

VIPS ... Volunteers in Public Schools

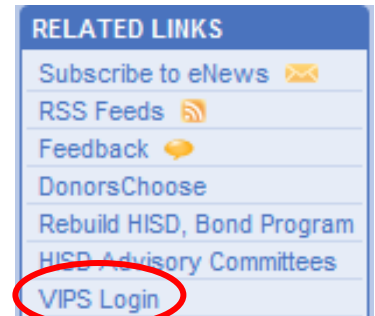
Register to Volunteer

Did you know that just about every time you come to Condit, you are probably volunteering?!?! Whether coming to bring cupcakes for your child's class, read a book to the class, stuff Wednesday folders, attend a field trip, drop off supplies for a class project, attend a PTO meeting, shift work at the Fall Carnival, or any other school activity... you are volunteering. Many of you also do volunteer work from home or at committee meetings. This is all valuable volunteer time which you are giving to our kids and Condit.

HISD's policy is that no one can volunteer in a school unless a background check has been done on them - this is for the safety and protection of our kids. We cannot get background checks processed unless *first*, you are registered in VISITS (Volunteers in Schools Information Tracking System) and *second*, you provide us with a copy of your driver's license. **If you were cleared to volunteer last year, you DO NOT need to re-register again; it is a one time registration!**

You can login to VISITS at any computer, at the front desk in the school office, your home computer, or your laptop. It is very easy!

- Go to: www.houstonisd.org
- Scroll down the right side of the page under the RELATED LINKS section and look for VIPS Login.
- Follow the directions as you complete each screen. Make sure you click **Register** or **Save** as you complete each screen or your information will not be saved.
- Also see the **How Do I Register to Volunteer** handout for detailed instructions to register online.
- After you have completed registration, please fill out the VIPS Access to Run Background Check form and return it, along with a **copy of your driver's license**, to Nurse Ella in the front office.



You **MUST BE** registered and return the background form with your driver's license or you **will not** be able to volunteer at school functions, go on field trips, etc. **This is for the safety of our kids and Condit.**

If you have any questions about this process, or are not sure if you were on our volunteer list last year, please email me at: jen13cortez@msn.com

Remember, if you registered and were cleared last year, you **do not** have to re-register this year.

Condit needs and appreciates all of our volunteers! We could not coordinate class parties, field trips, book fairs, fall carnival, field day, etc. without all our wonderful volunteers. Thank you for everything you do for Condit and our kids!

* Jeny Cortez
VIPS Coordinator