



You Do Make A Difference!

Thank you for volunteering your time and care to the kids we serve. Your service to them will make a tremendous impact in their lives. You may or may not see the results immediately, but the difference you make is there. Maybe it won't be until they're deciding whether to go to college and they remember something you said that motivates them to believe they can do it. Maybe it's when they're faced with an important decision and choose to do the right thing and stay out of trouble because of your example. You'll never know the fullness of the impact you'll make in their lives, so we value you and your decision to help the kids in our community "succeed in school and in life".

If you have any questions about Communities In Schools please let us know. You can visit with the Campus Coordinator you volunteer with or contact us at the information below.

This document is a PDF fillable document, please complete the document by filling in the blanks. Once you have completed the document, please print and sign all necessary pages.

Please return this packet to our main office:

**1654 Campus Ct
Abilene, TX 79601
325 -232-8712 ext 202
info@cisbigcountry.org**



Communities In Schools of the Big Country Intern / Volunteer Checklist

(This page is for CENTRAL OFFICE USE ONLY)

Applicant Name	Date Completed
Campus Assignment	
Completed volunteer application 1. Guidelines/Policies Signed 2. Criminal History Signed 3. Orientation Acknowledgement Signed 4. DPS Verification Signed 5. Criminal History Information Request Signed	
Any Missing signatures send back to Applicant	
Completed Background check via DPS website	
Notify Campus Coordinator when approved	
Notify Applicant when approved	
Given specific assignment and proper training (on campus)	
Approved By:	

Permission to use photo for publicity? (Circle) YES or NO
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CIS Intern / Volunteer Application

Social Security #	Last Name	First name		Middle	
Please list Other Names Used		Email Address(es)		Cell Phone	
Residence Address		City	State	Zip Code	Home Phone
Mailing Address (if different from residence)		City	State	Zip Code	Fax
Marital Status Single Married Divorced Separated	Gender Female Male	Birthdate	Do you speak a language other than English? Yes No If yes, what language(s)? _____		

Are you Employment Status? Employed Retired Student	If employed, please answer the following: Place of Employment			Work Phone	
	Work Address		City	State	Zip Code
Citizenship US Citizen Eligible Non Citizen	Position		Supervisor		
	Length of time with this employer		May we call you at work Yes No		
Highest level of education High School Associates Degree Bachelors Degree Masters Degree	Have you ever been convicted of a felony?	Have you ever been convicted of a misdemeanor?	Have you volunteered before? If yes, where?		
	Yes (explain below) No	Yes (explain below) No			
Have you lived outside of Texas any time in the past 5 years? If yes, please list the states, countries and approx. dates below: YES NO Explain any felony convictions, probation, adjudication or misdemeanors you've had or have (including dates, states, nature of offense, etc.) 					
EMERGENCY CONTACT INFORMATION: CONTACT PERSON'S NAME: _____ CONTACT'S RELATIONSHIP TO YOU: _____ CONTACT'S PHONE NUMBERS/ CELL NUMBER ETC.: _____ ANY ALLERGIES, MEDICAL CONDITIONS WE SHOULD KNOW ABOUT, ETC.: _____					



CIS Agreement

- I understand that meeting with my matched student(s) consistently is one of the most important things I can do; therefore, I will make time for the program at the agreed upon times.
- I understand that all contact is restricted to the campus assigned by the program. Phone numbers, addresses and email addresses are to NOT be exchanged between volunteers and the students.
- I understand that the relationship between the matched student(s) and me is a one-on-one relationship and it is important to establish myself as a positive role model.
- I understand that I may acquire personal information about my matched student(s) and ALL information must be kept confidential between the student, me and CIS staff. I will not discuss this information with any person other than the assigned professional staff of the CIS program.
- I will maintain regular contact with the CIS Campus Coordinator or designated staff.
- I will adhere to campus/site rules established by the CIS Campus Coordinator, including the completion of paperwork.
- If a problem should arise during the relationship, I will notify the CIS Campus Coordinator immediately.
- If my personal information, such as address, employment, phone number changes I will notify the CIS main office immediately.
- I understand that I will be asked to participate in a program evaluation.
- I will adhere to procedures for campus/site and activity visits per the Volunteer Orientation and Training guidelines.
- I understand that per CIS liability rules and regulations, I cannot transport students in my vehicle without prior authorization from the Program Coordinator or designee.
- If I am unable to meet with my student(s) I will call the CIS Campus Coordinator immediately to ensure that the student(s) are notified and proper arrangements can be made.



