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Thank you for your interest in volunteering for the Washington Unified School District. Our community and parent involvement is always a welcomed presence. Whether you are a member of the community, parent or guardian, or other relation to the student, your contribution of time and efforts support our goal of providing a positive school environment for our students.

To assist you with the process of becoming a WUSD Volunteer, please follow the next steps in order:

1. Complete a Volunteer Information Form **at your school site.** You may pick up this form in the front office of the school.
2. Meet with the school Principal to review your information. Your completed form must be approved by your school Principal.
3. Once you have your school Principal's approval, please bring the following to the Human Resources Department:
  - a. Volunteer Information Form signed by your school Principal.
  - b. Completed Volunteer Emergency Card.
  - c. Current negative TB test OR a TB Risk Assessment/Certificate of Completion form from your doctor.
  - d. Copy of identification (CA Driver's License or CA ID Card).
  - e. Level 2 Volunteer only: Live Scan Fingerprinting Results.

There are two levels of volunteering in our District:

**Level 1**

- Volunteers assist directly in the same area and view of the classroom teacher. Examples include: Homeroom parent, chaperone at the school dance, volunteer for science fair or PTO activities such as carnivals or festivals.
- Level 1 volunteering **does not** require fingerprinting clearance.

**Level 2**

- Volunteers assist on a regular basis and are not with the classroom teacher at all times. Examples include: Field trip chaperones, club sponsor, coach, overnight field trips, student mentoring, adult safety patrol or yard supervision.
- Level 2 volunteers **require** fingerprinting clearance. Live Scan Fingerprinting is a one-time process for volunteering in Washington Unified School District.

Lastly, please note that volunteers will not be assigned to a school site until all information has been completed and on file with the Human Resources Department.

We appreciate all the efforts and work in completing all necessary forms in our volunteer process. Please know that we require such forms in keeping to our highest priority of safety for our students and staff.

If you have any further questions, please contact:

Alex Perez, Administrative Secretary II  
Human Resources Department  
(916) 375-7604 ext. 1045  
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