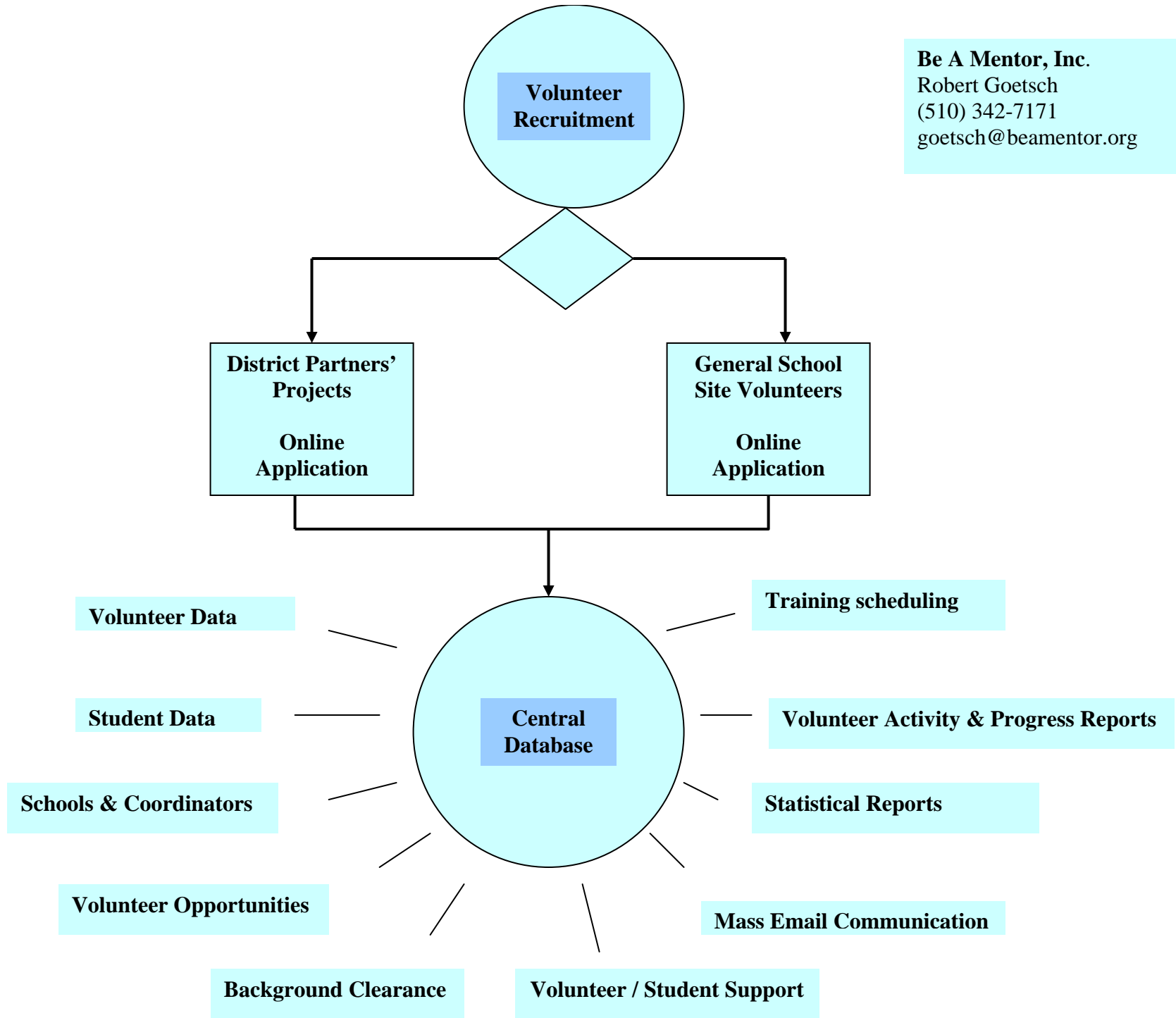
