



STAR System Resource Manual for School Volunteer Liaisons

*A companion to the STAR System's End User Training Manual,
Focusing on the volunteer management features offered within the STAR System*



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For additional volunteer management resources, visit our web page at:
<http://www.browardschools.com/getinvolved>

Important Resources for Star Users

There are many helpful resources to assist in properly utilizing the STAR System, and many knowledgeable staff members happy to assist you.

<p>The STAR Web site provides information, such as online training, Problem Resolution Flow Chart, the End-User Manual, Frequently Asked Questions and information about the CAB Conference where questions and answers can be posted.</p>	<p>www.broward.k12.fl.us/star or on a BCPS intranet access computer: http://web/star</p>
<p>STAR Conference will be used by SIU and/or the STAR Vendor Rep to disseminate information to principals and STAR operators. The STAR Conference is located inside the BCPS Resources Conference/Security Conference. All staff have access to this conference.</p>	<p>To access the STAR Conference:</p> <ol style="list-style-type: none"> 1. Locate the STAR Conference within CAB's BCPS Resources folder. 2. Click on STAR Conference to highlight it. 3. Go under the "Collaborate" menu and select "Add to Desktop".
<p>STAR Vendor Support handles unique issues and situations that cannot be resolved by using the troubleshooting/training documents provided on the STAR Web site, including problems in checking-in or checking-out a particular individual, correcting erroneous license numbers, system passwords, hardware problems, etc.</p>	<p>Email: Vendor – STAR (CAB) Phone: 754-321-0040 ETS Service Desk: 754-321-0411</p>
<p>Volunteer Procedures/Guidelines issues are handled by the Volunteer Services Department.</p>	<p>Email: Volunteer Services volunteer@browardschools.com (Include volunteer's name, school name and problem description) Phone: 754-321-2300</p>
<p>Special Investigative Unit/Security Clearance handles questions dealing with criminal background checks, pending volunteers, fingerprinting and Level 2 clearances.</p>	<p>Security Clearance Dept.: Phone 754-321-2374 SIU: 754-321-0725 Request for Level 2 clearance: Email to Level2 Fingerprinting (CAB) giving volunteer's name and rationale for request.</p>

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Overview of STAR System

Using the STAR System Manual

This STAR System manual is designed to cover information specific to the management of Broward County Schools community involvement programs. To simplify this manual, the pronouns “he”, “his”, or “him” are used to identify a school volunteer of either gender.

The conventions used in this book are as followed: the names of

- action buttons are in *italics*.
- screens, sub-screens, and sections are in **bold**.
- fields for entry are in ALL CAPS.



The Note icon highlights a special point of interest about the topic being discussed.



The Tip icon marks a suggestion or a reminder.

Overview of the STAR System

Introduction to the STAR System

In response to its ongoing commitment to school and student safety, Broward County Public Schools determined the need for a standard method to document and track visitors and volunteers/mentors as they enter and exit school sites. Upon further review it was also decided that this requirement should include Level 1 background checks against local, state and national sexual offender databases for daily school visitors and volunteers and Level 2 background checks for volunteers performing specific activities with students.

Through a joint effort between all Broward County District school sites (the District), the Special Investigative Unit (SIU), the Community Involvement Department, the Education Technology Services Department (ETS), and vendors, SISCO Identification Solutions and Johnson Controls, the Security Tracking and Response Project (STAR) was developed and introduced in 2006.

Utilizing the Fast Pass application as a base, SISCO developed a system that accomplishes both front desk check-in and school volunteer management. The STAR System will:

- Standardize manual visitor logs and provide visitor photo passes
- Identify and monitor the ingress and egress of people from school sites and store this information in a database
- Capture and store a digital image of the person as well as a digital image and details of the individual's ID (i.e. driver's license, passport, state id, etc.)
- Record and store the exact date and time of a person's arrival and departure from a school site, creating a tracking mechanism of the individual's activities
- Generate customizable reports showing daily, weekly and monthly visitor counts

The STAR System's capacity as a volunteer management tool enhances the operation of school-level community involvement programs in the following ways:

- Timely screening of potential volunteers via an on-line volunteer application
- Automatic tabulation of volunteer statistics (hours, ages, gender, total number) for awards and reports; and
- Identification of volunteers who have specific interests, availability and skills to meet student and school needs.

STAR users may include both the schools' front desk personnel (End-Users), trained and supported by Johnson Controls, ETS and SIU, as well as volunteer program managers (Staff Liaison for Volunteers), trained and supported by the Volunteer Services Department. To learn about training opportunities and resources for End-Users, contact Special Investigative Unit (SIU) at 754-321-0725. The End-User training manual is available on the STAR Web site www.broward.k12.fl.us/star.

For support and resources on STAR's volunteer management functions, telephone the Volunteer Services at 754-321-2300 or visit the Web site at: www.browardschools.com/getinvolved.

Overview of the STAR System

Checking-in & STAR

The STAR System operates from a school's single point of entry, which we will refer to as the front desk. Regardless of a visitor's purpose of visit, to enter a school he must check-in at the school's front desk where his driver's license or volunteer badge will be scanned. In the STAR System, an individual can be checked in as a visitor or a STAR volunteer.

Checking-in as a visitor

A visitor is an individual who will be involved at school for only one activity or a short length of time, or whose business on campus does not include providing pro-bono services. Examples of a visitor include: a parent attending a teacher conference, a business/community partner meeting with a staff member, and a fundraiser meeting with the PTA board members. Certain groups of volunteers may also be considered visitors when their service is a one-time or short-term activity, such as a volunteer classroom speaker, career day speaker, academic competition judge, etc. However, these guests should be supervised while on campus.



Additionally, Broward County high school students performing required community service activities at local elementary and middle schools are to be considered visitors, as are mentors sent from the Youth Mentoring Program Department, who are fingerprinted as part of the orientation process. No online volunteer application is required for these individuals. Service hours should be recorded on paper.

Check-in procedures

- A general visitor will be asked for his driver's license. It will be scanned and the system will run a search for his name against the sexual predators/offenders list. Once the search is completed and he is cleared, his photo will be taken and a name badge will be generated. A visitor badge is only valid for one day.
- A mentor will be checked in the same manner as a general visitor; however, we ask that End-Users list "mentor" as the purpose of the visit.



A mentor should not arrive for service until the Youth Mentoring Programs office advises him to do so. A letter is sent to both the mentor and the school's mentoring programs coordinator after all training and fingerprinting requirements are met. The mentor should bring this letter to the school on the first visit.

- A business partner will be checked in the same manner as a general visitor if he is at the school for a meeting with an administrator. If the purpose of his visit is to provide school volunteer services, he will be processed as a school volunteer. If his visit is in the role of vendor, he will be processed as a vendor.
- A student will not check-in using the STAR System. He will be asked for his student ID to confirm his identity. Then he will log his hours on a paper log sheet.

Overview of the STAR System

Checking-in as a volunteer

A STAR volunteer is an individual who has completed the on-line volunteer application for the present school year. All volunteers must complete an application each year, whether they are new or returning to service.

First visit check-in procedures

- A STAR volunteer, one who has indicated that he has registered online, will be asked for his driver's license. Once a volunteer's identity has been verified using his picture ID, his photo will be taken and his volunteer badge will be generated. (Please ask the office staff to make a photocopy of the badge in case the volunteer loses the original.)

Subsequent visits check-in procedures

- All STAR volunteers must check-in and check-out of the school location during every visit. Therefore, for subsequent school visits, volunteers will use their printed STAR volunteer badge to check-in and check-out. The badge is valid for the entire school year and may be used to check-in and check-out of any District school location.



1. For the purpose of data accuracy and the management of your volunteer program, it is imperative to remind your volunteers to use their volunteer badge or to identify themselves as a STAR volunteer when they are checking-in.
2. Once a volunteer badge has been printed, the volunteer's approval status changes from approved to active.
3. If a volunteer forgets to scan out, the system will NOT automatically log him out of the end of the day and WILL NOT calculate volunteer service hours. To maintain accurate service records, it is important that the school monitors that all volunteers scan out at the end of their volunteer activities.



A valid visitor and volunteer check-in requires that the End-User enter information in the "reason for visit" field. The "beep" heard when a badge is scanned means only that the badge reader is functioning, not that the visit has been recorded.

Overview of the STAR System

On-line Application & STAR

The STAR System's impact on volunteer programs begins with the completion of the on-line volunteer application. The STAR System and the on-line application work hand in hand. A new volunteer will not be listed in the system unless he has completed an on-line application. For STAR System schools, all volunteers must complete the on-line application found on the BCPS Web site www.browardschools.com/getinvolved. Volunteer records cannot be viewed on the aforementioned Internet site. Volunteer records are stored behind the District's firewall for protection of personal information and can only be accessed from the STAR computer.

When a person completes the BCPS on-line volunteer application, the system runs a complete background check that is fully compliant with State and District guidelines. His personal information is checked against the Broward Clerk of Courts, Broward Schools' deny entry list, and databases of sexual predators and offenders. If no hit is returned, the volunteer has obtained a Level 1 clearance, and his name will appear on the Approved Volunteers list of the school that he identified as his "Preferred School." He is now a STAR volunteer.

Responsibilities of "Preferred School"

All new and approved on-line applicants will be listed on the Approved Volunteers list of their "Preferred School". Although these applicants have been instructed to contact their preferred school, it is important for the development of your volunteer program that you establish a system of contacting new applicants. We suggest that your system includes a weekly check for new on-line applicants. These prospective volunteers should be invited to visit the school to have their individual volunteer badge printed, and to be oriented and assigned to volunteer duties.

Overview of the STAR System

Approval Status

There are four approval status classifications in the STAR System. They are listed below in the order in which the records of on-line applicants are processed.

- Pending* A clearance status that indicates that the applicant has not yet been cleared in the STAR System.
- Approved* A clearance status that indicates that the applicant completed the BCPS on-line volunteer application and has been cleared by the STAR System's background screening processes as a Level 1 volunteer.
- Active* A clearance status that indicates that the volunteer has a printed volunteer badge, and is ready to serve or is presently serving. The status of an approved volunteer automatically changes to active when the volunteer badge is printed.
- Inactive* A clearance status that indicates: (1) The applicant failed the security clearance screening; this is indicated by a Deny Entry message, or (2) The applicant has indicated he will not be serving at any District school this year.

Clearance Levels & STAR

The District uses a two-level clearance system for background checks known as Level 1 and Level 2. The required screening level is based upon the volunteer's assigned activities.

Level 1 clearance is appropriate for general volunteer activities and is automatically processed by the STAR System.

Level 2 clearance is reserved for a volunteer with unsupervised contact with students, including a mentor, overnight field trip chaperone and volunteer athletic coach, and requires a Level 1 clearance followed by FBI fingerprinting (Level 2). Each Level 2 clearance requires E-mail authorization from the Special Investigative Unit (SIU).

The STAR System does not provide verification of Level 2 clearances. To verify that a volunteer received a Level 2 clearance, access the Filemaker Pro-based District Security Fingerprints Database, located on CAB. Access instructions:

1. Log into your CAB account
2. Locate the **BCPS Resources** folder on your CAB desktop, and double click it to open.
3. Locate the **Security Clearance** folder (it is the keys icon), and double click it to open.
4. Locate the E-mail entitled **Security Fingerprint Database** or the Security Fingerprint Database in 8.5 (depending on your Filemaker version) and double click it to open. Move the attached "Open Security Fingerprint" document over to your desktop before attempting to open.
5. Once on your desktop, double click to open. The password is **school**.

Overview of the STAR System

Volunteer Badges

An individual who has completed the on-line volunteer application and been approved to volunteer via the electronic background screening process can obtain a volunteer badge. This badge not only identifies the person by name and photo, but also clearly states that the person is a volunteer for the current school year.

Volunteer badges are issued the first time the person visits his “Preferred School” to volunteer. The End-User should ask him for the official photo identification used on the volunteer application, normally his driver’s license. This visual matching of the photo prevents someone from using another person’s information to get past the security checks. Once the volunteer’s identity has been verified, his photo will be taken and his volunteer badge generated.

Distinguishing Features of Visitor Badges and Volunteer Badges

Though both the visitor and volunteer badges have similar components, such as the individual’s photograph, it is important that the End-User learns to recognize which type of badge has been printed. Additionally, all school staff members need to be able to distinguish between the two as a part of the campus safety program.



Wrong!
Visitor Badge Should
Not Be Used to
Volunteer

Right!
Visitor’s Badge

Right!
Volunteer’s Badge
Issued for School Year

Overview of the STAR System

Managing Volunteer Badges

A volunteer badge is issued for the entire school year. Therefore, a system for protecting the badges should be developed at each school. We recommend that you:

- a. Order a supply of protective volunteer badge holders from any office supply catalog.
- b. Whenever a badge is printed for a school volunteer, make a photocopy of the badge. This photocopy can be used to create a replacement badge if the volunteer loses the original. A photocopied badge will scan and does not have the same heat sensitivity issues as an original badge.
- c. Store all volunteer badges at the front desk. Instruct each volunteer to retrieve his badge when he checks-in and to return it when he checks-out of the school.

