



OAKLAND
PUBLIC EDUCATION FUND



**OAKLAND
SCHOOL
VOLUNTEERS**

HOW TO ACCESS: VOLUNTEER CLEARANCE RECORDS ONLINE

Oakland School Volunteers is the single point of entry to volunteer in Oakland public schools. We engage ongoing volunteer tutors from the community, one-time helpers, local businesses, and parent/guardian volunteers to rally around Oakland Schools by donating time. Volunteers maximize educator capacity and motivate student achievement!

This document outlines how to use our online database to see who is cleared to volunteer at your school. If you have questions about volunteer clearance requirements, please visit us online:

<https://www.oaklandedfund.org/programs/volunteer/for-schools/>

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Feel free to contact the Oakland School Volunteers Team at osv@oaklandedfund.org.

Thank you!

1. HOW TO LOG IN

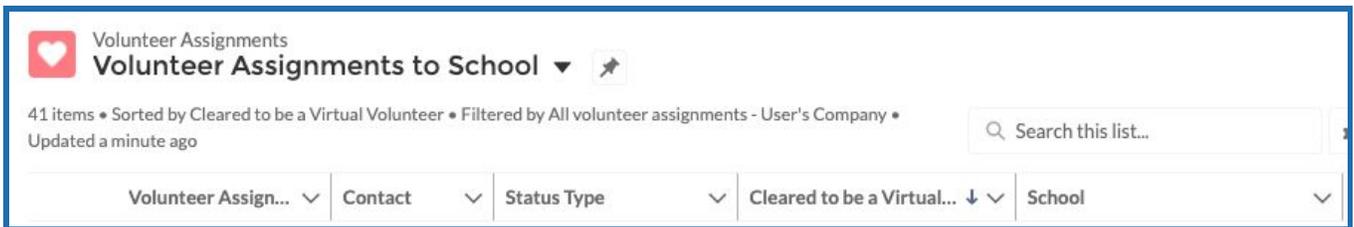
- You will receive an **invitation** to log on to salesforce.com via email from the Oakland Public Education Fund. If you need an invitation to log in, please email lilly@oaklandedfund.org.
- Each school will receive **only one log in**. You are welcome to share the username and password with other members of your staff who may need to access volunteer records.

URL: <https://oaklandedfund.force.com/OaklandEdFundPartners>

Please keep careful track of your username and password

2. HOW TO CHECK VOLUNTEER CLEARANCE FOR YOUR SCHOOL

1. Once you've logged in, click "VOLUNTEER ASSIGNMENTS" (5th from the left).
2. Under "Volunteer Assignments" click the dropdown menu and select "Volunteer Assignments to School".
 - This pulls up a list of everyone who is cleared to volunteer at your school.
 - If you click the different section headers, you can filter the different categories.
 - For example, click "CONTACT" to filter alphabetically by the first name, or, click "STATUS TYPE" to filter for the type of clearance that they have.



3. CLEARANCE DEFINITIONS

The volunteers' clearance is listed under the column “**STATUS TYPE**”. Here are the definitions for each status type listed alphabetically:

☑ Cleared to be a virtual volunteer

This is a new clearance type that we have added during distance learning. This indicates a volunteer who is cleared to be on zoom classes with students. They have passed a DOJ/FBI fingerprint background check AND Megan's Law clearance.

KEY

- **May NOT volunteer**
- **May only volunteer if SUPERVISED by an OUSD employee at all times**
- **May volunteer virtually**
- **May volunteer on an ongoing and UNSUPERVISED basis**

Cannot Volunteer	<ul style="list-style-type: none"> ● This person may NOT volunteer. ● They are either NOT allowed to legally, or they have stopped volunteering, or their Tuberculosis clearance is expired.
Cleared Community Volunteer	<ul style="list-style-type: none"> ● This volunteer is cleared to work with students on an ongoing basis without being supervised by an OUSD employee. ● They have a volunteer ID badge that they should wear at all times while volunteering. They have completed TB and fingerprinting.
Community Applicant	<ul style="list-style-type: none"> ● This person may NOT yet volunteer. ● This person has expressed interest in volunteering at your school on an ongoing basis, but they have not yet completed the volunteer clearance requirements.
Parent Applicant	<ul style="list-style-type: none"> ● This person may NOT yet volunteer. ● This is a parent/guardian volunteer who HAS registered to become a volunteer at their child's school, but they have not yet completed the clearance requirements.
Supervised Parent Volunteers	<ul style="list-style-type: none"> ● This is a parent/guardian who has completed the requirements to volunteer on an ongoing basis while supervised by an OUSD employee. ● They do NOT have an ID badge because they have only completed TB clearance (not fingerprint clearance).
Unsupervised Parent Volunteer	<ul style="list-style-type: none"> ● This parent/guardian volunteer is cleared to work with students on an ongoing basis without being supervised by an OUSD employee. ● They have a volunteer ID badge that they should wear at all times while volunteering. They have completed TB and fingerprinting.
Virtual Parent Volunteer	<ul style="list-style-type: none"> ● This parent/guardian volunteer is cleared for virtual volunteering. ● They have completed fingerprint clearance only and we have checked Megan's Law status.

4. IDENTIFY WHAT A VOLUNTEER IS MISSING TO COMPLETE CLEARANCE

1) Using our website

Parents/guardians can view their volunteer status on our website:

<https://www.oaklandfund.org/programs/volunteer/parent-volunteers/>

They select: “[Check your existing volunteer status here >](#)”, type in their information, and view results. They are invited to update their information with us using this link as well.

2) Using the Communities Database

If a volunteer is listed as either a “Community Applicant” or “Parent Applicant”, you can learn what they need to do to complete their volunteer clearance by visiting their “contact record”.

1. **Click** on the name of the applicant. This will take you to a new page with information unique to this particular individual.
2. **Scroll down** to the section entitled “**Clearance Information**” to see what is missing.
 - If both of these dates are filled in, it means that the applicant did not sign the volunteer liability waiver that we send to them. Please email us asking us to resend it to this volunteer again.

Clearance Information	
Can Not Volunteer <input type="checkbox"/>	Can Not Volunteer Date
Live Scan Clearance Date	TB Expiration Date
Volunteer Badge Sent	W-9/W-4 On File <input type="checkbox"/>

5. HOW TO EXPORT VOLUNTEER CLEARANCE REPORTS

Below are instructions for how to download a volunteer clearance report if you would like to do so. Feel free to send this report to anyone who needs it.

- 1 Hover over the “More” tab on the right-hand side of the window and select “reports”.



- 2 On the right-hand side of the page, select “All Folders”.



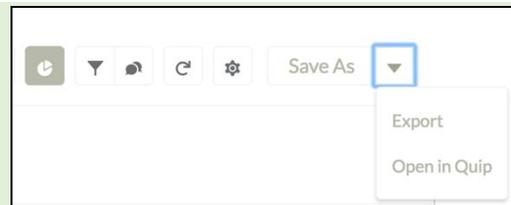
- 3 This will bring up two options. Please select “Community Partner Volunteer Management”.

NAME	CREATED BY	CREATED ON
Community Partner Fundra	Jeff Issenberg	6/15/2017, 4:02 P
Community Partner Volunt	Jeff Issenberg	8/31/2017, 9:19 A

- 4 Select “My Volunteer Assignments for Export”

NAME	DESCRIPTION
Volunteer Assignments for my School	
My Volunteer Assignment for export	Contains first na

- 5 Hover over the downward-facing arrow next to “Save As” and select “export”, then “details only”, then “export”.



Please note that you can also filter your list to see only certain status types. Ex:

