



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

---

**TITLE:** Establishing and Administering  
School/Office Volunteer Programs

**NUMBER:** BUL-6542.0

**ISSUER:** Dr. Ruth Pérez, Deputy Superintendent  
Division of Instruction

Rowena Lagrosa, Chief Executive Officer  
Parent, Community and Student Services

**DATE:** July 30, 2015

**ROUTING**  
 Local District Superintendents  
 Instructional Directors  
 Operations Administrators  
 Operations Coordinators  
 Parent and Community  
     Engagement Administrators  
 District Categorical Coordinators  
 Parent Educator Coaches  
 Principals  
 School Administrative Assistants  
 School Categorical Coordinators  
 School English Learner Designees  
 Parent Center Staff  
 Chairpersons of ELAC and SSC

**PURPOSE:** This policy provides guidance to school and District office administrators in establishing and administering effective volunteer programs that support the Los Angeles Unified School District’s (LAUSD) educational mission and meet LAUSD requirements. The school principal and District office administrator are charged with the responsibility of ensuring each volunteer meets all requirements and that the appropriate supervision of volunteers is provided at all times. The school principal and District office administrator have the authority to approve or deny any person from participation in a school or office volunteer program.

This Bulletin replaces BUL-5678.1, *Establishing and Administering School Volunteer Programs*, dated October 1, 2012, from the Parent, Community and Student Services. For information regarding parent or legal guardian visits to observe in a child’s classroom, please refer to BUL-6492.0, *Visitors To School Campuses and Locked Campuses During Class Hours at All Schools*.

**MAJOR CHANGES:** This Bulletin clarifies the definition and requirements for volunteers and the supervision schools and offices must provide in order to ensure the health and welfare of all students and employees. The principal may require all volunteers, at any time, to arrange for a fingerprint clearance if deemed necessary.

This Bulletin directs volunteer coaches for high school athletics to be approved through LAUSD’s Interscholastic Athletic Department.

**GUIDELINES:** SECTION I: PURPOSE OF THE LAUSD SCHOOL VOLUNTEER PROGRAM

The purpose of the LAUSD School Volunteer Program is to augment and enhance



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

educational and support services to schools and offices by leveraging the rich talents and expertise of parents and members of the school community. School volunteers contribute to schools and offices in the following ways:

- Enriching the school experience for students and staff
- Assisting teachers in classrooms and with non-instructional tasks
- Assisting with student, staff, parent and community activities
- Promoting partnerships between the school, the District and the home/community
- Serving as positive role models for students

Volunteers do not receive compensation for services they provide and are not employees of the LAUSD; however, they must meet certain health and safety requirements. School principals District office administrators must monitor the volunteer program to ensure that volunteers are appropriately assigned to duties and supervised by designated staff. In schools, volunteers usually perform their duties under the direct supervision of a certificated staff member or under the general supervision of a non-certificated staff member. In offices, volunteers are assigned duties and supervised by the District office administrator.

### SECTION II: THE ROLE OF THE SCHOOL PRINCIPAL

The school principal shall assume general authority and responsibility over all volunteers serving at the school site or may designate an appropriate administrator to assume this task. The principal may assign other certificated and/or classified staff to coordinate and support the volunteer program also. The principal and/or designee must ensure the following:

- With the exception of active LAUSD employees, all volunteers have provided clearance of tuberculosis (TB) prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.
- All volunteer applicants, including LAUSD employees and continuing volunteers, are checked annually against the California Megan's Law online database for sex offenders.
- An application has been submitted, and health and safety clearances have been met for each volunteer.
- Each volunteer has an active volunteer identification badge issued by the Parent, Community and Student Services, which must be returned to the school at the end of school year.
- Volunteer duties are assigned and are not in conflict with those of employees.
- Appropriate supervision of volunteers is provided at all times.
- A volunteer commitment form (Attachment E) is signed annually by each



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- volunteer and is maintained at the school.
- Copies of the signed volunteer application and clearances are maintained at the school for five (5) years.
- Volunteer services can be terminated by the principal when necessary, and the Parent, Community and Student Services volunteer program administrator must be informed in writing of such action.
- Continuing volunteers or volunteer program designees must update the online application annually.

