

# How can a Volunteer Management System Help?

**Support volunteers in-person and virtually—one-on-one and in groups.**

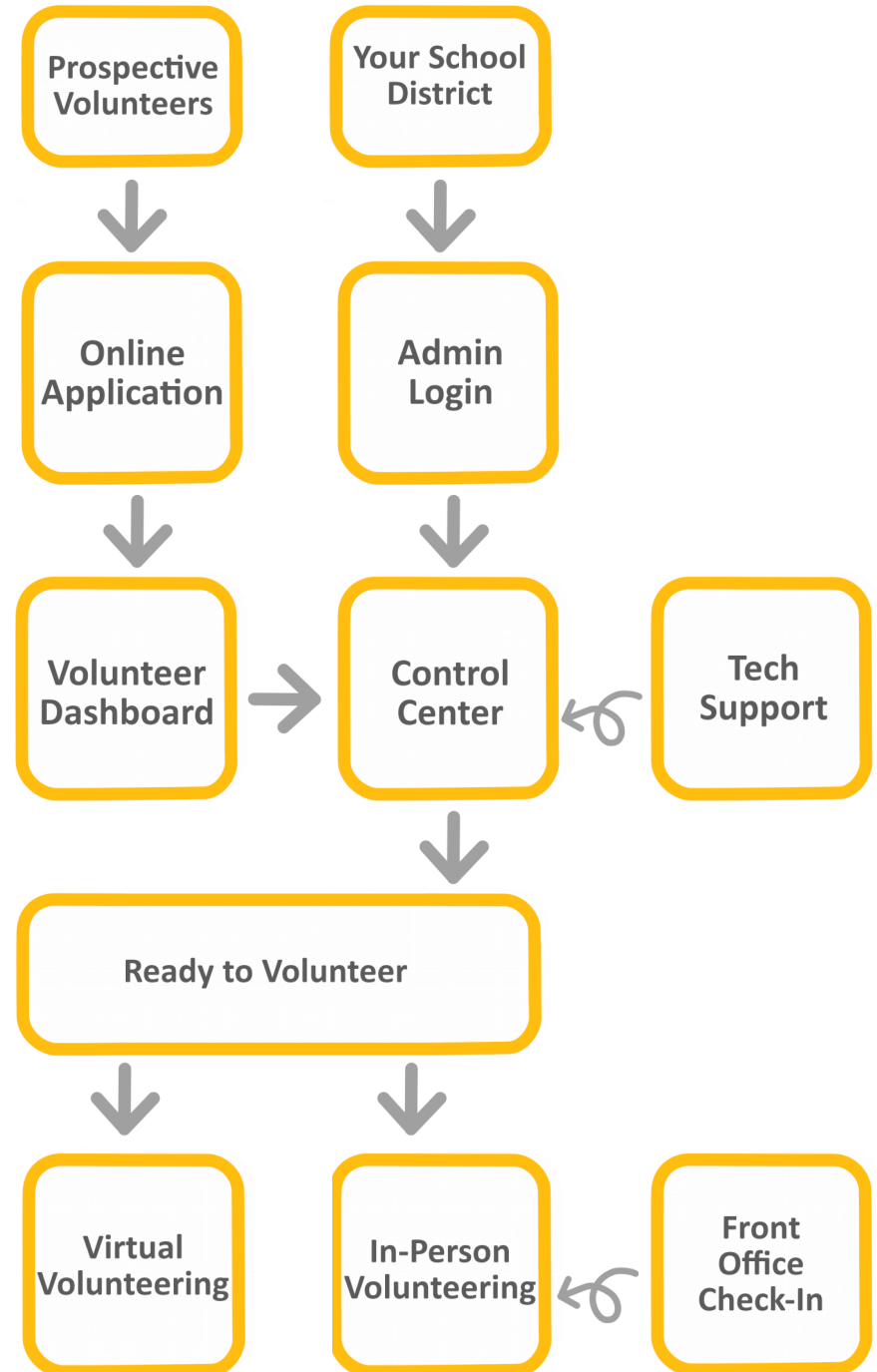
- Background Clearances
- Paperless Forms & Questionnaires
- Field Trip Management
- Front Desk Check-In
- Tutoring & Guest Speakers

Volunteer Management System (VMS) is a service and software platform that gives your district easy control over who volunteers, and when and how they do it.

Everything happens in one place so that it's easy to recruit, screen, train, and assign volunteers. It's fully customizable and automates many steps so that organization staff are free to do the work they want to do: work with youth.

**Click through the diagram for more information!**

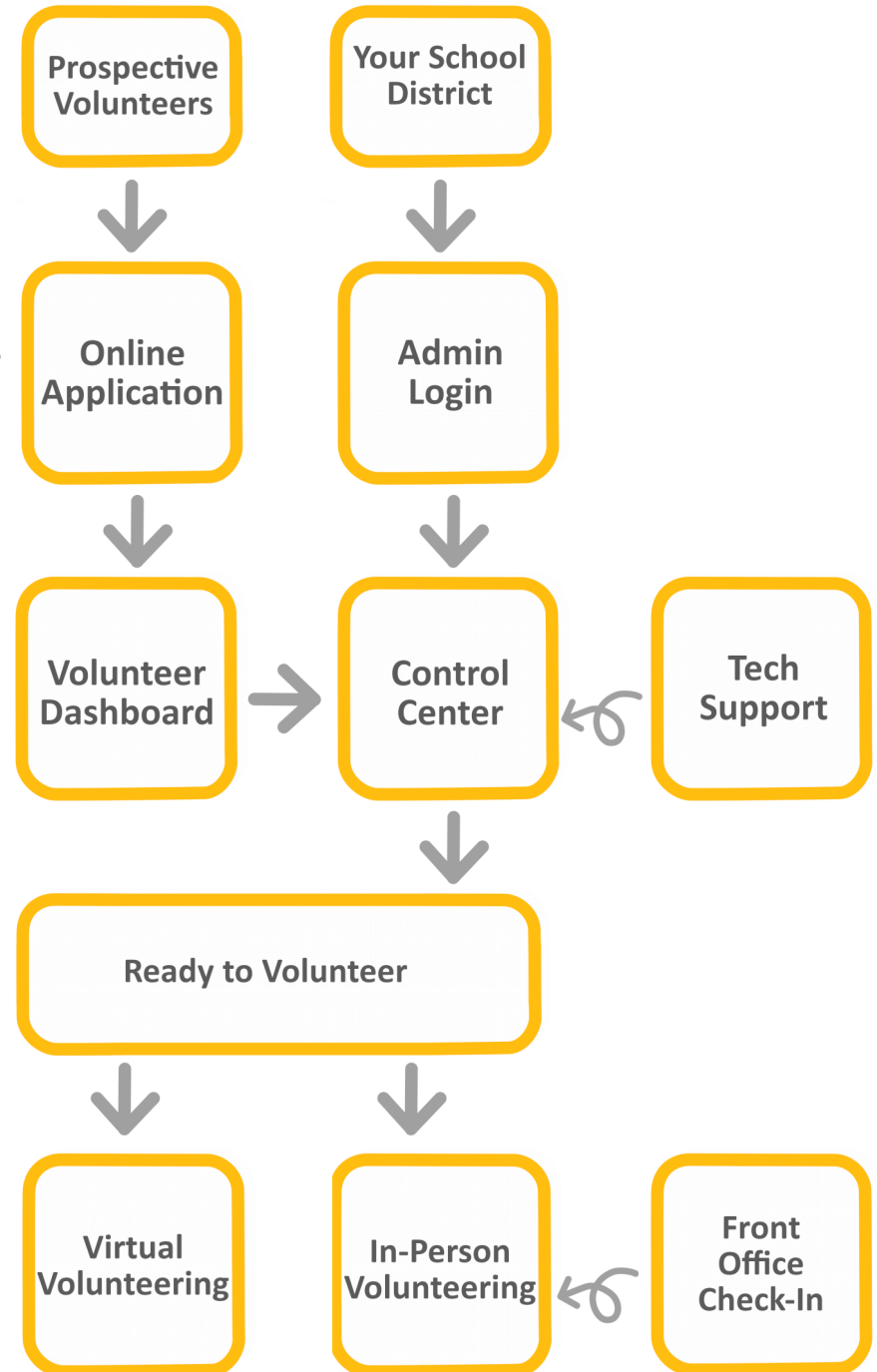
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## Prospective Volunteers

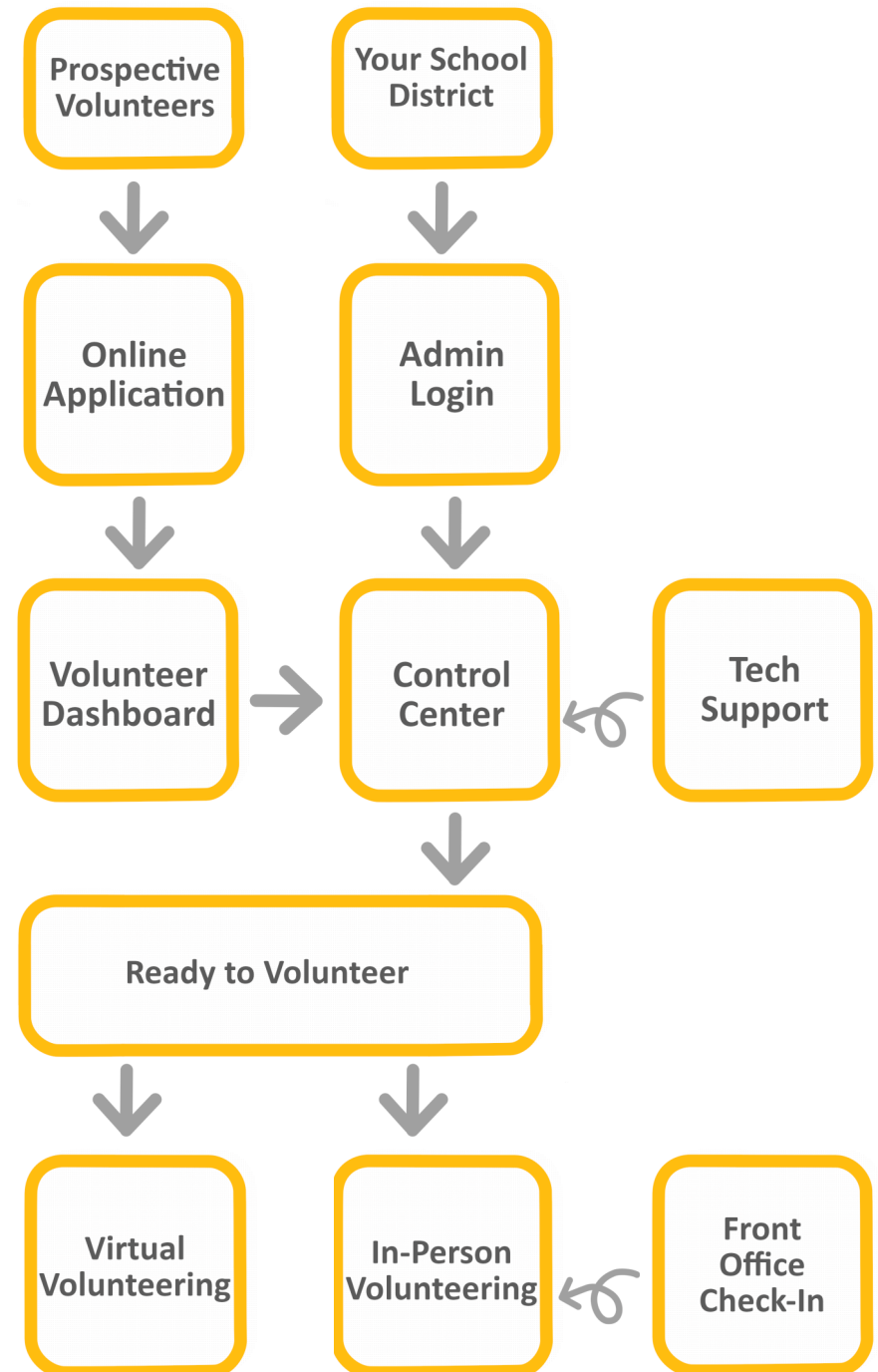
Allows potential volunteers to:

- view detailed descriptions of projects
- select from multiple sites
- Select from multiple volunteer types (virtual, in person, tutoring, field trips, etc.)



## Online Application

- Application questions are tailored to the project's needs.
- Potential volunteers can save a partially completed application and return later.
- Administrators receive email notifications for each completed application.
- Potential volunteers are sent an automated welcome email and login instructions to a personal dashboard after submitting their application.