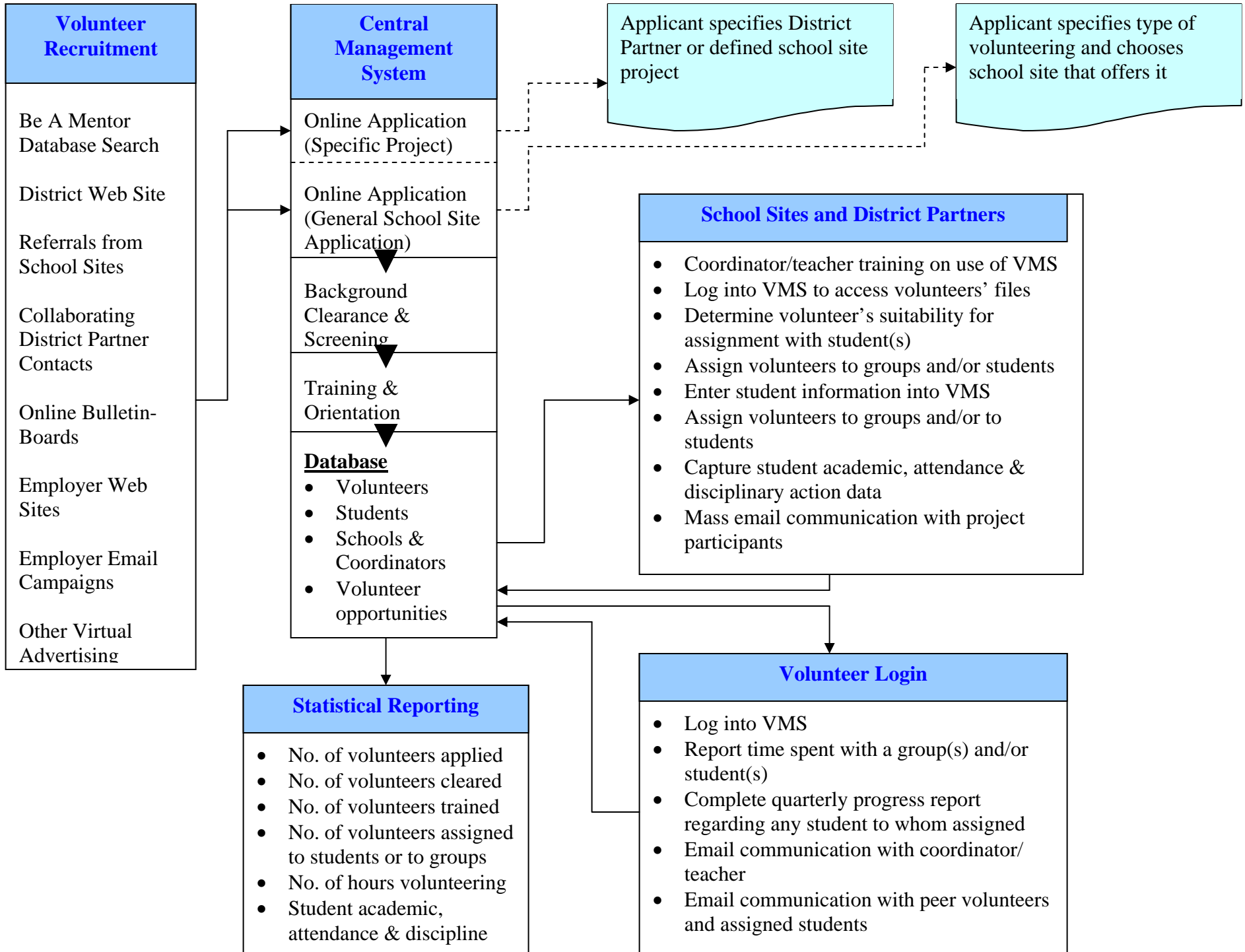


