



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

SPRING 2021



Parent and community volunteers are an integral part of the learning community in the Los Angeles Unified. They provide specialized skills and expertise, school support and enrich a student's learning environment.

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

Register and fill out an application at <https://volunteerapp.lausd.net>. See page 3 for detailed steps in the process. **Please note that filling out an application to volunteer does not guarantee volunteer placement.**



What volunteer opportunities are available to parents and community members?

For the safety of our volunteers, families and Los Angeles Unified staff, during the COVID-19 pandemic volunteer opportunities at the Los Angeles Unified will follow public health guidelines. There are limited opportunities available for on-campus volunteering for specific tasks. Opportunities to volunteer virtually are provided on an as-needed basis by school or office sites.

What can VIRTUAL volunteers do?

Some of the tasks that virtual volunteers may do include:

- Assisting 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.
- Editing/proof-reading documents.
- Typing or recreating documents that need to be typed.
- Volunteering in the virtual main classroom with certificated staff present. Volunteers must adhere to all classroom policies and guidelines.
- See page 2 for additional requirements of volunteers working in breakout rooms with students.

What can ON-CAMPUS volunteers do?

Some of the tasks that on-campus volunteers may or may not do include:

- **MAY:** Assist with temperature checks.
- **MAY:** Observe the school campus for social distancing.
- **MAY:** Assist with compiling packets/materials in the office.
- **MAY NOT:** Assist in classrooms or interact with students.
- **MAY NOT:** Assist with food distribution or handling.

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.

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

What health 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 TB clearance date and must submit a Daily Pass each day they will be on campus. Access the Daily Pass at <https://dailypass.lausd.net>. On-Campus volunteers are asked to complete a COVID-19 test the week prior to beginning their service. Like our staff and students assigned to the school site, volunteers will also complete a weekly test through the Daily Pass appointment link or provider of choice.

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

It is highly encouraged for on-campus volunteers to be vaccinated before they volunteer on campus, however if a volunteer refuses the vaccine the waiver they signed upon applying will release the District from any liability in the event that they contract COVID-19. After PCS approves the application, the Los Angeles Unified will email you directions to schedule a vaccination appointment.

What are the VIRTUAL volunteer requirements in student classrooms during distance learning?

Scenario A

Volunteers are in the virtual classroom with students. Teacher/LAUSD staff are in the same virtual room at all times.

Requirements (Tier II):

- Online application completed; school/office checks Megan's Law database online; principal and Office of Parent and Community Services approve application.

Scenario B

Volunteers are in the virtual classroom with students. Teacher/LAUSD staff may group students in a breakout room while LAUSD staff regularly rotate between each breakout room.

Requirements (Tier III):

- Online application completed; school/office checks Megan's Law database online; principal and Office of Parent and Community Services approve application; and fingerprint clearance through LAUSD fingerprint office.

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

Step 1: 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 if you need support.

Step 3: When you get to the section which 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: LAUSD will notify the school of your fingerprint clearance.

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 you are applying to volunteer with to ensure that there are available opportunities based on your preferred assignment. Opportunities may be limited and are subject to administrator approval.

1

Register for a LAUSD volunteer account in the Volunteer Management System by visiting

<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

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

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.

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.

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.

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.