

SCHOOL RELATIONSHIPS

KNOW YOUR SCHOOL OR DISTRICT:

- Does your school or district have a policy on foreign exchange?
 - Know your deadlines for letter of intent if needed and student acceptance. (Enter into Global Link)
 - Know who reviews and approves student acceptance.
 - Develop a list of what the school will accept in a student (high grades, good English, limited English, activity oriented, grad or no grad, etc.). Log this information into Global Link)
 - Identify hosting families early and if not against policy submit host family information to the school as early as possible.
 - Submit student information ASAP and provide as much information as possible (health, academic, reference letters if included, letter to hosting family and a picture). Include the PAF with a fax number.
 - If your district or school does not have a policy offer to help them write one. (Samples of district policies are available).
 - Make regular, yearly visits to the administrators at your schools. You are a great resource for them not only by representing AFS but knowing the other programs that are in the area.
 - Administrators have a tendency to lump all programs together and they need to know there is a difference. The more the AFS volunteer does to make it easy for the school, the stronger our relationship with the school.
 - On your visit be sure to bring current hosting/sending materials to the administrator as well as a set for the Career Guidance Center or assigned counselor. Emphasize the new education site on the AFS/USA web site.
 - Stress AFS's willingness and reputation for solving problems and not expecting the school to solve problems when they arise.
 - Always be sure the school has names and numbers for local AFS volunteers.

- Keep detailed notes: RECORD KEEPING IS CRITICAL (Enter into Global Link)
 - How communication needs to be done with the school. Some prefer e-mails others prefer the phone.
 - Know the secretary's name and number. This is especially helpful in a smaller school.
 - Develop a spread sheet of each school with names, numbers, emails and dates of contact as well as what was expressed. Emails especially get lost in the amount of mail an administrator gets. Either resending or helping them retrieve it can be an effective strategy.