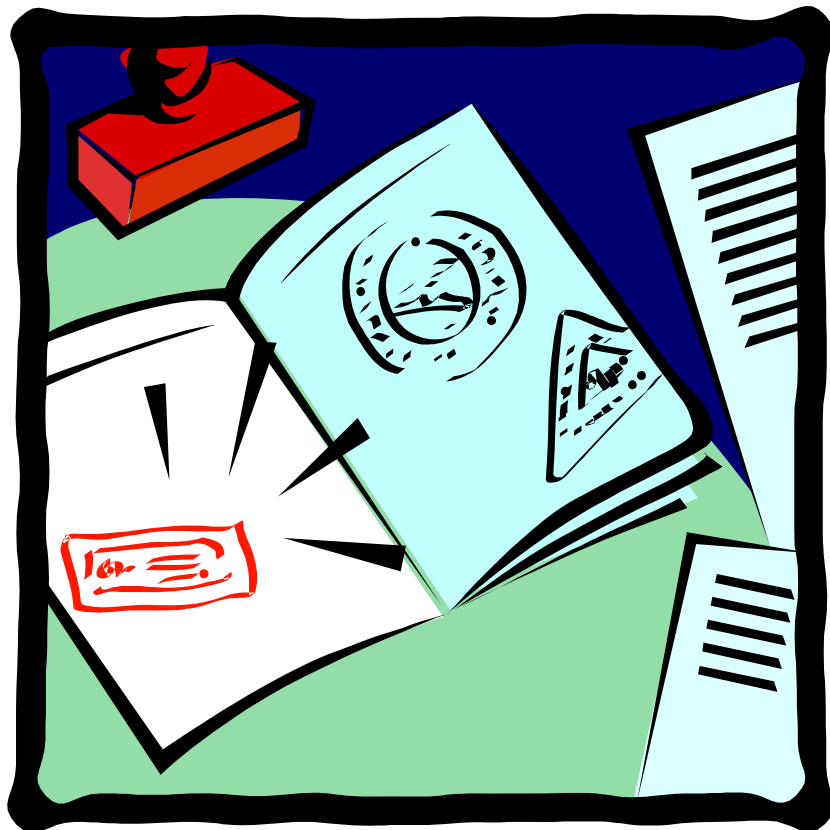




# Your Passport to Sending Recruitment



## Volunteer learning guide Sections 1-5

**AFS-USA  
August 2009**

## **AFS-USA mission**

AFS-USA works toward a more just and peaceful world by providing international and intercultural learning experiences to individuals, families, schools and communities through a global volunteer partnership.

## **AFS-USA core values are**

**Safety and Welfare** - The safety and well being of our participants are our highest priority. In all our actions and decisions we make, this value above all others will always serve as the guiding principle in our work.

**Respect** - We treat all individuals respectfully, and value each others' unique contributions. We treat each other fairly and are responsive to the needs and requests of others. We are, by our mission and actions dedicated to acceptance of diverse peoples and viewpoints. We believe that the opportunities we offer through our organization and through our programs should be accessible to all regardless of race, creed, gender, nationality, cultural background, faith, sexual orientation or socio-economic status.

**Accountability and Commitment** - We believe in, and are committed to, the AFS mission and strive to exceed the highest standards in the work we do to enact the mission. We hold ourselves and each other accountable for the attainment of our goals and the demonstration of our values in all the work we do. We are passionate because the real impact of our work is to challenge thinking and change lives —both individual lives and, cumulatively, everyone's lives through effecting the enhanced possibility of peace in the world.

**Integrity and Trust** - We practice and honor open and authentic communications with each other as members of the AFS-USA community and with all those with whom we come in contact as a result of our work for AFS-We are honest and ethical in all aspects of our work. We demonstrate integrity and contribute to building relationships within an environment of partnership and trust

**Continuous Learning and Improvement** - We believe that learning, and in particular intercultural learning, is a basis for creating social change for the betterment of a worldwide community. We believe that continuous learning and personal growth must begin with us. We are dedicated to building our knowledge and skills and we will innovate in order to make 'what is' better and to make 'what can be' a reality.

**Partnership and Teamwork** - We believe to be most effective we must work together as a team in an atmosphere of mutual respect and support. Our personal conduct serves to break down walls and encourage people to work cooperatively to achieve success. Through our teamwork and volunteerism, we work to foster a more civil society.

## **AFS-USA's vision is**

To build a culture of world peace by bringing international and intercultural education to daily life in the United States

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## What does it mean to be an AFS-USA volunteer

When you volunteer with AFS, you are part of a unique worldwide community. Our history, our volunteerism, our global partnership and more than 60 years of experience in global exchange place AFS as one of the leaders in international, intercultural learning exchange programs. We are recognized as an advocate for world peace.

*Volunteering for AFS-USA means that you have the opportunity to:*

- be part of a local volunteering community who share your values
- become part of a worldwide network of volunteers, families and young people
- meet with and help support exchange participants from all over the world
- develop your own skills in intercultural learning and leadership
- promote the AFS mission of building, promoting and understanding peace through intercultural exchange experiences that change the world.

As an AFS-USA volunteer you undertake a formal application process in order for you to be registered to volunteer with AFS-USA. This process reflects AFS-USA's commitment to ensuring appropriate screening and record keeping for volunteers who are engaged in supporting our programs.

## What is your “passport to sending recruitment” volunteering learning guide

The volunteer learning guides have been developed based on input and experience from AFS-USA volunteers and staff.

Your **passport to sending recruitment** has been designed to provide you with information you need as a local sending volunteer. You will be able to use this guide at any time. It also includes references to additional materials or resources.

- ✓ Included are AFS standards, policies, processes and procedures. This guide will explain why things are done in AFS-USA and provides you with practical strategies to follow.
- ✓ You will be able to reflect on your current knowledge, check on your own learning progress and be directed to further learning, assistance, training and support.
- ✓ At any given time in the sending cycle this guide will allow you to support sending in your community.

If you are new to AFS, this guide will enable you to perform your sending role within the AFS-USA framework. If you are an experienced AFS volunteer this guide will assist you in referencing additional resource materials and following AFS-USA policy.

**This volunteer learning guide reflects the most current AFS-USA standards, policies and procedures. As an organization that strives for quality and national consistency it is important that all AFS-USA volunteers use only the resources and materials that are referred to in this learning guide.**

## How do I use the volunteer learning guide

- ☑ Read the overview and introductory pages
- ☑ Reflect on your current knowledge
- ☑ Start by reading the sections of most interest to you
- ☑ Refer to the materials and further reading
- ☑ Complete the exercises and activities
- ☑ Talk with other volunteers in your local community, Chapter or Area Team
- ☑ Ask for assistance from your Regional Service Center
- ☑ Seek to develop your skills further through training
- ☑ Apply the skills to your role and evaluate your success
- ☑ Check your progress

## We have included the following symbols as your guide to learning



Complete the activity



Contact AFS-USA Service Center for help



Interactive learning activity



Go to AFSWiki – [www.afswiki.org](http://www.afswiki.org)



Materials available separately



Pass it on – share your successful stories with other volunteers!



Support for your role



Visit website – [www.afsusa.org](http://www.afsusa.org)

**We have left plenty of blank space for you to make your own notes. Materials are cross referenced and a glossary is at the back of this guide at the beginning of the Volunteer Resources Section.**

## What is AFS sending recruitment?

AFS staff and volunteers refer to ‘sending’ as those activities that enable primarily high school-age Americans to go abroad on AFS programs. The sending cycle covers the period from raising awareness in your local community to when sending participants depart on their program. Sending volunteers recruit, select and prepare participants for their AFS international exchange. ‘Sending’ is terminology used internally. When speaking with potential participants, it is best to refer to ‘study abroad programs’ rather than ‘sending programs’.

## What does being a sending recruitment volunteer with AFS-USA mean?

As an AFS-USA volunteer involved in sending students abroad, your volunteer role may include:

- working with volunteers to identify and recruit interested participants
- promoting AFS programs in the local community and school
- organizing, selecting and conducting interviews with potential participants
- helping participants to complete their application
- being a supportive link for the participant, their family and AFS-USA
- promoting AFS in the local community
- communicating sending needs with the local and area volunteers.



my notes

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## What is my AFS-USA sending volunteer role

Your active involvement as a local sending volunteer means your **sending recruitment responsibilities could include:**

- ⇒ Planning – setting annual recruitment plan
- ⇒ Promotions – identifying opportunities to promote studying abroad in local communities and schools
- ⇒ Recruitment – identifying and engaging potential sending participants
- ⇒ Conversion- encouraging students to begin the application process with the preliminary application and then to complete the full application.
- ⇒ Interviewing/Selection – performing in-home interviews of potential applicants in accordance with AFS-USA standards and regulations
- ⇒ Administration – managing the sending participant application process
- ⇒ Orientation – preparing sending participants for their exchange program.

Your volunteer sending role is rewarding. It gives you the unique opportunity to bring AFS to participants, their families, schools and communities. A supportive team approach and commitment from AFS volunteers and staff ensures success. The volunteer leaders on the local and area level will support you in your role. The Regional Service Center and Student Services are also available.



A **full role description** is available separately  
Contact your Sending Team Manager.



Role descriptions are also available on  
AFSWiki - [www.afswiki.org](http://www.afswiki.org)

## Reflecting on my current AFS sending knowledge

<b>Use this table to review and check your AFS sending knowledge</b>	 <b>I can do this now</b>	 <b>I have some knowledge of this</b>	 <b>I need to learn this</b>
I know the benefits of sending with AFS-USA			
I feel comfortable working with schools and community groups			
I can explain intercultural learning			
I understand how to promote sending opportunities			
I can work with others to identify sending recruitment opportunities			
I know the sending application process			
I am comfortable in interviewing candidates			
I know the AFS and CSIET Standards for sending			
I know how to help prepare sending participants			
I am familiar with AFS programs available to US students			

## Overview of AFS Study Abroad Programs

AFS-USA offers a wide range of sending opportunities to American participants ranging from a few weeks to a year. Knowing our programs will help you to promote sending with AFS-USA.

Yearly, AFS-USA sends over 1,500 participants. Our range of study abroad programs reflects our commitment to diversity. Sending diversity in AFS-USA means that we send to the majority of AFS partners. This also means that we have advantage over our competitors with greater country choice. AFS-USA also awards more than \$1.5 million annually in financial aid and scholarships. Scholarships and financial aid provide opportunities for young people from varying ethnic, racial and economic backgrounds to have the opportunity to participate on an AFS program.

AFS-USA offers sending participants the opportunity to:

- experience new people, new perspectives and new cultures
- explore daily life with a volunteer host family
- learn a new language, new skills and become a member of a new community
- develop lasting friendships, a greater understanding of themselves, the world and their role in it.

The majority of our sending participants participate on the Year, Semester and Summer programs departing in August and September, referred to as summer departure. Internally, the code is NH for summer departure. We also send students abroad on Year and Semester Programs on our winter departure in the months of January-March, which are coded as SH.

You should become familiar with our range of sending programs so that you can use it in your promotional and recruitment activities. Being

confident and knowledgeable in our range of sending programs promotes the degree of confidence that potential sending participants and their families are looking for when considering going abroad with AFS-USA.

## Our Sending Programs

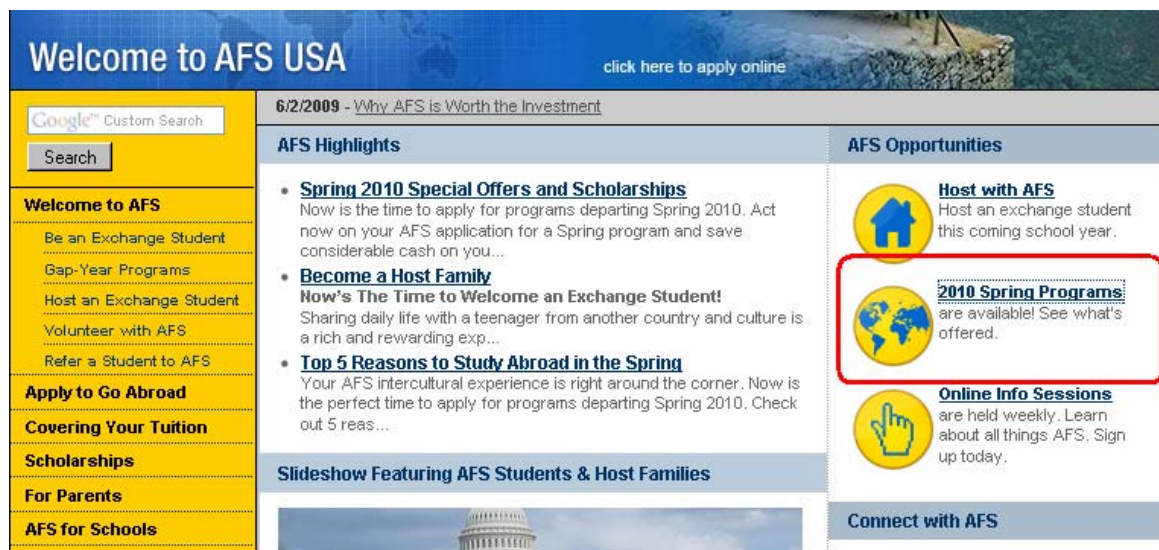
<i>Semester High School Programs</i>	<i>Year High School Programs</i>
<ul style="list-style-type: none"> <li>• Spring Programs (SH) depart from January to April and return between June and August</li> <li>• Fall Programs (NH) depart July to September and return December to February</li> <li>• program duration is 5 – 6 months</li> <li>• choice of 23 countries</li> <li>• attend school while living with a host family</li> <li>• some scholarships available</li> <li>• age requirements vary by country</li> </ul>	<ul style="list-style-type: none"> <li>• Spring Programs (SH) depart from January to March and return between December and January</li> <li>• Fall Programs (NH) depart July to September and return May to July</li> <li>• program duration is 10 – 12 months</li> <li>• choice of 41 countries</li> <li>• attend school while living with a host family</li> <li>• some scholarships available</li> <li>• age requirements vary by country</li> </ul>
<i>Short Summer Programs</i>	<i>Gap-year Programs</i>
<ul style="list-style-type: none"> <li>• 3 different program types: language study, community service, and homestay options</li> <li>• duration is 4-7 weeks, depending on the program</li> <li>• most depart in late June or early July</li> <li>• return either July or August</li> <li>• choice of 27 different programs in 20 countries</li> <li>• most accept graduates</li> <li>• conditions apply to different countries</li> <li>• do not have a GPA requirement.</li> <li>• the interview can take place outside the home</li> </ul>	<ul style="list-style-type: none"> <li>• Programs for high school graduates</li> <li>• 3 program categories: Community Service, University, or High School</li> <li>• Programs offered in both Spring and Fall</li> <li>• Year and Semester programs available</li> <li>• High school graduates applying for a high school program abroad must meet other program eligibility requirements such as age range and minimum GPA</li> <li>• Community Service Program application is different from the High School Program application.</li> </ul>

## Where to Find the Programs AFS-USA Offers

Begin by going to the AFS USA website: [www.afsusa.org](http://www.afsusa.org)



Then, click on 2010 Programs:



Select the Departure Period and the Program Length:

Click on the country names to learn more about the country and the programs offered:

Year Programs: Spring Departure 2010									Updated July 29, 2009
High School Exchange Programs									
Country	Availability	Application Deadline*	Birthdate From	Birthdate To	Depart**	Return**	International Gateway	Tuition	
<a href="#">Argentina</a>	<a href="#">Apply Now</a>	<b>Aug 28, 2009</b>	Mar-92	Feb-95	Feb 22-26, 2010	Jan 10-13, 2011	Miami	TBD	
<a href="#">Brazil</a>	<a href="#">Apply Now</a>	Oct 28, 2009	Sep-91	Feb-95	Feb 22-25, 2010	Jan 14-17, 2011	Miami	TBD	
<a href="#">Chile</a>	<a href="#">Apply Now</a>	Sep 28, 2009	Mar-92	Feb-94	Feb 24-28, 2010	Jan 10-12, 2011	Miami	TBD	
<a href="#">Costa Rica</a>	<a href="#">Apply Now</a>	Sep 28, 2009	Mar-92	Feb-95	Feb 9-12, 2010	Jan 10-14, 2011	Miami	TBD	
<a href="#">Honduras</a>	<a href="#">Apply Now</a>	Dec 11, 2009	Sep-92	Feb-94	Feb 23-26, 2010	Jan 5-9, 2011	Miami	TBD	
<a href="#">Japan</a>	<a href="#">Apply Now</a>	Oct 28, 2009	Apr-92	Apr-95	Mar 13-17, 2010	Feb 4-7, 2011	Los Angeles	TBD	
<a href="#">Malaysia</a>	<a href="#">Apply Now</a>	Sep 28, 2009	Aug-91	Jul-94	Jan 18-21, 2010	Jan 2-5, 2011	Los Angeles	TBD	
<a href="#">New Zealand</a>	<a href="#">Apply Now</a>	<b>Aug 28, 2009</b>	Feb-92	Jan-94	Jan 28-31, 2010	Jan 1-4, 2011	Los Angeles	TBD	
<a href="#">Paraguay</a>	<a href="#">Apply Now</a>	Dec 9, 2009	Aug-91	Feb-94	Feb 9-13, 2010	Jan 5-8, 2011	Miami	TBD	
<a href="#">Peru</a>	<a href="#">Apply Now</a>	Dec 9, 2009	Mar-92	Mar-95	Mar 9-12, 2010	Jan 28-31, 2011	Miami	TBD	
<a href="#">South Africa</a>	<a href="#">Apply Now</a>	Oct 28, 2009	Mar-92	Feb-94	Feb 22-26, 2010	Jan 14-17, 2011	New York	TBD	
<a href="#">Thailand</a>	<a href="#">Apply Now</a>	Mar 1, 2010	May-92	Oct-95	Apr 1-5, 2010	Feb 17-20, 2011	Los Angeles	TBD	

- [Steps](#)
- [Freq](#)
- [Onlin](#)
- [Cover](#)

\* Program space is limited and spots fill on a first come, first served basis. Programs may close before the deadline. Apply now in order to secure your spot.

## Where to Find More Information about the Host Countries/Programs:

There are a number of different sources for finding country and program information at AFS-USA

### **Terms:**

**Country information** refers to information about the culture, geography, language, and education systems within an AFS partner country; this information is provided by the AFS partner country every cycle and is, in turn, provided to students, staff and volunteer by the Program Services department.

**Program information** refers to information regarding specific programs and is provided, in part, by the partner country and organized by AFS International.

### **Where to Find Country Information:**

**AFS-USA Website:** Country information is available on the AFS-USA website ([www.usa.afs.org](http://www.usa.afs.org)), under the “Be an Exchange Student” and the “Gap-Year Programs” sections. This information includes:

- Descriptions about the country’s culture, geography, cuisine, language, education, religion, and fun facts;
- Slideshows of photos taken by students, volunteers and staff
- AFS-USA student blogs from that country
- Student testimonials

**AFSWiki:** More detailed information for volunteers and staff (including recommendations on which countries may be a good match for students) can be found in the AFSWiki ([www.afswiki.org](http://www.afswiki.org); search ‘Country Information’). The information discussed here includes:

- Placement realities
- Travel information
- Academic criteria

- Relative Scholarships and Sponsored Programs information

**Global Link:** AFS-International organizes further information from AFS partner countries to be housed in Global Link.

### **Where to Find Program Information:**

**AFS-USA Website:** There is a webpage for each program offered for students coming from the United States. These can be found by clicking on the “Be an Exchange Student” and the “Gap-Year Programs” sections, choosing the desired country and then selecting the appropriate program offered in that country. Information includes:

- Eligibility criteria
- Program descriptions
- Visa and travel information
- A general outline of orientation and arrival activities

**Global Link:** Program information, as supplied by partner countries, can also be found within Global Link.

### **Who to contact?**

For more information about general country and program information, contact the Student Services Center.



AFS-USA has extensive marketing materials available on our study abroad sending programs. Contact your Sending Team Manager.



Or go to AFSWiki. [www.afswiki.org](http://www.afswiki.org)



Contact Student Services for information gathered from returnees about programs including aspects such as school, daily life, language acquisition, etc. You can use this material to learn more about the range of program, share with applicants and help build your knowledge about a particular program, before interviewing an interested applicant.



Our world of AFS-USA study abroad sending programs offers so many unique opportunities. As you read through your learning guide you may think of schools, community groups, potential participants and their families in your local community that have an interest in going abroad to one of these destinations.

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## Planning your sending recruitment campaign

Planning your sending recruitment campaign in your local community or chapter will be the key to your team's success. This is an important local activity and will provide the necessary focus to maximize both time and potential. By planning you will identify:

- ⇒ what needs to be done
- ⇒ when it needs to be done
- ⇒ who and what will be needed to achieve success.