Only the principal or the administrative designee may terminate a person's volunteer service when that person poses a danger or threat to the staff, students, and/or parents or when the volunteer violates the privacy of students or any other person on the school site. Additionally, when a disruptive parent letter has been issued at any LAUSD school, the principal has the option to deny that person for on-campus volunteer service. The principal can determine when volunteer services are no longer needed.

### SECTION III: HEALTH CLEARANCE REQUIREMENTS

#### Tuberculosis (TB) Clearance

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.

- All prospective volunteers are required to have the TB Risk Assessment Questionnaire administered by a licensed health care provider. If there are no risk factors identified, a Certificate of Completion is provided by the health care provider for clearance; and the prospective volunteer must submit a copy of this to the school or office. If risk factors are identified, further examination through TB skin or blood tests, and/or chest X-rays may be required. Once the health care provider determines that the individual is free from infectious TB, a Certificate of Completion will be issued; and the prospective volunteer must submit a copy of it to the District office administrator or the school principal or designee.
- If a TB examination is required, it must consist of a Mantoux Skin Test (not a chest X-ray, unless required due to medical circumstances). Volunteers with documented positive skin tests must subsequently show proof of a negative chest X-ray.
- Prospective volunteers with positive skin tests and normal chest X-rays must furnish written proof from a healthcare provider every four (4) years showing that they are free from active TB.
- Prospective volunteers who are unable to take the Mantoux skin test or receive a chest X-ray due to medical or other reasons must provide a signed statement from a licensed physician stating that the individual is not carrying the TB



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

virus and is not at risk of spreading TB to the greater population. Signed statements must be re-certified by a physician at the beginning of each school year.

- Continuing volunteers with TB clearance must repeat the TB clearance certification every four (4) years.
- Prospective volunteer applicants may provide TB clearance using their physicians' forms or using the Tuberculosis Physician/Clinic Form (Attachment C).
- Current LAUSD employees who want to participate in a volunteer program are not required to submit TB clearance for volunteer service. However, the TB clearance date on file with LAUSD has to be entered on the online application.

The TB clearance form must be kept on file at the school or District office for five (5) years along with a copy of the signed volunteer application. For additional questions regarding TB requirements for LAUSD volunteer applicants, contact LAUSD Nursing Services at (213) 202-7580.

Prospective volunteers may be able to obtain TB screenings for a reduced cost through the following organizations:

The LAUSD Wellness Centers:

<http://thelatrust.org/wellness-centers>

The Los Angeles Department of Public Health:

<http://publichealth.lacounty.gov/tb/TBTesting.htm>

### SECTION IV: SAFETY/SECURITY CLEARANCE REQUIREMENTS

#### A. Megan's Law/Sex Offender Clearance

In accordance with District policy, the school principal or designee and the District office administrator must check all volunteer applicants, including LAUSD employees and continuing volunteers annually, at the beginning of the school year, against the California Megan's Law online database for sex offenders at <http://www.meganslaw.ca.gov>.

Any volunteer applicant whose name appears on the Megan's Law online database is prohibited from serving as a District office volunteer and as an on-campus school volunteer in any capacity for any length of time, including for one-time activities.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

### B. Federal Bureau of Investigation (FBI) / Department of Justice (DOJ) Fingerprinting Clearance

Volunteer applicants need to be fingerprinted only once during their volunteer service. LAUSD adheres to the California State statutes pertaining to supervised volunteerism in public schools.

Fingerprinting clearance by the FBI and the DOJ is required for the following persons:

- Persons providing direct instruction to students regardless of the number of hours engaged in such activity, even if supervised by a certificated employee
- Persons volunteering in any school for more than 16 hours per week, regardless of supervision
- Persons volunteering for less than 16 hours per week under general supervision and whose duties require significant contact with students, as determined by the school principal, including the following:
  - Playground assistants
  - Lunch supervision assistants
  - Safety Valet program assistants

The District requires employees to submit a TB clearance form and a Live Scan fingerprint clearance form before being hired. These meet the requirements of the volunteer program.

