

# Sample AFS Chapter Calendar

A chapter calendar of events can be a great visual tool and a useful reference for your chapter team. It can help volunteers to focus on what has to be done by a given time, rather than wonder what they should be doing. Your chapter calendar can be a fun and energizing way for your team to create ownership of their activities for the year. In creating your AFS chapter calendar, allow space between events or activities so that volunteers do not feel like they are over committing their time

## **In your AFS chapter calendar, include:**

- key program dates – departures and arrivals of participants
- Area Team organized activities
- regular meeting
- fun and social events
- fundraising activities
- possible school presentations
- reporting requirements for AFS-USA.

You can share your calendar with new volunteers, host families, sending families and other interested community members. It can help raise their awareness of your AFS chapter and the activities in which you are involved.

## Yearly chapter events

*Use this chapter sample to create your own AFS chapter calendar of events and activities*

<p><b>January</b></p> <p style="text-align: center;">☆<b>Winter Hosted Student Arrivals</b>☆</p> <p style="text-align: center;"><i>– usually second week of month</i></p>	<ul style="list-style-type: none"> <li>⇒ Winter program departures and arrivals</li> <li>⇒ Mid-Year Orientation event for hosted participants</li> </ul>
<p><b>February</b></p>	<ul style="list-style-type: none"> <li>⇒ Chapter event – AFS participants speak. Invite all potential sending participants and their families</li> <li>⇒ Secure school slots for upcoming hosted participant arrivals</li> </ul>
<p><b>March</b></p> <p style="text-align: center;">☆<b>Host Family Appreciation Month</b>☆</p>	<ul style="list-style-type: none"> <li>⇒ Host family pot luck dinner. Thank your host families, involve AFS participants in planning, maybe a talent show. Include potential new host families</li> <li>⇒ Annual Chapter fundraiser</li> <li>⇒ Hosting recruitment kick-off event</li> </ul>
<p><b>April</b></p> <p style="text-align: center;">☆<b>National Volunteer Week</b>☆</p>	<ul style="list-style-type: none"> <li>⇒ Chapter meeting – focus on celebrating the success of the volunteer team. Thank your volunteers.</li> <li>⇒ Consider extending invitations to raise volunteer awareness in the local community</li> </ul>
<p><b>May</b></p>	<ul style="list-style-type: none"> <li>⇒ Pre-return orientations for host participants</li> <li>⇒ Discuss hosting plans for next year</li> <li>⇒ All host families recruited/participants placed</li> <li>⇒ School acceptance forms turned in</li> </ul>
<p><b>June</b></p> <p style="text-align: center;">☆<b>Departures for Hosted Students</b>☆</p> <p style="text-align: center;"><i>– usually last week of month</i></p>	<ul style="list-style-type: none"> <li>⇒ International potluck dinner for all hosted participants, sending participants, families, friends, school contacts and community members</li> </ul>
<p><b>July</b></p>	<ul style="list-style-type: none"> <li>⇒ Host Family Orientations</li> <li>⇒ Liaison Training</li> </ul>

<p><b>August</b></p> <p>☆<b>Arrival of Host Students</b>☆  <i>– usually 2<sup>nd</sup> week of month</i></p>	<ul style="list-style-type: none"> <li>⇒ Welcome orientation for hosted participants</li> <li>⇒ Chapter welcome picnic/event for new hosted participants, volunteers, host families</li> </ul>
<p><b>September</b></p> <p>☆<b>Chapter planning meeting</b>☆</p> <ul style="list-style-type: none"> <li>⇒ <i>determine hosting and sending goals for upcoming program year</i></li> <li>⇒ <i>set dates for chapter activities and fundraisers</i></li> <li>⇒ <i>hold chapter elections, if applicable</i></li> </ul>	<ul style="list-style-type: none"> <li>⇒ Post arrival orientation for hosted participants and their families</li> <li>⇒ Welcome Home Party for sending participants “returnees”</li> <li>⇒ Distribute AFS Program Catalogs to high school(s)</li> <li>⇒ Chapter Meeting</li> </ul>
<p><b>October</b></p>	<ul style="list-style-type: none"> <li>⇒ School/Community Information Night</li> <li>⇒ Sending participants parents support and share meeting</li> <li>⇒ AFS Halloween Party-invite other chapters and Area Team.</li> </ul>
<p><b>November</b></p>	<ul style="list-style-type: none"> <li>⇒ Chapter community service project – e.g. help with community food drive</li> <li>⇒ Pre-return orientations for Winter hosted participants</li> <li>⇒ Recruit Host Families for Winter hosted participants</li> <li>⇒ Treasurer receives Annual Financial Report Packet from National Service Center</li> </ul>
<p><b>December</b></p>	<ul style="list-style-type: none"> <li>⇒ Winter host family placement complete</li> <li>⇒ Christmas Around the World-chapter holiday season meeting and social event/fundraiser for returnees, hosted participants, families and friends</li> <li>⇒ Chapter Financial Reports due</li> <li>⇒ Schedule community speaking engagements for hosted participants</li> </ul>