

# Lunenburg County Public Schools

School Board Office  
1009 Main Street/P. O. Box 710  
Kenbridge, Virginia 23944  
*Voice (434) 676-2467 Fax (434) 676-1000*

## **CHAPERONE/VOLUNTEER GUIDELINES 2018/2019**

In order to be considered to serve as a **chaperone/volunteer** in Lunenburg County Schools, you **must be at least 21 years of age**. If you have never served as a chaperone/volunteer or have not served in either capacity during the last five years, you must follow the application process. Once approved, you must resubmit a new application **every five (5) years**.

Applications are available in **the office at each school building**. You must complete and submit an application, along with the **appropriate fee**, at the school(s) where you wish to serve. **Pending approval** of the application by the teacher(s) and building principal, **it is forwarded to the personnel department at the School Board Office**.

You will be contacted by the School Board Office to schedule an appointment for completion of the requirements. **After three (3) attempts, if you do not come to the scheduled appointment, the application and payment will be returned to the school and you must reapply**.

Completed applications will be returned to the school(s) indicating the results. This **process requires several weeks for completion**, therefore, it is **imperative** that anyone interested in serving as a chaperone or volunteer during the 2018/2019 school year, **complete this process a minimum of 6-8 weeks prior to an event**.