

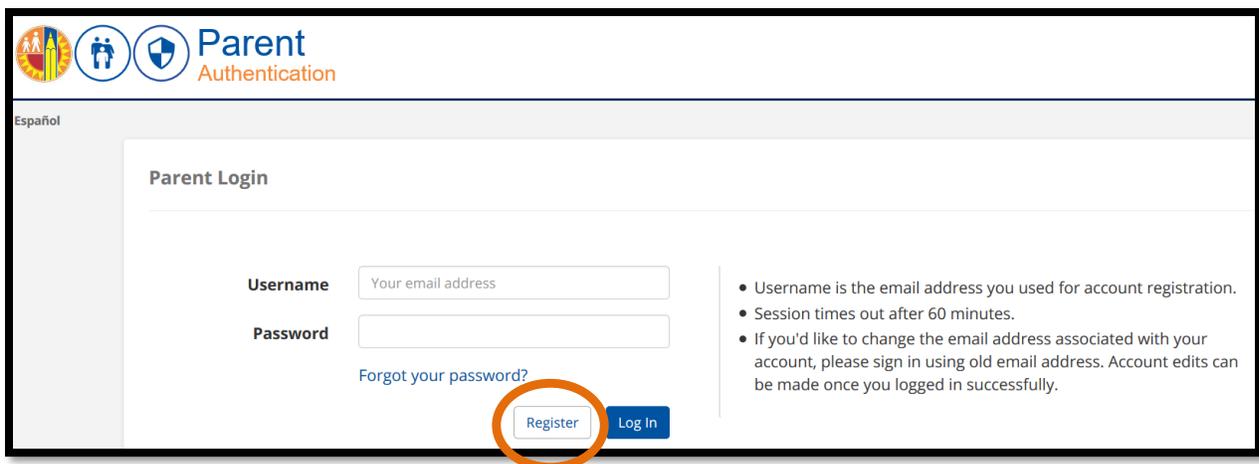
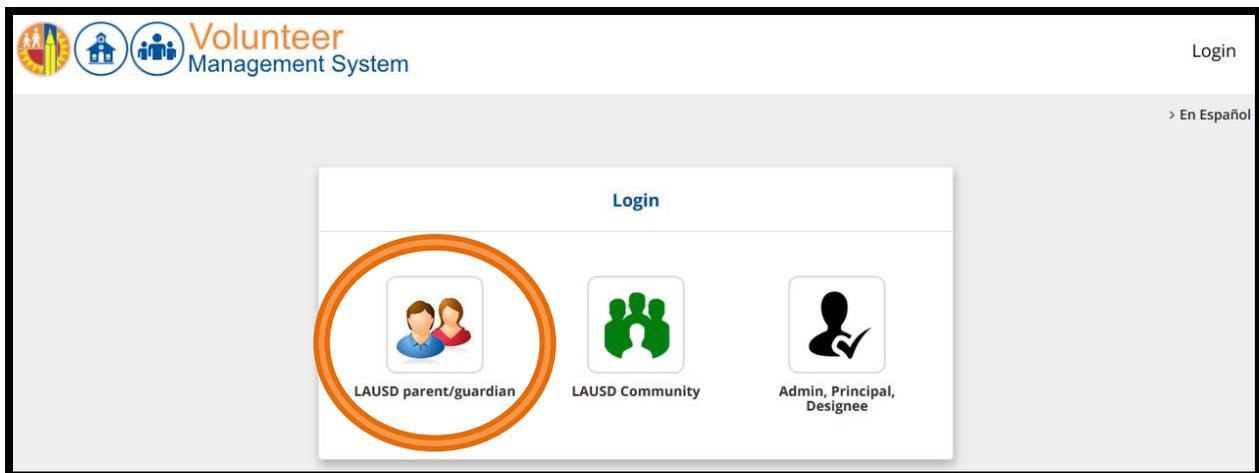
## Job Aid

Every volunteer, new or returning, must submit an online application to volunteer each year. Beginning in 2021, all volunteers sign a COVID-19 liability waiver embedded in the online volunteer application. Please see Attachment O1 and O2 of BUL 6746.3 for the text of the waiver. Once approved, the volunteer will receive an approval letter and temporary badge to the email associated with the volunteer application. The principal will also receive the same email. A permanent badge will be mailed to the school site via school mail before the expiration date on the temporary badge.

### Step 1 – Create an account

Log in to <https://volunteerapp.lausd.net>

- This will bring a prospective applicant to the LAUSD Volunteer Application screen. Select **LAUSD parent/guardian**. Non parent/guardian applicants will select **LAUSD Community**. On the following screen, select **Register**.
- **NOTE:** If the prospective volunteer has a Parent Portal account, they will enter their Parent Portal Username and Password and click, **Log In**. Then, continue to Step 3.



Fill out the required fields using the applicant’s full legal name (**First Name, Last Name, Email Address, Re-Enter Email, Captcha Code for security purposes**) and click **Register**.

**Los Angeles Unified School District Account Registration**

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Your email address is your username. To create a parent account, enter a valid email address e.g. parent@webmail.com.

