Automatic Global Link Action

Blue: Participant Support Action

Green: Hosting Operations Action

Purple: Field Staff/Liaison Coordinator Action

Red: Forthcoming Liaison Action

Color Key

If Liaison is added by assigning a Tentative link to a student, same process will take place

Volunteers and VSS should follow-up with unresponsive liaisons at any point in the process.

Note: Training and Registration must be valid through arrivals

Volunteer completes registration.

If Liaison is no longer interested, VSS or PSS will inactivate the Liaison Interest Affiliation NH20. This will stop all auto messages. Note: Liaison may need to be unlinked from students.

PSS will monitor via report manager

Yes

Yes

No

No

Does the volunteer have all required trainings?

Is the Volunteer Service Case “Registered”?

Yes

No

No

Does the person already have an **Open Volunteer Service Case?**

Yes

A new Person record is created.

Staff reopens or creates new Volunteer Service Case in Global Link. Triggers “Create/Request App” Button with Registration instructions

Does the Person exist in Global Link?

Liaison Interest Affiliation NH20 is assigned

HPS/Liaison Coordinator identifies prospective Liaison by adding them to My AFS Liaison Assignments Widget.

Automatic reminder emails are sent weekly to prompt volunteer to complete application.

Volunteer starts Volunteer Application

HOCs monitors volunteer registration process once application is submitted

Automatic reminder emails are sent to prompt volunteer to complete missing trainings

Volunteer completes all three trainings.

**Liaison is Ready to be Linked!**

**Liaison Linking**

Getting a Volunteer Registered and Trained