



PRESENTERS

- Nyasha Hinds
 - *BCPS Office of Communications and Legislative Affairs*
- Michael DeBondt
 - *Raptor Technologies, LLC*
- Sheilynn Carrasco
 - *South Florida Institute on Aging*

Agenda

- ❖ The Role of a School Volunteer Liaison
- ❖ Volunteer Application Process
- ❖ Raptor Volunteer Module
- ❖ Level 1 and Level 2 Clearances
- ❖ Foster Grandparent Program



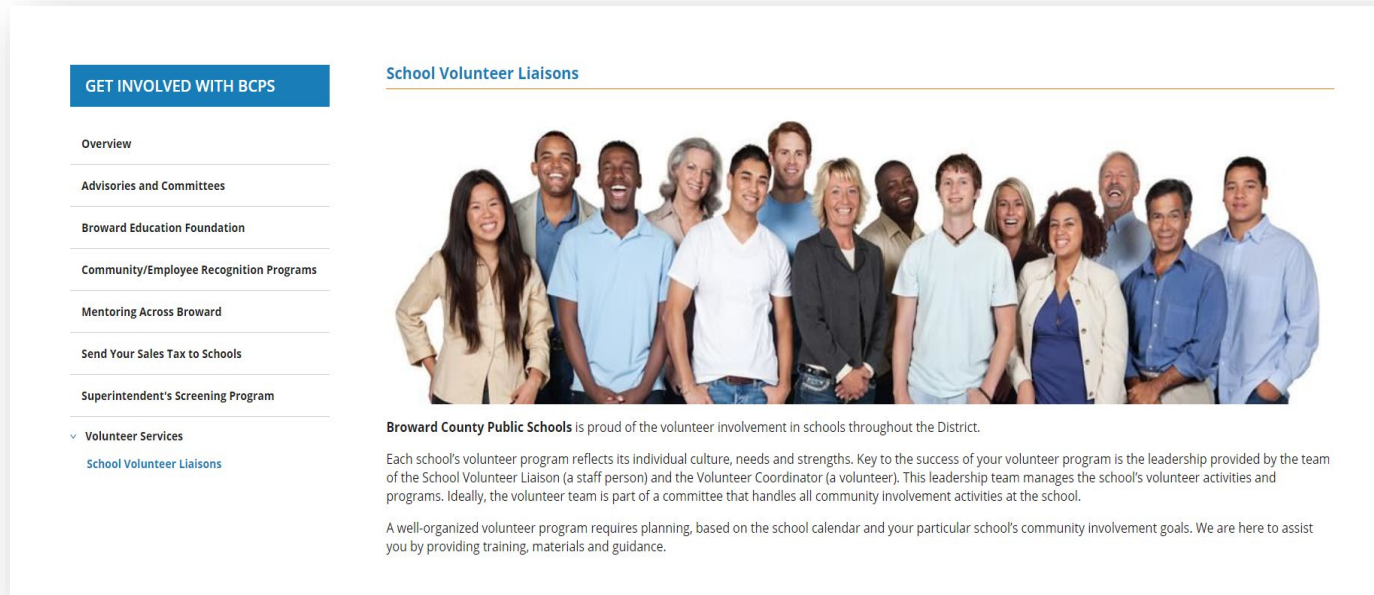
The Role of a School Volunteer Liaison

- Collaborate with the school's administration to implement the volunteer program
- Provide ongoing support to staff and volunteers
- Identify volunteer opportunities and actively recruit volunteers
- Conduct staff and volunteer orientation
- Ensure volunteer program materials and resources are updated
- Listen to volunteers' concerns and successes and resolve volunteer issues promptly



School Volunteer Liaison Webpage


browardschools.com/volunteerliaisons



GET INVOLVED WITH BCPS

- Overview
- Advisories and Committees
- Broward Education Foundation
- Community/Employee Recognition Programs
- Mentoring Across Broward
- Send Your Sales Tax to Schools
- Superintendent's Screening Program
- Volunteer Services
 - [School Volunteer Liaisons](#)

School Volunteer Liaisons



Broward County Public Schools is proud of the volunteer involvement in schools throughout the District.

Each school's volunteer program reflects its individual culture, needs and strengths. Key to the success of your volunteer program is the leadership provided by the team of the School Volunteer Liaison (a staff person) and the Volunteer Coordinator (a volunteer). This leadership team manages the school's volunteer activities and programs. Ideally, the volunteer team is part of a committee that handles all community involvement activities at the school.

A well-organized volunteer program requires planning, based on the school calendar and your particular school's community involvement goals. We are here to assist you by providing training, materials and guidance.

- Guidelines for Virtual Volunteerism
- Safety and Security Information
- Links to Forms and the SVL Manual
- Volunteer Recognition and Awards



BROWARDSCHOOLS.COM/VOLUNTEER

Volunteer Application Process

**ALL
VOLUNTEERS**



Complete online application at browardschools.com/volunteer



Wait to receive approval email with information about volunteer portal



Contact school volunteer liaison about current opportunities



BROWARDSCHOOLS.COM/VOLUNTEER

Raptor Volunteer Module



Michael DeBondt

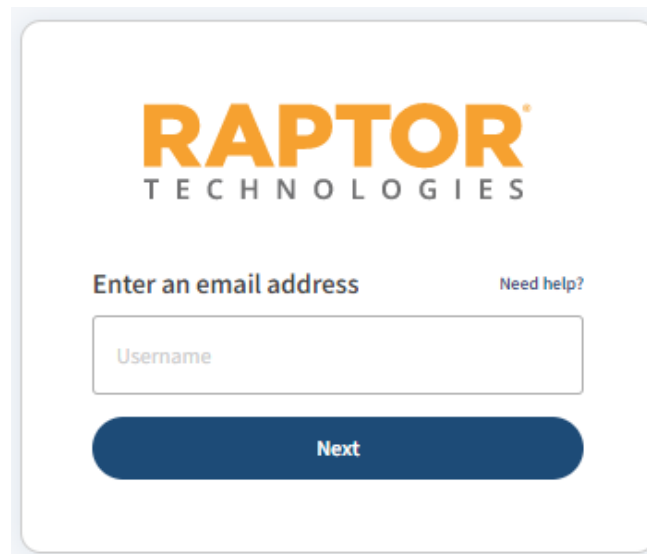
Raptor University Manager
Raptor Technologies, LLC



