

LOS ANGELES UNIFIED

SCHOOL VOLUNTEER PROGRAM GUIDE TO VOLUNTEERING:

2024-2025

(VI-FALL 2024)



The Los Angeles Unified welcomes prospective parent and community volunteers to the 2024-2025 school year and extends gratitude for the service provided in our classrooms, campuses, and offices, in addition to mentoring, providing student services, and supporting campus beautification. Los Angeles Unified will also continue to offer virtual volunteer opportunities. This guide provides general information and answers to frequently asked questions. We invite you to visit the Office of Student, Family, and Community Engagement at <https://www.lausd.org/volunteer> to learn more about volunteering.

How can I become a volunteer in the Los Angeles Unified?

Before applying, it is recommended that you reach out to the school or office where you wish to volunteer. Ensure that there are available opportunities based on your preferred assignment. The California Education Code, section 51101, states that parents have the right to "volunteer their time and resources for the improvement of school facilities and school programs." The expectation communicated in the law is for all schools to offer volunteer opportunities for interested parents.

Next, use your Parent Portal account or create a new log-in identity with Los Angeles Unified by visiting volunteerapp.lausd.net. See page 4 of this document for detailed steps to follow this process. Please note that filling out an application to volunteer does not guarantee volunteer placement.

What can VIRTUAL volunteers do?

- Assist with the preparation of teacher projects in a manner that does not require student interaction, e.g. compiling a list of online books available through the Los Angeles Public Library.
- Edit/proof-read documents.
- Create or recreate digital documents.

What can ON-CAMPUS volunteers do?

- Assist as a playground volunteer
- Assist in the cafeteria
- Assist with compiling packets/materials in the office
- Assist families by providing information and guidance at campus main entrance
- Provide support for the Parent and Family Center
- Assist in the classroom
- Assist students with college applications, mentoring and enrichment services
- Assist as chaperones during field trips

For other on-campus opportunities, school staff may contact the Region Family and Community Engagement (FACE) Unit. A directory of Region FACE Administrative Coordinators is available at lausd.net/Region. Contact the Office of Student, Family, and Community Engagement at families@lausd.net and find the staff directory at lausd.org/SFACE.

Please contact the site where you would like to volunteer to see what specific volunteer opportunities are available.

What other clearances are necessary to volunteer ON-CAMPUS?

On-campus volunteers must be cleared through the online CA Megan's Law website and have a valid tuberculosis (TB) screening, test, or chest x-ray clearance date within 60 days prior to the application process. Volunteers whose duties fall into the Tier III category will also need fingerprints through a District third party approved lives can site. For assistance, contact your school site or visit the following resource to review the steps to complete the lives can process at no cost to you <http://applicantsservices.com/LAUVOL>.

What are the VIRTUAL and ON-CAMPUS volunteer requirements?

Tier I Volunteer On-Campus On Demand Safety	Tier II Volunteer On-Campus Virtual Volunteer Via Online Learning	Tier III Volunteer On-Campus Virtual Volunteer in Breakout Rooms	Virtual Tier IV At Home or Volunteer
<p>Required</p> <p>California Megan's Law website clearance, signed Liability Waiver and Volunteer Commitment Form Publicity Authorization and Release Form</p> <p>Does not require fingerprint clearance and TB clearance</p> <p>Must be supervised by a certificated staff member at ALL times</p> <p>Activated by the District for emergencies</p>	<p>Required</p> <p>California Megan's Law website clearance, TB or X-Ray clearance, electronically sign the Liability Waiver and Volunteer Commitment Form</p> <p>Optional: Publicity Authorization and Release Form</p> <p>Must be directly supervised at ALL times by certificated or school staff</p> <p>Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System</p>	<p>Required</p> <p>California Megan's Law website clearance, TB or X-Ray clearance, electronically sign the Liability Waiver and Volunteer Commitment Form</p> <p>Optional: Publicity Authorization and Release Form</p> <p>Fingerprint clearance Note: The fingerprint clearance can take up to 30 days to complete then the school site will approve</p> <p>Must be directly supervised at ALL times by certificated or school staff</p> <p>Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System</p>	<p>Required</p> <p>California Megan's Law website clearance</p> <p>Does not require fingerprint clearance and TB or X-Ray clearance Liability Waiver</p> <p>Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and electronically sign the Volunteer Commitment Form</p> <p>Optional: Publicity Authorization and Release Form</p>

How do I get fingerprint clearance? Is there a fee? How do I ensure LAUSD receives my fingerprint clearance.

