



404 Mosby St.
Center, TX. 75935

Community Services
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Greetings,

We invite you to join V.I.P.S. (Volunteers In Public Schools) this year. This is our eighth year for an organized volunteer program and we always need more assistance on our campuses. In the 2003-04 school year our volunteers donated over 8,300 hours and we want to include you as a contributing member of our group. You can be a V.I.P.S. member by completing the paperwork, attending orientation, and giving of your time and talents to the students/teachers of our district.

Please read, complete, and return the attached paperwork to me in the Federal Programs building at 404 Mosby St. or to your child's campus office secretary. For safety reasons, we require completion of the Criminal History form and a *TB test upon entry into the V.I.P.S. program. All employees, substitute teachers, and volunteers working in our district follow these guidelines in order for us to provide the most secure environment for our students.

All CISD volunteers must complete a short orientation to become familiar with each campus, receive a volunteer handbook, get your picture made for your volunteer ID badge, and ask questions you may have about district and campus procedures. Orientation is held at the beginning of each school year or you may contact me for another orientation time. We have many volunteer opportunities in our district and we want to include you in the ones you will enjoy. Please list your campus preferences on the attached form and the volunteer work you would like best. Everyone in our district appreciates our volunteers and we hope you will inspire others to volunteer at Center ISD.

Sincerely,

Billie Sue Payne
Community Services Coordinator





Goals for the Volunteer Program

The goal of our program is to offer help to the Center Independent School District students and staff in their quest for quality and excellence in education. This goal can be accomplished by:

- Helping teachers motivate students to learn
- Expanding the curriculum through use of individual talents, hobbies, skills, and experiences
- Providing an opportunity for a positive personal relationship between older and younger people, and to help build student self esteem
- Strengthening community knowledge and understanding for the school programs, thus, improving school-community communications and relations
- Assisting in providing a safe environment for students

VOLUNTEER AGREEMENT FORM

This is to certify that I agree to attend orientation and training in volunteer services and am aware of my commitment to follow all regulations and policies of the Center Independent School District.

I am aware the CISD will require a criminal history check by the Department of Public Safety on all those persons who work in the school district. I realize the result of this check will determine whether I will be allowed to work as a volunteer.

I am aware if I am to work with students on a regular basis; I must have on file evidence of a TB test obtained within the last 120 days. (This is for first time VIPS members.)

I understand I must perform my assigned duties at the specified time, or call the school or the coordinator if I am unable to come. I am further aware that the school may terminate my volunteer services at any time believed to be appropriate. I may resign my duties by giving sufficient notice to the district.

I understand it is best if I do not bring babies or small children to school when I volunteer. (Older children may come, if you supervise them in the designated work area and you have prior approval by the teacher or principal.

I will notify the school when I have questions, a change of address or telephone number, job changes, or problems.

I will maintain open communication with the school.

I will respect the confidentiality and privacy of the students; however, if I am in any way concerned about safety issues; I will discuss my concern with my supervising teacher or the principal.

I will respect the confidentiality and privacy of the staff, however, if I have any problems or concerns regarding staff, I will discuss them with the Community Services Coordinator.

Volunteer Signature

Date

Please read and complete all forms and return to the Community Services Coordinator.

2004-2005

(over)

Center ISD

VIPS (Volunteer In Public Schools) Program

GENERAL INFORMATION FORM

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone number _____ Work phone number _____

Birth^{Month}day _____ Occupation _____

Children in School	Grade	Teacher

AVAILABILITY

_____ Daily	_____ Weekly			_____ Special Occasions	
	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	_____	_____	_____	_____	_____
P.M.	_____	_____	_____	_____	_____

Are you willing to work on all campuses? _____ Yes _____ No

If no, which campuses? _____

VOLUNTEER OPPORTUNITIES

- | | | |
|---|-------------------------------|-----------------------------|
| _____ Reading tutor | _____ Math tutor | _____ Writing tutor |
| _____ Classroom helper | _____ Library helper | _____ Office helper |
| _____ Special Day helper | _____ Helping with field trip | _____ Telephoning |
| _____ Handwork (cutting, pasting, etc.) | _____ Nurse helper | _____ Bilingual interpreter |
| _____ Special Services helper | _____ Special labs helper | _____ Mentor |
| _____ Other _____ | | |



VIPS (Volunteers In Public Schools)

CRIMINAL HISTORY REPORT INFORMATION
Addendum to Application

CONFIDENTIAL

Texas Education Code Section 21.917 requires the Center ISD to obtain criminal history record information on all applicants for employment with the Center ISD. The information requested below is necessary to obtain criminal history record information.

(Please print or type)

Name _____
Last First Middle

Social Security Number _____

Driver's License Number _____

Date of Birth _____
month day year

Sex ()male ()female

Ethnicity ()black ()hispanic ()white ()other

I understand the information I am providing about age, sex and ethnicity will not be used to determine eligibility for employment but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date

This form and related attachments will be removed from the application and filed separately. All information will be held in confidence with Center ISD.