

Volunteer Tutorial

Welcome

Instructions



Welcome to the Arlington Independent School District Volunteer website. If you are a new Volunteer and are interested in applying for a Volunteer Position with the Arlington Independent School District, please follow the simple steps below. Our online application "wizard" will walk you through the process step-by-step. A navigation bar will be displayed along the left side of all screens and will keep you informed of your progress.

Education Code 22.053. SCHOOL DISTRICT VOLUNTEERS. (a) A volunteer who is serving as a direct service volunteer of a school district is immune from civil liability to the same extent as a professional employee of a school district under Section 22.0511. (b) In this section, "volunteer" means 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. (c) This section does not limit the liability of a person for intentional misconduct or gross negligence.

 **Returning Volunteer**, please sign-in.

If you are a Registered User of the system, including Current and Former Employees, click the 'Returning Volunteer' link above. You must have your ID and Password. If you do not remember your user ID and Password [click here](#).

New Volunteer, please register.

If you are a New Volunteer but NOT a Current or Former Employee, please click the 'New Volunteer' link above. You must register with us to apply for service opportunities through this website.

 **Current or Former Employee**, please click here.

If you have not created a User ID and Password, please select this option.

If you have further questions or comments, please contact us at [888-227-0571](tel:888-227-0571) or [PTS Support](#).


The certified browsers for TEAMS are Microsoft Internet Explorer, version 7 or version 8, and Mozilla Firefox, version 3.5+

 [Adobe Acrobat Reader](#)

[Privacy Statement](#).

When creating your volunteer application, there are 3 choices:

1

 **Returning Volunteer**, please sign-in.

If you are a Registered User of the system, including Current and Former Employees, click the 'Returning Volunteer' link above. You must have your ID and Password. If you do not remember your user ID and Password [click here](#).

Use this link if you are:

- A current OR former AISD **employee**
- A current OR former AISD **substitute**
- Registered through TEAMS **Parent Self Serve**
- Registered through TEAMS **Student Self Serve**
- Editing your previously submitted, electronic volunteer application

2

New Volunteer, please register.

If you are a New Volunteer but NOT a Current or Former Employee, please click the 'New Volunteer' link above. You must register with us to apply for service opportunities through this website.

Use this link if:

- You have NEVER registered with TEAMS or worked for AISD before

3

 **Current or Former Employee**, please click here.

If you have not created a User ID and Password, please select this option.

This is a redundant link, but ONLY 2011 – 2012 AISD employees (not subs) can use this to create their volunteer application.



Once created – ALL volunteer applications will be accessed using the Returning Volunteer link



ALL fields that have a red asterisk * beside them are mandatory!!!

Registering:

1. The volunteer must fill out the areas marked with asterisks. → Save and Continue

Volunteer Application | Login Information

Home | Sign In | My Profile | [1] Login Information | [1a] Other Names | [2] Contact Information | [3] Additional Languages | [4] Criminal History

* * indicates a mandatory field.

Login Information

First Name: * Samuel
 Middle Name:
 Last Name: * Clemons
 Title:
 Generation:
 Social Security Number:
 SSN: *
 Verify SSN: *
 Country of Citizenship: * United States Of America

Please remember your User ID, Password, and Hint Answer for future access to your application. In the event you forget your password, you will be given the opportunity to provide your Hint Answer. Your Hint Answer is case sensitive.

User ID: * SCLEMONS
 Password: *
 Verify Password: *
 Hint Question: * fruit
 Hint Answer: * orange

Save and Continue

- If you receive an error that the username is already in use, try adding a number to the end – (i.e. SCLEMONS2)

2. Other Names → the “I am not known as other names” box is checked automatically → Save and Continue unless this is a true statement for you. Then uncheck the box and fill in the additional naming information.