# Volunteer Dashboard

Potential volunteers are walked through each step of clearance:

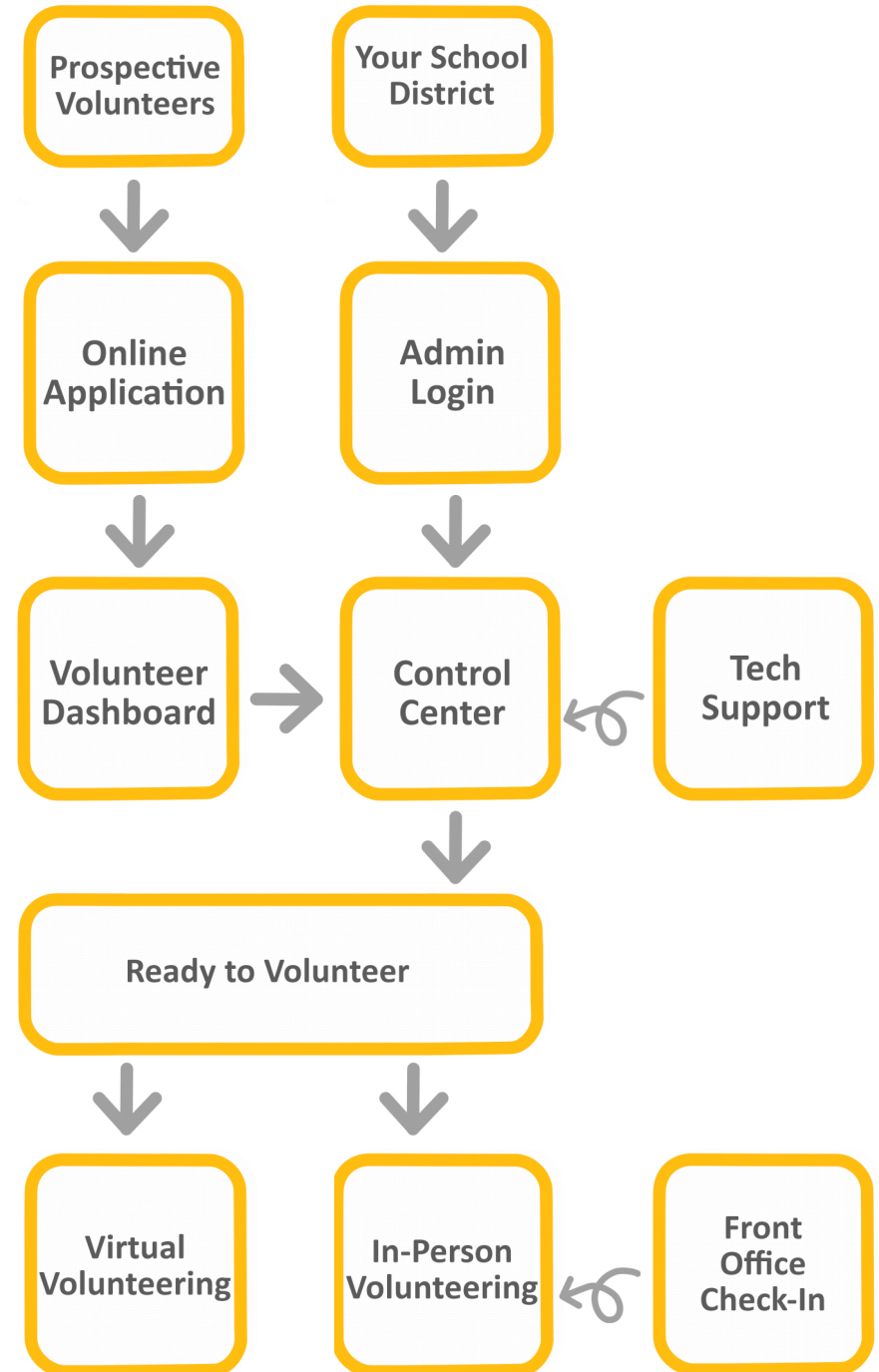
- Instructions for background clearance screening
  - ◊ District can pay the entire background clearance fee
  - ◊ Or the background clearance fee can be paid in full or part by the applicant.
- Automated launch of background clearance based on program needs can include:
  - ◊ Fingerprinting with downloaded Live Scan Form
  - ◊ Digital clearance that includes:
    - Superior Court records from resident counties in the past 7 years
    - FBI repository search
    - Sex offender search in all 50 states and territories.
- Screening requirements that are tailored to each program:
  - ◊ TB Screening
  - ◊ Proof of valid driver's license
  - ◊ Proof of auto insurance
  - ◊ Up to 3 person references
  - ◊ Sign up for training
  - ◊ Custom questionnaires for onboarding applicants

Once applicants have passed their background clearances:

- Program staff are notified of each step
- All screening and clearance documents may be uploaded to applicant's file

Once volunteers are assigned to an activity, they can:

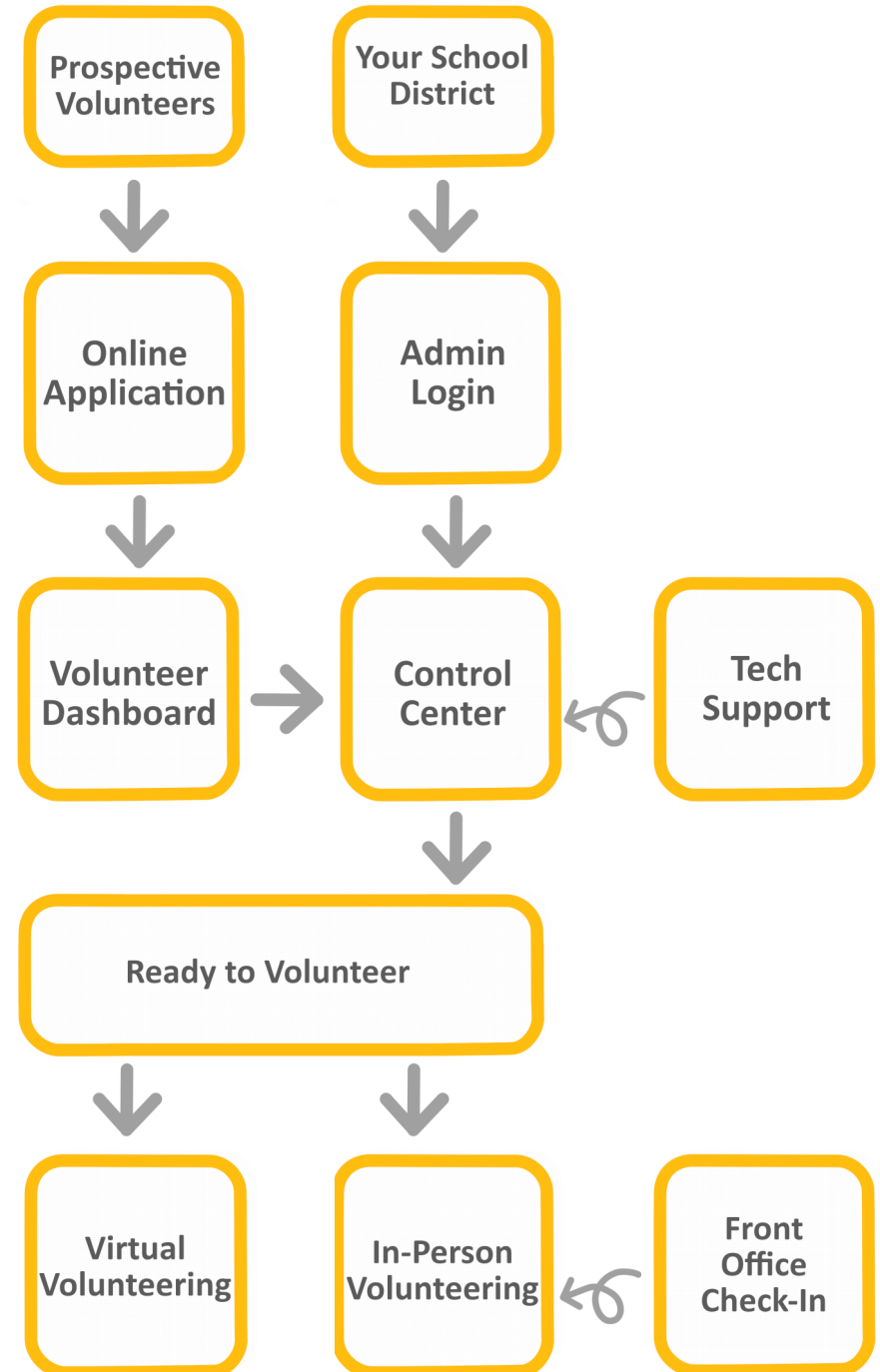
- Enter time spent volunteering
- Provide comments
- Sign up to virtually tutor students
- Communication with program administrators for support
- Communication with other related program participants
- Signup for additional projects or activities (with additional clearance requirements if required)



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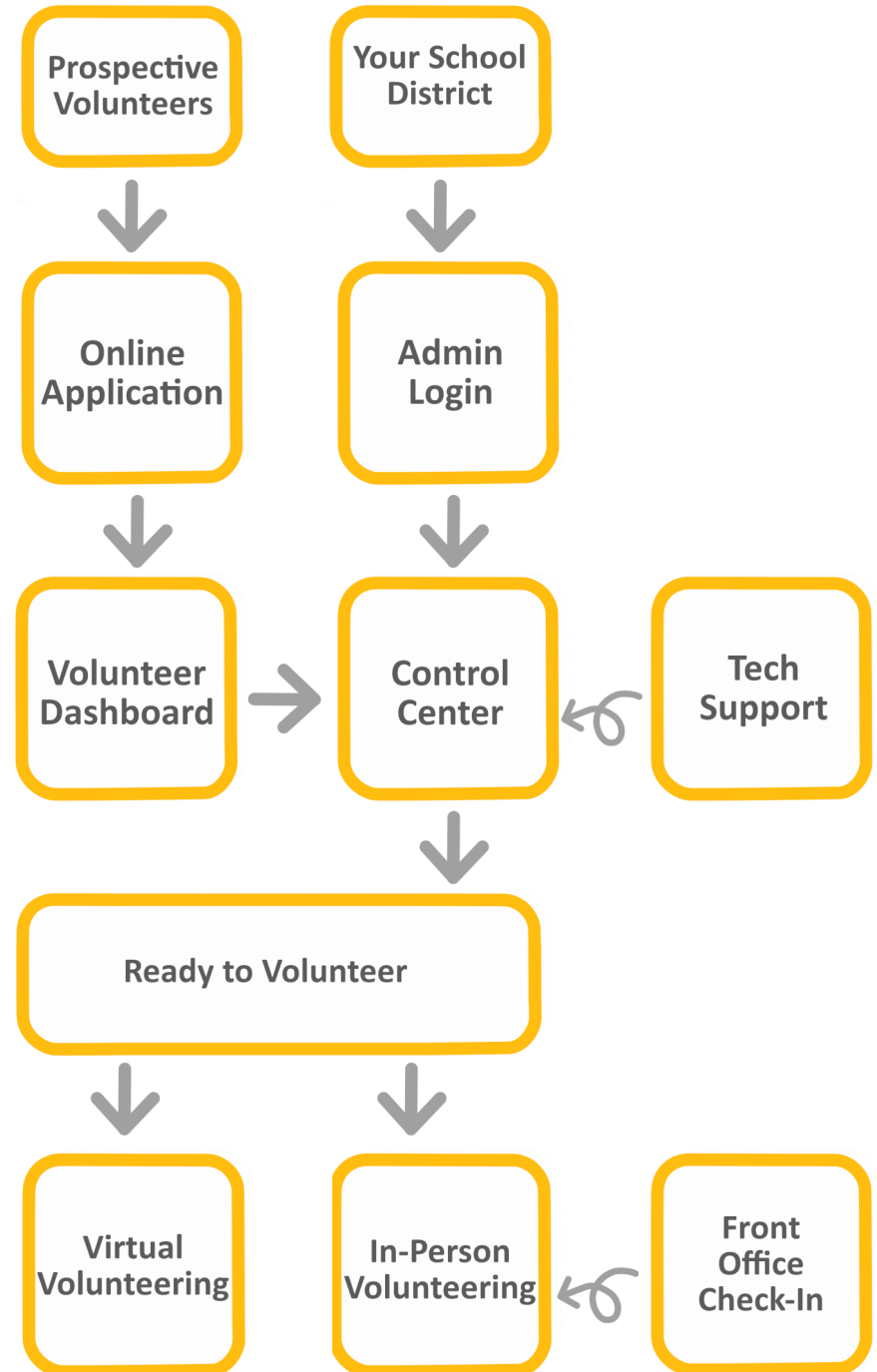
## Your School District

- Clearance process is automated and volunteer driven.
- Number of volunteer applicants is unlimited.



