

Dear Parents/Guardians,

We still need parent chaperones for our field trip to [DESTINATION] on [DATE]. This is a great opportunity to participate in your child's educational experience.

**Chaperone Details:**

**Needed:** [NUMBER] chaperones  
**Confirmed:** [NUMBER] chaperones

**Responsibilities:**  
• Supervise a group of [NUMBER] students  
• Assist with attendance and headcounts  
• Help ensure students follow safety rules  
• Support teachers with activities

**Requirements:**  
• Complete volunteer/background check forms by [DATE]  
• Attend chaperone meeting on [DATE/TIME] or review guidelines  
• Arrive by [TIME] on trip day  
• Stay with the group for entire trip

**We Provide:**  
• Transportation on school bus  
• Admission fees  
• [LUNCH - specify if provided or bring own]  
• Emergency contact information

**Important Notes:**  
• Must ride the bus (no separate vehicles)  
• May be asked to collect student devices

**To Volunteer:**

Return the attached form by [DEADLINE DATE] or contact [COORDINATOR NAME] at [EMAIL] or [PHONE NUMBER]. Selection is first-come, first-served.

Your support makes these learning experiences possible. Thank you for considering volunteering.

Sincerely,

[NAME]  
[TITLE]