



AFS-USA Treasurer's Manual



AFS-USA
January 2010

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's Values

AFS-USA's core values are:

- Safety and welfare
- Respect
- Accountability and Commitment
- Integrity and Trust
- Continuous Learning and Improvement
- Partnership and Teamwork

AFS-USA's Vision

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 is your AFS-USA Treasurer's Manual?

Your **AFS-USA Treasurer's Manual** has been designed to provide you with information to help you understand and manage Area Team, Unaffiliated and Affiliated Chapter funds. You will be able to use this manual at any time.

- This manual will explain the way field finances are managed in AFS-USA and provide you with information on our various field finance processes
- It includes tools, resources and information about field finances
- You will be directed to further learning, assistance, training and support as needed

We have included the following symbols to help you:



Go to specific website



Email....



Mail information to...

Our Proud AFS History

During World Wars I and II, young Americans volunteered as ambulance drivers in the American Field Service (AFS). When they returned home, they founded a movement to promote peace through international student exchange now known as AFS. Since World War II, AFS volunteers and staff have been working in partnership to forge international connections and develop intercultural understanding.

Since 1947 AFS has grown to become a yearly global partnership of:

- More than 36,000 volunteers
- More than 13, 000 program participants each year
- More than 50 program partners around the world
- 370,000+ alumni

Currently AFS-USA:

- Annually places 2,500+ students from abroad with families all across the country
- Has more than 6,000 volunteers to support our programs
- Works directly with over 2,300 schools
- Sends around 1,400 U.S students to more than 40 countries each year
- Annually awards more than \$3 million in financial aid and scholarships (need and merit-based)



Learn more about our 60 year history on the AFS International Website www.afs.org and launch the interactive timeline

Learn more about AFS-USA by visiting our website www.usa.afs.org

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 over 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 international friendship and 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.



**Learn more about
volunteer registration on
the AFS-USA website:**

http://www.afsusa.org/usa_en/focus_on/volunteer

Treasurer Position Descriptions

Area Team/Unaffiliated Chapter Treasurer Description

The Area Team Treasurer has primary responsibility for the proper handling and reporting of all Area Team or Unaffiliated Chapter funds raised and spent for AFS purposes in accordance with the policies and guidelines presented in the annual charter and this Treasurer's Manual. It is highly recommended that Treasurers have access to an IBM or PC compatible computer, modem, and have internet access (broad band, DSL or cable access is recommended)

Responsible to:

- Area Team or Unaffiliated Chapter Chair and AFS-USA Field Finance Department

Time required:

- 3 to 5 hours per month
- Length of service time: 1 year minimum commitment

Competencies required:

- Well organized
- Excellent relationship and team-building skills (negotiating, mediating, recognizing others, problem-solving)
- Keeps commitments
- Comfortable with "big picture" thinking
- Passion for the AFS mission
- Comfortable working with numbers

Training:

- Ongoing support from the AFS-USA Field Finance Department
- Peer-to-peer training and/or mentoring available

Works with:

- Staff
 - AFS-USA Field Finance
 - Volunteer Development
- Volunteer
 - Area Team or Unaffiliated Chapter Leadership
 - Chapter Treasurers (for Area Teams ONLY)

Responsibilities:

- Attend all Area Team or Unaffiliated Chapter meetings
- Oversee the preparation of the Area Team's or Unaffiliated Chapter's budget(s) in conjunction with other volunteers and ensure an appropriate level of funding for the various program components as agreed to in the annual charter
- Oversee the appropriate use of co-support and local funds
- Monitor actual against budget:
 1. To ensure income and spending are in compliance with the budget
 2. To protect against an operating loss within the period stipulated in the annual charter
 3. To ensure an appropriate level of funds to deliver each program component at its required time as outlined in the annual charter
- Ensure the payment of all invoices and other obligations on a timely basis
- Maintain accurate records of income and expenses
- Perform reporting requirements on a monthly basis as outlined in the Treasurer's Manual and work with Field Finance to resolve any outstanding financial issues with the Area Team or Unaffiliated Chapter.
- Review all Area Team or Unaffiliated Chapter financial activities to ensure compliance with Internal Revenue Service guidelines, donor and government restricted contributions and grant requirements
- Support the financial goals of AFS-USA
- Following responsibilities specific ***only*** to Area Team Treasurers:
 - *Serve as an information resource to treasurers of all affiliated chapters*
 - *Assist Field Finance department in following up with affiliated chapters on missing reports or on other projects as needed*

Benefits:

- Develop lifelong relationships with volunteers, staff, and participants
- Learn about and be part of the financial division of AFS-USA
- Opportunity to engage in other Area Team activities to share the AFS mission with communities and learn about other cultures

- Play a leading role in developing AFS as a strong international education organization serving local and regional parts of the country

Reporting Timelines:

- Monthly:
 - Submit finance report for both Co-support and Local accounts by the 20th of the following month. This will include bank statements and receipts/invoices
 - Submit with the Area Team monthly reporting, copies of all materials submitted to or received from donors of restricted grants as well as expense receipts for specific programs and/or operating purposes that are valued at \$1,000.00 or more.
- Annually:
 - Chapters maintaining their own bank accounts should submit January and December bank statements for the current year and the Fund Raising report
 - Send excess funds of more than \$5,000.00 in the local funds (secondary) account to AFS-USA to be kept in an interest bearing account in the AFS Banking Module

Affiliated Chapter Treasurer Description

The treasurer of an AFS chapter is responsible for the proper handling and reporting of funds raised and spent by the chapter in accordance with the volunteer guidelines

Responsible to:

- Chapter Chair
- Area Team Treasurer
- Area Team Chair
- AFS-USA Field Finance Department

Time required:

- 3 to 5 hours per month
- Length of service time: 1 year minimum commitment

Competencies required:

- Well organized
- Keeps commitments
- Passion for the AFS mission
- Comfortable working with numbers

Works with:

- Staff
 - AFS-USA Field Finance Department
 - Volunteer Development Department
- Volunteer
 - Area Team Leadership
 - Chapter volunteers

Training:

- Ongoing support from AFS-USA Field Finance Department
- Peer-to-peer training and/or mentoring available

Responsibilities:

- Helping to develop a local budget
- Maintaining records of income and expenses
- Reporting income and expenses to the Field Finance Department to meet IRS and auditor's requirements
- Making sure bills are paid in a timely fashion
- Depositing excess funds of more than \$1,000.00 in the local funds (secondary) account to be kept in an interest bearing account in the AFS Banking Module

- Preparing and submitting the annual Chapter Financial Report to AFS-USA as requested
- In many smaller chapters, the treasurer is also the fundraising coordinator and helps plan activities for the chapter to support program and activities which are relevant to the needs of the chapter, school, and community (e.g., assistance to hosted participants, sending scholarships etc.)

Reporting Timelines:

- Annually
 - Chapters maintaining their own bank accounts should submit January and December bank statements for the current year and Fund Raising Report
 - Send excess funds of more than \$1,000.00 in the local funds (secondary) account to AFS-USA to be kept in an interest bearing account in the AFS Banking Module

All AFS-USA volunteer position descriptions are reviewed annually and updated on AFS wiki.



Learn more about the treasurer volunteer position descriptions on AFS Wiki:

<http://www.afswiki.org>

Search "treasurer position description"

IRS Requirements for Reporting Financial Transactions

THE NOT-FOR PROFIT STATUS OF AFS-USA, INC.

AFS - USA, Inc. is a not-for-profit corporation and as such is exempt from income tax pursuant to Section 501(c)3 of the Internal Revenue Code. AFS - USA, Inc. must demonstrate to the Internal Revenue Service that it retains control of and discretion as to the use of all funds raised in its name and must maintain records establishing that its funds are used only for the purposes of achieving the tax exempt purposes of AFS - USA, Inc.

Continuation of this tax-exempt status is crucial to enable AFS–USA to fundraise or apply for private and public grants. The **Area Team and Unaffiliated Chapter Treasurer** has specific responsibilities to help insure that AFS - USA, Inc. meet its tax-exempt status obligations.

REPORTING REQUIREMENTS OF AFS-USA, INC.

As a not-for-profit tax-exempt 501(c)3 organization, AFS - USA, Inc. is required by federal and state law to file annual reports with the Internal Revenue Service and various state regulatory agencies. Utilizing the financial information gathered through the reporting system provided as part of this Guide, AFS -USA, Inc. assumes the responsibility for completing and filing all reports with: 1) the Internal Revenue Service for total operations of AFS - USA, Inc. and 2) the state in which each Area Team operates.

As a condition of receiving restricted contributions and grants from individuals, foundations, and the United States Government, certain reporting requirements must be met within specifically established reporting periods. AFS - USA, Inc. will assume full responsibility for complying with all reporting requirements for all such contributions and grants received as a result of National staff efforts. However, in order to permit accurate reporting within the stipulated donor deadlines, reporting from the Area Teams, Unaffiliated and Affiliated Chapters will have to be complete and timely. Thus, it is important that the treasurer knows and understands the information that follows.

AFS - USA, Inc. is required to have its annual financial records audited and its financial statements certified by an independent audit firm. AFS - USA, Inc. assumes full responsibility for the preparation and cost associated with this process. However, to obtain the needed certification of these financial statements, certain accounting and reporting data must be available. Because an increasing amount of

data is being generated by volunteers at the local level, reporting timelines and procedures are incorporated into this Guide.

And finally, AFS-USA must demonstrate to the IRS that it retains control of and discretion as to the use of all funds raised in its name. All funds raised in the name of AFS-USA belong to AFS-USA; this means that Area Teams, Unaffiliated and Affiliated Chapters cannot make donations to other organizations or give financial assistance to non-AFS participants from funds that were raised as donations to AFS-USA. Also, when an Area Team, Unaffiliated or Affiliated Chapter becomes inactive or retired, all local funds must be returned to AFS-USA.