A parent account allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
  - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

<p><b>Parent First Name: *</b></p> <input type="text"/>	<p><b>Parent Middle (optional)</b></p> <input type="text"/>
<p><b>Parent Last Name: *</b></p> <input type="text"/>	
<p><b>Email Address:*</b></p> <input type="text"/>	<p><b>Re-enter Email:*</b></p> <input type="text"/>

**Please enter the numbers below for security purposes \***

	<input type="text"/> OR <input type="text"/>
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Error

Cancel

Register

Once the applicant has registered, the applicant will receive the following message:

**Account Registration**

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Thank you

To complete your registration, Please click on the activation link sent to:

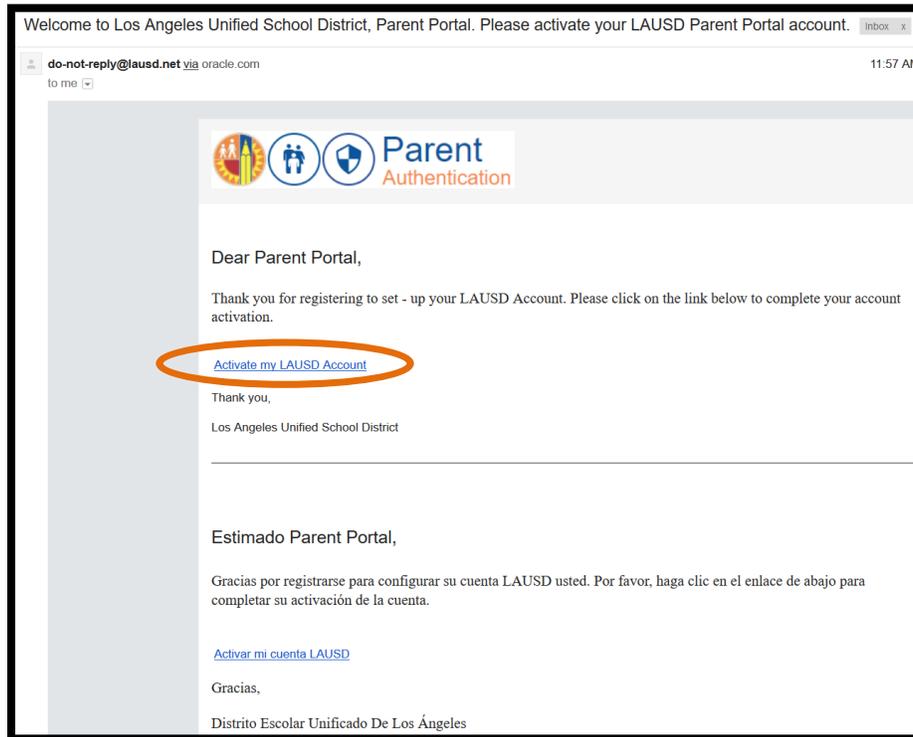
parentportal23@gmail.com

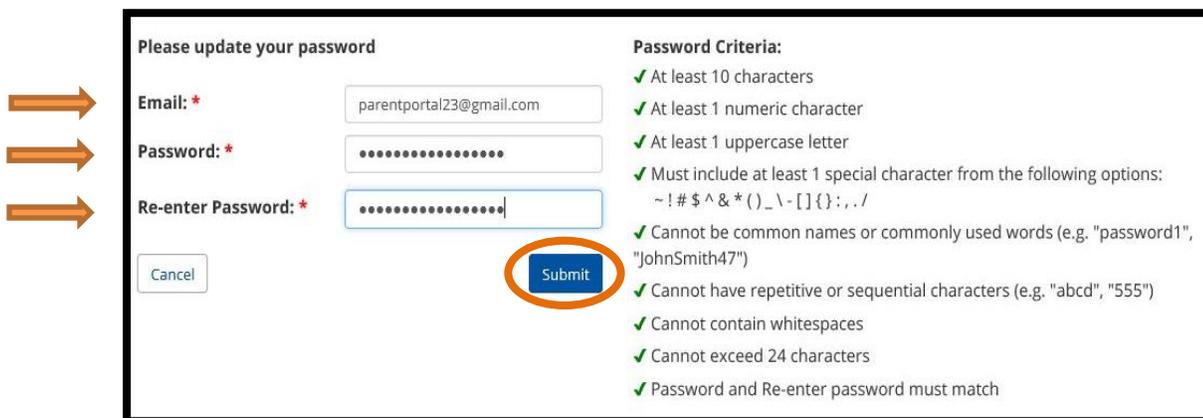
Click here to goto Login Page.

## Step 2 – Activate an account and create a password

Log in to the email account used to create an account and search for an email message from [noreply@lausd.net](mailto:noreply@lausd.net) (check Junk or SPAM mail if the message is not in the main Inbox). Click on the link to [Activate my LAUSD Account](#).



The next screen will prompt the applicant to create a password. Make sure the password follows the password criteria. Click submit.



