

**Approval of Volunteers in Public Schools (VIPS)**  
**College Station ISD - Administrative Guidelines**  
*Revised: 10/14/2015*

**PURPOSE**

The document will provide guidance for the approval process for any person wishing to volunteer at the College Station Independent School District.

**PROCEDURE FOR VOLUNTEER APPROVAL**

1. Each person shall be approved by the office of the Director of Communications prior to volunteering at a school building, event, field trip or any related CSISD activity.
2. Submit completed approval form to the office of the CSISD Director of Communications.
3. By signing the approval form, you give CSISD written consent to run a criminal history check using your name and other identifiers.
4. Approved volunteers will be listed on a master list which is to be distributed to each campus.
5. Volunteers must receive approval each calendar year. The new volunteer list will take effect on July 1 of each year.
6. NOTE: Due to the high volume of approvals, CSISD suggests forms be turned in two weeks prior to the event at which you want to volunteer.

**APPROVAL GUIDELINES**

- 1.) A VIPS applicant will be denied the opportunity to volunteer at CSISD if he/she has been convicted of one of the follow non-reviewable offenses:
  - Criminal Homicide
  - Capital Murder
  - Public Lewdness
  - Injury to a Child
  - Aggravated Sexual Assault
  - Indecency with a Child
  - Abandoning or Endangering a Child
  - Sale or Purchase of a Child
  - Kidnapping and False Imprisonment
  - Prohibited Sexual Conduct
  - Murder
  - Rape
  - Sexual Assault
  - Arson
  - Robbery
  - Obscenity
- 2.) A VIPS applicant will be denied the opportunity to volunteer at CSISD if he/she has a recorded felony with in the last 10 years, including, but not limited to, conviction, no contest pleas, deferred adjudication, etc. CSISD maintains discretion to allow an individual in this category to volunteer, although exceptions are rare.
- 3.) A VIPS applicant may be denied the opportunity to volunteer if he/she has an egregious amount of misdemeanor convictions in the past five years or has been recently charged with a felony that has not made its way through the legal process.

***If you feel you were wrongly denied the opportunity to volunteer for CSISD, please contact:***

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