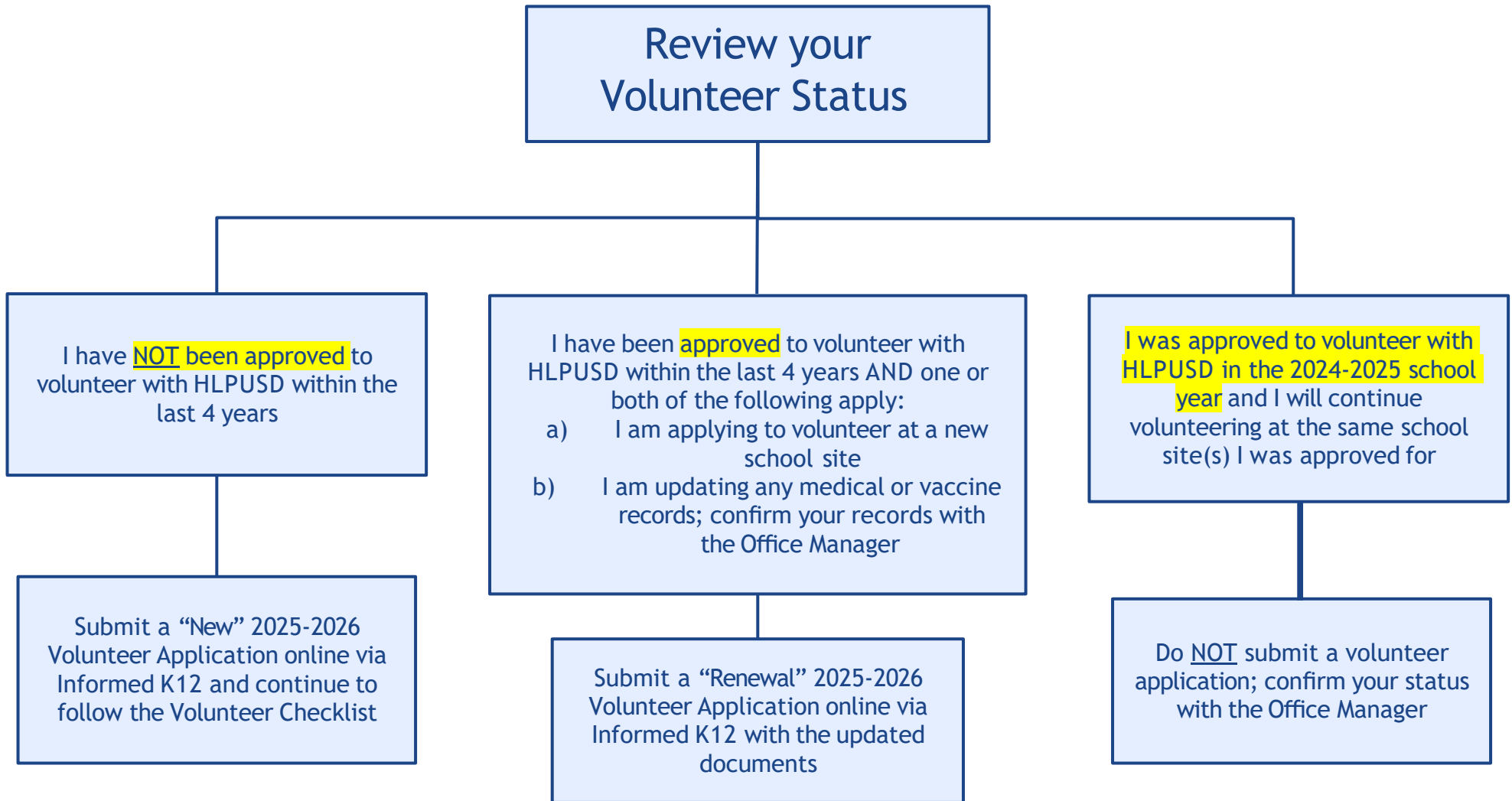

New 2025-2026 Volunteer Application

— New Process and Procedures —

Resources

Volunteer Processing Flow Chart and Volunteer Checklist

2025 - 2026 Volunteer Processing Flowchart



For any questions regarding the volunteer application or process, please contact Rosalia Maris at (626) 933-3839

VOLUNTEER CHECKLIST

The Human Resources Department will review the following volunteer requirements for completion and final approval. Final approval will grant you clearance to volunteer at the site to which you applied.

