

STEPS FOR LAUSD APPROVED VOLUNTEER PROCESS -

New Applicants

(For Renewals See Reverse Side of Page)

1. Get a Volunteer Packet

Packets are available in the main office, by visiting <http://www.chandlerla.my-pta.org> volunteer tab, or by contacting chandlercheetahsvolunteer@gmail.com.

2. Get Your Child's Student ID Number (Needed for Step 3)

ID numbers can be obtained from Mrs. Yniguez in the main office or from your child's teacher.

3- Complete The Online Volunteer LAUSD Application Form

Complete the form by going online to: <https://volunteerapp.lausd.net/> (online application) or follow the link from the <http://www.chandlerla.my-pta.org> volunteer tab. Be sure to print and sign when done.

[NOTE: You will need your child's Student ID number to complete the online application. You will also have to specify the number of hours that you estimate that you will be volunteering at the school each week. Be sure to select less than 15 hours a week.]

4- Get Your Tuberculosis (TB) Test and Results

If you had a recent TB test done **less than six months prior to starting volunteering at Chandler and it was negative**, you can submit that TB clearance record to the main office along with the rest of the volunteer application paperwork.

If not, you can have a TB test done through your private health insurance as long as your Physician or a Nurse completes and sign the Los Angeles Unified School District's Tuberculosis Physician/Clinic Form. Or for information on how access to free testing see the other side of this flyer.

5- Complete the Volunteer Commitment Form attached to the packet.

4- Return The Completed Packet To Mrs. Yniguez

Once you complete the on-line application please print, sign and bring it to the office to Mrs. Yniguez along with your Tuberculosis (TB) test results completed and signed by a Nurse or Physician and the Volunteer Commitment Form.

5- Get Your Badge

You will be notified when your badge is complete. It will be held in the main office for when you volunteer. When you sign-in at the front office you will be provided your badge to wear during your time on campus. Please return it and sign out when you are done volunteering.

If you need further assistance completing the volunteer protocol please contact the Volunteer Coordinators Jenna LaFontaine and Dana Hung at chandlercheetahsvolunteer@gmail.com Thanks for your interest in becoming a volunteer at Chandler Learning Academy.

**STEPS FOR LAUSD APPROVED VOLUNTEER PROCESS -
Renewals**

- 1- Go to: <https://volunteerapp.lausd.net/> and log into your account.
- 2- Complete the LAUSD volunteer application, print, sign and bring it to Mrs. Yniguez at the main office. [The TB tests are valid for 4 years as long as you have been volunteering consecutively.]
- 3- Your child will receive your volunteer badge once it has been authorized by LAUSD. If you do not receive it within a month please follow-up with Mrs. Yniguez at the main office.

Free Tuberculosis Test (TB)

In order to obtain a free TB test you must present the volunteer letter signed by Mrs. McIntire at the time of the test. You can obtain a free TB test at either of the following locations:

LAUSD District Nursing/Zelzah Office

6505 Zelzah Ave. Reseda, CA 91335

Phone: [\(818\) 654-1670](tel:(818)654-1670)

Hours: Mondays, Wednesdays, and Fridays from 7:30 a.m.-noon, and from 1:00 p.m.-2:00 p.m. They close for lunch between 12:00 p.m.-1:00 p.m. Please call before you go to the clinic, at times, they close for trainings or meetings. You must bring any records of previous TB tests results if any.

Telfair Health Clinic

19011 Telfair Ave. Pacoima, CA 91331

Phone: [\(818\) 899-6113](tel:(818)899-6113)

Hours: Mondays and Thursdays from 7:30 a.m.-noon, and from 1:00p.m.-2:00 p.m. Closed for lunch between 12:00 p.m.-1:00 p.m. Please call before you go to the clinic, at times, they close for trainings or meetings. You must bring any records of previous TB tests results if any.

If you had a previous Positive TB test result you can go to:

Pacoima Health Center

13300 Van Nuys Blvd. Pacoima, CA. 91331

Phone: [\(818\) 896-1903](tel:(818)896-1903)

Tuesdays and Thursdays ONLY. They only take the first 10 patients, you must be there at least by 8:00 a.m. when they open. Please be advised that you will spend several hours before you are seen. Please call before you go to ensure that the days for the TB tests have not changed. You must bring any records of previous TB tests results.

The TB test clearance will be valid for four years as long as you continue to volunteer consecutively.