



## Area Coordinator – Application Process Checklist

### Application Process Checklist

Send the volunteer application package (following your High Impact encounter with a prospect)

Application received from prospect

Send completed application to your Regional Point of Contact

Schedule a volunteer interview with applicant

Conduct interview (Interview questions are available on the [Area Coordinator Resource Hub](#))

Send completed interview guide to your Regional Point of Contact

Complete Reference Checks for applicant (Reference check questions are available on the [Area Coordinator Resource Hub](#))

Send completed Reference Check forms to your Regional Point of Contact

Complete the 7C's analysis for the applicant

Discuss and review the applicant's 7C's with your Regional Point of Contact and determine the right fit

- Your Regional Point of Contact will submit a Volunteer Information Sheet (VIS) to the Calgary office
- The OCC Domestic Field Administrator will prepare and send the Ministry Description to the applicant
- When the signed ministry description has been received back in the Calgary Office, the OCC Domestic Field Administrator will create MyOCC and Digital Chalk accounts and notify your Regional Point of Contact
- Your Regional Point of Contact will confirm the Ministry Description is complete and will notify you that your new volunteer is ready for their welcome letter

Send a Welcome Letter to your new volunteer partner (email template is available on the [Area Coordinator Resource Hub](#))

Follow the Volunteer Onboarding Guide for the equipping of your new Area Team Volunteer