



## Mt Washington Elementary Volunteer Process

### **Ready to volunteer your time and talents during school hours? Here's how to get approved!**

To volunteer during instructional hours, or if you're interacting with students on or off campus (e.g. field trips), you must be approved by LAUSD.

#### **If you are a new parent volunteer, you'll need to turn in 3 forms to the MWE office:**

- 1) Volunteer Application Form: completed, printed and signed
- 2) Volunteer Commitment Form: completed, printed and signed
- 3) Proof of negative TB Test\*: medical form provided by your doctor or clinic

*\*This test result is good for 4 years*

#### **If you are a returning parent volunteer, you'll need to turn in 2 forms to the MWE office:**

- 1) Volunteer Application Form: completed, printed and signed
- 2) Volunteer Commitment Form: completed, printed and signed

### **General Guidelines**

A new application and commitment form must be completed at the start of each school year.

If your TB test results are more than 4 years old, you must submit an updated negative TB test in order to get approved.

#### **Here's how you get this done:**

Step #1: Click this [link](#) to LAUSD's Volunteer Application Process Page

Step #2: Access the online application. The link can be found under header: Volunteer Application Process in the second bullet point. (<https://volunteerapp.lausd.net>)

Step #3: Once on the Volunteer Management System page, click on the "LAUSD parent/guardian" icon near the bottom

Step #4: Log into the Volunteer App using your Parent Portal Login info

Step #5: Download and complete the application

Step #6: Print out your completed application as well as the Volunteers Commitment Form and sign both forms

Step #7: Return both forms as well as a copy of your negative TB test to the MWE office

Step #8: Track your status on the parent portal to see when your application changes from "Pending" to "Approved"

### **Once APPROVED, you may now volunteer with the students during school hours.**

#### **Volunteer opportunities include, but are not limited to:**

- working with students inside the classroom or on the yard, per teacher's needs and discretion
- helping on your child's gardening day
- chaperoning a field trip
- supervising Loose Parts play on either the Kinder or Main Yard

If you have any questions, please reach out to either [Ms. Arbrajan](#) or [Ms. Juarez](#) in the office. **Happy Volunteering!**