1. Volunteer signs up for a volunteer role with an OMH partner/associate. partner.

Passport Instructions

2. Volunteer starts induction & begins learning for their new role.

3. Volunteer’s manager introduces the passport to new volunteers & explains:

* the benefits of having a passport,
* that it connects with their current role learning.
* that it is optional

4. Volunteer chooses the passport format - Hard copy/ Digital

5. Manager gives the passport to the volunteer who completes the record as they progress through their induction learning.

6. Volunteers have ownership of the passport but could ask their manager to retain a copy on their volunteer records if that is helpful……….

7. Vol manager issues the passport certificate & badge to the volunteer once they’ve finished their induction & learning.

8. Volunteer retains the passport for future use; the manager could log the passport as “issued” on the volunteer’s record.

9. New learning can be added to the passport.

10. Starting a new role? The passport might speed up the volunteer’s induction, or some learning might need to be updated – it all depends on the organisation & the new role requirements.

**BELONGING………OWNERSHIP……..KNOWLEDGE………..FLEXIBILITY……….TRUST**