The principal may require all volunteers, at any time, to arrange for fingerprint clearance if deemed necessary.

Fingerprinting must be conducted through LAUSD. The Live Scan fingerprinting program conducted through LAUSD notifies the District if a volunteer has been arrested for any reason.

Fingerprinting for parent volunteers is available by appointment at various District locations. School or District office personnel will call the requested location to schedule an appointment for the prospective parent volunteer. Applicants are required to present a Social Security number and a State of California driver's license or identification card. Money orders or cashier's checks made out to LAUSD are the only accepted form of payment.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

The following are approved LAUSD fingerprinting locations:

333 S. Beaudry Ave., 15th Floor	Los Angeles	CA	90017	(213) 241-6140
5607 Capistrano Ave.	Woodland Hills	CA	91367	(818) 587-4364
6505 Zelzah Ave.	Reseda	CA	91335	(818) 654-1600
944 West 77th St.	Los Angeles	CA	90044	(323) 753-3321
611 Jackson St.	Los Angeles	CA	90012	(213) 633-3500
2060 West 156th St.	Gardena	CA	90249	(310) 515-3010
312 N. Garey St.	Los Angeles	CA	90012	(213) 346-2160

The fingerprinting fee is currently \$56.00. Neither LAUSD nor the school pays this cost. If available, funds provided by the Parent Teacher Association (PTA), Parent Teacher Student Organization (PTSO), a school's Booster Club and/or other donated funding may be used.

### SECTION V: APPLICATION PROCESS

#### A. Online Application Part A – Submitted By Prospective Volunteer

Any person interested in participating in a school's volunteer program, including continuing volunteers, LAUSD employees, community members and interns must first check with the District office administrator or school principal or designee to inquire about possible volunteer opportunities. Next, the prospective volunteer should fill out Part A of the online Volunteer Application (see Attachment A). The online application may be accessed at <https://volunteerapp.lausd.net>.

All prospective volunteers must first register for a LAUSD Volunteer Parent/Guardian Account in the following way:

- Access the LAUSD Parent/Guardian Account registration page at <https://volunteerapp.lausd.net>.
  - Select "I am a LAUSD parent/guardian" or "I am a LAUSD community member."
  - Click on "Register for a LAUSD Parent/Guardian Account."

Once on the LAUSD Parent/Guardian Account registration site, a prospective volunteer will be required to enter his name and a valid email account. The prospective volunteer will receive an email to complete the registration process, including the creation of an account password.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

The online Volunteer Application should be submitted electronically. A copy of the online Volunteer Application and a Volunteer Commitment Form (Attachment E) must be printed, signed and delivered to the District office administrator, school principal or the principal's designee. Volunteers must update their online application at the beginning of each school year.

Volunteers for a single event that takes place for the duration of one day only do not need to submit an application but must be checked against the CA Megan's Law online database.

Continuing volunteers may reapply to serve as volunteers for the next school year starting on July 1<sup>st</sup> through May 1<sup>st</sup> of the new school year. A new volunteer identification badge will be issued each school year.

If a person does not have access to the necessary technology to complete the online Volunteer Application, the school or office may designate an employee to assist in filling out and submitting Part A of the online application on the person's behalf. Volunteers serving at more than one LAUSD school or office must have a completed online application (Part A), printed and signed, for each school or office.

### B. Online Application Part B – Submitted by School or District Office

The school or District office must submit Part B (Attachment B) of the online application for all individuals applying to become certified volunteers. The District office administrator or school principal must confirm and verify that the volunteer has met all requirements, including:

- Online Volunteer Application (Part A), printed and signed
- Megan's Law Clearance
- TB Test Clearance
- Fingerprinting (when applicable)
- Signed Volunteer Commitment Form (Attachment E)

### C. Additional Guidelines

- The principal or District office administrator must review and approve each online Volunteer Application by logging into the Volunteer Application system and marking the appropriate boxes.
- Principals and District office administrators may delegate the task of approving volunteers to approved designees by calling the Parent, Community and Student Services office at (213) 481-3350.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- The District office administrators and principal or designee must also indicate:
  - Where the volunteer will be assigned
  - The type of supervision required
  - How many hours the person will serve on a weekly basis
- Part A of the online application, printed and signed, must be kept on file at the school for five (5) years.
- School volunteers are required to sign in at the school office upon entering the campus and sign out when they exit the campus. Schools must require volunteers to leave their volunteer identification badges at the school when not in use.
- The District office administrator, principal, the principal's administrative designee, or other assigned staff must submit Part B of the application by logging in to the Volunteer Application system using their employee single sign-on (SSO) account and verify all clearances/requirements have been met. The approved staff for schools to input the volunteer's information include the following:
  - Assistant Principals
  - Title I and EL Coordinators
  - Categorical Programs Advisors
  - School Administrative Assistants
  - Community Representatives
  - Parent Resource Liaisons
  - Parent Resource Assistants
- No person may provide volunteer service until all necessary clearances are verified by the District office administrator or school principal, the volunteer has signed both a copy of Part A of the online application and the Volunteer Commitment Form (Attachment E), and a volunteer identification badge is issued by the PCSS.
- Once a person receives a volunteer identification badge, the person is approved to provide service as a volunteer for no longer than a period of one school year at the designated school or office.





## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- The District's Worker's Compensation Insurance covers only approved school and office volunteers injured during the course of a volunteer assignment.

### SECTION VI: OTHER TYPES OF VOLUNTEERS

Parents/guardians observing in classrooms or attending other school activities are not considered volunteers; nevertheless, they must always be under direct supervision in the classroom, and under general supervision during other activities. (See BUL-6492.0, *Visitors To School Campuses and Locked Campuses During Class Hours at All Schools*.)

#### A. Parent/Guardian

All parents/guardians fall under the requirements of this Bulletin and have the right to volunteer for their children's schools. Parents/guardians not allowed on campus, or unable to travel to campus, should be assigned duties that they are able to perform from their homes. An off-campus volunteer must fill out a volunteer application. The principal determines which health and safety requirements the off-campus volunteer must fulfill.

#### B. Community Members

Community members, employees of community-based organizations and agencies, as well as business representatives, must follow the same application and clearance processes that parents follow.

#### C. LAUSD Employees

District employees must complete Part A of the online volunteer application and be checked against the Megan's Law online database.

The District requires employees to submit a TB clearance form and a Live Scan fingerprint clearance form before being hired. These meet the requirements of the volunteer program.

#### D. Interns/Unpaid Interns

Unpaid interns associated with accredited university programs are required to complete the LAUSD volunteer application and health and safety screening process. Unpaid interns completing their time in schools or in locations having contact with students, regardless of the number of hours per week, are to be processed as volunteers and must be fingerprinted and cleared through the DOJ and FBI. All interns must be fingerprinted through the LAUSD regardless of the number of hours they will be volunteering per week.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

E. Safety Valet Program

Individuals volunteering for the Safety Valet Program are required to fill out a volunteer application and meet the required health and safety screenings. Principals will decide if fingerprinting is required. The Safety Valet Program is implemented by the Office of Environmental Health and Safety (OEHS). Volunteers in the Safety Valet Program receive additional training from the LAUSD’s Los Angeles School Police Department Motor Unit. For more information on the Safety Valet Program, please contact OEHS at (213) 241-3199 or at [trafficsafety@lausd-oehs.org](mailto:trafficsafety@lausd-oehs.org).

F. Volunteer Athletic Coaches

Individuals who are interested in applying to volunteer at a high school as an athletic coach need to contact the school’s Athletic Director or administrative designee in charge of athletics. Athletic volunteer applications are processed through the LAUSD’s Interscholastic Athletic Department which certifies that volunteers have met all requirements. The Interscholastic Athletic Department can be reached at (213) 241-5847.