[BROWARDSCHOOLS.COM/VOLUNTEER](https://www.browardschools.com/volunteer)

Volunteer Management

- Double-click **R** on your desktop or <https://apps.raptortech.com>
- Enter your District Credentials



The screenshot shows the Raptor Technologies login interface. At the top, the logo "RAPTOR TECHNOLOGIES" is displayed in orange and grey. Below the logo, the text "Enter an email address" is followed by a link "Need help?". A text input field contains the placeholder text "Username". Below the input field is a dark blue button with the text "Next".

Volunteer Management – Approved Volunteers

The screenshot displays the Raptor Technologies Volunteer Management interface. The top left features the Raptor Technologies logo and a main menu with options: Dashboard, Sign In/Sign Out, Modules (highlighted), Reports, and Support. The 'Modules' dropdown is open, showing 'Volunteers' selected. The top right shows the school name 'Washington Elementary', an 'EMERGENCY' button, and a user profile icon. The main heading is 'Volunteers', with sub-tabs for 'All Volunteers' (selected), 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events'. Below the tabs is a search bar with 'Search First and/or Last Name', a 'Reset' button, and a 'Search' button. A table lists approved volunteers with columns for 'Details', 'First Name', 'Last Name', 'Status', 'Expiration Date', 'Last Visited', and 'Options'. The table contains 9 rows of data. At the bottom, there is a pagination control showing '1' of 9 items, '10 items per page', and '1 - 9 of 9 items'. A 'Live Chat' button is located in the bottom left corner. The footer contains copyright information and links for 'Submit Feedback', 'Terms of Use', and 'Privacy Policy'.

Washington Elementary

EMERGENCY

Volunteers

All Volunteers | Currently Signed In | Delayed Entry | Batch Printing | Reports | Events

All Volunteers

Active Volunteers | Action

Search First and/or Last Name [x] Reset [Search]

Details	First Name	Last Name ↑	Status	Expiration Date	Last Visited	Options
Details	Amber	Brown	Active			
Details	Jean	DeBondt	Active	09/09/2022	07/12/2022	
Details	Thurman	Hairston	Active			
Details	Deborah	Harrington	Active	09/24/2022		
Details	Mary	Johnston	Active		04/25/2022	
Details	Jackson	Landry	Active			
Details	Sheila	McDonald	Active	07/12/2023		
Details	Sandi	Parker	Active	04/22/2023		
Details	Patrick	Smith	Active			

1 10 items per page 1 - 9 of 9 items

Live Chat

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Volunteer Management – Banned Volunteers

The screenshot displays the Raptor Technologies Volunteer Management interface for Washington Elementary. The main menu on the left includes Dashboard, Sign In/Sign Out, Modules, Reports, and Support. The 'Modules' section is expanded to show 'Volunteers'. The main content area is titled 'Volunteers' and features a navigation bar with tabs for 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events'. Below this is a search bar with a 'Reset' button and a 'Search' button. A dropdown menu is open, showing a list of filter options: 'Active Volunteers', 'Banned Volunteers' (highlighted with a red box and a yellow arrow), 'Expired Volunteers', 'Inactive Volunteers', and 'All Volunteers'. The table below the search bar has columns for 'Details', 'First Name', 'Last Name', 'Status', 'Expiration Date', 'Last Visit', and 'Options'. One row is visible with the following data: Kristen Barbour, Banned, 09/02/2021. The footer contains a 'Live Chat' button, a copyright notice, and contact information.

Washington Elementary

EMERGENCY

Volunteers

All Volunteers | Currently Signed In | Delayed Entry | Batch Printing | Reports | Events

All Volunteers

Search First and/or Last Name [x] Reset [Q] Search

Details	First Name	Last Name	Status	Expiration Date	Last Visit	Options
Details	Kristen	Barbour	Banned	09/02/2021		

1 - 1 of 1 items

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Volunteer Management - Reports

Washington Elementary

EMERGENCY

Volunteers

All Volunteers Currently Signed In Delayed Entry Batch Printing **Reports** Events

Volunteer Reports

- Active Volunteers**
Profile information, including photo, on volunteers whose status is active
- All Volunteers By Status**
Volunteers grouped by status.
- Top Volunteers by Building**
Volunteers grouped by buildings sorted by greatest total time.
- Total Hours Per Volunteer**
Total number of volunteer hours associated to each volunteer.
- Total Hours Per Volunteer By Building**
Total number of hours worked per volunteer grouped by building.
- Total Volunteer Hours Worked Per Affiliation**
Total number of volunteer hours associated to each affiliation.
- Total Volunteer Hours Worked Per Building**
Total number of volunteer hours associated to each building.
- Total Volunteer Hours Worked Per Function**
Total number of volunteer hours associated to each function.
- Total Volunteer Hours Worked Per Organization**
Total number of volunteer hours on behalf of an organization.
- Volunteer Count and Hours Per Age Group**
Total count of volunteers and hours for youth, adult and senior age groups.
- Volunteer Hours by Function and Building**
Volunteer Hours grouped by function and building.
- Volunteer Sign-In History by Building**
Volunteer sign in history grouped by building.

