

Processing of Volunteer Coach

Effective July 23, 2024

- Volunteer Coach must be 18 years of age at time of processing. Bulletin 6371.1

Athletic Director or Volunteer coach will need to create an SuccessFactors profile with LAUSD prior to fingerprinting using this link for volunteer coaches

- <https://career41.sapsf.com/sfcareer/jobreqcareerpvt?jobId=721&company=losangel01&st=1E5BE6CF9B102799178A5B55ECF066A7701E6883>
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- Enter the following information on the SuccessFactors Profile.
 - i) Coaches Full Name on Drivers License and Social Security Card (name must match both documents)
 - ii) Coaches' Social Security Number
 - iii) Email Address
 - iv) Cell or home phone number, whichever is best to reach volunteer.
 - v) Home Address
 - vi) Sport and high school where they will be volunteering
- Paid coach must always be present when volunteer coach is coaching.
- Once the volunteer coach creates an SuccessFactors Profile, the coach will go to www.ApplicantServices.com/LAUVOL and schedule date to fingerprint.
- 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. There should be no fees associated with fingerprinting, so please double check that you have followed these steps so no fee is charged.
- When you get to the location 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.
- Once volunteers have made an appointment, all volunteers and fingerprint location will receive a reminder by email and/or text message 24 hours prior to the appointment.
- **All volunteers will receive an ATI number after fingerprinting and they should save their receipt and provide the number upon request.**
- **Three days after the fingerprints, School Administrator or Athletic Director will login to Principal's Portal and under season of sport volunteer, list the coach, so LAUSD Athletics can check if their prints have cleared.**