In making your plans you are defining your goals for successful sending recruitment, and it will help motivate you and your sending team. Planning in advance means that you have the flexibility to make course corrections when something unexpected occurs. Planning also allows you to identify and communicate what resources and support you need from the Area Team and Regional Staff.

When preparing your sending plan you may wish to consider what key strategies you can use to help generate success. These may include:

- what schools are supportive of AFS-USA – which are key partners?
- what new schools in the community would be supportive of AFS?
- where to promote sending with AFS-USA – what places are most visible and attract a similar demographic audience?
- what useful contacts exist in my community – who can help me and my team?
- what has been successful in the past – what AFS experience is on hand?
- who else can be involved from AFS – are there returnees, sending families, hosted participants that are able to lend a hand?
- what community groups are supportive of AFS-USA.

***Remember – involving more people in sending means a better result and more effective team work.***

A sample sending plan worksheet to help you get started has been included in the Volunteer Resources section at the back of this guide.

- list the key strategies and the actions that you wish to take to support each strategy
- don't be disillusioned if one action is not the success you imagined
- it is better not to waste time, but to move on to the next action in your plan. It can be part of your learning process
- after the sending recruitment campaign you may evaluate your success and make notes on what was successful for the next campaign.



**Need help starting your plan?**

Please contact your Sending Team Manager

## Key dates and activities for sending recruitment

<b>Yearly sending events</b>	
<i>Sending with AFS-USA is a year long opportunity with many different activities – these are just some of them</i>	
<b>January</b>	<p>☆ <b>SH School Year, Semester, 18+ and University Programs Departures commence</b> ☆</p> <p>⇒ <b>SH School Year, Semester 18+ and University Programs return</b> – from previous year</p> <p>⇒ <b>Awards for Excellence</b> – applications due</p>
<b>February</b>	<p>⇒ <b>SH School Year, Semester and 18+ departures continue</b></p> <p>⇒ <b>SH School Year, Semester 18+ and University Programs return</b> – from previous year</p>
<b>March</b>	<p>☆ <b>Host Family Appreciation Month</b> ☆</p> <p>⇒ <b>National Foreign Language Week</b></p> <p>⇒ <b>SH School Year, Semester and 18+ departures continue</b></p>
<b>April</b>	<p>☆ <b>National Volunteer Week</b> ☆</p> <p>⇒ <b>NH Year and Semester programs close</b> - All paperwork must be completed and received by the Admissions Center</p>
<b>May</b>	<p>☆ <b>Wear AFS on your Sleeve Month</b> ☆</p> <p>⇒ <b>Set Sending Goals for the next year</b></p> <p>⇒ <b>NH Summer programs close</b> - All paperwork must be completed and received by the Admissions Center</p>
<b>June</b>	<p>☆ <b>Summer Program Departures</b> ☆</p> <p>⇒ <b>NH Year and University Programs return</b> – from previous year</p> <p>⇒ <b>Semester and 18+ Programs return</b></p>
<b>July</b>	<p>☆ <b>NH School Year, Semester and 18+ and University Program Departures commence</b> ☆</p> <p>⇒ <b>NH Year and University Programs return</b> – from previous year</p> <p>⇒ <b>Semester and 18+ Programs return</b></p>
<b>August</b>	<p>☆ <b>NH School Year, Semester and 18+ and University Program Departures continue</b> ☆</p> <p>⇒ <b>Summer Program Returns</b></p>
<b>September</b>	
<b>October</b>	
<b>November</b>	<p>⇒ <b>All SH Programs close</b> - All paperwork must be completed and received by the Admissions Center</p> <p>⇒ <b>International Education Week</b></p>
<b>December</b>	<p>☆ <b>SH Year Program Returns commence</b> ☆</p> <p>⇒ <b>Awards for Excellence</b> – Nominations due</p> <p>⇒ <b>Congress-Bundestag</b> - Applications due</p>

## AFS-USA Sending application process

### **Lead: *Before the Pre-Application***

- ⇒ Prospective candidate (lead) hears about AFS through: School presentations, AFS-USA website, volunteers, school clubs etc.
- ⇒ Lead requests information, is entered into Salesforce and mailed a catalog. If the lead provides their phone number and email address, they will receive our e-newsletters and may be called depending on interest level.
- ⇒ Lead and/or parents attend Online Info Sessions to learn more about the AFS process
- ⇒ Lead submits the Preliminary Application (Pre-App), preferably online through AFS-USA website, and pays standard fee of \$75 (some exceptions apply).
- ⇒ Applicant may apply for Global Leaders, our main scholarship program, at any point after submitting the Pre-App

### **Pre-App: *from preliminary application to full application***

- ⇒ Applicant (now called a Pre-App) receives link to AFS Account, which contains the online application, or Full Application, via email
- ⇒ Applicant receives local volunteer contact information with instructions for setting up the interview, via email
- ⇒ Student Services Advisor will follow up with Applicant regarding application and program deadlines
- ⇒ Applicant completes and submits the Full Application, which includes:
  - \$900 deposit
  - Medical form completed by Doctor or Nurse
  - Academic form and grade transcript signed by school (unless the Applicant is applying for a Community Service Program)
  - Signature of both **legal** guardians
  - Other personal information
- ⇒ Applicant and local volunteer meet for in-home interview. Local volunteer sends the interview to Student Services Department

**Full Application: *Until departure for host country***

- ⇒ Student Services Advisor reviews and accepts Applicant's full application as soon as complete with interview and deposit. This is the first step of the two-step acceptance process
- ⇒ Applicant's full application is submitted to the AFS Hosting Partner country for review
- ⇒ After 4-6 weeks, the AFS Hosting Partner country responds with the applicant's status.
- ⇒ Shortly after Hosting Partner country acceptance, participants will receive invoice, can view balance and make payments in AFS Account. Total balance is due approximately 60 days prior to departure
- ⇒ At **any** point between acceptance and about 2 weeks prior to departure, participants will receive **host family** and school placement information.  
*\*unless for programs where participants do not live with families, such as the Summer Language programs in Spain and France*
- ⇒ 1-3 months prior to departure, participants will receive a link to visa/residence permit information and instructions posted on the AFS-USA website
- ⇒ 1-4 months prior to departure, participants and natural family attend local Pre-Departure Orientation (PDO) organized by volunteers for all AFS participants in the area departing shortly
- ⇒ Participants arrive in Gateway (departure) city in the U.S one day prior to departure to attend Gateway Orientation
- ⇒ Participants depart for AFS Host Country with any other students traveling to the same country. An AFS chaperone (staff or volunteer) will accompany the group if it is larger than 35 students. Otherwise the students receive specific instructions, are placed on the plane, and met by staff or volunteers upon arrival in the AFS Host Country

## Why go abroad with AFS

Promoting the benefits of AFS study abroad programs is one of the most satisfying volunteer roles in AFS-USA. The opportunity to offer young Americans the opportunity to study abroad on an AFS program is both exciting and rewarding for AFS volunteers. Sending recruitment links potential participants and their families to your AFS chapter adding enthusiasm and energy.

