

# LOS ANGELES UNIFIED GUIDE TO VOLUNTEERING: **VIRTUAL AND ON-CAMPUS**

FALL 2021



The volunteer program in place prior to the start of the pandemic resumed this school year and will follow the District's COVID-19 safety protocols. This means approved volunteers are returning to campus fulfilling tasks such as supporting the classroom, playground, and dining areas, in addition to mentoring, providing student services, and supporting campus beautification. Los Angeles Unified will also continue to offer virtual volunteer opportunities. We greatly missed volunteers and look forward to supporting them with training as they return to campus.

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

Register and fill out an application at <https://volunteerapp.lausd.net>. See page 4 of this document for detailed steps in the process. Please note that filling out an application to volunteer does not guarantee volunteer placement.

### What safety precautions will a volunteer be asked to fulfill beginning on the first day of school?

Los Angeles Unified continues to uphold the highest standards of health and safety. The District will continue to provide free COVID-19 testing on school campuses and regional testing sites for every volunteer. Volunteers will also have to upload proof of full COVID-19 vaccination, complete the daily health screening and get a Daily Pass QR code scanned. Proof of full COVID-19 vaccination is required for all volunteers and must be uploaded to the Daily Pass. See page 2 for more detailed information about COVID-19 vaccination requirements. For assistance, volunteers may contact their school or Los Angeles Unified Family Hotline at 213-443-1300.



### 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 families by providing information and guidance at campus main entrances.
- Assist as a playground volunteer.
- Assist with compiling packets/materials in the office.
- Provide support from the Parent and Family Center.
- Assist in the classroom.
- Assist in dining facilities/cafeteria.
- Assist students with college applications, mentoring and enrichment services.

For other on-campus opportunities, school staff may contact Local District Parent and Community Engagement (PACE) and Office of Parent and Community Services at [families@lausd.net](mailto:families@lausd.net).

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

## Is a COVID-19 vaccination a requirement to volunteer ON-CAMPUS?

Yes. Volunteers must receive one dose of the COVID-19 vaccine by October 15, 2021 to continue to volunteer on campus. The timelines for the second dose will follow deadlines established for employees. On-campus volunteers must upload proof of full COVID-19 vaccination and have the documentation approved by the District in the LAUSD Daily Pass. For steps on how to upload proof of COVID-19 vaccination, see page 3. COVID-19 vaccination requirements may change depending on local, state, and federal guidance and District policy. When applying, all on-campus volunteer candidates will be asked to accept a liability waiver in the event they contract COVID-19. To find a COVID-19 vaccination location at a Los Angeles Unified site, schedule your COVID-19 vaccination through the Daily Pass at <https://dailypass.lausd.net> or visit <https://achieve.lausd.net/covidvaccineapp>.

## What other clearances are necessary to volunteer ON-CAMPUS?

On-campus volunteers, in addition to being cleared through the online CA Megan's Law website, will need to have a valid Tuberculosis (TB) clearance date and must submit a Daily Pass each day they will be on campus. For assistance, contact your school site or the Los Angeles Unified Family Hotline at 213-443-1300.

