VOLUNTEER DATABASE TRAINING

OAKLAND SCHOOL VOLUNTEERS

TABLE OF CONTENTS

01

I. INTRODUCTION

About the Oakland Public Education Fund

02

2. UPDATED CLEARANCE REQUIREMENTS

Keeping everyone safe and healthy!

3. DATABASE OVERVIEW

Logging in, accessing and understanding information

03

4. PRACTICE APPLICATION

The tool in action!

04

#1

Introduction to ...

The Oakland Public Education Fund

OAKLAND
PUBLIC EDUCATION FUND

INTRODUCTION

We partner with OUSD to provide volunteer support to educators at every Oakland public school.

We support all parents, guardians, community members, groups, and businesses to find the right fit for how they can volunteer in Oakland classrooms based on your requests for support.

"I had a volunteer earlier in the year who was WONDERFUL. I credit his support with my ability to get 6 students caught up to grade level.

- OUSD Educator

The other ways you may know us...

A to Z

Minigrants

Twice a year, educators can apply for funding for special projects or professional development.

#OU

Tech Devices

Families may submit the TechCheck survey to see if they're eligible for a free chromebook or hotspot.

Cash Assistance

Checks/CashApp

Throughout the school year, we ping school leaders to nominate families to receive cash assistance.

#2

Updated Clearance Requirements

How volunteers can get cleared to work with your school, in-person or virtually!

What does volunteer clearance mean for my school?

The state of CA and OUSD legal require different levels of clearance to be filed for different types of volunteering.

We are here to help navigate this nuance and simplify the onboarding process for all volunteers!

Once volunteers register, we carry them through the process to obtain the clearance that's right for them.

Our Goals!

1. Present you with live, up-to-date information about who is cleared to do what at your school site through the database.
2. Effectively communicate the levels of clearance and how to obtain them so they you may help volunteers who stall out during the onboarding process.

Our website is your one-stop-shop for answers and actions!
www.oaklandedfund.org/volunteer/

Updates for the 2021-22 School Year

What's the *Same*:

DOJ/FBI Fingerprinting(Live Scan) - Required for all volunteers who:

- Are assigned to support OUSD online education,
- Parents/guardians who volunteer in-person while unsupervised, and
- All community members who volunteer on an ongoing basis.

Tuberculosis (TB) Clearance - Required for all in-person volunteers who volunteer 3+ times a school year. Clearance is valid for 4 years.

What's *New* for In-Person:

VACCINATION - All in-person volunteers are required to submit proof of vaccination against COVID19 to be approved for in-person service.

COVID WAIVER - All in-person volunteers must sign a new waiver acknowledging the risk of in-person service and contracting the COVID 19 virus.

How it Works!

Where volunteers need to start:

1st time volunteers:	Register on our website: www.oaklandedfund.org/volunteer/
Returning volunteers:	Check their status online to update expired or missing requirements: www.oaklandedfund.org/volunteer/

