

STEPS FOR LAUSD APPROVED VOLUNTEER PROCESS

NEW APPLICANTS:

1. **Get Your Child's Student ID Number (Needed for Step 2)**-

ID numbers can be obtained from Parent Portal (formerly LAUSD PassPort), Mrs. Ynigues in the main office, or from your child's teacher.

2. **Complete the Volunteer Application Form-**

Any person interested in participating in a school's volunteer program must complete the online volunteer application at <https://volunteerapp.lausd.net>. **Be sure to print and sign when completed.**

*To complete a printed form instead, visit: <https://achieve.lausd.net/Page/10444>

*Volunteers serving at more than one LAUSD school must have a completed online application, printed and signed, for each school before they can begin service.

*NOTE: You will need your child's student ID number to complete the application process. (See Step #1).

*Prospective volunteers will need to estimate the number of hours they are able to volunteer each week. NOTE: Any volunteering hours in the classroom or working with students will also require fingerprinting, as will volunteering 16 hours or more per week.

Once the online volunteer application is completed, it should then be printed and signed.

3. **Complete the Volunteer Commitment Form.**

Complete the Volunteer Commitment Form which can be found at chandlerla.my-pta.org on the volunteer tab or <https://achieve.lausd.net/Page/10443>. **Be sure to print and sign when completed.**

4. **Get Your Tuberculosis (TB) Test and Results**

If you had a recent TB test done less than six months prior to submitting your volunteer application and it was negative, you can submit that TB clearance record to the main office along with the rest of your paperwork. Otherwise, you can have a TB test done through your private health insurance, CVS minute clinic, urgent care facility, or other third party provider, as long as the physician or nurse completes and signs the Los Angeles Unified School District's TB physician/clinic form. Find a copy here: <https://achieve.lausd.net/Page/10444>

RENEWING APPLICANTS

- Go to <https://volunteerapp.lausd.net> and log into your account. Complete the LAUSD volunteer application using your child's Student ID number. **Be sure to print and sign when completed.**
- Complete the Volunteer Commitment Form which can be found at chandlerla.my-pta.org on the volunteer tab or <https://achieve.lausd.net/Page/10443>.
- TB tests are valid for 4 years to the date read, as long as you have been volunteering consecutively. TB tests must be renewed before they expire during a school year.

ALL APPLICANTS

5. Return the Completed Forms to Mrs. Yniguez in the Main Office

Return the following completed forms:

- (1) Printed and signed online application,
- (2) Printed and signed volunteer commitment form,
- (3) TB test results and Los Angeles Unified School District's TB physician/clinic form (IF NEW APPLICANT OR IF NEEDED FOR RENEWAL).

6. Complete Fingerprinting If Required

All classroom volunteering WILL require fingerprinting, as will volunteering 16 hours or more. Other volunteers may also be asked to complete fingerprinting based on amount of time and/or level of interaction with students. Once your application packet is received in the main office and reviewed, the main office will assist with coordinating with the Office of Parent and Community Services to set up a fingerprinting appointment with one of Los Angeles Unified School District's approved providers.

7. Application Review Process

All volunteer applicants will be checked against the Megan's Law online database. No person may provide volunteer service until all necessary clearances are verified by the school principal, the volunteer has signed a copy of the online application and the Volunteer Commitment Forms, and a volunteer badge is issued by The Office of Parent and Community Services. The badges are sent to the school for school personnel to distribute to volunteers.

8. Receiving Your Badge

You will be notified when your badge is complete. It will be held in the main office for when you volunteer. School volunteers are required to sign in at the school office upon entering the campus, and you will be provided your badge to wear during your time on campus. School volunteers are also required to sign out and return your volunteer badge to leave at the school site when you are done volunteering.

If you need assistance completing the volunteer protocol contact the PTA volunteer coordinator Lisbeth Hook at ChandlerCheetahsVolunteer@gmail.com or Mrs. Yniguez in the main office. Thank you for your interest in volunteering!

ONE TIME VOLUNTEER ONLY:

A volunteer for a single event that takes place for the duration of one day **only** does not need to submit an application but must be checked by a school administrator against the California Megan's Law online database at <http://www.meganslaw.ca.gov>. See school office for a one-time application.