

# What do we do after the 1<sup>st</sup> AFS chapter meeting?

1. **Recruit volunteers** for the key leadership positions such as:

*\*see Resource Page for links to volunteer position descriptions*

- Chair
- Treasurer (if the chapter plans to fundraise or maintain local funds, or be Unaffiliated)
- Participant Support Coordinator
- Hosting Coordinator
- Sending Coordinator
- Volunteer Coordinator
- Etc.

2. **Brainstorm with your group** how you will go about finding host families and/or sending participants. To what groups do the volunteers belong? What churches and clubs? How will you approach these organizations? Can someone in the group write a piece for the local paper and provide photos with the article? Assign tasks and write in the minutes of the meeting who is doing what, and by when. E-mail notes to all group members. At your meeting you can use these notes to keep everyone focused.

3. **School policies.** Find out about the school policies for admitting international exchange students. Speak with the Principal, Guidance office and also with the Foreign Language Teachers to let them know about AFS programs and the goals of your chapter.

4. **Network.** As your group networks with other groups and the Chapter grows in size, ask new volunteers to become liaisons or aunt/uncle families for the hosted participants. Some volunteers will have an interest in promoting AFS programs abroad to sending participants or finding in host families. Ask them to be school contacts.

5. **Regular meetings and fun events.** Hold regular meetings and fun events. Establish a calendar of events for the group. Your group will grow over time. Remember, people want to join and be a part other fun, excited people and groups.

## ***I don't have this much time or that many people! Help!***

1. ***Keep focused on the basics.*** The goal should start with hosting 1-2 participants or more per year.
  - Hosted participants will need host families and a liaison or support person for each student at a bare minimum.
  - Sending participants going abroad will need to be interviewed and given some fundraising advice.
  - Both host and sent participants will need to participate in mandatory orientations.
2. ***Keep talking about the opportunity*** in a positive, excited manner. Eventually you will find someone that wants to be a part of your fun chapter. Do not try to convince new families just share your AFS experiences and stories with them.
3. ***Plan simple, fun get-togethers. Potlucks and Parties.*** A combination of participant-oriented fun events and volunteer-oriented planning and organizing meetings are a must.
4. ***Ask for help.*** Ask your host families, returnees and colleagues at work to help. Delegate and give them responsibility. Once delegated, do not micro-manage their efforts. Volunteers do not want another boss.
5. ***Be inclusive*** and be thinking how to welcome new people into every event. Welcome guests and others who are curious and want to learn more about AFS and its mission.
6. ***Don't forget.*** If this is an Affiliated Chapter and part of an Area Team, contact the Area Team leadership volunteers for help and support as you build this new AFS chapter. If this is an Unaffiliated or Affiliated Chapter, you can also contact the Volunteer Development Staff at AFS-USA for ideas and support.