



# Field Trip Application

Criminal history checks will take 4-6 weeks to process.

## Orange County Public Schools

Community Resources Office

445 West Amelia Street • Orlando, Florida 32801

Phone: 407.317.3323 • FAX: 407.317.3395 • http://volunteer.ocps.net

Please print in black or blue ink and complete in its entirety. DO NOT USE PENCIL.

The Field trip application may be sent directly to Community Resources (CR). Applicant sending application directly to CR must inform the teacher/ADDITIONS coordinator of their desire to attend a field trip. Please be advised the information you provide herein may be subject to disclosure pursuant to the Florida Public Records Law. FAILURE TO DISCLOSE ARREST INFORMATION OR FALSIFICATION OF THIS APPLICATION WILL DISQUALIFY APPLICANT.

### FIELD TRIP INFORMATION

<input type="checkbox"/> DAYTIME CHAPERONE (May require background check)		<input type="checkbox"/> OVERNIGHT CHAPERONE (Background checks are mandatory)	
Field trip date:	School:	School #:	
Teacher:	Student's name:		Grade:
Destination:	Type of trip activity:		

### PERSONAL DATA (Must be completed to conduct criminal history background check.)

<input type="checkbox"/> Mr.	Last Name	First Name	MI	Social Security #	Driver's License #
<input type="checkbox"/> Mrs.					
<input type="checkbox"/> Ms.					
Residence Street Address		City	State	Zip	Date of Birth (mm/dd/yy)
					Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Residence Phone #		Business Phone #		<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Non-Parent/Guardian
Ethnic Origin					
<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian / Pacific Islander	<input type="checkbox"/> American Indian / Alaskan Native	<input type="checkbox"/> Black, Non-Hispanic	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White, Non-Hispanic
<input type="checkbox"/> Other _____					

Have you completed an Orange County Public Schools volunteer application?

Yes If yes, for what school? \_\_\_\_\_ What year? \_\_\_\_\_

No If no, field trip application must be accompanied by volunteer application.

### CRIMINAL HISTORY UPDATE

For the safety and protection of our students, please answer the following (all questions must be answered):

Have you ever had your criminal history background check processed by the OCPS Community Resources office?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Sure
Have you ever been convicted or found guilty as a juvenile or an adult of a misdemeanor or felony offense? (DUI and DWI convictions must be reported)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been arrested within the past two years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently on probation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever entered a nolo contendere or no contest plea in a criminal proceeding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever had a criminal record sealed or expunged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever had adjudication withheld in a criminal offense? (Felony or misdemeanor)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any felony or misdemeanor charges currently pending against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been imprisoned or jailed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been involved in a military court proceeding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been enrolled in a pre-trial diversion?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever paid a fine? (Other than a non-criminal traffic ticket)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been arrested or charged for any criminal offense where charges were withdrawn, dismissed, dropped or not prosecuted? (As a juvenile and/or an adult)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If answer is, "yes" to any of the above questions; <b>submit court documents, police report and explain:</b>	
Have you ever had a criminal offense occur outside the state of Florida?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If answer is, "yes" please indicate your address at that time:	
Have you ever had a teaching certificate revoked, put on probation or disciplined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been dismissed from an OCPS position or had a teaching certificate revoked, suspended, or denied?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been disciplined as an educator?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If answer is "yes" to any of these questions, please attach an explanation and supporting documentation. Volunteers transporting student(s) in a private vehicle must comply with school board policy - Student Transportation in Private Vehicles FILE: EEAG; adopted May 24, 1996.

By signing below, I agree to abide by all rules and regulations of the volunteer program. I understand that all involvement with students is restricted to approved school activities. My signature below certifies that I have reviewed the above criminal history information and responded truthfully.

<b>Applicant's Signature:</b>	<b>Date:</b>
<b>Principal/Designee Signature:</b>	<b>Date:</b>