



Volunteer Clearance Options & Checklist 2021-22 School Year



**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 (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@oaklandedfund.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. (Even just once!)

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 Supervised → 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	InPerson Aide	One-Time Supervised	Virtual Only	InPerson Unsupervised ¹	InPerson Supervised	One-Time Supervised
Register	Apply to file your info	✓	✓	✓	✓	✓	✓	✓	✓
Staff Approval	<i>No action required. OSV will review and reach out if needed</i>	✓	✓	✓					
Passed Interview	Meeting with OSV staff		✓						
Livescan Fingerprint	Form in OSV email. Visit the provider to scan prints	✓	✓	✓		✓	✓		
Liability Waiver	OSV emails you to sign electronically	✓	✓	✓		✓	✓		
Tuberculosis Clearance	Visit healthcare provider, upload negative results		✓	✓			✓	✓	
Megan's Law Clearance	<i>No action required. OSV runs the name in the background</i>	✓	✓	✓	✓	✓	✓	✓	✓
COVID-19 Vaccination	Upload your vaccine card via application or email invite.		✓	✓	✓		✓	✓	✓
COVID-19 Waiver	OSV emails you to sign electronically		✓	✓	✓		✓	✓	✓
Photo for ID Badge	Email your picture, no hats/sunglasses		✓	✓			✓		
Orientation	Attend online	✓	✓	✓					
Virtual Training	Attend online	✓							
Career Training	Attend online		✓						
Receive an ID badge	<i>No action required. OSV will mail + notify once mailed</i>		✓	✓			✓		
ID Placement w. OPEF	OPEF will email you to plan and finalize your placement	✓	✓	✓	✓				

¹ One-time, unsupervised parent/guardian volunteers are required to achieve this level of volunteer clearance.

Parent/Guardian Decision Tree:

