

---

# VOLUNTEER

## HANDBOOK

---

2024-2025



**Arlington**  
INDEPENDENT SCHOOL DISTRICT  
*More Than a Remarkable Education*

# Thank you for Volunteering!

**Welcome to the Arlington ISD Volunteer Program! We're excited to have you join us in supporting our vibrant learning community. At Arlington ISD, we believe that our success is built on the active involvement of our parents and community members. Your participation as a volunteer is a valuable part of our educational journey, and we're thrilled to work together for the success of our students.**

This volunteer handbook is your guide to getting started, offering a clear overview of the protocols to follow when volunteering in our school district. The AISD Volunteer Program is designed to meet the specific needs of our schools, fostering meaningful connections between parents, community members, and our educational team. Our goal is to create opportunities for you to make a direct, positive impact on student success while building lasting relationships that benefit everyone involved.



Each school has a designated Campus Volunteer Coordinator who will be your main point of contact. They serve as the bridge between the school principal and Arlington ISD, ensuring smooth communication and coordination. Once you've completed the required application process and campus-level volunteer training, you'll be ready to start making a difference, whether at on-campus events or in off-campus activities.

To make sure your contributions are recognized, we track volunteer hours using Raptor Technologies, with different methods for on-campus and off-campus activities through the Raptor Technologies Volunteer Portal.

**We're looking forward to the positive impact we can achieve together—welcome aboard!**



# Where do I begin?

Complete the Volunteer Application at  
[www.aisd.net/volunteer](http://www.aisd.net/volunteer)

The application is available in English and Spanish

# How do I apply?

1. Log onto the AISD website at [www.aisd.net/volunteer](http://www.aisd.net/volunteer)

- Click on "Volunteer Application"
- Complete the volunteer application
- Use your valid government issued ID



2. The Family and Community Engagement Department (F&CE) will verify your application and ID, and then submit the criminal background check to the Texas Department of Public Safety.

- Upon completion/approval of the criminal background check, the F&CE Department will update the approved volunteer list in Raptor Technologies.

3. You will receive an e-mail from [donotreply@raptortech.com](mailto:donotreply@raptortech.com) indicating your volunteer application approval.

- Once approved, you may create a Volunteer Portal account for logging off-campus volunteer hours and schedule campus-level volunteer training.



# What if I need help?



Contact your campus volunteer coordinator or the Volunteer Office, 682-867-7748

## Now you're approved, let's volunteer!

Get credit for your hard work! Logging and tracking the hours you work at both on-campus and off-campus events is important for you to receive the recognition you deserve.

- If you are volunteering on-campus, sign-in occurs at the campus through Raptor Technologies, instantly incorporating your service hours into the Volunteer Portal.
- If you are volunteering off-campus, you may log volunteer hours through the Raptor Technologies Volunteer Portal from home or any workstation with Internet access.



Visit <https://www.aisd.net/community/volunteer/> and click on the Volunteer Portal button.

*Volunteers provide 71,000+ hours of service every year*







# How Can I Help?

Each campus offers unique opportunities for you to get involved, whether it's at the elementary, junior high, or high school level. Every school needs supportive adults for a variety of roles, from helping out in the workroom to supporting booster clubs.

**There's a perfect fit for everyone!**

Do you have a special gift or talent? Or are you part of an organization that could lend support? Reach out to the Campus Volunteer Coordinator or campus administrator to explore how you can connect and make a difference.

## Common Volunteer Opportunities

### Front Office

- Greeting and welcoming
- Providing information
- Escorting guests to destinations on the campus
- Orienting newcomers

### Hospitality

- Connecting newly enrolled families with peer buddies
- Helping develop orientation and other resources for newcomers
- Establishing newcomer support groups

### Classroom Help

- Making copies/preparing material
- Reading to students
- Preparing bulletin boards



# Impact Opportunities Continued



## Working with Students in the Classroom

- Helping orient new students
- Engaging and Supporting students with learning opportunities
- Providing personal guidance and support for specific students in class to help students stay on task

## Providing Additional Opportunities and Support on Campus

- Helping develop and staff recreational and enrichment activities
- Tutoring
- Mentoring

## Helping Create a Welcoming & Positive School Climate

- Assisting with supervision in class and throughout the campus
- Contributing to campus beautification initiatives



*"Volunteer involvement strengthens the school community, promoting a culture of collaboration and shared responsibility for student success."*



# Volunteer Guidelines

**We are here to support student success, and that's something we can achieve best by working together. To ensure our efforts are effective and consistent, it's important that we all follow these guidelines.**

- Every volunteer must clear the criminal background check. The criminal background check is part of the volunteer application process.
- Please remember that school records, along with the relationships between staff, students, and parents, are **confidential**.
- All volunteers should have approval from the designated Campus Volunteer Coordinator or administrator before volunteering in their child's classroom or on campus.
- The goal is to build mutual relationships that are positive, respectful, and trustful between staff and volunteers.
- All student discipline concerns should be referred to and addressed by the classroom teacher.
- Any medical issue or injury should be reported to the classroom teacher, Campus Volunteer Coordinator, school nurse, principal, or designee.
- Dress code for volunteers should be consistent with current AISD Professional Dress for Staff, and appropriate for designated activities.
- Non-school age children should not accompany the volunteer to work on campus unless approved by the Campus Volunteer Coordinator or administrator.

# Volunteer Responsibilities



- Attend campus-level Volunteer Orientation.
- Document arrival/departure from campus at the designated area (usually the main office) through Raptor Technologies
- Wear a volunteer identification badge at all times while working as a volunteer.
- Adhere to school and district policy.
- Follow the direction of the Campus Volunteer Coordinator and assigned campus staff partner.
- Understand and respect student confidentiality.
- Be prompt and dependable.
- Report concerns to the Campus Volunteer Coordinator and/or campus principal.
- Be supportive of the learning community.

**important**

## **Came in as a Visitor and then stayed to Volunteer?**

Be sure to return to the front desk and change your status from Visitor to Volunteer in Raptor.





# Volunteers Should Never

Volunteerism plays a vital role in fostering a resilient community and offering crucial assistance to students, staff, and volunteers. Adhering to safety regulations and protocols guarantees that everyone can participate without concerns. Prioritizing safety ensures that volunteering is a rewarding and safe endeavor for all involved.



## Be left alone with students

---

When offering chaperoning or mentoring services, volunteers should not be unsupervised with students. It is recommended that volunteers work in pairs and be guided by an AISD staff member. This guideline does not extend to volunteers working solely with their own children. Additionally, please remember to utilize adult restrooms instead of student restrooms.



## Discipline a student

---

All discipline concerns that arise should be reported to and addressed by the classroom teacher and/or campus administrator. In the event of an discipline incident, volunteers should be prepared to document their observation.



## Give medication or medical treatment

---

Any medical issue or injury should be reported to the classroom teacher, Campus Volunteer Coordinator, school nurse, campus administrator, or designee. Volunteers possessing formal medical training should report their skills-set to campus administration.



## Handle money

---

Volunteers should never solicit, accept or handle money on behalf of the campus and/or school district. Volunteers may handle money while doing so in the capacity designated by an approved entity (i.e. PTA, PTO or Booster Club.)



# Celebrating and Recognizing Your Contribution

Arlington ISD values your support in helping students succeed. Each school year, we honor volunteers who generously contribute their time and dedication to make a positive difference.

**National Volunteer Week is scheduled for April 20–26, 2025.**

- Recognition for volunteers takes place at the campus level.
- Volunteers who have dedicated 500+ hours and selected Campus Star Volunteers are acknowledged at the annual district Volunteer Award Luncheon. These committed individuals are invited to the luncheon, attended by the AISD Superintendent and district leaders, where they receive certificates in recognition of their volunteer efforts within Arlington ISD.
- Volunteer hour accrual time for celebration recognition is June 10, 2024 – April 18, 2025.

At the luncheon, awards are presented for the Outstanding Campus in the Arlington ISD Volunteer Program.

Two awards are presented at the elementary level, and one each for junior high and high school.



# What can I expect from the Volunteer Coordinator?

A Volunteer Coordinator plays a crucial role in managing and organizing the efforts of volunteers with Arlington ISD. Here's what you can typically expect from the volunteer coordinator.

## The volunteer coordinator will:

- Promote the volunteer program on campus
- Recruit volunteers
- Explain and assist volunteers with the application process
- Foster a welcoming environment for volunteers at the school
- Provide support and guidance to participants
- Conduct a volunteer needs assessment for the school
- Coordinate a volunteer orientation/training program
- Serve as the main point of contact for overseeing volunteers
- Clearly communicate expectations to volunteers
- Bridge the gap between volunteers, campus administrators, teachers, and the Family and Community Engagement Department to align campus goals regarding volunteer participation
- Acknowledge and appreciate volunteers within the campus community.



# Frequently Asked Questions

# FAQ



## **I volunteer with my child's marching band. How do I track my hours since I am not at the school?**

Once you are an approved volunteer, you will receive an email with link to set-up your Raptor Portal to log and track your volunteer hours.

## **Can I take projects home to help my child's teacher?**

Check with your child's teacher or Volunteer Coordinator for take-home projects.

## **How can you tell if your child's school requires assistance?**

Schools often communicate volunteer opportunities through newsletters, classroom notifications like Class Dojo, or Raptor emails.

## **Why do I need to sign in every time? The school staff is familiar with me.**

We value our volunteers, and you are an essential part of our community. Nevertheless, for accurate hour tracking, it is necessary to sign in and out through Raptor each time. Moreover, our security measures mandate registration for every individual entering the premises.



# Family and Community Engagement Department

The Family & Community Engagement Department, principals, and campus volunteer coordinators are available to assist you during your partnership with Arlington ISD.

Please call or email with any questions you may have about the Volunteers Program.



**Rosa Talamantes**

*Data Clerk- Community Programs*

682-867-7748

[mtalaman@aisd.net](mailto:mtalaman@aisd.net)



**Aaron Perales**

*Executive Director, Engagement, Equity & Access*

682-867-7715

[aperales@aisd.net](mailto:aperales@aisd.net)

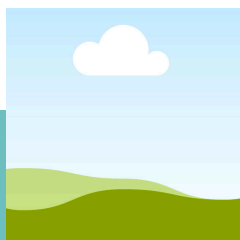


**Eric Phillips**

*Family Engagement Specialist*

682-867-7715

[ephilli3@aisd.net](mailto:ephilli3@aisd.net)



**Secretary**

*Asst. to Exec Dir, Engagement, Equity & Access*

682-867-7715

[@aisd.net](mailto:@aisd.net)



---

# Volunteer Handbook Acknowledgement

By signing this receipt, you are acknowledging that you have received a copy of the handbook. It is your responsibility to review its contents and follow the guidelines outlined within it. If you have any questions about the handbook, feel free to ask your Campus Volunteer Coordinator or Campus Administrator.

Please Sign

---

Date:

---

Signature of  
Volunteer