Volunteer Management System (VMS)

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Volunteer Management System (VMS)



VMS

Detailed Description

Volunteer Management System (VMS)

Volunteer Recruitment

Be A Mentor Database Search

Be A Mentor has a database of more than 6,000 volunteers who have been mentors or volunteers. From time-to-time the database is queried for those not currently on a volunteer assignment who may be interested in a new assignment.

District Web Site

Visitors to the District's website are linked to the Volunteer Management System (VMS). At this site interested volunteers may choose a type of volunteering for which they are interested and a specific school within the district. The potential volunteer can also view the volunteer opportunities offered by District partners for tutoring, mentoring, literacy projects, and others

Referrals from School Sites

Parents, PTA members, and friends of specific schools often are interested in volunteering their time to help students succeed. The school volunteer coordinator provides the potential volunteers with the web address (link/URL) to VMS where they can complete an online application, be vetted, and begin their volunteer assignment at the school.

Collaborating District Partner Contacts

All District partners operating after-school programs and school time programs for academic enhancement, reading, writing, tutoring, mentoring and others, have a web page in the VMS system that describes the partners' programs. Partners ask their industry contacts, faith organization, sororities, fraternities, and others with whom they have relationships to post a link to their VMS page and send emails to employees or members with a link to their VMS page, all of whom can complete an online application, be vetted, and begin a volunteer assignment with the respective partner.

Online Bulletin Boards

Craigslist, VolunteerMatch, and other electronic bulletin boards allow project and program content to be posted on the Internet for seekers of volunteer opportunities to know about and link to projects and programs listed in the VMS. Potential volunteers at these bulletin board sites are linked to VMS where they can review District projects and opportunities, complete an online application, be vetted, and begin the volunteer assignment at a District school or project.

Employer Web Sites & Email Campaigns

The District has relationships with employers that consider themselves stakeholders in the District's success in graduating students who could eventually become valued employees for their firms. These employers often desire to connect their employees with students but often the lack of process prohibits meaningful interaction between the companies and schools. VMS makes it easy. With links on companies' websites, and/or by sending emails to employees, with a link to VMS, introducing them to the District's volunteer opportunities, employees can review District projects and opportunities, complete an online application, become vetted, and begin the volunteer assignment at a District school or project.

Other Virtual Advertising

Chambers of Commerce (especially ethnic Chambers such as African American and Hispanic Chambers), City, local college and university, and other organization electronic newsletters, bulletin boards, and websites provide great opportunities for posting links to VMS for volunteer programs where interested and potential volunteers can review District projects and opportunities, complete an online application, be vetted, and begin the volunteer assignment at a District school or project.

Central Management System

Online Application

Prospective volunteers arrive at District's VMS page and have two main courses of action:

1. Review existing volunteer opportunities offered by District Partners and/or by specific schools; such as after school programs, literacy (reading & writing) programs, etc; select a project or program of interest and complete an online application specifically for the one of choice;
2. In many cases the prospective volunteers do not know what they want to do and know only that they want to be of service to the schools and work with students; in these cases the prospective volunteers choose the General School Site link where they are given choices such as Classroom Aide, Field Trip Chaperone, Sports Coaching Assistant, etc; Once choosing the type of volunteering, they are then presented with a list of schools within the District offering that particular type of volunteer opportunity.

Having a central application process, community members have only one place to go to view all the volunteer opportunities in the District and a single sign up process

Background Clearance & Screening

The online application process stated above is the first step in the background clearance process. During the application process prospective volunteers are questioned about their background and are put on notice that an investigation will be conducted.

Once the applicant submits the online application, the application is automatically posted to the central database. A staff person reviews the application for completeness and contacts the applicant for clarification as necessary. If the application is accepted, the following steps are initiated:

- A welcome package is sent to the applicants thanking them for their interest in volunteering and informing them of the screening process they must undergo for the safety of the children;
- Applicants are fingerprinted;
- Applicants undergo Tuberculin Screening;
- Obtain Department of Justice criminal clearance;
- In some cases FBI clearance report is requested
- Obtain Department of Motor Vehicles Driving Abstract;
- Obtain proof of valid drivers license and auto insurance;
- Check Registered Sex Offenders list;
- Obtain at least 2 personal references;
- Applicant attends an orientation/training class.

Not all steps of the clearance process are required for all volunteer opportunities. A subset of the above list may be required if the volunteer will be fully supervised by a teacher or school staff. All steps may be required if the volunteer will be working one-to-one with a student unsupervised.

Training & Orientation

A host of training options and scheduling formats are provided by VMS. All applicants can be required to attend a general orientation on volunteering in the District as part of the clearance process, in which case training locations, dates and times are available at the time of completing the online application. Additionally each program or project or school site may post to VMS training locations, dates, and times and require those applying for these specific projects to sign up and attend such trainings.

