












Parent and Student Quick Start Guide

Sign into your Profferfish account through your Clever

-  Find a volunteer organization. You can review approved organizations in Profferfish or find one on your own.
-  Contact the organization and let them know you are interested in volunteering and see if they are currently taking volunteers.
-  Once you have found an organization to volunteer at or if you have a paid work position, you will need to review our district policy and confirm that it meets the district requirements. You can review our district policy here: <https://www.pcsb.org/Page/40036>.
-  Sign into your Profferfish account by going to your Clever account and clicking on the Profferfish icon.
-  Review Pre-Approved Volunteer and Business **organizations** to see if your organization is already listed.
 - If not listed, submit your organization for approval.
-  If it is listed, look at the Pre-Approved Volunteer and Work **opportunities** to see if it is already listed.
 - If not listed, submit your opportunity for approval.
-  Track your hours on our [Profferfish Hours Tracker](#) form.
-  Once you have earned your required number of hours, enter your hours in Profferfish, share your reflection and submit for approval OR if your agency supervisor is present, they can sign off on your device.
-  Parents will need to click on the thumbs up icon and sign. It will then be submitted to your counselor for final approval.