

LAUSD Volunteer Application Job Aid

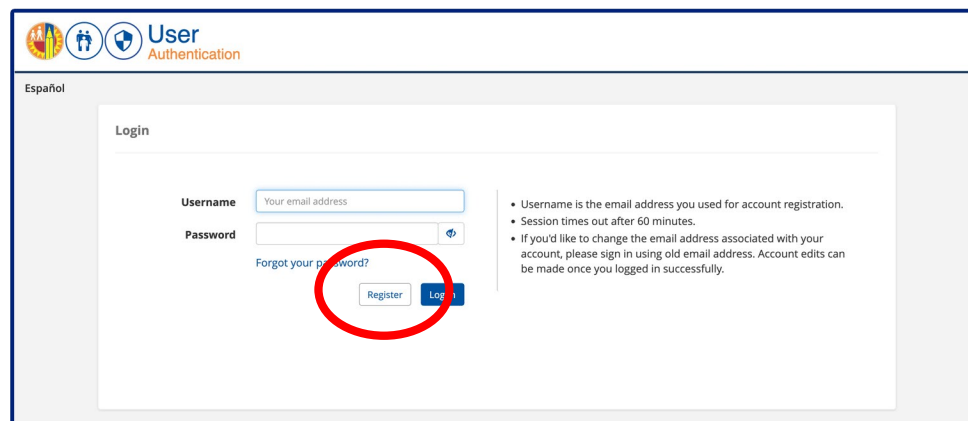
Every volunteer, new or returning, must submit an online application to volunteer each school year. All volunteers electronically sign a COVID-19 liability waiver embedded in the online volunteer application. Once approved, the volunteer will receive an approval letter and temporary badge by email. An official badge will be mailed to the school site via school mail.

Step 1 – Create an account

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

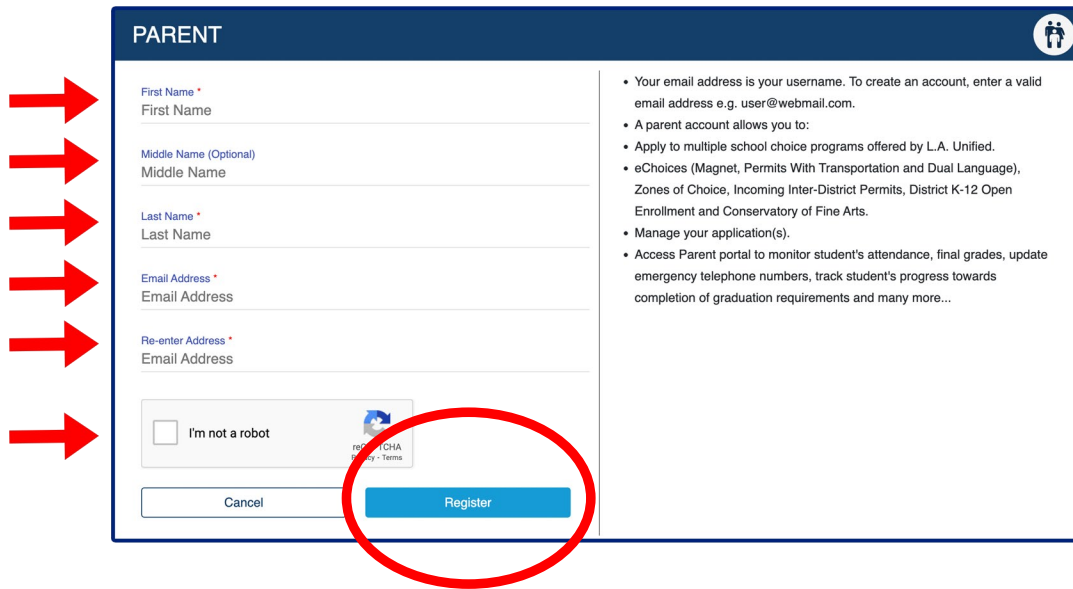
This will bring a prospective applicant to the LAUSD Volunteer Application screen. Select **LAUSD parent/guardian**. Non parent/guardian applicants will select **LAUSD Community**. On the following screen, for NEW volunteers, select **Register**.

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.



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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.



PARENT

First Name *

First Name

Middle Name (Optional)

Middle Name

Last Name *

Last Name


Email Address *

Email Address

Re-enter Address *

Email Address

☐ I'm not a robot



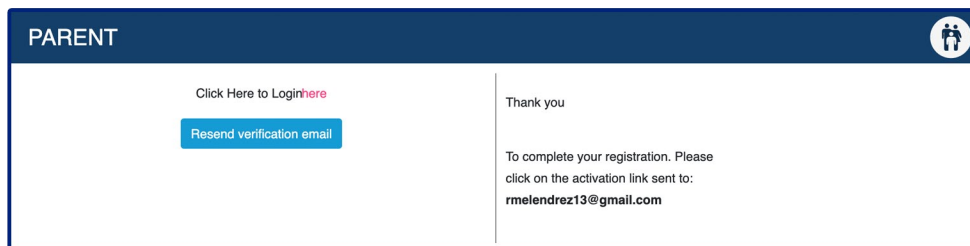
recaptcha

Cancel

Register

- Your email address is your username. To create an account, enter a valid email address e.g. user@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...

