

# 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 Assistant  
(Helps set up parent workshops, clothing/ uniform exchanges, etc.)

#### Requirements:

##### (Completed at School Site)

Complete Volunteer Application  
Provide "negative" TB Results  
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 test results  
\* 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

Must wear Volunteer Badge issued by DISTRICT office at all times