Since AFS-USA first began, thousands of young Americans have had the benefit of an AFS exchange. This amazing result has been largely achieved by volunteer recruitment activities. Our participants choose to go abroad with AFS-USA because sending volunteers offer extraordinary commitment to these young people and their families.

When promoting study abroad to a potential sending candidate and their family, they will want to know the benefits. While each sending experience is unique, our research tells us that participants and their families choose to send with AFS-USA because of:

- ✓ our experience in intercultural international education
- ✓ our range of programs and destinations
- ✓ our scholarship programs
- ✓ our program support and risk management services
- ✓ our selection and placement processes
- ✓ the opportunity to give their children an intercultural learning experience, build global relationships
- ✓ the opportunity to gain an advantage by learning or improving their foreign language skills
- ✓ our values and operations as a community and volunteer based organization
- ✓ their desire to give their son or daughter the opportunity to grow and develop in a meaningful way
- ✓ their respect and admiration for the history and reputation of AFS.



## Raising awareness and promoting AFS-USA in your local community

Active promotions, providing publicity and doing presentations are important in raising awareness about the benefits of study abroad with AFS-USA. The more people that are aware of AFS-USA the more prominent it becomes in your local community. Which means when families and candidates are considering an international exchange they will think AFS-USA.

You and your team will want to consider what will be the most effective methods for raising awareness of AFS-USA in your local community that can enhance your local school promotions. Some activities you may consider will be:

1. Arrange to make an **“It’s Your World” presentation** at your local high school. This highly regarded presentation is a great way to introduce AFS to your local schools and promote our mission and programs.

2. **Your neighborhood network** is a good starting point, think about targeting:

- churches, synagogues, mosques and other faith communities
- community organizations and clubs
- company newsletters, bulletin boards, web sites
- like-minded organizations
- local community events.

All may be willing to help promote AFS by allowing you to make a presentation, making announcements, sharing information in their newsletters, being able to include an AFS story (AFS has great stories to tell), having an AFS-USA information booth or inviting you to attend one of their meetings. The more we promote AFS the greater the awareness of what sending with AFS-USA means.

3. Attend **college fairs** to promote study abroad with AFS-USA at your local high schools. Contact your high schools and find out when they will be holding these

events and ensure that AFS-USA has the opportunity to promote the benefits of study abroad.

3. Send with AFS-USA **displays**, use AFS-USA's marketing materials (posters and brochures) to promote our wide range of sending programs, on notice and bulletin boards, including:

- book and music stores
- gyms or fitness centers
- youth groups
- cafes or coffee shops
- fast food chain stores
- grocery stores
- libraries
- pet shops
- pizza parlors or other ethnic restaurants

Often potential candidates or their parents will be attracted by poster displays or brochures and will take the initiative to contact you. Think about where young people congregate for maximum exposure. Remember to include your name and local contact information.

4. Ask returnees, school administrators, community groups and your personal network to **nominate an American abroad candidate**, think of it as a referral service, by asking, who they think would make a great candidate for exchange, including:

- returnees to nominate their friends, siblings and cousins
- host students who have come in contact with students in their schools, in their social network or through other activities
- schools to nominate potential candidates
- your extended family who may have children that are interested
- the company you work for.

Continually building a list of potential candidates can provide you with the “hot leads” that generate interest in AFS-USA and studying abroad.

5. Host an **information session** by inviting potential candidates, sending families and supporters of AFS-USA to a pizza and information session. This provides the opportunity for families to meet, ask questions and connect with AFS. You could extend the invitation list by asking potential candidates to bring along their friends. The more invited the higher the awareness which leads to more potential for studying abroad with AFS-USA.
6. **Connect** with community groups, colleges and like-minded organizations where you can target our Gap Year Programs. By extending your networks, you can generate additional interest and appeal in AFS-USA.
7. Provide and **promote publicity** in your community. Contact local newspapers, radio or television stations to promote AFS events and feature stories about the benefits of sending with AFS-USA. Your AFS chapter may have funds to run a regular advertisement which can promote local events, information sessions and an invitation to come to your regular meetings.
8. **Promote sending with AFS-USA** no matter where you are and wherever you go. You could have friends, family members or even friends of friends in other parts of the USA that are interested in studying abroad. Share those contacts and leads with your Sending Team Manager to help other AFS communities with their sending efforts. Your efforts to promote sending could include:
  - adding a tagline to your email signature
  - wearing an AFS button to promote conversation.

**Most importantly, remember that the leads that are generated through promoting AFS programs need to be promptly followed up. Work with your team to ensure that contact is established and maintained with all potential candidates.**

## Developing your presentation skills

A good presentation about sending with AFS-USA will grab the attention of your audience. Good presenters are confident, know what they are talking about and go prepared. By taking some time to prepare you will be able to present well.

To plan your sending recruitment presentation, consider:

- your audience
- what might be most interesting to them
- what is your key message
- how can you capture their attention
- avoid too much information
- make it personal
- tell them what happens next.

Your presentation should achieve:

- the attention and interest of candidates
- engage them in the excitement of studying abroad
- ensure they have contact details or know where they can get more information
- distribute promotional materials
- get names and phone numbers for follow up.

By being confident and positive you will convey the enthusiasm of what it means to be an AFS participant. Speak with conviction and confidence and practice your presentation every time. More importantly have fun and enjoy doing it.



Remember to refer and use **“It’s Your World”** presentation module. This highly regarded resource will help you in developing your presentation skills. On AFSWiki -

[http://www.afswiki.org/index.php/It%27s\\_Your\\_World](http://www.afswiki.org/index.php/It%27s_Your_World)

## Working with schools

If you are already involved in your local schools, establishing yourself as an AFS-USA volunteer is a great way to start your volunteer experience with AFS. If you are new to the school community you can start by:

- ⇒ making contact with the schools
- ⇒ learning about the school, district and any relevant policies
- ⇒ identifying who is the AFS school contact
- ⇒ scheduling an appointment with the school principal, superintendent, guidance counselor or teacher.

Building and maintaining good relationships at each school ensures that you and your team get the support required to promote studying abroad with AFS-USA. Schools are important partners in the sending process. With their support, you can arrange for sending presentations, display sending materials and seek their recommendations for AFS candidates. They can also play an important role in helping to prepare candidates for their exchange.

Promoting AFS sending programs in your local schools may involve:

- ⇒ talks to class groups
- ⇒ school presentations
- ⇒ presentations to the school faculty and administrators
- ⇒ information nights
- ⇒ general publicity.

In promoting AFS sending in schools, focus on what you can offer the school, be pro-active and take an interest in what the school is seeking from AFS-USA.

What AFS-USA can offer to the each school:

- a network of trained volunteers and professional staff support
- over 60 years of experience in international exchange
- local volunteer contact information and presentations on AFS study abroad programs

- an opportunity to host outstanding international exchange participants from over 40 countries
- scholarship opportunities for outstanding students to study abroad
- professional development and scholarship opportunities abroad for principals, school administrators and teachers
- extra-curricular activities through AFS and International Clubs.