Summary of Field Accounts – Area Teams & Unaffiliated Chapters

Area Team's and Unaffiliated Chapters must have one and may have two additional bank accounts, based on the kinds and amounts of funds the Area Team and Unaffiliated Chapter will handle. All field accounts are required to have a designated representative who is employed by AFS-USA as a signer on all accounts.

Every Area Team and Unaffiliated Chapter must have a primary bank account into which co-support funds are to be deposited. These are National funds that belong to AFS-USA and are used to support participants locally in the Area Team's and Unaffiliated Chapter's across the U.S.

Based on the Area Team's and Unaffiliated Chapter's willingness to further enhance the AFS programs and provide greater benefits to the participants, the Area Team or Unaffiliated Chapter volunteers may choose to conduct local fund raising events. If the Area Team or Unaffiliated Chapter chooses to conduct local fund raising or receives other funds, a secondary account must be opened by the Area Team or Unaffiliated Chapter and used only for locally generated funds. Co-support funds should not be deposited or held in the secondary account.

When an Area Team or Unaffiliated Chapter has more than \$5,000.00 in their local account the excess funds should be deposited into the AFS Banking Module. AFS recognizes these interest bearing accounts as restricted dollars to be used for purposes of support for an Area Team or Unaffiliated Chapter; it is not considered part of the co-support funds.



Learn more about the AFS Banking Module

<http://www.afsusaweb.org/afsonline/treasurer/TreasurerHome.aspx>

Setting up Bank Accounts with Bank of America or Wells Fargo

As of January 2010, all local bank accounts must be held with Bank of America. In those states that do not have a Bank of America branch the other alternative is Wells Fargo.

The process for moving local accounts to either Bank of America or Wells Fargo was still being developed when this Treasurer's Manual was completed. An update on this process will be sent out to all Treasurers in a separate document.

Internal Controls for Area Teams and Unaffiliated Chapters

- All checks drawn in the amount of \$1,000.00 or more must have two signatures, with one being that of the Treasurer
- Checks drawn in amounts less than \$1,000.00 require one signature
- A husband and wife or other members of the same household may not both be signers on an Area Team, Unaffiliated Chapter or Affiliated Chapter account at the same time
- All secondary bank accounts for locally generated funds are required to have the same authorized signers as are on the primary account
- If the Area Team or Unaffiliated Chapter has two bank accounts (primary and local), it is preferable that funds not be transferred from one account to the other. Co-support funds must be kept in the co-support (primary) account. However, if transfers must be made, the coding system permits appropriate recording of such transfers. Those codes are:
 - Object code 9815 must be used to record an expense on the expense report form for the account from which the funds are being transferred
 - Object code 6815 must be used to record an income on the expense report form for the account to which the funds are being transferred

In order to maintain the integrity of AFS-USA, Inc. books, this rule must be adhered to by the Area Teams and Unaffiliated Chapters at all times

In the event the Area Team or Unaffiliated Chapter ceases to function, the balances in all established bank accounts are to be transferred to the AFS Banking Module.

Co-Support Payments

Area Teams and Unaffiliated Chapters will receive co-support payments based on the "actual" number of students hosted and sent from their team as reported in Global Link. Field Finances has no authority to change or set student numbers. The Volunteer Development Department will calculate payments based on the actual numbers reflected in Global Link.

Co-Support payments are based on the program and program length. The payment amounts by program are as follows:

<i>Hosting Programs</i>	<i>Program Length</i>	<i>Co-Support Payment Amount</i>
	Year Program	\$215.00/participant
	Semester Program	\$190.00/participant
<i>Sending Programs</i>	<i>Program Length</i>	<i>Co-Support Payment Amount</i>
	Year Program	\$115.00/participant
	Semester Program	\$95.00/participant
	Summer Program	\$50.00/participant
	Trimester Programs	\$50.00/participant
	Short Program under 4 weeks	\$50.00/participant

Schedule of co-support payments is as follows:

- April**
 Area Teams and Unaffiliated Chapters will receive **full** co-support payment for the total number of SH program host and sent participants as determined by participants linked to their team in Global Link
- October**
 Area Teams and Unaffiliated Chapters will receive **full** co-support payment for the total number of NH program host and sent participants as determined by participants linked to their team in Global Link

Important Notes:

- Teams **will not** receive any co-support funds unless the team is up to date on their monthly and year end reporting requirements
- Teams **will be** able to roll-over their unused co-support funds from year to year

Spending Guidelines for Co-Support Payments

Co-support payments can be used to cover the following:

Hosting expenses

- Host family orientation
- Welcome orientation for hosted students
- Post-arrival orientation for hosted students
- Mid-year orientation for hosted students
- Pre-return orientation for hosted students
- End of Stay orientation for hosted students
- Participant-related orientations
- Local events for AFS participants (social and/or educational activities for students)

Sending expenses

- Pre-departure orientations
- Recruitment and retention activities
- Re-entry orientations
- Returnee activities

Team expenses

- Promotion/marketing of AFS programs locally
- Training of volunteers
- Volunteer team meetings
- Attendance at regional or national trainings or meetings
- Recognition of volunteers, host families, schools, and/or natural parents
- Reimbursement of volunteer expenses for AFS activities, including mileage reimbursement in accordance with AFS-USA policies

It is expected that teams will spend approximately 60% of their co-support funds on student orientations and activities.

Expenses that **cannot** be covered using co-support payments include:

- Scholarships for AFS students
- Cost of merchandise that will be resold as part of a fundraiser
- Payments to host families
- Legal fees accrued by participants or host families, including fines and insurance deductibles

- Contracted agreements that benefit one specific individual, such as cell phone contracts
- Goods or services for personal use
- Personal expenses of volunteers or participants that are not directly related to AFS programs

Important Note: Gift cards are considered the same as cash and therefore cannot be given out to host families, volunteers, or students.

At times, students from one Area Team of Unaffiliated Chapter may attend an activity (such as an orientation) in another Area Team or Unaffiliated Chapter. In such cases, the team that is receiving the co-support payment for the participant should reimburse orientation-related expenses to the team that provided the orientation for the student. In order to receive reimbursement, the Treasurer of the Area Team or Unaffiliated Chapter providing the orientation should send an invoice directly to the Treasurer of the Area Team or Unaffiliated Chapter from which the student resides.

Proposed - School Fees Policy

**NOTE – This is a draft policy re: school fees that will be presented to the National Council at their January 2010 meeting for final approval*

For 2010, AFS-USA is initiating a pilot project, to simplify the process for ensuring that mandatory school and book fees are paid in a timely manner. For this pilot project, expenses can be submitted to AFS-USA, in order to cover the cost of school admission and registration fees, as well as fees for required school books. **AFS-USA will only reimburse fees that are required in order for the student to be enrolled at the school.** Optional fees, such as those for graduation, yearbooks, sports and other extracurricular activities, and other non-required fees will be the responsibility of the participant. In addition, school fees for supplies (such as planners, locker rental, and calculators) are not covered under this policy and are the responsibility of the participant or the host family, if the family is willing and able to pay these fees. Providing lunch for the student – either with a sack lunch or with money for school lunch – and transportation the student to and from school and school activities continues to be the responsibility of the host family.

Outlined below is the process for submitting requests for payment or reimbursement:

1. During the host family application process, and before a placement request is entered for a school that has required fees, local volunteers must notify the Regional Hosting Manager and provide him or her with documentation, from the school, regarding the fees AFS-USA will have to pay in order for the student to be enrolled. The documentation from the school must include a statement outlining the cost of the fees.
2. After the placement is completed, the invoice for the required fees must be submitted to the Regional Hosting Manager. The invoice will not be paid until the Placement Acceptance Form (PAF) has been received by AFS-USA. When requested, AFS-USA will pay the school directly, provided complete documentation is provided from the school. If the host family or volunteer pays the fees, they can submit a request for reimbursement but, again, will only be reimbursed for registration and book fees that are required in order for the student to attend the school. Optional fees will not be reimbursed.
3. If prior approval is not requested by the hosting volunteers, then the area team or the chapter will have to pay the fees out of their local funds.

Other notes:

- In the case of refundable deposits, the deposit should be paid by the student.
- If the participant plans to keep the books at the end of the year, he or she will be asked to pay the book fees, instead of AFS-USA.
- In the case of private schools, AFS-USA cannot pay the tuition, but will pay for other fees required for books and registration, up to \$250 per student.

Locally Generated Funds from Area Teams and Unaffiliated Chapters

Area Teams and Unaffiliated Chapters may also generate funds locally through fund raising, special events, merchandise sales and fees from persons attending conferences and workshops. These locally generated funds are to be deposited into local (secondary) bank accounts. A balance not to exceed \$5,000.00 may be maintained in the secondary account for the Area Team or Unaffiliated Chapter day to day operations. Funds in excess of this maximum must be deposited by the Area Team or Unaffiliated Chapter into the AFS Banking Module in an account identified by Area Team or Unaffiliated Chapter name.

No locally raised funds are to be deposited into any instrument other than the local funds bank account. Locally generated and received funds deposited into the secondary bank account must be reported on the *Local Funds Report* (same format as Co-Support Report) using the appropriate income account code, which indicates its source (unrestricted, merchandise sales, etc.). Area Team or Unaffiliated Chapter *Local Funds Reports* are to be filed monthly, along with *Co-Support Reports*. Receipts of invoices for checks written, a bank reconciliation and bank statement must accompany each financial report.



