

2015 - 2016

Volunteer Program Information



FORT WORTH ISD FAMILY COMMUNICATIONS

REQUIREMENTS

- An individual must be 18 years of age or older to volunteer with Fort Worth ISD; 21 years of age or older when applying for a volunteer driver position.
- Fort Worth ISD volunteers must complete an online application, consent to a background check and provide a photo ID issue by any U.S. government agency.

Principals may make an exception to the background check policy in an emergency situation or if deemed appropriate.

An application must still be submitted to the District and must be approved and signed by principal.

- Volunteers should attend an orientation session, online or in person. Training required will depend on the nature of the position.
 - Orientation for volunteers and District Volunteer Coordinators will be held at the Professional Development Center (PDC), 3150 McCart Fort Worth, 76110
 - Important documents are available at: www.FWISD.org >> Parent >> Volunteer.
- All background checks must be renewed annually. Backgrounds checks done on May 1st or later will expire on June 30, 2016

Volunteers must sign-in and sign-out in the Raptor System every time they are on campus. The main office will assist volunteers with this procedure.

ACCEPTABLE FORMS OF IDENTIFICATION FOR APPLICATION

- Current driver's license or photo ID issued by any state of the United States of America
- Current U.S. military identification
- Current U.S. passport
- Current student or work visa
- Current resident card
- **Any current photo ID issued by a U.S. Government agency.**

PROCESS

1. Application

Volunteer should complete an online application that contains a background check authorization and a copy of a photo identification issued by a U.S. Government agency.

The link to the online application is:

<https://volunteer.fwisd.org>

There are two flyers available to help volunteers with online application:

- Helpful Information for Volunteers-General information about the online application.
- Volunteer Instructions – detailed instructions for completing online application.

2. Background Check

- After application is completed and submitted, it is sent automatically to the Office of Professional Standards for a background check.
- An email will be sent alerting volunteer whether or not the background check cleared and, therefore, volunteer is “approved” or not “approved.”
 - If background check does not get cleared, the volunteer will receive an email informing him or her of the status. They will be directed to call the Office of Professional Standards for further information.
 - If background check does clear, the system will automatically build a profile in the school volunteer database. Volunteer can proceed to call school for current volunteer positions and any other requirements necessary prior to start.

3. Orientation

Volunteers should attend orientation at the school or at the Professional Development Center. The District will work with individuals and Volunteer Coordinators to make this requirement easy and manageable.

4. Placement

School volunteer coordinators conduct placement.

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www.FWISD.org >> Parent >> Volunteer