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



PARENT

Click Here to Login[here](#)

Resend verification email

Thank you

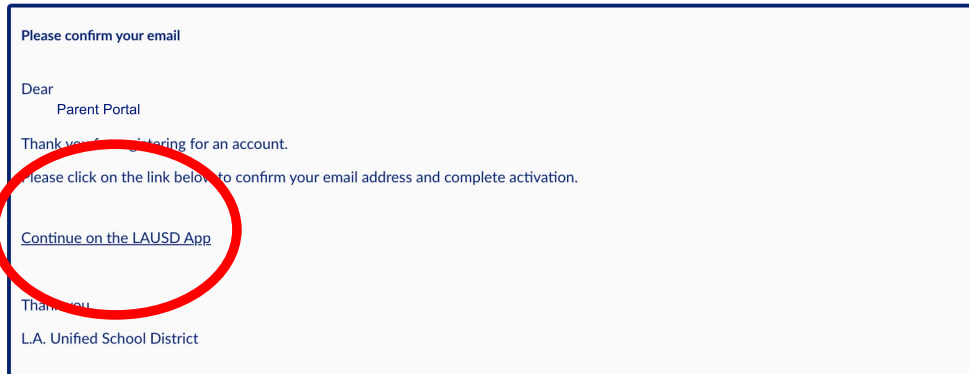
To complete your registration. Please click on the activation link sent to:

rmelendrez13@gmail.com

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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 (check Junk or SPAM mail if the message is not in the main Inbox). click on the link to Activate my LAUSD Account.



Please confirm your email

Dear
Parent Portal

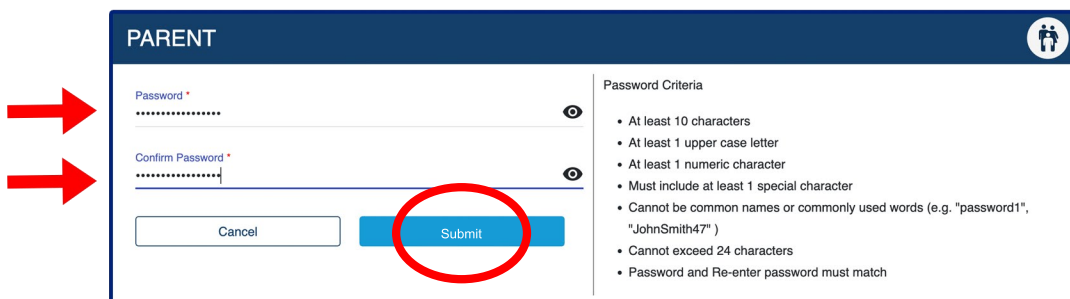
Thank you for registering for an account.

Please click on the link below to confirm your email address and complete activation.

[Continue on the LAUSD App](#)

Thank you
L.A. Unified School District

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



PARENT

Password *

Confirm Password *

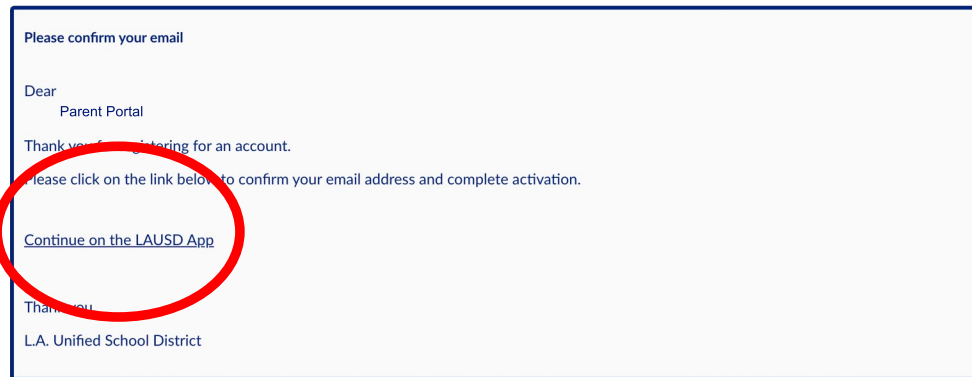
Cancel Submit

Password Criteria

- At least 10 characters
- At least 1 upper case letter
- At least 1 numeric character
- Must include at least 1 special character
- Cannot be common names or commonly used words (e.g. "password1", "JohnSmith47")
- Cannot exceed 24 characters
- Password and Re-enter password must match

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Once the account password is set, the applicant will get a message that the account activation is complete. It will ask the applicant to click here to log in.

