

Procedures for Obtaining Volunteer Badges

1. Volunteer applicant completes application and background check form at any CHISD campus or at Central Administration Office (Government Center) in the Character Education Office, CHISD Receptionist Desk, or with Parent Liaison.
2. Completed forms should be returned to the campus secretary, receptionist at the (Government Center), or the Character Education office.
3. Volunteer applicant is informed of schedule to obtain badges. Applicant is instructed to report to Human Resources Department to take picture and obtain volunteer badge (pending background check clearance).
4. Completed applications and background check forms are sent to Human Resources Department. HR department conducts criminal background check and verifies the volunteer applicant's clearance.
5. When applicant returns to Government Center, they should report (or be directed) immediately to the Human Resources Department for badge. Human Resources department will verify background check clearance, take picture and issue the volunteer badges.

**The schedule for obtaining badges will be as follows:
Tuesday and Thursday, 8:30 – 11:30 / 1:30 – 3:30**