- **Complete Volunteer Application:**

- Volunteer Status:
 - Submit a "New" application if you have NOT been approved to volunteer for HLPUSD within the last 4 years and continue to follow the checklist
 - Submit a "Renewal" application if you have been approved to volunteer for HLPUSD within the last 4 years AND if any of the following apply:
 - a) If you are applying to volunteer at a new school site
 - b) If you are updating any medical or vaccine records
 - Do not submit an application if you are volunteering at the same school site(s) you were approved for in the 2024-2025 school year
 - a) Please confirm your status with the office manager
- All sections completed and initialed
- Copy of valid ID

- **Proof of COVID-19 Vaccination:**

- I am vaccinated against COVID-19 and can provide a copy of my vaccinations
- I am not vaccinated against COVID-19 and understand that I will have to present a negative test result at the start of each week I volunteer

- **Tuberculosis Clearance (Must be dated within the last 60 days of the application):**

- I have a valid TB Test or TB Assessment within the last 60 days
- I am going to my personal physician to receive a TB Test or TB Assessment
- I will request an authorization form for a TB Test or TB Assessment at the time of my Live Scan Appointment

- **Child Development Volunteer Only (working with children 4 years or younger- SB 792 requirements, reference attached notice):**

- Flu (Influenza) Annual Immunization
- Pertussis (Whooping Cough) Immunization
- MMR (Measles, Mumps, Rubella) Immunization

- **Live Scan Requirement (New Volunteer ONLY):**

**Live Scan appointments will be conducted at the District Office at 15959 E. Gale Ave, City of Industry, CA, 91745 (No guests allowed)*

- Live scan appointments are scheduled with Police and Safety at (626) 933-3899
- Live Scan fee is \$79, payable by **Money Order** or **Cashier's Check ONLY**
- Incomplete or missing application information will result in the inability to Live Scan

Locating Online Application

The screenshot shows the Hacienda La Puente Unified School District website. The header is dark blue with the district logo on the left and navigation links on the right. The main content area is white with a breadcrumb trail: HOME > DISTRICT > HUMAN RESOURCES > HR FORMS. The 'HR Forms' link is circled in red. Below it, the 'Volunteers' section lists several application forms, including the 2024-2025 Volunteer Application (Form 1875) in English, Spanish, and Chinese, and the 2024-2025 Student Observation Application (Form 1875-SO).

Hacienda La Puente
Unified School District

LCAP Peachjar Quick Links

Students District Schools Staff Parents CVRA Community

HOME > DISTRICT > HUMAN RESOURCES > HR FORMS

HR Forms

Volunteers

- 2024-2025 Volunteer Checklist
- 2024-2025 Volunteer Application (Form 1875) (English)
- 2024-2025 Solicitud de Voluntarios (Forma 1875) (Español)
- 2024-2025 Volunteer Application (Form 1875) (Chinese)
- 2024-2025 Student Observation Application (Form 1875-SO)

Volunteers will locate the application on the HLPUSD website under “HR Forms”. The parent tab is being updated to include the volunteer application.

[Application Link](#)

Application via Informed K12

Step 1: Initiator

This form is being tested

Volunteer Application (English) 2024-2025

YOUR FULL NAME / SU NOMBRE COMPLETO

Rosalia Maris

YOUR EMAIL / SU CORREO ELECTRÓNICO

rmarisarias@hlpusd.org

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)

VOLUNTEER CHECKLIST

The Human Resources Department will review the following volunteer requirements for completion and final approval. Final approval will grant you clearance to volunteer at the site to which you applied.

- **Complete Volunteer Application:**
 - Volunteer Status:
 - Submit a "New" application if you have NOT been approved to volunteer for HLPUSD within the last 4 years and continue to follow the checklist
 - Submit a "Renewal" application if you have been approved to volunteer for HLPUSD within the last 4 years AND if any of the following apply:
 - a) if you are applying to volunteer at a new school site
 - b) if you are updating any medical or vaccine records
 - Do not submit an application if you are volunteering at the same school site(s) you were approved for in the 2024-2025 school year
 - a) Please confirm your status with the office manager
 - All sections completed and initialed
 - Copy of valid ID
- **Proof of COVID-19 Vaccination:**
 - I am vaccinated against COVID-19 and can provide a copy of my vaccinations
 - I am not vaccinated against COVID-19 and understand that I will have to present a negative test result at the start of each week I volunteer
- **Tuberculosis Clearance (Must be dated within the last 60 days of the application):**
 - I have a valid TB Test or TB Assessment within the last 60 days
 - I am going to my personal physician to receive a TB Test or TB Assessment
 - I will request an authorization form for a TB Test or TB Assessment at the time of my Live Scan Appointment
- **Child Development Volunteer Only (working with children 4 years or younger- 56792 requirements, reference attached notice):**
 - Flu (Influenza) Annual Immunization
 - Pertussis (Whooping Cough) Immunization
 - MMR (Measles, Mumps, Rubella) Immunization
- **Live Scan Requirement (New Volunteer ONLY):**