**Top 10 tips for promoting sending in schools, include:**

1. use “*It’s Your World*” presentation – well received and highly regarded by schools
2. attend a high school *faculty meeting*
3. host an *AFS appreciation night* or be part of Teacher Appreciation Week
4. *arrange breakfast or lunch* with the Principal, Guidance Counselor or Superintendent
5. send *school packets* to all schools (not just the AFS schools) - obtained from your Regional Service Center
6. arrange for *meetings* with the guidance or career counselors or the contact person in the school for international exchange programs
7. arrange for hosted students, Americans Abroad, or our Visiting Educators to do *presentations* on the countries they come from or went to on AFS
8. remember *day care centers, kindergartens, middle and primary schools* - a great place to promote AFS program opportunities
9. organize a *PTA (Parents and Teachers Association)* presentation
10. say *Thank You* - take a breakfast or lunch treat for teachers to enjoy in the teacher’s lounge.



For more information about AFS-USA and schools:

*It’s Your World* school presentation – also available on AFSWiki -

[http://www.afswiki.org/index.php/It%27s\\_Your\\_World](http://www.afswiki.org/index.php/It%27s_Your_World)

## Working with community groups

Community groups can also assist your sending recruitment activities. They may be another means of introducing going abroad with AFS-USA. Many youth groups could be interested in introducing or expanding their international connections. They have the ideal target audience for sending program participation. They may also have members who would be willing to assist you in your recruitment activities.

Like AFS, these groups have developed to offer a service, support a group or assist the community in areas of need. Adult service organizations could well be in a position to help provide financial aid to local AFS sending participants. Some of the most successful chapters in AFS-USA work with other community groups to help build AFS's profile and gain the support of the community.

### Getting started - tips to help you work with community groups include:

- think about how you can use your local community to help promote sending with AFS-USA
- identify what opportunities exist and how this could be of mutual benefit
- list the forms of promotion that are available (newsletters, events, etc)
- when attending meetings take an AFS-USA returnee or candidate
- participate in community organized events that can help to promote AFS-USA – these may include street fairs, farmers markets, college fairs etc.
- promote our mission and values to work with like-minded organizations to foster understanding – these may include the German American Society, and other like-minded groups and organizations.
- focus on the personal and powerful stories that AFS has to tell
- promote the mission of AFS and the benefits of intercultural international exchange.

**Remember – the more people involved in sending means a better result, more effective team work and a strong AFS community.**

While community groups vary, AFS-USA has had successful partnerships with:

- ✓ Girl and Boy Scouts
- ✓ United Way
- ✓ Returned Peace Corp Volunteers
- ✓ Houses of Worship
- ✓ Pre-schools, nurseries
- ✓ Cultural groups or international clubs (World Affairs Council, Junior League, etc)
- ✓ Also think about contacting local volunteer agencies – they may be able to provide you with a range of services that could include referrals and extra volunteer assistance.
- ✓ Youth groups
- ✓ School clubs
- ✓ Rotary, Lions or Elks Clubs
- ✓ Music clubs
- ✓ Sports Leagues (soccer, baseball)

**Enlist the help of your volunteer team** to approach the key community groups in your chapter to be involved. Organize and invite them to a special event, an information session, a special presentation that will introduce the benefits of sending with AFS-USA.

## Planning your information sessions – Info Nights

An information session may be the first introduction to candidates and their natural families. It is important that they make a good first impression that will promote AFS-USA and make it stand out from our competitors. Information sessions can be an ideal way to promote AFS-USA, connect with potential candidates and provide information on our range of study abroad programs.

Your information session should:

- be welcoming and inviting – ensure introductions are made
- introduce hosted participants, returnees and volunteers
- build on interest that you have gained from presentations and other efforts in sending promotions
- use all available opportunities to promote the event and encourage attendance
- be energized and enthusiastic
- give candidates and their families an opportunity to ask questions
- highlight the benefits of study abroad with AFS
- offer additional information on sending programs, scholarships/financial aid, hosting and volunteering
- promote the mission and values of AFS-USA.

By spending some time in planning your local information sessions will be a success. Consider:

- promoting – set dates and publicize them widely
- inviting – candidates, their families, school representatives, other members of your community, returnees and hosted participants
- developing – your program and what you and your team can do to add interest
- using – materials, brochures and display materials (photos, flags, posters) that will help build an interest

- meeting – all who arrive, have name tags and take names and contact details for follow up
- energizing – the attention of your guests and candidates through positive and professional presentations and talks.



How to Plan an Info Night Project Card is available on AFSWiki -

[http://www.afswiki.org/index.php/Information\\_night](http://www.afswiki.org/index.php/Information_night)

This project card provides you with everything you need to know on planning your info night or information session.



Achieving maximum success with your information sessions will depend on a number of key factors. Your success will reflect the time you and your team take in planning and involvement of others. You can start by developing a check list that will include:

- who to invite - think about what might increase interest and awareness
- what method to use for invitation and promoting awareness of the night
- where to hold your event that will help increase participation.

**Remember to talk to your team about what has been done in the past when holding information sessions – capitalize on what has been successful in the past and use this knowledge to make your information session a great success.**

## Scholarships and financial aid

A key recruitment promotional tool is AFS-USA's scholarship and financial aid program. AFS-USA is committed to selecting highly qualified candidates for programs abroad, irrespective of their ability to pay the entire tuition. Yearly, approximately 40 percent of all sending participants receive some assistance in either a scholarship or financial aid.

Scholarships allow us to extend the reach of our mission by:

- Enabling students to go abroad who otherwise could not
- Providing a tool for making new connections and increasing the visibility of AFS

Scholarships also help us to:

- Attract and recognize high caliber students
- Achieve organizational goals (longer and earlier)
- Support our partners abroad and contribute to network health (by encouraging flexibility)
- Recognize and reward commitments to AFS (AFS Family)

What is our scholarship portfolio?

### **Restricted and Unrestricted funds**

How the money comes in generally dictates how the money goes out because donors may set restrictions on who can receive awards and in what general amounts. AFS has full discretion over its own funds used for scholarships (e.g., general aid)

<b>How the money comes in:</b>	<b>How the money goes out:</b>
<ul style="list-style-type: none"> <li>• Corporate and foundation donors</li> <li>• Individual donors</li> <li>• Government grants</li> <li>• Area Team and Chapter fundraising</li> <li>• *AFS-USA general operating budget</li> </ul>	<ul style="list-style-type: none"> <li>• *Competitive merit-based scholarships (inc., AFS Family)</li> <li>• *Need based scholarships</li> <li>• Partnerships with community based organizations</li> <li>• Incentives/promotions</li> </ul>

How are funds awarded?

The majority of merit and need-based scholarships are awarded on a rolling basis through this process (The AFS global Leaders Scholarship Program)

**Step 1:** Student/family submits

- Preliminary application (including \$75 fee)
- Scholarship cover sheet
- Need-based aid application (through ISM FAST) + \$34 fee/waiver **and/or** merit-based recommendations (self evaluation and Letter of Recommendation)

**Step 2:**

- Within one week, the student's advisor will offer him/her a preliminary scholarship award (determined by a committee who reviews groups of candidates). In general these awards cover 0-50% of the program tuition.

