employees, any individual or agency obtaining information for Roxboro Christian Academy, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of Roxboro Christian Academy.

By signing below, I, _____ have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future.

My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

**FIELD TRIP CHAPERONE AND VOLUNTEERS
CRIMINAL CONVICTION HISTORY FORM**

I understand that as a Field Trip Volunteer/Chaperone of Roxboro Christian Academy, I am subject to a criminal conviction history check to ensure the safety of all children.

I understand that the information below is required by Roxboro Christian Academy to conduct a criminal conviction history check. I authorize Roxboro Christian Academy to utilize this information for the sole purpose of obtaining a conviction-only history file search. All information received will be held in confidence with results viewed only by the RCA Board and Administrator

- I agree to abide by all school policies and guidelines while on duty as a volunteer.
- I will release the school of any obligation should I become ill or receive an injury as a result of my volunteer services.

**CHAPERONES WILL BE DEFINED AS ANY ADULT PLACED IN SUPERVISORY ROLES BY THE TRIP LEADER.
CHAPERONE MUST:**

- be a parent or guardian, OR someone else designated who must be 21 years or older
- be qualified by the trip leader as a responsible supervisor
- if driving students, have appropriate proof of insurance and valid license
- if chaperoning an overnight field trip, must have criminal history check
- be firm, yet fair if necessary when dealing with students on the trip
- be accountable for the group given to me to supervise

CONDUCT

Chaperones attending any Roxboro Christian Academy field trip as well as any other person in attendance (student, staff or family/friend) shall at all times represent the school and in that sense are acting as ambassador. Therefore, appropriate and professional behavior is expected at all times for the duration of the trip and at no time shall any participant cause a situation of embarrassment, safety or endangerment.

ADULTS (INCLUDING EMPLOYEES, CHAPERONES AND NON-EMPLOYEE ADULTS)

It is in the best interest of all of our students that each traveler must agree to the following mandated guidelines before attending a Roxboro Christian Academy field trip. If you cannot commit to the following mandated guidelines, then you may not attend this trip.

- ☐ No alcoholic beverages or illegal drugs shall be consumed by any trip participant at any time during the trip
- ☐ Tobacco is not permitted by any trip participant for the duration of the trip
- ☐ No use of foul language will be tolerated by any trip participant
- ☐ Only age-appropriate topics of discussions shall occur around students during the trip
- ☐ Appropriate attire is required as an example to the students for field trip events
- ☐ Chaperones must adhere to and will not deviate from the scheduled itinerary
- ☐ Chaperones must be responsible for the group given to them

Please fill out the information on the back and sign the document:

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I agree to the above guidelines _____
(Chaperone Signature)

AUTHORIZATION

Print Name (last, first, middle) _____ Social Security # ____ - ____ - ____

Date of Birth (MM/DD/YYYY) _____ Driver's License Number _____

Driver's License State _____

(For ID Purposes Only)

Any other names I have been known by: _____

Current Address: _____

Signature _____ Date _____