Please update your password

**Email: \***

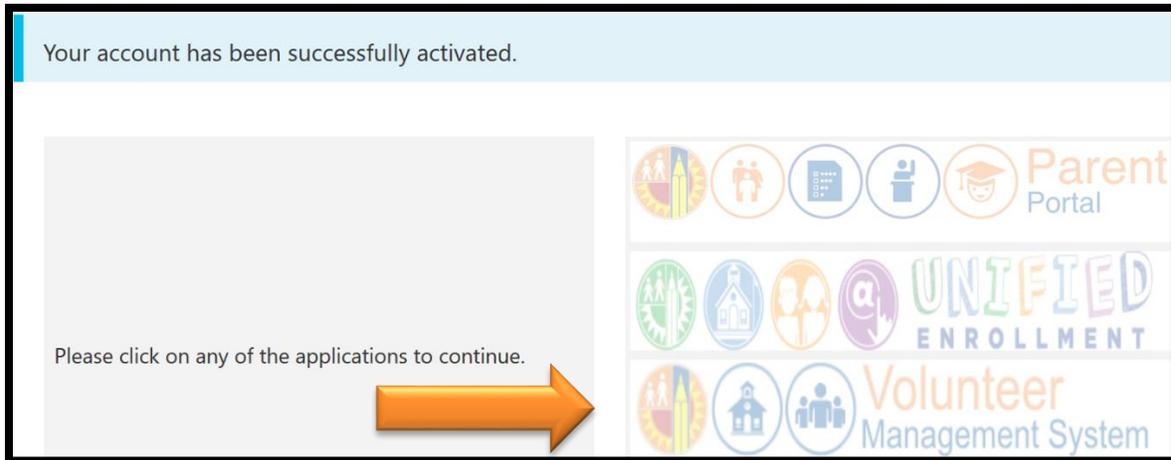
**Password: \***

**Re-enter Password: \***

**Password Criteria:**

- ✓ At least 10 characters
- ✓ At least 1 numeric character
- ✓ At least 1 uppercase letter
- ✓ Must include at least 1 special character from the following options:  
~ ! # \$ ^ & \* ( ) \_ \ - [ ] { } ; , . /
- ✓ Cannot be common names or commonly used words (e.g. "password1", "JohnSmith47")
- ✓ Cannot have repetitive or sequential characters (e.g. "abcd", "555")
- ✓ Cannot contain whitespaces
- ✓ Cannot exceed 24 characters
- ✓ Password and Re-enter password must match

Once the account password is set, the applicant will get a message that the account activation is complete. It will also ask the applicant to return to the main menu to log in. Click on the third logo, **Volunteer Management System**, on the right side of the page.



## **Alternative Method to Access the Volunteer Management System**

From the Parent Portal, parents can also directly access the Volunteer Management System by selecting the icon for **Online Forms and Applications**.

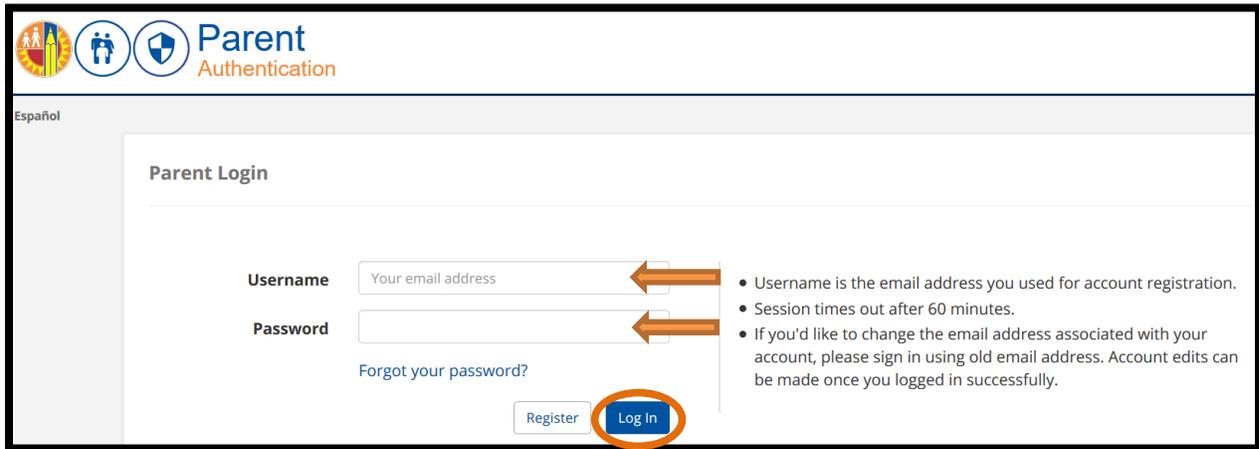
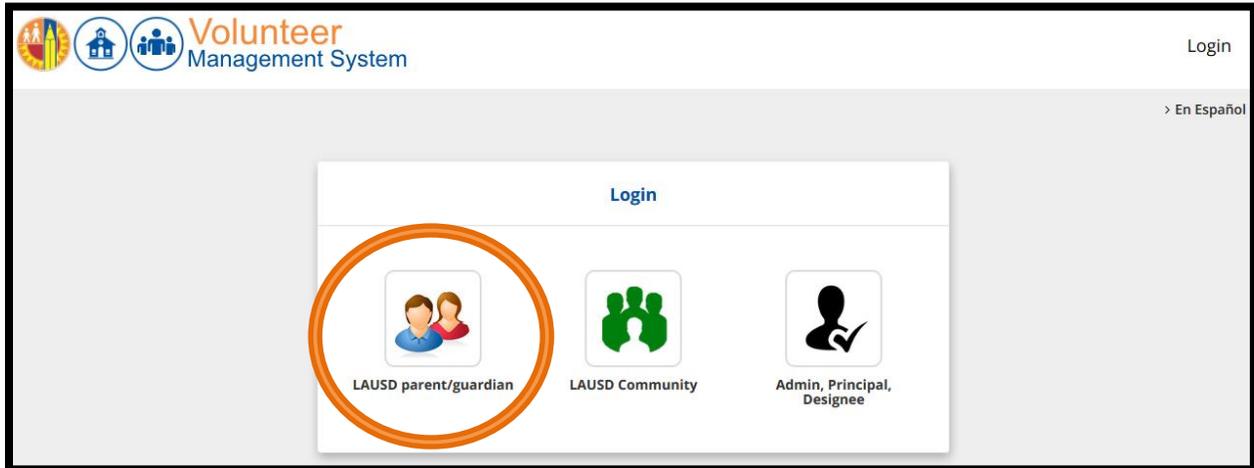


Click below to learn about and apply for District programs that will support your child's academic success or update your emergency contact information.

