

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
 - i) *Tuberculosis tests expire and must be updated after 4 years; x-rays do not expire
 - Do not submit an application if you are volunteering at the same school site(s) you were approved for in the 2024-2025 and/or 2025-2026 school year
 - a) Please confirm your status with the office manager
- All sections completed and initialed
- Copy of valid ID

- **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):**

***Please schedule your Live Scan appointments after you receive an email from Human Resources. The Live Scan 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 information will result in the inability to Live Scan