# Katy ISD District Raptor Initiative HERE TO VOLUNTEER HOW TO GUIDE



Katy ISD is excited to announce the implementation of the District's **Raptor Volunteer Initiative** for the upcoming school year. **Beginning October 1**, the district will require all volunteers serving **on campus during the instructional day** to register with the district through its Raptor security system.

Raptor ensures quick and easy volunteer registration allowing **individual volunteers to create and manage a personal volunteer profile.** 

Once registered and approved, individual volunteers can:

- Contact their campus volunteer organization to sign up for specific activities
- Manage their own **volunteer account**
- Submit and track hours for every Katy ISD campus at which they volunteer

The volunteer registration requirement will extend to all volunteers serving on or off-campus, during or after the instructional day effective January 4.

Join our volunteer community and register today with these easy steps!

#### **Step 1:** Register to Volunteer

Complete the District-Required volunteer registration and create your personal profile. Select **ALL campuses and volunteer organizations for whom you may volunteer** this school year. Complete contact information and email address is required. (Katy ISD staff should register with a *personal* email address rather than their district account.)

Watch your email for confirmation that your registration has been received and accepted. Then use the link provided to create your username and password.



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#### **Step 2:** Contact Your Campus Volunteer Organization

Once registered and email confirmation received, contact your campus volunteer organization to sign up for specific activities.

#### Step 3: Manage Your Account and Log Your Off-Campus Volunteer Hours

- Submit and track hours in one place for all Katy ISD campuses where you volunteer
- On-campus, school-day volunteer hours will be automatically collected by the Raptor system
- Log your off-campus hours through the Volunteer Portal



#### Raptor Volunteer Portal



It All Adds Up!
Thank you for volunteering in Katy ISD