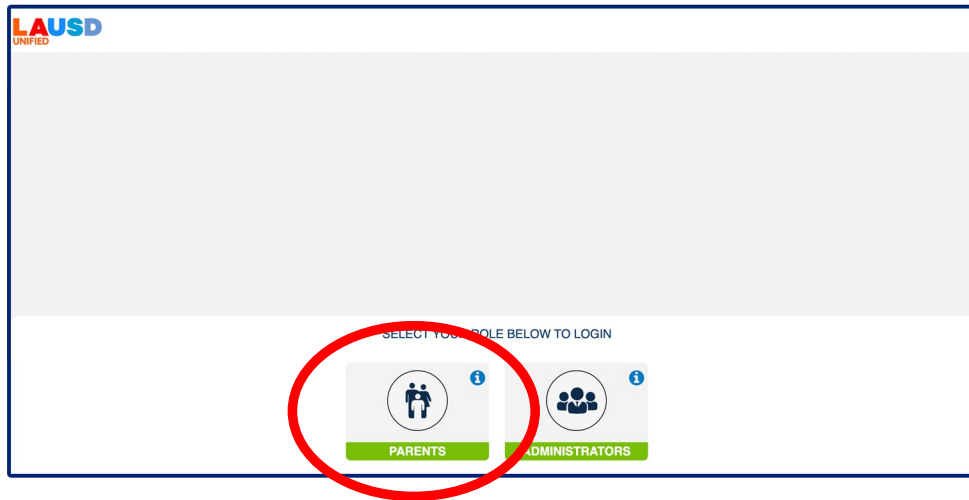


The LAUSD APP menu will appear. Click on the green Login button.

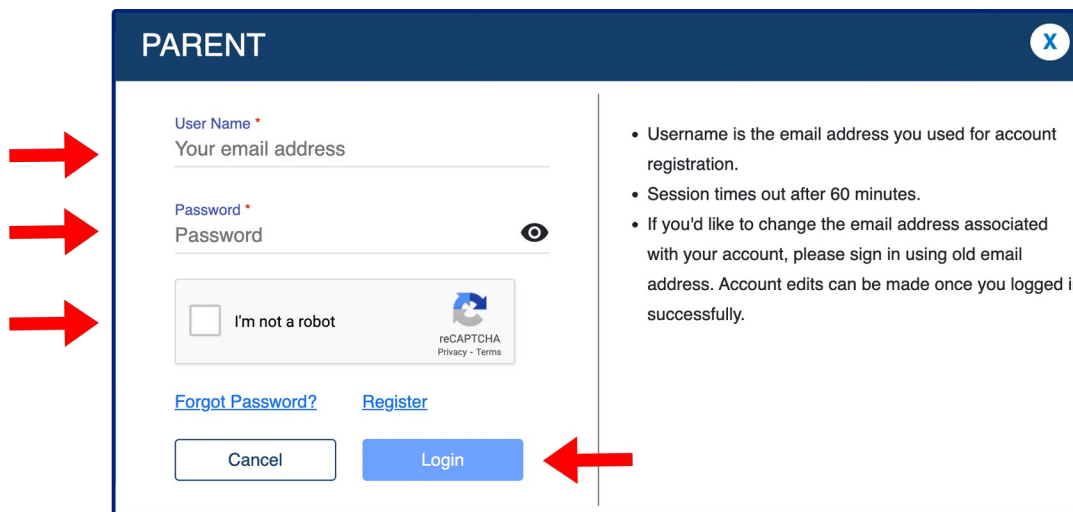


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Click on the PARENTS button to continue to the next step.



Enter your email address, password, click on the CAPTCHA, and click on the blue Login button to continue to the next step.



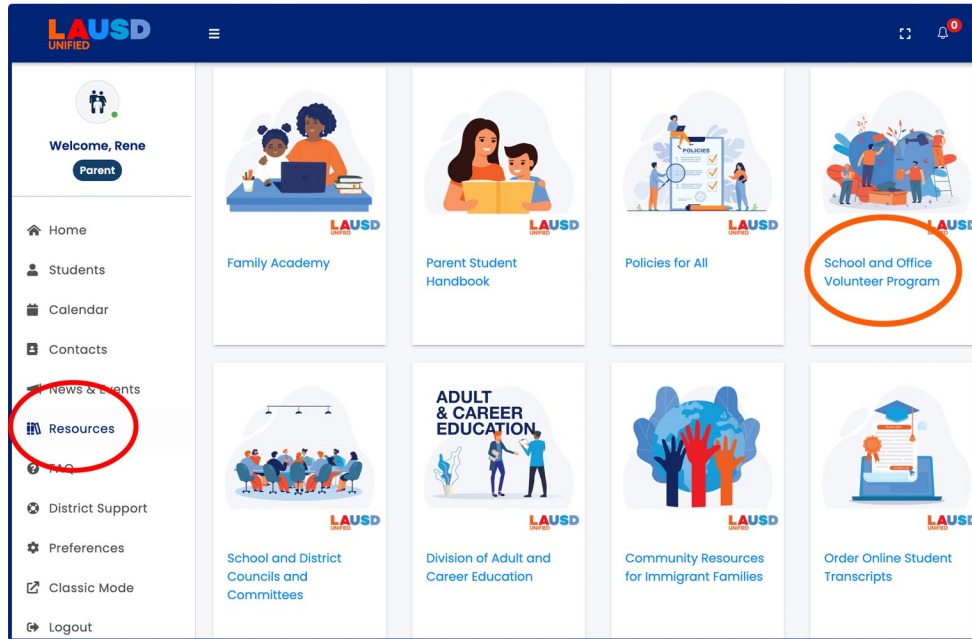
The image shows the 'PARENT' login form. It has a title bar with a close button (X). The form contains the following elements:

- User Name ***: A text input field with the placeholder 'Your email address'.
- Password ***: A text input field with a password icon (eye) to toggle visibility.
- reCAPTCHA**: A checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'.
- Forgot Password?**: A blue link.
- Register**: A blue link.
- Buttons**: A 'Cancel' button and a blue 'Login' button.
- Help Text**: A list of instructions on the right side of the form:
 - Username is the email address you used for account registration.
 - Session times out after 60 minutes.
 - If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

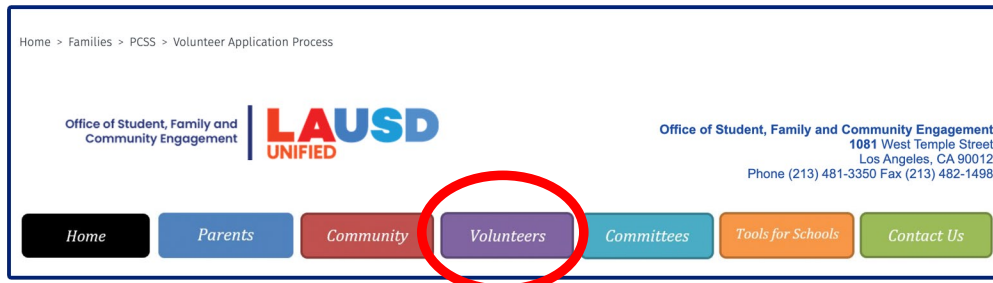
Red arrows point to the 'User Name' field, the 'Password' field, the 'I'm not a robot' checkbox, and the 'Login' button.

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On the left hand side, scroll down to Resources and click on the icon. Then scroll down to find School and Office Volunteer Program icon and click.



Click on Volunteers. Continue to the next step.



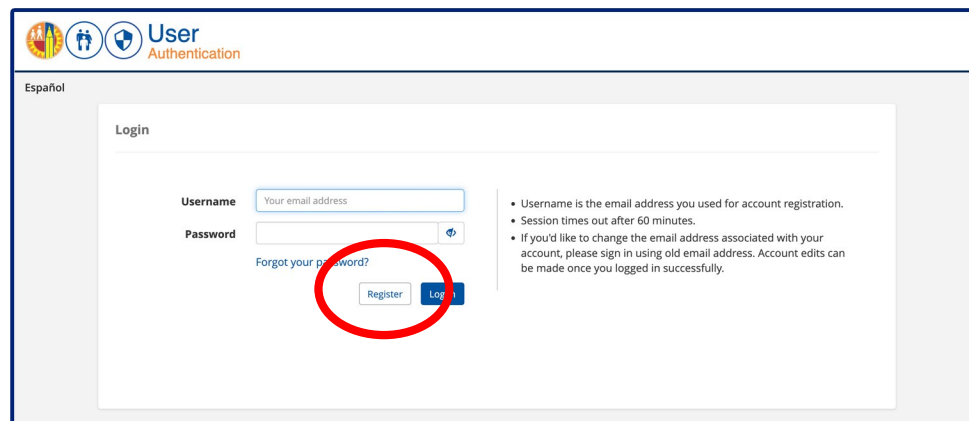
Scroll down to find the purple button, Volunteer Management System, and click.



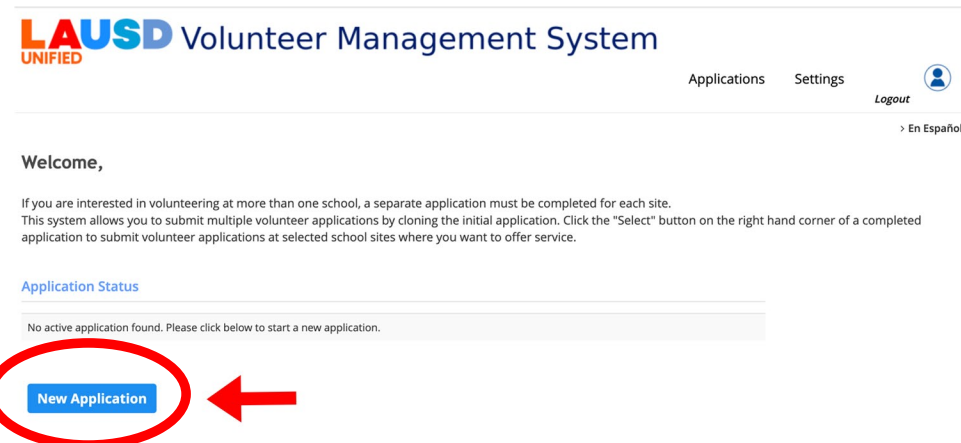
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Step 3 – Fill out the LAUSD Volunteer Application

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**.