## Admin Login

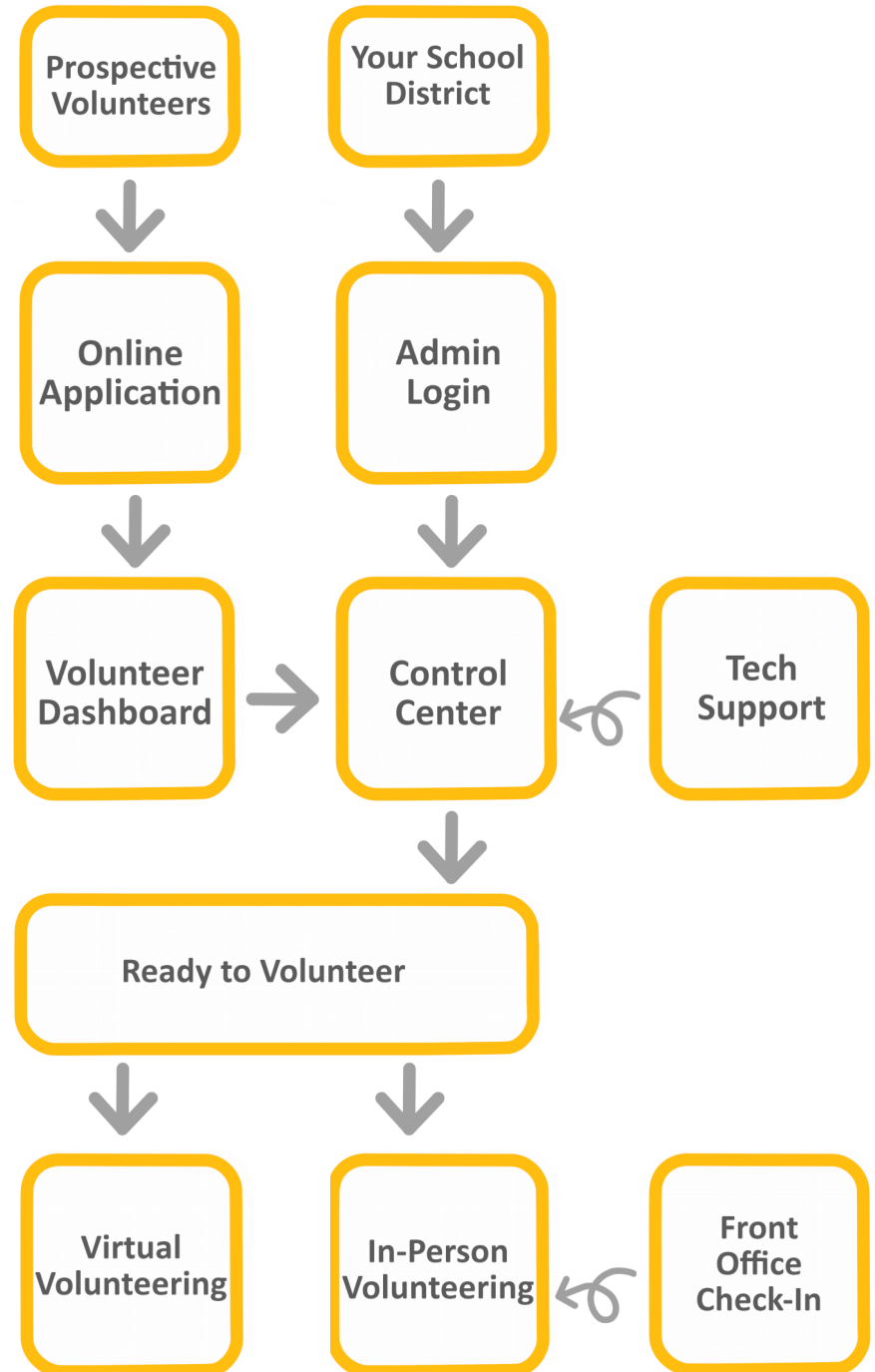
- There are an unlimited number of administrator logins.
- Assign administrators to programs, activities, mentors, and mentees.



## Control Center

Use these building blocks to create the best management for your projects:

- Monitor, verify, and update database regarding volunteers' dashboard activity for:
  - ◇ Completing screening requirements
  - ◇ Completing questionnaires
  - ◇ Uploading documents
  - ◇ Assigning to new projects and activities
- Communicate with program participants:
  - ◇ Individually
  - ◇ Groups of individuals missing specific clearance requirements
  - ◇ Mass reminder emails regarding events or activities
- Assign volunteers to an activity or student(s)
- Display and run reports with the option to export Excel
  - ◇ Use tags to manage projects and activities for tracking, communicating, and reports
- Custom forms generator to:
  - ◇ Create questionnaires used at volunteers' dashboard for onboarding purposes
  - ◇ Create surveys that are distributed to selected volunteers, and/or students, or to an external Excel list
- Maintain case notes regarding volunteer assignments
- Assign cleared volunteers to new and/or additional activities