**Live Scan appointments will be conducted at the District Office at 15959 E. Gale Ave. City of Industry, CA, 91745 (No guests allowed)*

 - Live scan appointments are scheduled with Police and Safety at (626) 933-3099
 - Live Scan fee is \$70, payable by Money Order or Cashier's Check ONLY
 - Incomplete or missing application information will result in the inability to Live Scan

For any questions regarding the volunteer application or process, please contact Rosalia Maris at (626) 933-3830

Volunteers will be directed to the Informed K12 website to begin the application process.

Step 1: Initiator

The screenshot displays a web application interface for volunteer management. A central pop-up window titled "Instructions" is overlaid on a "VOLUNTEER CHECKLIST" page. The pop-up contains the following text:

Instructions

Before completing the 2025-2026 Volunteer Application, please review your volunteer status and follow the steps below:

- Submit a "New" application if you have NOT been approved to volunteer for HLPUSD within the last 4 years and continue to follow the checklist
- Submit a "Renewal" application if you have been approved to volunteer for HLPUSD within the last 4 years AND if any of the following apply:
 - a) If you are applying to volunteer at a new school site
 - b) If you are updating any medical or vaccine records
- Do not submit an application if you are volunteering at the same school site(s) you were approved for in the 2024-2025 school year
 - a) Please confirm your status with the office manager

The background page, titled "VOLUNTEER CHECKLIST", includes a header, a paragraph explaining the review process, and a section for "Complete Volunteer Application:" with a "Continue" button. A "Support" button is visible in the bottom right corner of the application.

Pop up instructions will guide volunteers on the type of application.
(Same information provided on the flowchart and checklist)

Step 1: Initiator

For: Rosalia Maris Attachments Copy View/Print PDF Save Progress Admin To

Page 2 of 4

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

Volunteer Annual Application: New Application 2025-2026

| | | | |
|---|--------------------------|---|-----------------|
| Have you been APPROVED to volunteer for our district within the last 4 years? (Not a "One Time" Volunteer) | | No - If no, please check the "New" box above: | |
| Are you a current employee in our district? | No | Job Title: _____ | Location: _____ |
| Applicant Information | | | |
| Full Name: Rosalia Maris | | Applicant's Date of Birth: 01/01/2001 | |
| Other Legal Names: n/a | | Email: rmarisarias@hlpusd.org | |
| Current Address: 15959 E Gale Ave | | Child's Name: Manuel Maris | |
| City: City of Industry | State: CA | ZIP Code: 91745 | |
| Home Phone: _____ | Cell Phone: 626-933-3839 | School Site: La Puente High | |
| Volunteer Activity: <input type="checkbox"/> Site Chaperone <input type="checkbox"/> Classroom <input type="checkbox"/> Fundraiser (Select all that apply) <input checked="" type="checkbox"/> Field Trip Chaperone <input type="checkbox"/> Other: | | Date Submitted to School Site: 04/29/2025 | |
| Have you received the COVID 19 Vaccine? No <i>If you select no, you must present a negative test result before volunteering each week.</i> | | | |
| Have you ever tested positive for Tuberculosis? No If the answer is yes, when? _____ | | | |
| Will you be working with child development age children (4 years old or younger)? No If yes, please submit: Flu (Influenza), Pertussis (Whooping Cough), and MMR (Measles, Mumps, Rubella) Immunizations and initial the SB 792 section on page 2. | | | |
| PLEASE NOTE that Education Code 35021 prohibits registered sex offenders from serving as volunteer non-teaching aides. In addition, pursuant to Education Code 45349 any volunteer instructional aide is also subject to the provisions of Education Code 35021. Before authorizing any person to serve as a volunteer non-teaching aide or a volunteer instructional aide, Education Code 35021.1 authorizes the Superintendent or designee to ask a local law enforcement agency to conduct an automated records check or call the Department of Justice to determine that the individual is not a registered sex offender. Volunteers shall be informed that the _____ | | | |
| I have reviewed this form ▼ | | | |
| MUST READ! Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation, or sentenced in any civil, criminal, or military court, or have you ever forfeited bail? No <i>If you answered YES, please list ANY misdemeanor and/or felony offenses, including driving under the influence (DUI), set asides and expungements for which you have been convicted or received a withheld judgment within your lifetime. You must include minor traffic violations if they resulted in the issuance of a warrant, drunk driving convictions and convictions dismissed following probation. Some juvenile offenses for which an individual is charged as an adult (tobacco, alcohol, and</i> | | | |

