

VOLUNTEER PROCEDURES

Volunteer Tab and Flag

- Flags are only for schools use
- Schools use Volunteer Tab and Flags
- Used by the school sites and Central Services
- Approval will be school site based by a designated administrator
- Two places information will be entered
- All fields are MANDATORY

VOLUNTEER TAB

Volunteer Tab is where information will be entered for the any person submitting a volunteer application.

PATHWAY

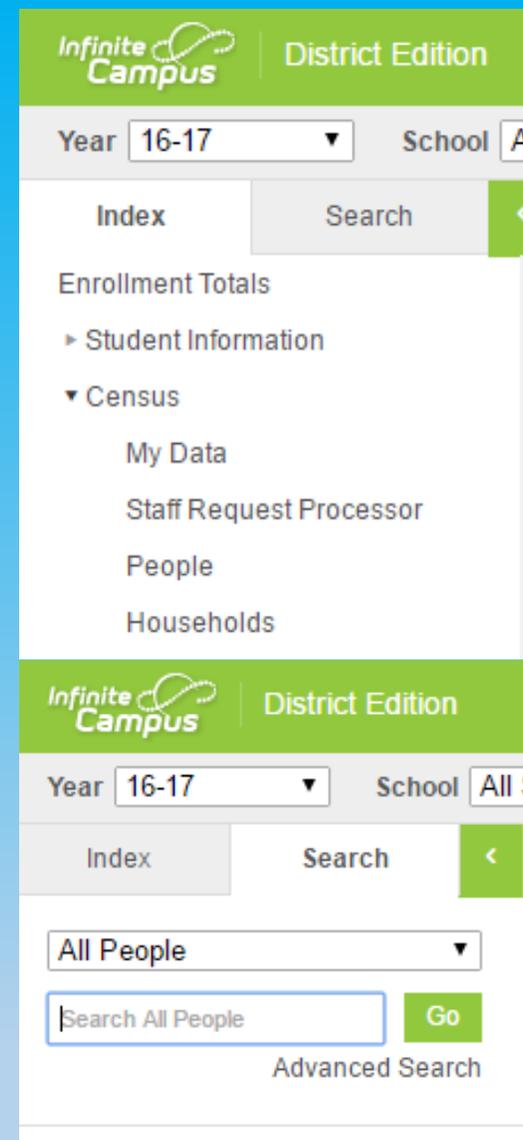
Index > Census > People

Search by All People

Select Person (verify it is the correct person)

Select **Volunteer** tab

Select New Status



Tab Requirements

All Field are Mandatory

Volunteer Status: Dropdown to select Approved or Not Approved

Volunteer Type: Dropdown to select

N=Non Regular

O=Overnight/Out of State

R=Regular

Start Date: Date the application was approved or not approved

End Date: One calendar year after the start date for Non Regular and Overnight/Out of State

Five calendar years for Regular Volunteers

Administrator: Name and title of the administrator approving or not approving the application.

School: Select your school from the drop down menu.

Save the information!

The screenshot shows a web form titled "Volunteer". The form contains the following fields:

- *Status Date:** A date field with a calendar icon, containing the value "05/03/2018".
- Status Time:** A time field containing the value "11:39 AM".
- *Volunteer Status:** A dropdown menu.
- *Volunteer Type:** A dropdown menu.
- *Start Date:** A date field with a calendar icon.
- *End Date:** A date field with a calendar icon.
- *Administrator:** A large text input field.
- *School:** A dropdown menu with the text "Select a Value".

- District Wide and Volunteer Services in the drop down menu is only to be used at the district level.
- Volunteers must be approved at all school sites if volunteering at multiple schools
- It is possible that a volunteer may be approved at one school site and not another
- If the person is not currently in Infinite Campus, create a new person under Census > Add Person. When creating a new person, you must have First Name, Last Name, Gender, and Birthdate. All of this information will be included on the volunteer application

Revocation of Volunteer Approval

In the event an approval is revoked, please take the following steps:

- End date the approved status with the date of revocation
- Start a new status choosing Not Approved with the date of revocation as the start date and end date it one calendar year later.
- Add the name and title of the administrator revoking the volunteer rights.

VOLUNTEER FLAG

Volunteer Flag (schools only) is where information will be entered under the student that the volunteer is connected to.

Teachers do not have the ability to search by All People in the index. Adding a flag to the student who the volunteer is attached to allows the teacher or administrator quick access to the necessary information

REMINDER: All volunteers must also be entered under the Volunteer Tab

PATHWAY

Index > Student Information > General

Search by Student

Select Student

Select **Flags** tab

Select New

The top screenshot shows the Infinite Campus District Edition interface. At the top, there is a green header with the Infinite Campus logo and the text 'District Edition'. Below the header, there are two dropdown menus: 'Year' set to '16-17' and 'School' set to 'A'. Below these are two tabs: 'Index' and 'Search'. A dropdown menu is open under 'Search', showing 'Enrollment Totals' and 'Student Information'. Under 'Student Information', there is a sub-menu with 'General' selected.

The bottom screenshot shows the same interface. The 'Search' tab is active. Below the 'Search' tab, there is a dropdown menu set to 'Student'. Below that is a search input field with the placeholder text 'Search Student' and a green 'Go' button. Below the search field, there is a link for 'Advanced Search'.

Records Request	Run for Ed	ReEngagement Center
Tribal Enrollment	Attendance Letters New	MS Athletics
Schedule	Attendance	Flags
	Grades	Transcript

Tab Requirements

Flags: Select Volunteer from the drop down menu

Start Date: Date the application was approved or not approved

End Date: One calendar year after the start date for Non Regular and Overnight/Out of State

Five calendar years for Regular Volunteers

User Warning: Add the first and last name of the volunteer and either Approved or Not

Approved. Putting this information in the User Warning will allow anyone who hovers over the flag to see the information

Do not add any additional information.

Save the information!

The screenshot shows a web interface for managing student flags. At the top, there are three buttons: 'Save' (with a floppy disk icon), 'Delete' (with an 'x' icon), and 'New' (with a plus icon). Below these is a large empty text area. The main form is titled 'Student Flag Detail' and contains the following fields:

- *Flags:** A dropdown menu currently showing 'Volunteer'. To its right is a red flag icon and the text 'This image will display next to the student's name.'
- *Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- Eligibility Start Date:** A date input field with a calendar icon.
- Eligibility End Date:** A date input field with a calendar icon.
- User Warning:** A large text area for entering the volunteer's name and approval status.
- Participation Details:** A text area for additional information.
- Description:** A text area for a detailed description of the flag.

Revocation of Volunteer Approval in the Flag

In the event an approval is revoked, please take the following steps:

- End date the flag with the date of revocation
- Start a new flag with the date of revocation as the start date and end date it one calendar year later.
- Add the name and title of the administrator and Not Approved in the User Warning