

Arlington Classics Academy

Volunteer Application Packet



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Welcome

We want to thank you for your interest in volunteering at ACA; volunteers are the heart of ACA. Volunteers make so many things possible that would either go undone or have a great budgetary impact. The volunteer's efforts directly enrich our children's educational experience at ACA.

When are volunteer packets accepted?

Volunteer applications are accepted during three months per school year for background checks:

- July 1-August 31 of each school year
- January 1-31 of each school year

If a volunteer application is received outside of these dates it will be destroyed for reasons of privacy for the applicant. Only complete applications with driver's license attached will be processed. Incomplete applications or those lacking a copy of the driver's license cannot be processed and will be destroyed for reasons of privacy for the applicant.

Who must apply to be a volunteer?

If you regularly help at ACA and you meet one of the following criteria:

- You are a parent, grandparent, or guardian performing volunteer work **and** may be unaccompanied at any time by an ACA employee while performing your volunteer duties. (Examples: drop-off and pickup, Dad's Club, classroom help, cafeteria help, field day help, field trip chaperones, auction, etc.)
- You are not a parent, grandparent, or guardian of an ACA student enrolled on the campus where you will be volunteering.
- An ACA Administrator requests that you complete a volunteer application

How do I apply to be a volunteer?

There are two forms and an attachment that must be completed and turned in. These are:

- 1) Arlington Classics Academy Volunteer Application and Criminal History Check Authorization, and
- 2) DPS Computerized Criminal History Verification Form with a copy of your driver's license attached.

Completed forms and a copy of your driver's license should be turned in to the Office of Human Resources, ACA Administrative Offices, 5206 South Bowen Road, Arlington, Texas 76017. The ACA Administrative Offices are in the house-like structure in front of the castle and to the left of the Bowen campus.

How does the process work?

You complete the required forms and turn them into the Human Resources Office of the ACA Administration Offices. A computerized criminal history verification check will be performed by accessing the Texas Department of Public Safety Secure Website. The results of this search will be reviewed against the ACA Criminal History and Background Review Procedures. The Director of Human Resources will notify by email applicants who meet the standards and place their names on an Approved Volunteer List. Applicants who do not meet the standards will also be notified by email and receive information on how to appeal. **Applications which do not include the required email address of the applicant will not be processed because they are incomplete.**

How long does the process take?

Please allow two to four weeks for processing of your application. Every effort will be made to process your application in a timely manner.

What happens if I have a criminal history that appears during the DPS Computerized Criminal History Verification process?

The Director of Human Resources reviews the information and makes a determination if the applicant is eligible to serve as a volunteer based on the Criminal History and Background Review Procedures. If there is a question as to extenuating circumstances concerning the service of any potential volunteer, the Executive Director of Schools has final authority on determining the eligibility of an applicant.

How will I be notified of my eligibility status?

Eligible applicants will be emailed a notice of their approved application and will be placed on an approved volunteer list that can be viewed by the campus administrative staff. A valid email is required to complete the volunteer application. Ineligible applicants will be emailed information about the appeal process.

If I am deemed ineligible, can the details of my application be disclosed to me?

No, the Director of Human Resources has received specialized training and permission from the Texas Department of Public Safety to access Computerized Criminal History and is prohibited from sharing this information with anyone, including the applicant.

What information does ACA keep on file?

ACA will keep the Arlington Classics Academy *Volunteer Application and Criminal History Check Authorization* and the *DPS Computerized Criminal History Verification Form* on file for every applicant. This provides us an audit trail of all volunteer applications, which we are required to maintain.

What are the privacy protections over the information kept on file?

A list of approved volunteers is provided to the administrative staff of the campus on which you have applied to serve. ACA is an open enrollment public charter school. As such, the Texas Open Records Act applies to us. Data on approved volunteers may be subject to release under the Texas Open Records Act. The data that we maintain on approved volunteers is the following “directory” information: Applicant’s name, address, telephone number, and electronic mail address.

Each applicant will be given the choice to opt in or out of sharing “directory” information with third parties.

Our records are subject to audit by the Texas Department of Safety, Texas Education Agency, and other State and Federal government authorities. Review of records during an audit is not considered disclosure to a third party.

What if I have completed a DPS Computerized Criminal History for an employer or another agency as a volunteer? Do I still have to fill one out for ACA?

Yes, we are required by Texas Education Code 22.0835 to 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 ACA. We must have written authorization from you to perform the necessary review of your DPS Computerized Criminal History.

What happens if I do not have a form of identification issued by the U.S.?

There are some extra steps in the process for non-U.S. citizens. Please complete the application packet and contact our Human Resources Office at 817-987-1819. You will need to bring in your passport and a photo I.D. to our Administration Offices at 5206 South Bowen Road, Arlington, Texas, 76017.

How often does ACA require a volunteer to reapply?

Volunteers are required to complete a new volunteer application packet each school year.



DPS Computerized Criminal History (CCH) Verification Form

I, _____,
APPLICANT or EMPLOYEE NAME (Please Print) (Also sign and date in the blank at the end of the form)

have been notified that a computerized criminal history (CCH) Verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on the name and date of birth information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this search method. Therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine. For the fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment and submit a full and complete set of my fingerprints, and pay a fee to the fingerprinting services company, L1 Enrollment Services. Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by ACA. Required for future DPS audits)

Signature of Applicant or Employee

_____/_____/_____
Date

Arlington Classics Academy
Agency Name (Please print)

Greyden Barnett
Agency Representative Name (Please Print)

Signature of Agency Representative
_____/_____/_____
Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO <u>X</u> _____	_____ Initial
Purpose of CCH: <u>Volunteer</u>	
Eligible _____ Ineligible _____	_____ Initial
Date Printed: <u> </u> / <u> </u> / <u> </u>	_____ Initial
Date Destroyed: <u> </u> / <u> </u> / <u> </u>	_____ Initial