

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 current photo identification issued by any U.S. Government agency.

Principals may authorize an exception to the background check requirement in an emergency situation or if deemed necessary. A paper application is required for an exception. It must be sent to the District's Volunteer Specialist after principal approves exception and signs the application.

- Volunteers must attend an orientation session, at the school where they will be volunteering or at the FWISD Professional Development Center. When necessary, online orientations may be done. Training may be required, depending on the nature of the position.

Orientations and trainings for volunteers will be held at the FWISD Professional Development Center, 3150 McCart, Fort Worth, 76110

- All background checks must be renewed annually. Backgrounds checks completed on May 1st or later will expire on June 30, 2016

A flier is available to help volunteers with the online volunteer application. Please ask for it.

ACCEPTABLE FORMS OF IDENTIFICATION FOR APPLICATION

- Current driver's license or photo identification issued by any state of the U.S.A.
- 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 volunteer application that contains a background check authorization.

The link to the online volunteer application is:

<https://volunteer.fwisd.org>

This link is also available at the FWISD website: click on Parent, click on Volunteer.

2. Background Check

- After volunteer application is completed and submitted, it automatically transfers to the database of the Office of Professional Standards for a background check.
- An email will be sent informing the volunteer applicant whether or not her/his background check cleared.

> If the background check does not clear, the applicant will be directed to call the Office of Professional Standards for further information.

> If the background check clears, the system will automatically create a profile in the volunteer database of the school (s). Volunteer can then call the school for current volunteer positions and to learn any other requirements necessary to start.

3. Orientation

Orientations may be done in person or online. The District will work with individuals and Volunteer Coordinators to make this requirement convenient.

4. Placement

School volunteer coordinators conduct placement.

Approved volunteers will be required to present a current photo identification issued by any US Government agency at the school(s), the first time they volunteer. Main office will verify information provided in application.

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

Volunteer Program Information available at:
www.FWISD.org >> Parent >> Volunteer