Database

The database is at the core of the VMS. It contains all the information necessary for volunteers to sign up for various volunteer opportunities within the District and allows access by login ID and password for individuals to efficiently manage volunteer opportunities and projects. Major components of the database are:

1. Volunteer Data – Requiring no data entry by staff, volunteers build their own profile in VMS simply by submitting their online application; personal and occupational data is included as well as their volunteer status and current and past assignments;
2. Student Data – in some cases volunteers are working with whole classes and/or groups of students and the choice is not to enter student data; in order for volunteers to report student progress, hours worked with students, grades, school attendance, disciplinary actions, and general comments about students, student data must be entered;
3. Schools & Coordinators – Within VMS each of the District's schools are listed along with the school site volunteer coordinator and his/her contact information and the volunteer opportunities associated with each school
4. Volunteer Opportunities – VMS contains a list of all projects and programs offered by District Partners as well those offered by school sites; projects and programs include after school mediation and enrichment programs, tutoring, mentoring, adopt-a-school projects, and others.

Key functions of the database and available to database users both centrally and at the project/program sites with appropriate login ID and password are:

1. Background clearance and screening
2. Ongoing support for volunteers and students engaged in projects/programs
3. Mass email communication with all project participants
4. Statistical reports regarding volunteers and projects
5. Volunteer activity and progress reports
6. Student academic, attendance & discipline data
7. Training schedule management

Remote Login

School Site Coordinators / Teachers

Volunteers choose a type of volunteerism and the school for which they want to volunteer. The school site coordinator receives an email from VMS notifying the coordinator as each volunteer is cleared and ready to volunteer at the school. The coordinator also receives by email the login ID and password to access volunteers in VMS.

The school site coordinator logs in to VMS and has access to the volunteers by type of volunteerism. For example a particular school may offer volunteers assignments as a classroom aide, field trip chaperone, and sports coach assistants. Upon logging in the coordinator will find volunteers listed under the assignment type for which s/he signed up. The coordinator would then click on the volunteer's name and have access to the electronic file documents accumulated during the clearance process and contact information. Each volunteer should be contacted by the coordinator to determine his or her suitability to engage with the school and its students and to provide any orientation or instructions regarding school/district policy and specifics about the volunteer assignment.

If the coordinator enters student data into VMS, the coordinator may provide the volunteer with his/her login ID and password so that the volunteer can enter progress and time information about his/her volunteering.

The coordinator will run reports about volunteers and students and view reports that are submitted by volunteers regarding the volunteers assignments and the student for which he or she is engaged.

The coordinator can communicate by built in email or messaging system by sending a mass message to all program participants, to volunteers only, to students only, or to selected volunteers and students.

District Partner Coordinators

District partners operate program in which some are school based and other are run separately from the schools. They include after school mediation and enrichment programs, tutoring, mentoring, job preparation, life skills programs and others. Prospective volunteers can view and select District partner programs at the VMS website.

Coordinators of District Partner projects have similar duties as school site coordinators. The coordinator will click on the volunteer's name and have access to the electronic file documents accumulated during the clearance process and contact information. Each volunteer should be contacted by the coordinator to determine his or her suitability to engage with the project and its students and to provide any orientation or instructions regarding policy and specifics about the volunteer assignment.

The District Partner Coordinator will need to assign each volunteer to a student or to a group of students and at least minimum student data will have to be entered in VMS.

The coordinator will run reports about volunteers and students and view reports that are submitted by volunteers regarding the volunteer's assignments and the student for which he or she is engaged.

The coordinator can communicate by built in email or messaging system by sending a mass message to all program participants, to volunteers only, to students only, or to selected volunteers and students.

Volunteer Login

Assuming that student data has been entered to VMS and the school site coordinator and/or the District Partner coordinator has informed VMS of volunteer-student assignments, the volunteer may log in with ID and password to report hours volunteered, a summary of activities in which engaged, and if assigned directly with a student, a quarterly progress report regarding self esteem, interpersonal skills, school attendance, propensity for violence, and general behavior.

Statistical Reporting

A benefit of a centralized system such as VMS is that certain data can be tracked by individual project or school site and the data of all school sites and District Partner Projects can be aggregated.

Data collected and reported by VMS includes:

- No. of volunteers applied
- No. of volunteers cleared
- No. of volunteers trained
- No. of volunteers assigned to students or to groups
- No. of hours volunteers spent with assigned students or groups
- Quarter over quarter student progress data as reported by volunteers
- Student academic, attendance & discipline data

It is suggested that student quarterly grade and attendance data be submitted to VMS so that student outcomes can be measured as a result of the above statistical data.