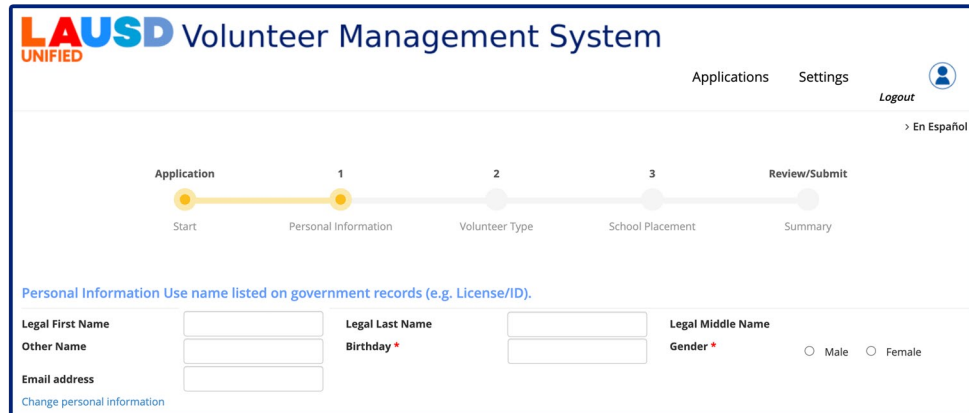
Once logged in, the applicant will be directed to the Volunteer Application homepage where a new application can be created.



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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.



LAUSD UNIFIED Volunteer Management System

Applications Settings 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 (e.g. License/ID).

Legal First Name Legal Last Name Legal Middle Name

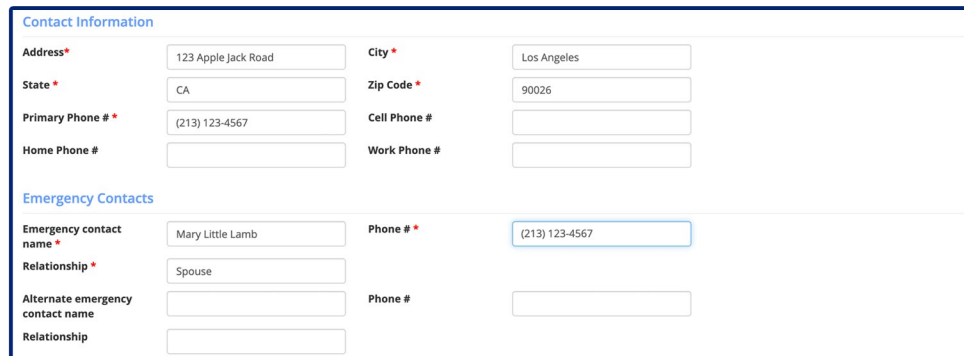
Other Name Birthday * Gender * ☐ Male ☐ Female

Email address

[Change personal information](#)

Contact Information

Fill out the Address, City, State, Zip Code, and at least one phone number. Enter Emergency Contact Name, Phone Number and Relationship are 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) 123-4567

Relationship * Spouse

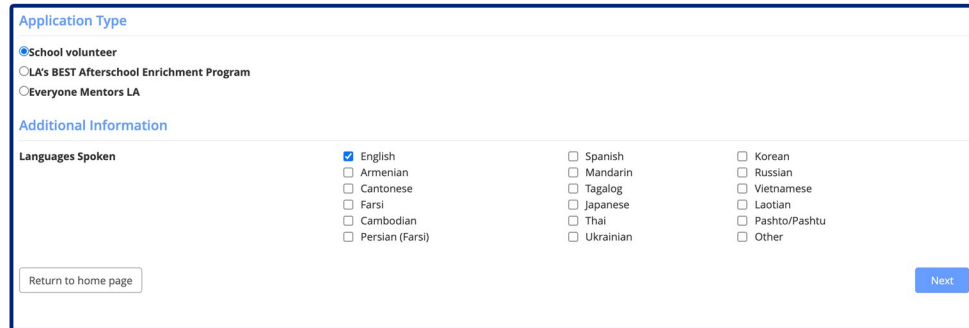
Alternate emergency contact name Phone #

