



# BECOMING AN ADULT MENTOR WITH THE AWARD

*Step-by-step guide on becoming an Award Coordinator, Leader or volunteer.*

## ✓ STEP 1: REGISTRATION

Register to become an Adult mentor with the Award

## ✓ STEP 2: CONFIRMATION

Your registration will be confirmed by the Award Office. Once confirmed, you will be provided with next steps to access required training.

## ✓ STEP 3: TRAINING

**Level One:** Award Coordinators and Leaders must complete these online training modules through the Award Community. Access will be provided by the Award Office after your registration is confirmed.

**Level Two:** Delivered by Award Canada trainers and is a requirement for Award Coordinators. It is open to any volunteer who has completed Level One Training.

**Please note, Level Two Training is meant to be completed after 4 months of starting to deliver the Award and within a year of completing Level One Training.**

## ✓ STEP 4: AWARD ACCESS

Resource Portal: After Level One Training is completed all volunteers will be given access to our password protected Award Delivery Resources portal – our digital support hub for Award delivery.

Award Delivery Resources

Online Record Book: The Online Record Book (ORB) is where participants track their progress. After Level One Training is completed Award Coordinators and Leaders need to create a profile to manage and review participant Awards.

Online Record Book:

## ✓ STEP 5: AWARD DELIVERY & SUPPORT

Start delivering the Award! Regular check-ins will be scheduled between the Award Office and the main Award Coordinator to ensure delivery goes well. All other volunteers will maintain open communication within their Award Centre team and reach out to their Award Coordinator with questions or concerns.

The Award Office will schedule virtual Continuous Professional Development (CPD) sessions that trained volunteers are invited to attend. These free sessions provide an opportunity to learn more about Award delivery, ask questions, collaborate and share ideas with other volunteers.