

VOLUNTEER

HANDBOOK

—2026–2027—



Arlington
INDEPENDENT SCHOOL DISTRICT

Thank You for Volunteering!

Welcome to the Arlington ISD Volunteer Program!

We're excited to have you join our vibrant learning community. Our volunteers make a direct, positive impact on student success while building lasting relationships across our schools.

This handbook will help you:

- ✓ Understand the steps to get started
- ✓ Learn how to track your volunteer hours
- ✓ Explore meaningful ways to make a difference
- ✓ Follow important guidelines and expectations



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

Where Do I Begin?



Complete the Volunteer Application at 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

- Click on “Apply Now” under Volunteer Application
- Enter your name exactly as it shows on your valid unexpired government-issued ID
- Complete the volunteer application

2

Background Check

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

3

Approval Email

Once your application is approved, you will receive an email from donotreply@raptortech.com confirming your volunteer approval. Please check your spam or junk folder.

4

Get Started!

Once approved, you may create a Volunteer Portal account to:

- Log campus volunteer hours
- View events created by your chosen campus

NOTE: If your application has not been approved within three business days, please check your email (including your spam or junk folder). Your application may be missing required information or may require an additional fingerprint-based background check.



Need Help?

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

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.



On campus: sign in at the campus through Raptor Technologies to instantly log your hours into the volunteer portal.



Off campus: log volunteer hours from home or any workstation with Internet access through the Raptor Technologies Volunteer Portal.



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



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 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 talent, skill, or gift to share? Are you part of an organization that can provide support or resources? We encourage you to reach out to your Campus Volunteer Coordinator or campus administrator to explore opportunities to get involved, make meaningful connections, and make a positive impact in our campus community.

Common Volunteer Opportunities



Front Office

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



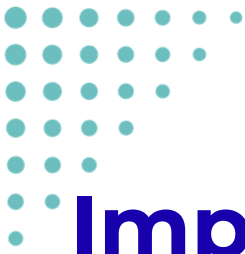
Hospitality

- 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
- Decorating for events



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."

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:

- Foster a welcoming, inclusive, and positive environment.
- Serve as the main point of contact for overseeing volunteers.
- Coordinate and facilitate volunteer orientation sessions and training programs to ensure volunteers are prepared and informed.
- Promote and increase awareness of the campus volunteer program among families and community members.
- Explain volunteer opportunities and assist prospective volunteers through the application and approval process.
- Recruit, engage, and retain volunteers who can support campus initiatives and student success.
- Provide ongoing support, guidance, and resources to volunteers.
- Conduct assessments to identify campus volunteer needs and match volunteers with appropriate opportunities.
- Clearly communicate volunteer roles, responsibilities, expectations, policies, and procedures.
- Act as a liaison between volunteers, campus administrators, teachers, and the Family and Community Engagement Department to ensure volunteer efforts align with campus goals and priorities.
- Acknowledge and appreciate volunteers within the campus community.

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.
- ✓ Information learned through volunteering regarding students, families, staff members, or school operations must remain confidential during and after volunteer service.
- ✓ 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.
- Always wear a volunteer identification badge at all times while working as a volunteer.
- Report suspicious activity, safety concerns, or unauthorized visitors to Campus Volunteer Coordinator and/or campus principal.
- Adhere to school and district policy.
- Understand and respect student confidentiality.
- Be prompt and dependable.
- Follow the direction of the Campus Volunteer Coordinator and assigned campus staff partner.
- Be supportive of the learning community.

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 a discipline incident, volunteers should be prepared to document their observation.



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.)



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 skill set to campus administration.

Celebrating and Recognizing Your Contribution



Arlington ISD values the dedication and support of our volunteers, whose contributions play a vital role in helping students succeed. Each school year, volunteers are recognized and celebrated for the positive impact they make across the district.

National Volunteer Week will be observed April 18–24, 2027.

Campus Recognition

Volunteer recognition begins at the campus level, where schools honor individuals who generously contribute their time and talents throughout the year.

District Volunteer Awards

Volunteers who have accumulated 500 or more service hours and those selected as Campus Star Volunteers are recognized at the annual Arlington ISD Volunteer Award Luncheon.



Honorees are invited to attend the luncheon with the AISD Superintendent and district leadership, where they receive certificates in appreciation of their outstanding service and commitment to Arlington ISD students and schools.

Volunteer Hour Eligibility Period

Volunteer hours counted toward recognition for the 2026–2027 school year must be completed between June 8, 2026, and April 16, 2027.



Frequently Asked Questions

FAQ

Why do I need to complete a background check to volunteer?

To help maintain a safe learning environment, all volunteers are required to complete a background check. This process helps ensure compliance with district policies and protects our students, staff, and school community.

I am already an approved volunteer and would like to add another campus to my account. What should I do?

Please contact the Family and Community Engagement Department at 682-867-7748 or email volunteer@arlingtonisd.org so we can make that change for you. Please do not submit a new volunteer application.

How can I find out if my child's school needs volunteers?

Schools often communicate volunteer opportunities through campus newsletters, classroom communication platforms such as ClassDojo, Raptor emails, and other school announcements. You may also contact your campus Volunteer Coordinator to learn about current volunteer opportunities and campus needs.

Why do I need to sign in every time? The school staff knows me.

We greatly appreciate our volunteers and the support you provide to our schools. However, all volunteers must sign in and out through the Raptor system each time they visit a campus. This ensures accurate volunteer hour tracking and supports district safety and security procedures.

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 a link to set up your Raptor Portal account. Through the portal, you can log and track all of your volunteer hours, including hours completed off campus.

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

Please check with your child's teacher or the campus Volunteer Coordinator regarding available take-home projects.

Family and Community Engagement



The Family & Community Engagement Department, along with campus principals and volunteer coordinators, is here to support you throughout your partnership with Arlington ISD. If you have any questions about the Volunteer Program, please don't hesitate to call or email us. We're happy to help.



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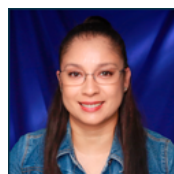


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Volunteer Handbook

Acknowledgement

By signing this receipt, you acknowledge 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, please contact your Campus Volunteer Coordinator or Campus Administrator.

The school district reserves the right to revoke volunteer privileges at any time if handbook guidelines, district policies, procedures, or expectations are not followed.

Further, you understand that any unauthorized use or disclosure of information accessed in your volunteer position with the district, or failure to follow the policies, procedures, or expectations outlined in the Volunteer Handbook, including engaging in unethical conduct, may be grounds for immediate dismissal as a volunteer with the district.

Printed Name_____

Signature_____

Date_____