



# CONNECT ONBOARDING PROCESS

## Area Coordinator

1. Prospect Identified
  - AC will inform their RM of prospect.
2. High Impact Encounter
  - Have an initial conversation to briefly explain CONNECT, if CONNECT seems to be a good fit— Send Application.
  - If, in the High Impact Encounter, it is evident that CONNECT is not a good fit, the AC will inform their RM they are no longer moving forward with prospect.
3. Send Application
  - AC will email the Connect application to the prospect.
4. Application received
  - AC will send the completed application their RM who will send it to the Domestic Field Admin.
5. AC conduct interview
6. AC complete reference checks
7. AC submits Interview and Reference check documents to their RM who will create a Volunteer Information Sheet (VIS) and send it to the Domestic Field Admin
8. Domestic Field Admin will send a Ministry Description via PandaDoc
  - The Domestic Field Admin will send the Ministry Description to the applicant via PandaDoc based on the information provided in the VIS.
9. Ministry Description Signed
  - When the volunteer signs and completes the Ministry Description, the document is returned to Domestic Field Admin. When the Domestic Field Admin receives the signed Ministry Description, the Volunteer's CRM status updated to *'in training'*.
10. Domestic Field Admin sends a copy of the Ministry Description to the RM, RM sends to AC
11. Domestic Field Admin creates MyOCC and Digital Chalk accounts and emails the RM to inform them that the volunteer set up is complete
12. AC will send a welcome email to the new volunteer (email is found on the Area Coordinator Resource Hub)
13. The New Volunteer completes OCC Fundamentals and Ministry Specific Training on Digital Chalk
14. Domestic Field Admin sends a Welcome Package
15. Domestic Field Admin changes volunteer status in CRM to *'active'*