



**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](http://www.allenisd.org). Click on 'Popular Links/Hot Topics', select 'Volunteer Registration', this will take you to the AISD online application screen. If you have not previously applied, select 'are you a new user'; and if you have previously applied, select 'have you 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.

**PLEASE NOTE:** All persons who wish to continue volunteering must reapply each school year. **For the upcoming school year 2008-2009, please wait until after June 20, 2008, 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.

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Executive Director of Personnel

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Criminal History Specialist  
Human Resources Department  
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