



## **VOLUNTEER/CHAPERONE CHECKLIST**

Dear Volunteers,

We appreciate your interest in volunteering at Pearl Harbor Christian Academy. We value your assistance and realize the significant role our volunteers play in the successful operation of PHCA.

In the best interest and safety of all our students, we ask all volunteers who will be assisting throughout the year to abide by the following:

- Complete and submit our Volunteer/Chaperone Form and Statement of Faith. These forms need to be resubmitted every school year.
- We ask for date of birth so that a criminal background check can be processed.
- Provide a TB Clearance (only required for the first year as a volunteer, and will remain current for the duration of your child's attendance at PHCA, if applicable)
- We request modest dress when you are volunteering. When volunteering for the classroom or school presentations, please follow student dress code standards as stated in the Parent/Student Handbook.
  - Please refrain from wearing spaghetti straps, halter tops, crop tops exposing midriffs, short shorts, low rise pants that expose undergarment/bottom, etc.
  - If you would like to wear one of our PHCA polo shirts or t-shirts, they are available for purchase at the school uniform store, however they are not required.
- Children who are not PHCA students may not accompany you while volunteering to supervise PHCA students.
- Cell phones should not be used while supervising student and should be off or on "silent" while in the classroom.
- Please read and follow the guidelines listed under "Volunteers" in the Parent/Student Handbook.

Thank you for your cooperation and helping us ensure our students and parents that our volunteers have been informed and carefully screened.