**Step 3:**

- Within one month, student must submit his/her full application, including tuition deposit and interview. If the student's full

application is accepted (with Volunteer support), the award is credited to his/her account.

**Step 4:**

- After this one month window, the student must submit a new scholarship application to be re-evaluated

There are also competitive merit-based scholarships awarded outside the Global Leaders system. Those are:

- Sponsored Programs: Cargill, Congress-Bundestag, NSLI
- Non Sponsored Programs: Vaya a America Latina, Yoshi and Tanaka

These merit-based scholarships require specific application materials and they have their own review/award process.

Scholarships and financial aid are great tools in planning your sending recruitment campaign. With your team think about how you can help attract candidates that can benefit from or are deserving of receiving assistance.

Consider making a list of possible targets that you could work with to increase your sending application pool where scholarships and financial aid might have a high appeal. These may include:

- recommendations from your local schools
- nominations from your local community
- identifying deserving candidates
- working with possible sponsors.



You can become familiar with our scholarship program by contacting your Student Services advisor



Available on AFSWiki refer to “Financing Your AFS Experience” or “Fundraising” to help participants pay their tuition.



Details of available scholarships are available from your Student Services Advisor. Scholarships can change and are updated regularly.

## Contact and conversion

Key in assisting potential candidates to become AFS participants is volunteer contact. It is important to ensure all interested preliminary applications are contacted in a timely manner. After receiving notification, pre-applicants, consider inviting them to a local social event, an information session or your next AFS chapter meeting. They may already be at the stage where they have started to develop some questions and you could establish a time for an interview with their family.

As a sending volunteer, your contact with potential candidates will:

- ✓ start to give them confidence in AFS-USA
- ✓ give them an opportunity to learn more about the benefits and features of our programs
- ✓ encourage them to complete their application
- ✓ guide them with additional information
- ✓ help them to start preparing for the experience.

You may also be able to put potential candidates in contact with returnees, other potential candidates or hosted participants. The more exposure they have to the AFS experience the more likely you will succeed in conversion. They have already expressed a strong desire to study abroad and our goal is to turn that desire into a reality.

**Remember** - A friendly welcome to AFS-USA, being available to help address questions and providing reassurance about studying abroad will generate sending conversion success. Take the time to establish a personal connection with your potential candidates. Use your team to make personal connections fun and exciting.

## Contacting interested applicants

AFS-USA encourages volunteers to contact potential candidates and their families to provide support on a local level. You can do so by logging onto the Salesforce

To ensure students and families are not receiving double contact from the volunteers and the Student Services Center, you can read comments made by the staff. You can also make your own notes regarding interactions that you have had with potential candidates and their families.



**Promote your local events** - a notice of your event will be sent to leads, pre-apps and full apps in your area in addition to your AFS gathering being posted on the AFS-USA website and the Study Abroad Bulletin Board. Fill out a simple form to provide your event details with a minimum of 5 days notice prior to your event. To access the 'Get the Word Out Form, visit the AFS-USA website at [www.afs.org/usa](http://www.afs.org/usa) click on AFS News & Press Kit, then under News Spotlight on right click [Post Your AFS Event](#).



Students, families and volunteers can 'chat' with the Info Center from the AFS-USA website. Visit [www.afs.org/usa](http://www.afs.org/usa) and click on 'IM with AFS' on the left hand side to be connected with the Info Center.

## Getting to “yes” - selling the benefits of studying abroad

Being able to both sell and highlight the benefits of AFS to your potential candidates and their families is important. AFS is a highly regarded and credible organization, but families will be seeking the reassurance they need before sending their son or daughter abroad. Families and potential candidates will be comparing the differences of exchange programs. Use this table to confidently promote and sell the benefits of going on exchange with AFS-USA.

<i>For parents your child will:</i>	<i>For potential participants you will:</i>
<p><b>Career -</b></p> <ul style="list-style-type: none"> <li>• gain from being part of an international alumni network of high achievers, many of whom have achieved great success in their future careers</li> <li>• will make an extraordinary achievement by participating on an AFS program</li> <li>• will stand out when applying for college entrance or employment positions</li> <li>• develop effective intercultural communications, which is highly desirable in the workplace</li> <li>• will be able to adapt and manage change more readily</li> <li>• will show high capacity as a leader</li> <li>• language proficiency</li> </ul>	<p><b>Career –</b></p> <ul style="list-style-type: none"> <li>• develop an edge, stand out from the rest from taking the initiative to study abroad</li> <li>• learn how to achieve success, set goals in a more complex environment</li> <li>• get a head start on your future career</li> <li>• feel more comfortable stepping out of your comfort zone</li> <li>• use your intercultural understanding and communication skills</li> <li>• have access to a network of high achievers</li> <li>• have proven initiative, drive and ability</li> <li>• become part of a global community</li> <li>• language proficiency</li> </ul>

<p><b>Personal –</b></p> <ul style="list-style-type: none"> <li>• will build tolerance and intercultural understanding</li> <li>• will build on their confidence and strive for achievement</li> <li>• will become a global citizen</li> </ul>	<p><b>Personal –</b></p> <ul style="list-style-type: none"> <li>• learn more about yourself, build self-confidence and your capacity to adapt</li> <li>• learn to take initiative</li> <li>• feel comfortable in different environments</li> <li>• manage and cope with change</li> </ul>
<p><b>Reassurance –</b></p> <ul style="list-style-type: none"> <li>• AFS quality standards</li> <li>• experience and impeccable record</li> <li>• highly developed program and risk management systems</li> <li>• emergency support</li> <li>• professional staff</li> <li>• extensive volunteer network</li> </ul>	<p><b>Enjoy –</b></p> <ul style="list-style-type: none"> <li>• have fun with AFSers from all around the world</li> <li>• learn a new language, make new friends</li> <li>• experience living in a different culture</li> <li>• living with a host family</li> <li>• make lifelong friends</li> <li>• travel overseas</li> <li>• see the world through others’ eyes</li> </ul>



The benefits of an intercultural, international exchange are immeasurable, often personal and highly emotive to past participants. You may choose to develop your own list from talking to returnees and hosted participants in your local area.

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## AFS International participant standards

As an international exchange organization AFS has established standards that are applicable to all AFS partners in the AFS network. There are nine personal qualities that research and experience have shown to be especially valuable in enabling AFS participants to meet the challenges of an intercultural living and learning experience. These qualities form the international standards for sending students.

AFS participants need to demonstrate the ability to live and learn effectively in a new cultural environment where they are totally immersed. You should inform your candidates of these qualities and encourage them to explore these personal characteristics. You can assist in this by leading a discussion at the in home interview and while you are helping them prepare for their exchange.

