Be A Mentor, Inc.

24301 Southland Dr., Suite 504, • Hayward, CA 94545

(510) 342-7171 • Fax (510) 795-6498

www.beamentor.org

Volunteer Management System (VMS)

1. **Online Application**
    a. Select School or Schools or Project
    b. Select Type of Volunteering (i.e. field trip driver, classroom aide, sports coach, etc)
        i. Each volunteer type carries its own clearance requirements
    c. List children for each school selected – name, grade

2. **Clearance Requirements**
    a. Fingerprinting
    b. Criminal Report
        i. Track transactions by ATI
        ii. Subsequent arrest notifications
        iii. Process for "No Longer Interested" for Criminal Checks
    c. FBI Report
    d. National Sex Offender Search
    e. TB Screening
    f. Proof of Drivers Lic and Insurance
    g. Cal DMV Driving Record Report
    h. Training scheduling and attendance
    i. Specific/custom questionnaires required

3. **Volunteer Login**
    a. Update profile
    b. Instructions for each volunteer type
    c. Download documents (i.e. Live Scan Form, TB Screening Locations)
    d. Upload documents (i.e. Live Scan, Questionnaire, Driver lic, Insurance, TB Report, etc.)
    e. Track clearance progress
    f. Add additional volunteer types to profile
    g. Color coded flagging of volunteers with expired requirements
    h. Add or change schools as children school changes
    i. Cease volunteering at specific schools or for specific volunteer types
    j. Report volunteer time
    k. Communicate with school staff

4. **Coordinator Login**
    a. Track clearance progress of volunteers signed up for specific school(s)
    b. Assist volunteers with uploading of documents
    c. Add additional volunteer types to volunteers' profile
    d. Add or change schools for volunteers as children school changes
    e. Stop volunteering at schools or for specific volunteer types
    f. Group volunteers by field trips and other events with related children (Sep 2015)
    g. Create surveys and forms on the fly and distribute by various search parameters

5. **Admin**
    a. 3 levels of access permissions
    b. Create custom surveys with answers kept in searchable / readable data tables
    c. Field Trip Management (Jan 2017)
    d. Automatic Reference checks
    e. Track expiration of Fingerprint, TB, Driver Lic, & Insurance
        i. System generated notices at 30, 10, 0 days intervals
    f. Year-end rollover of students to rising grades
    g. High-volume update of volunteer clearance requirements by date and check-off
    h. YouTube instructional videos