

## MATCHING PROCESS DETAIL

1. Compeer recruits volunteer applicants through media, speaking engagements, colleges, churches, information events, and other means.
2. A potential volunteer contacts the Compeer Office to inquire about the program. Initial screening occurs in this conversation, as the person decides whether or not to proceed.
3. A Compeer Volunteer Application is mailed out with an explanatory letter, a Compeer Brochure, and an invitation to the next Compeer Training Session.
4. Volunteer applicants return their completed Volunteer Application with references. Some individuals may opt not to pursue Compeer Volunteering, and do not return their application. This is seen as the natural screening process.
5. Compeer checks references, including one from an employer.
6. Compeer calls the applicant to schedule an interview. Compeer conducts an in-depth interview to further orient the person to Compeer. Volunteer makes a reservation for the next Compeer Training.
7. Volunteer attends initial Compeer Training, held monthly for all new volunteers. Again, the person may not be able to attend the training. They are deferred to the next training session or a one to one training is held instead.
8. Compeer staff calls the referring mental health professional to: - confirm their client's interest and current location - introduce the volunteer, telling them to expect a call, and - schedule a personal interview between Compeer staff and client.
9. If the therapist confirms the above, the volunteer calls the therapist to arrange an interview. Therapists have the final screening responsibility for the volunteer's suitability for matching with their client. Special note: Please do not share the volunteer's availability until the final in-person screening is completed. The match may not work out, and Compeer never wants to set a person up for disappointment.
10. If the therapist and the volunteer agree to proceed with the match, an introduction of the two is made.
11. After the two new friends have met, and decided to continue, the volunteer calls the Compeer Office to confirm activation of the match. Compeer sends the volunteer a confirmation letter, Monthly Report Forms, and information about the Compeer Activity Fund (helps clients pay own way on outings).
12. Volunteers submit Monthly Reports to Compeer, sharing activities, hours, and observations. As needed, Compeer will share concerns from these reports, requesting discussion between volunteer and therapist. Volunteer Monitoring also includes periodic phone calls to & from the Compeer office. The best matches are those in which the volunteer feels supported by the Therapist, Compeer Staff, and other volunteers who make themselves available to answer questions or help with problem-solving.