



# Volunteers Engaged for Excellence Program

Volunteer Handbook  
2022-2023



An Engaged Community Is Essential



## Volunteers Engaged for Excellence (VEE) Program Overview

The Parent and Community Engagement (PACE) Department was established to support all members of the Arlington Independent School District (AISD) learning community. With the cornerstone belief that our success depends upon an engaged community, AISD welcomes the support of our parents and community members in the educational process. This volunteer handbook explains the protocol to be followed when volunteering in our school district.

The Volunteers Engaged for Excellence (VEE) Program is a comprehensive volunteer program tailored to address the needs of the AISD. The essential goal of the VEE Program is to foster relationships within our learning community by creating opportunities for our parents and community to directly impact the success of our students. As relationships are developed, the entire learning community benefits from increased skill sets and the satisfaction of working together for student success.

A designated Campus Volunteer Coordinator oversees volunteerism at each school. The Campus Volunteer Coordinator is the main contact between the building principal and the PACE Department. Once potential volunteers have completed the required application process and received campus-level volunteer training, approved volunteers may begin their work with the campus. Approved volunteers are welcome at both on- and off-campus events. The hours worked are tracked through two different methods – one for on-campus (***Raptor Technologies***), and off-campus (***Raptor Technologies Volunteer Portal***).

### Volunteer Recognition

AISD highly values the support of our community in meeting the needs of students. Every school year, we recognize people who contribute their time and energy.

- All volunteers receive recognition on the campus level.
- Approved volunteers who have 500+ hours and selected Campus Star Volunteer(s) are recognized at the annual district Volunteer Award Luncheon. Individuals who achieve this level of support will receive an invitation to the luncheon which includes the AISD Superintendent and other district leaders, and certificates to denote their achievement level.
- At the luncheon, campus awards are provided for the VEE Outstanding Campus. Two are distributed at the elementary level, and 1 each for junior high and high school.

## Volunteers Engaged for Excellence

### STEPS TO COMPLETE ONLINE APPLICATION

1. Log onto the AISD website at [www.aisd.net/volunteer](http://www.aisd.net/volunteer)
  - Click on “**Volunteer Application**”
  - Complete the volunteer application
2. The PACE Department will verify your application and ID, then submit the criminal background check to the Texas Department of Public Safety.
  - Upon completion/approval of the criminal background check, the PACE Department will update approved volunteer list in **Raptor Technologies**.
3. You will receive an e-mail from **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.

### Logging and Tracking Hours

Get credit for your hard work! Logging and tracking 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.
- In the event you are volunteering off-campus, you may log volunteer hours through the **Raptor Technologies Volunteer Portal** from home or any workstation with Internet access.

# Volunteers Engaged for Excellence

## PARTICIPANT RESPONSIBILITIES

### ***Volunteer Responsibilities***

- Apply to volunteer online at [www.aisd.net/volunteer](http://www.aisd.net/volunteer). Submit a copy of your driver's license or government issued ID for identification. **This step must be completed every school year.**
- Attend campus-level Volunteer Orientation.
- Wear a volunteer identification badge at all times while working as a volunteer.
- Document arrival/departure from campus at the designated area (usually the main office).
- 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.
- Document volunteer hours completed via the Raptor System in order to receive credit for volunteer recognition.
- Be supportive of the learning community.

### ***Volunteer Guidelines***

- Every volunteer must clear the criminal background check. The criminal background check is part of the volunteer application process. The application process can be completed online at [www.aisd.net/volunteer](http://www.aisd.net/volunteer).
- Understand that school records, as well as relationships among staff members, 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.
- Realize that a positive relationship with staff members requires mutual respect and confidence.
- 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.

### ***Volunteers Should Never***

- Be left alone with a student – unless that student is your own child.
- Discipline a student. *All student discipline concerns should be referred to and addressed by the classroom teacher.*
- Give any form of medication or medical treatment to a student. *Any medical issue or injury should be reported to the classroom teacher, Campus Volunteer Coordinator, school nurse, principal, or designee.*
- Handle money, unless doing so in the capacity designated by a documented entity (i.e., PTA or PTO).

# Volunteers Engaged for Excellence

## OPPORTUNITIES TO POSITIVELY IMPACT AISD

### I. Social Support

- A. Front Office
  - 1. Greeting and welcoming
  - 2. Providing information
  - 3. Escorting guests to destinations on the campus
  - 4. Orienting newcomers
- B. Hospitality
  - 1. Connecting newly enrolled families with peer buddies
  - 2. Helping develop orientation and other resources for newcomers
  - 3. Establishing newcomer support groups

### II. Working with Students in the Classroom

- A. Helping orient new students
- B. Engaging and Supporting students with learning opportunities
- C. Providing personal guidance and support for specific students in class to help students stay on task
- D. Helping prepare classroom or campus material

### III. Providing Additional Opportunities and Support on Campus

- A. Helping develop and staff recreational and enrichment activities
- B. Tutoring
- C. Mentoring

### IV. Helping Create a Positive School Climate

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

***These are just some of the ways you can volunteer at the campus level.  
Please speak with the designated Campus Volunteer Coordinator  
to discover how you can make a difference today!***



## Parent and Community Engagement Department

Members of the PACE Department, building administrators and campus volunteer coordinators are available to assist you during your partnership with AISD.

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

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