Volunteers will complete the application. If required fields are not completed, it will not allow the application to be submitted.

Step I: Initiator

3. MMR (Measles, Mumps, Rubella) Immunization. (initial) _____

Volunteer Applicant's Signature

By signing below, I acknowledge that it is my responsibility to provide a complete application along with all required documents. If I do not have the application completed or if I am missing documents, I acknowledge that there will be a delay in my application process and/or my application will be canceled.

| | |
|---|-----------------|
| Volunteer Applicant's Signature: <i>Rosalia Maris Arias</i> | Date: 4/29/2025 |
| For School Use Only | |
| Interview By Administrator's Name: | Date: |
| Administrator's Signature: | |
| For HR Use Only | |
| Time/Date Received: | |

Form 1875 Rev. 9/24

▼ Page 4 / 4 ▼

Continue

Volunteers will stop at Page 3 and select "Continue."

Step 1: Initiator to Office Manager/Secretary

Your form has not been submitted yet. Please complete the following:

Please select next recipient for **Site Review**

NAME/EMAIL [Customize message](#)

Select recipient...

Approvers

- Adult Education- Dibble Campus (vleon@hlpusd.org)
- Adult Education- Hudson (vleon@hlpusd.org)
- Adult Education- Willow Campus (jrecillas@hlpusd.org)
- Baldwin Academy (ydiaz@hlpusd.org)
- California Elementary (ydelapena@hlpusd.org)
- Cedarlane Academy (ahernandez@hlpusd.org)
- Child Development (Amar Center) (ntung@hlpusd.org)
- District Office (gastopani@hlpusd.org)
- Education Services (gastopani@hlpusd.org)
- Fairgrove Academy (vbarajas@hlpusd.org)
- Grandview Academy (salopez@hlpusd.org)
- Grazide Elementary (togarcia@hlpusd.org)
- Kwis Elementary (dquintana@hlpusd.org)
- La Puente High (ygalvanhobbs@hlpusd.org)
- Lassalette (jbernal@hlpusd.org)
- Los Altos Elementary (lcid@hlpusd.org)
- Los Altos High (dcarrasco@hlpusd.org)
- Los Molinos Elementary (malaniz@hlpusd.org)
- Mesa Robles (igalaz@hlpusd.org)

Description

New Application, No - If no, please check the "New" box above, La Puente High

[Support](#)

Volunteer will select the school site listed on their application.

Step 2: Site Review

https://hlpusd-keenansafeschools.com/login

Instructions

Please review:

- Application for accuracy and completion
- Attachments:
 - Confirm attachment is valid (not expired)
 - You may also include any additional documents provided by the volunteer. (i.e. ID, vaccine records, TB results)

If any correction or missing information is required, please return the application to the initiator.

Once you have reviewed the application and everything is in order, please forward it to your administrator for approval.

Page 1 / 4

VOLUNTEER CHECKLIST

The Human Resources Department will review the following volunteer requirements for completion and final approval. Final approval will grant you clearance to volunteer at the site to which you applied.

- Complete Volunteer Application:
 - Volunteer Status:
 - Submit a "New" application if you are applying to volunteer for HLPUSD within the last 4 years and continue to follow the checklist
 - Submit a "Renewal" application if you have been approved to volunteer for HLPUSD within the last 4 years AND if any of the following apply:
 - a) If you are applying to volunteer at a new school site