Replacing Lost or Damaged Badges

As a last resort, a volunteer badge can be reissued using the following steps:

1. Log into the Volunteer Services Module.
2. On the menu bar select Volunteer, and click *Person Search*
3. Enter the last and first name of the volunteer and click *Search*
4. Select the record with the volunteer's name that contains volunteer as the Group Name and click *Edit*.
5. On the Volunteer's record, click on the *Passes Issued* tab and select *Replace Badge*.
6. Follow the steps to retake the photograph and reprint the badge. This process expires all previous badges.

Volunteering at More Than One School?

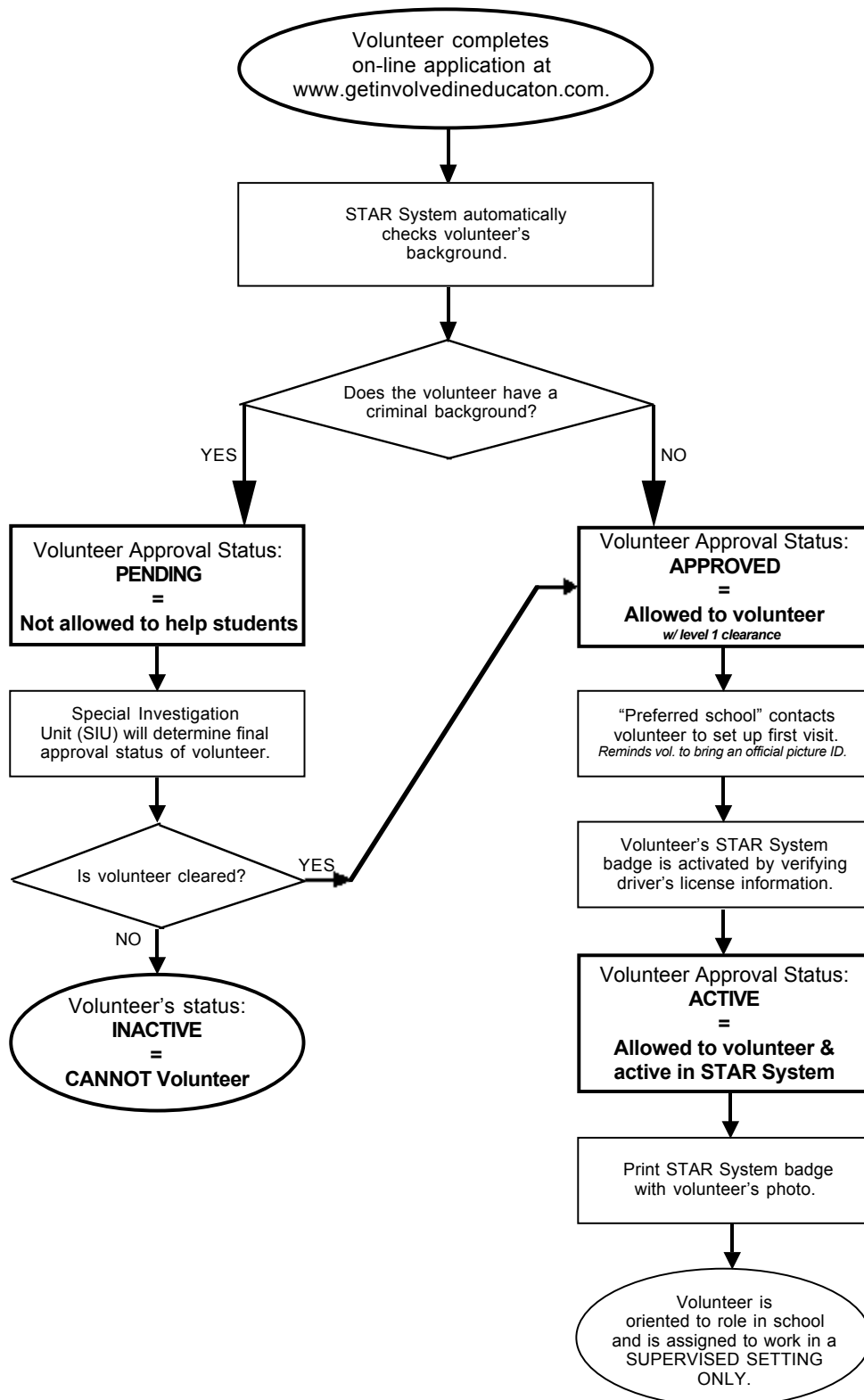
Volunteers who serve at more than one school will use the same badge at all of the other District schools (This does not include charter schools). If you have a volunteer serving at more than one school, he will need to keep his badge with him instead of at your school. To reduce lost badges, your school may prefer to give the volunteer a photocopy of the original badge you printed for him. The volunteer can then take the photocopy to the second school to use for scanning into STAR.



The STAR System's DYMO printed badge cannot be laminated without smearing. However, a photocopy of the DYMO badge can be laminated and will scan correctly.

Overview of the STAR System

Application Processing Flowchart



Overview of the STAR System

STAR System Software Modules

The STAR System is comprised of five separate elements, known as FAST-PASS modules. Three modules must be running whenever the STAR System is used for full operational capacity. These are FAST-PASS Registration, FAST-PASS Sentry, and FAST-Pass Volunteer Services. The STAR computer may display the modules as short-cuts on the desktop or as programs available in the Start menu. The following paragraphs briefly explain the functions of each module:

1. **FAST – PASS Registration Module** – Processes school visitors in the STAR System by collecting their identification information, checking their criminal background, capturing their photos, and printing their badges. The main user of this module is the End-User, who is located at the school’s front desk. A volunteer program manager’s use of this module is primarily for the viewing and printing of reports on volunteer activities.
2. **FAST – PASS Sentry Module** – Operates as the STAR System’s timekeeper and must be operating at all times. The Sentry Module also verifies visitors’ identity and tracks their entry and exit into a school site. Although this module will be scarcely viewed by program managers, it is a necessary component in the collection of volunteer service hours.
3. **FAST – PASS Volunteer Services Module** – Provides most of the STAR System’s features for the management of a volunteer program. These features include the ability to produce a list of all approved volunteers for a school, as well as the ability to view and amend a volunteer’s service history and hours.
4. **FAST – PASS Manager Module** – Supports the operation of the STAR System; not used by school staff.
5. **FAST – PASS Settings Module** – Supports the operation of the STAR System; not used by school staff.



For full functionality, develop the habit of opening FAST – PASS Registration, Sentry and Volunteer Services Modules each time the system is booted, including when rebooting is necessary due to service interruptions.



To remember which FAST – PASS modules are used for searches and reports, use this helpful formula: Services = Searches; Registration = Reports!

Overview of the STAR System

Logging Into the STAR System Modules

The steps to log into the Volunteer Services Module are illustrated below. Follow the same steps when logging into the FAST-PASS Registration Module:

1. Double click the FAST-PASS Volunteer Services icon found on the desktop, or in the Start menu.

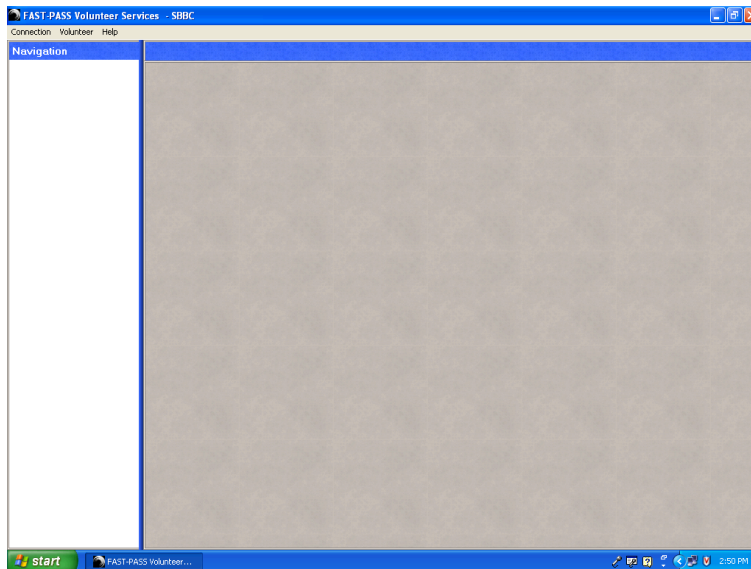


FAST-PASS Volunteer Services icon

2. Enter your school's USERNAME and PASSWORD, and click *Login*.

A dialog box titled "FAST-PASS Volunteer Services Login". It contains two text input fields: "User Name" and "Password". Below the fields are two buttons: "Login" with a checkmark icon and "Exit" with a red X icon.

The **Volunteer Services Module Home Page** will appear.



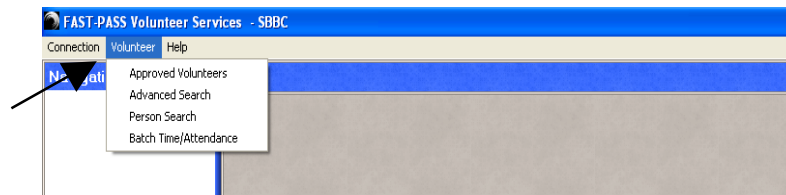
The username and password information is available through your school's End-User.

The Volunteer Services Module & STAR Searches

Understanding the Volunteer Services Module

The Volunteer Services Module provides most of the STAR System's features for accessing information pertinent to the school volunteer program. Features of this module include the ability to search for an individual volunteer's record, status, approval date, volunteer service hours, etc., but also include searches for your school's entire volunteer force.

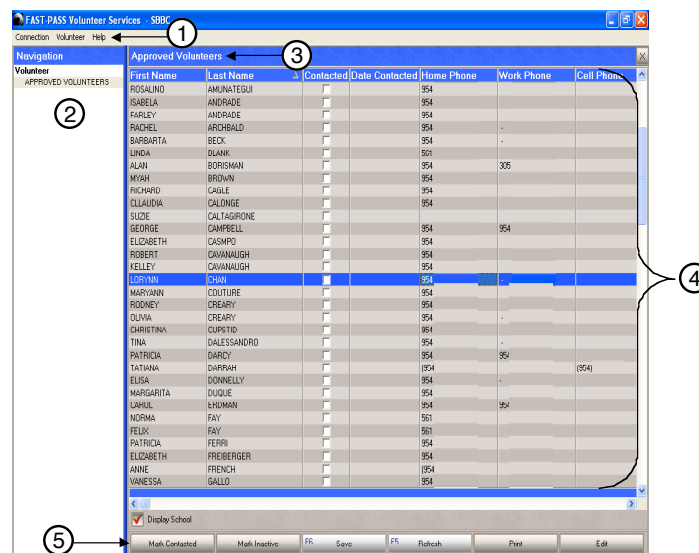
1. Log into the Volunteer Services Module.
2. On the menu bar select Volunteer and select the search you desire. Each search is discussed in the following pages.



Understanding the Volunteer Services Module Screens

The screens in the Volunteer Services Module are designed with the following five sections:

1. Menu Bar – contains the following menus: Connection, Volunteer, Help.
2. Navigation Area – shows the history of searches/actions taken in the module. It also allows the user to return to previous searches/actions by clicking on the title.
3. Sub-screen Title Bar – contains the name of the sub-screen area.
4. Sub-screen Area – displays the results of searches/actions.
5. Action Button Area – contains the execution buttons.



The columns in the sub-screen area may be rearranged to suit your needs. Use the side scroll bar to navigate the screen laterally to view all displayed columns. To change the order of the columns, drag each column by its title cell to its new position. To sort the results in ascending or descending order, click the column's title cell.

The Volunteer Services Module & STAR Searches

Printing from the Volunteer Services Module

Not all STAR screens and sub-screens allow printing. Some screens and sub-screens are for viewing only. However, when printing is an option, a print action button will be located in the action button area of your screen or a printer icon will be located on the screen.

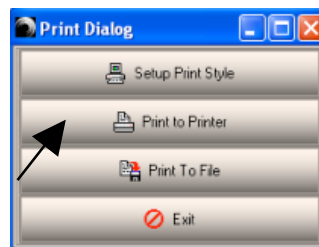
Identifying the Print Action Button

A Print Action button indicates any printable screens or sub-screens within the Volunteer Services Module.