**All financial forms and reports
can be found on AFS Wiki at:**
[http://www.afswiki.org/index.php/
AT_Treasurer#Forms_and_Manuals](http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals)

Spending Guidelines for Locally Raised Funds

Locally raised AFS funds can be used for the following:

- Anything that co-support funds can be used for
- Scholarships for sending participants
- Cost of merchandise to be resold for a fundraiser
- Other fundraising related expenses
- School lunch fees, graduation expenses, yearbooks, and other non-mandatory school expenses
- Other participant related expenses

Locally raised AFS funds can never be used for the following:

- Payments to host families
- Legal fees accrued by participants or host families, including fines
- Insurance deductibles
- Contracted agreements that benefit one specific individual, such as cell phone contracts
- Goods or services for personal use
- Personal expenses of volunteers or participants that are not directly related to AFS programs

Note: Gift cards are considered the same as cash and therefore cannot be given out to host families, volunteers or students

Scholarship Assistance from Local Funds

When an Area Team, Unaffiliated or Affiliated Chapter wishes to provide scholarship (financial) assistance to students going abroad, the following process is to be followed to insure appropriate accountability and tracking.

The Treasurer of the Area Team, Unaffiliated or Affiliated Chapter needs to complete and submit the "*Chapter/Area Team Financial Commitment Form*".



All financial forms and reports can be found on AFS Wiki at:
http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals

By using this form, the Area Team, Unaffiliated or Affiliated Chapter can notify Field Finance to transfer funds to the student via the banking module. This form can be emailed, mailed or faxed directly to the Field Finance Department based in our St. Paul, MN office.



Email form to: Kim Galvan at kgalvan@afs.org or Vicki Toepper at vtoepper@afs.org

If the Area Team, Unaffiliated or Affiliated Chapter wishes to send a check directly from their local bank account, that check must be sent directly to the AFS National Office located in NY, NY. That office handles direct participant payments.



Mail payment to:
AFS-USA, Inc.
c/o Participant Receivables
1 Whitehall St., 2nd Floor
New York, NY 10004

Important Note: (Area Teams and Unaffiliated Chapters ONLY)
This check must be drawn from the local bank account and should be coded to **8921** and reported on your local finance report. **Co-support funds may not be used to provide scholarship assistance**

Receipt of Restricted Contributions

All restricted donations must be sent to the Field Finance Department, along with any supporting written documentation. Area Teams, Unaffiliated or Affiliated Chapters should not be reporting restricted contributions in their accounts. There are very specific accounting and financial reporting requirements associated with these types of funds. Upon receipt of restricted gifts, the following procedural guidelines are to be followed.

- ✓ A copy of any material submitted by or received from the donor is to accompany the check
- ✓ Once the gift has been recorded, the Area Team, Unaffiliated or Affiliated Chapter will be notified on how to access the funds. Currently the 3 options available are:
 1. Deposit the funds into the banking module and receive restricted funds through a check request sent to the Field Finance Department. The Area Team, Unaffiliated or Affiliated Chapter can view distributions within the banking module
 2. A scholarship account is set up and the Area Team, Unaffiliated or Affiliated Chapter will work with the scholarship department to distribute the funds
 3. The money is placed in an endowment account. A portion of the income generated by these funds is released on an annual basis as per the guidelines set forth by the AFS-USA Board of Directors. The funds are used to award scholarships to students going abroad

Accounting Procedures – Specific to Area Teams and Unaffiliated Chapters

Submitting financial reports

Financial reports can be submitted two ways:

1. Through an excel spreadsheet
2. Through QuickBooks/Quicken



All financial forms and reports can be found on AFS Wiki at:

http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals

Before attempting to use these forms, it will be important to first read through this section which will explain the forms and required coding. The information required in either format (excel or QuickBooks/Quicken) is the same, the difference is in how the information is presented.

Here are some important tips to keep in mind when sending in your reports:

- ✓ Expenses must be recorded the year they are spent. If you write a check on 12/29/2009, the expense **should be** recorded on the December 2009 financial report, **not** on the January 2010 report
- ✓ Reports are due by the 20th of the following month. Missing data will cause delays in processing your report



Mail reports to:

AFS-USA Field Finance Dept
2356 University Ave., W #424
St. Paul, MN 55114

- ✓ Remember to keep a copy of your original report

- ✓ Along with your report, please attach a copy of your bank statement and invoices/receipts for all expenditures for the month
- ✓ Local accounts must meet the same reporting standards
- ✓ You need to have the complete and full coding for all reports. Full coding = (object code) (cost center) (function code)
Sample code would look like this: 9182 – VA9999 – H
 - Object code is 9182
 - Cost center code is VA99999 where VA = Area Team Co-support (primary account) or LA = Area Team Local (secondary account) and 99999 is replaced by the actual 5-digit area team number
 - Function code is H
- ✓ Most expenses will be tracked by activity only (e.g. end of stay, any orientations etc.), instead of line items (e.g. food, travel, lodging etc.) In other words instead of assigning account codes to line items such as food, account codes are now assigned to activities such as orientations.

Example: A separate account code 9185(object code) – H(function code) has been created for Mid Year Orientations. This means that all costs associated with Mid Year Orientation, such as travel, food, postage, lodging, etc., must be assigned to this account code when filling out the *Monthly Expense Report forms*

- ✓ After the monthly financial reports have been received and processed, the data they contain will be entered into the National Accounting System for consolidation into the financial reports prepared at the national level. After data entry, they will be kept on file for review by independent auditors



Questions?

If you have any questions about filling out reports or coding please contact:

Vicki Toepper at vtoepper@afs.org

or

Kim Galvan at kgalvan@afs.org

Summary of Object Codes

Income	Account # (Object Code)	Description
Unrestricted contributions	4001 *must include (U) as the function code	Used when a donor makes a donation to the Area Team or Unaffiliated Chapter. This donation can be a result of a formal solicitation program or it could be an unsolicited bequest
In-Kind donations	4005 *must include (U) as the function code	Used when goods and/or services are donated to AFS-USA
Validated expenses	4010 *must include (U) as the function code	Used when a volunteer incurs expenses on behalf o AFS-USA, and instead of requesting payment he/she donates the reimbursement to AFS-USA
Special events	4115 *must include (U) as the function code	Specific to fund raising events where persons attending the event receive a benefit of value in return. Examples are dinners, dances, concerts where tickets are sold. The income from these events is to be disclosed in this account. IRS regulations indicate that the full value of the ticket cannot be declared as a charitable gift deduction if a value is received in return. The only amount that can be deducted for tax purposes is the amount of the ticket in excess of the fair market value of the dinner or other value received. Thus, the value of the benefit to be received as a result of purchasing the ticket must be disclosed in material given to the individual who purchased the ticket.
Interest received on checking accounts	6304 *must include (U) as the function code	Interest credited to the local checking account by the bank
Sundry income	6701 *must include (U) as the function code	Miscellaneous income not covered by other income accounts listed
Merchandise sales	6708 *must include (U) as the function code	Income generated from merchandise sales
Expenses		
Other administrative expenses	8107 *must include (V) as the function code	All costs associated with administration of sending, hosting and volunteer operations. Such costs may include program supplies (except school supplies), volunteer supplies

Conference & meeting costs	8802 *must include (V) as the function code	All costs associated with conferences and meetings. This includes volunteer conferences, National and Regional conferences, Area Team conferences etc. The costs here may be registration fees, travel and lodging etc.
Training costs	8805 *must include (V) as the function code	All costs associated with volunteer training
Sending Scholarships	8921 *must include (S) as the function code	When an Area Team or Unaffiliated Chapter receives an invoice for scholarship assistance to a participant or decides to pay for such assistance without an invoice, that payment should be reflected by this code. Scholarship assistance must come out of the local funds account (secondary bank account) not co-support funds
Onward travel costs	9145 *must include (H) as the function code	Report (H) hosting costs incurred to transfer a participant from the gateway to his/her host family
Medical costs	9170 *must include (H) as the function code	All expenses incurred that are medical related. This would pertain to both host and sent participants
School supplies, books and fees	9172 *must include (H) as the function code	Any school supplies or school fees incurred by host participants
Admission fees & tickets	9177 *must include (H) as the function code	All costs for admission tickets and fees
Recruitment & placement activities	9180 *must include (H) as the function code	All costs associated with recruitment of any kind. This includes recruitment of host and sent participants as well as volunteers and schools
Sending orientations	9181 *must include (S) as the function code	All expenses associated with sending participant orientations. This includes natural family orientations, pre-departure and post-return orientations
Ongoing support to host participants & host families	9182 *must include (H) as the function code	All costs associated with the support of host participants & host families. This basically encompasses all adjustment related issues
Host family/school orientation	9183 *must include (H) as the function code	All costs associated with orienting host families and schools. This does not include recruitment

Welcome & Post-Arrival orientation	9184 *must include (H) as the function code	All costs associated with welcome and post-arrival orientations
Mid-year and Pre-return orientations	9185 *must include (H) as the function code	All costs associated with Mid-year and Pre-return orientations
End of stay activities	9186 *must include (H) as the function code	All end of stay related costs, except orientation costs. These costs may include cost for bus rental, end of stay entertainment events etc.
Enrichment activities	9187 *must include (H) as the function code	All costs associated with enriching the experience of host participants (except admission fees and tickets, end of stay enrichment activities)
Recognition	9190 *must include (V) as the function code	All costs associated with recognition of volunteers, including honoraria, gifts of any kind (including flowers)
Fund-raising expenses	9191 *must include (F) as the function code	All costs associated with fundraising. These costs may only be paid for with funds from local funds account (secondary account), and any proceeds should be deposited in the same account
Post-Arrival Orientation	9193 *must include (H) as the function code	All costs associated with post-arrival orientations should be recorded here.
Pre-Return Orientation	9194 *must include (H) as the function code	All costs associated with pre-return orientations should be recorded here.
Bank charges	9607 *must include (V) as the function code	All banking related charges including monthly charges, check order fees, etc
Interfund Transfer Accounts		Codes needed to move funds back and forth between different accounts
<i>Transfers into team</i>		
From Other AFS Entities	6815 *must include (U) as the function code	When funds are transferred or paid from other Area Team, Unaffiliated or Affiliated Chapters or AFS-USA (national) into either the Co-support (primary) or Local (secondary) bank accounts..