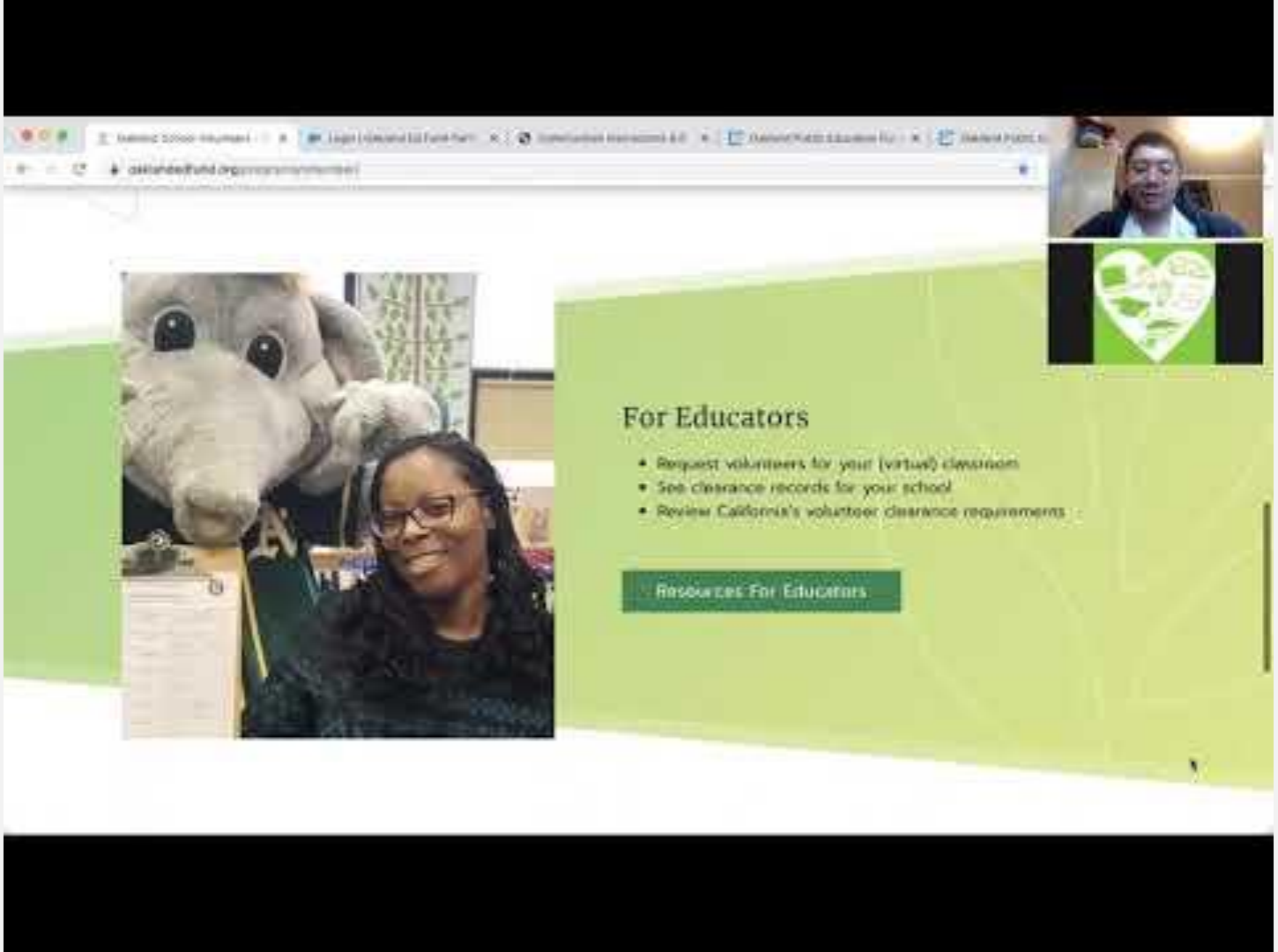
- ➔ Once volunteers are in our system, we send them automatic instructions, confirmations, and next steps to carry them throughout the onboarding process. osv@oaklandedfund.org
- ➔ We work hard to communicate their options and next steps clearly and concisely.
- ➔ Our materials are available in English and Spanish. We also have additional materials available in Arabic, Chinese, and additional languages upon request. We are working to update into more languages, but this is still coming soon given how many changes the pandemic has brought to clearance requirements.

