

## Becoming an AFS volunteer - application and registration

AFS-USA has a responsibility to manage all volunteers who contribute to the efforts of the organization. To all registered volunteers, AFS-USA undertakes to provide orientation, training, support, guidance, and development opportunities as required.

As an organization we believe that we need to hold in highest regard our quality standards and maintain a good reputation. Conscious that we operate in an environment where we are required to manage risks, AFS-USA believes that it is critical that we can demonstrate that we take reasonable actions:

- to see to the protection, safety and well-being of our program participants (primarily young people)
- to provide our volunteers with the necessary support and guidance as the role demands.

In doing so, this provides you as a volunteer and AFS-USA as the organization a safety net.

In order to meet these standards AFS-USA has four distinct steps in the process of volunteer registration. The volunteer registration process can be completed online or in hard copy. To be registered, volunteers complete the following steps;

1. Completion of a volunteer application including 2 references:
  - collects background information - contact and demographic details
  - asks legal background information
  - collects previous AFS affiliations or other volunteer involvement
2. Acceptance of the Volunteer Agreement:
  - describes the rights and responsibilities of volunteering with AFS-USA
3. National criminal background check:
  - verifies the information provided on the volunteer application
  - required by the U.S Department of State and CSIET

- conducted by separate background check company
4. Complete an orientation (for new volunteers only):
- an online course is available to all new volunteers on the AFS USA website
  - an orientation may also include in-person training and mentoring for volunteer role.

The process of registration allows for all prospective volunteers to make an informed decision about volunteering with AFS-USA. The information that is collected is used by AFS-USA to assess each application.

AFS-USA respects your privacy and only staff employed to manage your volunteer registration will have access to your information. Some information may be disclosed to relevant third parties in order to process your application. Once you have been approved to volunteer, some information that will be relevant for you to perform your role will be shared with AFS-USA staff and volunteers.

Completing an application for volunteer registration does not mean that you have been accepted. AFS-USA has the right to determine the suitability of each applicant.

As a registered AFS-USA volunteer, this means that you:

- are covered by AFS insurance policies when performing your voluntary role
- meet state and federal laws relating to AFS-USA registration
- meet any other relevant requirements in working with and supporting young people
- will be supported in your AFS-USA volunteer role
- will have access to AFS Online.

AFS-USA provides this service free of charge to all prospective and current volunteers.