For: Rosalia Maris

Attachments Copy View/Print PDF Save Progress Admin Tools

| | | | |
|--|--------------------------|---|-----------------|
| (Not a "One Time" Volunteer) | | | |
| Are you a current employee in our district? | No | Job Title: _____ | Location: _____ |
| Applicant Information | | | |
| Full Name: Rosalia Maris | | Applicant's Date of Birth: 01/01/2001 | |
| Other Legal Names: n/a | | Email: rmarisarias@hlpusd.org | |
| Current Address: 15959 E Gale Ave | | Child's Name: Manuel Maris | |
| City: City of Industry | State: CA | ZIP Code: 91745 | |
| Home Phone: _____ | Cell Phone: 626-933-3839 | School Site: La Puente HI | |
| Volunteer Activity: <input type="checkbox"/> Site Chaperone <input type="checkbox"/> Classroom <input type="checkbox"/> Fundraiser (Select all that apply) <input checked="" type="checkbox"/> Field Trip Chaperone <input type="checkbox"/> Other: | | Date Submitted to School Site: 04/29/2025 | |
| Have you received the COVID 19 Vaccine? No <i>If you select no, you must present a negative test result before volunteering each week.</i> | | | |
| Have you ever tested positive for Tuberculosis? No If the answer is yes, when? _____ | | | |
| Will you be working with child development age children (4 years old or younger)? No | | | |
| If yes, please submit: Flu (Influenza), Pertussis (Whooping Cough), and MMR (Measles, Mumps, Rubella) Immunizations and initial the SB 792 section on page 2. | | | |
| PLEASE NOTE that Education Code 35021 prohibits registered sex offenders from serving as volunteer non-teaching aides. In addition, pursuant to Education Code 45349 any volunteer instructional aide is also subject to the provisions of Education Code 35021. Before authorizing any person to serve as a volunteer non-teaching aide or a volunteer instructional aide, Education Code 35021.1 authorizes the Superintendent or designee to ask a local law enforcement agency to conduct an automated records check or call the Department of Justice to determine that the individual is not a registered sex offender. Volunteers shall be informed that the district is conducting this records search. (initial) <u>mm</u> | | | |
| MUST READ! Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation, or sentenced in any civil, criminal, or military court, or have you ever forfeited bail? No | | | |
| If you answered YES, please list ANY misdemeanor and/or felony offenses, including driving under the influence (DUI), set asides and expungements for which you have been convicted or received a withheld judgment within your lifetime. You must include minor traffic violations if they resulted in the issuance of a warrant, drunk driving convictions and convictions dismissed following probation. Some juvenile offenses may be reported as an adult (tobacco, alcohol, and drug charges) and traffic citations or minor offenses may fall into this category. | | | |
| Offense & Date | City, State | Sentence or Fine | |
| | | | |
| | | | |
| | | | |

Send Reminder
Change Approver
Send View-Only Link
Mark as Completed
Archive
Cancel
Add attachments

Office Managers and Secretaries will review the application for accuracy and completeness. This also includes any attachments.

Step 2: Site Review to Site Administrator

Your form has not been submitted yet. Please complete the following:

Please select next recipient for **Site Administration**

NAME/EMAIL [Customize message](#)

Rosalia (rmarisarias@hlpusd.org) ▼

Approvers

- Adult Education- Dibble Campus, Director Elbia Sarabia (esarabia@hlpusd.org)
- Adult Education- Hudson (jseccia@hlpusd.org)
- Adult Education- Willow Campus, Executive Director Gregory Buckner (gbuckner@hlpusd.org)
- All High School Sites (gastopani@hlpusd.org)
- Baldwin Academy, Principal Kelly Arena (karena@hlpusd.org)
- California Elementary, Principal Yesenia De La Pena (ydelapena@hlpusd.org)
- Cedarlane Academy, Principal Kim Lee (kimlee@hlpusd.org)
- Child Development (Amar Center) (cguerra@hlpusd.org)
- Child Development, Director, Abigail Querubin-Villareal (aquerubinvillareal@hlpusd.org)
- Elementary Executive Director, Dr. Angela Lin (alin@hlpusd.org)
- Fairgrove Academy, Principal Sherri Franson (sfranson@hlpusd.org)
- Grandview Academy, Principal Theresa Lei (ttsao@hlpusd.org)
- Grazide Elementary, Principal Amy Moss (amoss@hlpusd.org)
- High Schools, Executive Director, Dr. Mark Anderson (manderson@hlpusd.org)
- Kwis Elementary, Principal Vivienne Thomas (vthomas@hlpusd.org)
- La Puente High, Principal Lisa Lopez (lcarrera@hlpusd.org)
- Lassalette, Principal Lisa Mannino (lmannino@hlpusd.org)
- Los Altos Elementary, Acting Principal Shawn Harrington (sharrington@hlpusd.org)
- Los Altos High, Principal Jeffrey Hess (jhess@hlpusd.org)

Description

New Application, No - If no, please check the "New" box above, La Puente High

Approved by 1 person

STEP 1: INITIATOR | VOLUNTEER
Rosalia Maris
rmarisarias@hlpusd.org

[Support](#)

Office Managers/Secretaries will forward the volunteer's application to their administrator for signature.