#3

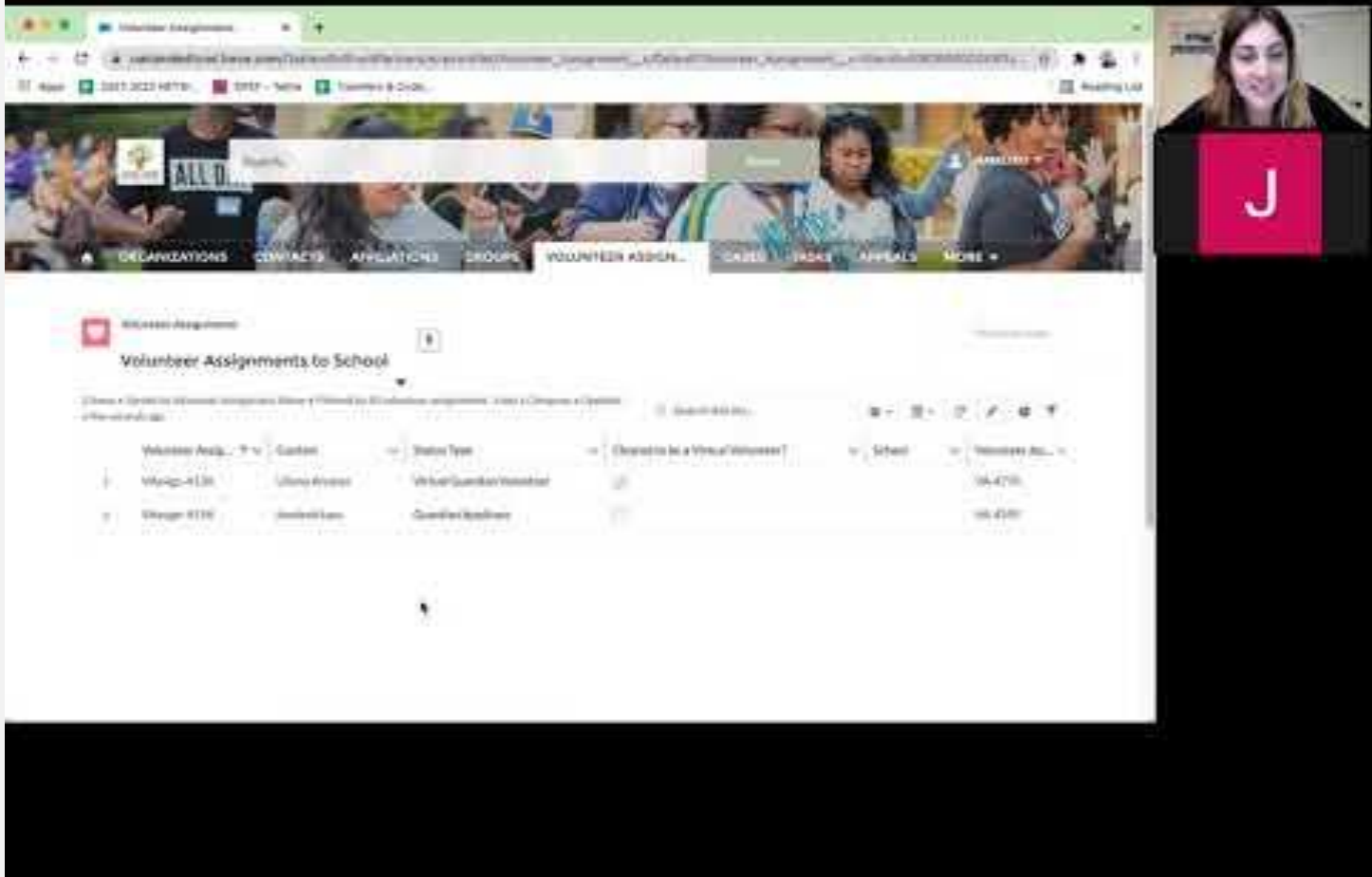
Database Overview

How to see who is cleared to volunteer in what capacities at your school!

Logging in!


For Educators
Request volunteers for your (virtual) classroom
See clearance records for your school
Review California's volunteer clearance requirements
Resources For Educators

Getting started!



How to Download a Report:

Instructions are always available on our webpage for educators:

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

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".	
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:

#4

Practical Application

Helping people complete the process!

Helping people finish their clearance:

OPTION A: Parents/Guardians Check Their Own Status

1. Parents/guardians can view their volunteer status on our website: https://www.oaklandedfund.org/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: Educators Can Use The 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.

We have a comprehensive list of clearance options AND checklist available on our website:
Volunteer Clearance Options & Checklist HERE >

