

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 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 School Site)

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

