



# B R O W N S V I L L E

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## I N D E P E N D E N T S C H O O L D I S T R I C T

1900 Price Road • (956) 548-8000 • [www.bisd.us](http://www.bisd.us)

## VOLUNTEER REQUIREMENTS

The Texas Education Code, 22.053, (b) defines a school district volunteer as “a person providing services for or on behalf of a school district, on the premises of the district or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement for expenses.” Volunteers, chaperones on all school sponsored trips, booster club members, and PTA/PTO members need to fill out a volunteer application if they will have contact with students or will volunteer during school hours.

Anyone interested in serving as a BISD school volunteer for the 2012-13 school year must do the following:

- ✓ Submit a completed, on-line volunteer (campus clearance) application including a criminal history release form. Applications are available at [www.bisd.us/humanresources/](http://www.bisd.us/humanresources/).
- ✓ A Social Security Number may be requested in order to verify criminal history records. District Policy GKG (Legal) requires a criminal history record of all prospective school volunteers.
- ✓ Provide evidence of identity after submitting the application with a copy of a valid (unexpired) Texas Driver's License, state issued ID, United States Passport, U.S. military card or draft record, or Alien Registration Card (with picture) to the campus parent liaison.

Once volunteers meet these requirements, the campus administrator or parent liaison will receive an “Authority to Report to Volunteer” which allows the volunteer to begin service. **Volunteers must not report for service until an “Authority” has been issued.** Volunteer applications are valid for only one year. Volunteers from the last school year must renew their applications for the 2012-13 school year. Those who have registered for an on-line employment application must use the same user ID and password to access the campus clearance application or call (956) 548-8051 or 698-1231 for assistance in the registration process.

Note: Those who are not cleared to volunteer can attend meetings/parent conferences but cannot stay on campus to volunteer.

For questions, call Jose A. Rivera in the Classified Personnel Department at 548-8051 or 698-1231.

*BISD does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities.*