## What are the VIRTUAL and ON-CAMPUS volunteer requirements?

<p>On-Campus Tier I Volunteer</p> <p>On-Demand* or Single Event** Volunteer</p>	<p>On-Campus Tier II Volunteer</p> <p>Virtual Volunteer via Online Learning</p>	<p>On-Campus Tier III Volunteer</p> <p>Virtual Volunteer in Breakout Rooms</p>	<p>At Home or Virtual Tier IV Volunteer</p> <p>No student or virtual classroom contact</p>
<p><b>Required:</b> Upload proof of COVID-19 vaccination, California Megan's Law Website Clearance and Signed Liability Waiver</p> <p>Must be directly supervised at ALL times by school staff.</p> <p>Single Event* or On-Demand Application and Volunteer Commitment Form are submitted to the principal for approval.</p> <p>Tier I volunteer application cannot be used for overnight events.</p> <p>Must complete a Daily Pass for the day of service.</p> <p>*For more information about On-Demand volunteers, see page 3. **Volunteers for one day only in the entire school year.</p>	<p><b>Required:</b> Upload proof of COVID-19 vaccination (on-campus only), California Megan's Law Website Clearance, TB Clearance, Signed Liability Waiver</p> <p>Must be directly supervised at ALL times by school staff.</p> <p>Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.</p> <p>Must complete a Daily Pass each day of on campus service.</p>	<p><b>Required:</b> Upload proof of COVID-19 vaccination, (on-campus only), California Megan's Law Website Clearance, TB Clearance (on-campus only), Signed Liability Waiver, Fingerprint Clearance</p> <p>Must be directly supervised at ALL times by school staff.</p> <p>Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.</p> <p>Must complete a Daily Pass each day of on campus service.</p>	<p><b>Required:</b> California Megan's Law Website Clearance</p> <p>Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.</p>

## How do I get fingerprint clearance? Is there a fee?

**Step 1:** First, check with your volunteer site to confirm that fingerprinting is necessary for your volunteer assignment. Then, visit <http://www.applicantservices.com/LAUVOL>

**Step 2:** Fill out the required fields, clicking “Next” to move to the next page. Note that many of the fields are already filled out for you. Following these steps will ensure that you will not have to pay a fee. Please follow them carefully. Email [families@lausd.net](mailto:families@lausd.net) if you need support.

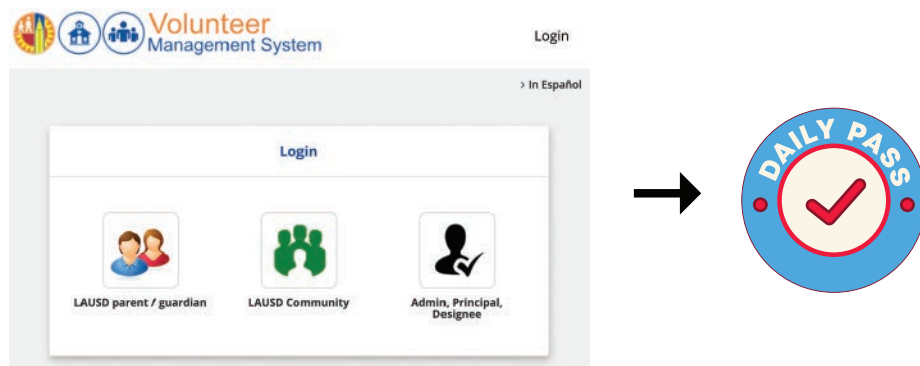
**Step 3:** When you get to the section that asks for your desired fingerprint location, type in the zip code or address of the area where you would like to fingerprint. Take note of their hours of operation, required documents and health/safety precautions required.

**Step 4:** Once you have made your appointment, you AND the fingerprint location will get a reminder by email and/or text message 24 hours prior to your appointment.

**Step 5:** The school or office may ask you to be fingerprinted at an authorized LAUSD fingerprint location if you are volunteering in a virtual setting with breakout rooms or if you are providing Tier III volunteer services.

## Accessing the Daily Pass to Generate QR Codes and Upload Proof of COVID-19 Vaccination

It is essential that you use your Volunteer Management System email and password to connect to the **LAUSD Daily Pass** at <https://dailypass.lausd.net>. Here, you can generate a QR code to enter the campus, schedule a COVID-19 test, view COVID-19 test results from LAUSD mobile and regional sites, upload an external negative COVID-19 test result, schedule a COVID-19 vaccination appointment and upload proof of full COVID-19 vaccination. The first time you link your Volunteer Management System email and password to the Daily Pass you will be asked to create a profile, however, after the initial registration you will simply need to sign-in each time to access the site.



