

## Become a **V**olunteer In **P**ublic **S**chools at Madden Elementary It's as easy as 1-2-3!

1. Complete an on-line Criminal History Check (see steps below)
2. Fill out the volunteer interest form below or online
3. Sign up for volunteer opportunities

To enhance security and your privacy, the District uses - WinOcular. Each volunteer is asked to register online annually - beginning July 1<sup>st</sup> of each year.

### 1. Complete the on-line Criminal History Application.

- a. Go to: <http://www.fortbendisd.com/Page/830>
- b. Click on **Volunteer Criminal History Application**.
- c. Follow the directions on the website, and be sure to **Submit** when you are done.

*Notes:* Only select Madden Elementary and we will contact you. Do not select all campuses. Once your background check is cleared, you will receive an e-mail from the district stating that you are cleared to volunteer.

### 2. Fill out the volunteer interest form below or online (after your criminal history application is complete).

- a. Complete the below form or the online form (sent via email by the campus VIPS Coordinator), to choose where you would like to help.
- b. You will receive emails that will indicate volunteer opportunities throughout the year.

### 3. Sign up for volunteer opportunities.

- a. Your campus VIPS Coordinator will send emails according to your interests to request your help.
- b. The frequency of emails will vary depending on campus needs.



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Complete the following information and return this portion in your child's folder\*. **PLEASE PRINT.**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Which areas can you volunteer in?

- 5<sup>th</sup> Grade Celebration** - Help plan logistics and event details, and/or volunteer during the celebration
- Box Tops Committee** - Count/prepare Box Tops for submission and assist with rewards for Box Top class winners
- Fundraising Committee** - Assist in fundraising, developing ideas and campaigns to fundraise, and collecting donations (i.e. Boosterthon, etc.)
- Lunch Bunch** - Help K-1<sup>st</sup> grade students during lunch (i.e. open food packets, putting straws in drinks, etc.)
- Outclass Helpers** - Assist Library, Music, Art and/or PE teachers
- Room Parents & Helpers** - Coordinate class parties and assist teacher when needed (2 per class). Sign-up sheets will be available in classrooms at "Meet the Teacher" in August
- Teacher Appreciation Committee** - Organize treats, lunches or other events for teachers throughout the year
- VIPS (Volunteers in Public Schools)** - Volunteer at Madden Elementary on *Tuesday's and Thursday's from 9a – 12p* to help students and the school overall (i.e. laminating, die-cutting, assembling projects, general helper, etc.)