



Porter Ranch Community School

School Volunteer Application Process

2023-2024

To volunteer on our campus in classrooms or to be considered as a chaperone for field trips there must be approval by the Volunteer Management System. All returning volunteers must apply each school year. A prospective volunteer must access the online registration process and submit the application at <https://volunteerapp.lausd.net>.

The following is required:

1. Submission of Online Application; printed and signed
2. Completed Volunteer Commitment Form; printed and signed
3. Completed Covid Waiver Form; printed and signed
4. Tuberculosis test clearance signed by doctor; turn in a copy

Turn in all four items to the Main Office. The approval process from the District will take 4-6 weeks.

To begin your application online, you will be required to enter your name and a valid email account. You will receive an email notification to complete the registration process, which will include the creation of an account password. Go to <https://volunteerapp.lausd.net>

Technology Assistance:

If you do not have access to the necessary technology to complete the online volunteer application, please contact Safia Daks at safia.daks@lausd.net to assist in completing and submitting the online application. Appointments are available. Volunteers serving at more than one LAUSD school must have a completed online application, printed and signed, for **each** school before they can begin service.

Once your application has been submitted, you will receive an email stating the application has been "approved" which means you submitted the necessary paperwork and the application can now be processed. Once you have been approved, you will receive a second "approved" email with a temporary volunteer badge to use until your official badge arrives at school. You will be required to wear your badge while volunteering and return it each day. **BADGES DO NOT LEAVE CAMPUS!** Volunteers **MUST sign in and out** at the Main Office for safety and to record your volunteer hours.

**Thank you in advance for your dedication to
Porter Ranch Community School!**