

# PUSD Volunteer Quick Tips

*The Pasadena Unified School District welcomes parents and community members to volunteer in support of student learning.*

## Definition of a Volunteer

A volunteer is any individual who regularly provides assistance or service that benefits student achievement on an unpaid and voluntary basis on campus or with a district program or event. Parents, community members, and high school or college students can be volunteers. Pursuant to Board of Education BP & AR 1240, volunteers may assist in school personnel but do not replace staff positions.

## Volunteer Clearance Levels

### Campus Visitor

Not processed through Volunteer Program

Must be supervised at ALL times

#### Examples:

- Guest Speaker
- Helper at Special Events
- Student Observer (must obtain prior approval from Principal)
- Parent/Legal Guardian (observing child's classroom according to state law EC51101)

#### Requirements:

- Check in at school office
- No application necessary
- Must wear Visitor Badge at all times while on campus

### "Level 1" Volunteer

(MEGAN'S LAW)

Processed by School

Must be supervised at ALL times

#### Examples:

- Room Parent
- Field Trip Chaperone
- Clerical /Website Volunteer
- Library Assistant
- Room Center Assistant (Helps set up parent workshops, clothing/ uniform exchanges, etc.)

#### Requirements:

(Completed at School Site)

- Complete Volunteer Application
- Provide "negative" TB Certificate\*  
NEW volunteer: dated within 60 days  
RENEWING volunteer: dated within 4 yrs.  
*\*some exemptions may apply*
- Provide valid CA DL or ID
- Complete Volunteer Orientation - Sign last page of Handbook
- Sign Confidentiality and Child Abuse Reporting form
- Complete Child Safety Background check (Megan's Law CA PC 290.4)
- Must wear Volunteer Badge issued by SCHOOL office at all times

### "Level 2" Volunteer

(FINGERPRINT CHECK)

Processed & Issued by PUSD

Will work WITHOUT direct supervision by Certificated Staff

#### Examples:

- One-on-One Tutor
- Overnight Field Trip Chaperone
- Athletic Volunteer
- Driver Volunteer

#### Requirements:

Prior authorization by Principal or School volunteer coordinator via closed online form

(Completed at District Office)

- Complete Volunteer Application
- Provide "negative TB Certificate\*"  
NEW: dated within 60 days  
RENEWING: dated within 4 years
- Provide valid CA DL or ID
- Complete Volunteer Orientation –Sign last page of Handbook
- Sign Confidentiality and Child Abuse Reporting form
- Complete Live Scan Fingerprint Background check at PUSD
- Must wear Volunteer Badge issued by DISTRICT office at all times



351 S. Hudson Ave., Rm 121  
Pasadena, CA 91109  
626.396.3600 x88191  
[familycenter@pusd.us](mailto:familycenter@pusd.us)