






# School Volunteer Program

Dear Parents,

Welcome to a new school year! We invite you to participate in our school's volunteer program. Your support and contribution will enhance our educational program through your rich talents and expertise. The following steps will help you get started:

<p><b>Step 1</b></p> 	<p><b>Online Volunteer Application</b>  <i>Any person interested in participating in a school's volunteer program, including continuing LAUSD employees and interns, must fill out Part A of the online Volunteer Application <a href="https://volunteerapp.lausd.net">https://volunteerapp.lausd.net</a>.</i></p> <p><i>The online Volunteer Applications should then be submitted electronically: A copy of the application must also be printed, signed and delivered to the principal or principal's designee.</i></p> <p><b>* NOTE: Applicants must have an active email to access the online volunteer application. An online application is required per school.</b></p>
<p><b>Step 2</b></p> 	<p><b>Health Care Clearance: Tuberculosis (TB)</b>  <i>Volunteers must submit clearance of TB prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.</i></p>
<p><b>Step 3</b></p> 	<p><b>Safety/Security Clearance Requirements: Megan's Law</b>  <i>In accordance with District policy, the school principal or designee must check all volunteer applicants, including LAUSD employees and continuing volunteers, against California Megan's Law online database for sex offender clearance. <a href="http://www.meganslaw.ca.gov">http://www.meganslaw.ca.gov</a></i></p>
<p><b>Step 4</b></p> 	<p><b>Fingerprinting Clearance: Federal Bureau of Investigation (FBI) &amp; Department of Justice (DOJ)</b>  <i>Fingerprinting clearance by the FBI and DOJ is required for the following:</i></p> <ul style="list-style-type: none"> <li>• Persons providing direct instruction to students</li> <li>• Persons volunteering more than 16 hours per week</li> <li>• Persons volunteering whose duties require significant contact with students</li> </ul> <p><b>*Note: The fingerprinting fee is currently \$56.00.</b></p>
<p><b>Step 5</b></p> 	<p><b>Volunteer Commitment Form</b>  <i>Prospective volunteers must sign a Volunteer Commitment form stating he/she will adhere to the program guidelines. School principals must confirm and verify that the volunteer has met all requirements before becoming a certified volunteer.</i></p>

**\*Continuing Volunteers will adhere to Steps 2&3**





# LOS ANGELES UNIFIED SCHOOL DISTRICT

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\_\_\_\_\_  
**SCHOOL NAME**

## **VOLUNTEER COMMITMENT FORM**

I agree to abide by the following:

1. I will sign in at the main office upon arrival and sign out when I leave for the day.
2. I will wear my volunteer badge at all times while participating in volunteer activities.
3. Except in case of emergency, I will give 24 hour notice when I cannot keep a scheduled assignment.
4. I will follow the dress code of the school.
5. I will only use the adult bathroom facilities.
6. I will never be alone with individual students unless supervised by a teacher or other school staff.
7. I will not contact students outside of school hours, or exchange contact information, without the written permission of the school staff and the student's parents.
8. If I have reason to suspect child neglect or abuse, I will report this immediately and confidentially to the principal.
9. 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.
10. I will treat all children equally.
11. I will not share confidential information with anyone inside or outside of the school without the written permission of the principal or other administrator.
12. I will report behavior problems to the teacher or other supervising school personnel.
13. I will respect the authority of all school personnel.
14. I will learn the rules regarding drills and emergencies and follow the direction of faculty or staff.

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**Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal or Designee Signature**

\_\_\_\_\_  
**Date**