

Volunteer Management System from Be-A-Mentor (BAM)

Prior to 2018, Santa Rosa City Schools contracted with the Volunteer Center of Sonoma County to process all of our school volunteers. The Volunteer Center charged \$125.00 per new volunteer and \$50.00 for returning volunteers. The Volunteer Center stopped providing this service so the Human Resources Department absorbed the processing and tracking of all volunteers.

The process has not been smooth, particularly with all of the changes in the requirements in clearances for the volunteers. There are enhanced fingerprint requirements as well as vaccine tracking and Mandated Reporting standards. Currently, the data for a new volunteer is entered into an *HR-Created*, Google Form by the School Site. The processing of the volunteer is then administered by HR's Substitute Technician. When the volunteer is cleared the Substitute Technician notifies the School Site. The School Site has access to only those volunteers who are cleared for their site.

Below is a comparison of our current processes and the enhancements that we would benefit from with the hosted VMS system.

Current Task or Item	In-House Process	VMS
Enrolling a Volunteer	Site completes Google Form, Substitute Technician follows up and works with volunteer on all clearances	Potential volunteer will be able to log into BAM. The link will be on our SRCS website. This system will be pre-populated with sites and functions needed for all volunteer activities at SRCS. This will be a user-friendly way to sign up.
Fingerprinting	Currently set up through HR Substitute Technician and is at a cost of \$49+ per volunteer.	No cost to District. BAM, as a non-profit receives free fingerprinting from the DOJ for their clients.
Volunteering at More Than One Site	Volunteer will need to work with HR to be signed up at all sites where they want to volunteer.	BAM will allow volunteer to select multiple sites and functions to volunteer and automatically route them to all needed clearances for the type of volunteer activities. (Also, allows them to be attached to their children so they are automatically moved to new site when student moves)
Customized Processing Depending Upon Volunteer Activity	Currently, the HR Department determines (based on Volunteer Grid), what clearances are necessary for each volunteer.	This data will all be customized based on SRCS requirements and loaded in the back end of the software. Volunteer will automatically be routed to correct steps. Also, as laws change, we can easily update the requirements.
Accessing Data	Separate spreadsheet created for each site so they only have visibility into their volunteers. (Due to confidentiality in data collected)	Sites will have a login to view the volunteers that are cleared for their site. (If the volunteer has a clearance that lapses or a subsequent arrest, they are removed from the site's cleared volunteers).
Volunteer Portal	None. All communication is through HR.	Volunteer will have login to see their dashboard and know when their clearances are due and what sites/functions they are cleared for.
Cost	Currently, this is occupying an average of 15% of HR Substitute Technician workday for all processing and questions from sites, volunteers. (Estimated Annual Cost = \$13,000). This does not include the staffing cost for the Site Personnel who are entering and administering volunteer data.	Please see quote. This quote is 80% less than SRCS was paying the Volunteer Center to administer. Also, returning volunteers will not be charged a fee.