Relationship

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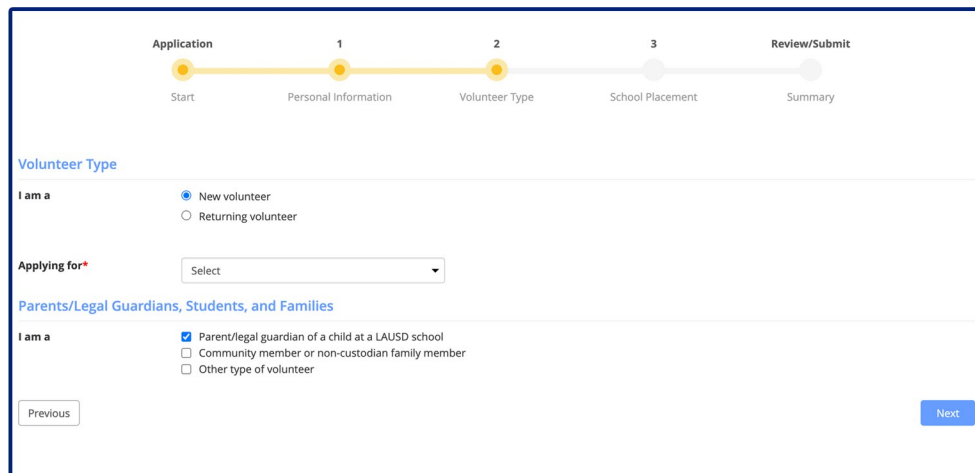
Application Type

Select the appropriate application type and identify the Languages Spoken. Click on Next to continue.



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. Click on Next to continue.



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Volunteer Type (Other type of volunteer)

Select Other type of volunteer and select an intern. Indicate Name of Institution and Field Instructor Name. Click on Next to continue.

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

Apple University

Granny Smith

☐ PSA
☐ SMH

Must select at least one:

☐ employed by LAUSD

Previous

Next

Volunteer Type (LAUSD Employee)

Select Other type of volunteer and select employed by LAUSD and enter employee number. Click on Next to continue.

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

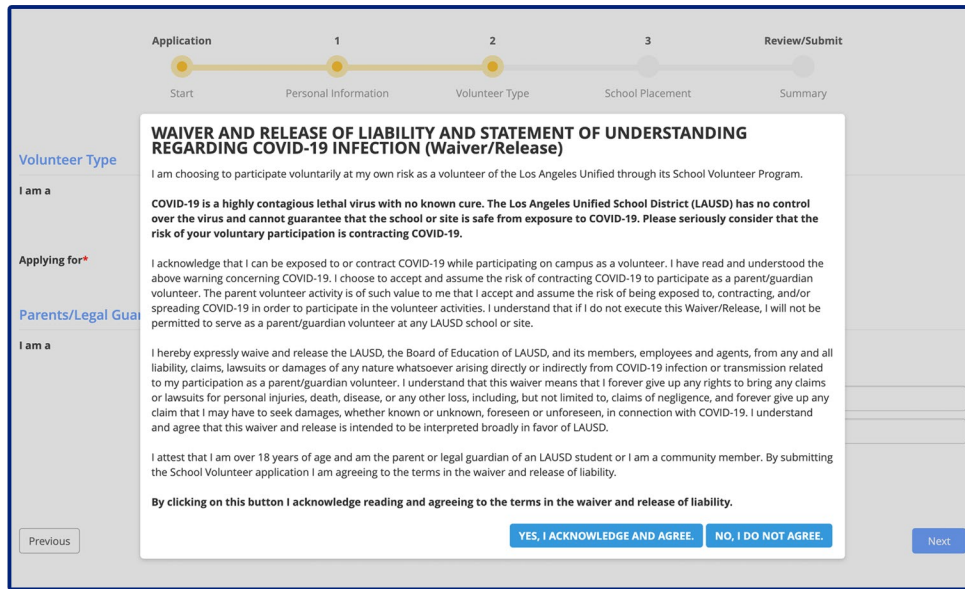
Previous

Next

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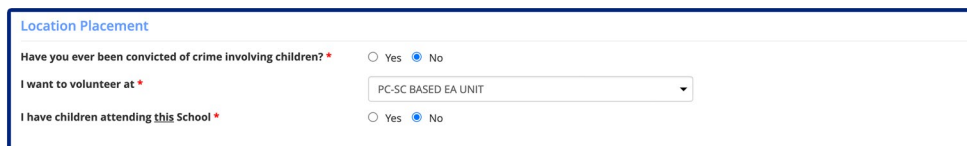
Waiver and Release of Liability

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.



Location Placement (without a child enrolled at the site)

If the applicant has a child enrolled in a school, see the second example.



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Location 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 legal full name and birthday. Click Add Student, if there is 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 *

PC-SC BASED EA UNIT

I have children attending this School *
☒ Yes
☐ No

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

	Legal First Name	Legal Last Name	Birthday	
1	Apple	Granny Smith	01/01/2001	Edit Delete

Legal First Name
 Legal Last Name
 Birthday

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

Availability

I want to volunteer the following times and days *

☒ Mornings
☐ Afternoons
☐ Evenings

☐ Monday
☒ Tuesday
☐ Wednesday

☒ Thursday
☐ Friday
☐ Saturday

Maximum number of hours I can serve each week *

5

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**

****Please contact your school to confirm Tier III Volunteer opportunities. In addition to TB and CA Megan's Law clearances, fingerprint clearance is also required for Tier III service.**