## Steps to Activate an On-Demand Safety Parent/Guardian/Extended Family Volunteer (On-Demand Safety Volunteer) Application

Interim Superintendent Megan K. Reilly has activated Tier I On-Demand Safety Volunteers for those who are not already approved volunteers and who wish to help their campus in an expedited manner. This option is now accessible to all Los Angeles Unified schools. Volunteers who would like to serve longer term and receive a volunteer badge will complete the online application at <https://volunteerapp.lausd.net>.

**Step 1:** Volunteer will complete the On-Demand Safety Volunteer paper application, Bulletin 6746.3, Attachment B1/B2

**Step 2:** Volunteer will show proof of COVID-19 vaccination to school administrator

**Step 3:** Volunteer will sign the Volunteer Commitment Form, Bulletin 6746.3, Attachment C1/C2

**Step 4:** Volunteer will make an appointment for a baseline COVID-19 PCR test at a LAUSD regional testing site through <https://dailypass.lausd.net> or with another testing provider.

# Steps to Register for an Account and Create a Volunteer Application

Before applying, it is recommended that you reach out to the school or office **where you wish to volunteer** to ensure that there are available opportunities based on your preferred assignment. After the school administrator has approved the application, the Office of Parent and Community Services will issue final clearance and email the volunteer, principal or office designee.

## STEP 1:

Register for a Los Angeles Unified volunteer account in the Volunteer Management System by visiting <https://volunteerapp.lausd.net>. If you have already registered for a Parent Portal account, you may use your Parent Portal username and password and skip this step.



- 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.

## STEP 2:

Once an account has been created, revisit <https://volunteerapp.lausd.net>. Enter your email address and password, and click on “Log in”.

## STEP 3:

Select “New Application” and follow the prompts to complete your application. If you need assistance, please call the school/office site. Be sure to select the correct application to indicate if you are applying to volunteer VIRTUALLY or ON-CAMPUS. 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.

## STEP 4:

Review the Volunteer Commitment Form and notify the school or office that you have completed your application. If you have applied to volunteer on-campus, make your appointment for TB Clearance in order to expedite the next steps in your application. Write down your volunteer identification number and application ID for safekeeping.

## STEP 5:

The school or office may ask you to be fingerprinted at an authorized LAUSD fingerprint location if you are volunteering in a virtual setting with breakout rooms.

## STEP 6:

You can monitor the status of your application on the Volunteer Management System - <https://volunteerapp.lausd.net>. If you have questions about the status of your application, contact the school where you applied.

**Note: As an on-campus volunteer, you may be asked to complete additional health and safety requirements in order to comply with county and state health guidance. Thank you for your understanding!**



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B1

This application does not need to be entered in the Volunteer Management System online. **This form excludes overnight events. Volunteers for overnight events must complete the application online and be fingerprinted.**

## LAUSD ON-DEMAND SAFETY VOLUNTEER APPLICATION (For Parents/Guardians/Extended Family Only) (Tier I Volunteer)



For volunteers supporting schools in the event that the Superintendent or Local District Superintendent declares a Districtwide/Local Districtwide on-demand safety need requiring safety support from parent/guardians/extended family whose child attends the public school. A principal may request parents to sign-up to be an On-Demand Safety Volunteer before the Superintendent or Local District Superintendent declares the on-demand need.

School Name: \_\_\_\_\_

On-Demand Situation: \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Name of Person to Contact in Case of Emergency/Relationship \_\_\_\_\_

Person's Phone Number \_\_\_\_\_

Name of Student \_\_\_\_\_

Relationship to Student \_\_\_\_\_

### Please read the following agreement and sign below:

*I agree to comply with the Los Angeles Unified School District's current policies regarding volunteers. I will maintain strict confidentiality regarding any and all information concerning or identifying a student. I will not photograph or videotape students for any purpose.*

*I am choosing to participate voluntarily at my own risk as a volunteer of the Los Angeles Unified School District through its School Volunteer Program.*