Custom Reports

None Created

Live Chat

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Volunteer Management – Generate Report

The screenshot displays the Raptor Technologies Volunteer Management interface. At the top left is the Raptor Technologies logo. A dropdown menu shows 'Washington Elementary'. In the top right corner, there is an 'EMERGENCY' button and a user profile icon. The main menu on the left includes 'Dashboard', 'Sign In/Sign Out', 'Modules' (with a sub-menu for 'Volunteers'), 'Reports', and 'Support'. A 'Live Chat' button is located at the bottom left. The main content area is titled 'Volunteers' and contains a navigation bar with 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events'. Below this, there is a breadcrumb trail 'All Reports > Active Volunteers' and a large white box containing a blue 'Generate Report' button and a 'Clear' button. At the bottom of the page, there is a footer with a disclaimer: 'This site is for authorized clients only. Unauthorized use is prohibited. © Copyright 2002-2022 Raptor Technologies, LLC. All rights reserved.' and a row of links: 'Submit Feedback', 'Terms of Use', 'Privacy Policy', 'v6.2.9.56166', '1-877-TRAPTOR', '713-880-8902', and 'www.raptortech.com'.

Volunteer Management – Customizing a Report

The screenshot displays the Raptor Technologies Volunteer Management interface. The main content area is titled "Volunteers" and shows a list of active volunteers for Washington Elementary. The interface includes a sidebar menu with options like Dashboard, Sign In/Sign Out, Modules, Volunteers, Reports, and Support. A "Reports" tab is selected, and a "Generate Report" button is visible. A dropdown menu is open over the "ID Number" column header, showing options for sorting (Ascending/Descending), filtering, and columns. The "Columns" option is highlighted in blue. On the right side, a list of columns to include in the report is shown, with checkboxes for various fields like First Name, Last Name, ID Number, etc. The "ID Number" checkbox is checked. At the bottom right, there is a "PDF" button and a "Live Chat" button.

Volunteers

Washington Elementary

All Volunteers Currently Signed In Delayed Entry Batch Printing **Reports** Events

All Reports > Active Volunteers

Generate Report Clear Save As

Drag a column header and drop it here to group by that column

First Name	Last Name	ID Number
Amber	Brown	
Deborah	Harrington	
Jackson	Landry	
Jean	DeBondt	
Mary	Johnston	
Patrick	Smith	
Sandi	Parker	
Sheila	McDonald	
Thurman	Hairston	

Sort Ascending / Sort Descending

Columns

Filter

items per page 1-9 of 9 items

Live Chat

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Emergency [User Profile]

Expiration Date

22 9:40 AM 09/24/2022

22 10:35 AM 09/09/2022

22 10:58 AM

04/22/2023

07/12/2023

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Volunteer Management – Exporting Reports

The screenshot displays the Raptor Technologies Volunteer Management interface. The top left features the Raptor Technologies logo and a navigation menu with options: Dashboard, Sign In/Sign Out, Modules (expanded to show Volunteers, Reports, and Support), and a Live Chat button. The main header shows 'Washington Elementary' and an 'EMERGENCY' button. The 'Volunteers' section is active, with tabs for 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events'. Below the tabs, there are buttons for 'Generate Report', 'Clear', and 'Save As', along with an export icon (PDF) highlighted by a red box. A table titled 'Active Volunteers' is shown with columns: First Name, Last Name, Approval Date, Expiration Date, Building Name(s), Function(s), ID Number, and Last Visited. The table is filtered by 'Expiration Date' and contains four rows of volunteer data.

First Name	Last Name	Approval Date	Expiration Date	Building Name(s)	Function(s)	ID Number	Last Visited
09/09/2022							
Jean	DeBondt	09/09/2021	09/09/2022	Washington Elementary	Classroom Helper Concessions Fundraising	****4768	07/12/22 10:35 AM
09/24/2022							
Deborah	Harrington	09/24/2021	09/24/2022	Washington Elementary	Chaperone Classroom Helper Office Helper Tutor		
04/22/2023							
Sandi	Parker	04/22/2022	04/22/2023	DeBondt Elementary Washington Elementary	Cafeteria Helper Classroom Helper		
07/12/2023							
Sheila	McDonald	07/12/2022	07/12/2023	DeBondt Elementary Washington Elementary	Cafeteria Helper Classroom Helper Concessions Field Trip Helper Fundraising Library Helper		

Volunteer Management – Saving a Custom Report

The screenshot displays the 'Volunteers' management interface for Washington Elementary. The interface includes a main menu on the left with options for Dashboard, Sign In/Sign Out, Modules, Volunteers, Reports, and Support. A 'Live Chat' button is located at the bottom left. The top right corner features an 'EMERGENCY' button and a user profile icon. The main content area shows a navigation bar with 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events'. Below this, there are buttons for 'Generate Report', 'Clear', and 'Save As' (highlighted with a red box), and a PDF icon. A table titled 'Active Volunteers' is displayed, with a filter for 'Expiration Date'. The table columns are First Name, Last Name, Approval Date, Expiration Date, Building Name(s), Function(s), ID Number, and Last Visited. The table contains four rows of volunteer data.