**AUTHORITY:** This is a policy of Los Angeles Unified School District.

**RELATED**

**RESOURCES:** REF-1129.3, *School Readiness Language Development Program (SRLDP)*  
 REF- 2111.0, *Field Trips Handbook and Revised Procedures*  
 BUL-3872.0, *Fingerprinting and Criminal Background Compliance for Contractors*, dated August 7, 2007  
 BUL-6492.0, *Visitors to School Campuses and Locked Campuses During School Hours*, dated April 22, 2015  
 BUL-3422.0, *Sex Offender Notification*, dated February 21, 2007  
 REF-5496.1, *Implementing a Safety Valet Program at Schools*, dated June 24, 2011  
 BUL-1347.2, *Child Abuse and Neglect Reporting Requirements*, dated July1, 2011  
 AB 1667, Williams. Tuberculosis testing in schools  
 Education Code §35160, §49406 (f), §35021.1, §35021.3, and §45349

**ASSISTANCE:** For assistance or further information, please contact the Local District Administrator of Parent and Community Engagement’s office as indicated below.

Local District Northwest:	(818) 654-3600
Local District Northeast:	(818) 252-5400
Local District South:	(310) 354-3400
Local District East:	(323) 224-3100
Local District West:	(310) 914-2100
Local District Central:	(213) 241-0100



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

## **Attachment Index**

Attachment A:	Online Volunteer Application, Part A
Attachment B:	Online Volunteer Application, Part B
Attachment C:	Tuberculosis Physician / Clinic Form
Attachment C1:	Formulario Medico / Clinico de la Prueba de Tuberculosis
Attachment D:	Volunteer Application Instructions
Attachment E:	Volunteer Commitment Form



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**Attachment A**

## Los Angeles Unified School District Volunteer Application

This application must be printed, signed and delivered to the District office administrator or principal of the school where you want to volunteer. The office or school can assist you in printing the application.

**PART A: To be completed by applicant**

New Volunteer

Continuing Volunteer

You will be identified by your birthdate and Volunteer Identification (ID) Number.

Birthdate: \_\_\_\_\_

Volunteer ID Number: \_\_\_\_\_

If continuing, please list the office(s) or school(s) where you have volunteered: \_\_\_\_\_

**MY PROFILE**

First Name: \_\_\_\_\_ Middle Name/Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

**TYPES OF VOLUNTEERS: (Please check the all that apply)**

I am a:  parent/legal guardian of a child at this school.

I am a:  community member or non-custodial family member.

I am:  employed by LAUSD.

**Employee number:** \_\_\_\_\_

I am:  a student at a college or university.

**Name of institution:** \_\_\_\_\_

I am:  an intern.

**Name of institution:** \_\_\_\_\_

I am:  employed at a community-based organization.

**Name of organization:** \_\_\_\_\_

I am:  not volunteering in a school or office.

**Name of unit/office:** \_\_\_\_\_

**CONTACT INFORMATION**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PHONE**

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Emergency Contact 1 Name: \_\_\_\_\_ Contact 1 Phone: \_\_\_\_\_

Emergency Contact 2 Name: \_\_\_\_\_ Contact 2 Phone: \_\_\_\_\_

Are you employed?  yes  no

If so, where? \_\_\_\_\_

Occupation: \_\_\_\_\_





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## Attachment B

**PART B:** *To be completed by school or office personnel*

**HEALTH/SAFETY CLEARANCES**

Date of TB skin test: \_\_\_\_\_ Date of CA Megan's Law review: \_\_\_\_\_  
 Date of X-ray: \_\_\_\_\_ Fingerprint needed?  no  yes  
 Doctor's clearance: \_\_\_\_\_ Date of fingerprint clearance: \_\_\_\_\_

**SCHOOL OR OFFICE PROFILE**

Name of School or Office: \_\_\_\_\_ School Year: \_\_\_\_\_

Volunteer assigned to: \_\_\_\_\_ Number of hours assigned: \_\_\_\_\_

Type of supervision required:  general supervision  certificated supervision  off-campus non-student only

**Administrative Designee:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Employee Number: \_\_\_\_\_ Classroom/Office: \_\_\_\_\_