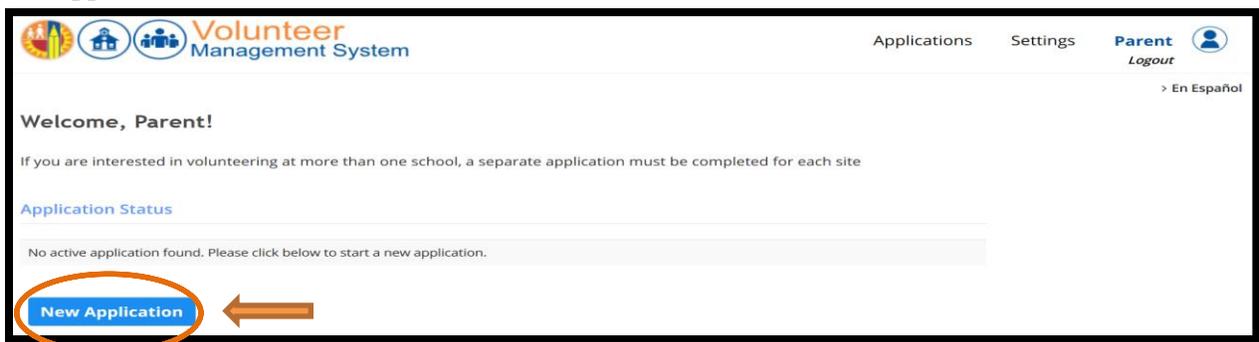
Available Applications	Descriptions
<a href="#">School Meal Applications</a>	Parents/Guardians can submit a meal application online via PASSport with basic student and parent data pre-populated. Annually beginning July 1st (one application per family).
<a href="#">School Volunteer Application</a>	Volunteers are a vital resource for many schools. Complete an online application today! Purpose of the School/Office Volunteer Program <ul style="list-style-type: none"> <li>Assist in classrooms, thereby allowing teachers to attend to students in need of extra help.</li> <li>Support school personnel in meeting the needs of students more effectively.</li> <li>Strengthen school/home/community relations by engaging parents and community as school volunteers.</li> <li>Provide adult role models for students through tutoring and mentoring opportunities that broaden their educational experience.</li> <li>Provide enriching intergenerational experiences for students and senior citizens that enriches students' lives.</li> </ul>

## Step 3 – Fill out the LAUSD Volunteer Application

Selecting Login will take an applicant to the LAUSD Volunteer home page. Select **LAUSD parent/guardian**, enter the email (username) and password, and select **Log In**. Non parent/guardian applicants will select **LAUSD Community**, enter the email (username) and password, then select **Log In**.

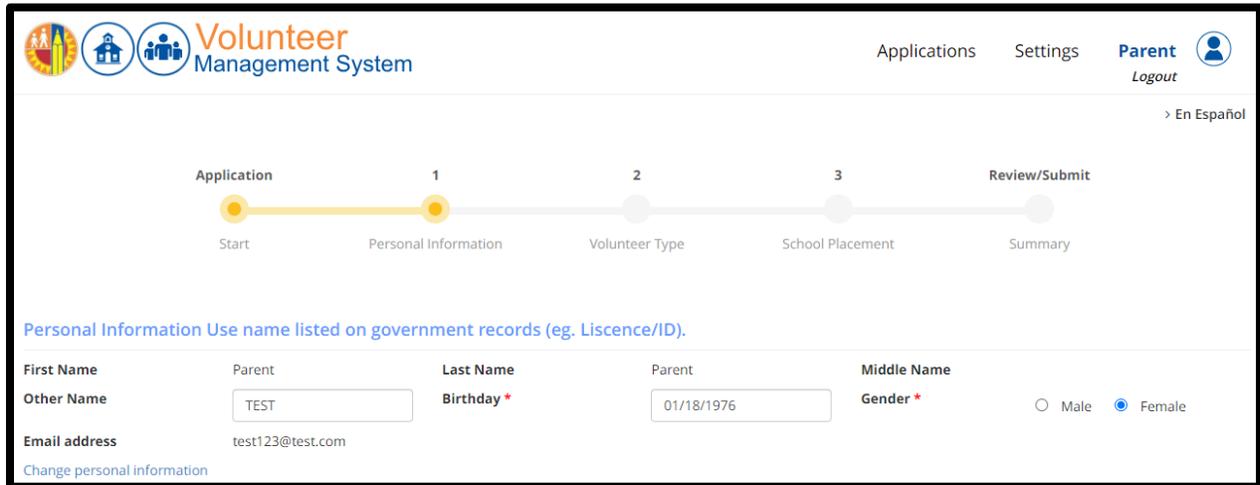


Once logged in, the applicant will be directed to the Volunteer Application home page where a new application can be created.



## Personal Information

Enter the full legal name in the First Name and Last Name fields. If the applicant has another name, it should be entered in the Other Name field. Birthday and gender are required. The rest is optional.



**Volunteer Management System** Applications Settings **Parent** Logout  
En Español

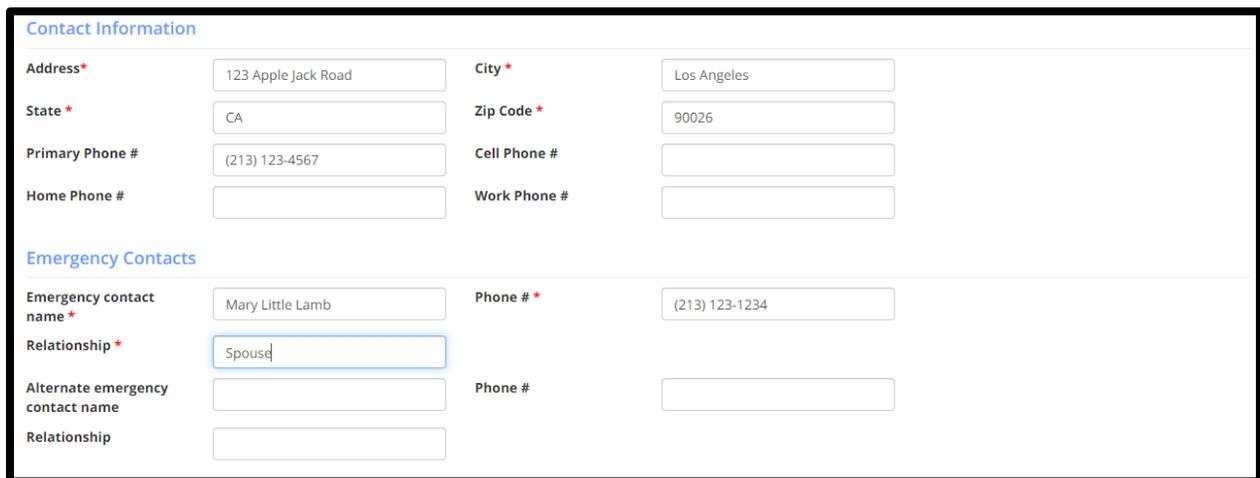
Application 1 2 3 Review/Submit  
Start Personal Information Volunteer Type School Placement Summary

