

Advisor Check List for Event Chaperones

- ✓ **At least one month before the event**, fill out the School Dude request in order to reserve the space; obtain permission from the building principal to hold the event; and post for workers (see below for details).
- ✓ To post for chaperones, make an account with VolunteerSignUp.org and add the information needed such as chaperones, ticket takers etc... Get sample letter from the staff resource page and add your information. The superintendent has a preapproved list of number of chaperones allowed per event. If additional chaperones are necessary, permission from the superintendent will need to be requested.
- ✓ To send this information out to the NCSD Faculty and approved chaperone list, address your email to chaperones@newfieldschools.org or go to the address book and then to chaperones.
- ✓ After your sign-up sheet is full, add the chaperones to your outlook calendar in order to generate an automatic reminder for them and send the list to Cathy Shipos so that she has the information for the lottery list
- ✓ If you do not need to solicit volunteers because you have already arranged for all of your needs, fill out the volunteersignup.org form with those names and submit it to Cathy Shipos so that she has the information for the lottery list.
- ✓ Notify Cathy Shipos **two weeks before the event** if there are any vacancies so that people can be assigned from the lottery list in a timely way