



Lopez Island Family Resource Center (LIFRC) believes that including parents and guardians on field trips provides a valuable co-learning experience for youth and their families. Without the help of adult chaperones, many field trips would not be possible. We also understand that the ability to co-learn alongside youth is often difficult because it may mean lost wages. Therefore, it is our policy to provide chaperone stipends.

We thank you very much for giving your time and support to these important activities. In order to help ensure that LIFRC sponsored trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about procedures as a field trip chaperone and general guidelines for chaperone conduct.

In addition to these guidelines, you will receive an orientation on your role as a chaperone from the LIFRC staff member responsible for supervising your field trip. If you have any questions regarding these procedures or guidelines, please contact this staff member or the building principal/program manager.

Preference will be given to adults whose children are in the cohort but it is not a requirement. Please note: chaperones are NOT expected to lead activities or moderate sessions. Your focus will be on supporting the facilitators and helping provide a supportive and safe environment for youth engagement.

Procedure for Becoming a Field Trip Chaperone

Mandatory Screening

Because student safety is a paramount concern, Washington state law requires that LIFRC conduct a criminal background check on all program volunteers. To accomplish this, all volunteers must:

- Be at least 21 years old;
- Complete a Volunteer Application (WATCH - Criminal Background Check);
- Receive a favorable report from the Washington State Patrol;
- Complete safety and activity orientation with LIFRC staff.

Required Skills

- Willingness and ability to sleep in youth cabins divided by gender (male adult to male student; female adult to female student; non-binary or female adult to non-binary youth).
- Willingness to learn about and participate in environmental education, stewardship and Since Time Immemorial.
- Serve as support to student engagement: model participation, curiosity and collaboration.
- Be a member of a team that includes LIFRC, LISD, tribal education, WA State Park and youth leaders.
- Ability to participate in activities that involve rigorous physical activity in an outdoor setting in a variety of weather conditions including, but not limited to hiking, walking docks and boarding charter boats, tide pooling and ankle wading, and uneven terrain.
- While performing the duties of this role, the chaperone is regularly required to talk or hear. The chaperone frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift, store, and/move up to 30 pounds.
- Able to maintain confidentiality and handle sensitive topics appropriately.
- Demonstrate interpersonal skills and ability to positively interact with individuals of diverse backgrounds.
- Understanding and agreement to comply with LIFRC staff direction and program implementation standards.

Preferred Skills

- Parent/Guardian who is a tribal member/descendent OR parent/guardian of youth who is a tribal member/descendant
- CPR/First Aid certification
- Bilingual English/Spanish
- Experience in outdoor education or public lands and/or special education
- Chaperones who can commit to the entire session.

Guidelines for Chaperones

Prior to your field trip, the supervising LIFRC staff member will provide you with information regarding the activities planned for the trip, expectations for supporting students, emergency procedures, and any LIFRC policies relating to the field trip.

In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/program manager.

1. Students must be with chaperones at all times while at LIFRC sponsored events. All chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
2. All chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol during a LIFRC sponsored event.
3. All chaperones are not permitted to use tobacco or vape in the presence of, or within sight of students or on any field trip property.
4. All chaperones are not permitted to possess ANY weapons during LIFRC sponsored events.
5. For the protection of both the student and the chaperone, all chaperones should not place themselves in situations where they are alone with a single student. 2 to 1 is the golden rule.
6. All doors must remain open when with a single student in all situations
7. During the day field trip:
 1. There should be a minimum of two adults (one LISD or LIFRC employee and one volunteer chaperone) supervising during the day field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age - 1:10; **middle/high school age - 1:20**. The building administrator and field-trip sponsor should agree upon the ratio for each field trip.
 2. For Camp Moran: we will provide 1 LIFRC + 1 Adult Chaperone + 1 Youth Chaperone per cabin. This is in addition to activity coordinators from tribal partners, WA State Parks and community partner organizations.
8. Overnight field trip: Any male chaperones will not enter female student rooms, and any female chaperones will not enter male student rooms unless in an emergency situation requiring immediate adult assistance. A non-binary student room will be established and supported by LIFRC staff and/or a female adult.
9. All chaperone accommodations on any overnight trip will be distributed among students to ensure proper supervision and will not be adjacent to one another for convenience or personal engagement. The reason for the chaperones is to supervise students and is not intended to provide a social experience for the adults.
10. Volunteer chaperones are not permitted to administer prescription or non-prescription medications to students.

11. Additional family members or friends of a LIFRC employee chaperone may not participate in a LIFRC sponsored field trip or any event unless prior approval has been obtained from the LIFRC manager.
12. Any field trip or event participant age 18 or older who is not a student in the district must complete all district forms required of an adult
13. While participating in a LIFRC sponsored event, all chaperones are expected to follow the directions given by the supervising staff member, comply with LIFRC policies, and work cooperatively with other staff and volunteers, and model appropriate behaviors.
14. Discipline issues should be handled by the staff primary unless an emergency or safety situation exists. Once the safety concern has been resolved, all chaperones should report actions to the staff primary for continued action or follow up by the staff member.
15. All chaperones will not transport students in personal vehicles, except when a parent (volunteer) chaperone is providing transportation for their student. LIFRC provided transportation will be utilized.

We hope these guidelines will help you understand the importance of Chaperone's role. If you have any questions about these procedures and guidelines, you need to discuss them with the supervising staff member for your field trip. Again, thank you for your support of LIFRC activities. You are a necessary part of a successful and enjoyable event!

Session Details & Compensation

Each session is 3.5 days + 3 overnights. All options include one overnight; we do not offer day only chaperone slots. Chaperones alternate breaks every 4 hours between the hours of 7am-10am and are present for the entire overnight. We have slots for 2 male and 2 female parent/guardians per session. We strongly recommend attending the entire session! But there is the option of attending ½ session with the following structure:

Full Session: \$550

Monday morning – Thursday midday.

Depart Monday morning
Overnight Monday
Full Day Tuesday
Overnight Tuesday
Full Day Wednesday
Overnight Wednesday
Return Thursday

LIFRC will provide transportation via vans or ferry ticket for your personal vehicle.

Half Session 1: \$250

Monday morning – Tuesday Evening

Depart Monday morning
Overnight Monday
Full Day Tuesday (includes outer island field trip)
Chaperone returns with on Tuesday 645pm return ferry.

Please note: LIFRC can provide ferry tickets but we cannot provide transportation or compensation for shuttle service to and from ferry for half sessions. Chaperone is responsible for making his/her own arrangements.

Half Session 2: \$300

Tuesday evening – Thursday mid-day

Arrive Tuesday evening by 830pm
Overnight Tuesday
Full Day Wednesday
Overnight Wednesday
Depart Thursday morning

Please note: LIFRC can provide ferry tickets but we cannot provide transportation or compensation for shuttle service to and from ferry for half sessions. Chaperone is responsible for making his/her own arrangements.

Deadline to apply for Chaperone positions:

Grade 6: Friday, April 26th at 12noon

Grade 7: Friday, May 3 at 12noon

Grade 8: Friday, May 10th at 12noon

We cannot guarantee that all parents/guardians will be offered a slot. Selection will be made based on each session staffing needs.

For more information, please contact Susannah Dunlap susannah@lifrc.org or 360.720.6638 (Mon-Fri 9am-5pm)