Personal Information Use name listed on government records (eg. Liscence/ID).

First Name Parent Last Name Parent Middle Name  
Other Name TEST Birthday \* 01/18/1976 Gender \*  Male  Female  
Email address test123@test.com  
[Change personal information](#)

## Contact Information

Fill out the Address, City, State, Zip Code, and at least one phone number. Enter at least one Emergency Contact Name and Phone number. Emergency Contact information is required.



**Contact Information**

Address \* 123 Apple Jack Road City \* Los Angeles  
State \* CA Zip Code \* 90026  
Primary Phone # (213) 123-4567 Cell Phone #  
Home Phone # Work Phone #

**Emergency Contacts**

Emergency contact name \* Mary Little Lamb Phone # \* (213) 123-1234  
Relationship \* Spouse  
Alternate emergency contact name Phone #  
Relationship

## Application Type

Select School volunteer and identify the Languages Spoken.

**Application Type**

School volunteer  
 LA's BEST Afterschool Enrichment Program

**Additional Information**

**Languages Spoken**

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean
<input type="checkbox"/> Armenian	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Russian
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Farsi	<input type="checkbox"/> Japanese	<input type="checkbox"/> Laotian
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Thai	<input type="checkbox"/> Pashto/Pashtu
<input type="checkbox"/> Persian (Farsi)	<input type="checkbox"/> Ukrainian	<input type="checkbox"/> Other

[Return to home page](#) [Next](#)

## Volunteer Type (Parent or Community Member)

Select Volunteer Type, applying for, and identify if applicant is a parent/legal guardian of a child in a LAUSD school, Community member or non-custodian family member.

Application      1      2      3      Review/Submit

Start      Personal Information      Volunteer Type      School Placement      Summary

**Volunteer Type**

I am a  New volunteer  
 Returning volunteer

Applying for\*

**Parents/Legal Guardians, Students, and Families**

I am a  Parent/legal guardian of a child at a LAUSD school  
 Community member or non-custodian family member  
 Other type of volunteer

[Previous](#) [Next](#)

## Volunteer Type (College/University Student Intern)

Select Other type of volunteer and select an intern. Indicate University/College Name and Field Instructor Name.

Parents/Legal Guardians, Students, and Families

I am a

- Parent/legal guardian of a child at a LAUSD school
- Community member or non-custodian family member
- Other type of volunteer

I am

- an intern

Must select at least one:

- employed by LAUSD

Apple University

Granny Smith

PSA       SMH

Previous Next

## Volunteer Type (LAUSD Employee)

Select Other type of volunteer and select employed by LAUSD and enter employee number.

Parents/Legal Guardians, Students, and Families

I am a

- Parent/legal guardian of a child at a LAUSD school
- Community member or non-custodian family member
- Other type of volunteer