Please check with your school's administration to confirm if you need to provide your fingerprints for your volunteer assignment.

Step 1: Visit <http://www.applicantservices.com/LAUVOL> and watch the video in its entirety.

Next:

- Enter your email address.
- Check your email address for a log-in code.
- Enter the log-in code in the box indicated to continue to the next step.

Step 2: Complete the required fields Click "Next" to move to the next page.

- You will need the first 5 digits of the Volunteer ApplD.
- You will not incur any fees if you follow the process accurately.

Step 3: Enter your zip code or address to select the desired fingerprinting location. Once you have selected the fingerprinting location, you must watch the video to continue to the next step.

Step 4: After booking your appointment, you will receive an email containing a QR code and the necessary appointment details. A reminder email will also be sent to you 24 hours before the appointment. Please ensure to bring your identification and the QR code with you to the appointment.

Step 5: Once the clearance is provided, the Office of Student, Family, and Community Engagement will input the clearance date into the Volunteer Management System, and the volunteer site will approve the application. Note: The fingerprint clearance process can take up to 30 days.

Step 6: Once the volunteer application has been reviewed, processed, and approved, you will receive a letter via email with a temporary badge (good for 30 days) from the Office of Student, Family, and Community Engagement. You must attend an orientation session at your site to begin your volunteer service.

Additionally, if Live Scan results have not been recorded on the Volunteer Application within 60 days, the volunteer must schedule another fingerprint appointment to complete the Live Scan process.

NOTE: The fingerprint clearance can take up to 30 days to complete after school site approval. Schools must plan in advance for Tier III Volunteers.

Steps to Register for an Account and Submitting a Volunteer Application

New Volunteers:

1. You must use your Parent Portal email address (username) and password to log into the Volunteer Management System.

Those who do not have a Parent Portal account may register for a LAUSD volunteer account in the Volunteer Management System: <https://volunteerapp.lausd.net>.

- a. Select "LAUSD parent/guardian" or "LAUSD community member"
 - b. Click on "Register"
 - c. Enter all required information
 - d. To complete the registration process, you will receive an email at the address given with instructions on how to create an account password
 - e. Follow the link provided in the email and create a password between 10 and 24 characters
2. Contact school staff if you do not have an email account or need access to a computer device. Note: You will be asked to verify that you agree with the liability waiver statement when required.
3. Once an account has been created, visit <https://volunteerapp.lausd.net>. Enter your email address and password, and click on "Log in."
4. Select "New Application" and follow the prompts to complete your application. At the end of each page, click "Next" to continue. You will be asked to review your application before you select "Submit." Your application is now "Pending" administrator approval.
5. Electronically sign the Volunteer Commitment Form and the Liability Waiver. Write down your volunteer identification number for safekeeping. Contact the school if you have any questions.
6. The school will ask for your proof of tuberculosis clearance and may ask you to be fingerprinted if you are selected to perform Tier III activities. Call or visit the school for the next steps.
7. Once the application is approved, you will receive an approval letter and temporary badge via email from the Office of Student, Family, and Community Engagement. An official District badge will be sent via school mail. You may also log into your Volunteer Management System account to monitor the progress of your application. Your application has been approved when the status changes from "Pending" to "Approved".
8. Contact your school to receive the date of a volunteer orientation, where school and District expectations and procedures will be reviewed.

Continuing Volunteers:

Submission of an online application is required for each school or District office for Tier II, III, and IV volunteer assignments for each school year.