## FOR VOLUNTEERS Creating a VOLY Account/Background Check

#### 1. Go to lewisvilleISD.voly.org

 Confirm you are in the right spot by looking for the LISD logo in the top left hand corner of the page.

<b>Google Translate HERE!</b> Click the drop down to translate the site into othe	r languages.
Causes Opportunities Teams Schools	+7 Edgill
Create A Volunteer Account!	OR Already Have An Account? Please log in.
Legal First Name* Legal Last Name*	Log In
Email Address* Confirm Email Address*	
Phone Number* Zip*	Volunteer From Anywhere Now available in the
Password*	iTunes & Google Play Store
Confirm Password*	age table for the set of the factor of the set of the s
I'm not a robot	
Create Account	
By signing up for a Voly account, you confirm that you are at least 13 years old and that you have read and agreed to the Voly Terms and Conditions.	
If you are NEW to VOLY create your account HERE!	If you are an existing volunteer returning

- **IMPORTANT:** Make sure you are using your LEGAL First and Last name. This is shown on your Drivers License or a Government issued document. You will not be able to change or edit your name past this point. You will need Admin assistance to edit account name or email. To do so email partnerships@lisd.net
- Click the purple 'Log In' button

#### 2. Select your 'Volunteer Type'

• Click 'Complete' or 'Update'

(This can be updated by the volunteer at any moment)

Click Here To	Complete My	Requirements
	1 2	

#### $\otimes$ Not quite ready to Volunteer

Requirement	Not Completed	In Progress	Completed	Expiration Date	
Volunteer Type	Not Completed		Not Completed	-	Complete

#### Volunteer Type

In order to continue you need to select the type of volunteer you will be. Each type may have additional requirements once selected.

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General Community and Parents/Guardians of LISD Student All General Volunteers require a background check. You will NOT be able to volunteer for pportunities until you have completed the background check form and have been approved Background checks can take up to two weeks to complete.

#### ISD Employees

LISD Employees must complete the following:

Save Volunteer Type

## **HOW CAN I CHANGE MY VOLUNTEER TYPE?**

- Click on 'My Applications'
- Select 'Update'

My Applications

Then select your 'Volunteer Type'



#### Volunteer Instructions

Thank you for your interest in volunteering for the Lewisville ISD. To get started please complete a volunteer application! Click the link below to begin. NOTE: ALL STATUSES MUST BE GREEN TO VOLUNTEER.

### Ready to Volunteer

Requirement	Not Completed	In Progress	Completed	Expiration Date	
Volunteer Type			Active	June 30, 2025	Update

#### Lewisville ISD Volunteer Application

Demographic Information

Eiret Nama*	
Flist Name	
Last Nama*	
Last Name*	
Street Address*	
City*	
State*	

#### 3. Lewisville ISD Volunteer Application

- This is your personal demographic information. Be sure your first and last name match your Drivers License.
- Make sure to complete all required fields \*

 This is where you will select what school(s) you would like to Volunteer with. (You can go back to your 'Profile' and select another school later if needed.)

- To complete please make sure you are clicking the box
- Then click 'Save & Continue'

#### Additional Information

With which of the following school(s) do you plan to volunteer? (Check all that apply)

Last Name\*

- Arbor Creek Middle School
- BB Owen Elementary School
- Bluebonnet Elementary
- 🗆 Briarhill Middle School
- Bridlewood Elementary
- Camey Elementary
- Castle Hills Elementary

#### Signature

I hereby confirm that Lewisville ISD Volunteer Application is complete.

First Name\*

Today's Date\*

08/14/2024

By clicking, I am providing my electronic signature.\*

#### 4. Background Check Consent

- If you don't have a middle name please enter NONE in the field.
- Enter date of birth MM/DD/YYYY
- Make sure to complete all required fields \*
- Check the box
- Click 'Save & Continue'

## **Background Check Consent**

#### Volunteer Information

Legal First Name*	Legal Middle Name*	Legal Last Name*	
L	If you don't have a middle name, please enter NONE in the field above.	J [	
Date of Birth*			

#### Address Information

Street Number*	Street Name*		
City*	State*	Zip*	
□ I understand that a ISD campus. I also t	background check is rec understand that the bac	quired prior to volunteering on any Lewisville kground check can take 2-3 weeks to comple	e te.
Save & Continue	e		

