

# 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. All volunteers must pass an annual criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPs:**

**STEP 1: Register online** and complete the entire Online Application in Raptor Volunteer Management System and submit your application.

- English Application - <http://houstonisd.org/vipslogin>
- Spanish Application - <http://houstonisd.org/voluntarios>

**STEP 2:** Once your application is completed you will see Pending Review on the screen.

**STEP 3: An email regarding your approved status will be sent to your email address within 2-3 weeks. If you do not receive an email, please follow-up with your designated school's VIPs Coordinator.**

**STEP 4:** Once you are **APPROVED**, you are eligible to volunteer in any HISD school(s) for the current school year. Our students benefit when we all volunteer!

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

## 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,*

**T** 713.556.7200

**E** [mjohns62@HoustonISD.org](mailto:mjohns62@HoustonISD.org)