



AFS-USA VOLUNTEER AGREEMENT

**effective as of July 1, 2006 – all previous AFS-USA volunteer agreements are no longer valid and will not be accepted*

This agreement outlines the mutual responsibilities of AFS-USA Inc., and its volunteers. By accepting this agreement (either online or with your signature), it means that both AFS-USA and you in your volunteer role will make every reasonable effort to uphold the undertaking outlined.

In engaging volunteers, AFS-USA, Inc. respects the rights of each of its volunteers.

We undertake to provide you, as a volunteer for AFS-USA, with:

- a general orientation related to your responsibilities, and AFS-USA as an organization
- clear information and expectations related to your volunteering role
- access to the relevant guides, manuals and AFS Online relating to your role or AFS-USA as an organization
- contact details of AFS-USA staff and volunteers to assist you in performing your duties
- support, guidance or coaching from the AFS-USA staff or appointed volunteers
- appreciation of your volunteering efforts
- reimbursement for budgeted and pre-approved expenses
- opportunities for training and learning organized by AFS-USA
- opportunities for growth and personal development through your volunteering participation
- copies of relevant AFS-USA volunteering policies, both general and relating to your volunteering role
- coverage under AFS-USA insurance
- opportunities to be consulted on decisions that affect you in your volunteering role

As a volunteer for AFS-USA, Inc. you will be responsible for and required to:

- comply with all applicable laws, policies and guidelines as determined by AFS-USA, including but not limited to the regulations set forth by the U.S Department of State and CSIET standards
- abide by the volunteer application process for registration, completing your application truthfully, and giving consent to AFS-USA to run a national criminal background check
- uphold the mission, values and business direction of AFS-USA
- participate in training and development activities
- perform your volunteer duties in a manner that corresponds to the aims of AFS-USA, to the best of your ability and in a safe and reasonable manner
- avoid situations which place program participants and other volunteers at

risk

- avoid situations of actual and apparent conflict of interest
- participate in honest and productive conflict resolution when necessary
- respect the need for confidentiality
- responsibly represent AFS-USA to the public and wider community
- never misrepresent AFS-USA, and never enter into any binding written or verbal agreements or sign any legal document in the name of AFS-USA, Inc., unless authorized
- abide by the requirements of AFS corporate liability insurance
- advise your local volunteer leaders if you are unable to continue in your role or of any changes in circumstances that may affect you performing your duties
- be respectful of all others (participants, volunteers, and the staff of AFS-USA), their roles and responsibilities.

AFS-USA, Inc. will make every effort to support you in your role as a volunteer. AFS-USA believes it is vital that you are treated with respect and dignity.

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