



PARENT/GUARDIAN VOLUNTEER CLEARANCE CHECKLIST:

Once you register online, detailed instructions will be sent to you via email that outline this process thoroughly(www.oaklandedfund.org/parent-volunteers/):

OPTION A: Become a SUPERVISED Volunteer

- Register online** - www.oaklandedfund.org/volunteer
- Submit TB clearance** - Once you register, you will receive an automatic email explaining how to obtain TB clearance and inviting you to upload your TB clearance securely. If this is confusing to you, you may email a copy to hong@oaklandedfund.org instead.

We will notify you and your child's school once we have received your TB clearance and you are all set to volunteer while being supervised. This clearance level gives you the ability to volunteer as many times as you like, but you must be supervised by an OUSD employee at all times.

OPTION B: Become an UNSUPERVISED Volunteer

- Register online** - www.oaklandedfund.org/volunteer
- Submit TB clearance** - Once you register, you will receive an automatic email explaining how to obtain TB clearance and inviting you to upload your TB clearance securely. (If this is confusing to you, you may email a copy to hong@oaklandedfund.org instead.)
- Complete Fingerprint Clearance** – Fill out the “Request for Live Scan Services” form that we email to you and bring it to a live scan provider to have your fingerprints scanned. We recommend either:
 - Redtomatoes Mobile Notary, 610 16th St. Suite #321 Oakland, CA 94612, (510) 847-4828
 - Loss Prevention Group, 1814 Franklin St. #618 Oakland, CA 94612, (510) 836-6011
 - The results take between 2 – 14 business days to arrive securely into our system from the DOJ/FBI. There is a \$35.00 fee for this service. If the cost presents a barrier to you, please reach out about our financial aid scholarship program to cover the cost.
- Sign the Liability Waiver** – we will email this to you for your electronic signature (via DocuSign).
- Sending in a Photo** – we need a photo of you for the volunteer clearance badge. You may email it to hong@oaklandedfund.org. Please send a color photo where you are looking in the direction of the camera and are not wearing a hat or sunglasses.

Once everything is on file, we will mail you a volunteer **clearance badge** to wear every time that you volunteer. This will clearly indicate to school staff that you are all clear to volunteer without being supervised. This clearance level gives you the ability to volunteer as many times as you like without being supervised by an OUSD employee. Ex: driving for a field trip*, working one-on-one with students alone, attending an overnight field trip.

* If you plan on driving students in your care, you must turn in the Declaration of Driver form, proof of adequate insurance, and a copy of your Driver's License to the front office at your child's school.



OAKLAND
SCHOOL
VOLUNTEERS