

Volunteer Program Application Form 2026-2027

PERSONAL DATA

**Email Address _____

China Spring ISD does not discriminate on the basis of sex, disability race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

Receipt for Criminal Background Policy Volunteers & the Volunteer Handbook

(located on CSISD website

www.chinaspringisd.net under the parent link)

2026-2027

Name _____

Campus/department _____

I hereby acknowledge receipt (online) of my personal copy of the China Spring ISD Criminal Background Policy for Employees and Volunteers and the Volunteer Handbook. I agree to read this policy and handbook and will abide by the standards, policies, and procedures defined or referenced in these documents.

The information in these documents is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this publication. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform the central business office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my campus principal/supervisor or the central business office if I have questions or concerns or need further explanation.

Signature

Date

Note:

Employees - Secretaries will submit all completed and signed copies to the central business office.

Volunteers - Sign, date and return this form with the Criminal Background Authorization Form, current government issued photo ID & the Volunteer Application Form to your campus office. Campus will send to the central business office.

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method.

Optional Only: If the agency directly requests that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search, I can make an appointment with the Fingerprint Applicant Services of Texas (FAST) by visiting the [Crime Records General Information | DPS \(texas.gov\)](#) Review of Personal Criminal History or call 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 \$25.00 to the fingerprinting services company. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

Applicant Signature:	Date:
Sign and date to acknowledge the statement above.	

Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name: China Spring ISD

Authorized Searcher: Kelly Warner

Signature of Authorized Searcher:

Date of Search:

Section 3: Agency use only. Name Based CHRI /CCH Tracking information. Check all that apply.

Purpose for CHRI Search.	☐ Applicant ☐ Volunteer ☐ Contractor ☐ Other:
Is any part of CHRI stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. ☐ NO, CHRI is not stored by agency. ☐ YES, CHRI is stored by agency.
CHRI Retention Period	☐ Temporarily Only ☐ Annual ☐ None Stored/Saved ☐ Other:
CHRI Storage Method	☐ Physical/Printed (paper copy) ☐ Digital/Electronic (on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	Reminder: CHRI must be destroyed after authorized purpose has ended.
Destruction Method	Explain:

[CHRI + Audit Resources \(CJIS Launch Pad\) link](#)