Print to Printer

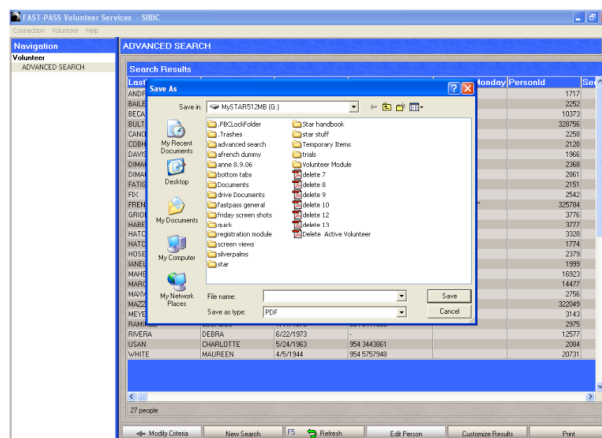
1. Click *Print*, located on the bottom of the screen in the action button area.
2. Click *Print to Printer*, and select your default printer.



Print to File

This feature allows you to save the screen as a PDF file. One of the benefits of this feature is that information in the STAR System can be disseminated electronically. A saved STAR PDF file can be emailed to any member of your group or school staff.

1. Click *Print*, located on the bottom of the screen in the action button area.
2. Click *Print to File*.
3. Complete the SAVE IN and FILE NAME fields, and click *Save*.



The Volunteer Services Module & STAR Searches

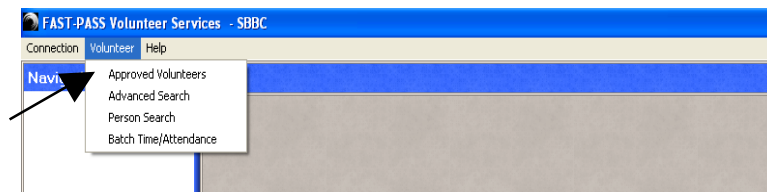
The Approved Volunteers List

The primary purpose of the Approved Volunteers list is to allow program managers to identify new on-line applicants. The list also provides the following information:

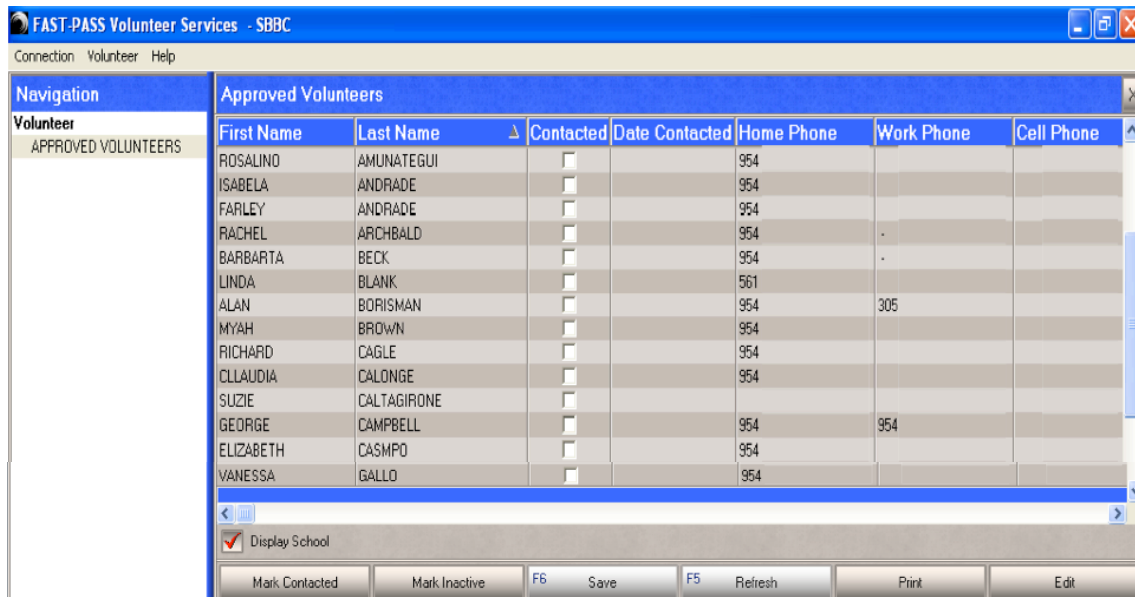
1. A list of all volunteers at your school with approved as their clearance status. The list of approved volunteers includes any persons who completed the BCPS on-line volunteer application and have been cleared by the STAR System's background check processes. These volunteers have obtained Level 1 clearance, but have not visited their "Preferred School" to have their volunteer badge printed.
2. Volunteers' contact information. The initial view of the **Approved Volunteers** sub-screen displays the full names of all approved volunteers at your school, as well as their home/work/cell phone numbers, and their E-mail addresses. In addition, there are two columns that allow you to record that you have contacted a volunteer, and the contact date.

Accessing the Approved Volunteers List

1. Log into the Volunteer Services Module.
2. On the menu bar select Volunteer, and click *Approved Volunteers*.



The **Approved Volunteers** sub-screen will appear.



First Name	Last Name	Contacted	Date Contacted	Home Phone	Work Phone	Cell Phone
ROSALINO	AMUNATEGUI	<input type="checkbox"/>		954		
ISABELA	ANDRADE	<input type="checkbox"/>		954		
FARLEY	ANDRADE	<input type="checkbox"/>		954		
RACHEL	ARCHBALD	<input type="checkbox"/>		954		
BARBARTA	BECK	<input type="checkbox"/>		954		
LINDA	BLANK	<input type="checkbox"/>		561		
ALAN	BORISMAN	<input type="checkbox"/>		954	305	
MYAH	BROWN	<input type="checkbox"/>		954		
RICHARD	CAGLE	<input type="checkbox"/>		954		
CLLAUDIA	CALONGE	<input type="checkbox"/>		954		
SUZIE	CALTAGIRONE	<input type="checkbox"/>				
GEORGE	CAMPBELL	<input type="checkbox"/>		954	954	
ELIZABETH	CASMPD	<input type="checkbox"/>		954		
VANESSA	GALLO	<input type="checkbox"/>		954		

The Volunteer Services Module & STAR Searches

Understanding the Execution Buttons

The Action button area:



- *Mark Contacted* – used to enter a note of having contacted a volunteer.
- *Mark Inactive* –inactivates the volunteer from participation at all schools. Use cautiously.
- *Save* – applies any changes made to a selected record.
- *Refresh* – returns screen and data to the last saved version.
- *Print* – sends current view-screen to default printing device.
- *Edit* – displays the individual record of a selected volunteer.



All approved volunteer applicants on your list entered your school as their “Preferred School”. Although these applicants have been instructed to contact their preferred school, it is much better customer service if you establish a system of contacting new applicants. We suggest that your volunteer management process includes a weekly check for new on-line applicants. (In the beginning of a school year, a twice-weekly check is recommended.) These prospective volunteers should be invited to visit the school to have their individual volunteer badge printed, and to be oriented and assigned to volunteer duties.

Managing the List – Including Marking Volunteers as Inactive

If you learn that a volunteer is not interested in volunteering at your school this year because he has moved, or no longer has a child at your school, etc., you may inactivate the record. However, use this option sparingly. An inactive status prevents the individual from volunteering at any District school location, not just your school. Once a record is made inactive, a school level manager cannot remove a volunteer’s inactive status. To remove a volunteer’s inactive status, contact the Volunteer Services Department.

The Volunteer Services Module & STAR Searches

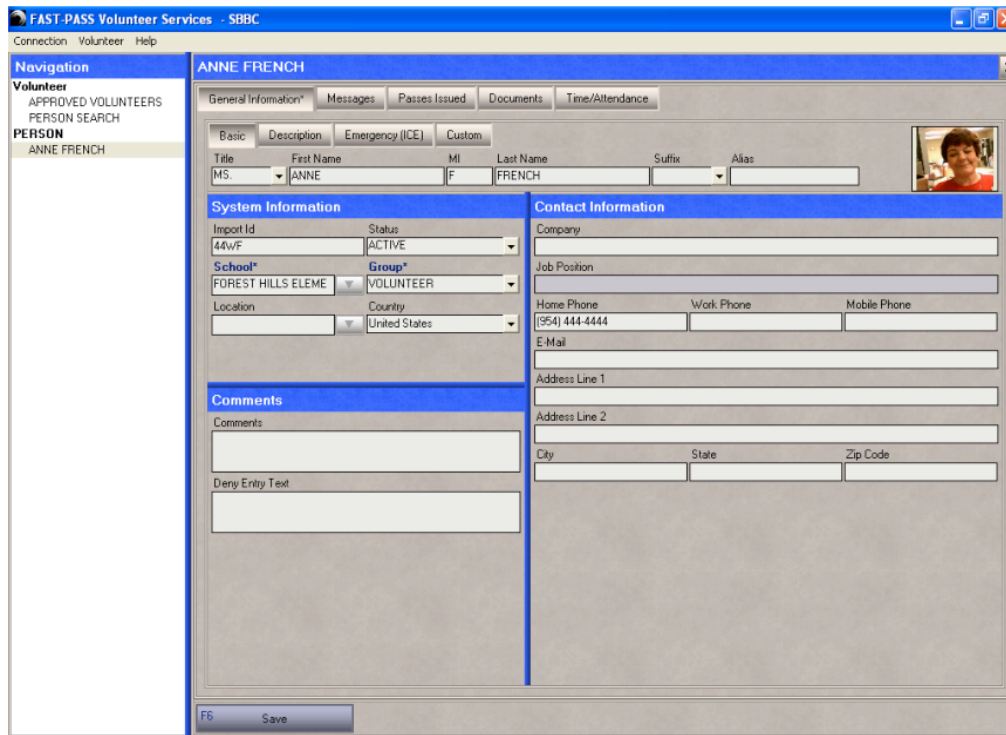
Accessing an Individual Volunteer Record Using the Approved Volunteers List

The **Approved Volunteer** sub-screen shows only a limited amount of information on each volunteer. However, you are able to access a volunteer's entire record from the Approved Volunteers List by following the instructions below.

1. In the **Approved Volunteers** sub-screen, select by highlighting the desired volunteer and click *Edit*.



2. The **Individual Volunteer Record** sub-screen will appear.



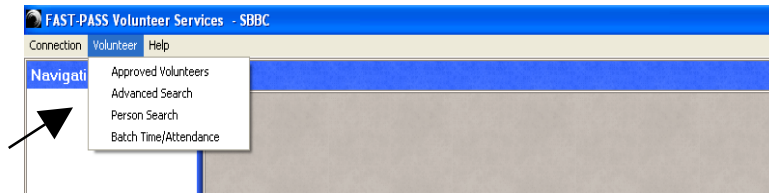
CAUTION! Only volunteers with an approved clearance status will be listed in the **Approved Volunteers** sub-screen. To access the individual record of a volunteer with an active, pending, or inactive clearance status, refer to the instructions provided on the following page.

The Volunteer Services Module & STAR Searches

Using the Person Search Feature to Locate Individual Volunteers

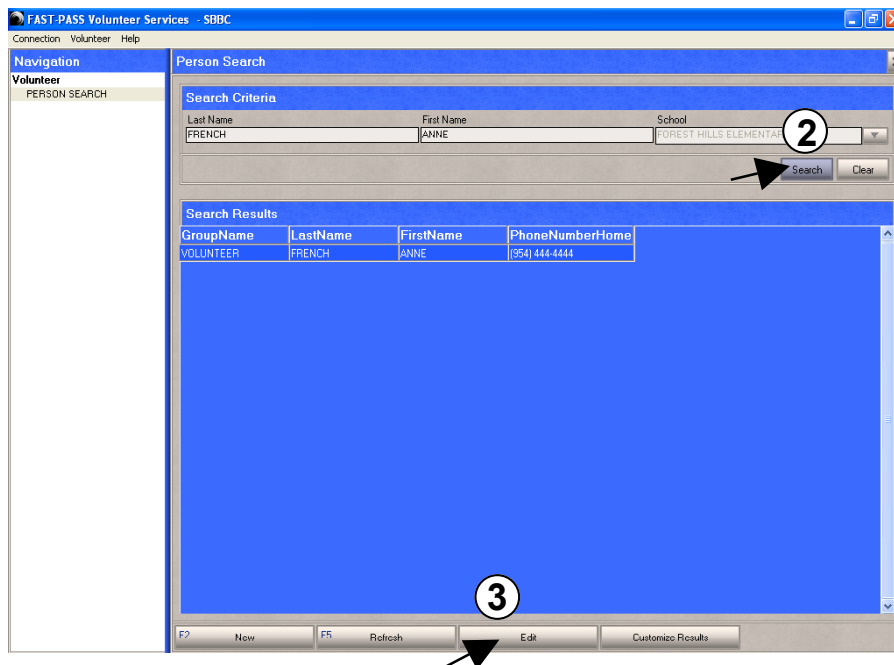
There may be instances when a volunteer's name is not located on the Approved Volunteers List search screen. The reasons that this might occur include: (a.) the status of this individual is not "approved". The volunteer's status may be active, pending or inactive; or (b.) the volunteer has no application in the STAR System. Follow these instructions to locate and review the volunteer's individual record.

