



Ready to Volunteer for Field Day??

The PE staff is inviting all interested adults that would like to volunteer for Field Day to sign up now. Field Day is **Friday, May 22, 2009**. There are two sessions for Field Day. The first session is from 8:15-10:15 (grades K-2) and the second session is from 12:15-2:15 (grades 3-5). Please check below which session or both you would be able to volunteer. Volunteers will help supervise students playing games.

All Plano ISD volunteers must have a background check. To do this, volunteers are asked to complete an application that is found online at www.pisd.edu/volunteer. Volunteers may complete the application on your home computer, visit the local public libraries to use their computer resources, use computers available at the PISD Administration Building in the Human Resources Dept. at 2700 W. 15th Street or may use computers in the Thomas library.

Please make note: *If you are not a United States citizen, and/or you do not have a U.S. Social Security number, you must register with the Plano ISD Safety and Security Dept.*

*See back side for instructions for the Plano ISD
Online Volunteer Application*

Please return this bottom slip:

FIELD DAY VOLUNTEER (Check your preference/s)

1st shift _____
Volunteer time 8:00 a.m. to 10:30 a.m.

2nd Shift _____
Volunteer time 12:00-2:30 p.m.

PARENT NAME _____ PHONE _____

CHILD'S NAME _____ Homeroom Teacher _____

Email address _____

Instructions

Go to Plano ISD website at www.pisd.edu/volunteer

1. Scroll down and click on **“Returning Volunteer”** if you volunteered for 2008-2009 school year. You will be asked for your User ID and Password that you created when you first completed the online volunteer application. If you cannot remember your User ID, then click on the third option **“Registered Volunteer” with no User ID** and follow the instructions. Be sure to click on **“Update”** to go to the screens to update your application.
2. If this is your first time to volunteer in Plano ISD or you have never completed the online volunteer application, please click on the second option **“New Volunteer”** and follow the instructions.
3. Any box with an asterisk (*) is mandatory and must be entered.
4. Use your legal name, not a nickname (it must match your Social Security Number).
5. Type in Social Security Number without hyphens (example:###00xxxx).
6. You will have to **create your own User ID and Password**. **Note: Use either uppercase letters or lower case letters.** (any number of letters or digits) Please **remember** your User ID and Password.
7. You will have to create your own hint question (this can be as simple as a one-word prompt, (example: hint question – color; and hint answer – red).
8. Follow all prompts with an asterisk (*). The box for entering your email address is not mandatory, but is helpful.
9. If you have difficulty, contact the Plano ISD Resource Center at 469-752-2180 or teamshelp@pisd.edu.

NOTE; You may check on the status of your application to see when your background check is complete by visiting the website at www.pisd.edu/volunteer and clicking on the first option **“Returning Volunteer”** or contact Thomas office manager, Mrs. Gibson. You will be prompted to provide your User ID and Password. You may also update this data at any time.