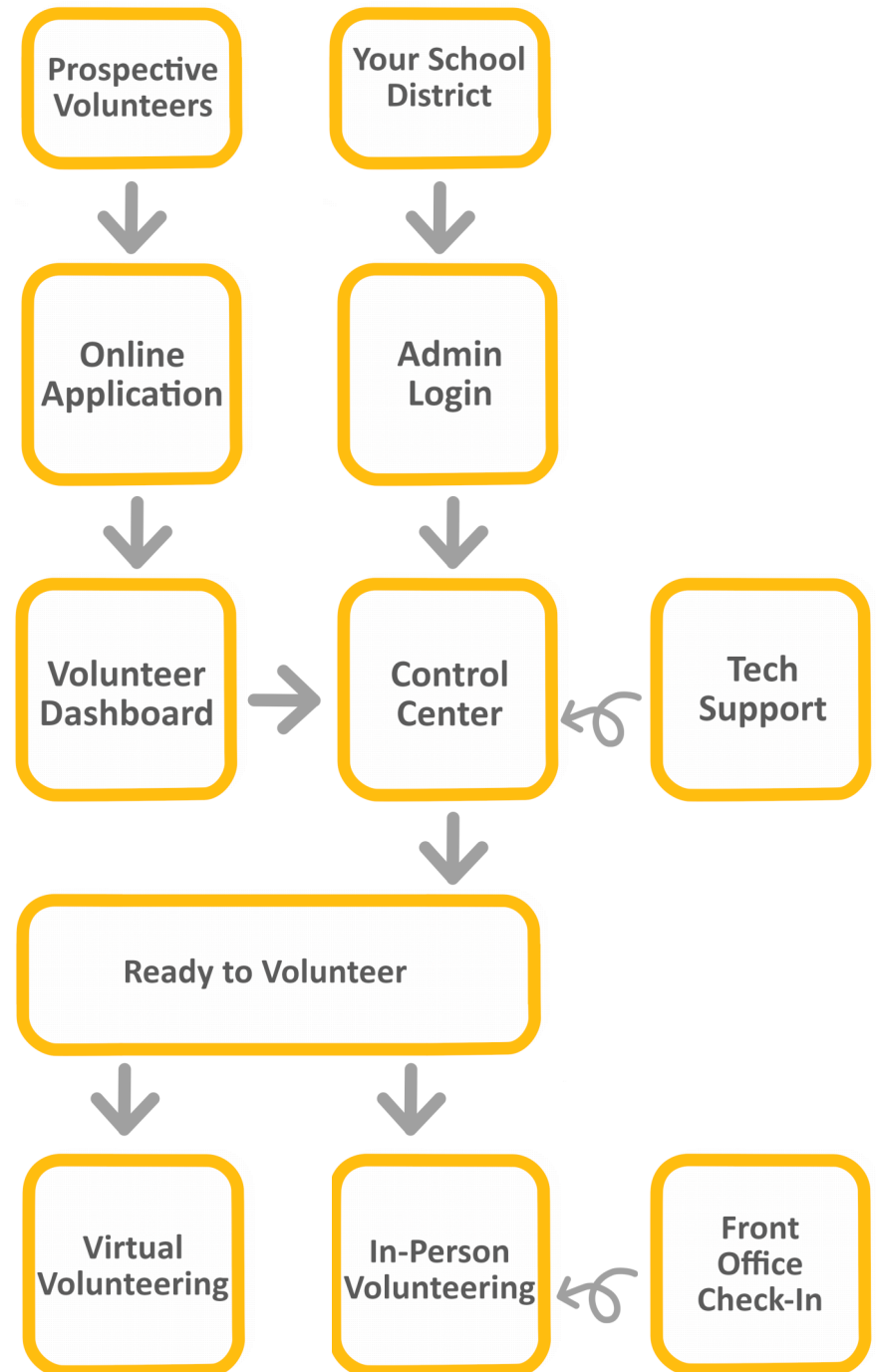


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## Ready to Volunteer

All volunteers have full criminal and sex offender background clearance.

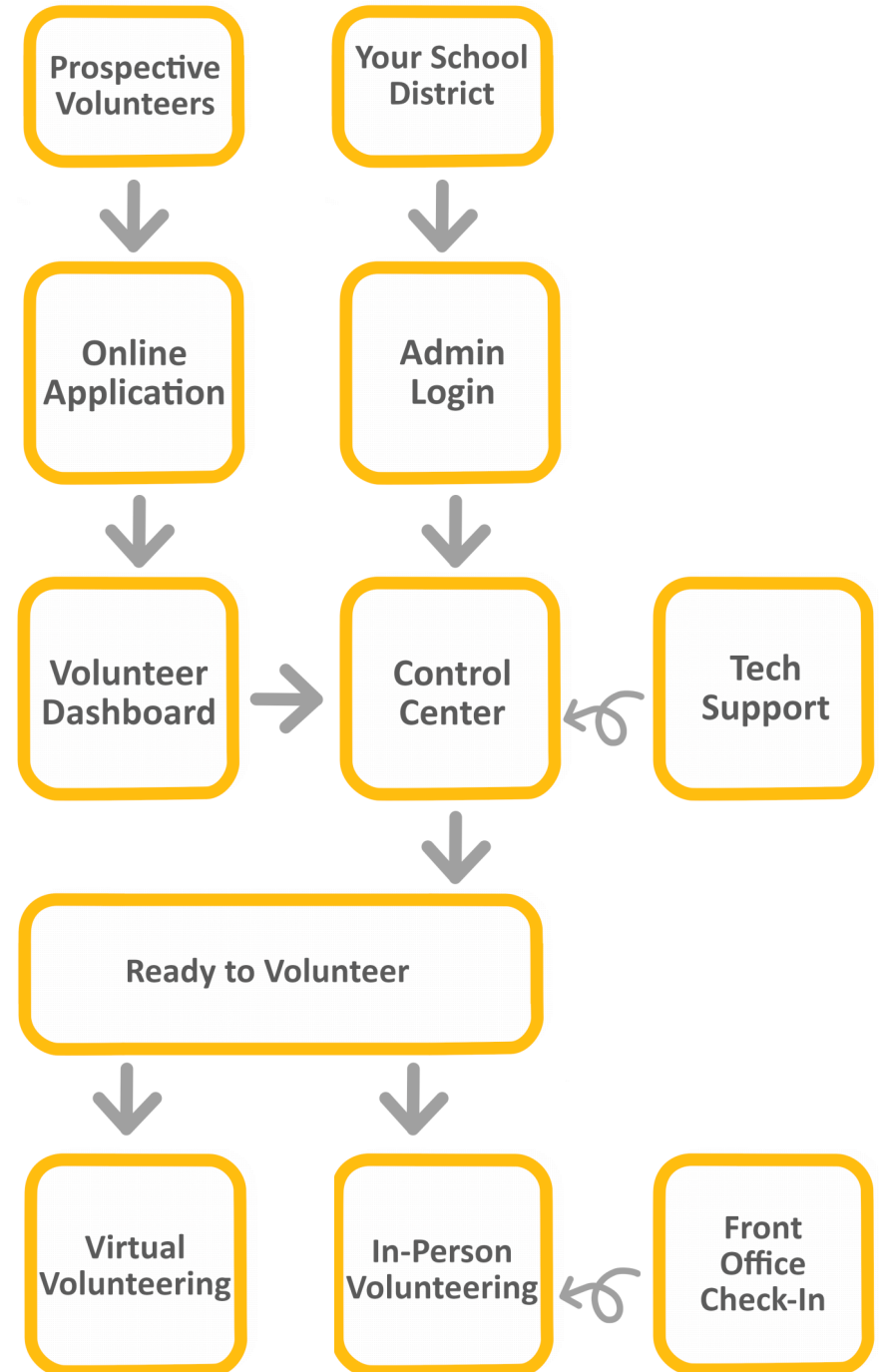
Organization Administrators can track volunteer training.