I am

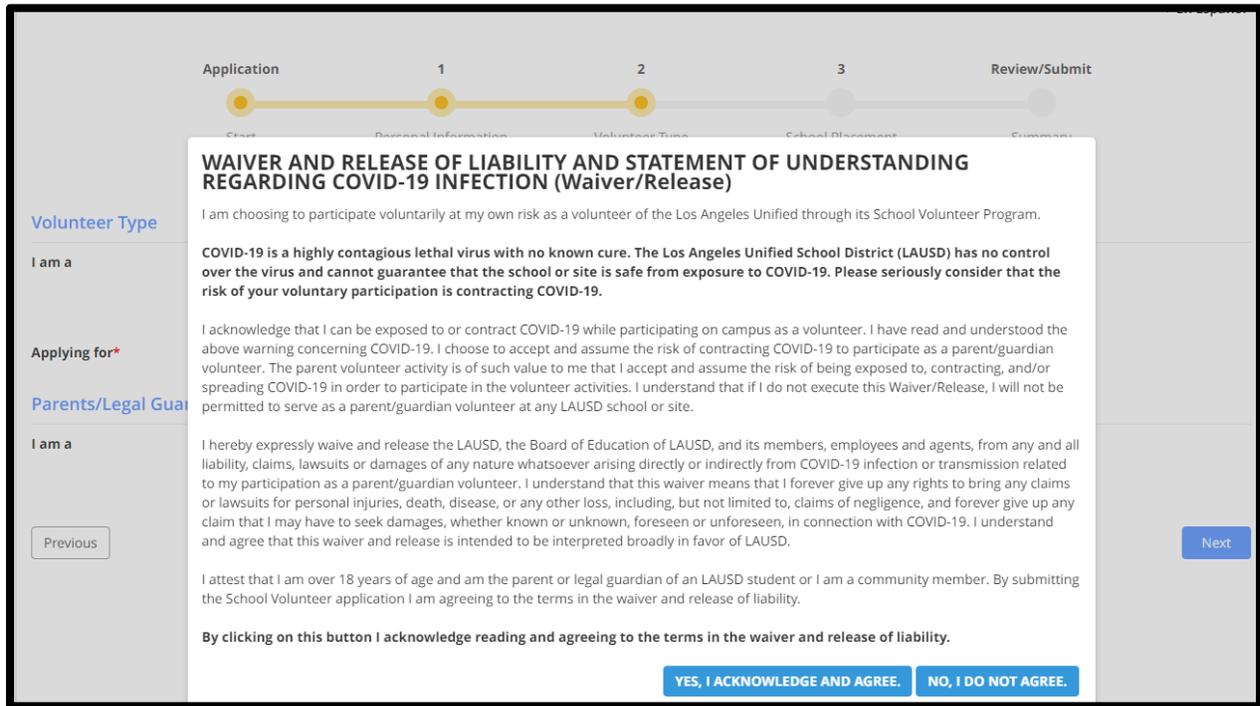
- an intern
- employed by LAUSD

00123456

Previous Next

## Waiver and Release of Liability

Read the Waiver that displays on the screen. After reading the waiver, select *Yes, I Acknowledge and Agree* or *No, I Do Not Agree*. Note, if the applicant selects No, the applicant will not be able to volunteer on campus.



The screenshot shows a progress bar at the top with steps: Application (1), Personal Information (2), Volunteer Type (3), School Placement, and Review/Submit. The current step is 'Volunteer Type'.

**WAIVER AND RELEASE OF LIABILITY AND STATEMENT OF UNDERSTANDING REGARDING COVID-19 INFECTION (Waiver/Release)**

I am choosing to participate voluntarily at my own risk as a volunteer of the Los Angeles Unified 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.

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 infection 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.

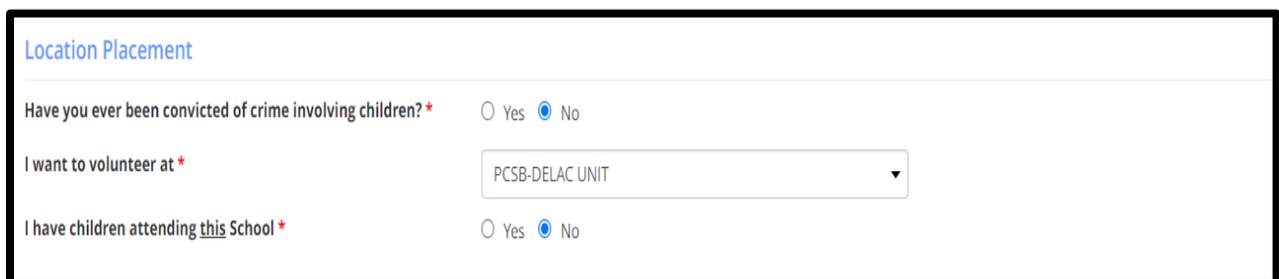
I attest that I am over 18 years of age and am the parent or legal guardian of an LAUSD student or I am a community member. By submitting the School Volunteer application I am agreeing to the terms in the waiver and release of liability.

By clicking on this button I acknowledge reading and agreeing to the terms in the waiver and release of liability.

**YES, I ACKNOWLEDGE AND AGREE.**    **NO, I DO NOT AGREE.**

## School Placement (without a child enrolled at the site)

If the applicant has a child enrolled at the site, see second example.



**Location Placement**

Have you ever been convicted of crime involving children? \*     Yes     No

I want to volunteer at \*    PCSB-DELAC UNIT

I have children attending this School \*     Yes     No

## School Placement with child enrolled at the site

If the applicant has a child enrolled at the site, the applicant will need to enter the child's full name and birthday. Must click Add Student. If more than one student, continue to add students.

**Location Placement**

Have you ever been convicted of crime involving children? \*  Yes  No

I want to volunteer at \*

I have children attending this School \*  Yes  No

Please include name(s) of student(s) and birth date(s) \*

	First Name	Last Name	Birthday	
1	Apple	Granny Smith	01/01/2001	<a href="#">Edit</a> <a href="#">Delete</a>

## Availability

Select days and times, and indicate the number of hours as well as where the applicant would like to volunteer. Note: Tier III Volunteers require fingerprint clearance.

**Availability**

I want to volunteer the following times and days \*

Mornings  Monday  Thursday  
 Afternoons  Tuesday  Friday  
 Evenings  Wednesday  Saturday

Maximum number of hours I can serve each week \*

**Volunteer Area**

I would like to volunteer in the following areas \*

Tier II Volunteers

Classroom Volunteer  
 Campus Volunteer  
 Field Trip/ Event Chaperone Volunteer  
 Office Volunteer  
 Room Parent  
 Parent and Family Center Volunteer

