

Bringing the
community into the
classroom one
volunteer at a time.

Brought to you by:
PARTNERS IN EDUCATION

Katy ISD Partners in Education creates school-support opportunities for parents, businesses and the community by offering a wide variety of options amenable to every schedule, talent and expertise. We bring volunteers into Katy ISD classrooms at each campus and all grade levels.

To learn more or apply online, visit Partners in Education under the "Community" tab at www.katyisd.org

6301 South Stadium Lane
Katy, Texas 77494
www.katyisd.org

Guidelines & Procedures
A Volunteer Resource



Any questions or concerns regarding your volunteer experience should be directed to your VIPS Liaison, VIPS Coordinator, Principal or the Partners in Education staff at 281-396-2468.



WHO ARE KATY ISD VOLUNTEERS?

Volunteers in Public Schools (VIPS) are the behind-the-scenes, hands-on heartbeat of our schools. They're a community of amazing individuals who have a desire and heart to serve our Katy ISD students, staff and campuses.

- Parent/Grandparent/Family Member
- Community Volunteer
- Business Volunteer
- KEYS Mentor
- Junior Achievement Volunteer
- Guest Speaker
- Campus Action Team Member
- Parent Support Group
- Booster Club Member
- AND MORE

HOW DO I BECOME A VOLUNTEER?

- Complete a campus volunteer application form and return it to your campus VIPS Coordinator. *Check your campus for online options.*
- Attend a VIPS Kick-Off at your campus.
- **Report your volunteer hours.**

DISTRICT-REQUIRED REGISTRATION

All volunteers must complete the district-required registration process.



Create your volunteer profile!

CHECK-IN & CHECK OUT

Be on time

- Volunteers park in designated "Visitor" parking areas.
- Call in advance if you're unable to fulfill your commitment.
- Respect teachers' time. All personal concerns should be addressed at a scheduled parent meeting.

Check-in

- Check in with front office and Raptor in with ID.
- Let front office know you're there to volunteer.
- **Always wear your badge.**

Check out

- Check out with front office staff before leaving and turn in your Raptor sticker - this helps your campus track volunteer hours and know who is in the building.

CAMPUS BEHAVIOR

Be courteous

- Please silence your cell phone or turn it off.
- As a representative of Katy ISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff or other volunteers on campus.
- Check campus-specific rules before bringing small children on campus when you volunteer.
- **No photos** unless authorized by campus administration.

Stay on task

- Classroom
 - Serve under the direction of the teacher.
 - Volunteers are not authorized to discipline students.
 - Work with students in an open, observable area.
- Workroom
 - Due to safety concerns, consult individual campus guidelines before bringing small children into the work area.
 - Follow campus guidelines for training and using equipment and materials.

SAFETY AND SECURITY

Student safety is our highest priority

- **Know and understand the Katy ISD Emergency Response Guide posted on your campus.**
- Wear your badge at all times.
- In the event of an emergency, volunteers must follow the emergency management protocols and take direction from Katy ISD campus staff members.
- Never transport a child in your vehicle while on duty as a volunteer.

WHY VOLUNTEER?

Volunteers make a difference in our schools every single day. The time VIPS spend on campus is time given back to our teachers and campus staff, allowing them more time to invest in the next generation.

- Volunteers serve and help others.
- Meet new people, build relationships.
- Provides opportunities to master skills and/or try new things.
- IT'S FUN!

