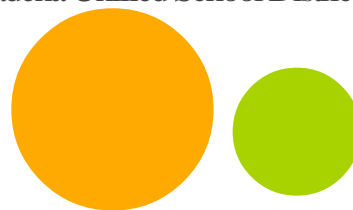


Pasadena Unified School District

Partners In Education



Welcome Center

### **FAQ's about Volunteering**

The Partners In Education Welcome Center relies on the assistance of parent and community volunteers to provide support and enrichment to the students of Pasadena Unified School District.

The Welcome Center has a variety of partnership opportunities with varying time commitments. Some volunteer assignments require fingerprinting. All require a current tuberculosis clearance. For more information about volunteer opportunities, please contact the staff at 626-396-3600 x88340.

#### **What is included in the PUSD Volunteer Packet?**

A PUSD volunteer application, interest survey, TB tests information, map of schools and school district calendar.

#### **I've never worked with children before. Do I need experience?**

No experience needed. In fact, the Welcome Center offers free trainings throughout the school year. Tutoring training takes place at the individual school sites. Classroom Read Aloud training is offered by the Welcome Center.

#### **Can I choose a school, grade and/or subject that I want to work with?**

Yes, we try to match you with a school that fits your needs as well as the teacher's.

#### **I prefer to volunteer at a school near home/work. Is this possible?**

We try to place you at a school as close to the location/neighborhood you have requested as we can. However, because we place volunteers based on teacher requests, we may ask you to be somewhat flexible about the location of the school where you are placed.

#### **I've recently had a tuberculosis test. Do I need to have another one?**

No. If you have had a TB test within the last four years, a copy of the result is fine. Please do not give us the original. You may need it again.

**I have already spoken with a teacher or principal at a school of my choice.  
Do I go to the Welcome Center to be processed?**

No. Volunteer application packets are available at all school sites.  
Please ask your teacher or volunteer coordinator about the forms and procedures.

**I can't decide who to use for my references. Can I use a family member?**

No, please provide names of people with whom you have worked or volunteered for. A teacher/professor, friend of the family or member of the clergy can serve as a reference.

**How long will it take for me to be placed in a school once I have completed the  
volunteer application packet?**

Once we have received your volunteer application packet and a copy of your negative TB test, you will be processed. When you are cleared to volunteer, the Welcome Center will call or send you a *congratulations* email. However, please feel free to call us to find out if your paperwork has been received. Also, we strongly recommend that you notify your references ahead of time so they will respond in a timely manner.

**I need to fulfill an observation requirement for school or a teacher credential  
program by a certain date. Can I complete all my hours right away or during a  
short period of time?**

Since we have a minimum requirement of one hour per week for a full semester, we ask that you either fulfill your 45 hour requirement over the course of the semester or fulfill your requirement and then continue to volunteer until the semester is complete.

**I'm going to be unavailable for a few weeks mid-semester.  
Is this okay with the teacher?**

This is something to be worked out with the teacher and is usually not a problem. Please give the teacher as much advance notice as possible.

**My schedule is erratic. Do I need to commit to specific hours every week?**

Many teachers prefer a consistent schedule; however, teachers also realize that schedules can change. Therefore, good communication is necessary. If you feel your schedule is too erratic to commit to working with any one teacher, you can ask to be put on our list of field trip volunteers or for special projects.

**I work 9:00 a.m. to 5:00 p.m. When can I volunteer?**

There are campus beautifications days on weekends and afterschool volunteer tutoring opportunities.

The minimum number of hours one can volunteer is one hour per week, but most volunteers spend 2 to 3 hours-per-week in a school. There is no maximum number.

### **How do you place volunteers?**

Teachers and each school volunteer coordinator fill out volunteer request forms and then forward them to the Welcome Center. When your volunteer application packet is completed, we try to find the best match for you based on the volunteer request we have received from teachers and the information you provide on your interest survey. Also, school site volunteer coordinators will receive your cleared volunteer application and interest survey in order to place you based on your interests.