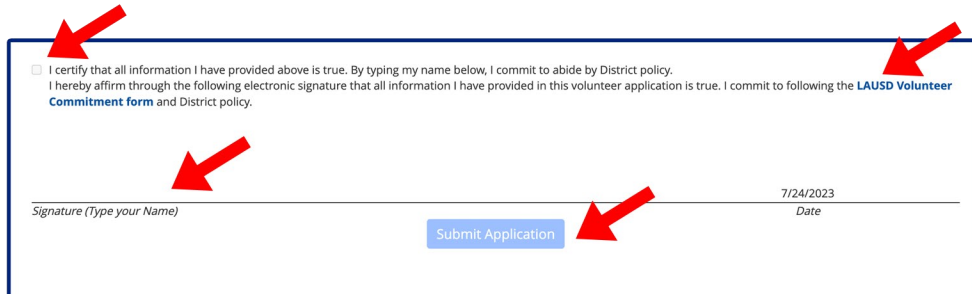
Previous

Review to Submit Application

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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 the information has been verified, click on the LAUSD Volunteer Commitment Form to agree and abide by the commitments. Then click on the box, "I certify that all information I have provided above is true" to electronically sign the form by typing your name in the signature line, and Submit Application.

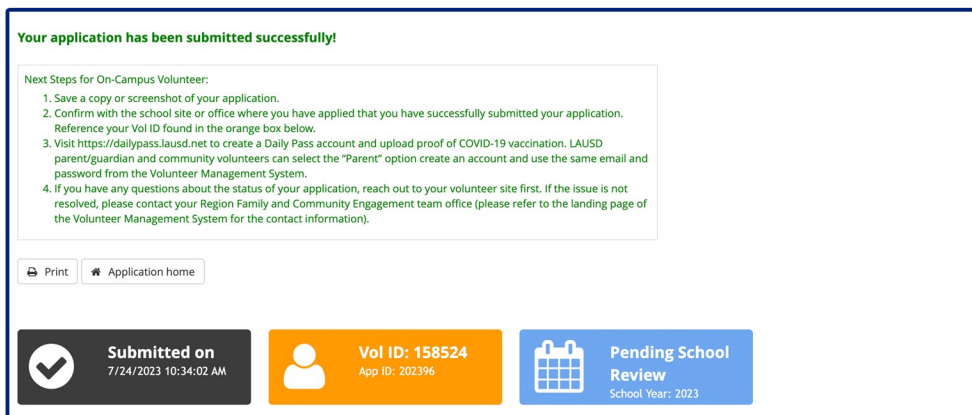


☐ I certify that all information I have provided above is true. By typing my name below, I commit to abide by District policy. I hereby affirm through the following electronic signature that all information I have provided in this volunteer application is true. I commit to following the [LAUSD Volunteer Commitment form](#) and District policy.

Signature (Type your Name) 7/24/2023
Date

[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. Take note of the Vol ID number.




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 Vol 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 parent/guardian and community volunteers can select the "Parent" option create an account and use the same email and password from the Volunteer Management System.
4. 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 contact your Region Family and Community Engagement team office (please refer to the landing page of the Volunteer Management System for the contact information).


[Print](#) [Application home](#)



Submitted on
7/24/2023 10:34:02 AM



Vol ID: 158524
App ID: 202396



Pending School Review
School Year: 2023

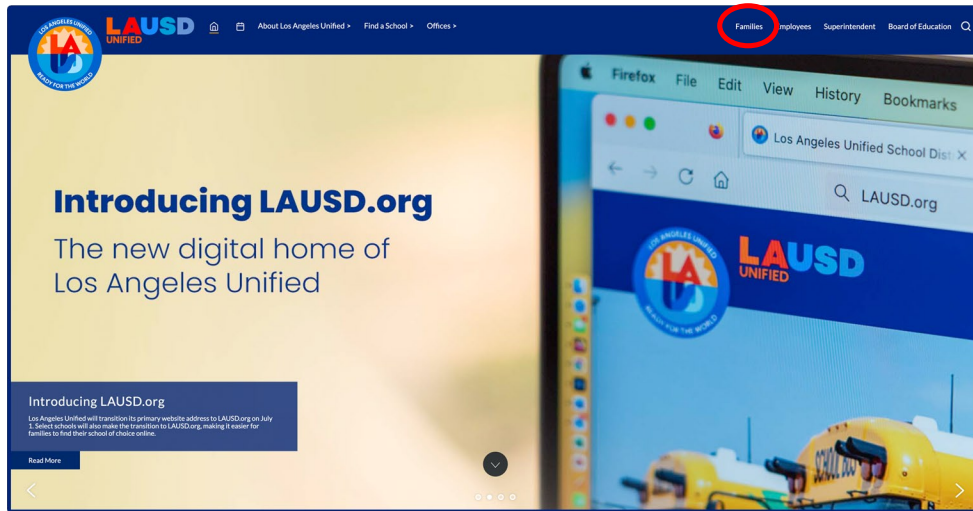
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Step 4 – Access volunteer login and resources.

