

# Volunteer Handbook

2026-2027



# LAKE TRAVIS ISD VOLUNTEER PROGRAM

## About Volunteering

- A volunteer can perform any job that does not require working alone with students.
  - **Please note:** If a volunteer plans to work alone with one or more students, they must agree to a complete criminal background check to be conducted by the Texas Department of Public Safety.
- Volunteers are required to present a government-issued ID and sign in at the front office **each time** they visit a campus.
- Volunteers are required to sign a confidentiality pledge (<https://bit.ly/vol-con>) each school year.
- Volunteer opportunities are available as soon as the campus is ready to receive assistance.

## WHO CAN BE A VOLUNTEER?

School volunteers are **adults of all ages** with **unique personal and professional experiences**.

**Everyone** who cares about children and education can be a volunteer!

**OUR VOLUNTEERS ARE** Parents, business partners, retirees, college students, or other caring, concerned adults who want to make a difference in our community

## FREQUENTLY ASKED QUESTIONS

### Can I choose whether I'd like to support students, teachers, and/or staff?

Volunteer opportunities are varied and endless. Some volunteers choose to work directly with students, while others choose to perform necessary support services for teachers and staff.

### What is the time commitment for a volunteer?

It's your choice! Many volunteers make a regular commitment to share an hour or more per week. Some volunteers are on call, while others perform one-time tasks during a semester or school year.

### Do volunteers need to sign the confidentiality pledge every school year?

Yes. Sign the confidentiality agreement by visiting <https://bit.ly/vol-con>

### Why do I need to sign in and sign out every time I volunteer?

These sign ins and sign outs help prepare an accurate report for the administration to track your volunteer hours, and evaluate the achievements of the volunteer program and the degree of involvement. Volunteer hours are used to qualify for grants, provide necessary data when applying for district/campus volunteer recognition and awards, measure dollars volunteers help the district save, and provide meaningful data regarding community involvement goals.

### How do I get a "Best Club" membership card?

Volunteers with 100 or more documented hours of yearly service receive a card for free admission for two to district-sponsored activities. These cards are good for one year to the date it was issued.

## **VOLUNTEER GUIDELINES & RESPONSIBILITIES**

### **Dependability**

Make a professional commitment. Be a positive role model by acting professionally and dressing appropriately. Teachers and students are counting on you, so be dependable. Please contact the school office if you are unable to come at your committed time.

### **Communication**

If you have questions involving your volunteer work, please ask the appropriate person - either the PTA/PTO contact, teacher, principal, campus volunteer coordinator, or the community relations specialist. Suggestions regarding the volunteer program are always welcome!

### **Confidentiality**

A feeling of mutual understanding and trust between school staff and volunteers is essential. As a volunteer, your responsibility is to maintain confidentiality at all times. You will be required to sign a confidentiality pledge annually.

### **Accountability and Tracking Volunteer Service Hours**

Each volunteer should bring their government-issued ID and sign in at the front office of the school for each visit. Volunteers must wear their provided identification badge at all times and return it to the front office upon departure.

These sign ins/sign outs allow us to prepare an accurate report for the administration to track your volunteer hours, and evaluate the achievements of the volunteer program and the degree of involvement.

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