

# Volunteer Clearance Options & Checklist

## 2021-22 School Year



**OAKLAND**  
PUBLIC EDUCATION FUND



**OAKLAND**  
**SCHOOL**  
**VOLUNTEERS**



**OAKLAND UNIFIED**  
**SCHOOL DISTRICT**  
*Community Schools, Thriving Students*

All [Oakland School Volunteers](#) (OSV) are required to complete clearance based on the type of service they'd like to do. This is required by the state of California's Ed Code, the Oakland Unified School District, and the Oakland Public Education Fund. This chart is intended to help ensure transparency and ease around the process.

How to read this chart:

1. Identify whether you are a community member volunteer (green), or a parent/guardian volunteer (blue).
2. Select which type of volunteer you want to become among the choices for your group from step #1. Definitions available on pg 2.
3. Look down the corresponding column to see which rows are filled in with check-marks.
4. The rows where there are check-marks indicate a required step. The "Instructions" column provides additional details and links.

Once you [register online](#), all steps are explained and outlined to you via [osv@oaklandfund.org](mailto:osv@oaklandfund.org). You will receive automatic reminders, confirmations, and next steps via that same email address - **please ensure that our messages do not go into spam by mistake.**

[CHECK YOUR CURRENT STATUS HERE](#)

	Images = actions ↓	Instructions ↓	Community Member Volunteers ↓			Parent/Guardian Volunteers ↓		
			Type of Volunteer You Want to Become?	Virtual 1:1 Tutor	Career Coach	In-Person Assistant	Virtual Volunteer	In-Person Supervised
Register *		<a href="#">Apply to file your info oaklandfund.org/volunteer/</a>	✓	✓	✓	✓	✓	✓
Staff Approval ***		No action required. OSV will review and reach out if needed	✓	✓	✓			
Passed Interview ***		Meet with our staff to review the program		✓				
Live Scan Fingerprint *		Form in OSV email. <a href="#">Visit the provider</a> to scan prints. Results auto received	✓	✓	✓	✓		✓
Liability Waiver **		OSV emails you to sign electronically	✓	✓	✓	✓		✓
Tuberculosis Clearance *		Visit a healthcare provider and upload negative results via our email invite		✓	✓		✓	✓
COVID-19 Vaccination**		<b>Returning &amp; new volunteers:</b> Upload your vaccine card via email invite.		✓	✓		✓	✓
Megan's Law Clearance *		No action required. OSV runs the name in the background	✓	✓	✓	✓	✓	✓
COVID-19 Waiver **		OSV emails you to sign electronically		✓	✓		✓	✓
Photo for ID Badge **		<a href="#">Email</a> your picture. No hats/sunglasses unless for medical/religious		✓	✓	✓		✓
Orientation ***		<a href="#">Attend online</a>	✓	✓	✓			
Virtual Tutor Training ***		<a href="#">Attend online</a>	✓					
Career Coach Training ***		<a href="#">Attend online</a>		✓				
Receive an ID badge **		No action required. OSV will mail + notify once mailed		✓	✓			✓
Select and Finalize Placement with OPEF **		Once you're all-clear, OPEF will email you to plan and finalize your placement + educator assignment	✓	✓	✓			

\* = Required by the state of CA | \*\* = Required by OUSD's legal department | \*\*\* = Required by OPEF to ensure health and safety of our community

## Trouble selecting which type of volunteer you'd like to be?

Here are more details:

What group are you a part of?	Which Type of Volunteer Are You Wanting to Become?	Descriptions with Examples:
<b>Community Member Volunteers</b>	<b>Virtual 1:1 Tutor →</b>	Meet with students 1:1 outside of regular school hours to work on particular subjects as designated by their educator. You may be: assisting the student with assignment, task, or homework completion. Your primary points of contact will be the educator and the guardian.
	<b>Career Coach →</b>	Get assigned with one high school student to support them with their planning for life after high school. Act as a coach and thought-partner as they consider career options, plan for college, or other educational opportunities. Your primary points of contact will be the educator and the guardian.
	<b>In-Person Aid →</b>	Join in-person class time to support educator capacity and motivate student achievement as a classroom aide. This will likely include working with students in small groups or 1:1 on activities assigned by the educator. Your primary point of contact will be the educator.
<b>Parent / Guardian Volunteers</b>	<b>Virtual Volunteer</b>	Support your student(s) online only. Join OUSD Zoom classes to support the educator with tasks like: monitoring the chat, screen sharing, setting up breakout rooms, working with students on activities assigned by the educator in the breakout room. Your primary point of contact will be your child's educator.
	<b>In-Person Supervised</b>	Volunteer on campus while supervised by an OUSD employee 100% of the time. Your primary point of contact will be your child's educator.
	<b>In-Person <u>Un</u>supervised</b>	Volunteer on campus. Example unsupervised activities include: tutoring students 1:1, chaperoning field trips (including overnight), or driving students in your car for a field trip. Your primary point of contact will be your child's educator.
		If you would like to volunteer anywhere besides for your child's school, please email <a href="mailto:osv@oaklandedfund.org">osv@oaklandedfund.org</a> to learn more and sign up!



**MAKE A DIFFERENCE FOR  
OAKLAND STUDENTS**

---

**VOLUNTEER IN A  
SCHOOL TODAY!**