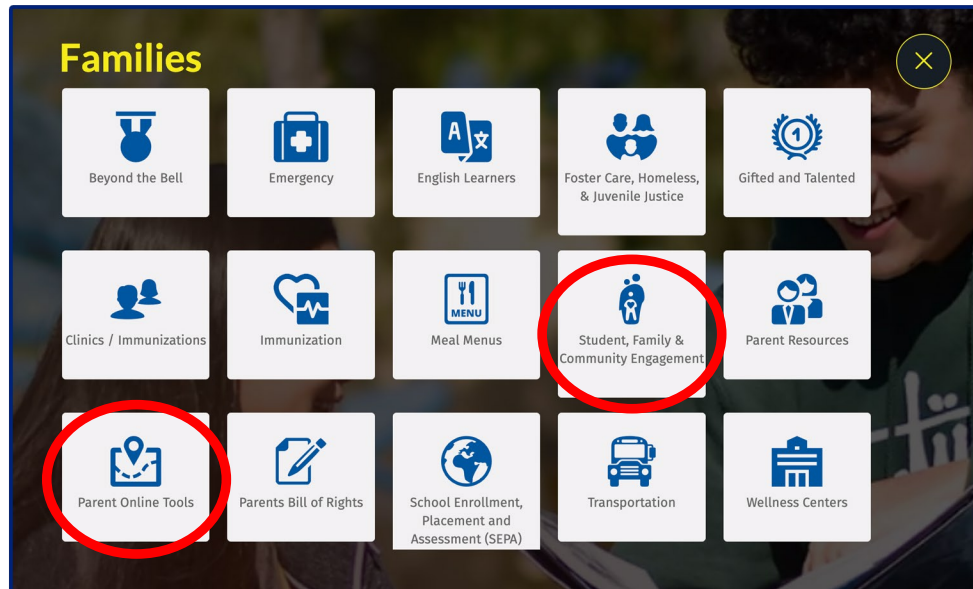
Visit <https://volunteerapp.lausd.net>.

Or log into <http://home.lausd.org/>.

Click on Families in the upper right side of the screen.



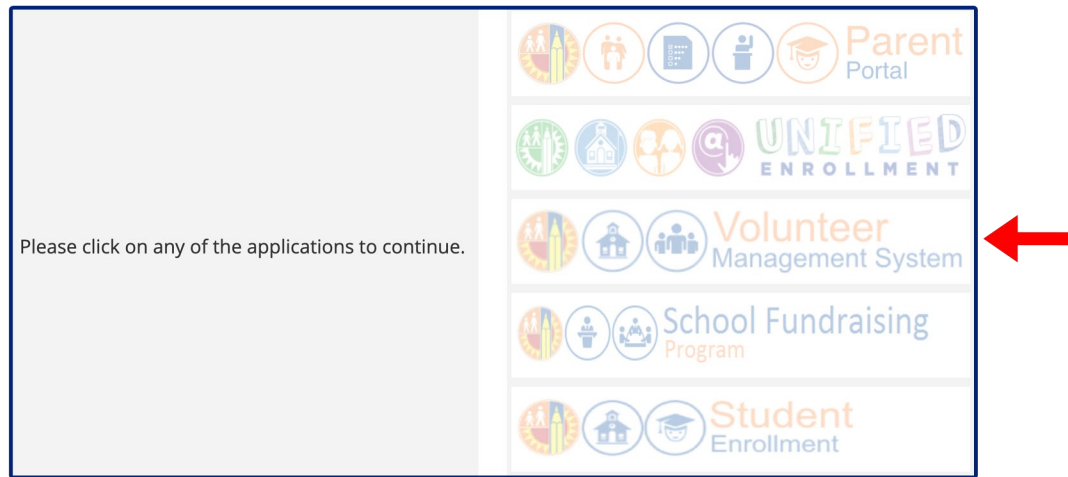
Select Student, Family & Community Engagement or Parent Online Tools from the menu.



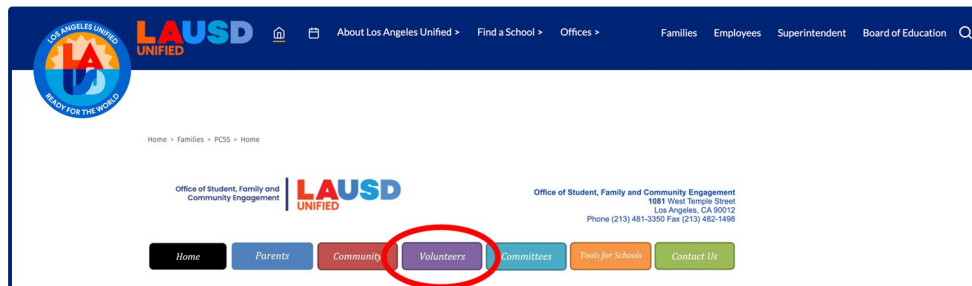
*For resources, click on the Student, Family & Community Engagement link.

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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 Administrator, Principal, Designee.



If the applicant selected the Student Family & Community home page, click on Volunteers.



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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.