First Name	Last Name	Approval Date	Expiration Date	Building Name(s)	Function(s)	ID Number	Last Visited
09/09/2022							
Jean	DeBondt	09/09/2021	09/09/2022	Washington Elementary	Classroom Helper Concessions Fundraising	****4768	07/12/22 10:35 AM
09/24/2022							
Deborah	Harrington	09/24/2021	09/24/2022	Washington Elementary	Chaperone Classroom Helper Office Helper Tutor		
04/22/2023							
Sandi	Parker	04/22/2022	04/22/2023	DeBondt Elementary Washington Elementary	Cafeteria Helper Classroom Helper		
07/12/2023							
Sheila	McDonald	07/12/2022	07/12/2023	DeBondt Elementary Washington Elementary	Cafeteria Helper Classroom Helper Concessions Field Trip Helper Fundraising Library Helper		

Volunteer Management – Custom Reports

The screenshot displays the Raptor Technologies Volunteer Management interface. At the top left is the Raptor Technologies logo. A dropdown menu shows 'Washington Elementary'. In the top right, there is an 'EMERGENCY' button and a user profile icon. A left sidebar contains a 'Main Menu' with options: Dashboard, Sign In/Sign Out, Modules (highlighted), Volunteers, Reports, and Support. The main content area is titled 'Volunteers' and has a sub-menu with 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports' (selected), and 'Events'. Below this is a 'Volunteer Reports' section with a grid of 12 report options, each with a brief description. A red box highlights the 'Active Volunteer by Expiration Date' report under the 'Custom Reports' section. This report includes 'Edit/Delete' links and metadata: 'Created by: Heather Cooper', 'Created date: 09/07/2022', and 'Last run: 09/07/22 11:02 AM'. At the bottom left is a 'Live Chat' button. The footer contains a disclaimer, copyright information, and contact details.

RAPTOR TECHNOLOGIES

Washington Elementary

EMERGENCY

Volunteers

All Volunteers | Currently Signed In | Delayed Entry | Batch Printing | **Reports** | Events

Volunteer Reports

- Active Volunteers**
Profile information, including photo, on volunteers whose status is active
- All Volunteers By Status**
Volunteers grouped by status.
- Top Volunteers by Building**
Volunteers grouped by buildings sorted by greatest total time.
- Total Hours Per Volunteer**
Total number of volunteer hours associated to each volunteer.
- Total Hours Per Volunteer By Building**
Total number of hours worked per volunteer grouped by building.
- Total Volunteer Hours Worked Per Affiliation**
Total number of volunteer hours associated to each affiliation.
- Total Volunteer Hours Worked Per Building**
Total number of volunteer hours associated to each building.
- Total Volunteer Hours Worked Per Function**
Total number of volunteer hours associated to each function.
- Total Volunteer Hours Worked Per Organization**
Total number of volunteer hours on behalf of an organization.
- Volunteer Count and Hours Per Age Group**
Total count of volunteers and hours for youth, adult and senior age groups.
- Volunteer Hours by Function and Building**
Volunteer Hours grouped by function and building.
- Volunteer Sign-In History by Building**
Volunteer sign in history grouped by building.

Custom Reports

- Active Volunteer by Expiration Date**
[Edit/Delete](#)
Created by: Heather Cooper
Created date: 09/07/2022
Last run: 09/07/22 11:02 AM

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Volunteer Management – Event Management

Washington Elementary

EMERGENCY

Volunteers

All Volunteers | Currently Signed In | Delayed Entry | Batch Printing | Reports | Events

All Volunteers

Active Volunteers | Action | Import

Search First and/or Last Name [Reset] [Search]

Details	First Name	Last Name ↑	Status	Expiration Date	Last Visited	Options
Details	Amber	Brown	Active			
Details	Jean	DeBondt	Active	09/09/2022	07/12/2022	
Details	Thurman	Hairston	Active			
Details	Deborah	Harrington	Active	09/24/2022		
Details	Mary	Johnston	Active		04/25/2022	
Details	Jackson	Landry	Active			
Details	Sheila	McDonald	Active	07/12/2023		
Details	Sandi	Parker	Active	04/22/2023		
Details	Patrick	Smith	Active			

1 - 9 of 9 items

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Volunteer Management – Add an Event

The screenshot displays the Raptor Technologies Volunteer Management interface. On the left is a navigation sidebar with the Raptor Technologies logo and a 'Main Menu' containing links for Dashboard, Admin, Sign In/Sign Out, Modules (with a sub-link for Volunteers), Reports, and Support. A 'Live Chat' button is located at the bottom of the sidebar. The main content area is titled 'Volunteers' and includes a dropdown menu for 'Washington Elementary' and an 'EMERGENCY' button. Below the title are tabs for 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events'. A table titled 'All Events' lists three events: 'Field Trip' at 'Local Zoo' (10/14/22 7:30 AM to 10/14/22 4:30 PM, 10 needed), 'Book Fair' at 'Library' (09/30/22 3:00 PM to 09/30/22 5:00 PM, 5 needed), and 'Fall Fundraiser' at 'Gym' (09/24/22 8:00 AM to 09/24/22 3:00 PM, 7 needed). A '+ Add Event' button is highlighted with a red box. At the bottom, there is a pagination control showing '1' of 3 items, '10' items per page, and a footer with legal notices and contact information.