*COVID-19 is a highly contagious lethal virus with no known cure. The Los Angeles Unified School District (LAUSD) has no control over the virus and cannot guarantee that the school or site is safe from exposure to COVID-19. Please seriously consider that the risk of your voluntary participation is contracting COVID-19.*

*I acknowledge that I can be exposed to or contract COVID-19 while participating on campus as a volunteer. I have read and understood the above warning concerning COVID-19. I choose to accept and assume the risk of contracting COVID-19 to participate as a parent/guardian volunteer. The parent volunteer activity is of such value to me that I accept and assume the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the volunteer activities. I understand that if I do not execute this Waiver/Release, I will not be permitted to serve as a parent/guardian volunteer at any LAUSD school or site.*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT B1

I hereby expressly waive and release the LAUSD, the Board of Education of LAUSD, and its members, employees and agents, from any and all liability, claims, lawsuits or damages of any nature whatsoever arising directly or indirectly from COVID-19 infections or transmission related to my participation as a parent/guardian volunteer. I understand that this waiver means that I forever give up any rights to bring any claims or lawsuits for personal injuries, death, disease, or any other loss, including, but not limited to, claims of negligence, and forever give up any claim that I may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with COVID-19. I understand and agree that this waiver and release is intended to be interpreted broadly in favor of LAUSD.

I attest that I am over 18 years of age and am the parent or legal guardian of an LAUSD student. By submitting the School Volunteer application, I am agreeing to the terms in the waiver and release of liability.

By signing, I acknowledge reading and agreeing to the terms in the waiver and release of liability.

**Volunteer Signature**

**Date**

*Do not write below this line. Staff use only.*

**This application may not be approved or implemented until the Superintendent or Local District Superintendent declares an On-Demand Safety Need. DATE ON-DEMAND NEED DECLARED: \_\_\_\_\_**

California Megan's Law Website Clearance Date: \_\_\_\_\_

Checked by: \_\_\_\_\_  
Name and Title

Volunteer Commitment Form Date Signed: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Application Not Approved: \_\_\_\_\_

Administrator or Designee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN



ATTACHMENT C1

## LAUSD VOLUNTEER COMMITMENT FORM

(Tier I, Tier II, Tier III, and Tier IV Virtual and On-Campus Volunteers must read and sign this form.)

\_\_\_\_\_  
Print First Name and Last Name

\_\_\_\_\_  
School or Office Name

I agree to abide by the following commitments that apply to my assignment.

1. I will sign in at the main office upon arrival and sign out when I leave for the day. (*On-Campus volunteers only*)
2. I will follow the assignment schedule given to me by the principal or designee.
3. I will use words and phrases that are appropriate and be a good role model for students.
4. I will wear my volunteer identification badge at all times while participating in volunteer activities. (*On-Campus volunteers only*)
5. Except in the case of an emergency, I will give 24-hour notices when I cannot keep a scheduled assignment.
6. I will follow the dress code of the school or office.
7. I will follow the District's Code of Conduct with Students and the District's Employee Code of Ethics.
8. I will only use the adult bathroom facilities. (*On-Campus volunteers only*)
9. I will never be alone with a student without supervision by staff employed by LAUSD.
10. I will not contact students outside of school hours, or exchange contact information.
11. If I have reason to suspect child abuse, I will notify the principal or designee immediately and confidentially.
12. I will treat all students, families, and employees with respect regardless of their race, gender, class, religion, sexual orientation, gender identity, disability, or immigration status.
13. I will treat all children and persons equally and with respect.
14. I will maintain strict confidentiality of students' health, behavior and information.
15. I will maintain strict confidentiality of parent/guardians' health, behavior and information.
16. I will report inappropriate behavior to the teacher or other supervising school personnel.
17. I will respect authority of all school and office personnel.
18. I will learn the rules regarding drills and emergencies and follow the directions of District office or school staff. (*On-Campus volunteers only*)
19. I will not use school property or equipment without the authority of the administrator or designee and I will not use school property or equipment for personal gain.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator or Designee Signature

\_\_\_\_\_  
Date