Quality	AFS participants	Look for candidates who
<b>1. AFS participants should be flexible.</b>	<ul style="list-style-type: none"> <li>✓ will need to make adjustments in their patterns of behavior to suit new and often very different situations</li> </ul>	<ul style="list-style-type: none"> <li>✓ are capable of altering their behavioral patterns to accommodate others</li> <li>✓ can adjust when not allowed to have their own way</li> </ul>
<b>2. AFS participants should be self-confident and willing to take the initiative.</b>	<ul style="list-style-type: none"> <li>✓ need a positive self-image and confidence in their own abilities</li> <li>✓ not afraid to try something new</li> <li>✓ capable of coping with difficult challenges</li> <li>✓ are willing to take risks</li> <li>✓ not easily discouraged to try again when things don't meet their expectations or go wrong</li> </ul>	<ul style="list-style-type: none"> <li>✓ can cope with demanding situations</li> <li>✓ can identify actions they take in meeting challenges</li> <li>✓ can build their self-confidence and knowledge</li> <li>✓ are aware of their limitations</li> <li>✓ are not boastful</li> </ul>
<b>3. AFS participants should have the willingness and ability to learn in a variety of educational settings.</b>	<ul style="list-style-type: none"> <li>✓ should be able to learn from their daily experiences with host family members, peers, and others in their host community as well as from teachers</li> </ul>	<ul style="list-style-type: none"> <li>✓ have made an effort to find out about people and cultures in other parts of the world</li> <li>✓ are curious</li> <li>✓ are willing to persevere</li> <li>✓ have interests or skills outside of the academic setting</li> </ul>

<p><b>4.</b>  <b>AFS participants should be able to tolerate confusing or ambiguous situations, and to ask for and receive assistance from others.</b></p>	<ul style="list-style-type: none"> <li>✓ are able to demonstrate initiative in times of need and know how to seek help</li> </ul>	<ul style="list-style-type: none"> <li>✓ take initiative</li> <li>✓ are curious and ask questions</li> <li>✓ feel comfortable in a variety of different settings and with a wide range of different people</li> </ul>
<p><b>5.</b>  <b>AFS participants should be genuinely interested in other people, including those who are culturally or otherwise different from themselves.</b></p>	<ul style="list-style-type: none"> <li>✓ show respect for and interest in the people of the host country</li> </ul>	<ul style="list-style-type: none"> <li>✓ capacity to build relationships</li> <li>✓ are cooperative</li> <li>✓ demonstrate trust</li> </ul>
<p><b>6.</b>  <b>AFS participants should be able to empathize with others.</b></p>	<ul style="list-style-type: none"> <li>✓ connect with different individuals</li> <li>✓ demonstrate understanding, care and concern</li> </ul>	<ul style="list-style-type: none"> <li>✓ are able to see things from different perspectives</li> <li>✓ consider what it would be like in another person's shoes</li> </ul>
<p><b>7.</b>  <b>AFS participants should be open-minded.</b></p>	<ul style="list-style-type: none"> <li>✓ are not quick to criticize or judge others</li> </ul>	<ul style="list-style-type: none"> <li>✓ ability to understand that beliefs and assumptions can vary widely in different cultures and settings</li> </ul>
<p><b>8.</b>  <b>AFS participants should be able to establish positive relationships with many other people, and to share their personal feelings and thoughts with a few of them.</b></p>	<ul style="list-style-type: none"> <li>✓ are equally comfortable in the presence of strangers or friends and relatives</li> </ul>	<ul style="list-style-type: none"> <li>✓ ability to demonstrate an accepting attitude towards others</li> <li>✓ comfortable in establishing friendships or holding conversations with strangers</li> </ul>
<p><b>9.</b>  <b>AFS participants should have the ability to see themselves within a larger perspective.</b></p>	<ul style="list-style-type: none"> <li>✓ need to be able to understand ordinary daily problems in context</li> </ul>	<ul style="list-style-type: none"> <li>✓ demonstrate a sense of humor</li> <li>✓ can be objective</li> <li>✓ willing to make compromise</li> <li>✓ willing to try again</li> </ul>

## The candidate interview

The candidate interview is an AFS international standard and is a very important part of the application process. All year and semester candidates must be interviewed in their home environment with all family members present. Summer program candidates must be interviewed in person and with a parent, but not necessarily in their home environment.

The interview may be the first time that the candidate will have had personal contact with AFS-USA. It will be an opportunity for the candidate and their family to ask questions and learn more about AFS, and for you to promote the features and benefits of going abroad with AFS-USA. It could be that the family will be making an assessment of AFS-USA.

You should prepare yourself for the interview by:

- reviewing the candidate's online application to familiarize yourself
- checking for any missing information that requires follow up
- consider the candidate's program selection - Does the program exist? Is the candidate eligible? Does it seem to fit the candidate's personality/interests?
- preparing some questions to ask – general and specific that relate to the candidate's paperwork
- taking any relevant paperwork or information that will assist you in responding to possible questions
- consider doing the interview with another volunteer – to develop a varied perspective.

The purpose of the interview will be to:

- provide as much information about AFS as possible and encourage their active involvement
- assess the suitability and potential of the candidate for an AFS program
- share the qualities that AFS seeks in selecting participants

- outline AFS-USA's support processes and the importance of involvement in local activities and orientation
- help guide the participant in making a decision about program and destination.

Conducting an effective interview means that you use both listening and questioning skills.

**Listen by:**

- giving your full attention
- letting the candidate do most of the talking
- pausing at the appropriate time
- smiling for encouragement
- refraining from judgments and visible reactions.

**Question by:**

- starting slowly and building up to more difficult questions
- clarifying information as needed
- avoiding leading questions
- having clear meaning
- aiming at specifics and seeking real life examples.

Developing effective interviewing techniques takes time and practice. Take notes at the interview so you can refer to these when completing the Confidential Placement Information Form. It is important to remember that AFS-USA is trying to determine a candidate's suitability based upon our learning objectives and determine their capacity for participating in an intercultural international exchange.

From your interview you should be able to form a balanced and objective overview of the candidate.



**You can develop or improve your interviewing skills by:**

- ✓ Practicing with a more experienced AFS volunteer
- ✓ Talk to your Sending Team Manager
- ✓ Read “How to Interview American Students for AFS Programs Abroad” available from AFSWiki



You may also want to spend some time preparing some interview questions. Think about what sort of questions that you think you can ask.

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## The Confidential Placement – Form 8

It is critical that this form is completed in detail that best represents the candidate, the in-home interview and your assessment. The confidential placement form is a summary of your impressions, the candidate's capacity to undertake an intercultural exchange and their ability to adapt to various circumstances. It should also reflect the candidate and their natural family relationship. It should be completed as soon as possible after the interview.

The completed confidential placement form:

- works in the best possible interests of the candidate
- is combined with their completed Application and used to make an assessment on suitability
- allows for local volunteers to demonstrate their support
- allows for local volunteers to share any concerns
- assists in selection of scholarship or financial aid candidates
- used by all AFS hosting partners for determining guarantee status and hosting placement
- is an international standard that helps AFS partners with key information.

In completing your confidential placement form, think about how you can best express an objective and balanced description of the candidate. Your goal is to create a picture that promotes the candidate for exchange. This form is read by the AFS hosting partner and needs to be clear, concise and easily understood by someone who does not necessarily have English as their first language.

The confidential placement form must be completed, signed and submitted to the Admissions Center promptly.



To get copies of Form 8, visit [AFSWiki](#)