



Dear Prospective Volunteer:

The Conroe Independent School District values the contributions made by its many volunteers who diligently work to support our outstanding students, teachers, and programs. It is our goal to provide a safe environment for our students and visitors. Beginning in the Fall of 2007, we are requiring all school volunteers to complete a volunteer application online. In completing the application, volunteers will be submitting information for the purpose of conducting a criminal history check. The District will obtain the criminal history record of all prospective volunteers who will be working with students, including, but not limited to camp counselors, mentors, tutors, field trip sponsors, overnight trip sponsors, any volunteers who will have access to student information, and volunteers who work on a regular basis with students (Board Policy GKG). This check will not be required for one-time volunteers who may work at a special event such as a carnival. The background check is strictly confidential and will be processed through the CISD Department of Human Resources.

If you are interested in volunteering on one of our campuses, please complete the volunteer application by going to our web site at conroeisd.net and following these simple steps:

1. Go to the CISD Home Page.
2. Go to the Parent/Student tab.
3. Click on Volunteer Application.
4. Click on the highlighted Volunteer Application link.
5. Complete the application and select "submit: when complete."
6. The principal(s) at the campus(es) at which you select will be notified that you have submitted an application.
7. You and the campus principal will be notified via e-mail within 2 weeks that your application was approved or if there is a problem that requires further clarification.
8. All information will remain confidential.

We appreciate your understanding and value your time and effort as a volunteer. If you have any questions, please feel free to contact Phyllis Saly at 936-709-7910 or 832-482-6910 or your campus for more information. Computers are also available at your student's campus if you should need internet access.

Sincerely,

Christopher J. Hines, Ed.D.

Associate Superintendent