<i>Transfers out of the team</i>		
To Other AFS Entities	9815 *must include (V) as the function code	*see 6815 above

Summary of function codes

All object codes must also include one of the following function codes. In certain cases object codes can only have 1 possible function code. Those cases are indicated in the previous chart outlining all object codes. The function codes are as follows:

- H = Hosting related functions
- S = Sending related functions
- V = Volunteer related functions
- F = Fundraising related functions
- U = Unrestricted income (applies only to "income" object codes)

Overview of Columns in Area Team & Unaffiliated Chapter Monthly Financial Reports

Both *the Co-Support Finance Report* (the primary account)

AFS-USA, INC.		FINANCE REPORT for Co-Support	
NAME OF AREA TEAM: <input type="text" value="Any Team Area Team"/>		AREA TEAM CODE: <input type="text" value="VA00000"/>	
FOR PERIOD ENDED January 31, 2010			
DATE/S	CHECK NO.	DESCRIPTION	AMOUNT
		CASH BALANCE AT END OF PRIOR PERIOD:	0.00
		DEPOSITS:	
		UNRESTRICTED CONTRIBUTIONS	4001

Identifies the cost center into which the data is entered into the accounting system. The identification consists of two letters and five numeric digits, such as VA-99999. VA = Co-support and LA =Local.

and the *Local Funds Finance Report* (the secondary account)

AFS-USA, INC.		FINANCE REPORT for LOCAL FUNDS	
NAME OF AREA TEAM: <input type="text" value="Any Team Area Team"/>		AREA TEAM CODE: <input type="text" value="LA00000"/>	
FOR PERIOD ENDED January 31, 2010			
DATE/S		AMOUNT	ACCT. CODE
		D: 0.00	
		DEPOSITS:	
		UNRESTRICTED CONTRIBUTIONS	4001
		SPECIAL EVENTS	4115

This is the name of the Area Team that appears on the Charter that was signed by members of the Area Team and must appear on every report.

are used in the same manner. Thus, the descriptions provided below apply to both forms. The only difference is in the title "Co-support" vs. "Local funds"

Additional Accounting Information

Transfer accounts

The account numbers 6815 and 9815 are used to transfer funds within AFS-USA, in other words "same pants, different pockets"

Closing accounts

When an Area Team, Unaffiliated or Affiliated Chapter is retired, all funds must be returned to AFS-USA.

- Checks should be made payable to AFS-USA, Inc. for the balance of funds in each established local bank account
- Local bank should be notified to close the account
- Checks and bank statements showing zero balances should then be sent to the Field Finance Department



Mail reports to:

AFS-USA Field Finance Dept
2356 University Ave., W #424
St. Paul, MN 55114

- Instructions for use of funds for scholarships either in other Area Teams, Unaffiliated or Affiliated Chapters or the National Scholarship Fund should be sent along with checks and copies of bank statements

Important Note: Funds from retired Area Teams, Unaffiliated or Affiliated Chapters will be held for a period of one year in the AFS-USA Banking Module. If there is the possibility of reactivating that team during that year, those funds will be available to them. After one year, those funds will transfer to the National Scholarship Fund.

Use of consultants

Whenever you are hiring a consultant to deliver programs and services (especially for orientations), please contact the Field Finance Department for specific instructions.

Expenses for Sponsored Program Students

Certain sending and hosting costs may be funded with restricted grants received by the U.S. government. Along with these grants comes a requirement for detailed accounting and reporting. Most of the government grant-sponsored programs have enhancement activity, recruitment components, and orientations.

Any activities that are charged to these grants are **for the sponsored students only**. When costs are incurred for group events, only a prorated portion of the total cost can be charged to sponsored programs. In this case you, when you submit your expense report you will need to include a list of the participants who attended the event. This backup documentation is required by the external auditors who audit the proper use of funds provided by these restricted grants.

If you have an expense that is incurred for a single participant and is not a group event (e.g. medical care, school supplies) you need to provide the name of the participant receiving the benefit of the expense.

To be eligible to receive reimbursement from restricted funds you must complete the following steps:

- Complete the justification form
- Complete the voucher form requesting payment (leave the coding area blank), and make sure this form is signed
- Send the justification form, completed voucher and the backup documentation to Field Finance Department
- Requests will be reviewed and a check will be cut within 5-10 business days. If there is a problem the Field Finance staff will contact the team.



Mail reports to:

AFS-USA Field Finance Dept
2356 University Ave., W #424
St. Paul, MN 55114



All financial forms and reports can be found on AFS Wiki at:

[http://www.afswiki.org/index.php/
AT_Treasurer#Forms_and_Manuals](http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals)

Important Note: Sponsored Program expenses should be run through your local (secondary) bank account and funds for orientations will be part of the co-support payment calculations.



Questions?

If you have any questions about Sponsored Program expense reports or coding please contact:
Vicki Toepper at vtoepper@afs.org
or
Kim Galvan at kgalvan@afs.org

Contributing Personal Reimbursable Expenses

A number of AFS-USA volunteers perform services and submit costs for reimbursement, while others may request that his/her reimbursement be recognized as a donation to AFS-USA. If this type of contribution is made you should:

- ✓ Attach the reimbursement request form and all receipts to the financial reporting form
- ✓ On the financial reporting form, indicate that this transaction will be posted in two places:
 1. In the revenue section as 4010 (a validated expense)
 2. On the expense side to type of expense that it is, i.e., 9184 – Welcome Orientation. In this explanation column indicate that this is a donation
- ✓ Include the request form along with your monthly reports to the Field Finance Department



Mail reports to:

AFS-USA Field Finance Dept
2356 University Ave., W #424
St. Paul, MN 55114



All financial forms and reports can be found on AFS Wiki at:

[http://www.afswiki.org/index.php/
AT_Treasurer#Forms_and_Manuals](http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals)

Mileage Donation

The current maximum reimbursement rate for mileage in AFS-USA is \$0.45/mile (mileage rate can change from year to year). Please note that there are two options to donate mileage. Those are:

1. Donating the expense
2. Claiming the expense on your income taxes

****volunteers cannot do both***

When a volunteer wishes to donate mileage to AFS-USA it can be donated at the current AFS-USA rate using the volunteer mileage expense report form.

When claiming volunteer mileage on your income taxes the volunteer can claim \$0.14/mile and is responsible for their own records.

AFS-USA Volunteer		Mileage Expense Report	
Name _____		Chapter _____	
Period _____			
Reimbursement Rate 0.45 _____			
Authorized by _____		Date Submitted _____	
Date	Description of Expense	Miles (Personal Car Only)	Mileage Reimbursement
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Volunteer verification _____		Date _____	

Fill out the top portion of the form completely, recording mileage activity. The mileage reimbursement will be calculated as you fill in the miles driven and will total at the bottom of the form. The form must be signed and dated by the volunteer and attach copies of mileage maps. (Google or MapQuest maps are acceptable)





**All financial forms and reports
can be found on AFS Wiki at:**

[http://www.afswiki.org/index.php/
AT_Treasurer#Forms_and_Manuals](http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals)

Missing Receipts

In the event that receipts are misplaced, lost or not obtainable, you can use a *Missing Receipt Verification form*. You will need to fill out the top portion of the form completely, use as many lines as necessary and sign and date the form. See example below:

AFS-USA Volunteer		 			
Missing Receipt Verification Form					
Name	_____			Chapter	_____
Period	_____			Date Submitted	_____
Authorized by	_____			_____	
Date	Description of Missing Expense	Quantity	Rate	Amount of the Expense	
				\$0.0	
				\$0.0	
				\$0.0	
				\$0.0	
				\$0.0	
				\$0.0	
				\$0.0	
Volunteer verification _____				Date _____	



All financial forms and reports can be found on AFS Wiki at:
http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals

Insurance

AFS-USA, Inc. has a very comprehensive insurance package, which is provided to all partners through AFS International. Certain portions of this coverage apply to various AFS program components and volunteers, including:

Coverage for space used for special events

There are occasions when space owned by another individual or organization (vendor) is needed for use by the Area Team/Chapter for AFS events and activities. In providing this space, the vendor may require a certificate of insurance for protection against losses. A copy of the AFS-USA CERTIFICATE OF INSURANCE APPLICATION should be completed and forwarded to the Field Finance Department.

Applications should be submitted **at least 30 days** in advance of the event. A Certificate of Insurance will be issued directly to the vendor. A copy of the certificate will be sent, upon request, to the Area Team, Unaffiliated or Affiliated Chapter volunteer who submitted the application.

Medical Coverage for Participants: All AFS participants are covered by AFS insurance for medical expenses incurred while on program except pre-existing conditions, vaccinations & check-ups, dental care, eye exams, and elective surgery expenses. Questions related to specific participants or medical insurance topics should be directed to the respective Regional Service Center.

- ✓ For Hosted Participants: Medical bills should not be paid from Area Team or Unaffiliated Chapter funds. The host family and members of the Area Team or Unaffiliated Chapter have information on how to submit bills for payment through the insurance program. As of this writing, AFS uses the services of a third party administrator called GMMI (Global Medical Management, Inc.) 7901 S.W. 36th Street, Suite 100, Davie FL 33328, , to review and process medical claims. All medical bills should be submitted to them for payment unless otherwise instructed.
- ✓ For Participants Going Abroad: AFS provides secondary medical coverage as part of the participation fee. This means that AFS will pay all medical bills up front (except as noted in the beginning of this section) but will seek reimbursement from the family's

insurance carrier (primary insurance carrier) via GMMI in cases where it covers medical expenses incurred overseas. Additional costs not covered by the primary insurance will be covered by AFS. AFS does not pay for medical treatment after the program has been completed or terminated.

