

**Montgomery Independent School District**  
**Administrative Services/Human Resources**  
**13159 Walden Road**  
**Montgomery, Texas 77356**  
**(936) 582-1333 Fax (936) 582-5068**

August 2011

Dear Volunteer,

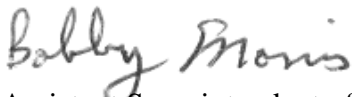
The purpose of a school volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the schools. Volunteers help Montgomery Independent School District meet its mission of providing a quality educational foundation to successfully prepare students for their future. In short, school volunteers are a valuable, needed and appreciated resource to our students and staff alike.

All of our children are full of potential and promise. Each and every young person attending our schools must be provided a safe and secure environment that nurtures and enhances their learning. Screening our volunteers provides assurance to our parents and to our community that the district is taking the necessary steps to proactively and reasonably preserve a safe and secure learning situation.

Continuing with this school year, volunteers who work directly with campuses and with students will be required to complete a volunteer services form and an authorization for criminal history background check. The background check is strictly confidential and will be processed through the MISD office of Human Resources. The continued success of Montgomery's young people depends on the steady increase of community support for the District's schools, and volunteerism is an excellent avenue by which to get involved and support our schools.

If you are interested in volunteering on one of our campuses, please complete the attached Montgomery ISD Volunteer Services Form and the Authorization for Criminal History Background Check and return it to your specific campus secretary.

Sincerely,



Assistant Superintendent of Administrative Services

# Montgomery ISD Volunteer Services Form

(Return form to the building principal's office)

Volunteer's Name: (Print) \_\_\_\_\_

Child's Name: (Print) \_\_\_\_\_ Child's Campus \_\_\_\_\_

Day Time Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Best Time to Contact You: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Campus: (List all for which you wish to volunteer)

\_\_\_\_ Lone Star Elementary      \_\_\_\_ Stewart Creek Elementary      \_\_\_\_ Montgomery Jr. High  
\_\_\_\_ Madeley Ranch Elementary      \_\_\_\_ Montgomery Intermediate      \_\_\_\_ Montgomery 9<sup>th</sup> grade campus  
\_\_\_\_ Montgomery Elementary      \_\_\_\_ Montgomery Middle School      \_\_\_\_ Montgomery Senior campus

Please Check One of the Following:

\_\_\_\_ Parent      \_\_\_\_ Community (No Student in School)      \_\_\_\_ Business

We appreciate your interest in serving the students and staff of the Montgomery Independent School District. Please be aware that under Texas Education Code 22.083 and School Board Policy GKG (Legal) the district is authorized to obtain a criminal history record of all applicants and volunteers in the district.

*The campus will be informed when the volunteer is eligible to begin*

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## Montgomery Independent School District Criminal History Authorization for Volunteers

Montgomery Independent School District is authorized by state law to obtain criminal history record information on individuals who intend to serve as volunteers for the district (Texas Education Code 22.083). The information requested below is necessary to obtain criminal history record information.

Name: (Print) \_\_\_\_\_  
Last First Middle

Have you ever used another name(s) including maiden name? If yes, please list: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License \_\_\_\_\_ State \_\_\_\_\_  
mm/dd/year

Sex: \_\_\_\_ Male      Ethnicity: \_\_\_\_ African American      \_\_\_\_ American Indian      \_\_\_\_ Asian  
\_\_\_\_ Female      \_\_\_\_ Hispanic      \_\_\_\_ White      \_\_\_\_ Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for volunteer service, but will be used solely for the purpose of obtaining criminal history record information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Yes      \_\_\_\_ No      I have also submitted a request for a background check at the following MISD campus(es).  
Please check.

\_\_\_\_ LSE      \_\_\_\_ MRE      \_\_\_\_ MES      \_\_\_\_ SCE      \_\_\_\_ MIS      \_\_\_\_ MMS      \_\_\_\_ MJHS      \_\_\_\_ MHS      \_\_\_\_ Substitute