

# VIPS



## VOLUNTEERS IN PUBLIC SCHOOLS

BUSINESS PARTNERS • COMMUNITY MEMBERS • PARENTS • GRANDPARENTS • SENIORS

Volunteers in Public Schools (VIPS) recruits thousands of parents and community partners to donate their time, resources, and knowledge in support of the district's primary goal to increase student achievement. Volunteers contribute in areas such as mentoring, tutoring, fundraising, career education, enrichment programs, extracurricular and community service activities, and office and classroom assistance. After registering online and undergoing the annual background check, volunteers can work in any HISD school for the school year.

### VOLUNTEER OPPORTUNITIES

- After-school programs
- Career Education Speakers
- Field Trip Chaperones
- Office Assistance
- Community Service Project
- District Wide Programs
- Extracurricular Activity
- Classroom Assistance
- Fundraising
- Mentoring/ Tutoring
- Read Houston Read
- Library Assistance



## HOW CAN I BECOME A VIPs?

All volunteers must register Online and complete the Volunteer Orientation Course and Application.

Below are the steps on "How To Become A VIPs Volunteer".

**STEP 1:** Complete **VIPs Online Volunteer Orientation**.

- **English Application** - <https://www.houstonisd.org/vipslogin>
- **Spanish Application** - <https://houstonisd.org/voluntarios>

**STEP 2:** Read the VIPs Volunteer Handbook (Save/Print Certificate of Completion).

**STEP 3:** Complete VIPs Volunteer Application, agree to Annual Back-Ground Check and read the required documents (Code of Ethics, Code of Civility, Confidentiality Statement).

**STEP 4:** Upon completion of the Application, the volunteer receives confirmation of receipt e-mail from [donotreply@raptortech.com](mailto:donotreply@raptortech.com). Annual Back -Ground Check is processed within 3-5 business days.

**STEP 5:** If **APPROVED**, volunteer receives an approval e-mail from [donotreply@raptortech.com](mailto:donotreply@raptortech.com)  
If **DENIED**, volunteer receives a denial, an e-mail from [donotreply@raptortech.com](mailto:donotreply@raptortech.com).

## HOW CAN I REQUEST AN APPEAL?

Any parent, grandparent, or guardian who is a registered volunteer and whose criminal history background check reveals a violation of HISD policy may appeal the criminal history restrictions precluding their service as a volunteer through a process of review by the Human Resources Department. The VIPs Appeal Form can be accessed at [HoustonISD.org/Page/140835](http://HoustonISD.org/Page/140835).

## WHAT TYPES OF PHOTO IDENTIFICATION ARE ACCEPTED?

- Texas Driver's License
- Official U. S. Military ID
- Identification Card (issued by any state in the U.S.)
- Official Passport
- Driver's License (issued by any state in the U.S.)
- Resident Alien Card
- Texas Identification Card
- Matricula Consular

## WHAT IS NEXT?

- Contact your campus of interest for volunteer opportunities.
- Sign in and out when volunteering on a campus to document hours of service.

For more information about volunteering in HISD schools, please contact:

**Monique Johnson-Garner**  
**VIPs Program Administrator**  
**Community Partnerships**

**T: 713.556.7206**

**VIPs Main Line**

**T: 713.556.8477**

**E: [vips@houstonisd.org](mailto:vips@houstonisd.org)**