AFS Liability Insurance: AFS Liability Insurance does not cover individual participants. If an accident occurs at school or during a school-sponsored activity, the participant may be covered under the school's insurance. AFS and its staff and all volunteers are covered by the AFS liability policies. These policies cover volunteers while performing duties directly related to their volunteer job. In some situations this is secondary insurance coverage. Host families are not covered under the AFS liability policy. If there is an incident that may generate a liability claim against AFS, the Support Manager in your region should be notified immediately.

Wherever possible, AFS has added volunteers to its insurance policies as Additional Insured. This provides protection from lawsuits for both volunteers and AFS. This protection extends to covered losses, which are allegedly caused by things volunteers have done on behalf of AFS. The following summary discusses the way volunteers within the U.S. and its territories are covered under AFS domestic insurance policies.

Insurance policies under which **volunteers are additionally insured** in the U.S. are as follows:

- ✓ **General Liability:** Includes bodily injury, personal liability, and incidental medical malpractice (emergency services provided by someone who is not a medical professional).
- ✓ **Automobile Liability:** AFS is protected from covered losses that are caused by a volunteer. See the section below about the automobile liability insurance for which volunteers remain personally responsible.
- ✓ **Umbrella/Excess Liability:** This policy increases the limits of coverage for general liability and automobile liability.
- ✓ **Crime Insurance:** This covers money and securities belonging to AFS and includes embezzlement, loss on and off the AFS premises, and computer fraud.
- ✓ **Officers' and Directors' Liability:** This coverage addresses alleged wrongdoing or losses allegedly caused by poor judgment.

Insurance policies under which **volunteers do not have** coverage are as follows:

- ✓ Professional Services: A professional service is one that is usually licensed such as medicine, law, architecture, counseling, or engineering.
- ✓ Abuse and Molestation: No coverage is provided for volunteers.
- ✓ Workers' Compensation: This is coverage provided only to employees of AFS-USA, Inc.; coverage is not provided to volunteers.
- ✓ Medical Expenses: Coverage is not provided for volunteers who may be hurt or become ill while volunteering for AFS, unless they are traveling internationally on behalf of AFS.
- ✓ Personal Automobile Liability: This coverage is the responsibility of the volunteer. This means the automobile insurance of the volunteer will have to respond in the event of an accident involving their vehicle, even if the accident happened while the volunteer was driving for AFS.
- ✓ Property of Volunteers: No coverage is provided for the loss of property owned by volunteers.

Fund Raising

Fund raising in its various forms often meets the Area Team, Unaffiliated and Affiliated Chapter's needs for additional financial resources. In preparing and conducting appeals and events, there are some basic facts which must be considered and that have implications for both the AFS organization and the donor. The following represents areas that are of particular interest to AFS.

Contributions made to/for specific program participants

- ✓ Gifts made directly to a program participant **are not** tax deductible.
- ✓ Gifts made to AFS (or an AT) for a specifically mentioned participant **are not** tax deductible. In this instance AFS becomes a conduit for a contribution that benefits a specific person not AFS.

Fundraising must be done in the name of AFS-USA, Inc.

AFS-USA, Inc. is the only legally recognized entity that is registered in the states in which AFS-USA, Inc. operates. Any group raising funds and using a name other than AFS-USA, Inc. subjects itself and the organization to potential legal liability and loss of not-for-profit status within that state. National is required to report all of its revenue and expenses on Federal Form 990 annually.

Special fund raising events

If a fee or ticket price is charged to an individual who attends an event **only the amount of the fee/ticket that exceeds the value of the benefit received by the attendee (dinner and/or dance and/or similar value) is tax deductible.** The full amount of the fee/ticket is not tax deductible. The amount that is tax deductible must be disclosed in writing (on the ticket) thus fulfilling the organization's responsibility in duly notifying the attendee of what can be considered tax deductible. For example: An event ticket is \$100. The actual cost is \$10 per person for the event. Only \$90 can be considered a donation, the difference between the actual cost and the ticket price.

Contributions made to AFS-USA

Gifts of **\$250.00 or more** must be acknowledged in writing. In addition, the acknowledgement must indicate the amount of the gift received. A sample letter is located on AFS Wiki. All letters must include the following statement ***"AFS has not provided any goods or services in exchange for this gift. This letter serves as a receipt for your gift."***



**All financial forms and reports
can be found on AFS Wiki at:**

[http://www.afswiki.org/index.php/
AT_Treasurer#Forms_and_Manuals](http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals)

Gifts in kind

There are occasions when someone will donate goods and/or services that are utilized in the delivery of the AFS program. Such non-cash items could be food, meeting space, free air travel, or hotel rooms. If the donor asks for a receipt, a letter/form should be issued which lists the gift/s. **No value is to be indicated by an AFS volunteer.** The value is to be determined by the donor and may have to be justified to IRS in terms of what has been claimed as a contribution deduction.

AFS-USA Treasurer's Manual Resource section



AFS-USA glossary

Commonly used terminology in AFS-USA

AFS Wiki	Website maintained by volunteers and staff which provides the resources AFS-USA volunteers need to do their volunteer roles
Area Team	Groups of affiliated chapters and individual volunteers in a defined geographic area
Area Leadership Team Volunteers	Volunteers responsible for the management and coordination efforts of the volunteers and affiliated chapters within the Area Team
Affiliated Chapter	Chapter within the Area Team structure made up of at least 2 volunteers who work together to support AFS program activity
Banking Module	An account within AFS in which funds from Area Teams, Affiliated Chapters and Unaffiliated Chapters are held in safekeeping. Field Finance is the contact within AFS for the Area Teams, Affiliated Chapters & Unaffiliated Chapters who use this fund
CSIET	Council on Standards for International Education and Travel. This is a private non-profit organization which monitors and evaluates all exchange programs
Co-support funds	Co-support funds belong to AFS-USA and are distributed to Area Teams and Unaffiliated Chapters to help support host and sent participants
Donor Advised	Restricted funds used for a specific purpose
Form 990	Not-for-profit annual federal tax filing – also used for state charitable filing
GL (Global Link)	The Global Link site at http://usa.afsglobal.org was built by AFS International for use by almost all AFS Partners in the AFS network. The site contains online applications, participant information, program numbers, volunteer records and other functionality needed for the day to day operations of AFS
Local Funds	Dollars that are raised by Area Teams, Unaffiliated or Affiliated Chapters at the local level in the name of AFS-USA using its tax identification number
NH	Northern hemisphere (relates to the school year program) arrivals. Summer arrivals in August
SH	Southern hemisphere (relates to school year program) arrivals. Winter arrivals in January
Unaffiliated Chapter	Stand alone chapters outside the Area Team structure

Where can I go for help?

Volunteer contact by position	<i>I would contact this volunteer for questions or information on....</i>
Area Team or Unaffiliated Chapter Chair	<ul style="list-style-type: none"> ✓ Area Team or Unaffiliated Chapter structure ✓ Overview of the area and culture ✓ Annual plan ✓ Yearly calendar of events ✓ Volunteer management issues
Area Team or Unaffiliated Chapter Treasurer	<ul style="list-style-type: none"> ✓ Finance and fundraising on the area and local level ✓ Annual chartering process ✓ Annual Area Team budget ✓ Reimbursements
Affiliated Chapter Chair	<ul style="list-style-type: none"> ✓ Chapter structure ✓ Overview of the chapter and its culture ✓ Issues specific to the chapter
Affiliated Chapter Treasurer	<ul style="list-style-type: none"> ✓ Finance and fundraising at the chapter level
Sending Coordinator	<ul style="list-style-type: none"> ✓ Sending programs ✓ Sending orientations ✓ Application process ✓ Sending training ✓ Sending recruitment tips
Hosting Coordinator	<ul style="list-style-type: none"> ✓ Hosting programs ✓ Hosting orientations ✓ Application process for host families ✓ Hosting training ✓ Hosting recruitment tips
Support Coordinator	<ul style="list-style-type: none"> ✓ Support of the participant, host family or school ✓ Monthly contact ✓ Support and/or liaison training ✓ Participant support crisis issues
Orientation Coordinator	<ul style="list-style-type: none"> ✓ Hosting/sending orientations ✓ Orientation training ✓ Orientation schedule within the team
Volunteer Coordinator	<ul style="list-style-type: none"> ✓ Volunteer development ✓ Chapter development ✓ Volunteer registration ✓ New volunteer recruitment, orientation & integration
Returnee Coordinator	<ul style="list-style-type: none"> ✓ Returnee activities ✓ Engaging returnees as volunteers
National Volunteer Assembly Delegate	<ul style="list-style-type: none"> ✓ Issues related to the Area Team, Unaffiliated or Affiliated Chapter that might impact AFS-USA or the local area

Staff contact by position	<i>I would contact this staff member for questions or information on....</i>
Field Finance Staff	<ul style="list-style-type: none"> ✓ Co-support payments ✓ Field finance reporting ✓ Local bank accounts ✓ Local scholarship accounts ✓ Fundraising ✓ Insurance
Regional Hosting Coordinator	<ul style="list-style-type: none"> ✓ Host family recruitment materials ✓ Hosting program information
Regional Hosting Manager	✓ Contact for hosting if the Regional Hosting Coordinator is not available
Regional Participant Support Coordinator	✓ Participant support issues as they arise
Regional Participant Support Manager	✓ Contact for participant support issues if the Participant Support Coordinator is not available
Regional Sending Manager	<ul style="list-style-type: none"> ✓ Sending recruitment materials ✓ Sending program information
Regional Volunteer Development Manager and Regional Volunteer Development Coordinator	<ul style="list-style-type: none"> ✓ Questions about starting a new chapter or team ✓ Volunteer development ✓ Volunteer management issues ✓ Volunteer registration
Sr. Organizational Development and Learning Specialists	<ul style="list-style-type: none"> ✓ Local, regional, and national training ✓ E-learning materials
Student Services Staff	<ul style="list-style-type: none"> ✓ Sending application process ✓ Scholarships for sending programs
Volunteer Resource Staff (Volunteer Resource Manager and Volunteer Resource Specialist)	<ul style="list-style-type: none"> ✓ Annual chartering process ✓ Volunteer position descriptions ✓ Volunteer manuals ✓ Volunteer recognition
Travel and Logistics Coordinator	<ul style="list-style-type: none"> ✓ Orientations ✓ Arrival and departure information for our hosted participants

Using Global Link and the AFS-USA Website

Global Link was built by AFS International for use by almost all AFS Partners in the AFS network. This site contains online applications, participant information, program numbers, volunteer records, and other functionality needed by staff and volunteers to support the day to day operations of AFS.