Tier III Volunteers

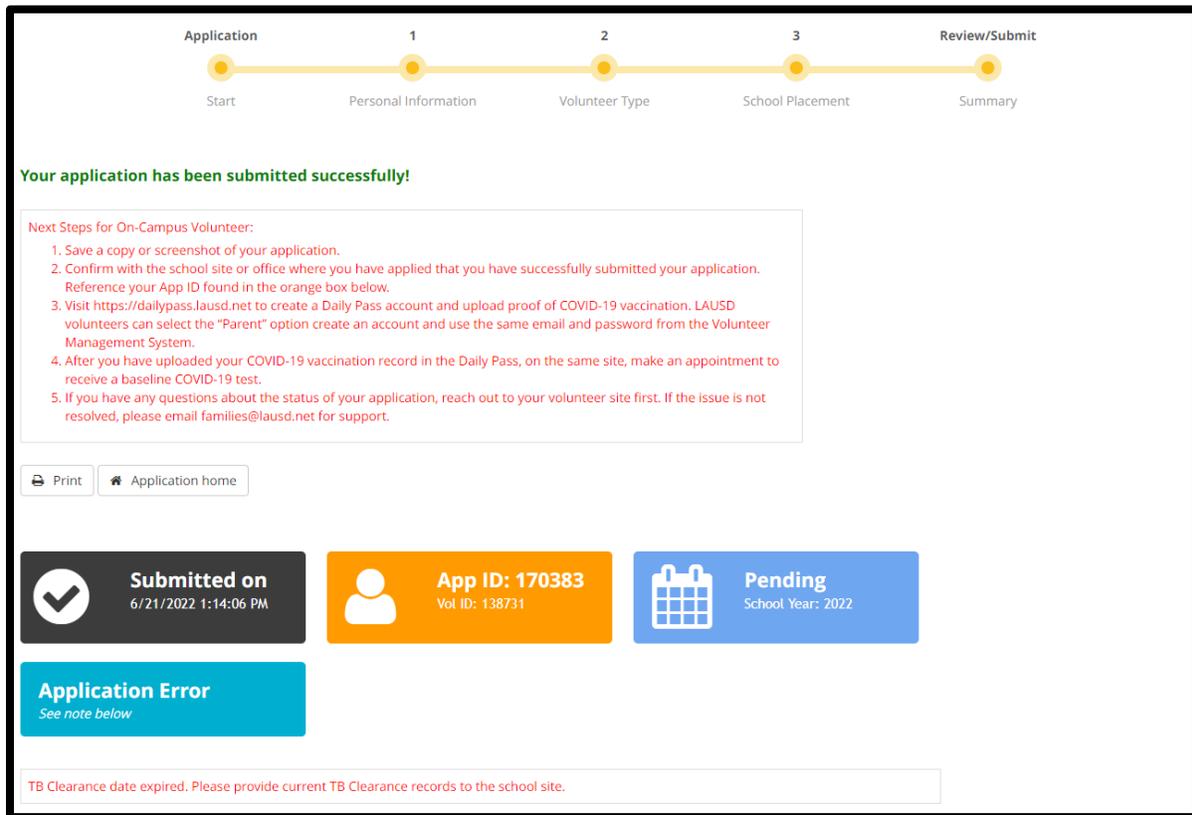
One-on-One Tutoring\*\*  
 Overnight Field Trip Chaperone\*\*  
 Cafeteria Volunteer\*\*  
 Student Activities Volunteer\*\*

**\*\*In addition to TB and CA Megan's Law Clearances, fingerprint clearance is required.**

## Review and Submit

The applicant will review the application carefully. If the applicant needs to make changes, select the **Edit** button next to the area that needs to be changed. Once information has been verified click *“I certify that all information I have provided above is true,”* and **Submit Application**.

The following screen will appear after submitting the application. Note, if there is any information missing or pending update, the application will indicate there is an error. The applicant should contact the school site to provide any necessary information.



The screenshot shows a progress bar at the top with five steps: Application (Start), 1 (Personal Information), 2 (Volunteer Type), 3 (School Placement), and Review/Submit (Summary). The 'Review/Submit' step is currently active.

**Your application has been submitted successfully!**

**Next Steps for On-Campus Volunteer:**

1. Save a copy or screenshot of your application.
2. Confirm with the school site or office where you have applied that you have successfully submitted your application. Reference your App ID found in the orange box below.
3. Visit <https://dailypass.lausd.net> to create a Daily Pass account and upload proof of COVID-19 vaccination. LAUSD volunteers can select the “Parent” option create an account and use the same email and password from the Volunteer Management System.
4. After you have uploaded your COVID-19 vaccination record in the Daily Pass, on the same site, make an appointment to receive a baseline COVID-19 test.
5. If you have any questions about the status of your application, reach out to your volunteer site first. If the issue is not resolved, please email [families@lausd.net](mailto:families@lausd.net) for support.

Print Application home

**Submitted on**  
6/21/2022 1:14:06 PM

**App ID: 170383**  
Vol ID: 138731

**Pending**  
School Year: 2022

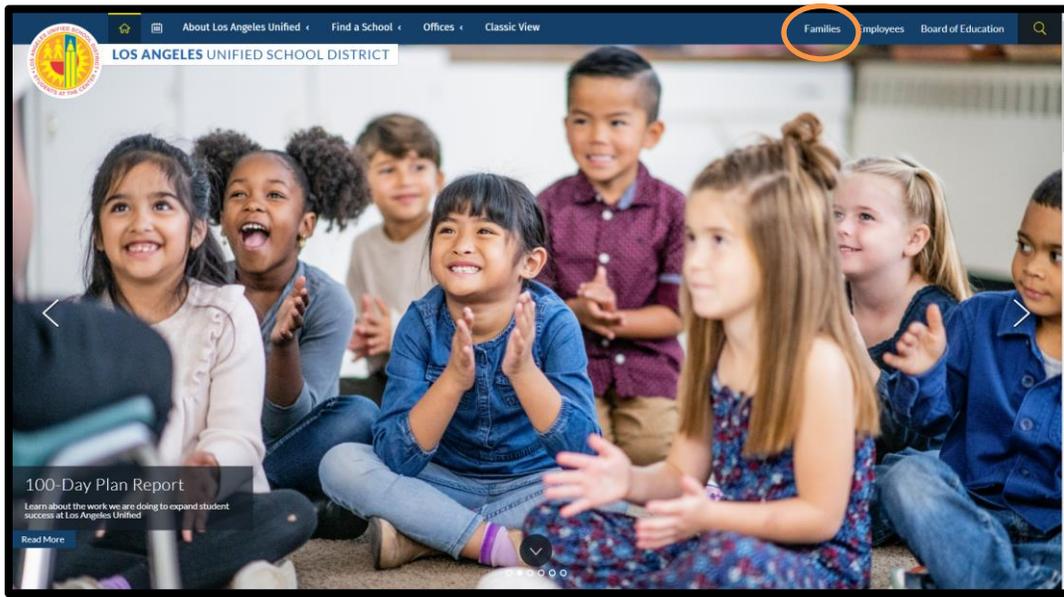
**Application Error**  
See note below

TB Clearance date expired. Please provide current TB Clearance records to the school site.

