



ALLEN INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

Dear Prospective School Volunteer:

Thank you for your interest in becoming a volunteer for the Allen Independent School District (AISD). Your support is a tremendous asset to the school campus.

The volunteer applications are processed through the AISD Human Resources Department. An applicant's agreement to the background check is a condition of the application to serve as a school volunteer.

Individuals who wish to volunteer must complete a Volunteer Application for the criminal background check to be conducted. You may apply online through the Allen ISD website, www.allenisd.org. Click on 'Volunteer Registration', this will lead you to the AISD online application screen. If you have not previously applied, select 'new user'; and if you have previously applied, select 'already applied'. Log in with your user ID and password previously created. If you need assistance with your user ID and password, please contact the Human Resources Department, 972.727.0533.

All volunteers are required to apply through our website; however, if an individual does not hold a social security number, they may contact the Human Resources Department for assistance in completing another form.

Individuals may not participate as a volunteer until their application has been approved. The background check **process takes approximately two (2) weeks to complete**. If a person wants to volunteer for an activity that is less than 2 weeks away, please complete the online application, and then contact the campus office, explaining the time constraints. The Human Resources Department will do everything possible to process the volunteer application prior to the event.

If an individual has recently moved into Texas, an out of state background check will be conducted. Volunteers moving into Texas from another country, according to procedures, cannot volunteer for one year, unless they provide the Human Resources Department a certified copy of a criminal background check from their country of residence.

As stated in red in the "Consumer Reports" section of the online application, Allen ISD **does not** conduct credit history checks of any applicant type. Allen ISD sometimes uses a third party to conduct its Criminal Background checks. When it does, those background checks (consumer reports) can be governed by the same Federal Law that governs a credit history check, "The Federal Fair Credit Reporting Act." The legal notice on the application provides you information and obtains your consent as required by that law to run a background check. Allen ISD DOES NOT run or check credit history of its applicants, employees or volunteers.

PLEASE NOTE: All persons who wish to continue volunteering must reapply each school year. **For the upcoming school year 2009-2010, please wait until after June 19, 2009, to complete an online volunteer application.** If completed before this date, your application will be deleted at the end of the current school year.

Any questions please contact the Human Resources Department.

Kent Turner
Executive Director of Personnel

Elsa Canaan
Criminal Background Specialist
Human Resources Department
972.727.0533