CIS Code of Ethics

- **Preparedness** – Intern / Volunteers are prepared to be a friend to a young person and demonstrate consistent, dependable, trustworthy, accepting, honest and respectful behaviors.
- **Integrity** – Interns / Volunteers consistently act in ways that are ethical, earning the respect and trust of their matched student(s) and supporting community partners.
- **Commitment** – Interns / Volunteers are steadfast in their commitment to the policies and procedures of the CIS program.
- **Knowledge Builder** – Interns / Volunteers actively seek out shared opportunities that enhance the knowledge, skills and abilities of their matched student(s).
- **Attitude** – Interns / Volunteers value the diverse racial, economic, cultural and religious traits of their matched student(s).
- **Patience** – Interns / Volunteers must be patient. Instant friendship rarely happens and it may take several visits to become comfortable with one another.
- **Confidentiality** – Interns / Volunteers act in the best interest of the CIS program and ensure confidentiality, taking care to protect against inadvertent disclosure.
- **Accountability** – Interns / Volunteers make regular contact with the matched student(s) as agreed with the CIS program to ensure an effective relationship between the student(s) and the volunteer.
- **Appropriateness** – Interns / Volunteers refrain from profanity, toward the school, school faculty or staff, inappropriate physical contact, violations of the law or school codes of conduct.
- **Eligibility Screening** – Interns / Volunteers authorize the completion of required background checks to cover criminal history, driving records, personal interviews and other forms of screening as deemed appropriate by the CIS program.
- **Community Service** – Intern / Volunteers maintain a steady presence in the lives of youth and in community efforts that strive to encourage others toward participation in volunteer efforts.



CIS Guidelines/Policies

- Interns / Volunteers will not abuse student including but not limited to:
 - Physically striking, spanking, shaking or slapping
 - Verbally humiliating, degrading or humiliating, threatening terminology
 - Inappropriately touching a student
- Using, possessing or under the influence of drugs or alcohol during volunteer times.
- Smoking or the use of tobacco products is prohibited in the presence of students or parents during volunteer times.
- Intern / Volunteers must appear clean, neat and appropriately dressed (casual business attire) and their CIS Volunteer name tag.
- Intern / Volunteers will abstain from humiliating or frightening disciplining techniques.
- Intern / Volunteers may not use profanity in the presence of students or parents.
- Gifts are prohibited. If you would like to donate something, please talk with the CIS Campus Coordinator.
- Intern / Volunteers must be free of physical or psychological conditions that may affect a students well being.
- Fraternizing with CIS students who are aged 18 or older IS prohibited outside CIS chaperoned activities.
- I understand that Texas State Law requires all citizens to report any suspected abuse or neglect to the Texas Department of Protective and Regulatory Services and their local law enforcement agency.

I understand that any violation of the Agreement, CIS Code of Ethics, Guidelines or Policies may result in termination.

APPLICANT (PRINTED NAME)

APPLICANT'S SIGNATURE

Date



Volunteer Criminal History

CISBC seeks to create a safe sanctuary for students, free from crime, violence, drugs, and abuse. Pursuant to the Texas Education Code CISBC conducts screenings for any record of criminal history. CISBC shall obtain the criminal history record of prospective volunteers who will be working with students. All volunteers are required to submit to a criminal history background check before participating as a volunteer with CISBC.

Volunteers shall be denied if they meet the following criteria:

- Prior felony conviction under Texas Penal Code Title 5 (crimes against the person), or
- Conviction requiring registration as a sex offender.