Volunteer ID: Samuel Clemons

Volunteer Application | Other Names

Home | Sign In | My Profile | [1] Login Information | [1a] Other Names | [2] Contact Information | [3] Additional Languages | [4] Criminal History

Other Names

Have you had other names?
 I am not known by any other names:

Add/Edit Other Names

First Name: *
 Middle Name:
 Last Name: *
 Add Clear

Other Names

Sort | Clear Sorted by: (default)

First Name	Middle Name	Last Name

Edit Delete

Save and Continue Back



3. Contact Information → Address tab → Fill in all mandatory fields.

- **Make sure you click on Save before moving on to the phone and email tabs.**
- Address and phone can be marked private (this will keep that information from displaying on reports)

Address Phone Email

Add/Edit Address

Type: * Home
Zip: * 76011 -
Line 1: * 856 Norfolk Drive
Line 2:
City: * ARLINGTON
State: * Texas
Private:

Standardize Address

Add **Clear**

Contact Addresses - You must have at least one contact address

Sort | Clear Sorted by: (default)
Type Address City

Edit **Delete**

Continue **Back**

Address Phone Email

Add/Edit Phone

Type: * Home
Phone: * 817 - 555 - 1919 ext.
Private:

Add **Clear**

Phones

Sort | Clear Sorted by: (default)
Phone Number Phone Type Private

Edit **Delete**

Continue **Back**

Address Phone Email

Add/Edit Email Address

Type: * Primary
Email: * jgreen@sbcglobal.net

Add **Clear**

Email Addresses

Sort | Clear Sorted by: (default)
Type Email

Edit **Delete**

Continue **Back**

4. When you are done → then click on Continue

5. Additional Languages → add as they apply → Save and Continue

Volunteer ID: Samuel Clemons

Volunteer Application

Additional Languages

Please indicate language abilities other than English and level of proficiency you possess. Click the ADD button below to specify a language skill.

Additional Languages

Sort Clear Sorted by: (default)

Language	Understand	Speak	Read	Write	Translate
					record cour

Add Edit Delete

Continue Back

6. Criminal History Background acknowledgement → Fill in Driver's License/State ID number, gender and date of birth → click on I agree radio button → then click on Save and Continue

Volunteer Application

Criminal History

Criminal History

A GOVERNMENT ISSUED PHOTO ID MUST BE SUBMITTED TO AISD Human Resources at 1203 W. Pioneer Parkway, Arlington, TX 76013 (via mail, in person, campus drop-off, or scanned to CRC@AISD.NET) All Texas public schools are required by state law to obtain criminal history record information on all individuals who work or volunteer in the Public schools systems (Texas Education Code Section 22.0835). The information requested below is necessary to perform this criminal history background check.

Drivers License/Identification Card Number: *

Drivers License/Identification Card State: *

Gender: *

Date of Birth: *

I understand that my position as a volunteer is contingent upon the completion of a criminal background check as required by Arlington Independent School District policies and procedures. I have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety APIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with the L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services. Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me. (This file must remain on file by your agency. Required for future DPS Audits) For office use only: CCH Report Printed: ___ Yes ___ No

I AGREE I DO NOT AGREE and therefore wish to discontinue this application process.

Save and Continue Back



You MUST provide AISD with a government issued photo ID – (i.e. driver's license, passport).

Please email a scanned copy to: CRC@aisd.net

Or mail to Volunteers

Arlington Independent School District
1203 W Pioneer Parkway
Arlington, TX 76013

Or drop off a copy, to Personnel at address above

Or drop off a copy at your local campus

B. Jobs:

6. Select the type of location to volunteer at (Elementary, Jr Hi, High School or Admin) → Continue

Volunteer ID: 5348875 PROLOGIC TEST

Volunteer Application

- My Profile
- Login Information
- Other Names
- Contact Information
- Additional Languages
- Criminal History
- Jobs**
- Additional Questions
- Submit Application

Location Categories

Select a Location Category:

Please select a Location Category to display available campus(es) or department(s) you would like to volunteer for:

- ▶ Elementary Schools
- ▶ High Schools
- ▶ JW Counts Administration (1 jobs selected)
- ▶ Junior High Schools

Continue

C. Locations:

7. Select the location(s) to volunteer at → Save and Continue

Select Locations

[Back to Location Categories](#)