Global Link is made available to all volunteers as part of the registration process. After you have completed registration, you will receive an email with your user ID, password and instructions on how to connect to Global Link.

Online training modules are available to help guide you through Global Link



Global Link training modules can be found here:

www.afsusatraining.org

To access Global Link go to:

<https://usa.afsglobal.org/AFSGlobal/>



Questions re: Global Link can be sent to:

glhelp@afsusa.org

Office Contact Details for AFS-USA

Office Location	Office Address & Phone	Functions Located Here
New York, NY	One Whitehall Street 2 nd floor New York, NY 10004 800-876-2376	<ul style="list-style-type: none"> • President AFS-USA • Finance & Accounting • Quality & Compliance • Human Resources • IT • Development • Sponsored Programs • Training • AFS Travel • Marketing
Baltimore, MD	231 E. Baltimore Street 15 th floor Baltimore, MD 410-539-5997	<ul style="list-style-type: none"> • Regional Hosting • Regional Participant Support • Regional Volunteer Development • Training
St. Paul, MN	2356 University Ave West Suite 424 St. Paul, MN 55114 651-647-6337	<ul style="list-style-type: none"> • National Field Finance • Regional Hosting • Regional Participant Support • Regional Sending Manager (Central) • Regional Volunteer Development • Training
Portland, OR	506 SW 6 th Ave., 2 nd floor Portland, OR 97204 503-241-1578 800-AFS-INFO	<ul style="list-style-type: none"> • Regional Hosting • Regional Participant Support • Regional Volunteer Development • Training • Volunteer Resources • National Student Services • Regional Sending Managers (East & West)
<i>CALL 1-800-876-2376 to reach the AFS-USA office nearest you</i>		

Volunteer Structure in AFS-USA

In 2008 AFS-USA implemented changes to our volunteer structure. The overall goals for this new structure were:

- Revitalize our volunteer force
- Empower our volunteers to be the decision makers
- Attract a new and more diverse group of volunteers
- Allow volunteer leaders to emerge
- Promote chapter growth and encourage program delivery to be done at the local level
- Maintain and support current well-functioning Area Teams and Chapters
- Create a process for broad volunteer decision making and innovation
- Better serve our mission, our volunteers, and our participants
- Allow for more flexibility, more suited to the needs of busy volunteers

The key concepts regarding our volunteer structure are as follows:

Volunteers

- Typically, individuals volunteer either within a Chapter or an Area team.

Chapters

Chapters will be "affiliated" or "unaffiliated". This means that each chapter will either be part of an Area Team or exist outside the boundaries of Area Teams

- **Unaffiliated Chapters**
These chapters operate as stand alone local volunteer units. Unaffiliated chapters must follow the Chartering Process and review established by the National Council. Unaffiliated Chapters will be supported, nurtured, and supervised by assigned staff as they build their capacity. Unaffiliated chapters will receive co-support funds.
- **Affiliated Chapters**
Chapters located within the same geographic area are encouraged to work together in larger teams called "Area Teams" for mutual support and economies of scale. Being

affiliated with an Area Team will have associated privileges such as more direct representation at the National Volunteer Assembly. Affiliated chapters will be supported, nurtured and monitored by the Area Team volunteers and assigned staff

Area Teams

Groups of affiliated chapters and individual volunteers in a defined geographic area are encouraged to organize and work together as an Area Team. Area Teams must follow the Chartering Process and review established by the National Council. Area Teams receive co-support funds and have direct representation at the National Volunteer Assembly.

National Council

The National Council is the volunteer policy-making body for program operations and volunteer governance of AFS-USA. As a key leadership body, the National Council is committed to acting from a national perspective to make decisions for the good of the organization.

The role of the National Council is twofold. The council is to be the voice of AFS-USA's volunteer body within the organization, representing volunteer needs, views, and opinions to the AFS executive management and the board. The Council is also responsible for communicating the vision and direction of the organization including the perspectives and decisions of executive management and the board back to the AFS-USA volunteer body.

National Council members must be stewards of the volunteer-staff partnership and will seek ways to ensure that the staff and volunteers of the organization work together in an environment of shared responsibility and accountability in the delivery and support of our mission and programs.

The policies and procedures of the National Council will be in accord with AFS International and AFS-USA standards, policies and procedures, the United States Department of State regulations, and the CSIET (Council on Standards for International Educational Travel) standards.

National Volunteer Assembly

AFS-USA will hold a National Volunteer Assembly each year. Elected area team, chapter, and at-large delegates will represent AFS Volunteers at the annual National Volunteer Assembly (NVA).

The National Volunteer Assembly of AFS-USA will endeavor to promote and continue the work and spirit, and to perpetuate the ideals of AFS Intercultural Programs (AFS).

The National Volunteer Assembly (NVA) is the decision making body for volunteer-based program operations and governance of AFS-USA. As a central leadership body for AFS-USA, the delegates to the National Volunteer Assembly are committed to and recognize their responsibility in making decisions from a national perspective and what is best for the health of AFS-USA and the AFS International Network. The National Volunteer Assembly annually brings together the volunteer leaders of the organization for two distinct purposes.

1. The Assembly's main role is to direct the organization toward pathways that contribute to the mission of AFS-USA, maintain the financial viability of the organization, and support our commitment to quality and promote growth.
2. The secondary role of the National Volunteer Assembly is to elect the AFS-USA National Council.

The National Volunteer Assembly delegates will work together in an environment of shared responsibility and accountability in the delivery and support of our mission, programs and core volunteer development principles. The policies and procedures of the National Volunteer Assembly will be in accord with AFS International and AFS-USA standards, policies and procedures, the United States Department of State regulations and the Council on Standards for International Educational Travel (CSIET) standards.

Standing Committees

The National Council may establish standing committees, as deemed appropriate. These committees shall be comprised of National Council members and other volunteers and staff, as necessary. Current standing committees include:

National Council Development & Education Committee

- Ensure on-going education and development of National Council members
- Improve National Council communication with stakeholders
- Annual evaluation of the National Council and recommend plans for improvement.

National Volunteer Assembly Planning Committee

- Logistics planning– site selection, etc.
- Draft volunteer communications regarding the NVA
- Gather organization wide input and propose agenda to the National Council
- Recommend procedures for NVA motions and voting

Volunteer Structure Committee

- Area Team and Chapter Annual Assessments
- Area Team and Chapter chartering
- Provide support and assistance to teams for improvements and/or growth
- Oversee chapter development projects
- Oversee volunteer structure policies and make recommendations for changes when/as needed: AT, chapter requirements, co-support, travel, orientations, etc.

Volunteer Recognition Committee

- Annual Gallati nomination/ selection process
- Flight chaperon selection process
- Other selection processes as needed for special events, travel, etc.
- Propose an annual volunteer recognition plan to the National Council

Nominations Committee

- Nominations process for National Council candidates
- At large NVA delegate selection process
- Process for the National Council election of Chair, Vice Chair

- Process for keeping the NC Secretary position filled for the Council

Wiki Policy and Procedures Committee

- Recommend policies for wiki postings, editing, protection, etc

Ad Hoc Committees

Additional committees may be established and appointed at the discretion of the National Council, in order to develop and implement action plans surrounding specific, short-term issues or concerns that come to the Council's attention.

Advisory Groups

In addition to the above standing committees, the non-voting staff members of the National Council will establish volunteer advisory groups for their specific functional areas to include but not be limited to:

- Hosting Advisory Group
- Sending
- Sponsored Programs
- Support
- Compliance/Government Relations
- Volunteer Development
- Fund-Raising
- Orientations
- Training

Advisory groups would be organized by the staff member of the National Council or someone s/he designates from within their departments and have at least one National Council member. Membership on the advisory groups would be by invitation to volunteers nominated by staff or other volunteers due to their specific experience in the functional area under consideration.

Advisory groups meet on a regular basis to:

- Be consulted in regards to any changes, improvements to be made in processes and procedures within that functional area that impact volunteers
- Contribute to and be asked to review new materials created within the functional area for volunteers and participants
- Contribute to the on-going planning of the department
- Bring innovative ideas or ideas for improvement to the department
- Forward relevant new ideas, policy/process changes, etc. to the NVA planning committee as appropriate for inclusion on the NVA agenda.

Any work done by advisory groups or staff departments which lead to changes, additions or revisions to policies, procedures, or structure which would fall under the National Council's decision making authority would be presented to the National Council for input and final approval before moving forward.



