

GOLDEN VALLEY CHARTER SCHOOL

Required Documents for Volunteers, Field Trip Drivers, and Chaperones

It is a privilege to volunteer in the classroom, accompany walks, and participate on field trips as either a driver or chaperone. Our students are fortunate to have this opportunity for support while extending their learning experience. For the safety of all children, all parents who wish to volunteer in any of these roles must go through a clearance process with the school. Please consider serving your class as a volunteer, driver, or chaperone by completing the procedure below.

GVCS must have the following information on record in order to volunteer in the classroom, participate on walks, or chaperone field trips —NO EXCEPTIONS. (See class teacher for your status)

- ***Live Scan Clearance (Fingerprinting);***

Parents are required to be fingerprinted through the Live Scan process once during the time their child is attending Golden Valley. We encourage you to get your Live Scan done at Registration time since it may take up to 2 months for the results to be processed.

Go to www.goldenvalleycharterschool.com/newfamilies and print out the Volunteer Fingerprint Form if you choose to be Live Scanned after Registration Day.

- ***Signed Volunteer and/or Chaperone Agreement***

Go to www.goldenvalleycharterschool.com/forms and print from our website.

The following document is due on or before *October 1st each school year:

- ***Driving Record Printout from DMV***

- This document may be obtained as early as Aug 1st for the upcoming school year.
- We accept only official certified copies purchased from DMV. Nothing else will be accepted.
- Please allow extra time for the postal service if you choose to order this document online.

Note: If your class has a scheduled field trip within the first 4 weeks of the school year, this document must be provided on Registration Day or by the 1st day of school. There will be no exceptions.

The following documents are due no later than one week prior to the Field Trip departure

- ***Signed Student Transportation Policy***

- Please read the entire policy and sign only if you agree with all the items.
- Go to www.goldenvalleycharterschool.com/forms and print from our website.

- ***Copy of Drivers License***

Please supply the school with a new copy each time your license is renewed.

- ***Copy of Auto Insurance Policy Declarations Page containing the following information:***

- **Liability Coverage** (please check the Student Transportation Policy for limits)
- **Expiration dates**

Note: This is a very specific page in your document reflecting your policy number, expiration date, coverage specifics, and VIN number for each vehicle listed. We must have this information.

- ***Copy of Vehicle Registration***

Please supply the school with a new copy each time your registration is renewed.