1. Log into the Volunteer Services Module. On the menu bar select Volunteer, and click *Person Search*.



2. Type in the volunteer's last and first name, and click *Search*. (Legal name.)

The **Person Search** sub-screen will appear.



3. Select the record with the volunteer's name that contains volunteer as the Group Name and click *Edit*.

The Volunteer Services Module & STAR Searches

4. The **Individual Volunteer Record** sub-screen will appear.

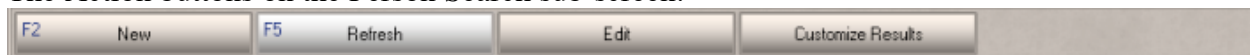
The screenshot shows the 'ANNE FRENCH' record in the 'FAST-PASS Volunteer Services - SBBC' application. The record is divided into several sections: 'Basic' information (Title: MS, First Name: ANNE, MI: F, Last Name: FRENCH), 'System Information' (Input Id: 44WF, Status: ACTIVE, School: FOREST HILLS ELEME, Group: VOLUNTEER, Location, Country: United States), and 'Contact Information' (Company, Job Position, Home Phone: (54) 444-4444, Work Phone, Mobile Phone, E-Mail, Address Line 1, Address Line 2, City, State, Zip Code). A 'Save' button is located at the bottom left of the record form.



Remember to click *Save* once you have made changes to an individual volunteer record, or the changes will not be stored.

Understanding the Person Search Sub-screen's Execution Buttons

The Action buttons on the Person Search sub-screen:



- *New* – not for school use. Clicking this button will produce an error message. *Volunteers cannot be entered from within the STAR System. New volunteers are added in the system when they complete the on-line volunteer application located on the Community Involvement Web site www.getinvolvedineducation.com.*
- *Refresh* – returns screen and data to the last system saved version.
- *Edit* – displays the individual record of the selected volunteer.
- *Customize Results* – allows customization of the Search Results sub-screen. Columns may be added, deleted or rearranged.

Individual Volunteer Record Screen Features & Editing Options

The management of a volunteer's personal and service information occurs in his individual record.

An individual volunteer record screen contains five tabs: General Information, Messages, Passes Issued, Documents, and Time/Attendance. The following pages will explore the features offered under each tab.

General Information Tab

There are four sub-screens available in the General Information tab:

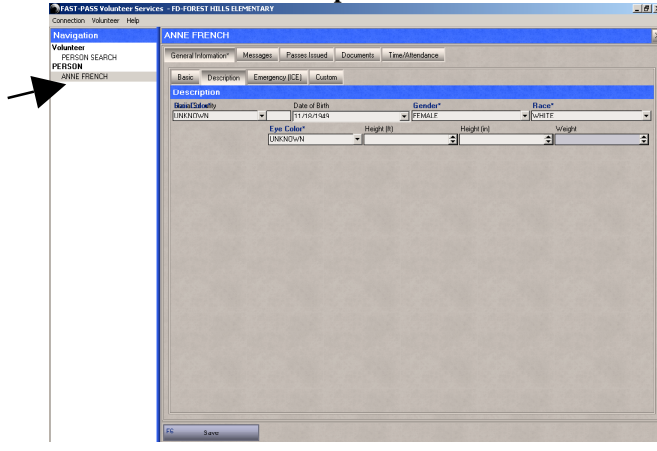
1. **Basic** sub-screen allows for:
 - Viewing the system information. This section cannot be edited.
 - Adding comments.
 - Editing a volunteer's contact information.
2. **Description** sub-screen allows for:
 - Editing a volunteer's nationality, race, gender, and physical traits.
3. **Emergency** sub-screen allows for:
 - Viewing and editing a volunteer's emergency contact information.
4. **Custom** sub-screen allows for:
 - Viewing of information from the on-line application, which includes a volunteer's area of interests (AOI).

Basic sub-screen

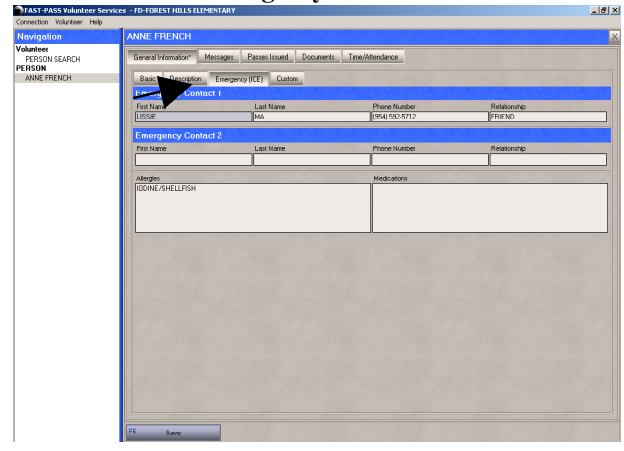
The screenshot displays the 'Basic' sub-screen for a volunteer named ANNE FRENCH. The interface includes a navigation pane on the left with options like 'PERSON SEARCH' and 'PERSON'. The main content area has tabs for 'General Information*', 'Messages', 'Passes Issued', 'Documents', and 'Time/Attendance'. Under 'General Information*', there are sub-tabs for 'Basic', 'Description', 'Emergency (ICE)', and 'Custom'. The 'Basic' sub-tab is active, showing fields for Title (MS), First Name (ANNE), MI (F), Last Name (FRENCH), Suffix, and Alias. Below this are sections for System Information and Contact Information. System Information includes Import Id (44v/F), Status (APPROVED), School (FOREST HILLS ELEME), and Group (VOLUNTEER). Contact Information includes Company, Job Position, Home Phone (354) 543-3939, Work Phone, Mobile Phone, E-Mail (AFRENCH@BROWARDSCHOOLS.COM), Address Line 1 (600 SE 3RD AVE), Address Line 2, City (FORT LAUDERDALE), State (FL), and Zip Code (33301). A 'Comments' section is also present with a 'Comments' field and a 'Demo Entry Text' field. A 'Save' button is located at the bottom left of the form.

The Volunteer Services Module & STAR Searches

Description sub-screen

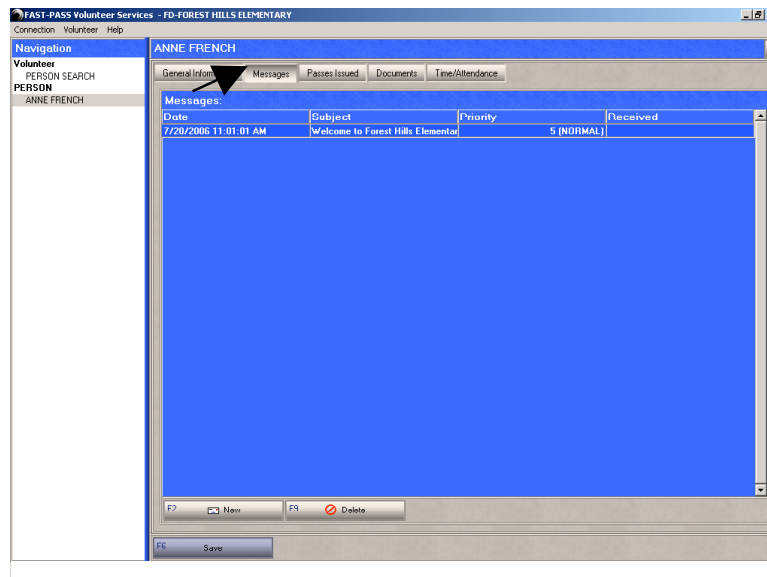


Emergency sub-screen



Messages Tab

The Messages tab contains only the **Messages** sub-screen, which allows the user to send messages within the STAR System to the selected volunteer. All created messages are stored in the system and will appear when the volunteer scans his badge. End-Users are instructed to read the message to the volunteer. This may be a convenient way to inform a volunteer that he forgets to check out or that his assigned teacher will be absent today!

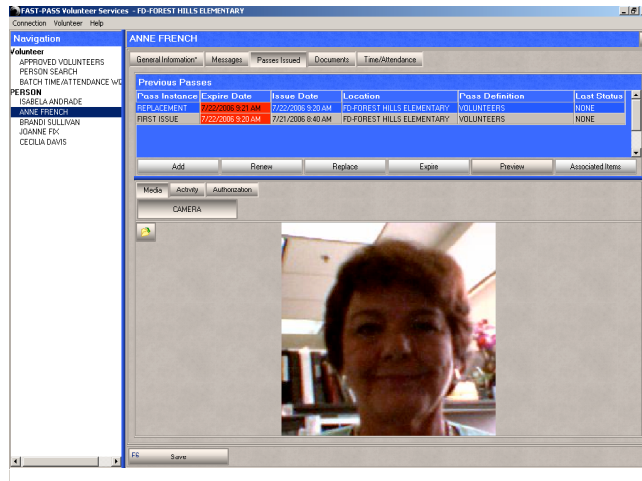


The Volunteer Services Module & STAR Searches

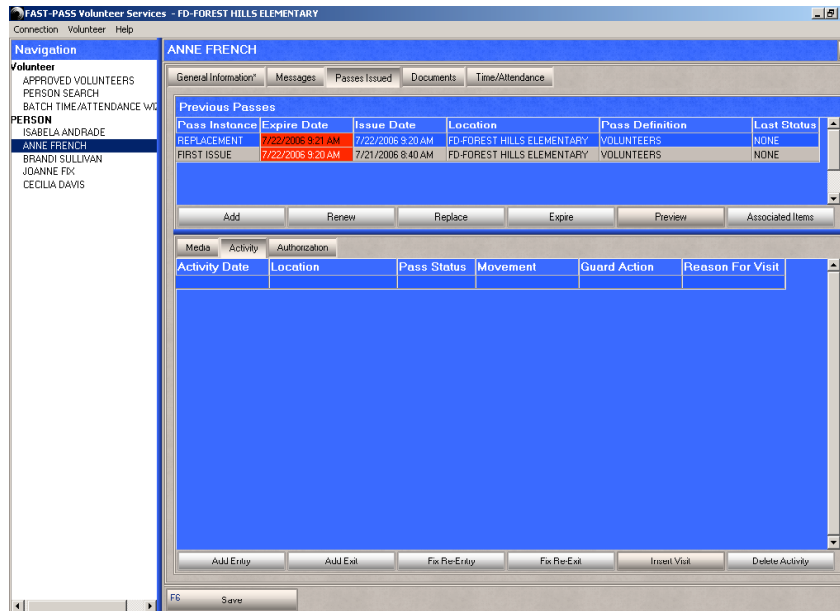
Passes Issued Tab

There are numerous sub-screens available under the Passes Issued tab; however, only the following pertains to the management of a volunteer program.

1. **Media** sub-screen allows for:
 - Viewing a volunteer's photo.



2. **Activity** sub-screen allows for:
 - Viewing a volunteer's entire and detailed service history to a school.
 - Editing service record information.
 - Adding after school and off-site hours to a volunteer's record.



The Volunteer Services Module & STAR Searches

Documents Tab

The Documents tab contains only the **Driver's License** sub-screen, which allows for the viewing and editing of a volunteer's driver's license information. However, the driver's license number is not accessible to STAR End-Users or to the Volunteer Services Department.

FAST-PASS Volunteer Services - FD-FOREST HILLS ELEMENTARY

Navigation: Volunteer Services

Volunteer: APPROVED VOLUNTEERS, PERSON SEARCH, BATCH TIME/ATTENDANCE W

PERSON: ISABELA ANDRADE, ANNE FRENCH, BRANDI SULLIVAN, JOANNE FX, CECILIA DAVIS

ANNE FRENCH

General Information | Messages | **Passes Issued** | Documents | Time/Attendance

Drivers License

First Name: ANNE, Last Name: FRENCH

Gender: FEMALE, Dob: []

Height Ft: [], Height In: [], Weight: []

Address Line 1: 630 SE 3RD AVENUE

Address Line 2: []

City: FORT LAUDERDALE, State: FL, Zipcode: 33301

Issue Date: 11/18/2005, Expire Date: 11/18/2011

Driver Class: [], Validation Test: UNKNOWN

Save

Time/Attendance Tab

The Time/Attendance tab contains only the **Attendance Parameters** sub-screen, which allows for the viewing and printing a volunteer's service history at the school or District. See more information on viewing service hour records on the next page.

