



# Volunteer Clearance Options & Checklist 2021-22 School Year



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

All [Oakland SchoolVolunteers](#) (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 (OUSD), and the Oakland Public Education Fund. This chart is intended to help ensure transparency and ease around the process.

1. Identify whether you are a community member volunteer (*orange*), or a parent/guardian volunteer (*green*).
2. Select which type of volunteer you want to become among the choices for your group from step #1.
3. Scroll to page 2 and 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](#)

Trouble selecting which type of volunteer you'd like to be? Here are more details:

## Community Member Volunteers

**Virtual 1:1 Tutor** → 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.

**Career Coach** → Get assigned with one high school student to support them with their planning for life after high school. Act as a coach and 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.

**In-Person Assistant** → 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.

**One-Time Only** → Volunteer on campus for a one-time, supervised special event.

## Parent / Guardian Volunteers

(Decision Tree on PG 3)

**Virtual Volunteer** → 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. Primary point of contact will be your child's educator.

**In-Person Unsupervised** → 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. Primary point of contact will be your child's educator.

**In-Person Supervised** → Volunteer on campus while supervised by an OUSD employee. Primary point of contact will be your child's educator.

**One-Time Only** → Volunteer on campus for a one-time, supervised special event.

	Instructions ↓	Community Member Volunteers ↓				Parent/Guardian Volunteers ↓			
	Type of Volunteer You Want to Become?	Virtual 1:1 Tutor	Career Coach	In-Person Assistant	One-Time Only	Virtual Volunteer	In-Person <u>Un</u> supervised	In-Person Supervised	One-Time Only
Register	<a href="https://www.oaklandedfund.org/volunteer/">Apply</a> to file your info	✓	✓	✓	✓	✓	✓	✓	✓
Staff Approval	No action required. OSV will review and reach out if needed	✓	✓	✓					
Passed Interview	Meeting with OSV staff		✓						
Livescan Fingerprint	Form in OSV email. <a href="#">Visit the provider</a> to scan prints	✓	✓	✓		✓	✓		
Liability Waiver	OSV emails you to sign electronically	✓	✓	✓		✓	✓		
Tuberculosis Clearance	Visit healthcare provider, upload negative results		✓	✓			✓	✓	
Megan's Law Clearance	No action required. OSV runs the name in the background	✓	✓	✓	✓	✓	✓	✓	✓
COVID-19 Vaccination	Upload your vaccine card via email invite.		✓	✓	✓		✓	✓	✓
COVID-19 Waiver	OSV emails you to sign electronically		✓	✓	✓		✓	✓	✓
Photo for ID Badge	<a href="#">Email</a> your picture, no hats/sunglasses		✓	✓			✓		
Orientation	<a href="#">Attend online</a>	✓	✓	✓					
Virtual 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 Placement w. OPEF	OPEF will email you to plan and finalize your placement	✓	✓	✓	✓				

## Parent/Guardian Decision Tree:

