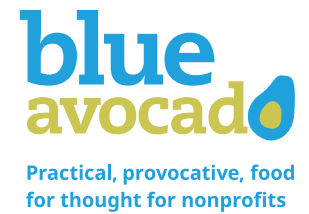
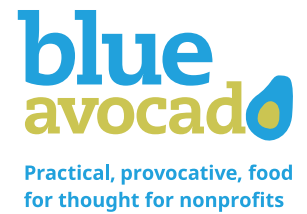


New Volunteers Process



Steps	Responsible Party
1. Volunteers recruited, screened, & prepped	
2. Volunteers trained	
3. Volunteers onboard: (HIPAA docs, roster info, links, etc.)	
4. Volunteer receives "here's your mentor" email (see template)	
5. Mentor receives "here's your mentee" email (see template)	
6. Mentor contacts mentee w/in 7 days	
7. Mentor/mentee spreadsheet updated	

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