Learn more about the AFS-USA Volunteer Structure on AFS Wiki

http://www.afswiki.org/index.php/Welcome_to_AFS_Wiki

Proposed Chartering process for Area Teams, Unaffiliated and Affiliated Chapters

**note-this chartering process is just a proposal and will be discussed and voted on by the National Council at the end of January 2010*

All Area Teams, Unaffiliated & Affiliated Chapter are required to go through an annual chartering process. This chartering process replaces for Area Teams what was formerly known as the "Area Team Agreement".

Chartering Timeline

Currently this process is still manual. The goal is to have a completely online process for 2011. The chartering timeline is as follows:

- Charter applications will be emailed in January to the AT or Unaffiliated Chapter Chair (typically mid-January)
- Charter applications are due on March 31st each year
- Charter certificate will be mailed to the Area Team Chair and Unaffiliated and Affiliated Chapter Chairs
 - Certificates will only be mailed if the charter application is complete and all financial reporting for the previous year is in order
 - This certificate is valid for 1 year and enables the Area Team, Unaffiliated and Affiliated Chapters to continue to utilize AFS-USA's non-profit tax ID as well as access to their co-support funds and funds held in the AFS-USA banking module

Area Team Chartering Process & Requirements

Area Teams will receive an Area Team Profile report that will include the following information. Teams will be asked to review and update the information on this report. The information provided will be:

- List of leadership volunteers
Chair, Chair-Elect & Treasurer
- Contact volunteers for specific functions
Specifically hosting, sending, support, orientations, and volunteer development
- Zip codes that define the boundaries of the team
- List of actual host and sent participants for the current program cycle

- List of affiliated chapters
Teams will need to verify/update or provide the following information for each of their affiliated chapters
 - Affiliated chapter status (active/retired)
 - Chapter Chair and Chapter Treasurer contact information
**chapter treasurer information only required for those chapters that maintain a local bank account*
 - List of affiliated chapter volunteers
 - List of actual host and sent participants linked to that chapter
 - Electronic signature of each Chapter Chair and/or Chapter Treasurer

Along with updating the information provided in the Area Team Profile report, Area Teams will be asked to submit the following with their charter application:

- Copy of the annual Area Team meeting report
- Copy of the annual Area Team budget for the year
- Electronic signature of the Area Team Chair & Area Team Treasurer

Unaffiliated Chapter Charter Process & Requirements

Unaffiliated Chapters will receive an Unaffiliated Chapter Profile report that will include the following information. Unaffiliated Chapters will be asked to review and update the information on this report. The information provided will be:

- List of leadership volunteers
Chair and Treasurer
- List of registered volunteers linked to the unaffiliated chapter
- List of actual host and sent participants for the current program cycle

Along with updating the information provided in the Unaffiliated Chapter Profile report, Unaffiliated Chapters will be asked to submit the following with their charter application:

- Electronic signature of the Unaffiliated Chapter Chair and Unaffiliated Chapter Treasurer

Copies of all Financial Forms/Reports

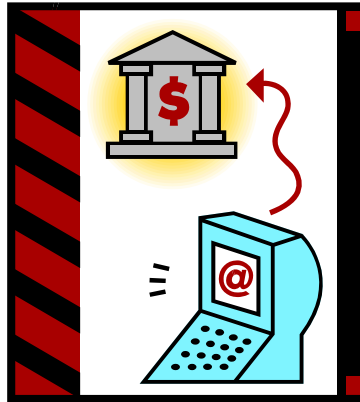
- (S-1) Bank Account Form
- (S-2A) Co-Support Report
- (S-2B) Local Funds Report
- (S-6) Unaffiliated Chapter and Area Team/Affiliated Chapter Financial Commitment Form
- (S-8) Transaction Form
- (S-9) AFS AT Chart of Accounts -
- (S-13) Sponsored Programs Justification Form
- (S-15) Certificate of Insurance Form
- (S-16) Budget Projection Form
- (S-18) Thank You for your Donation Form
- (S-19) Volunteer Mileage Reimbursement Verification Form
- (S-20) Volunteer Missing Receipt Verification Form
- (S-21) Area Team/Unaffiliated Chapter Expense Report



**All financial forms and reports
can be found on AFS Wiki at:**

[http://www.afswiki.org/index.php/
AT_Treasurer#Forms_and_Manuals](http://www.afswiki.org/index.php/AT_Treasurer#Forms_and_Manuals)

AFS-USA Treasurer's Manual Online Banking Module



1. Overview

- a. Logging into the AFS-USA online banking module
- b. Banking module contacts
- c. Access levels
- d. Logging out of the AFS-USA online banking module
- e. AFS-USA online banking module process

2. Managing Accounts

- a. Viewing account information
- b. Viewing monthly statements

3. Requesting Account Transactions

- a. Deposits
- b. Withdrawals
- c. Expense Reports
- d. Transfers

4. Additional Help/Information

Overview

The AFS-USA online banking module provides Area Team, Unaffiliated and Affiliated Chapter financial information to the volunteer leaders listed below. The AFS-USA online banking module can be used to view transactions for your local area accounts. All locally raised funds in excess of day-to-day operating expense must be held in the AFS-USA online banking module.

Logging into the AFS-USA online banking module

The AFS-USA online banking module can be accessed through Global Link. Once you have completed the chartering process you will be given a username and password



The AFS-USA online banking module can be found at:

<http://www.afsusaweb.org/afsonline/treasurer/TreasurerHome.aspx>

Banking module contacts

For any questions related to the AFS-USA online banking module you can contact the Field Finance Staff.



Kim Galvan

- Email kgalvan@afs.org
- Phone 800-379-9036 ext 2255

Vicki Toepper

- Email vtoepper@afs.org
- Phone 800-379-9036 ext 2226

Access levels

As with most modules on the AFS-USA online banking module, different users will have different access to information based on the volunteer affiliation(s) that person holds in AFS-USA. Only the Chairs and Treasurers for Area Teams, Unaffiliated Chapters and Affiliated Chapters will have access to any information on functionality on the banking module. The only exception is for those volunteers who are responsible for special scholarship accounts. These volunteers have access to only those accounts for which they are responsible.

- Area Team Chairs and Area Team treasurers can:
 - View all information for their Area Team and Affiliated Chapter accounts
 - Submit signed transaction requests for the Area Team only
 - View transactions made on their accounts by other users
- Unaffiliated Chapter Chairs & Unaffiliated Chapter Treasurers can:
 - View all the information for their Unaffiliated Chapter
 - Submit signed transaction request for their Unaffiliated Chapter
- Affiliated Chapter Chairs and Affiliated Chapter Treasurers can:
 - See financial information about their Affiliated Chapter only
 - Submit signed transaction requests for their Affiliated Chapter only
 - View transactions made on their accounts by other users
- Special account managers can:
 - See financial information about their account only
 - Submit signed transactions requests for their account only
 - View transactions made on their accounts by other users
- All other volunteers can:
 - Access the treasurer's module, however they will not see any financial information

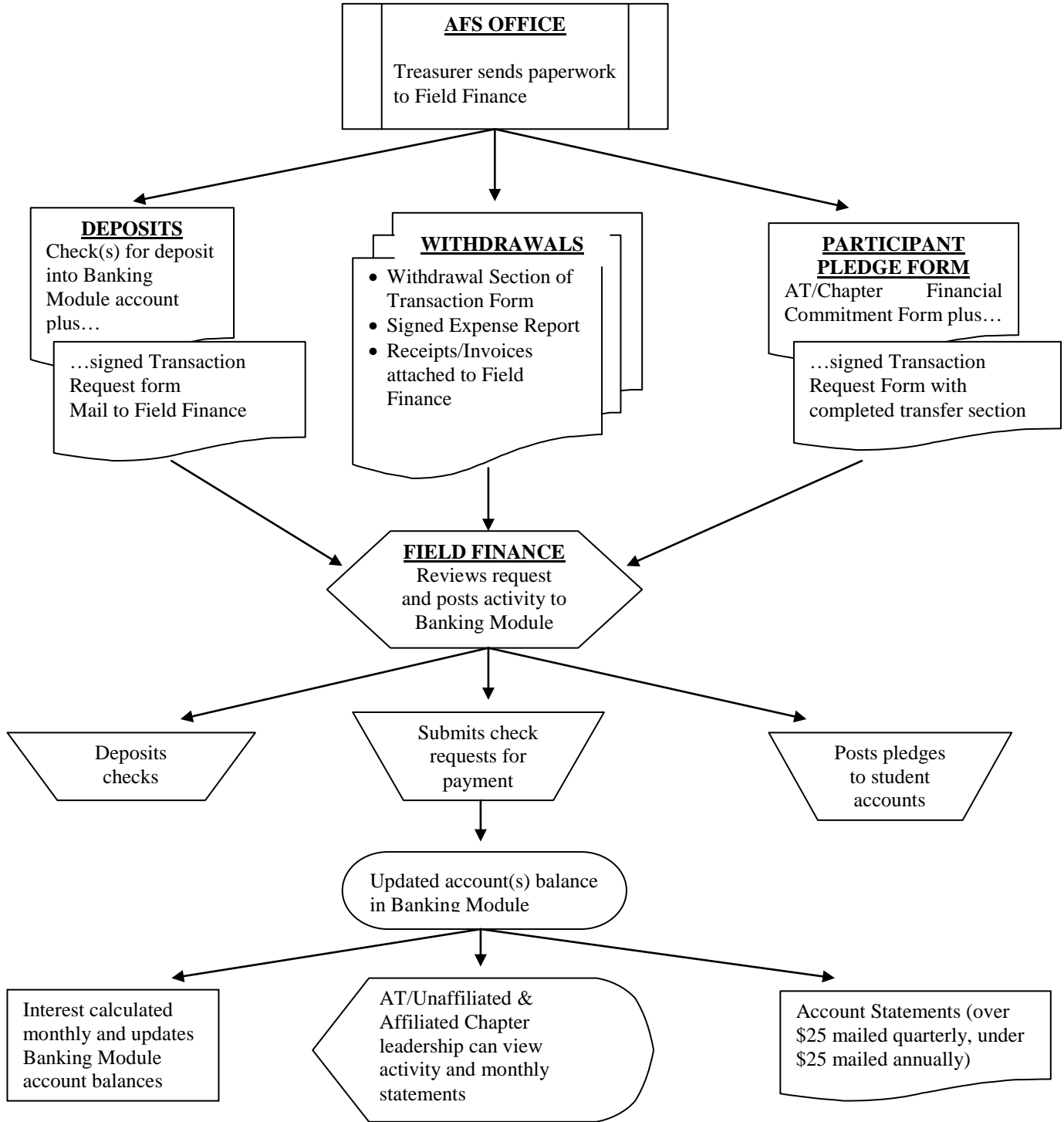
Logging out of the AFS-USA online banking module

We always ask that you logout of the site once you have finished your work. You can logout of the AFS-USA online banking module by clicking on the logout button in the top right corner of any page. The AFS-USA online banking module security is set to log you out automatically after 30 minutes of inactivity.