Volunteers may be denied if they meet the following criteria:

- Prior felony conviction or deferred adjudication of a felony offense.
- Prior conviction or deferred adjudication of a misdemeanor offense within the last 5 years involving moral turpitude (acts that are generally considered morally or ethically wrong), including but not limited to, crimes that involve dishonesty, fraud, deceit, misrepresentation, deliberate violence, or offenses involving drugs or alcohol.

Volunteers may be asked to provide information regarding the offense before a judgment is made. Failure to do so, will result in an applicant being denied.

Factors that may be considered when circumstances require discretionary judgment:

- Possibility of Incorrect identity
 - Applicant may provide evidence to support his/her identity status -Applicants may choose to be fingerprinted to clear any misidentification
- Nature of the offense
 - Severity and number of offenses
 - Age of applicant at time of offense
 - Pattern of conduct established by multiple offenses that may be detrimental to children
- Length of time since last arrest
 - A clear record of 10 years or more may indicate good conduct
- General Guidelines
 - Dismissed charges may be disregarded
 - A period of probation completed, with no infractions, may be disregarded depending on the severity of offense and consideration of above factors.
 - Deferred adjudication or pleas of no contest resulting in a probation term may be treated as a conviction and the decision may be made on the above factors.



I, _____, am an applicant for volunteerism with CISBC and understand that as a part of the approval process, CISBC conducts a criminal history background check. I understand that CISBC may use any information provided during the application process, which includes the completion of this document, in performing the criminal history check.

___ YES ___ NO As of the date of this consent form, do you have any pending charges against you? If yes, please provide details below:

State _____ County _____

Date of Offense _____ Details of pending charges:

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT, AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT MY ABILITY TO VOLUNTEER WITH THE DISTRICT CAN BE TERMINATED.

APPLICANT (PRINTED NAME)

APPLICANT'S SIGNATURE

Date



PROGRAM ORIENTATION

INTRODUCTION

For more than 30 years, Communities In Schools (CIS) has been helping students achieve in school, graduate and go on to bright futures. Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life.

The story of Communities In Schools began in the 1970s, when Founder Bill Milliken, then a youth advocate in New York City, came up with the idea of bringing community resources inside public schools – where they are accessible, coordinated and accountable. “It’s relationships, not programs, that change children,” Bill once said. “A great program simply creates the environment for healthy relationships to form between adults and children. Young people thrive when adults care about them on a one-to-one level, and when they also have a sense of belonging to a caring community.”

And that’s exactly what Communities In Schools does. Today, we are the nation’s largest and most effective organization dedicated to keeping kids in school and helping them succeed in life. Our unique model positions site coordinators inside schools to assess students’ needs and provide resources to help them succeed in the classroom and in life. We partner with local businesses, social service agencies, health care providers and volunteers. Whether it’s food, school supplies, health care, counseling, academic assistance or a positive role model, Communities In Schools is there to help.

CIS OF THE BIG COUNTRY

Communities In Schools of Big Country (CISBC) is a 501(c)(3) non-profit founded in 2001 in Abilene, Texas to address the growing number of high school dropouts in Big Country. As experts in collaboration and in providing comprehensive case-managed services, CISBC’s professional staff brings community resources into schools, to work in the interest of at-risk children in a coordinated, caring and cost-effective way. To maximize resources and prevent duplication, CISBC partners with several agencies – bringing community expertise directly to the school campus. Our partners include Abilene Christian University Graduate School of Social Work and Marriage & Family Therapy Graduate Program, Abilene Education Foundation’s Cool Counselors, Christian Service Center, West Central Texas Food Bank, BCFS, Noah Project, Boys & Girls Club and many more.

Currently, CISBC operates in six schools within the Abilene ISD and in Wylie ISD. Students are recommended to the program by teachers, counselors, administrators, parents, or are self-referred. CISBC coordinators work with each child to develop a holistic plan to prepare students for successful lives. This means that CISBC not only works with students to address academic concerns, but also with parents, teachers and administrators who are involved with these students each day. By using this 360 approach, distractions and disruptions in the student’s life outside of the school environment are addressed, allowing the student to focus on his/her schoolwork.



