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. Be sure to list an email address that is monitored and let your supervisor know to be on the lookout for an email from Profferfish. They have to respond to the email before they can be added.

If it is listed, click on the organization/business. At the bottom of the page, you will see General Volunteer and General Paid Work. Click the link for the appropriate type of hours you are earning.

Click on the Submit Hours link to add your hours.

Add the days and times you completed to the system. If you are still accruing hours with them, you can click Save as Draft and continue adding hours.

Once you have earned your required number of hours or are done volunteering/working with an organization/business, 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 through your account. It will then be submitted to your counselor for final approval.