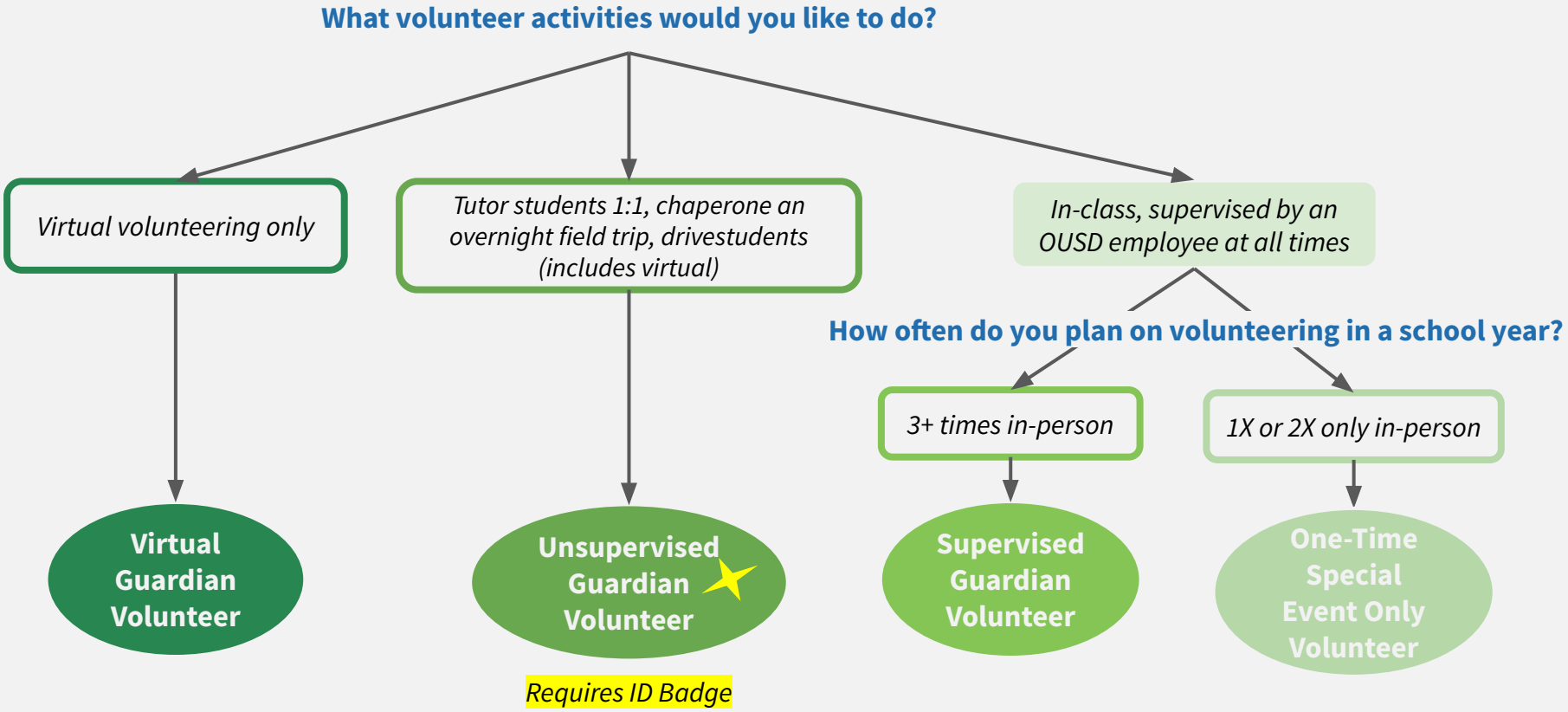
Putting it Simply...

TYPE OF VOLUNTEERING:	**Required for *All* Volunteers No Matter What**	**Required for In-Person, One-Time-Only Supervised Volunteers**	**Required for All Ongoing In-Person Volunteers** *(3+ Supervised Visits)*	**Required for all Unsupervised Volunteers** *(including virtual-only volunteers and all community members)*	**Required for all Community Volunteers**
REQUIRED ONBOARDING:	- Megan's Law	- COVID19 Vaccine - In-Person Waiver	- TB Clearance - COVID19 Vaccine - In-Person Waiver	-Live Scan Fingerprint Background Check -Liability Waiver	-Orientation -Additional training for specialized volunteer types
What to look for on the status column of the database: ELIGIBLE PARENT/GUARDIAN STATUSES:		*Guardian One-Time Event Only*	*Supervised Guardian*	*Unsupervised Guardian Volunteer // Virtual Guardian Volunteer*	
ELIGIBLE COMMUNITY VOLUNTEER STATUSES:		*Community Special Event Only*		*Virtual Community Volunteer*	*Clear Community Volunteer // Clear Career Coach*

May NOT (yet) volunteer:
These volunteers have not yet satisfied any of the status requirements to volunteer in ANY capacity.

- CANNOT VOLUNTEER
- Guardian Applicant
- Community Applicant
- Career Coach Applicant

For Visual Folks!
Decision Tree for Parents/Guardians-Only:



For Visual Folks!
Decision Tree for Community Volunteers:

Four Interactive Scenarios:

Practice Time I - COMMON SCENARIOS

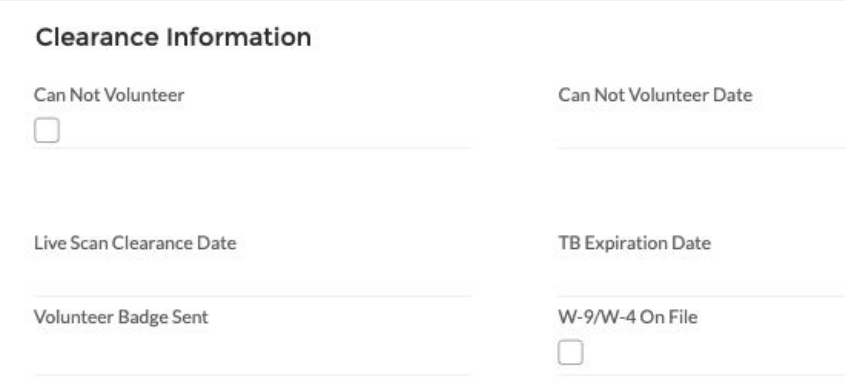
VOLUNTEER SITUATION	WHICH STATUS(ES) ARE ELIGIBLE?	WHAT CLEARANCE DOES THIS MEAN THEY HAVE ON FILE?
A parent/guardian wants to volunteer for a one-time field trip AND drive students in their car as a chaperone.	Unsupervised Guardian Volunteer *ID BADGE*	TB Clearance - Megan's Law Clearance - COVID19 Vaccine - In-Person Waiver -Live Scan Fingerprint Background Check -Liability Waiver
A parent/guardian would like to volunteer with the salad bar at lunch time. They will serve alongside an OUSD employee.	MINIMUM: Supervised Guardian Volunteers MAXIMUM: Unsupervised Guardian Volunteer	- TB Clearance - Megan's Law Clearance - COVID19 Vaccine - In-Person Waiver

Practice Time II - TRICKIER SCENARIOS

VOLUNTEER SITUATION	WHICH STATUS(ES) ARE ELIGIBLE TO VOLUNTEER?	WHAT CLEARANCE DOES THIS MEAN THEY HAVE ON FILE?
A college student is looking for practicum hours as part of their education major. They want to volunteer in-person at Oakland International High School, and this is their first time applying and volunteering.	Clear Community Volunteer *ID BADGE*	- TB Clearance - Megan's Law Clearance - COVID19 Vaccine - In-Person Waiver -Live Scan Fingerprint Background Check -Liability Waiver - Orientation
This person is looking to volunteer in their child's classroom at International Community School, and they'll be looking to help their child's teacher by helping the teacher clean their classroom once a month while supervised.	MINIMUM: Supervised Guardian Volunteers MAXIMUM: Unsupervised Guardian Volunteer	- TB Clearance - Megan's Law Clearance - COVID19 Vaccine - In-Person Waiver

Activity Time I

The following guardian would like to tutor students in their child's classroom without being supervised by an OUSD employee. They need to become an UNSUPERVISED GUARDIAN VOLUNTEER. You find their name in the database, but they are listed as "guardian applicant". When you click into their name, here is what you see:



WHAT DOES THIS MEAN?

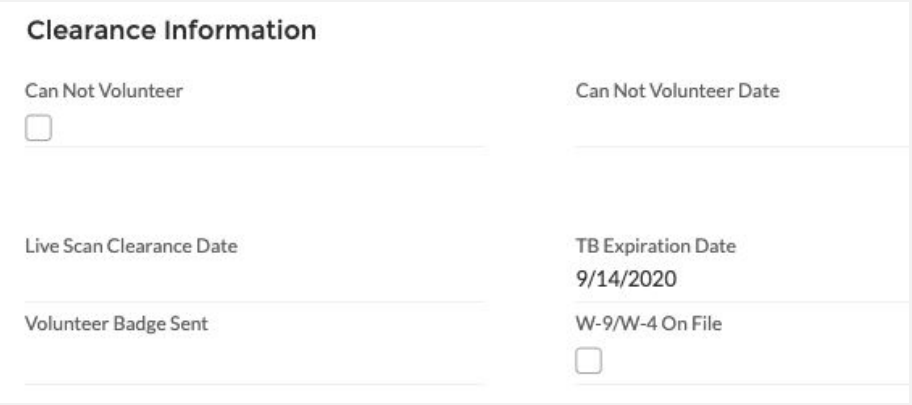
This person has registered to become a volunteer, but they have not yet submitted any clearance items.

Please ask them to check their email for messages from osv@oaklandedfund.org which outline the onboarding requirements //OR// refer them to the webpage for parents/guardians:

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

Activity Time II

The following guardian would like to tutor students in their child's classroom without being supervised by an OUSD employee. They need to become an UNSUPERVISED GUARDIAN VOLUNTEER. You find their name in the database, but they are listed as "guardian applicant". When you click into their name, here is what you see:



WHAT DOES THIS MEAN?

This person has registered to become a volunteer, but they have not submitted enough clearance. They never did fingerprints and their TB has since expired.

Please ask them to check their email for messages from osv@oaklandedfund.org which outline the onboarding requirements //OR// refer them to the webpage for parents/guardians:

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

Please visit our webpage for educators to request volunteer support for your school: https://www.oaklandedfund.org/programs/volunteer/for-schools/

Thank you so much!

Please send your questions, comments, or feedback to:
osv@oaklandedfund.org