THE PURPOSE OF CIS IN TEXAS

The purpose of the Communities In Schools program in Texas is to improve student achievement, to increase the graduation rate, and to decrease the dropout rate in schools throughout Texas. CIS in Texas is designed to serve high-need schools located in school districts that request a partnership with CIS to help address campus and district improvement goals.

The primary goals of CIS are to help students who demonstrate early warning signs for dropping out of school to improve in academics, attendance, and/or behavior; and ultimately to stay in school and graduate. CIS works to meet goals of the Texas Education Agency (TEA) to increase promotion rates, decrease retention rates, decrease dropout rates, and increase high school completion rates.

The TEA priority for Communities In Schools in Texas is to build capacity to serve students who are struggling with academic achievement and to help those students to meet standards on the state assessment.

THE HISTORY OF CIS IN TEXAS

Since 1979, Communities In Schools (CIS) has been a successful dropout prevention program in Texas, and is the largest dropout prevention program in the state. The Texas Legislature has continued to support CIS since 1989. Through this legislative support and the leadership of local communities, CIS of Texas has 27 local non-profit programs in 28 areas across the state—a network poised to expand in future years.

The Texas CIS program operates under the following legal authority:

- Communities In Schools State Advisory Committee (CISSAC); Section 16, Chapter
- 1165, Acts of the 77th Legislature, Regular Session, 2001
- Texas Education Code (TEC), Chapter 33, Service Programs and Extracurricular Activities, Subchapter E, Communities In Schools Program

CIS MISSION STATEMENT

The mission of CIS of Texas is to surround students with a community of support, empowering them to stay in school and achieve in life.

CIS PROGRAM MODEL

In order to effectively address the dropout problem and ensure student success, CIS implements a comprehensive model inclusive of specific key components. The components include a mission statement, concept, program strategies based on best practices, core values, the CIS Six Components and Five CIS Basics. This combination ensures that students served are successful in school and life.

CIS in Texas also implements best practices in dropout prevention that are research based and proven to be effective strategies for improving student achievement. Additional information on Texas dropout prevention strategies can be found under dropout information on the TEA website at www.tea.state.tx.us.



CIS CONCEPT

CIS believes that keeping youth in school is not simply the role of teachers or the school - it is a community responsibility. It is the responsibility of the schools, parents, employers, and community groups to help young people prepare for life. CIS, described as “an exemplary youth dropout prevention program,” provides services and connects schools with the resources that students need to stay in school and to successfully learn.

CIS of Texas provides a year round, school-based social service delivery system. CIS programs in Texas implement the Texas CIS Model, which includes the CIS Six Components and the Five CIS Basics. The community, program, campus, and student needs are assessed to determine program plans. Based on the results of the various needs assessments, the long range Strategic Plan, the Annual Operational Plan, and Service Delivery Plans are developed. Comprehensive services are then coordinated through implementation of the Service Delivery Plans at local CIS campuses. CIS students and families are not charged for any services provided by CIS.

CIS NATIONAL NETWORK

CIS of Texas is a full partner with Communities In Schools, Inc. (CIS, Inc.), the nation's largest stay-in-school network. You can access information at communitiesinschools.org. In Texas, the CIS State Office is part of TEA. The commissioner designates the CIS State Director to oversee operation of the Texas network and operate the state office.

CIS SIX COMPONENTS

To provide effective assistance to students who are at risk of dropping out of school, CIS delivers services in six critical areas. The Six Components of the CIS Model are:

- College and career readiness
- Academic support
- Enrichment activities
- Health and human services
- Parent and family engagement
- Supportive guidance and counseling

The Six Components are broad services, which must be implemented on each campus served by state funds. CIS programs in Texas implement the program in a manner that addresses TEA’s priority and goal that the majority of case-managed students served are students who are struggling to meet standards on the state assessment for STAAR or End of Course Exams, and are referred by the school or parent for CIS support services to address academic achievement, including competency on the state assessments.



CIS FIVE BASIC BELIEFS

CIS believes that each individual should have the Five CIS Basics, which are the core tenets to success, and shall be incorporated throughout the CIS service delivery system. These values will be evidenced through program plans, services, interviews, and through direct observation of the CIS environment on a campus.