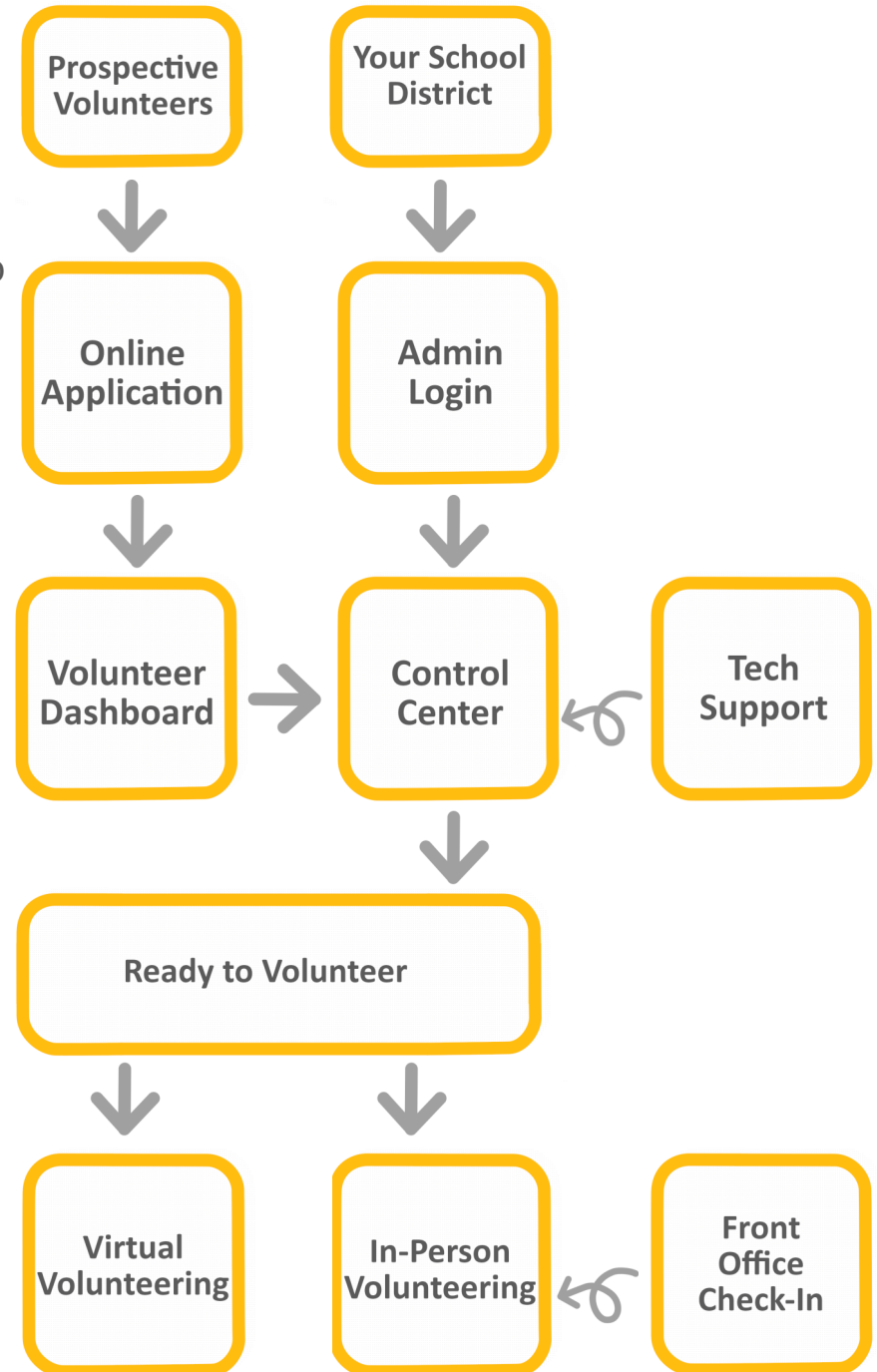
## Virtual Volunteering

- Volunteers communicate by video with their assigned student(s).
- Program administrators can match volunteers and students using filters such as available time, age preference, academic subjects, hobbies and other interest factors.
- Video sessions can be:
  - ◊ One or more volunteers meet with one student
  - ◊ One or more volunteers meet with a group of students
  - ◊ Teacher provides materials for volunteers and students to work on together
  - ◊ Teacher conducts an all volunteer/student meeting with Breakout Rooms
  - ◊ Teacher can drop-in on any volunteer/student meetings
- Video session review notes can be entered by all participants.
- Administrators and teachers can view all meeting participants' review notes.



## In-Person Volunteering

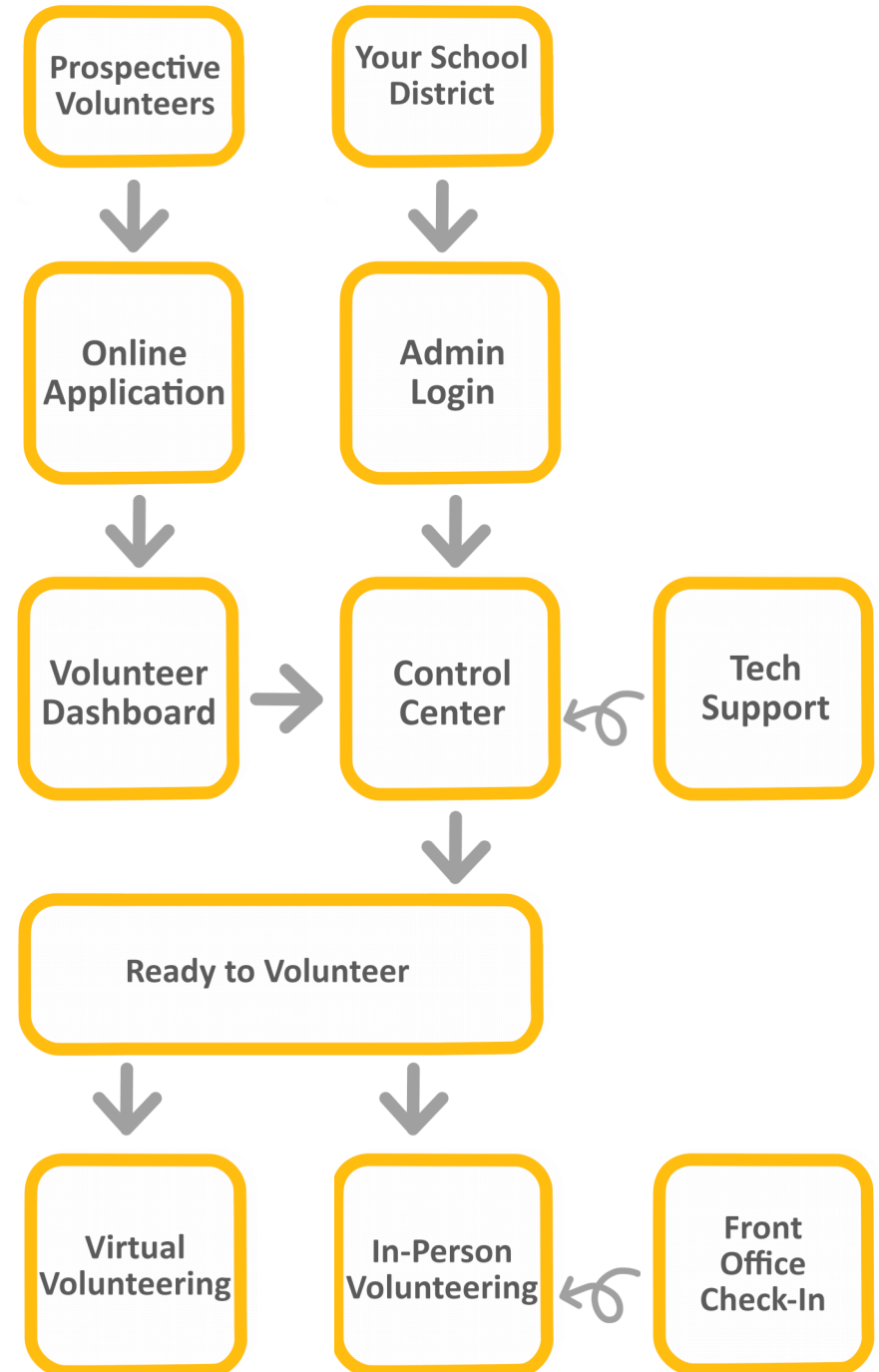
- Volunteers can be assigned to one or more activities at one or more schools
- With teacher's approval, volunteers may be assigned to work with an individual student
- Volunteers track time spent with student(s) and/or on assigned activities