Elementary Schools: Available Locations

Please select one or more Locations to display its open Volunteer Positions

- Amos Elementary
- Bebenssee Elementary
- Berry Elementary

Save and Continue

D. Assignments:

8. Select the assignment of volunteer:

Volunteer ID: 5348875

Volunteer Application

- My Profile
- Login Information
- Other Names
- Contact Information
- Additional Languages
- Criminal History
- Jobs**

Volunteer Jobs

[Back to Location Categories](#)

Select Volunteer Jobs

- (Boles Junior High School) Volunteer

Save and Continue

9. Additional Questions → answer with notation if applicable → Save and Continue

Volunteer ID: 5348875 PROLOGIC TEST

Volunteer Application | Additional Questions

Additional Questions

For regular volunteers:

Are you volunteering on behalf of an organization, program or association? If so, who: [Text Box] Characters remaining: 500 (500 max)

For University students only:

What type of function will you perform? (i.e. classroom observer, student-teaching) [Text Box] Characters remaining: 500 (500 max)

For University students only:

What University or organization are you associated with? [Text Box] Characters remaining: 500 (500 max)

[Save and Continue](#) [Back](#)



** It's important for student teachers and observers to enter their information there.

10. Submit → click on Continue

Volunteer ID: 5293974 Samuel Clemons

Volunteer Application | Submit Application

Submit Application

Congratulations. You have completed the online application process. Please read the following paragraphs and indicate your understanding and acceptance of this agreement.

Arlington Independent School District seeks to create a safe sanctuary for students, free from crime, violence, drugs and abuse. Pursuant to the Texas Education Code the Arlington Indep School District conducts screenings for any record of criminal history. The district shall obtain the criminal history record of prospective volunteers who will be working with students, includ not limited to camp counselors, mentors, tutors, field trip sponsors, overnight trip sponsors, any volunteers who will have access to student information, and volunteers who work on a regula with students. I understand that my position as a volunteer is contingent upon the completion of a criminal background check as required by Arlington Independent School District policies i procedures.

I, Samuel Clemons, hereby acknowledge and agree to follow the restrictions imposed by the Arlington Independent School District, and applicable state and federal law, with regard to the confidentiality of student information in accordance with the Family Education Rights and Privacy Act, the Individuals with Disabilities Education Improvement Act, and Section 504 of the Rehabilitation Act. In this regard, I understand that I am granted access to this information solely on the basis of my volunteer responsibilities with the Arlington Independent School Distri Further, I understand that any unauthorized use or disclosure of information accessed in my volunteer position with the District may be grounds for immediate dismissal as a volunteer with District.

Please indicate your acceptance of the above agreement:
 I AGREE I DO NOT AGREE, and therefore wish to discontinue this application process.

Please be advised that if the applicant does NOT agree to the above statements, this application will be deleted.

[Continue](#) [Back](#)

11. Exit → or return to edit locations and/or jobs:

Volunteer ID: 5293974 Samuel Clemons

Volunteer Application | Submit Application

Submit Application

Application has been submitted but no confirmation message

Dear Samuel Clemons

[Exit](#) [Return to Job Selection](#)

At this time, there is not a confirmation email sent to approved volunteers. See page 7 to check your status as an AISD volunteer.

E. Returning Volunteer Sign-in:



On the AISD website → Click on the Returning Volunteer link to update your application.

Logging back in – without Completed CHC:

Volunteer ID: 152294 Deborah Sterba

Application Maintenance

Application Maintenance

You are NOT yet approved to volunteer (Criminal History Failed or not complete)

Would you like to **update** this Volunteer Application or **remove** the application from all Volunteer activities?

Logging in after CHC has been completed:

Volunteer ID: 152294 Deborah Sterba

Application Maintenance

Application Maintenance

You are an approved volunteer (Criminal History Complete).

Would you like to **update** this Volunteer Application or **remove** the application from all Volunteer

If you experience any difficulties in creating your volunteer application – Please use the address listed below to submit a help ticket request :

<http://www.aisd.net/HelpRequest.aspx>