FAST-PASS Volunteer Services - FD-FOREST HILLS ELEMENTARY

Navigation: Volunteer Services

Volunteer: APPROVED VOLUNTEERS, PERSON SEARCH, BATCH TIME/ATTENDANCE W

PERSON: ISABELA ANDRADE, ANNE FRENCH, BRANDI SULLIVAN, JOANNE FX, CECILIA DAVIS

ANNE FRENCH

General Information | Messages | Passes Issued | Documents | **Time/Attendance**

Attendance Parameters

Start Date: 6/24/2006, End Date: 7/22/2006 11:59:59 PM

Unit Of Time: Daily, Parent Location: []

Run | Print | Design | Export To CSV

Start Date	End Date	Hours Worked
7/22/2006	7/22/2006 11:59:59 PM	0.00
7/21/2006	7/21/2006 11:59:59 PM	0.00
7/20/2006	7/20/2006 11:59:59 PM	0.00
7/19/2006	7/19/2006 11:59:59 PM	0.00
7/18/2006	7/18/2006 11:59:59 PM	0.00
7/17/2006	7/17/2006 11:59:59 PM	0.00
7/16/2006	7/16/2006 11:59:59 PM	0.00
7/15/2006	7/15/2006 11:59:59 PM	0.00
7/14/2006	7/14/2006 11:59:59 PM	0.00
7/13/2006	7/13/2006 11:59:59 PM	0.00
7/12/2006	7/12/2006 11:59:59 PM	0.00
7/11/2006	7/11/2006 11:59:59 PM	0.00
7/10/2006	7/10/2006 11:59:59 PM	0.00
7/9/2006	7/9/2006 11:59:59 PM	0.00
7/8/2006	7/8/2006 11:59:59 PM	0.00
7/7/2006	7/7/2006 11:59:59 PM	0.00
7/6/2006	7/6/2006 11:59:59 PM	0.00
7/5/2006	7/5/2006 11:59:59 PM	0.00
7/4/2006	7/4/2006 11:59:59 PM	0.00
7/3/2006	7/3/2006 11:59:59 PM	0.00
7/2/2006	7/2/2006 11:59:59 PM	0.00
7/1/2006	7/1/2006 11:59:59 PM	0.00
6/30/2006	6/30/2006 11:59:59 PM	0.00

Save

The Volunteer Services Module & STAR Searches

Viewing Service Hour Records for Individual Volunteers

This search allows you to view and print an individual volunteer's entire service history at the school or within the District. This feature is helpful in determining a volunteer's eligibility for a VAST Lapel Pin Award.

1. Log into the Volunteer Services Module. On the menu bar select Volunteer, and click *Person Search*.
2. Type in the volunteer's last and first name, and click *Search*.
3. Select the record with the volunteer's name that contains volunteer as the Group Name, and click *Edit*.
4. Select the Time/Attendance tab, and the Attendance Parameters fields will appear.
5. To customize the search, enter the Start Date for the period you wish to search, normally July 1, of the current school year. The End Date is preset to the current date, though this can be changed if you are interested in limiting the search period. The UNIT OF TIME field can be changed so the volunteer's service history can be shown as daily, weekly, bi-weekly or for the entire range between the start date and end date. If you are interested in only the hours served at your school location, pull down the arrow on the right side of the PARENT LOCATION field and select your school. If interested in the volunteer's service hours at all District schools, leave the PARENT LOCATION field blank.
6. Click *Run*.



The screenshot shows the 'FAST-PASS Volunteer Services - FD-FOREST HILLS ELEMENTARY' application. The 'Attendance Parameters' section is visible, with 'Start Date' set to 6/24/2006 and 'End Date' set to 7/22/2006 11:59:59 PM. The 'Unit Of Time' is set to 'Daily' and 'Parent Location' is blank. Below this, a table displays the search results for ANNE FRENCH, showing a list of dates and 'Hours Worked' for each date. All hours worked are listed as 0.00.

Start Date	End Date	Hours Worked
7/22/2006	7/22/2006 11:59:59 PM	0.00
7/21/2006	7/21/2006 11:59:59 PM	0.00
7/20/2006	7/20/2006 11:59:59 PM	0.00
7/19/2006	7/19/2006 11:59:59 PM	0.00
7/18/2006	7/18/2006 11:59:59 PM	0.00
7/17/2006	7/17/2006 11:59:59 PM	0.00
7/16/2006	7/16/2006 11:59:59 PM	0.00
7/15/2006	7/15/2006 11:59:59 PM	0.00
7/14/2006	7/14/2006 11:59:59 PM	0.00
7/13/2006	7/13/2006 11:59:59 PM	0.00
7/12/2006	7/12/2006 11:59:59 PM	0.00
7/11/2006	7/11/2006 11:59:59 PM	0.00
7/10/2006	7/10/2006 11:59:59 PM	0.00
7/9/2006	7/9/2006 11:59:59 PM	0.00
7/8/2006	7/8/2006 11:59:59 PM	0.00
7/7/2006	7/7/2006 11:59:59 PM	0.00
7/6/2006	7/6/2006 11:59:59 PM	0.00
7/5/2006	7/5/2006 11:59:59 PM	0.00
7/4/2006	7/4/2006 11:59:59 PM	0.00
7/3/2006	7/3/2006 11:59:59 PM	0.00
7/2/2006	7/2/2006 11:59:59 PM	0.00
7/1/2006	7/1/2006 11:59:59 PM	0.00
6/30/2006	6/30/2006 11:59:59 PM	0.00

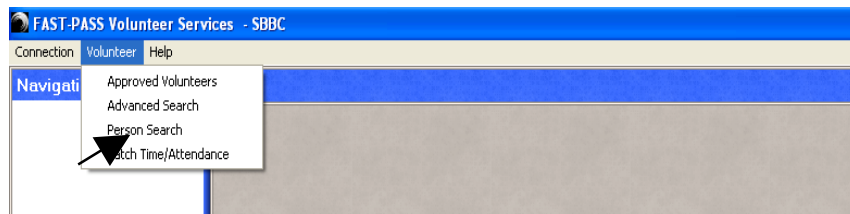
7. The results of these searches should be printed and used as evidence of volunteers' documented service hours to your school.

The Volunteer Services Module & STAR Searches

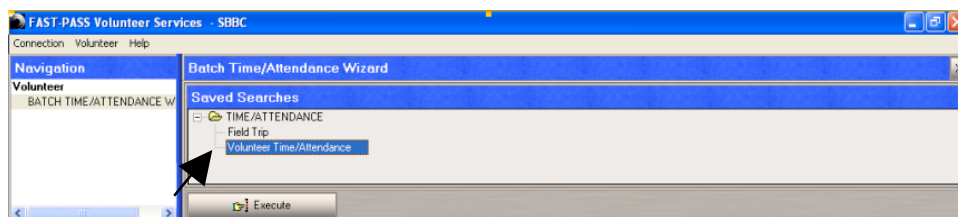
Viewing Service Hour Records for All Volunteers

This search allows you to view and print the total number of hours served by all of the active volunteers who named your school as their primary school location. This feature is helpful in determining which volunteers are eligible for a VAST Lapel Pin Award and in completing the application for the Golden School Award.

1. Log into the Volunteer Services Module. On the menu bar select Volunteer, and click *Batch Time/Attendance*.



2. In the sub-screen area select Volunteer Time/Attendance, and click *Execute*.



3. To customize the search, enter the START DATE for the period you wish to search, normally July 1, of the current school year. The END DATE is preset to the current date, though this can be changed if you are interested in limiting the search period.

4.



5. Enter your school's location name under the ROOT LOCATION field, and click *Calculate Hours*, if you are only interested in the service hours at your school. (Suitable for the Golden School Award) However, if you are interested in the hours your volunteers have served at all District schools, leave the ROOT LOCATION field blank. (Suitable for the VAST Lapel Pin Award.)

The Volunteer Services Module & STAR Searches

- The Batch Time Attendance screen will appear, which can be sorted by volunteer's last name, or number of hours by clicking on the column title. The columns in the report can be moved for better organization by grabbing the column title and moving it to a new location.
- The results of these searches should be printed and used as evidence of volunteers' documented service hours to your school. To help you organize your results, sort the columns by the volunteers' last name.

Hours Worked	LastName	FirstName	PhoneNumberHome	Email	Dob	Title
0.00	DIMAGRO	GIUSEPPE	954 2278211		12/14/1969	
0.00	DIMAGRO	LISA	954 2278211		7/9/1970	
0.00	FATIGATE	DENISE	954 2551622		3/14/1968	
0.00	FDK	JOANNE	954 3468990		1/15/1968	
0.11	FRENCH	ANNE	(954) 444-4444		11/18/1949	MS.
0.00	GRIOLI/CLINEMAN	WENDY	954 7538672		6/25/1976	
0.00	HABER	WILLIAM	954 7204795		10/27/1936	
0.00	HATCH	PAUL	954 7523244		1/29/1965	
0.00	HATCH	ANNA	954 7523244		7/19/1966	
0.00	HOSEIN	GERANICA	954 9842893		5/8/1969	
0.00	IANELLI	CLAUDIA	954 2272445		5/28/1958	
0.00	MAHER	KIM	954 3499194		9/16/1965	
0.00	MARCONI	HAZEL	954 4509852		9/30/1921	
0.00	MAXWELL	KRISTIN	954 3415761		9/16/1964	
0.00	MAZZA	YOLANDE	954 9784944		9/10/1931	
0.00	MEYERS	MONICA	954 9579899		12/22/1936	
0.00	RAMIREZ	LOURDES	954 3411906		7/11/1970	
0.00	RIVERA	DEBRA	-		6/22/1973	
0.00	USAN	CHARLOTTE	954 3443961		5/24/1963	
0.00	WHITE	MAUREEN	954 5757348	JULIE_MONTALVO@VIAI	4/5/1944	



Remember that service hours are only collected for active volunteers using their volunteer badge and signing in and out in STAR. Service time is not calculated for volunteers being checked in as visitors, or who do not return to the school office to log out before leaving the campus.

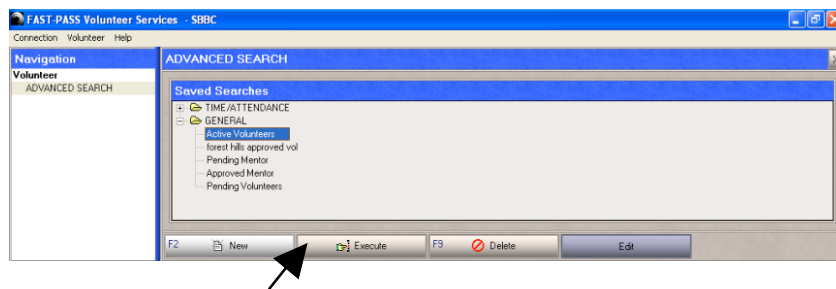
The Volunteer Services Module & STAR Searches

Volunteer Advanced Searches

Using the system's advanced search feature, volunteer reports can be designed to show specific information and column order. Currently, STAR has only 3 functioning advanced search options: Active Volunteers, Approved Volunteers and Pending Volunteers. Unlike the system's reports, the searches allow you to manipulate the data to display specific information. Once the results of your search are organized to your liking, you can print them and they will appear in a report format.

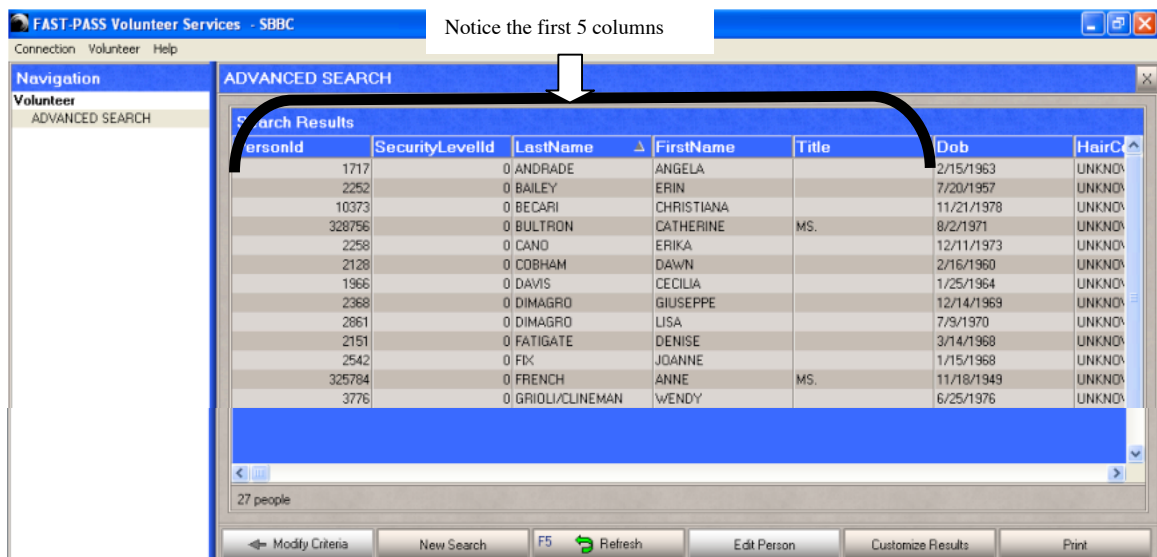
Customized Search Lists

1. Log into the Volunteer Services Module. On the menu bar select Volunteer, and click *Advanced Search*.
2. Select Active Volunteers (Approved Volunteers or Pending Volunteers), and click *Execute*.



3. Select the five columns to include in the report and move them to first five column positions. Click *Print* to print or save report as a PDF document. (See pages 12-14 for more printing instructions.)

The original view of **Active Volunteers** search result.



The Volunteer Services Module & STAR Searches



The system will only print the first five columns with a portrait setting or first seven columns with a landscape setting.

The edited view of **Active Volunteers** search result.

Notice the first 5 columns

LastName	FirstName	Dob	PhoneNumberHome	AvailableMonday	PersonId	Se
ANDRADE	ANGELA	2/15/1963	954		1717	
BAILEY	ERIN	7/20/1957	954		2252	
BECARI	CHRISTIANA	11/21/1978	-		10373	
BULTRON	CATHERINE	8/2/1971	954	"MORNING"	328756	
CANO	ERIKA	12/11/1973	954		2258	
COBHAM	DAWN	2/16/1960	954		2128	
DAVIS	CECILIA	1/25/1964	954		1966	
DIMAGRO	GIUSEPPE	12/14/1969	954		2368	
DIMAGRO	LISA	7/9/1970	954		2861	
FATIGATE	DENISE	3/14/1968	954		2151	
FIX	JOANNE	1/15/1968	954		2542	
FRENCH	ANNE	11/18/1949	954	"AFTERNOON"	325784	
GRIOLI/CLINEMAN	WENDY	6/25/1976	954		3776	

27 people

Active Volunteers search result. Printed report sample.

Active Volunteers				
Last Name	First Name	Dob	Phone Number Home	Available Monday
ANDRADE	ANGELA	2/15/1963		
BAILEY	ERIN	7/20/1957		
BECARI	CHRISTIANA	11/21/1978		
BULTRON	CATHERINE	8/2/1971	:	"MORNING"
CANO	ERIKA	12/11/1973		
COBHAM	DAWN	2/16/1960		
DAVIS	CECILIA	1/25/1964		
DIMAGRO	GIUSEPPE	12/14/1969		
DIMAGRO	LISA	7/9/1970		
FATIGATE	DENISE	3/14/1968		
FIX	JOANNE	1/15/1968		
FRENCH	ANNE	11/18/1949	:	"AFTERNOON"
GRIOLI/CLINEMAN	WENDY	6/25/1976		
HABER	WILLIAM	10/27/1936		
HATCH	PAUL	1/29/1965		
HATCH	ANNA	7/19/1966		
HOSEIN	GERANICA	5/8/1969		
IANELLI	CLAUDIA	5/28/1958		
MAHER	KIM	9/16/1965		
MARCONI	HAZEL	9/30/1921		
MAXWELL	KRISTIN	9/16/1964		
MAZZA	YOLANDE	9/10/1931		
MEYERS	MONICA	12/22/1936		
RAMIREZ	LOURDES	7/11/1970		
RIVERA	DEBRA	6/22/1973		
USAN	CHARLOTTE	5/24/1963		
WHITE	MAUREEN	4/5/1944		

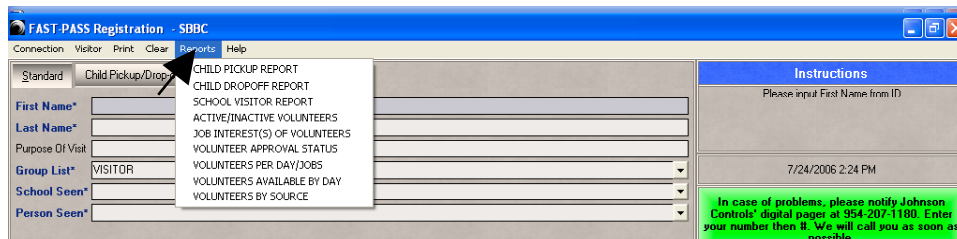
The Registration Module & STAR Reports

Understanding the Registration Module & STAR Reports

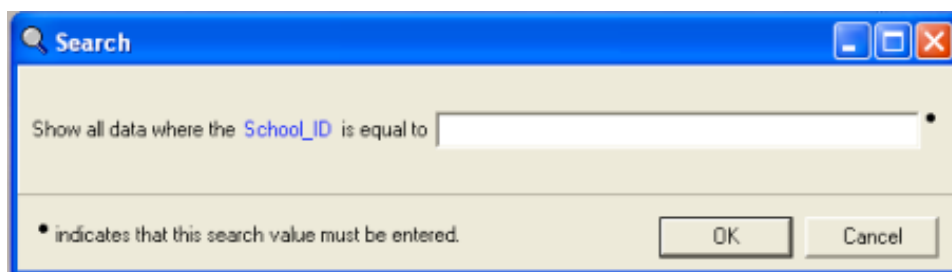
The STAR System has six volunteer reports in the Registration Module. At the school level, these reports will provide a snapshot of volunteer involvement. Please note that the information in a report cannot be rearranged or modified. Unlike the search lists in the Volunteer Module, these reports are static.

Instructions

1. Double click the FAST-PASS Registration icon found on the desktop, or in the Start menu and log in using your school's USERNAME AND PASSWORD. Click *Login*.
2. The **Standard Registration** screen will appear.
3. On the menu bar select Reports, and click on one of the following report options:
 - a. Active/Inactive Volunteers
 - b. Job Interest(s) of Volunteers
 - c. Volunteer Approval Status
 - d. Volunteer per Day/Job
 - e. Volunteers Available by Day
 - f. Volunteers by Source



4. A search criteria window will open. Enter your school's 4-digit location number. The School ID is your school's location number.



The search criteria screen for most of the reports will appear as above. The exceptions will be discussed in their respective sections.



Remember that these reports will not include volunteers who have not completed an on-line application. At the present time, these include Mentors, student volunteers, as well as volunteers who did not select your school as their "Preferred School" on the on-line application.

The Registration Module & STAR Reports

Printing from the Registration Module

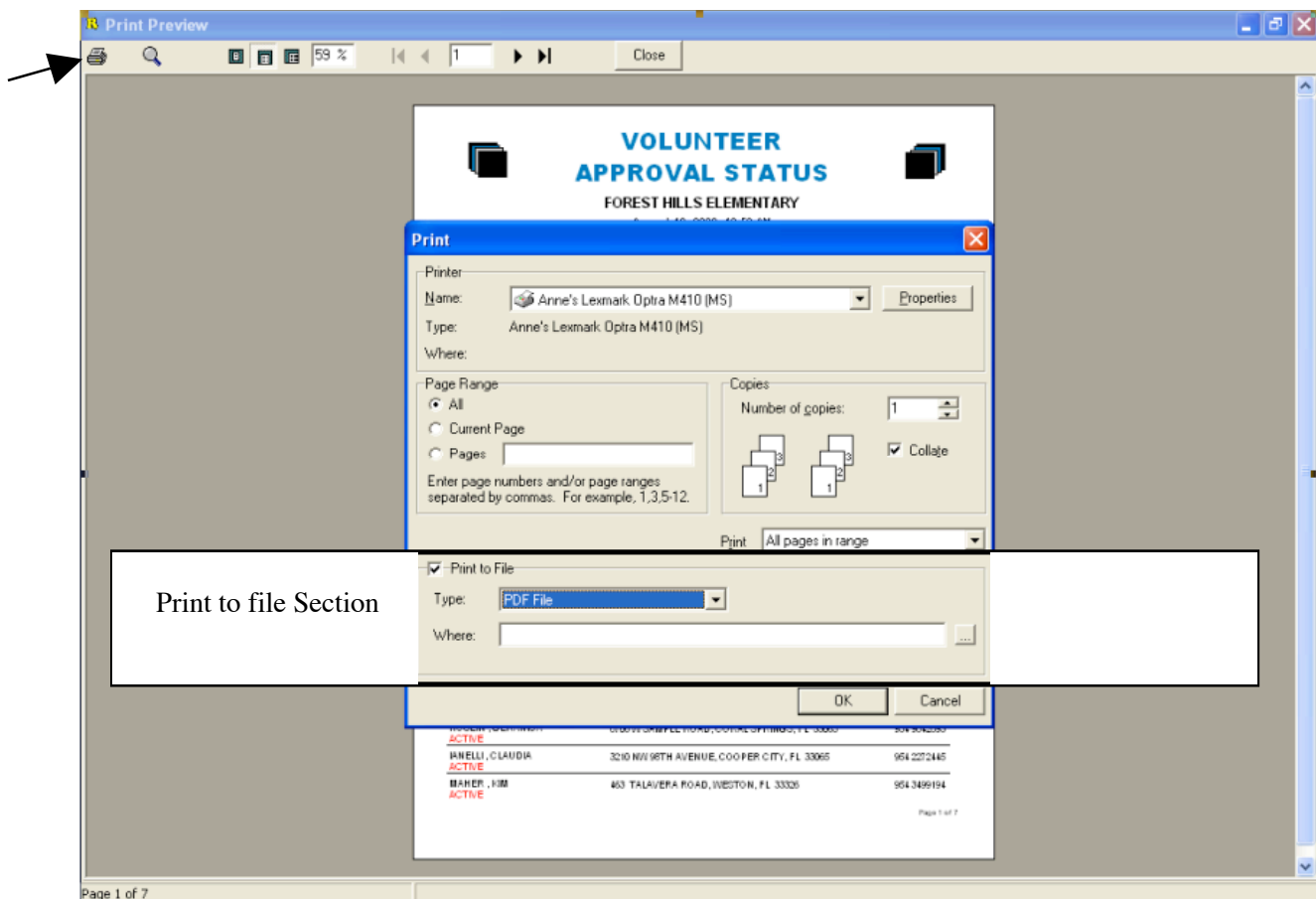
All reports used in the Registration Module are printable. The printer icon is usually in the upper left corner of the report screen. STAR also allows printing to a PDF and/or Excel format convenient for sharing the report to others.

Print to Printer

1. Click the printer icon, located in the upper left corner of the report preview screen.
2. Select the desired network printer by completing the PRINTER NAME field. Click *Ok*.
3. A window will open to define the printing options below.

Print to File

1. Click the printer icon.
2. Click the *Print to File* box located on the bottom of the print window.
3. For the TYPE field, select the PDF File option.
4. Select the button marked by the three periods located on the right of the WHERE field to choose the file name and location for the PDF file, and click *OK*.



The Registration Module & STAR Reports

Active/Inactive Volunteers Report

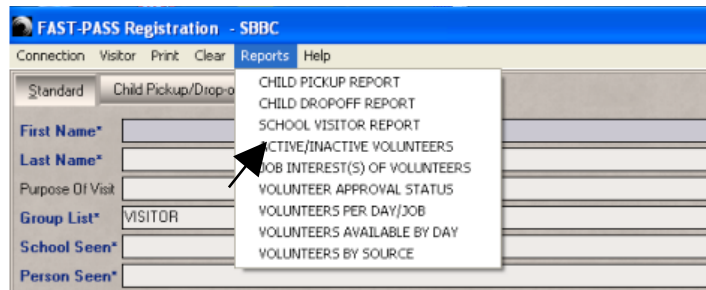
Depending on your search request, this report lists the names of all volunteers who are active or inactive in your school. A great program management tool, it can serve as a roster of everyone who: selected your school as the preferred school and who is actively volunteering in your school. This alpha listing includes each volunteers' E-mail address, and home/work phone numbers, if available.



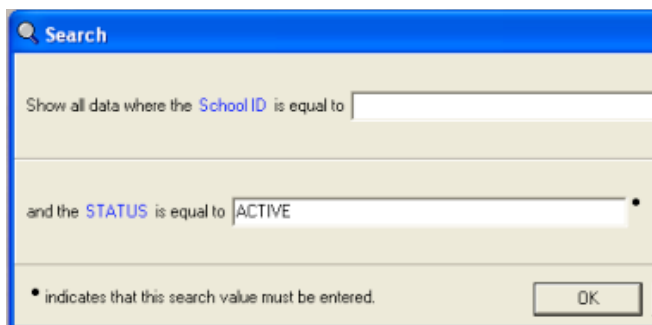
Unfortunately, this report does NOT include volunteers who wish to serve at your school, but who did not indicate your school as their #1 preferred school location, mentors from the Youth Mentoring Programs Department, or students serving their community service hours at your school location. STAR does not yet have capacity to include these individuals in any system reports. It is recommended that these names be compiled in a manual log for future reference, such as recognition activities for volunteers.

Instructions

1. Log into the Registration Module. On the menu bar select Report, and click *Active/Inactive Volunteers*.



2. In the first field, enter your school's 4-digit location number.
3. In the second field, enter the volunteer status. (Active is the default option.) Click *Ok*.



The screenshot shows a report titled 'ACTIVE VOLUNTEER REPORT' for 'FOREST HILLS ELEMENTARY' dated 'July 19, 2006 1:30 PM'. The report is displayed in a 'Print Preview' window. It features a table with the following columns: Volunteer Name, E-Mail Address, Home Phone #, and Work Phone #. The data is listed in alpha order.

Volunteer Name	E-Mail Address	Home Phone #	Work Phone #
ANDRADE, ANGELA		954	-
BAILEY, ERIN		954	-
BECHARI, CHRISTIANA		-	-
BULTRON, CATHERINE	@AOL.COM	(954)	-
CANO, ERKA		954	-
COBHAM, DAWN		954	-
DAVIS, CECILIA		954	-
DIMAGRO, GIUSEPPE		954	-
DIMAGRO, LISA		954	-
FATIGATE, DENISE		954	-
FIX, JOANNE		954	-
GRIOLUCLINEMAN, WENDY		954	-
HARPER, WILLIAM		954	-

The Registration Module & STAR Reports

Job Interest(s) of Volunteers Report

This report lists the volunteer activities that interest the approved volunteers who completed the on-line volunteer application. When provided, this information is helpful in filling specific volunteer needs (i.e. field trip chaperone).

Instructions

1. Log into the Registration Module. On the menu bar select Report, and click *Job Interest(s) of Volunteers*.
2. Enter your school's 4-digit location number, and click *Ok*.

The screenshot shows a 'Print Preview' window with a blue title bar. The report content is as follows:

Visitor Name	Home Phone #	Email Address
ANDRACIC, ANGELA	954	
Careers: Class Support: CMB: School Support: Teaching:		
BAILEY, ERIN	954	
Careers: Class Support: CMB: School Support: Teaching:		
BECARL, CHRISTIANA	-	
Careers: Class Support: CMB: School Support: Teaching:		
BULTRON, CATHERINE	954	8927@AOL.COM
Careers: Class Support: *ASSET IN CLASSROOM* CMB: *FIELD TRIP CHAPERONE* ← Example School Support: Teaching:		
CANO, ERIKA	954	
Careers: Class Support: CMB: School Support: Teaching:		
COBHAM, DAWN	954	
Careers: Class Support: CMB: School Support: Teaching:		

Page 1 of 5

The Registration Module & STAR Reports

Volunteer Approval Status Report

This report lists the names of all new and returning volunteers at your school, who are required to complete an online volunteer application. It is your school's volunteer program roster and it provides a number count of those included in the report. However, it will not include mentors, student volunteers, as well as volunteers who did not select your school as their #1 Preferred School on the on-line application. The volunteers in the report are presented in four categories:

- Active* A clearance status that indicates that the volunteer has a printed volunteer badge, and is ready to serve or is presently serving.
- Approved* A clearance status that indicates that the applicant completed the BCPS On-line volunteer application and has been cleared by the STAR System's background check processes.
- Inactive* A clearance status that indicates: (1) The applicant failed the security clearance screening. This is indicated by a Deny Entry message. (2) The applicant has indicated he will not be serving this school year.
- Pending* A clearance status that indicates that the applicant has not yet been cleared in the STAR System.

Instructions

1. Log into the Registration Module. On the menu bar select Report, and click *Volunteer Approval Status*.
2. Enter your school's 4-digit location number, and click *Ok*.

Volunteer Name	Address	Home Phone #
ANDRADE , ANGELA ACTIVE	BOULEVARD, MARGATE, FL 33063	
BAILEY , ERIN ACTIVE	COURT, CORAL SPRINGS, FL 33067	
ZEITER , TANJA APPROVED	29TH DRIVE, CORAL SPRINGS, FL 33065	
BARRETT , NATASHA INACTIVE	DRIVE, CORAL SPRINGS, FL 33065	
CUMMINGS , PAMELA INACTIVE	88TH WAY, CORAL SPRINGS, FL 33071	
SMITH , MICHELLE INACTIVE	2ND DRIVE, PEMBROKE PINES, FL 33027	
HARRIS , CLYDE PENDING	23RD MANOR, CORAL SPRINGS, FL 33065	
MERCADO , ALBERT PENDING	79TH TERRACE, CORAL SPRINGS, FL 33065	

Group Total: **131**

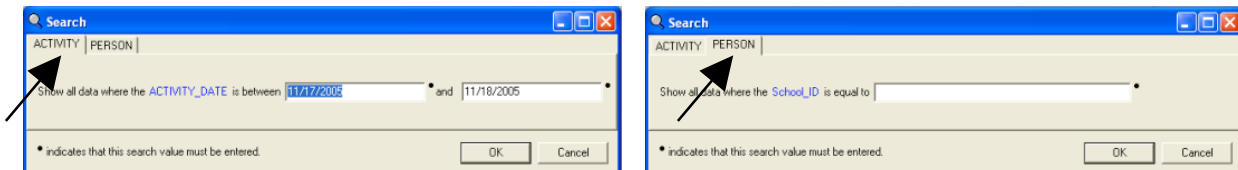
The Registration Module & STAR Reports

Volunteer Per Day/Job Report

This report is designed to show a list of volunteers and their activities during a specified time period. You can use this report to identify everyone who helped on a certain day, or with a special project (Book Fair), or a similar short-term volunteer event.

Instructions

1. Log into the Registration Module. On the menu bar select Report, and click *Volunteer Per Day/Job*.
2. Under the Activity tab enter the dates in which the volunteer activity took place, and click *Ok*. Please note: The end date must be at least one day later than the start date.
3. Click the Person tab, enter your school's 4-digit location number, and click *Ok*.



The screenshot shows a 'Print Preview' window with a report titled 'VOLUNTEERS PER DAY/JOB' for Forest Hills Elementary on August 12, 2006. The report lists volunteer names, activity dates, and reasons for visit.

Volunteer Name	Activity Date	Reason For Visit
ANDRADE, ANGELA	03/27/2006 8:49 AM	VOLUNTEER
HATCH, ANNA	03/15/2006 10:22 AM	CLASSROOM ASSISTANTS
DAVE, CECILIA	03/22/2006 9:01 AM	VOLUNTEER
WHEELI, CLAUDIA	05/03/2006 7:44 AM	BOOK FAIR
USAN, CHARLOTTE	03/15/2006 9:59 AM	VOLUNTEER
COBHAM, DAWN	03/15/2006 8:59 AM	CLASSROOM ASSISTANTS
FATGATE, DENISE	04/05/2006 10:24 AM	FIELD DAY
BAILEY, ERIN	04/07/2006 9:03 AM	CLASSROOM ASSISTANTS
CAND, ERICA	05/01/2006 8:04 AM	FIELD TRIP
DIMAGNO, GIUSEPPE	04/28/2006 8:30 AM	FIELD TRIP
HOGEN, GERANICA	04/19/2006 9:01 AM	FIELD TRIP
FOX, JOANNE	04/06/2006 9:02 AM	VOLUNTEER
MAXWELL, KRISTIN	03/10/2006 2:43 PM	CLASSROOM ASSISTANTS
DIMAGNO, LISA	03/29/2006 1:29 PM	VOLUNTEER
PAMIREZ, LOURDES	04/06/2006 8:32 AM	FIELD DAY
MEYERS, BONICA	03/24/2006 9:30 AM	VOLUNTEER
HATCH, PAUL	03/30/2006 9:27 AM	VOLUNTEER
GRILLICLIMBMAN, WENDY	04/05/2006 8:27 AM	FIELD DAY
HARPER, WILLIAM	05/09/2006 9:15 AM	VOLUNTEER
DEBARI, CHRISTIANA	03/21/2006 10:52 AM	VOLUNTEER
RIVERA, DEBRA	05/01/2006 8:02 AM	CLASSROOM ASSISTANTS
MARCONI, HAZEL	03/21/2006 9:26 AM	VOLUNTEER
BARBER, JIM	04/19/2006 9:26 AM	CLASSROOM ASSISTANTS
WHITE, MAUREEN	04/24/2006 8:47 AM	VOLUNTEER
BULTRON, CATHERINE	04/28/2006 8:23 AM	FIELD TRIP

The Registration Module & STAR Reports

Volunteers Available by Day Report

This report lists all approved volunteers, in alphabetical order. For the volunteers who completed the on-line application, the times they may be available to volunteer are listed. You can use this report to find help for a special volunteer need or to match a teacher's request for volunteer assistance on a specific day.

Instructions

1. Log into the Registration Module. On the menu bar select Report, and click *Volunteers Available by Day*.
2. Enter your school's 4-digit location number, and click *Ok*.

Print Preview

Volunteers Available By Day
FOREST HILLS ELEMENTARY
August 10, 2006 1:49 PM

Volunteer's Name	Home Phone #	Email Address
ANDRADE ANGELO Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:	954	
BAILEY ERIN Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:	954	
BEGARL CHRISTIANA Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:	-	
BULTRON, CATHERINE Monday: *MORNING* Tuesday: Wednesday: Thursday: *MORNING* ← Example Friday: *MORNING* Saturday:	(954) 1	8927@AOL.COM
CANO, ERINA Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:	954	

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The Registration Module & STAR Reports

Volunteers by Source Report

This report lists all approved volunteers in alphabetical order and how the person was recruited to assist at your school. This list will be very important in identifying your school's business partner volunteers.

Instructions

1. Log into the Registration Module. On the menu bar select Report, and click *Volunteers by Source*.
2. Enter your school's 4-digit location number, and click *Ok*.

Volunteer Recruitment Sources
FOREST HILLS ELEMENTARY
August 10, 2006 1:00 PM

Volunteer's Name	Home Phone #	Email Address
ANDRACIO, ANGELA Recruited Source:	954	
BAILEY, ERIN Recruited Source:	954	
BECARL, CHRISTINA Recruited Source:	-	
BULTRON, CATHERINE Recruited Source: SCHOOL	(954)	6027@AOL.COM
CANO, ERINA Recruited Source:	954	
COBHAM, DAWN Recruited Source:	954	
DAVIS, CECILIA Recruited Source:	954	
DIMAGIO, LISA Recruited Source:	954	
DIMAGIO, GIUSEPPE Recruited Source:	954	
FATIGATE, DENISE Recruited Source:	954	
FIX, JOANNE Recruited Source:	954	
FRENCH, ANNE Recruited Source: EMPLOYER	(954)	
GROULICHERMAN, WENDY Recruited Source:	954	

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Appendix

STAR System Glossary




Active (clearance status)	A clearance status that indicates that the volunteer has a printed volunteer badge, and is ready to serve or is presently serving.
AOI – Area of Interest	Identifies the primary activities a volunteer wishes to be involved in, such as: assist in classroom, field trip chaperone, or tutoring.
Approved (clearance status)	A clearance status that indicates that the applicant completed the BCPS on-line volunteer application and has been cleared by the STAR System’s background check processes.
End-Users	The front desk personnel at each school who operate the STAR System.
External	Individuals identified as being outside the school. Vendors, parents and other visitors are external. Staff members, students and approved volunteers are processed as internal.
FD	Front desk.
Preferred School	The school identified as the preferred school on the on-line volunteer application. Volunteer hours will only be credited to the preferred school.
Inactive (clearance status)	A clearance status that indicates: (1) The applicant failed the security clearance screening. This is indicated by a Deny Entry message. (2) The applicant has indicated he will not be serving this school year at any District location.
Individual Volunteer Record	All information held within the STAR System pertaining to an individual volunteer.
Internal	Individuals identified as being of the school, including staff members, students and volunteers. Vendors, parents and all other visitors are considered to be external.
Manager Module	Supports the operation of the STAR System; not used by school staff.
Pending (clearance status)	A clearance status that indicates that the applicant has not yet been cleared in the STAR System.

Appendix

Registration Module	Processes school visitors in the STAR System by collecting their identification information, checking their criminal background, capturing their photos, and printing their badges. The main user of this module is the End-User, who is located at the school's front desk. A volunteer program manager's use of this module is primarily for the viewing and printing of reports on volunteer activities.
Reports	Provides static data that is presented in the system's preset order. The information within the reports cannot be rearranged or manipulated in any way.
Search Lists	Provides data that can be customized, rearranged or sorted to present desired information.
Sentry Module	Verifies visitors' identity and tracks their entry and exit into a school site. Sentry is the STAR System's timekeeper and must be running whenever STAR is in use.
Settings Module	Supports the operation of the STAR System; not used by school staff.
STAR	Security Tracking And Response
STAR Volunteer	An individual who has completed the on-line volunteer application.
Volunteer Module	Provides most of the STAR System's volunteer program management features. These features include the ability to produce a list of all approved volunteers for a school, as well as the ability to view and amend a volunteer's service history and hours.

Appendix

Searches/Reports Quick Reference

FAST – PASS Volunteer Services Module Searches	
<i>Search screen columns may be sorted and arranged by the user.</i>	
Approved Volunteers	A listing of all approved volunteers, along with all contact information. This search allows users to mark who they have contacted and the date of contact.
 Advanced Search	
Time/Attendance	Service hours logged for each volunteer
 Volunteer Approval Status:	A list of all volunteers who are active, approved, pending or inactive who named your school as school #1. It includes date added, phone # and child/children's name and grade.
All Volunteers Selecting School	
Active Volunteers	A list of volunteers who are security screened, badged and should be in service to your school.
Approved Volunteers	Volunteers needing badges & assignments. Same as above.
Pending Volunteers	Volunteers who are still awaiting security clearance. These individuals should not be assigned to duties at this time.
 Volunteer Information:	Useful in building an E-mail listing of volunteers, it includes child #1's name and grade level as well the volunteers' E-mail addresses.
Email addresses/volunteers	
Date Added/Import ID	This list gives the security clearance validation date and the Import # to use on award applications and field-trip forms.
Visitor's Badge=Volunteers	This list has a search word feature that helps you spot volunteers who are signed in as visitors. Search for key volunteer words like, "SuperStars", PTA, etc.
Field Trip Chaperone	The name and contact information of all volunteers who indicated an interest in being field trip chaperones is useful in field trip organization.
Volunteer Interests	This list is a composite of which duties interest each volunteer, as indicated on their applications.
Business Partner Volunteers	Identify volunteers sent by your business partners. This is useful information for your Partnership Liaison.
Volunteer/Child's Name/Grade	Volunteer information with child's name and grade level is useful to teachers.
Total Volunteer Roster	A listing of all volunteers, status, phone number and children's name and grade level.
Person Search	This search is helpful in quickly accessing approval status and contact information, and allows you to see all entries of the individual (visitor, volunteer, etc.) We recommend leaving this open and available at all times.
Batch Time/Attendance	The service time logged in STAR for each volunteer may be requested in various formats.



The FAST – PASS Volunteer Services Module is used primarily to search for an individual STAR record and/or to develop customized group searches that can then be saved and printed. The person search feature is ideal to check whether a volunteer's application is approved. (To remember, think "Services = Searches!")

Appendix

Searches/Reports Quick Reference

FAST – PASS Registration Module Reports Reports are pre-arranged and cannot be modified by the user.	
Child Pickup Report	A complete report of all child pick-up events can be ordered for any time period in this school year.
Child Drop-off Report	A complete report of all child drop-off events can be ordered for any time period in this school year.
School Visitor Report	This report can be ordered by date or any time period during this school year. It shows all visitors, the purpose of the visit and the pass issued date and time. This is useful in spotting volunteer activities that were logged as visitors.
Active/Inactive Volunteers	The names of all volunteers who are either active or inactive, including the E-mail address and phone number of each. Does not include approved volunteers.
Job Interest of Volunteers	This is a report of all volunteers, contact information, and the volunteer jobs they are interested in doing.
Volunteer Approval Status	All volunteers, clearance status, address and phone numbers are included in this report.
Volunteers Per Day/Job	This is a report of all volunteers who have performed service at your school. You may set the parameters to search for specific functions, i.e. band, PTA, SuperStars.
Volunteers Available by Day	This report shows each volunteer and the days and times they are available to serve the school.
Volunteers by Source	A complete summary of volunteers, contact information and how they were recruited: school, PTA/PTO, etc.
School Report - Everyone	In one report, everyone entering the school (visitors, District Employees, volunteers, vendors) is listed, along with the purpose of visit and date/time.



The FAST – PASS Registration Module is used by Volunteer Program Managers to access reports on the volunteers who listed your school as their primary location. Reports differ from the searches available within the Volunteer Services Module because they are already customized and cannot be adjusted by the user. To remember this easily, think “Registration = Reports!”

Appendix

STAR System Quick Reference Guide – 2008/2009

Visitor Type	Setting/Activity	Requirements	STAR System Steps	Badge Type	Watch List
Volunteer (General)	<i>Supervised</i> Helping with supervised school activities	Approved 2008-09 online volunteer application	Registration Module: See Check-in steps below	Volunteer (Annual Badge)	No
Chaperone (Overnight)	<i>Unsupervised</i>	Approved 2008-09 online volunteer application & Level 2 clearance	Registration Module: See Check-in steps below	Volunteer (Annual)	No
Chaperone (Single day)	<i>Supervised</i>	Approved 2008-09 online volunteer application	Registration Module: See Check-in steps below	Volunteer (Annual)	No
Mentor	<i>Unsupervised</i>	Approved mentor application & Level 2 clearance	Registration Module Enter as visitor Log hours manually	Visitor (One day badge)	No
Volunteer Speaker/ Academic Fair Judge	<i>Supervised</i> Escorted, staff present		Registration Module Enter as visitor	Visitor (One day)	Yes

- Visitor Badge:** Valid for one day only. Does not log volunteer hours.
DO NOT use for Volunteers. DO NOT type "volunteer" as purpose of visit.
- Volunteer Badge:** Valid for entire school year. Badge says "2008/2009 school year" not a specific day.
- Volunteer Check-in:** First time - Swipe/type ID, verify name entered correctly, take photo, print badge, and choose "reason for visit" on drop down menu, and click *OK*.
Later visits - Scan volunteer badge, wait for the "beep", choose "reason for visit" and click *OK*.
*Remind volunteer to scan out before leaving school or the hours will not be counted.
- Volunteer Hours:** ONLY recorded when using a volunteer badge and not a one-day visitor badge.
Valid volunteer check-in requires selection of "reason for visit" from drop down list and scanning the badge.
A beep from badge reader is not enough. The reason for visit must be selected and the badge scanned for hours to record.
If reason for visit screen does not appear, volunteer did not scan out last time. Rescan the badge and continue check-in.
- Badge Maintenance:** Photocopy badge, give volunteer copy, and store original at front desk.
Lost badge: Swipe stored volunteer badge, give volunteer a copy.
- Level 2 Clearance:** (Fingerprinting) Required ONLY for Overnight Chaperones, Volunteer Coaches and Mentors. Fingerprints are NOT required for single and extended day chaperones who are with staff members. See steps for Level 2 clearance on reverse side.

The Sentry module is STAR's time clock and must be running to record volunteer hours.

ETS Help Desk for STAR System problems: 754-321-0411

STAR information & training: <http://web/star>

**See Frequently Asked Questions on Reverse Side*

Appendix

STAR System Quick Reference Guide – 2008/2009

Visitor Type	Setting/Activity	Requirements	STAR System Steps	Badge Type	Watch List
Volunteer (General)	<i>Supervised</i> Helping with supervised school activities	Approved 2008-09 online volunteer application	Registration Module: See Check-in steps below	Volunteer (Annual Badge)	No
Chaperone (Overnight)	<i>Unsupervised</i>	Approved 2008-09 online volunteer application & Level 2 clearance	Registration Module: See Check-in steps below	Volunteer (Annual)	No
Chaperone (Single day)	<i>Supervised</i>	Approved 2008-09 online volunteer application	Registration Module: See Check-in steps below	Volunteer (Annual)	No
Mentor	<i>Unsupervised</i>	Approved mentor application & Level 2 clearance	Registration Module Enter as visitor Log hours manually	Visitor (One day badge)	No
Volunteer Speaker/ Academic Fair Judge	<i>Supervised</i> Escorted, staff present		Registration Module Enter as visitor	Visitor (One day)	Yes

- Visitor Badge:** Valid for one day only. Does not log volunteer hours.
DO NOT use for Volunteers. DO NOT type "volunteer" as purpose of visit.
- Volunteer Badge:** Valid for entire school year. Badge says "2008/2009 school year" not a specific day.
- Volunteer Check-in:** First time - Swipe/type ID, verify name entered correctly, take photo, print badge, and choose "reason for visit" on drop down menu, and click *OK*.
Later visits - Scan volunteer badge, wait for the "beep", choose "reason for visit" and click *OK*.
*Remind volunteer to scan out before leaving school or the hours will not be counted.
- Volunteer Hours:** ONLY recorded when using a volunteer badge and not a one-day visitor badge.
Valid volunteer check-in requires selection of "reason for visit" from drop down list and scanning the badge.
A beep from badge reader is not enough. The reason for visit must be selected and the badge scanned for hours to record.
If reason for visit screen does not appear, volunteer did not scan out last time. Rescan the badge and continue check-in.
- Badge Maintenance:** Photocopy badge, give volunteer copy, and store original at front desk.
Lost badge: Swipe stored volunteer badge, give volunteer a copy.
- Level 2 Clearance:** (Fingerprinting) Required ONLY for Overnight Chaperones, Volunteer Coaches and Mentors. Fingerprints are NOT required for single and extended day chaperones who are with staff members. See steps for Level 2 clearance on reverse side.

The Sentry module is STAR's time clock and must be running to record volunteer hours.

ETS Help Desk for STAR System problems: 754-321-0411

STAR information & training: <http://web/star>

**See Frequently Asked Questions on Reverse Side*

Appendix

STAR System Quick Reference Guide – 2008/2009

FAQs for Processing Volunteers in STAR

<p>1. Do all volunteers have to apply for 2008-09? Yes. A yearly application is required, <u>whether or not the volunteer applied last year.</u> All individuals must fill out an online volunteer application and be approved before serving as a school volunteer. Go to: www.getinvolvedineducation.com</p> <p>2. A name disappeared from the approved volunteer list. How do I find it? Check the active volunteer list. Once a volunteer badge is printed the status changes from <i>Approved</i> to <i>Active</i>.</p> <p>3. Why has a volunteer helped many times at school, but no volunteer hours are logged?</p> <ol style="list-style-type: none"> a. Volunteer was given a visitor badge. Visitor hours are not recorded as volunteer service hours. b. Sentry Module was not running during check-in. Sentry is the STAR's time clock. a. School did not complete check-in after hearing the "beep" when badge was scanned. School must choose reason for visit for hours to record. d. Volunteer may not have listed your school as the "preferred" school. This volunteer's hours must be logged on paper. <p>4. How do I check if a volunteer is cleared? If the volunteer listed your school as the "preferred" school:</p> <ol style="list-style-type: none"> a. Check the <i>Volunteer Approval Status</i> report in the Registration Module. (List is alphabetical by status type.) b. Do a person search in the Volunteer Services Module under the Volunteer tab. c. Ask volunteers who listed another school as the preferred school to show a copy of the volunteer badge. These names will NOT show on your school's reports. 	<p>5. Why does a license not swipe /come up? Why does the system ask to process person as "external"? What do I do?</p> <ol style="list-style-type: none"> a. Volunteer has not applied online for the new school year. Ask volunteer to apply. b. ID was used for a visitor badge. STAR refers to visitors as external and volunteers as internal. c. The driver's license number was not entered correctly on the volunteer application. <p>To check-in as volunteer: Ask if the volunteer entered a social security number on the volunteer application. If so, type social security number in Internal Registration to search for record. If the volunteer did not enter the social security number, call the ETS Help Desk or email <u>Vendor Star via Cab</u> with the volunteer's name and driver's license number. Volunteer Services cannot see or edit driver's license number.</p> <p>6. Where can I acquire reports on School Visitors and Volunteer Approval Status? In the Registration Module, pull down the Reports tab and select the report desired.</p> <p>7. Which Fast Pass modules do I turn on each day?</p> <ol style="list-style-type: none"> 1. Sentry Module 2. Registration Module 3. Volunteer Services Module <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>For more information on STAR Go to: http: web/star</p> <p>Or contact: ETS Help Desk - 754-321-0411 STAR Tech Support Email - Vendor Star via CAB</p> </div>	<p>8. Which volunteers need to be fingerprinted and what is the process? ONLY Overnight Chaperones, Volunteer Coaches and Mentors are to be fingerprinted. Fingerprints are NOT required for single and extended day chaperones.</p> <p><u>Process for Volunteer Fingerprinting:</u> School gets approval from Dr. Joe Melita for fingerprinting via CAB; volunteer brings copy of the approval to Security Clearance Department in KCW. No cost to volunteer.</p> <p><u>Renewing Level 2 clearance:</u> Fax a VECHS form (also known as Level 2 Rescreen Form) and Security Background form to the Security Clearance Department at 754-321-2070. Forms available at SIU Department's website at: www.broward.k12.fl.us/siu/seccl/forms.htm</p> <p><u>Check Level 2 status</u> on Security Clearance Fingerprint Database, located on CAB Desktop, BCPS Resources. Cannot be checked in STAR.</p> <p>9. How can I make sure STAR is keeping track of volunteers?</p> <ol style="list-style-type: none"> a. Print and review volunteer approval status and visitor reports weekly to check for Volunteers who were processed as visitors. b. Print and review "Batch Time and Attendance" Reports weekly to check for volunteer hours that were not recorded. <p>10. What are considered volunteer roles? Chaperone (field trips, dances) Field day helper Parent group workers (PTA/PTO, SAC, & booster clubs) Special event helpers (attendees are visitors) Math SuperStars & Meet the Masters helpers Check at your school for more volunteer jobs.</p>
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