

Create a Volunteer Account with VOLY

Division/Department: District Communications and Community Engagement

Approved by: Sandra Grimaldo Hernandez

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Purpose

The purpose of this procedure is to develop clear and streamlined guides tailored for AISD volunteers, enhancing their effectiveness and ease of use.

Definitions/Acronyms

- **VOLY:** is a web-based platform that helps organizations recruit, manage, and track volunteers.
- **Dashboard:** A dashboard on the VOLY platform is a user interface that presents key information and metrics, such as school fans, and enables users to efficiently monitor and manage data, including volunteer opportunities.
- **School Fans:** Fans of your school are volunteers who have either shown interest in volunteering or have previously volunteered at your school and are part of your school's VOLY community.

Video

[Create a VOLY Volunteer Account](#)

Procedures

Create a Volunteer Account

1. From the district's [VOLY for Volunteers](#) site **fill out** all required information under the **Create a Volunteer Account!**
 - a. **Legal First Name**
 - b. **Legal Last Name**
 - c. **Email Address**



- d. **Confirm Email Address**
- e. **Phone Number**
- f. **Zip**
- g. **Password**
- h. **Confirm Password**
- i. **Click the *I'm Not a Robot* box.**

2. **Click Create Account.**

Create A Volunteer Account! 1

Legal First Name* a Legal Last Name* b

Email Address* c Confirm Email Address* d

Phone Number* e Zip* f

Password* g

Confirm Password* h

i I'm not a robot reCAPTCHA Privacy - Terms

Create Account 2

3. **Click the *Click Here to Complete My Requirements* button.**

Volunteer Instructions

Thank you for your interest in volunteering for Austin ISD. Please click the link below to complete the required documentation:

Click Here To Complete My Requirements 3

⊗ **Not quite ready to Volunteer**

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



4. **Select** the volunteer type that best suits you from the following options:
 - a. **General Volunteer** - All volunteers who are not an Austin ISD employee or student.
 - b. **Parents/Caregivers** - Parent/caregiver of a student(s) in Austin ISD.
 - c. **Contractors** - Non-permanent employees.
 - d. **Austin ISD Students (Minors 13-17)** - Students of Austin ISD.
 - e. **AIISD Employees** - Employees of Austin ISD.
5. **Click Save Volunteer Type.**

Volunteer Type 4

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

- a **General Volunteer**
All general volunteers must complete the following documents . Please note that you **MUST** complete all documents **AND** have an approved background check before all items are marked completed before you can sign up for an opportunity. When you have completed the form (only perform this step once), the background check will take 3-5 days to be processed.
- b **Parents/Caregivers**
All volunteers who are parents/caregivers of a student(s) in Austin ISD must complete the following documents . Please note that you **MUST** complete all documents **AND** have an approved background check before all items are marked completed before you can sign up for an opportunity. When you have completed the form (only perform this step once), the background check will take 3-5 days to be processed.
- c **Contractors**
Description pending
- d **Austin ISD Students (Minors 13-17)**
All Students of Austin ISD (ages 13-17) must complete all required documents before you can sign up for an opportunity.
- e **AIISD Employees**
All Austin ISD Employees must complete all required documents before you can sign up for an opportunity.

Save Volunteer Type

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6. **Complete** all of the following required information to complete the **Volunteer Application**:
 - a. **First Name** - Enter legal first name.
 - b. **Last Name** - Enter legal last name.
 - c. **Email**
 - d. **Date of Birth**
 - e. **Gender**



Volunteer Application 6

Please provide the following information to begin registration

Salutation

First Name* a

Middle Name

Last Name* b

Email* c

Date of Birth* d

Gender* e

- f. **Street Address Line 1**
- g. **City**
- h. **State**
- i. **Zip Code**
- j. **Select the *By clicking, I am providing my electronic signature.***

Pronouns 6

Street Address Line 1:* f

Street Address Line 2:

City:* g

State:* h

Zip Code:* i

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



7. Click **Save & Continue**.

By clicking, I am providing my electronic signature.*

Save & Continue **7**

8. From the *Fanned Schools List*, **select** the school(s) you'd like to follow for volunteer opportunities.

Fanned Schools List

At which school(s) will you be volunteering? Check all that apply.*

- Academy 4
- ACE - Afterschool Centers in Education
- AISD Community Engagement
- AISD Mentoring Program
- AISD Prime Time - Out-of School Enrichment Program
- AISD VICTORY Program
- Akins High School

Save & Continue **8**

9. Read the *AISD Volunteer Confidentiality Agreement* in its entirety.

- a. Select the *By clicking, I am providing my electronic signature*.
- b. Click **Save & Continue**.

AISD Volunteer Confidentiality Agreement **9**

Finally, I also understand and agree that violation of any of the provisions contained herein constitutes grounds for my dismissal as a volunteer in the school(s) in which I may be serving

Signature

I hereby confirm that AISD Volunteer Confidentiality Agreement is complete.

First Name* Last Name*

Today's Date*


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

Save & Continue **b**



10. Read the *Austin ISD Volunteer Expectations & Guidelines* in its entirety.
 - a. Select the *By clicking, I am providing my electronic signature.*
 - b. Click *Save & Continue.*

Austin ISD Volunteer Expectations & Guidelines



Signature

I hereby confirm that Austin ISD Volunteer Expectations & Guidelines is complete.

First Name*	Last Name*
<input type="text" value="Test"/>	<input type="text" value="Test"/>

Today's Date*

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

Save & Continue

b

11. Complete the required fields for the *Background Check Consent*:
 - a. *Legal Middle Name*
 - b. *Date of Birth*
 - c. *Street Number*
 - d. *Street Name*
 - e. *City*
 - f. *State*
 - g. *Zip*
 - h. Select the box to consent to the *Criminal Records Check and the Terms and Conditions.*
 - i. Click *Save & Continue.*



Background Check Consent

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Volunteer Information

Legal First Name* Legal Middle Name* **a** Legal Last Name*

Test Test

If you don't have a middle name, please enter NONE in the field above.

Date of Birth* **b**

____/____/____

Address Information

Street Number* **c** Street Name* **d**

____ _____

City* **e** State* **f** Zip* **g**

____ ____ _____

h I agree to the Consent for **Criminal Records Check and the Terms and Conditions** of this application. I understand that my application will not be processed unless I agree to these terms.

i Save & Continue

12. Once an account is complete the dashboard will show **Ready to Volunteer** and all **Requirements** will show as **Active** and **Background Check Approved**.

Volunteer Instructions

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Thank you for your interest in volunteering for Austin ISD. Please click the link below to complete the required documentation:

✓ **Ready to Volunteer**

Requirement	Not Completed	In Progress	Completed	Expiration Date	
Volunteer Type			Active	Never Expires	Update
Volunteer Application			Active	June 30, 2025	Update
Fanned Schools List			Active	June 30, 2025	Update
AISD Volunteer Confidentiality Agreement			Active	June 30, 2025	Update
Austin ISD Volunteer Expectations & Guidelines			Active	June 30, 2025	Update
Background Check Consent			Background Check Approved	June 30, 2025	

Related Resources

- [VOLY Training for Volunteers SOP](#)