

Subject: **KISD VOLUNTEER PROGRAM**

Point of Contact Department: Special Programs

Point of Contact Name(s): Brenda Smith

Phone number for questions: (254) 336-0211 / 0208

The KISD volunteer program works to support campus and district level events and activities using a cadre of volunteers. According to district policy (GKG-Legal) and TEC 22.083 (Texas Education Code) all volunteers must clear a KISD background check. This is accomplished through the on-line Volunteer Application that may be accessed from the KISD web page (www.killeenisd.org). Scroll down the webpage until you reach the section titled **Information and Links**. You will continue to scroll down the page until you reach the section "Parent Links". The last item on that list is the Volunteer Application. Click on the link to access the volunteer application portal.

Administrators: Each spring, principals will be asked to identify the person who will serve as the Volunteer Coordinator for their school. That person's name along with an alternate person's name will be submitted to the Special Programs Department Parent and Community Engagement Specialist. Those persons identified will be able to access the TEAMS Volunteer Management System for the purpose of printing a roster of cleared volunteers for the individual campus and checking the status of a specific volunteer.

Volunteer Coordinator: The campus Volunteer Coordinator or alternate is expected to attend Volunteer Coordinator training. This is scheduled during early fall (August/September). Volunteer coordinators keep track of the hours served by the group of volunteers from your campus. Volunteer hours may be accrued by adults (includes parents/guardians, students-over 18 years, college level student groups and community members), youth, under 18 years of age, Seniors, age 55+ and your campus Adopt-A-School Unit. The Adopt-A-School unit should arrive to volunteer as a group or sub-group of the unit (2 or more). They will not need to complete a background check as this will have already been verified by the Adopt-A-Unit Point of Contact.

If an individual soldier or a soldier that **is not a member** of your campus Adopt-A-Unit wishes to volunteer at your school, that soldier will need to complete a background check.

Do not forget to include in your data collection an often missed source of volunteer service-teachers. If a teacher works with a group of students (clubs, special help for a program/student tutoring before/after school, etc.) and does not receive any form of restitution, this is volunteer service. We ask that teachers complete the volunteer application because though they are cleared by the state to teach, the personnel system and the volunteer management system do

not talk to each other. Therefore, there would be no way to capture numbers on teachers as a viable group of volunteers who we know contribute many hours, or for them to appear on the cleared volunteers' roster.

Volunteer Orientation: The Campus Volunteer Coordinator is expected to conduct volunteer orientation sessions for the groups of cleared volunteers on a regular basis in order to allow those who have cleared a background check the opportunity to begin volunteer service as soon as desired. At the beginning of the school year, it may be necessary to conduct orientation sessions weekly depending upon the number of volunteers recruited. Each volunteer must attend an orientation session and be given a copy of the Killeen Independent School District Volunteer Handbook. A roster of volunteers who have completed orientation must be maintained. A sign-in sheet should be captured for each orientation session conducted. A volunteer log must be maintained either manually, using a volunteer sign-in book, or electronically using the computerized system available at some schools.

The Campus Volunteer Coordinator is responsible for maintaining accurate volunteer data for the campus and submitting that data in the Monthly Volunteer Hours Report that is due the 10th of each month. The Monthly Volunteer Hours Report to be submitted will reflect the hours accrued during the previous month. (Ex.: Monthly Report due on October 10th will reflect volunteer hours served during the month of September)

It is important for Campus Volunteer Coordinators to attend training. During training, program guidelines are reviewed and discussed for clarity and continuity of implementation and evaluation. The Campus Volunteer Coordinator is provided a power-point to utilize during campus orientation sessions, an active excel document to enter and calculate monthly data, volunteer handbooks, on-line access to the volunteer handbooks in Spanish, German, and Korean, and forms to assist with data collection, program support and ideas for volunteer recruitment.