CIS believes that every child needs and deserves:

- A one-on-one relationship with a caring adult
- A safe place to learn and grow
- A healthy start and a healthy future
- A marketable skill to use upon graduation
- A chance to give back to peers and community

TOTAL QUALITY SYSTEMS (TQS)

Total Quality System Standards (TQS) are evidence-based standards adopted by the CIS national network to define expectations for non-profit management (Business Standards) and to establish CIS Sites in a unified, coherent CIS Model (Site Operations Standards). The standards are intended to provide programs with a common blueprint for establishing and sustaining high functioning organizations that positively impact the lives of young people and their families.

A local CIS affiliate such as CIS of The Big Country (CISBC) is required to be a TQS chartered program or be actively pursuing charter status according to CIS, Inc. TQS timeframes. TQS chartered programs will maintain their charter status as directed by CIS, Inc. and the State Office.

Programs are required to complete the TQS Assessment annually and update, as changes occur in order to achieve or sustain accreditation. The state office provides training and technical assistance through the national Impact Fund to assist programs seeking to earn and sustain national CIS accreditation.

CIS CORE VALUES

The CIS model incorporates the three CIS core values — personalism, accountability, and coordination to ensure program integrity and consistency.

CIS ORGANIZATIONAL STRUCTURE

The organization of CIS of Texas is uniquely structured to ensure program success. The organizational structure includes CIS National, the CIS State Advisory Committee (CISSAC), the Texas Education Agency, the CIS State Office, local CIS boards, and school districts and campuses. The structure for CIS formalizes the relationships among each level for accountability as well as sustainability. At the foundation of CIS are non-profit 501(c)(3) boards responsible for the implementation of the program. The following details the relationship from one organization to another.



CIS CAMPUS MODEL

The Texas Communities In Schools (CIS) Campus Model is a comprehensive school-wide and student-level case management approach. It is built on the concepts of the Five CIS Basics, the CIS Six Components and Total Quality Systems, which are utilized to develop and provide students with services to keep them in school and achieve in life. In addition, the CIS Campus Model is enhanced with standards outlined in CIS National's Total Quality Systems (TQS).

CIS plans and provides coordinated, integrated services to students and their families with the overall goal of ensuring the case managed student's academic success. To accomplish this goal, CIS builds relationships with various stakeholders in the school and community.

This is an important beginning of the Texas CIS Campus Model process. Our partnership is built on the foundation of strong relationships with the principal, teachers, parents, community and students to provide an effective service delivery system, the Campus Service Delivery Plan (CSDP).

CIS Orientation Acknowledgement

I _____ have read the Communities in Schools orientation. I understand and will abide by the standards and procedures of the CIS program set forth in the Orientation.

Do you allow pictures/video footage of yourself volunteering to be used for publicity for Communities in Schools? Please sign your initials next to your answer.

APPLICANT (PRINTED NAME)

APPLICANT'S SIGNATURE

Date

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH:	_____
Empl ___ Vol/Contractor ___	_____ initial
Date Printed:	_____ initial
Destroyed Date:	_____ initial
Retain in your files	

Rev.

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CRIMINAL HISTORY INFORMATION REQUEST

Confidential*

The Abilene Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: Male Female

Ethnicity: Black White/Other

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

Signature

Date

* This form will be removed from the application and filed separately in the HR office.

VOLUNTEER QUESTIONNAIRE FORM

NAME: _____

Is there a particular age group you are interested in working with?

Elementary

Middle School

High School

Are there any age groups with which you would not be interested in working?

Elementary

Middle School

High School

At what days/times are you interested in volunteering? (Please check all that apply.)

Monday

Morning

Tuesday

Afternoons

Wednesday

Other: _____

Thursday

Friday

What are your specific volunteer interests? (Please check all that apply.)

Individual Mentoring

Small Group Leader

Individual Tutoring

Special Events

Math

Reading

College Prep

Science

History

Group Presentations

Subject: _____

Lunch Buddy

Other: _____