

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

“Level 1” Volunteer
(MEGAN’S LAW)
Processed by School

“Level 2” Volunteer
(FINGERPRINT CHECK)
Processed & Issued by PUSD

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

Must be supervised at ALL times

Examples:

- Room Parent
- Field Trip Chaperone
- Clerical /Website Volunteer
- Library Assistant
- Room Center Assistant
(Helps set up parent workshops, clothing/ uniform exchanges, etc.)

Requirements:
(Completed at School Site)

- Complete Volunteer Application
- Provide “negative” TB Certificate*
NEW volunteer: dated within 12 months
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

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 Certificate”
NEW: dated within 12 months
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 at PUSD
- Must wear Volunteer Badge issued by DISTRICT office at all times



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