Washington Elementary

EMERGENCY

Volunteers

All Volunteers Currently Signed In Delayed Entry Batch Printing Reports **Events**

All Events All Events + Add Event

Details	Name	Location	Start Date/Time	End Date/Time	Needed	Options
Details	Field Trip	Local Zoo	10/14/22 7:30 AM	10/14/22 4:30 PM	10	
Details	Book Fair	Library	09/30/22 3:00 PM	09/30/22 5:00 PM	5	
Details	Fall Fundraiser	Gym	09/24/22 8:00 AM	09/24/22 3:00 PM	7	

1 10 items per page 1 - 3 of 3 items

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Volunteer Management – Add an Event

Washington Elementary

EMERGENCY

Volunteers

All Volunteers Currently Signed In Delayed Entry Batch Printing Reports **Events**

All Events > Add Event

Name *

Description

Location

Address

City

Zip Code

Start Date/Time *

End Date/Time *

Needed

Signed Up

Functions *

+ Add Function Please select one

Notes

Save Cancel

Volunteers Signed Up

First Name	Last Name	Email	Sign-Up Date/Time	Options
There is no data to show here				

0 items per page No items to display

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Volunteer Management – Event Details

The screenshot displays the Raptor Technologies Volunteer Management interface. At the top left is the Raptor Technologies logo. A dropdown menu shows 'Washington Elementary'. In the top right, there is an 'EMERGENCY' button and a user profile icon. The main heading is 'Volunteers'. Below it are navigation tabs: 'All Volunteers', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', 'Reports', and 'Events' (which is highlighted). A '+ Add Event' button is on the right. The 'All Events' section contains a table with the following data:

Details	Name	Location	Start Date/Time	End Date/Time	Needed	Options
Details	Field Trip	Local Zoo	10/14/22 7:30 AM	10/14/22 4:30 PM	10	
Details	Book Fair	Library	09/30/22 3:00 PM	09/30/22 5:00 PM	5	
Details	Fall Fundraiser	Gym	09/24/22 8:00 AM	09/24/22 3:00 PM	7	

Below the table is a pagination control showing '1' of 3 items, '10' items per page, and '1 - 3 of 3 items'. At the bottom left is a 'Live Chat' button. At the bottom right, there is a footer with the text: 'This site is for authorized clients only. Unauthorized use is prohibited. © Copyright 2002-2022 Raptor Technologies, LLC. All rights reserved.' and links for 'Submit Feedback', 'Terms of Use', and 'Privacy Policy'.

Event Management – Email Options

RAPTOR TECHNOLOGIES Washington Elementary EMERGENCY

Volunteers

All Volunteers | Currently Signed In | Delayed Entry | Batch Printing | Reports | **Events**

[All Events](#) > Event Detail

Name * **Description**

Location **Address** **City** **Zip Code**

Start Date/Time * **End Date/Time *** **Needed** **Signed Up**

Functions *

[+ Add Function](#) FUNDRAISING

Notes

[Save](#) [Cancel](#)

Volunteers Signed Up [Email Options](#) [Event Sign Up](#)

First Name	Last Name	Email	Sign-Up Date/Time
There is no data to show here			

10 items per page No items to display

[Live Chat](#)

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Volunteer Sign In/Sign Out

The screenshot displays the Raptor Technologies interface for Washington Elementary. On the left, the 'Main Menu' includes 'Dashboard', 'Admin', 'Sign In/Sign Out' (highlighted with a red box), 'Modules', 'Reports', and 'Support'. The top right corner features an 'EMERGENCY' button and a user profile icon. The main content area is titled 'Washington Elementary' and contains 'Sign In/Out' and 'Kiosk Queue' tabs. A search bar with the placeholder text 'Enter First and/or Last Name...' is centered, with a 'Find' button to its right and a 'Manual Entry' button to its left. A yellow arrow points to the search bar. Above the search bar are 'SIGN IN' and 'SIGN OUT' buttons. Below the search bar is a 'VOLUNTEER' button. Red X marks are placed over the 'Sign In/Out' and 'Manual Entry' buttons. At the bottom left, there is a 'Live Chat' button. At the bottom right, there is a footer with the text: 'This site is for authorized clients only. Unauthorized use is prohibited. © Copyright 2002-2022 Raptor Technologies, LLC. All rights reserved. v6.2.9.56166 1-877-TRAPTOR 713-880-8902 www.raptortech.com'.

Volunteer Sign In/Sign Out

The screenshot shows the Raptor Technologies interface for Washington Elementary. The main menu on the left includes Dashboard, Admin, Sign In/Sign Out (highlighted), Modules, Reports, and Support. The top right features an EMERGENCY button and a user profile icon. The main content area is titled "Washington Elementary" and includes a "Sign In/Out" tab and a "Kiosk Queue" section. The "Kiosk Queue" section contains "SIGN IN" and "SIGN OUT" buttons, a "VOLUNTEER" button with a person icon, and a search bar with "Scan ID", "Enter First and/or Last Name...", "Find", and "Manual Entry" options. Below the search bar is a "Search Results" table with columns for Sign In, Photo, First Name, Last Name, Date Of Birth, ID Number, and Last Visited. A search result for "Jackson Landry" is shown with a date of birth of "06/06/1982". A "Clear" button is located below the table. A "Live Chat" button is in the bottom left corner. The footer contains a disclaimer, version information (v6.2.9.56166), and contact details (1-877-TRAPTOR, 713-880-8902, www.raptortech.com).

Washington Elementary

EMERGENCY

Washington Elementary

Sign In/Out Kiosk Queue

SIGN IN SIGN OUT

VOLUNTEER

Scan ID Find Manual Entry

Search Results

Sign In	Photo	First Name	Last Name ↑	Date Of Birth	ID Number	Last Visited
Sign In		Jackson	Landry	06/06/1982		

Clear

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Volunteer Sign In/Sign Out

Washington Elementary

EMERGENCY

Washington Elementary

Sign In/Out Kiosk Queue

SIGN IN SIGN OUT

This approved volunteer's record is incomplete.
You should scan the volunteer's ID for security reasons.

Scan ID Continue Without Scanning Cancel

Search Results

Sign In	Photo	First Name	Last Name	Date Of Birth	ID Number	Last Visited
Sign In		Jackson	Landry	06/06/1982		

Clear

Live Chat

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Volunteer Sign In/Sign Out

RAPTOR
TECHNOLOGIES

Washington Elementary

EMERGENCY

Washington Elementary

Sign In/Out Kiosk Queue

SIGN IN SIGN OUT

VOLUNTEER

Scan ID Enter First and/or Last Name... Find Manual Entry

Update Photo
Scan

Function * Organization

Notes

Submit & Print Submit Cancel

First Name * Jackson Middle Name Nathan Last Name * Landy

Date Of Birth * 06/06/1982 ID Type Not Specified ID Number

Live Chat

Volunteer Sign In/Sign Out

Washington Elementary

EMERGENCY

Washington Elementary

Sign In/Out Kiosk Queue

SIGN IN SIGN OUT

VOLUNTEER

Currently Signed In Enable Multi-Sign Out

Sign Out	Photo	First Name	Last Name	Function	Signed In	Options
Sign Out		Jackson	Landry	Classroom Helper	09/07/22 9:40 AM	

Live Chat

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Raptor University – Go to Knowledge Base

The screenshot shows the Raptor Support Center website. On the left is a navigation menu with the Raptor Technologies logo at the top. The menu items are: Dashboard, Admin, Sign In/Sign Out, Modules, Reports, and Support. The 'Support' item is highlighted with a red border. In the top right corner, there is an 'EMERGENCY' button and a user profile icon. The main content area is titled 'Raptor Support Center' and features a central section with the heading 'Need Support Information? Check out Our Knowledge Base!'. Below this heading is a paragraph of text and an illustration of two people working on a computer. A blue button labeled 'Go to Knowledge Base' is positioned below the illustration and is also highlighted with a red border. At the bottom of the page, there are two columns: 'Raptor Downloads' with a download icon and a 'Go to Downloads' button, and 'Need Supplies?' with a shopping bag icon and a 'Go to Store' button. A 'Live Chat' button is located in the bottom left corner of the main content area.