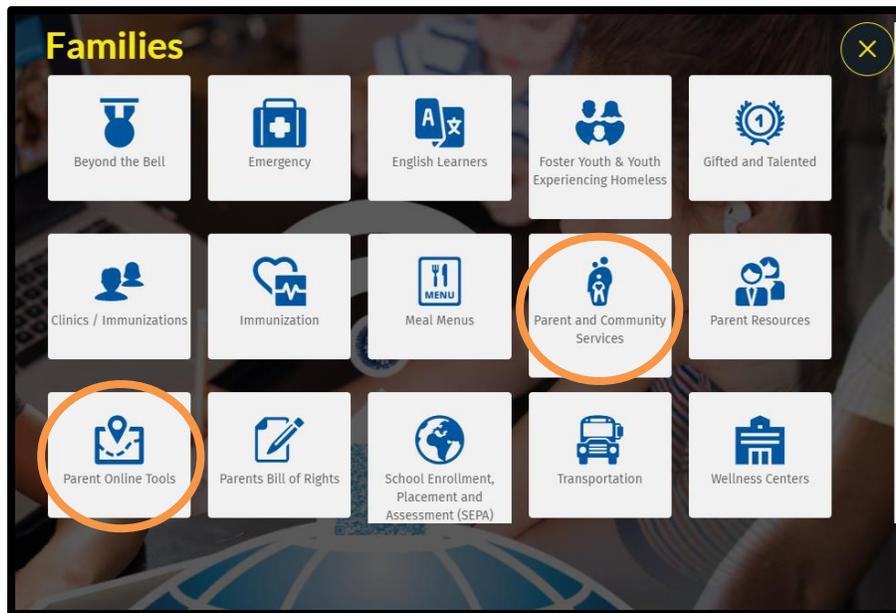
## Step 4 – For volunteer login and resources

Visit <https://volunteerapp.lausd.net>.

Or log into <http://home.lausd.net/>. Click on Families in the upper right side of the screen.

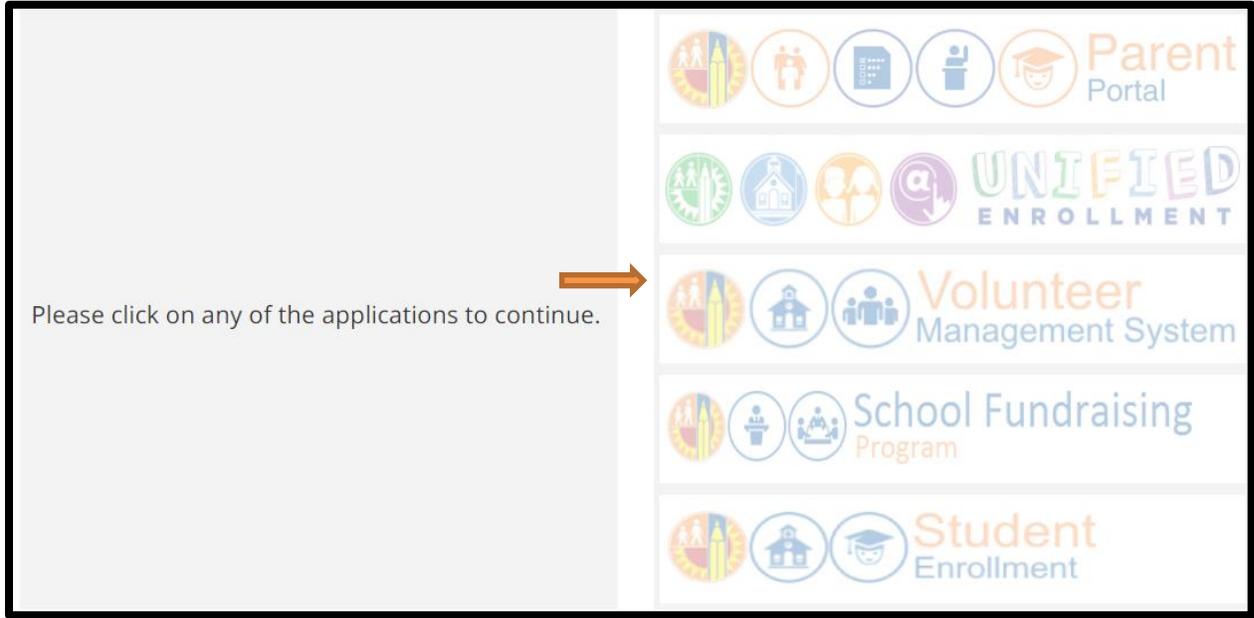


Select Parent and Community Services or Parent Online Tools from the menu.



\*For resources, click on the Parent and Community Services link.

If the applicant selected **Parent Online Tools**, they will click on the **Volunteer Management System** to access the login page as a **LAUSD parent/guardian, LAUSD Community or Admin, Principal, Designee**.



If the applicant selected the Parent and Community Services home page, click on **Volunteers**.



## Volunteer Resources

On this page, the applicant can access the volunteer bulletin, access printable resources, and access the online Volunteer Management System directly. The volunteer guide can be viewed to learn more about the steps in the volunteer application process.