Step 3: Site Administrator

Instructions

Please review:

1. Applicant's information
2. Volunteer activities listed
3. Capacity of your site to accommodate this applicant

Your signature indicates responsibility for supervising this applicant as a volunteer.

Step 3: Site Administration of 6 (Rosalia -- mmarianas@hlpusd.org)

of the following form and submit it below.

id a note

Maris

Attachments Copy View/Print PDF Save Progress

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VOLUNTEER CHECKLIST

The Human Resources Department will review the following volunteer requirements for completion and final approval. Final approval will grant you clearance to volunteer at the site to which you applied.

- **Complete Volunteer Application:**
 - o Volunteer Status: I have reviewed this form -
 - Submit a "New" application if you are new to volunteer for HLPUSD within the last 4 years and continue to follow the checklist
 - Submit a "Renewal" application if you have been approved to volunteer for HLPUSD within the last 4 years AND if any of the following apply:

For: Rosalia Maris

Attachments Copy View/Print PDF Save Progress Admin Tools

coach a student activity program are required to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing. It is the responsibility of the Volunteer to obtain and maintain the ASCC with the Commission on Teacher Credentialing. Failure to do so will result in immediate dismissal. Volunteers are required to pay for all fees necessary to obtain the ASCC. (initial) rm

CHILD DEVELOPMENT VOLUNTEERS ONLY

SB 792: I am aware of the new SB792 requirement of immunization against Influenza, Pertussis, and Measles. Each employee and volunteer shall receive an Influenza vaccination between August 1 and December 1 of each year. I confirm that I have received the following immunizations:

1. Flu (Influenza) Annual Immunization
2. Pertussis (Whooping Cough) Immunization
3. MMR (Measles, Mumps, Rubella) Immunization. (initial) rm

Volunteer Applicant's Signature

By signing below, I acknowledge that it is my responsibility to provide a complete application along with all required documents. If I do not have the application completed or if I am missing documents, I acknowledge that there will be a delay in my application process and/or my application will be canceled.

Volunteer Applicant's Signature: Rosalia Maris Arias Date: 04/29/2025

For School Use Only

Interview By Administrator's Name: Date: 4/29/2025

Administrator's Signature:

For HR Use Only

Time/Date Received:

Form 1875 Rev. 9/24

Page 4 / 4

NAME: _____ I have reviewed this form - _____

2025-2026

Volunteer Requirements Checklist

Administrators will review and sign the application. The signature indicated responsibility for supervising the volunteer.

Step 3: Site Administrator to Human Resources Assistant

Your form has not been submitted yet. Please complete the following:

Please select next recipient for **Human Resources Assistant**

NAME/EMAIL [Customize message](#)

Select recipient... ▼

Select recipient...

Test Approvers

- Alejandra (agaleana@hlpusd.org)
- Clarissa (clmeza@hlpusd.org)
- IK12 (natasha@informedk12.com)
- Krystal (kfigueroa@hlpusd.org)
- Rosalia (rmarisarias@hlpusd.org)
- Ruby (rarevalo@hlpusd.org)

Approvers

- Rosalia Maris Arias (rmarisarias@hlpusd.org)

The site administrator will forward the application to Human Resources Assistant.