# FOR EMPLOYEES ONLY

## Please skip this step if you are NOT an LISD Employee



Username		
Password		
	Login	

#### PLEASE LOGIN HERE USING YOUR LISD COMPUTER LOGIN.

Thank you for submitting your information! You will receive a follow-up email by the next business day. 💦 🗙

# YOU WILL KNOW YOU HAVE SUBMITTED YOUR INFORMATION WHEN YOU GET THE GREEN POP UP ABOVE.

## YOUR APPLICATION ENDS HERE AND YOU WILL RECEIVE EMAILS ON THE FINAL PAGE

	ville ISD Background Check		<u>5. Lewisville ISD</u>
			Background Check
G Select Language V The applicant understands th expressly releases any law e agencies. If there is a need fi limited to, photographs and f	nat the criminal history record search may include loo enforcement agency, record holder or individual from or further clarification of the applicant's identity, the a ingerprints.	al, state and national law enforcement agency records and hereby any and all liability for releasing any and all information from these pplicant agrees to provide additional information including but not	Translate
The information provided her	re is required only to obtain criminal history records o	heck.	
First Name*			
Middle Initial*			If you don't have one type in
Last Name*			NONE
Suffix			
Address*	Street Address		
	Address Line 2		
	City	State / Province / Region	
	Postal / Zip Code	Country	Don't forget to enter Country
Phone Number*	Gender* Race*	Date of Birth*	
	· ·	Please use format MM/DD/YYYY	
Type of ID*	This is the ID you show to the school to verify your identity.		(Type of ID) options
ID Number*			Drivers License     State ID
Have you ever been found g for any felony or misdemean contact or prostitution; crime later dismissed, deferred, va occurred, a statement of the	uilty of, entered a plea of nolo contendere (no contest or offense under Federal, State, or Tribal law involvir s against persons; or offenses committed against or cated, or expunged. If you answer "YES," you must p accusation(s) against you, and the final or current di	it) or been arrested for, been charged with, or are you awaiting trial g crimes of violence; sexual assault; molestation; exploitation; involving children? You must answer "YES" even if the matter was provide dates of the proceedings, the court where the proceedings sposition of the matter.	<ul> <li>Concealed Handgun License</li> <li>Consular ID Card</li> <li>Green Card</li> </ul>
Criminal History Response <sup>*</sup>	⊖ Yes	⊖ No	Active Military Card
Agreement			have any of the above types
this application, I also agree form, I acknowledge my inter handwritten signature.	to consent to a criminal history background check to to have Lewisville ISD perform a criminal history bac int to electronically sign this document and that my el	the above named individual, and I understand that by completing kground check on the above named individual. By submitting this ectronic signature has the same meaning and effect as my	partnerships@lisd.net
I acknowledge that Lewisville Notwithstanding the above, i hereby release and hold han information in connection wit negligence, or any other cau	e ISD is generally immune from liability for any act or in connection with and in consideration of Lewisville I mless any LISD employee, representative, agent, tru th this criminal history records check from all liability use of action that may arise in connection with the con	omission in any way related to this criminal history records check. SD's review of this application for volunteering or observing, I stee, and any other individual or entity that requests or supplies of any kind, including liability resulting from negligence, gross induction of this criminal history records check.	
I understand that this applica	ation becomes the property of the Lewisville Independent	dent School District and no part of it is returnable or available to me.	
I understand that Lewisville I or disability status, of otherw	SD is an equal opportunity employer and does not d ise qualified individuals.	scriminate because of race, color, national origin, sex, age, religion,	
Verification*	I have read in full and understand the above sta	tements and conditions for volunteering or observing.	Click the box
Date	This is the date this application is completed. You may not chan Date will be captured on form submission	ge this date.	• Press Submit
Submit	The	ink voul	
	Your form ha	as been submitted.	BE SURE YOU SEE THIS SCREEN!
	Powered h	v Lasefiela Forms	

## <u>How do I make sure all my information has been</u> submitted for background checking?

- 1. You will receive this email stating HR has received your information from backgrounds@lisd.net
  - a. Make sure to check spam folder
  - b.This email goes out at 10 am, 1 pm, 4 pm, and 10 pm daily



# 2. Once you are approved you will receive this email from partnerships@lisd.net

**IMPORTANT:** This process <u>should not take longer than 2 weeks.</u> If it takes longer please resubmit your background check.



If you are still having issues please contact your school's front office or partnerships@lisd.net