

**Sacramento City Unified School District
VIRTUAL VOLUNTEERING**

School Site/District Office Protocols

The purpose of this document is to help the school site and the District in determining whether a virtual volunteer is appropriate and if so, providing guidance for putting the virtual volunteer program into effect.

Volunteer Roles

What tasks would be involved in this role?

Is the work meaningful to a volunteer?

Does it connect to school site program priorities?

Virtual Viability

Can the work be successfully completed offsite?

When does the work have to be done?

What resources are needed (technology, equipment etc.)?

Do volunteers and staff need to be trained for the role to succeed?

Does your school site have the capacity to support a volunteer in this role?

Screening

Sites must follow the current SCUSD volunteer screening policy in place. Use the SCUSD application available on the website and consider conducting a remote/phone interview. Criminal Background checks via fingerprinting and identity verification and completion of mandatory SCUSD volunteer trainings (links in the Virtual Volunteer Standards Agreement) are necessary.

Enter Volunteer Clearance Information Into Infinite Campus

Enter the volunteer's clearance information into Infinite Campus on the Volunteer Tab. Under the Search tab, select All People and then enter the clearance data on the Volunteer Status Tab. This way volunteer information is tracked in Infinite Campus over the years.

Zoom

Security is of the utmost importance in virtual scenarios. If you are using a platform like Zoom, make sure the rooms are password protected so that only your volunteer and their tutee/mentee can access it. A school site staff member should act as host and remain present on the call to ensure that nothing inappropriate is said or shared.

Pre-recorded content

Vetted Virtual Volunteers may film themselves teaching 15-20 minute lessons that students can follow along to anytime, particularly with interactive elements students can try at home!

Similarly, volunteers can film themselves reading aloud a favorite book, which can then be shared with families who have young children.