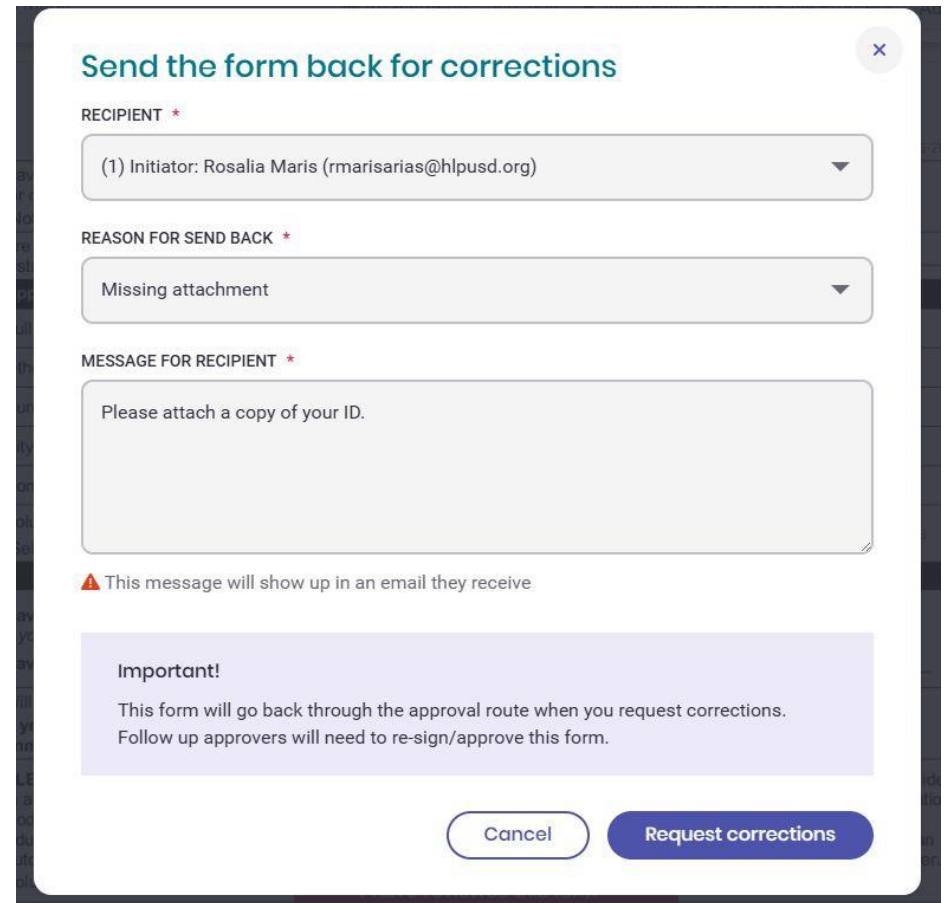
Step 4: Human Resources Assistant

Renewal Applicants:

- No further action is required from the applicant
- Application will be reviewed under Step 4
- The application will be forwarded to Step 5 (Human Resources Director)

New Applicants:

- Applicants will receive an email informing them to schedule their Live Scan appointment
- Once Live Scan results and outstanding items are complete, the application will be forwarded to Step 5



The screenshot shows a web form titled "Send the form back for corrections" with a close button in the top right corner. The form contains three main sections: "RECIPIENT *", "REASON FOR SEND BACK *", and "MESSAGE FOR RECIPIENT *".

- RECIPIENT *:** A dropdown menu showing "(1) Initiator: Rosalia Maris (rmarisarias@hlpusd.org)".
- REASON FOR SEND BACK *:** A dropdown menu showing "Missing attachment".
- MESSAGE FOR RECIPIENT *:** A text area containing the message "Please attach a copy of your ID." Below the text area is a warning icon and text: "⚠ This message will show up in an email they receive".

At the bottom of the form, there is a purple box with the text: "Important! This form will go back through the approval route when you request corrections. Follow up approvers will need to re-sign/approve this form." Below this box are two buttons: "Cancel" and "Request corrections".

Any incorrect or missing information will have the application sent back to the initiator (volunteer)

Step 5: Human Resources Director

For: Rosalia Maris

Attachments Copy View/Print PDF Save Progress Admin Tools

NAME: Rosalia Maris SCHOOL: La Puente High New Application

2025-2026

Volunteer Requirements Checklist

- Approved Application
- Copy of ID
- COVID-19 Proof of COVID-19 Vaccinations
- TB Clearance within 60 days
- Live Scan Clearance 01/01/2025

Application Status: Approved

Signature: Rosalia Maris Arias

Date: 4/29/2025

I have reviewed this form

The Human Resources Director will be reviewing the requirements listed on the Volunteer Checklist (Page 4).

Step 6: Human Resources Processing

The Volunteer Log will be updated with the final clearance. This step completes the Volunteer Application process.

Important Notes

- Applications will be available on the HLPUSD website under “HR Forms”
 - Communication with volunteers will heavily rely on email
 - Important for volunteers to include correct email addresses
 - Volunteer Log will continue to be updated with final clearances
 - Applications will be available in English, Spanish, and Mandarin
 - Only accepting online applications
-

Questions