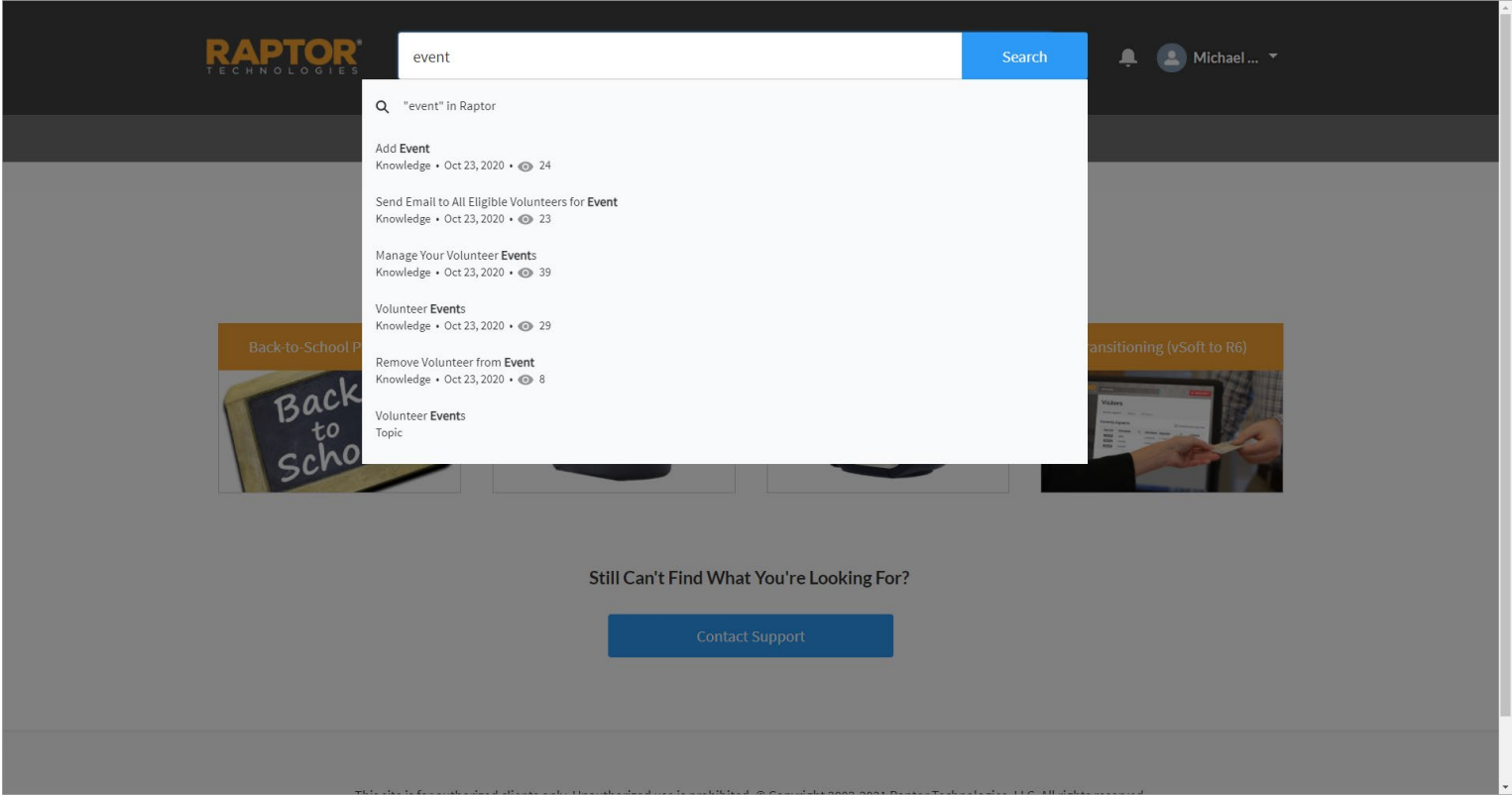


Raptor Knowledge Base

The screenshot shows the Raptor Knowledge Base website. At the top left is the Raptor Technologies logo. To its right is a search bar with the placeholder text "How can we help you? (Enter keyword to search)" and a blue "Search" button. Further right are a notification bell icon and a user profile icon labeled "Michael...". Below the search bar is a navigation menu with links for "Home", "Raptor University", "Product News", "Contact Support", and "Additional Resources". The main content area features a large heading "Welcome to your Raptor Knowledge Base!" followed by the subtext "A place where you can easily find solutions and ask questions". Below this are four featured categories, each with an orange header and a representative image: "Back-to-School Preparation" (a chalkboard with "Back to School" written on it), "Troubleshooting - Scanner" (a black Raptor scanner), "Troubleshooting - Printer" (a black Raptor printer), and "Transitioning (vSoft to R6)" (a person's hands holding a card in front of a computer monitor displaying a software interface). At the bottom of the main content area, there is a section titled "Still Can't Find What You're Looking For?" with a prominent blue "Contact Support" button. The footer of the page contains a small, partially visible copyright notice: "This site is copyrighted by Raptor Technologies, Inc. © 2008-2021 Raptor Technologies, Inc. All rights reserved."



Raptor University – Search



Level 1 and Level 2 Clearances

Level 1 – ALL Volunteers

- Online application
- Renew application annually
- Automatically screened through Raptor
- Approval email sent
- View volunteers by running reports in the Raptor database

Level 2 – SELECT Volunteers

- SVL/School personnel sends request to Security Clearance
- Online application and fingerprinting
- Up to 10-day waiting period
- Valid for five years; renew personal information annually
- View volunteers by checking the Security Clearance Filemaker Pro database



Level 2 Clearance Information

- Level 2 clearance is ONLY for select volunteers such as overnight chaperones and band/athletic coaches
- Level 2 requests must ONLY include the following:
 - Name
 - Date of birth
 - School name and location number
 - Specify role: overnight chaperone or band/athletic coach
- Volunteers must not contact Security Clearance for assistance unless their status is Denied
- Active BCPS employees are Level 2 cleared



Foster Grandparent Program



South Florida *Institute on Aging*

Sheilynn Carrasco

Youth Services Director



BROWARDSCHOOLS.COM/VOLUNTEER



South Florida *Institute on Aging*

1005 W State Road 84 #435

Fort Lauderdale, FL 33315

www.thesofia.org

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Phone: (954) 484-7117

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Who We Are

SoFIA was formed in 1965 to harness the invaluable work and life experience of older adults, to help at-risk children achieve, in-need seniors thrive, and Broward County non-profits innovate. This yields a double benefit – to the individuals and communities who benefit from the volunteer services and the volunteer themselves who realize proven health benefits through social interaction, ongoing engagement, opportunities to contribute, and a sense of purpose and accomplishment.



Our Mission & Our Vision

- **We improve economic and social insights and services to empower people as they age.**
- **To connect, enhance and change lives through volunteerism.**



SoFIA Program & Services

AmeriCorps Seniors

- Retired Senior Volunteer Program (RSVP)

SoFIA Tech Services

- Senior Companion Program (SCP)

Caregivers Assistance Program (CAP)

- Foster Grandparent Program (FGP)



Foster Grandparent Program

Foster Grandparents serve in Title 1 schools, nonprofit childcare centers, preschools, and libraries throughout Broward County to support at risk students. Volunteers tutor, mentor and nurture children to help them advance academically and socially.

Eligibility & Benefits

- Age 55 years and older
- Meet income guidelines
- Pass Level II background screening
- Pass annual physical
- Serve 15- 25 hours weekly
- Complete 40 hours of initial training and attend ongoing monthly trainings
- Receive hourly stipend & travel reimbursement



Application & Placement Process

- Preliminary Interview (phone or in person)
- Completion of Application
 - Proof of Income
 - Proof of ID
 - Permission to conduct background check
- Completion of Background Clearance
 - NSPOW
 - Level II Clearance
- Physical/Wellness Exam
- Completion of 20 hrs of training
- Contact school(s) to confirm classroom placement
- Completion of site training & site shadowing
- Probationary Period & 90 day review (Performance Evaluations)

Child Assignment Plan Progress Reports

Child Assignment Plan and Progress Reports must be completed for the duration of the program. The Program Staff reviews the Child Assignment Plan and Progress Reports with the Foster Grandparent to ensure understanding of how to support the assigned children.

The Child Assignment Plan should be completed each time a new child is assigned to a Foster Grandparent. This document is then signed by the Foster Grandparent, the Site Supervisor, and the Program Director.

This plan includes the following:

- Child served (name and demographics)
- Period of time the child will receive support
- # of hours served per week





**FOSTER GRANDPARENT PROGRAM
Assignment Plan (Schools: Kindergarten -5th Grade /Literacy) 2022 -2023**

Instructions: It is a federal requirement that all Foster Grandparents have an activity/assignment plan for the children with whom they are assigned to work. The children they are assigned to must have documented exceptional or special needs, verified by an appropriate professional. Your organization should retain on file documentation of the verifying professional's qualifications to assess the children's needs. The Foster Grandparent is assigned to your organization to provide one-on-one assistance and perform duties based on needs of selected children. **The Child Assignment Plan is due by Nov, 05, 2021 and will be returned to complete the Pre-test. Please use your school's standardized assessment such as the BAS or FSA to determine each child's ability and level of improvement.**

Please complete all sections, documenting the child's needs, the activities you want the volunteer to perform, and the desired results of those activities. The completed assignment plan becomes the volunteer's "job description." Please review it with the volunteer to ensure that the required activities and the desired outcomes are understood. The Foster Grandparent Program recognizes and respects the confidentiality of all of the children involved in the program. Please be assured that all of the information that you provide will only be used in aggregate and no specific child will be identified.

