HOW TO ACCESS
VOLUNTEER CLEARANCE RECORDS ONLINE

1) 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 osv@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. Please keep careful track of your username and password.

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

2) CHECK VOLUNTEER CLEARANCE FOR YOUR SCHOOL

1. Once you've logged in, click "VOLUNTEER ASSIGNMENTS"*(5th from the left)* on the top bar.
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.
   - 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

Volunteers clearance is listed under the column **"STATUS TYPE"**. Here are the definitions for each status type:

> COLOR KEY
> - May NOT volunteer
> - May only volunteer if SUPERVISED by an OUSD employee at all times
> - May volunteer VIRTUALLY only
> - May volunteer on an ongoing and UNSUPERVISED basis
>
> CANNOT VOLUNTEER - May NOT volunteer. They are either NOT allowed to legally or stopped volunteering.

COMMUNITY MEMBERS STATUSES

Cleared Community Volunteer	● Volunteer is cleared to work with students on an ongoing basis without being supervised by an OUSD employee. VIRTUAL PERMITTED. ● They have a volunteer ID badge to wear at all times while volunteering. They have completed TB , fingerprinting, and in-person covid waiver.
Community Applicant	● 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.
Virtual Community Volunteer	● This community volunteer is cleared for virtual volunteering ONLY. ● Completed fingerprint clearance only and we have checked Megan's Law status.
Virtual Career Coach	● This community volunteer is cleared for virtual volunteering ONLY. ● Completed fingerprint clearance only and we have checked Megan's Law status.

PARENTS/GUARDIANS STATUSES

Guardian Applicant	● This person may **NOT** yet volunteer. ● Guardian volunteer HAS registered to become a volunteer at their child's school, but they have not yet completed the clearance requirements.
Supervised Parent Volunteers	● Guardian 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	● Guardian is cleared to work with students on an ongoing basis without being supervised by an OUSD employee. VIRTUAL PERMITTED. ● They have a volunteer ID badge to wear at all times while volunteering. They have completed TB, fingerprinting, and in-person covid waiver.
Virtual Parent Volunteer	● This parent/guardian volunteer is cleared for virtual volunteering ONLY. ● Completed fingerprint clearance only and we have checked Megan's Law status.

OPTION A: Use our website

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

   https://www.oaklandedfund.org/programs/volunteer/parent-volunteers/

2. **Select** "Check your existing volunteer status here >", type in their information, and view results.

3. Parents/guardians are prompted to update their information by using this link as well.

OPTION B: Use this 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".
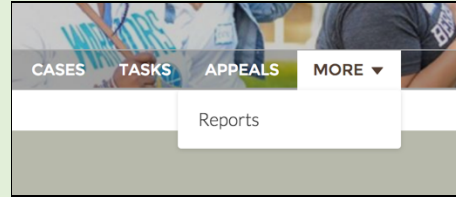
1. **Click** on the name of the applicant. This will take you to a new page with information unique to this particular individual.

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.
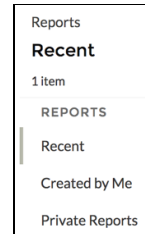
5. HOW TO EXPORT VOLUNTEER CLEARANCE REPORTS

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.

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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".	
4	Select "My Volunteer Assignments for Export"	
5	Hover over the downward-facing arrow next to "Save As" and select "export", then "details only", then "export".	
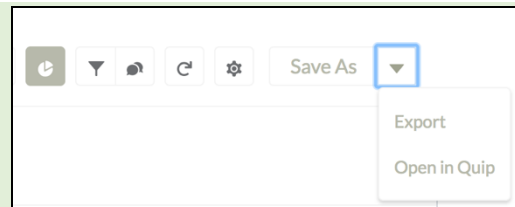
Please note that you can also filter your list to see only certain status types. Ex: