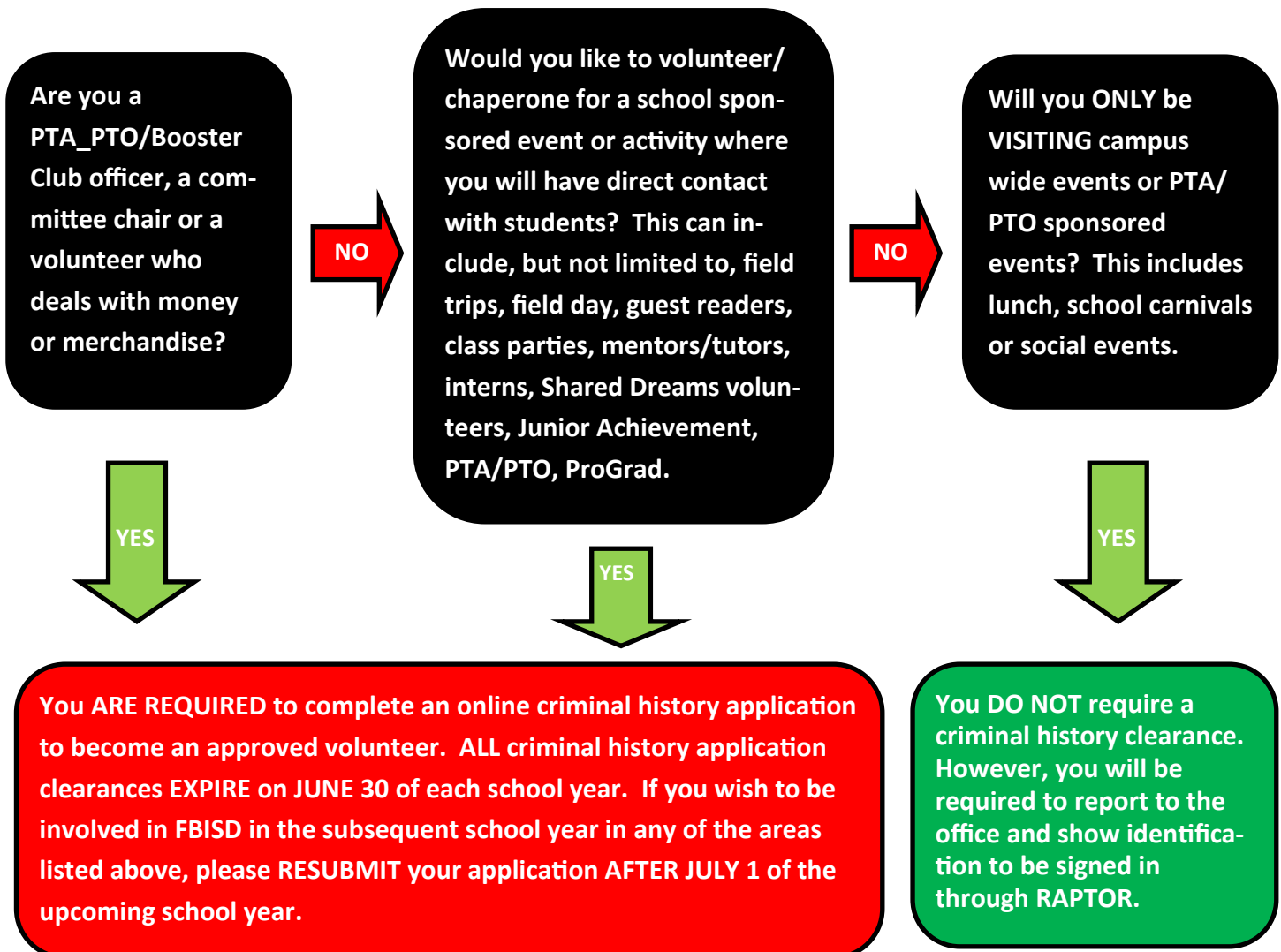


WHO IS REQUIRED TO HAVE A CRIMINAL HISTORY CHECK CLEARANCE TO VOLUNTEER FOR FBISD?



Volunteer Code of Ethics

- **Dependability**-A volunteer shall be responsible for his/her scheduled times and must notify the VIPS Campus Coordinator and/or school staff immediately if not able to meet this commitment.
- **Respect for Authority**-A volunteer shall respect the authority of the school staff and the school administration.
- **Confidentiality**-A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff. If you need help with a student, discuss the matter professionally with the teacher, counselor, assistant principal or principal.
- **Impartiality**-A volunteer shall favor no one side or party more than another in all school situations.
- **Objectivity**-A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.
- **Appearance**-A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

In an effort to ensure we have a productive partnership, the following is important for all our volunteers to be aware of: Per FBISD Policy GKG Local, "no person shall be allowed to perform any volunteer work on District premises without prior approval of the principal." As a result, volunteers should always work within the rules of the school as set by the principal or district administrator. In addition, the campus principal has the final say as to what volunteer work is approved for the campus. In supporting the best interests of our students and the district, a principal (after consulting with their assistant superintendent) or district administrator has the authority to remove a volunteer from their position, if the partnership has proven to be unsuitable.