Foster Grandparent: _____

Volunteer Schedule: _____

School (Volunteer Station) Site: _____

Volunteer Coordinator/Teacher Name: _____

Assignment Plan for 2021-2022 School Year

A. List Children's Name, Race, Sex, Grade, Age and Exceptional or Special Need:

Identify 8-10 children the volunteer will be working with during the period indicated above.

Special or Exceptional Needs : List all that apply for each child		
DD: Development Delayed/Disabled	HI: Health Impairment	HY: Homeless Youth
VI: Visually Impaired	ES: Emotional/Social	AY: Adjudicated Youth
SI: Speech Impaired	LC: Language/Communication	AN: Abused/Neglected
HE: Hearing Impaired	LD: Learning Disabled	FC: In Need of Foster Care
PC: Physically Challenged	L: Literacy Needs	PI: Child in Protective Intervention
	ESOL: _____	Other: _____

Child's Name or Pseudonym	Race B=Black H=Hispanic W=White O=Other	Sex F=Female M=Male	Grade	Age	Special or Exceptional Need Choose from the list below and include all that apply.	Planned Activities: how often, (Indicate Frequency)
Example: 1. Anna S.	W	F	2	7	SI, HI	Daily
2. Joseph W.	B	M	1	6	DD, HI, L	2-3 times/wk
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Instructions and Example for Completing Section B

Expected Outcomes: <i>Student will complete participation in CNCS-supported K-12 education program.</i> <i>Student will have improved academic performance in literacy.</i>		EXAMPLE Child Robert R.		
		Complete at the beginning of the year	COMPLETE BY 10/07/22	COMPLETE BY 5/13/23
		I	II	III
Planned Activities: Indicate types of activities to be completed		Pretest for literacy skills: current level of literacy skills Code 1, 2, 3	Post-test literacy skills: level of improvement Code 1, 2, 3	
Literacy Skills	Grade Level Reading Skills <i>(overall reading skills)</i>	Daily reading activities	1	3
	Vocabulary: <i>Activity: listening to child read aloud, assisting</i>	Assist with vocabulary list	1	2
	Reading Comprehension: <i>Activity: talking about stories previously read</i>	<i>Review stories previously read</i>	1	3
	Reading Participation <i>Activity: talking about books/stories; encouraging student to read</i>	<i>Assist with reading 2-3 books</i>	2	3
Expected Outcomes: <i>Student will complete participation in CNCS-supported K-12 education program.</i> <i>Student will have improved academic performance in literacy.</i>		EXAMPLE Child Jessica T.		
		Complete at the beginning of the year	COMPLETE BY 10/07/22	COMPLETE BY 5/13/23
		I	II	III
Planned Activities: Indicate types of activities to be completed		Pretest for literacy skills: current level of literacy skills Code 1, 2, 3	Post-test literacy skills: level of improvement Code 1, 2, 3	
Literacy Skills	Grade Level Reading Skills <i>(overall reading skills)</i>	Daily reading activities	2	3
	Vocabulary: <i>Activity: listening to child read aloud, assisting</i>	Assist with vocabulary list	1	3
	Reading Comprehension: <i>Activity: talking about stories previously read</i>	<i>Review stories previously read</i>	1	3
	Reading Participation <i>Activity: talking about books/stories; encouraging student to read</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

Instructions for Completing Section B

Teacher:

1. Enter each child's name or identification number.
2. At the **beginning** of the Foster Grandparent assignment, indicate the type(s) of activities the Foster Grandparent will do with the child. Indicate an activity for each area that applies.
3. **After** the Foster Grandparent and child have been working together **for 1 month**, complete Section I (Outcomes for reading participation: level of improvement). **Please use your school's standardized assessment such as the BAS or FSA to determine each child's ability and level of improvement.**
4. At the **end** of the year, complete Column III (Outcomes for reading skills: level of improvement). It may take 5-10 minutes per child to complete this section.

Use these CODES for Columns II and III:
1 = Below average
2 = Average
3 = Above Average

APPROPRIATE ACTIVITIES

- Tutoring children with **literacy or English language** learning needs.
- Providing children with **emotional support and assistance in developing basic learning skills.**
- Helping abused or neglected children, and children affected by drugs, HIV/AIDS, or homelessness, **regain stability through contact with older adults and providing these children with emotional support and empathy.**



INAPPROPRIATE ACTIVITIES

- Serving in **staff** roles.
- Performing **clerical, household, or custodial** functions.
- Serving as **babysitters**.
- Acting as a **teacher, site staff, group leader** or other similar positions that would detract from the person-to-person relationship.
- **Supervising** of children or staff.
- **Disciplining or punishing** children in any way.



Contact Us!

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www.thesofia.org

President & CEO

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Foster Grandparent Program Staff

Youth Services Director

Sheilynn Carrasco: scarrasco@thesofia.org

Youth Services Manager

Valencia Tarvin-Stovall: vtarvin-stovall@thesofia.org

Youth Services Coordinator

Suze Vedrine: svedrine@thesofia.org

Important Reminders

- To access the Raptor database - send your name and P-number to volunteer@browardschools.com
- Volunteers receive a name tag for each visit
- **Only email volunteers who select your school**
- SVL webpage – browardschools.com/volunteerliaisons
- Level 2 clearance is ONLY for select volunteers such as overnight chaperones and band/athletic coaches



Contact Information

Volunteer Services

- volunteer@browardschools.com
- 754-321-2300

Raptor Support

- support@raptortech.com
- 877-772-7867 Ext. 2

Sheilynn Carrasco

- scarrasco@thesofia.org
- 954-484-7117

