LOS ANGELES UNIFIED

GUIDE TO VOLUNTEERING:

VIRTUAL AND ON-CAMPUS

FALL 2022

The Los Angeles Unified welcomes prospective parent and community volunteers to the 2022-2023 school year and extends gratitude for the service provided to 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 Parent and Community Services' volunteer site, **https://achieve.lausd.net/Page/10443**, to learn more.

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. CA 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 equal access to volunteer for prospective volunteers.

Next, use your Parent Portal account or create a new log-in identity with Los Angeles Unified by visiting **https://volunteerapp.lausd.net**. See page 4 of this document for detailed steps to follow for this 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. On-campus volunteers must have approved proof of full COVID-19 vaccination in the Daily Pass before providing volunteer services. Volunteers must also complete the daily health screening and get a Daily Pass QR code scanned each day of service. The Los Angeles Unified is implementing the "response testing" protocol and will provide take-home Rapid Antigen test as appropriate. If you're identified as a close contact, notify the campus and request a rapid test. Follow district procedures and monitor your health for potential symptoms. You may continue to volunteer as long as you remain asymptomatic. 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. Incomplete volunteer applications, e.g. those missing a District approved COVID-19 vaccination upload, will be deactivated after 45 calendar days. The applicant and the school will be notified prior to deactivation.

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**.

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

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

Yes. 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 online, all on-campus volunteer applicants will be asked to accept a liability waiver in the event they contract COVID-19. To find a COVID-19 vaccination location, visit County of Los Angeles website at **http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup**/.

What other clearances are necessary to volunteer ON-CAMPUS?

On-campus volunteers must be cleared through the online CA Megan's Law website, have a valid Tuberculosis (TB) clearance date and must submit a Daily Pass each day they will be on campus. Volunteers whose duties fall into the Tier III category will also need fingerprints through a District-approved site. 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?

ON-CAMPUS TIER I VOLUNTEER **Single Event* Volunteer**	ON-CAMPUS TIER II VOLUNTEER **Virtual Volunteer via Online Learning**	ON-CAMPUS TIER III VOLUNTEER **Virtual Volunteer in Breakout Rooms**	AT HOME OR VIRTUAL TIER IV VOLUNTEER **No Student or Virtual Classroom Contact**
REQUIRED: Upload proof of COVID-19 vaccination, California Megan's Law Website Clearance and Signed Liability Waiver **Does not require Fingerprint Clearance** Must be directly supervised at ALL times by school staff. Single Event* Application and Volunteer Commitment Form are submitted to the principal for approval. Tier I volunteer application cannot be used for overnight events. Must complete a Daily Pass for the day of service. *Volunteers for one day only in the entire school year.	**REQUIRED:** Upload proof of COVID-19 vaccination (on-campus only), California Megan's Law Website Clearance, TB Clearance, Signed Liability Waiver **Does not require Fingerprint Clearance** Must be directly supervised at ALL times by school staff. Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form. Must complete a Daily Pass each day of on-campus service.	**REQUIRED:** 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 Must be directly supervised at ALL times by school staff. Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form. Must complete a Daily Pass each day of on-campus service.	**REQUIRED:** California Megan's Law Website Clearance **Does not require Fingerprint Clearance** Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.

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 populated. There should be no fees associated with fingerprinting using this process, so please double check that all steps have been followed closely.

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.

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**. On the Daily Pass site you can generate a QR code to enter the campus, view COVID-19 test results, upload the result of a Rapid Antigen Test, 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.
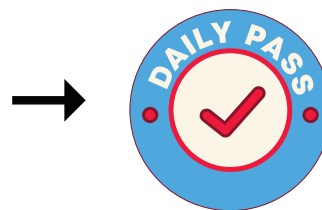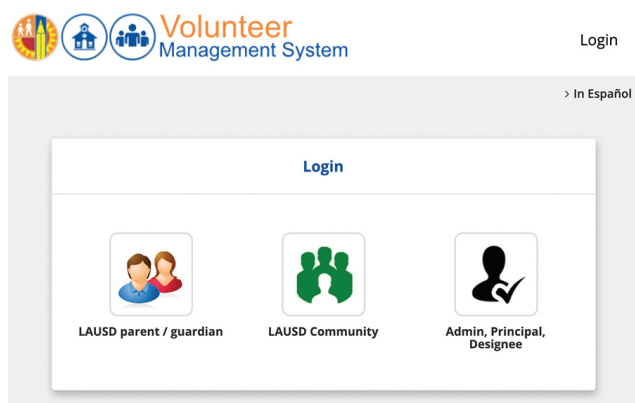
Steps to Register for an Account and Create a Volunteer Application

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.
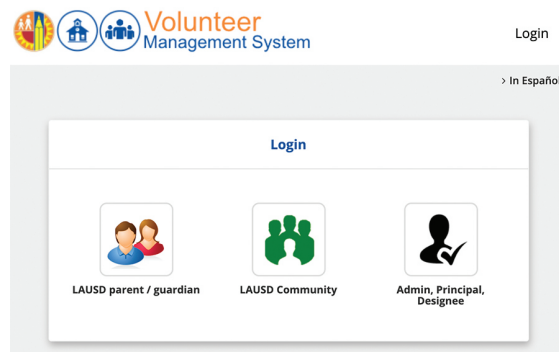
    a) Select "LAUSD parent/guardian" or "LAUSD community member."
    b) Click on "Register".
    c) Enter all required information.
    d) To complete the registration process, you will receive an email at the address given with instructions on how to create an account password.
    e) Follow the link 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 to ensure all information is correct 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. Provide the TB Clearance date to the school once you have it. Check your volunteer application status weekly and reach out to your school site if you have not received updates on the status of your application within a few weeks.

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!