



## Goodrich ISD Volunteer Guidelines

Welcome, and thank you for caring about Goodrich schools and sharing in the education of the children of this community! These guidelines offer volunteers specific information relating to duties and responsibilities of volunteers in our school. They are designed to help you become familiar with the volunteer program.

Please know that the time you spend with us is greatly appreciated!!!

***All persons interested in volunteering at Goodrich ISD must undergo a background check.***

This will be conducted after you complete the signup form. Once the background check is complete you will be contacted. Volunteers will be assigned blocks of time throughout the day. The blocks will be one-hour increments with a maximum of two hours a day. These times are filled based on a first-come, first-served basis. The signups will be done through Mrs. Brenda Williams. You will be assigned specific duties upon arrival. Below are the guidelines for working with staff and students. Please read them carefully. You will be required to sign stating that you understand the criteria.

- Be prompt and dependable.
- Let the staff know what your interests and skills are, so they can utilize your talents.
- Communicate your questions and comments. If you can't understand something, always ask.
- Volunteers will assist teachers with routine tasks. With this assistance, teachers will have more time to work with students.
- When asked to complete a duty, make sure you understand the assignment. If you are not sure what the teacher is wanting, ask for clarification.
- Volunteers are asked to consider CONFIDENTIAL whatever they may see or hear while on assignment in the school. This includes but is not limited to a student's behavior or progress, teachers, staff, and grades. This also includes refraining from taking or posting pictures on social media of activities and events that occur at the school during your volunteer time.
- Please dress neatly and appropriately. No shorts, cropped shirts, no clothing with vulgar or offensive language/pictures will be allowed.

- Your speech, physical contact, and behavior should serve as good models for all students.
- Volunteers should never supervise children alone. You are asked to work under the direct supervision of the school's professional staff. ***You will need to undergo a more in-depth background check and fingerprinting in order to supervise children alone.***
- Volunteers should not administer discipline to any student. Please report any discipline problems to the staff member in whose room you are assigned. The district has specific policies for discipline procedures.

I am interested in volunteering at the following levels (*check all that apply*) :

\_\_\_ Elementary School                      \_\_\_ Middle School                      \_\_\_ High School

(if applicable) My child, \_\_\_\_\_, is in the \_\_\_\_\_ grade.

Volunteer Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Social Security Number (for fingerprinting purposes) \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Remember, you will not be asked to volunteer until you have been contacted by Brenda Williams with your approval from the background check. You will then be assigned specific duties to assist the professional staff at Goodrich ISD. ***Again, thank you for your willingness to assist in improving the educational environment of our Goodrich students!***

For Administrative use, only:

NOTES \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DPS Computerized Criminal History (CCH) Verification

### (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime%20Records%20Information/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by this agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Goodrich ISD

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Kathy Leloux

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES ____	NO ____ initial
Purpose of CCH: _____	
Empl ____	Vol/Contractor ____ initial
Date Printed: _____	initial
Destroyed Date: _____	initial
<b>Retain in your files</b>	

**Volunteer Name** \_\_\_\_\_

**Interest Checklist:** If I am selected to be a volunteer at Goodrich Schools, I would be interested in assisting with the following activities (check all that apply):

\_\_\_ Tutor a student, work with an individual or a small group of students

\_\_\_ Listen to students read

\_\_\_ Translate for students - Language: \_\_\_\_\_

\_\_\_ Help with the teacher's clerical work (prepare materials, copying...)

\_\_\_ Help in the library (ex. shelving, preparing, or repairing library books)

\_\_\_ Help with student incentives/rewards (ex. popcorn Fridays)

\_\_\_ Attend field trips

\_\_\_ Help chaperone school dances

\_\_\_ Help students with dramatic performances

\_\_\_ Help with special events like elementary 100th Day Celebration,  
Grandparents' Day, Teacher Appreciation Week, Red Ribbon Week, etc.

\_\_\_ Help out in class with art projects, science experiments, etc.

\_\_\_ Participate in a career/health fair

\_\_\_ Appear as a guest speaker to: \_\_\_\_\_ (explain)

\_\_\_ Organize or help with school security (Parent Watch, bus, school grounds, etc.)

\_\_\_ Prepare posters, displays, bulletin boards etc.

\_\_\_ Provide snacks

\_\_\_ I am interested in improving our schools by working with others on  
site-based councils and projects and issues concerning our schools.

\_\_\_ Other, please explain: \_\_\_\_\_