



Volunteers

Frequently Asked Questions

What is the volunteer application process? Prospective volunteers must complete a Burnet CISD Volunteer Application and DPS Computerized Criminal History (CCH) form through the Raptor online application. [Click here to submit your application.](#) A new application must be completed each year. All volunteer applicants are required to have a personal email address in order to submit the application, which includes automated notification that the application has been received and again when it is approved.

How soon do I need to complete the volunteer application process? Prospective volunteers must submit their volunteer application two weeks prior to the event.

Why is every volunteer required to submit a DPS Computerized Criminal History (CCH) form? This is a precaution to protect the safety of our students and the liability of our District. It is also the law. The Texas Education Code 22.0835 states that a school district must obtain all criminal history record information that relates to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the district.

What if a volunteer refuses to submit a DPS Computerized Criminal History (CCH) form? They will not be allowed to volunteer with Burnet CISD. The Texas Education Code 22.0835 states a person may not perform any volunteer duties until all requirements have been satisfied.

How long does it take to get the results of the DPS Computerized Criminal History (CCH) form? Once all of the required information is received, the process takes up to five business days.

How will a prospective volunteer be informed of his/her eligibility status? If the prospective volunteer is determined to be eligible to volunteer they will receive an email from Raptor Technologies. If the prospective volunteer is determined to be ineligible, the Director of Human Resources will contact him/her.

Do prospective volunteers need to complete the application process more than once a year, if they have children at more than one campus? No. The determined volunteer eligibility is district-wide.

Do volunteers have to complete the volunteer application process in order to participate in the PTO (i.e. book fair, school carnival, etc.) and Booster Club (i.e. concession stand, spirit trailer, etc.) activities? Yes, all prospective volunteers, including PTO and booster club members participating in activities, must follow the same application process.

Under what circumstance are parents of Burnet CISD students required to complete the volunteer application process? The distinguishing factor is whether the parent is volunteering their time with the District or strictly spending time with only their student. The volunteer application process is not required for parents when they drop off school items to their child's campus, eat lunch with only their child, or attend special programs as an audience member. Volunteer circumstances that do require a volunteer application process include chaperoning field trips, chaperoning after school programs, tutoring students, participating in fundraising activities or selling items on campus. Any activity that requires a parent to be involved with Burnet CISD students during Burnet CISD sponsored events for moderate amounts of time, even if it is a one-time event, must complete the application process.

Do Burnet CISD employees or substitutes need to complete a volunteer application? Yes