## Tech Support

Be A Mentor can:

- Support the administration team
- Manage prospective volunteers
- Provide access to 25 years of forms, documents, and training materials.



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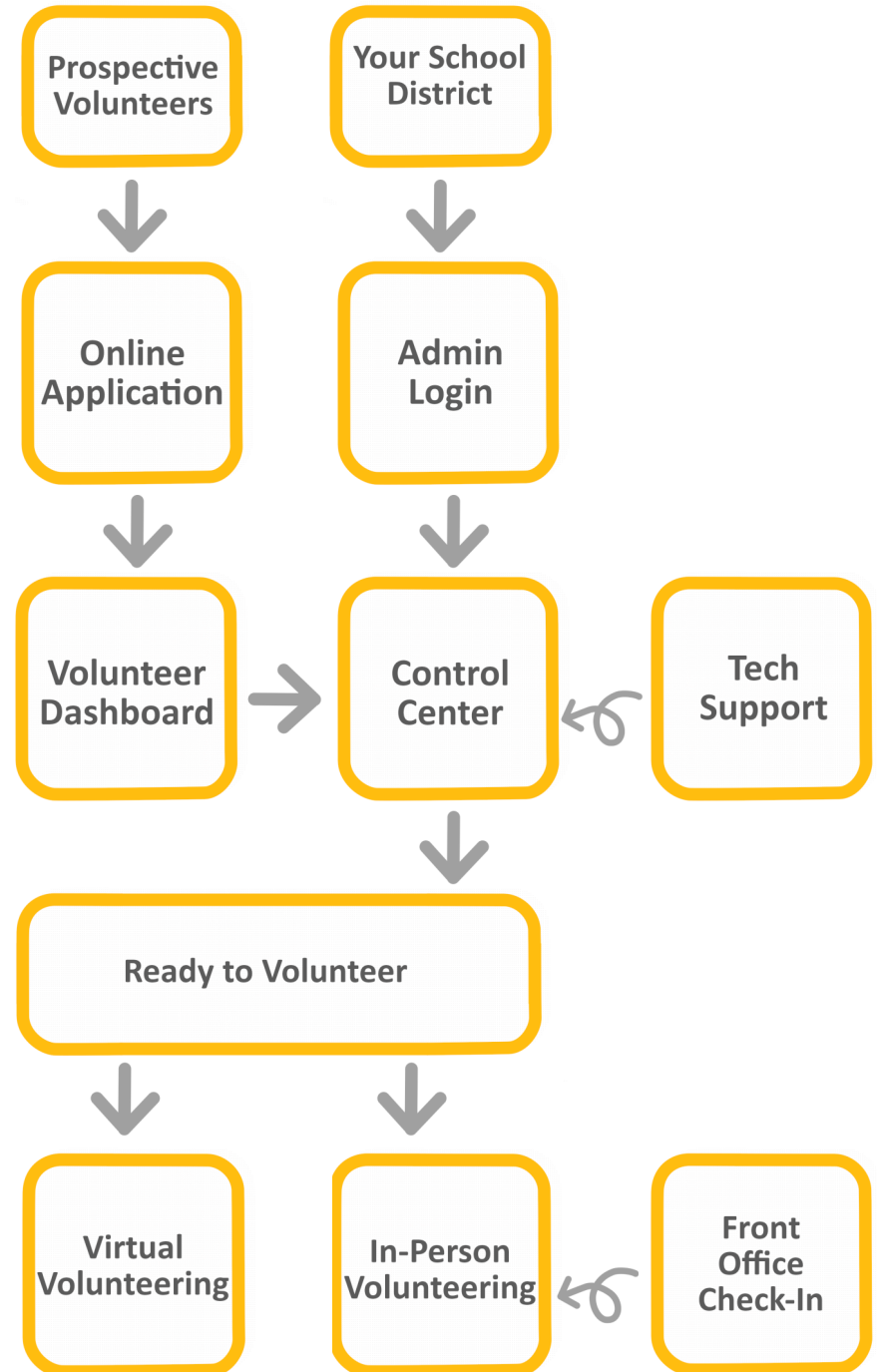
## Front Office Check-In

Sentry System allows cleared volunteers to:

- Swipe State ID or Driver's License at front office
- Check-in and verify clearance status
- Have volunteer badges printed

For all uncleared visitors, Sentry System:

- Checks Sex Offender List in all 50 states and territories
- Prints visitor badges



# Students are Your Priority!

Learn how our Volunteer Management System can support you and your priorities.

VMS is the end-to-end solution for schools and school districts who need a compliant safe, and easy way to manage their volunteer programs in order to provide positive outcomes for students, volunteers, and staff.

Use VMS to recruit, clear, and assign volunteers so that YOU can focus on making a difference in the lives of kids.

Learn how VMS can make a difference for your organization.

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