



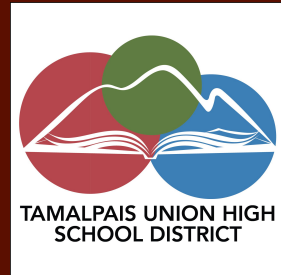
**TAMALPAIS UNION HIGH
SCHOOL DISTRICT**

District Field trips



September 5, 2024

Updates

1. Introductions
2. Updates to District Website- Forms
3. Updates for Chaperones/ Volunteers



District Website

Staff  Business Office Resources
 Scroll down to the bottom

“ Any teacher/ staff member proposing a field trip as an employee must follow district field trip policy and guidelines.

As a private citizen and unaffiliated with the school district, any employee is free to organize a private tour in their own free time, **BUT they must make it explicit in writing and verbally to students to make it clear that this is not affiliated with the school or district** (i.e. there is no district insurance for staff/students given this trip is unaffiliated with TUHSD). Also, in addition to the above, *this cannot be discussed or organized during school hours or using district resources* (i.e. time, email, school name, etc).”

- Category
- Flowchart
- Volunteer Waiver Form
- HR Clearances



FIELD TRIP RESOURCES

Review Board Policy on Field Trips, as well as links to all required documents per field trip type.

[Board Policies on Field Trips](#)

[Board Policies on Transportation for School Related Trips](#)

[Field Trip Request Check List - One Day Trip](#)

[Field Trip Request Checklist - Overnight, Out-of-State & High Risk](#)

ONE DAY TRIPS

[One Day Field trip \(School Days and Non School Days * Excluding Interscholastic Events\)](#)

- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Parent /Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Teacher Approval Form](#)
- [District Sponsored Field Trip Verification Form](#)

[One Day Field trip \(High Risk\)](#)

- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Parent /Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Teacher Approval Form](#)
- [ROPES Course Waiver](#)
- [Swimming Supplemental Form](#)
- [District Sponsored Field Trip Verification Form](#)

OVERNIGHT IN STATE AND OUT OF STATE

[Overnight In State- Including Interscholastic Events](#)

- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Parent /Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Volunteer Packet - HR Volunteer/ Chaperone Waiver](#) [*Contact HR](#)
- [Teacher Approval Form](#)
- [District Sponsored Field Trip Verification Form](#)

[Overnight In State- High Risk](#)

- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Parent /Guardian Permission Form](#)
- [Multi-date Parent/Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Volunteer Packet - HR Volunteer/ Chaperone Waiver](#) [*Contact HR](#)
- [Field Trip Super Waiver](#)
- [Teacher Approval Form](#)
- [District Sponsored Field Trip Verification Form](#)
- [ROPES Course Waiver](#)
- [Swimming Supplemental Form](#)

[Overnight Out of State/ High Risk- Including Interscholastic Events](#)

- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Parent /Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Volunteer Packet - HR Volunteer/ Chaperone Waiver](#) [*Contact HR](#)
- [Field Trip Super Waiver](#)
- [Teacher Approval Form](#)
- [District Sponsored Field Trip Verification Form](#)
- [ROPES Course Waiver](#)
- [Swimming Supplemental Form](#)

MOUNTAIN- BIKING/ GLOBAL STUDIES

[Mountain Biking](#)

- [Memo - Mountain-biking Sponsored Club Status for 2021-22](#)
- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Multi-date Parent/Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Volunteer Packet - HR Volunteer/ Chaperone Waiver](#) [*Contact HR](#)
- [Multi-Trip Super Waiver](#)
- [Teacher Approval Form](#)
- [Mountain-Biking Club Participation & Physical Form](#)
- [District Sponsored Field Trip Verification Form](#)

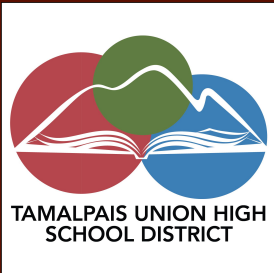
[Out of the Country - Global Studies Fieldtrip](#)

- [Field Trip Request Form](#)
- [Field Trip Timelines and Financial Considerations](#)
- [Affidavit](#)
- [Parent /Guardian Permission Form](#)
- [Driver Instruction](#)
- [Driver Certification Form](#)
- [Adult Field Trip Participant Waiver](#)
- [Volunteer Packet - HR Volunteer/ Chaperone Waiver](#) [*Contact HR](#)
- [Field Trip Super Waiver](#)
- [Teacher Approval Form](#)
- [District Sponsored Field Trip Verification Form](#)

Chaperones/ Volunteers Clearance

All chaperones on an overnight stay (In State or Out of State) must be cleared by our HR Department

- Complete a volunteer application form
- Live Scan Fingerprint complete and received
- Provide proof of a negative TB scan
- Complete Keenan Training



Volunteers

All potential volunteers/chaperones must fill out a packet!

Thank you for your interest in becoming a chaperone or volunteer with the Tamalpais Union High School District! You must complete the requirements below and submit your volunteer application to your contact at the school site. Any questions regarding the volunteer packet should be directed to Suz Blunk in the Human Resources Department at sblunk@tamdistrict.org.

VOLUNTEER PACKET

- **Fingerprint Clearance:** Contact Suz Blunk at sblunk@tamdistrict.org.
- **TB Clearance:** Contact Nancy Parnow at (415) 945-3694 or nparnow@tamdistrict.org and inform her that you are a new volunteer and need a TB assessment. This can be done over the phone within minutes. Nancy's office hours are Tuesday to Thursday, 8:00 a.m. - 3:45 p.m. We accept TB results up to 4 years. If you have one that is still current, please provide a copy of the test that shows your name and the negative test result. If the clearance is close to expiring, you will need to complete a new one. You can also use your own medical provider if that works better for you, but the results will need to be certified by a medical doctor and include your name and date of birth on the results.
- **Volunteer Application:** Complete, sign and return to your contact at the school site.



**TAMALPAIS UNION HIGH
SCHOOL DISTRICT**

Questions?

