

Volunteering at Balboa Magnet Elementary School

Dear Balboa Families,

Parent and Community Volunteers are greatly needed and appreciated here at Balboa Magnet Elementary School. All volunteers must be approved by Balboa Magnet and LAUSD. Listed below are the steps that need to be completed to volunteer in the classroom, on campus, or on field trips. Even if you plan on volunteering only one time in the school year you must follow the procedures listed below.

1. **Obtain Tuberculosis clearance** from your healthcare provider. A TB clearance is valid for four (4) years. E-mail me if you need a LAUSD TB Clearance form.

2. **Upload Covid-19 vaccination information and a picture of your vaccination card to the Daily Pass** at dailypass.lausd.net. Please check to make sure the name, birthdate, etc. is correct and matches your volunteer application.

3. **Fill out the on-line volunteer application** at <https://volunteerapp.lausd.net>. A new application must be filled out every school year. The window to apply for the 2023/2024 school year opens Monday, June 5th.

4. **Submit the following paperwork to the office**
 - a. A signed copy of your Volunteer Application
 - b. A signed copy of your Commitment form
 - c. A signed copy of the Covid 19 Waiver
 - d. A copy of your TB Clearance from a medical professional

You will receive an email from the LAUSD Office of Parent and Community Engagement with a temporary badge once your application has been approved. Please allow 6 weeks for processing. If you have any questions or need help with the process, please contact Lisa Henderson at 818-349-4801 or lisa.henderson@lausd.net

Thank you for volunteering at Balboa Magnet, we appreciate it!