AFS-USA online banking module process

After the Field Finance team receives your submitted transaction request, they will process your request internally and update the banking module so new account balance information will be available to you online. You can view your request history and status only at any time. The diagram on the next page, illustrates the process for submitting transactions.

Banking module work flow process chart



**Note: Highly recommend requesting delivery confirmation from Post Office when sending Deposits and Check Requests.*

Managing accounts

Viewing account information

You can view all of your local accounts by going to the 'View Accounts' page of the Banking Module. There you will find a listing for each local account along with the Area Team, Unaffiliated or Affiliated Chapter it belongs to, the account code, account type, and the current balance. If you have access to Area Team information, you can use the drop down box above the account information to select which Area Team or Affiliated Chapter accounts you'd like to view. The column to the far right lets you know whether you have access to read only for each account. To view more detailed information for each account, click on the account code link. If you are an Area Team Chair or Area Team Treasurer, you will be able to view information for your Area Team accounts as well as any affiliated chapter accounts. By default, this view will show your Area Team accounts only. To view the accounts for a chapter, select that chapter from the drop down box.

AFS Online Banking

[Treasurer Home](#) |
 [View Accounts](#) |
 [Deposits](#) |
 [Withdrawals](#) |
 [Transfers](#) |
 [Expense Report](#) |
 [Monthly Statements](#) |
 [Accounting Library](#)

My Accounts

AFS Area Team ▾

Account Code	Area/Local Team	Acc't Type	Current Balance	Access (Read or Write)
LA99999-1101	AFS Area Team	Local Funds Saving Account	\$546.99	W
LA99999-1104	AFS Area Team	Funds on Deposits	\$10.00	W
LA99999-2102	AFS Area Team	General Scholarship	\$30.00	W
LA99999-4105	AFS Area Team	Funds For Specific Purpose	\$0.00	W
LA99999-5103	AFS Area Team	Funds on Deposits	\$0.00	W

After clicking on the link to view a specific account, you will get the account summary page for that account. The account summary will show the last 90 days of activity by default.

Account Summary for LA99999-1101

From: 5/20/2005 **To:** 8/18/2005 (90 days)

Change date range: From: / / To: / /

You can change the date range to show activity during any given period. To do so, choose a new date range using the drop down boxes and select 'Update.'

Account Summary for LA50004-1101				
From: 11/1/2004 To: 12/31/2004 (60 days)				
Change date range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Update"/>				
10/31/2004	Monthly Interest for 10/2004	INTCP	\$21.48	
11/30/2004	Monthly Interest for 11/2004	INTCP	\$20.82	
12/31/2004	Monthly Interest for 12/2004	INTCP	\$21.54	

Viewing monthly statements

You can view monthly statements for each of your accounts by going to the 'Monthly Statements' page of the Banking Module. There you will find a drop down box to select the month and account for which you'd like to view a statement. You can also select the 'Include All' checkbox in order to view one statement for all accounts during a given month. Click on 'Display Statement' once you've selected your criteria.

AFS Online Banking			
Banking Home View Accounts Deposits Withdrawals Transfers Expense Report Monthly Statements Accounting Library			
Statement			
Jan	2002	Pleasant Hill AFS	<input type="checkbox"/> Include All
<input type="button" value="Display Statement"/>			

Once your statement comes up on the page, you can then print a printer-friendly version by clicking on the 'Printable Version' link. The printable statement will come up in a new window. Anyone with (R)ead Access can view monthly statements.

Interest Calculations

Interest is compounded monthly and paid monthly on all funds deposited in the AFS Banking Module. Interest rates will vary according to current market yields. The current interest rate is 1%. Statements of Account are sent quarterly for all accounts with a balance greater than \$25. Accounts with a balance of \$25 or less will receive an annual statement.

Requesting account transactions

Only the Area Team/ Chapter Treasurer and Area Team/ Chapter Chair have the authority to submit transactions to Field Finance.

Deposits

To deposit funds with Field Finance for the first time, simply send a check, made payable to AFS-USA, Inc., to Field Finance in St. Paul, along with written instructions to open an Area Team Deposit Account or Chapter Deposit Account.

Subsequent deposits should be made using the AFS-USA, Inc. Transaction Form, with the deposit section filled out completely. Include a description if you checked "Other" source of funds. This is necessary information for Field Finance to record your deposit accurately and to generate a proper audit trail.

Name	Any Area Team		ID#	LA 99999
{ X } Deposits				
	Deposit Amount	\$	1,500.00	(Check enclosed)
	Funds Source:	<input type="checkbox"/> Local Checking (petty cash account) <input type="checkbox"/> Donor		
		<input checked="" type="checkbox"/> Other Merchandise Sales T shirts		
<i>Quarterly or Online statement will serve as receipt.</i>				

Withdrawals

To withdraw funds from this account, the Area Team/Unaffiliated Chapter Treasurer submits to Field Finance in St Paul, the Transaction Form, with the withdrawal section filled out completely. These requests can be mailed or sent via e-mail in a PDF format to Field Finance.

Attach all receipts/invoices as back up to this request. Use the Volunteer Missing Receipts Verification form in the event that you are requesting funds without proper documentation. This form should be used infrequently. Encourage volunteers to keep track of their receipts and submit them for reimbursement regularly, if not monthly, at least at the end of each event or activity. Enter the name of the person/vendor to whom the check should be made payable and the name and complete address (including zip code) of the person/vendor who should receive the check by mail. Checks will be processed within 3 business days of receiving the request by Field Finance. Be sure to allow 7-10 days for mail delivery. We cannot guarantee delivery dates so ***plan ahead***. Emergency requests or short turn-around requests can be sent "next day air" but the Area Team or Chapter will be responsible for the additional fees. "Next day air" cannot be delivered to P.O. Box addresses.

Due to internal controls, AFS cannot honor telephone requests.

Name		Any Area Team		ID#		LA 99999	
{ X } Withdrawal Requests							
Check Amount		\$	1,000.00				
Check Payable to:		T-Shirt Shack					
Check to be mailed to :		Name: T-Shirt Shack					
		Address: 9999 Anywhere Road					
		Anytown, MD 99999-00000					

Checks will be mailed within 3 business days after receipt of request

Note!!!

1. This transaction form must be signed by the Chair or Treasurer for processing
2. Check requests over \$1000.00 must have both signatures

Signed	<i>Missy Chairperson</i>	Day Phone 651-444-8888	Date 12/29/2009
	Chapter Chair		
Signed	<i>Penny Wise</i>	Day Phone 320-878	Date 12/29/2009
	Chapter Treasurer		

This request must be signed by the Area Team Treasurer, the Area Team Chair, or both if the amount is \$1,000 or more.

Please mail completed form with check(s) - if deposit or Expense Report(s) and receipts or Invoice(s) - if Withdrawal

To: AFS-USA, Inc. Attn: Field Finance; 2356 University Ave. W., #424, St. Paul, MN 55114-1850

Expense Reports

Submit expense reports for your area volunteers using an 'Expense Reports' form to Field Finance in St. Paul. Expense reports must be signed and receipts/invoices attached. Be sure to specify the Banking Module account from which you would like the funds to be withdrawn. This will help to ensure accurate processing by Field Finance.

Transfers

You can use the Transfers section of the Transaction form to apply funds from one of your Banking Module accounts to AFS Merchandise purchases or to make a Pledge Payment for Sending students.

- For Pledge Payments, you need the program participant's name and amount. Funds may be transferred from your Banking Module accounts to pay scholarship assistance as designated by the Area Team. Pledges and scholarship payments require the Transaction Form and the Chapter/Area Team Financial Commitment Form be sent to the Field Finance office. This form must be signed by the Area Team Treasurer/ Chair or Unaffiliated Treasurer/Chair.
- For merchandise transfers, you need the purchase date and amount. Send the Transaction Form to the Field Finance office.

Transfer requests of \$1,000 or more require signatures from both the Chair and Treasurer.

Area Teams and Unaffiliated Chapters with excess local funds are encouraged to assist other students outside of their Area Team or Chapter with scholarship assistance, or to contribute to the general national scholarship pool. Please contact Field Finance to arrange these types of fund transfers.

Additional help/information

Additional financial questions

If you have questions about your accounts that cannot be answered by the information on the site, please contact the Field Finance Department.



Questions re: your account? Contact
Kim Galvan at kgalvan@afs.org

or

Vicki Toepper at vtoepper@afs.org

Technical issues

Should you have any technical issues with the site please contact our IT Help Desk.



Technical issues email your
issue to:

accesshelp@afs.org