



# Procedure for Volunteering in LBUSD Schools

## APPLICATIONS ARE REQUIRED EVERY 4 YEARS

**\*VIPS processing will take approximately 2 weeks or longer. Please make sure that you complete the application form with the necessary information and signatures to avoid delay. We appreciate your patience.**

Please note that those applications showing **convictions require court papers to be attached to the application** and will require additional time to clear. Any questions concerning these applications can be directed to: Sharon Lazo-Nakamoto, VIPS District Coordinator – (562) 997- 8307

Complete a VIPS application and TB clearance (per State law). Attach a copy of the results to the VIPS application and a copy of a valid unexpired photo ID.

Turn in the completed, signed application with copy of TB results and photo ID to the school site VIPS coordinator. TB verification must include the date given, the date read (within 48-72 hours), the results of the testing and the name of the medical facility. In lieu of TB testing, you may also provide the TB Risk Assessment Questionnaire Certificate of Completion administered by a licensed health care provider. (For X-ray clarification, please call (562) 997-8307.) Photo ID must be current California Government ID (e.g. California Driver's License, California ID, Military ID, Passport or International ID) **(Picture must be clear)**.

Volunteer coaches and other select volunteer classifications will be required to provide an activity supervisor clearance or be fingerprinted for DOJ and FBI clearance by the district.

**Senate Bill 791— California Daycare Immunization Requirements for Adults:** all volunteers working with preschool aged children must have proof of a measles, pertussis and **\*influenza vaccination. (\*The influenza vaccine may be waived on an annual basis)**

VIPS coordinator reviews application for completeness and signatures, signs the application and gives it to the principal for an original signature. It is then forwarded to the District VIPS Office.

District VIPS Office must obtain clearance through Megan's Law website.

Your VIPS site coordinator receives notification of clearance with your VIPS ID badge. VIPS Coordinator will contact applicant.

You are now ready to begin volunteering. To safeguard our students and maintain campus security you **must** sign in and out each time you work; you must **always** wear your VIPS ID badge. Your badge **never** leaves the site (except for field trips) nor should it be loaned to other people.

**Thank you for sharing your time and talents!**

For VIPS processing, please call (562) 997-8457  
For Administrative questions, please call (562) 997-8307