**Principal or District Office Administrator Verification:**

I certify that I have reviewed this application, the attached clearances, and approved this volunteer.  
 Application denied. (*Please identify reason below.*)  
 disruptive parent letter on file  felony conviction  other: *see below*  
 Reason: \_\_\_\_\_

**Principal or District Office Administrator:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Employee Number: \_\_\_\_\_

[ Complete ]









**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**Attachment D**

**APPLICATION INSTRUCTIONS**

<p><b>NEW VOLUNTEERS</b></p> <p>Individuals interested in becoming an approved volunteer will need to complete the following steps:</p> <ol style="list-style-type: none"> <li>1. Ask the school principal or District office administrator if there are any volunteer opportunities available.</li> <li>2. Fill out Part A of the online application. Access application at: <a href="http://families.lausd.net/volunteers">http://families.lausd.net/volunteers</a> Save your Volunteer Identification (ID) Number.</li> <li>3. Notify the principal or District office administrator where you have applied that you have filled out the application and are interested in becoming a volunteer.</li> <li>4. Obtain TB clearance from your healthcare provider.</li> <li>5. Obtain fingerprint clearance when applicable. Ask school personnel to call to schedule an appointment at 213-241-6591. The fee is \$56.00 and in some cases may be covered through PTA/PTSO funds. Fingerprinting can only be paid for by money orders or cashier's checks made out to LAUSD.</li> <li>6. The principal or administrative designee will check your name against the Megan's Law online database. Once the principal or administrative designee has approved your application, it will be forwarded to the Parent, Community and Student Services for processing. Upon approval, a volunteer identification badge will be issued, and you may begin your volunteer assignment at the school where you applied.</li> </ol> <p><i>(Note: An online application is required per school.)</i></p>	<p><b>CONTINUING VOLUNTEERS</b></p> <p>If you would like to return to a school or office in the Fall and continue as an approved volunteer, or apply to an additional school or office, you will need to complete the following steps:</p> <ol style="list-style-type: none"> <li>1. Ask the school principal or District office administrator if there are any volunteer opportunities available.</li> <li>2. Fill out Part A of the online application. Access application at: <a href="http://families.lausd.net/volunteers">http://families.lausd.net/volunteers</a></li> <li>3. Notify the principal or District office administrator at the school or office where you have applied that you have filled out the application and obtained your health and safety clearances.</li> <li>4. District staff must verify TB clearance prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.</li> <li>5. If you have been fingerprinted through the District, you do not need to be fingerprinted again.             <ol style="list-style-type: none"> <li>a) If you have not been fingerprinted, you may need to obtain fingerprint clearance. Check with the school or office with which you are applying.</li> <li>b) Ask personnel to call to schedule an appointment to be fingerprinted at 213-241-6591. The fee is \$56.00 and in some cases may be covered through PTA/PTSO funds. Fingerprinting can only be paid for by money orders or cashier's checks made out to LAUSD.</li> </ol> </li> <li>6. The principal or District office administrator will check your name against the Megan's Law online database. Once your application has been approved, it will be forwarded to the Parent, Community and Student Services for processing. Upon approval, a volunteer identification badge will be issued, and you may begin your volunteer assignment at the school or office where you applied.</li> </ol>
---	--



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment E

\_\_\_\_\_  
PRINT FIRST AND LAST NAME

\_\_\_\_\_  
SCHOOL or OFFICE NAME

## VOLUNTEER COMMITMENTS

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 identification badge at all times while participating in volunteer activities.
3. Except in the case of an emergency, I will give 24 hours notice when I cannot keep a scheduled assignment.
4. I will follow the dress code of the school or office.
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 permission of the school staff and the student's parents.
8. If I have reason to suspect child 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 and persons equally.
11. I will not share confidential information with anyone inside or outside of the school or office without the permission of the principal or other administrator.
12. I will report children's behavior problems to the teacher or other supervising school personnel.
13. I will respect the authority of all school and office personnel.
14. I will learn the rules regarding drills and emergencies and follow the direction of District office or school staff.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date