
ADMINISTRATIVE REGULATIONS**PER-34****SECTION: PERSONNEL****SUBJECT: CHAPERONS FOR EXTRACURRICULAR ACTIVITY****04-01-99**

It is necessary for the choir (Ned and Company) and the band to go on trips that are overnight and require a number of chaperons. Chaperons must be employees of the district and their expenses will be paid by the district. Chaperons will be selected by the following procedure:

- A. The choir or band director will submit an Extracurricular Activity Chaperon Request Form to the building principal for approval.
- B. After the director and principal agree on the number and names of the chaperons, the Extracurricular Activity Chaperon Request Form (PER-34F) will be forwarded to the Assistant Superintendent for Curriculum and Instruction for final approval.
- C. After final approval, the Extracurricular Activity Chaperon Request Form will be mailed to each principal in the district.
- D. Each employee who has been approved on the list will be required to complete a Transportation/Instructional Leave Request Form and submit it to their building principal. This form must be approved through the appropriate channels and returned to the building principal in order for the chaperon to make the trip.
- E. Any other employee who would like to attend these extracurricular activities will be required to obtain permission from their principal and complete a request form for a personal leave.

EXTRACURRICULAR ACTIVITY CHAPERON REQUEST FORM

1. Name of extracurricular activity_____
2. Number of students involved in activity_____
3. Number of chaperons requested_____
4. Destination_____
5. Date(s) of trip: From_____ To_____
6. Number of days required for trip_____
7. Names of chaperons requested:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Director

Date_____

Principal

Date_____

Asst. Supt. for Curriculum and Instruction

Date_____

After final approval, a copy of this form will be mailed to each principal in the District.

