



Dear Parents,

Our class has scheduled a field trip and we are in need of volunteer drivers. If you are interested there are a few forms that must be on file in the office first. The following is a list of the requirements:

1. ICHAT Form
2. Protecting God's Children Workshop completed
3. Copy of Drivers License
4. **Copy of Insurance Policy** - must be the insurance policy, not the proof of insurance
  - a. The minimal, acceptable liability for privately owned vehicles is \$250,000/\$500,000. It is recommended that parents consider expanding coverage to \$500,000 CSL (Combined Single Limit).

The Archdiocese of Detroit requires that we have these forms filled out on a yearly basis. We will keep these forms on file in the school office for the school year.

Thank you for your help in this matter. If you have any questions, contact the school office at 248 545-2140.

Thank you,  
Saint Mary Catholic School Staff