Tracking Hours & Donations

Why is it important to track volunteer hours and donations?

Recording and reporting all volunteer hours and donations received by your campus club/organization are used in the following ways:

- Many grants, as well as state and federally funded programs, require an accurate reflection of volunteer hours.
- When applying for a bond, one of the factors considered in determining our rating is... *what kind of community support the district has*. The higher the rating the better the interest rate. Simply stated, that affects our taxes.
- Volunteer hours are part of the summative data for your school and becomes part of the overall campus evaluation.
- Your volunteers and partners are valuable to the operation of many campus and district programs. They can influence how you build a program, the materials and equipment needed, scheduling, etc.
- Tracking volunteer and donation data is a valuable tool in detailing and highlighting how volunteers and partners impact not only the students but the community.
- This data represents a statistical snapshot of what you are accomplishing on your campus and tells your story to the community, fundraisers, and potential partners.

When and how do you report volunteer hours and donations?

- Email the total number of monthly volunteer hours not captured through the Raptor system to your VIPS Campus Coordinator.
- Report donation descriptions and values to your Campus Partnership Liaison (CPL) monthly. Please contact your CPL to ask how they would like to receive this information. Your CPL will need the donor's name, monetary value and a brief description.

For more information contact:

Collaborative Communities
281-634-1109
reba.cook@fortbendisd.com



**FOR FUTURE REFERENCE
FBISD PARENT ORGS/BOOSTER CLUBS**

08-03-2019

Questions About...		
PTO/PTA, Booster Clubs, Submitting REQUIRED Registration Documents to Register Campus Organizations and Update Club Officers, Financial Review Guidelines, Financial Review Report	BUSINESS & FINANCE, Parent Organizations www.fortbendisd.com/page/620	Serenity Lemond , Auditor serenity.lemond@fortbendisd.com 281-634-2812
Fundraisers, New Fundraiser Requests, Fundraiser Approval, Activity Funds	BUSINESS & FINANCE, Fundraisers www.fortbendisd.com/page/727	Ron Vlaskamp Manager, Activity Funds ron.vlaskamp@fortbendisd.com 281-634-1165
Food Trucks, Facility Rental, Advertising	ENTERPRISE FUNDS www.fortbendisd.com/domain/4426	Genyne Vinson , Asst. Director genyne.vinson@fortbendisd.com 281-634-3327
Requesting Food Services, Fundraising, Fundraising Guidelines, Frequently Asked Questions	CHILD NUTRITION www.fortbendisd.com/page/334	Elizabeth Garcia , Asst. Director elizabeth.garcia@fortbendisd.com 281-634-1201 Julia Jarrell , Dietitian julia.jarrell@fortbendisd.com 281-634-1192
FBISD Print Shop open to the Fort Bend Community for all printing services at competitive costs. COMMUNITY CUSTOMER Credit Card Only Color Copies, Black & White Copies, Tickets, Programs, Booklets, Window Decals, Stickers, Signs, Banners, Calendars, Personalization	PRINT SHOP fortbendisd.webdeskprint.com Email: dlprints@fortbendisd.com	Juan (John) Barrera Coordinator, Print Shop 281-634-6036 Melissa Borecky Administrative Assistant 281-634-1816
Volunteers, Criminal History Applications, General Volunteer Questions, GPS Mentor Program	COLLABORATIVE COMMUNITIES www.fortbendisd.com/domain/10109	TBD Executive Director 281-634-1109 Tyenise Blackmon , Coordinator tyenise.blackmon@fortbendisd.com 281-634-1444 Reba Cook , Executive Assistant reba.cook@fortbendisd.com 281-634-1109

Reminder PTO/PTA & Booster Club Board members, parent & community volunteers, ProGrad, field trips, class parties... **Volunteer Criminal History Application must be resubmitted annually AFTER JULY 1** even if your application status states "Active". If you do not receive a FBISD email stating you are 'clear to volunteer' in the current school year, resubmit your volunteer application until you see the following message appear on your computer screen: "Your application has been successfully transmitted to Fort Bend Independent School District."
<https://winocweb.fortbend.k12.tx.us/WINOCHE/workspace/>