

# Academic Foundation for International Cultural Exchange®

## COMMUNITY REPRESENTATIVE APPLICATION FORM

*Please be sure to complete ALL sections*

NAME \_\_\_\_\_  
Last
Full First
Full Middle

ADDRESS \_\_\_\_\_  
Street

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE NO. \_\_\_\_\_ CELL PHONE NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

SPOUSES NAME \_\_\_\_\_  
Last
First

Do you work? \_\_\_\_\_ If yes, can you be contacted at work? \_\_\_\_\_

Describe nature of work? \_\_\_\_\_

Business Address \_\_\_\_\_ Business Telephone \_\_\_\_\_

Hours at work \_\_\_\_\_ When is best time to reach you? \_\_\_\_\_

### EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	CIRCLE LAST YEAR COMPLETED	SUBJECTS STUDIED DEGREE RECEIVED
GRAMMAR SCHOOL			
HIGH SCHOOL		1 2 3 4	
COLLEGE		1 2 3 4 5 6 7	
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL		1 2 3 4	

Have you hosted an Exchange Student before (if yes, for how long)? \_\_\_\_\_

What foreign languages do you speak? \_\_\_\_\_

Why are you interested in becoming a Community Representative? \_\_\_\_\_

According to the US Department of State, a local Representative may supervise a placement of a student up to a 120 mile radius of the Representative's home. If I become an AFICE Community Representative, I would be willing to travel up to \_\_\_\_\_ miles from my home.

Experience working with teens/youth \_\_\_\_\_

Travel Experience \_\_\_\_\_

Volunteer Activities \_\_\_\_\_

**REFERENCES(3)**

Please list below the names and addresses of 4 people not related to you whom we can request a recommendation.

NAME	ADDRESS	STREET	CITY	STATE	ZIP	TELEPHONE (area code)
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

***The US Department of State requires that any person in direct personal contact with exchange students be vetted through a criminal background check. Your signature on the application is your consent and authorization for AFICE to conduct a background investigation related to becoming a Community Representative for a high school exchange student.***

***I hereby certify that all statements on this application and supplemental materials are true and complete to the best of my knowledge and belief. I agree to cooperate by providing AFICE with any additional information about myself that AFICE may reasonably require. Additionally, I acknowledge that working as a Community Representative for AFICE is contingent upon satisfactory references and background check report.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUPPLEMENTAL INFORMATION SHEET

The information you are asked to share on this sheet is confidential. The US Department of State requires that any person in direct personal contact with exchange students be vetted through a criminal background check. In order to conduct this check, the following information must be provided. **Please print:**

LASTNAME \_\_\_\_\_ FIRSTNAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

ALIAS NAME (Also known as) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

***I hereby certify that all statements on this form are true and complete to the best of my knowledge and belief. I hereby authorize AFICE to conduct a criminal background check on my person.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Academic Foundation *for* International Cultural Exchange

Office of the President

7242 La Jolla Blvd, La Jolla, CA 92037

Telephone: (858) 455-0302 Fax: (858) 455-0335

## **AFICE COMMUNITY REPRESENTATIVE AGREEMENT**

### **Dear Community Representative candidate:**

AFICE would like to welcome you to the growing family of Academic Foundation for Cultural Exchange, and thank you for the commitment and energy you are devoting towards international understanding.

As a Community Representative, you are responsible for the recruitment, screening, and interviewing of Host Families for incoming exchange students, as well as the supervision of those students you place in your geographic area of responsibility.

### **POSITION DESCRIPTION**

<b>TITLE</b>	Community Representative
<b>REPORT TO</b>	AFICE National Office
<b>CONCEPT</b>	The Community Representative is a key position in the AFICE Program. The Community Representative is responsible for the quality selection of Host Families who would like to have an exchange student live with them. The Community Representative is the primary AFICE contact in the local community, acting as the vital link between the Exchange Student, the Host Family, and the High School.

### **REQUIREMENTS AS A PERSON**

1. Interested in promoting international understanding.
2. Likes teenagers and understands their problems.
3. Would be able to integrate the program into the community.
4. Be able to personally visit potential families and students in the host home using your own transportation.
5. Though not required, it is helpful if the candidate has resided in the community he/she seeks to represent for at least three years and has the intentions of remaining there a minimum of three more years.
6. May represent other High School Exchange Programs while acting as Community Representative for the AFICE Program, but may not share AFICE resources or information (including, but not limited to, names and addresses of host families, documentation, examples of paperwork, or information regarding AFICE statistics) with any other program.

## **RESPONSIBILITIES WITHIN THE LOCAL GEOGRAPHIC AREA**

### **Placement of students and selection of Host Families**

1. Place at least one student in a qualified Host Family each calendar year.
2. Recruit, locate, and/or otherwise identify potential Host Families for placement of students.
3. Personally visit, interview, screen, and select suitable Host Families and American students to participate on the AFICE Program within the geographic area of responsibility. Ensure that host families initiate written contact with students and that a correspondence is maintained on both sides until students arrive.
4. Initiate contact with high schools to assure placement of AFICE students within the high school.
5. Write a personalized letter or email welcoming each AFICE student coming to the geographic area of responsibility.
6. Conduct a comprehensive orientation meeting for host families before arrival of students and conduct a comprehensive orientation meeting for students shortly after they arrive in the United States.
7. Coordinate and, if possible, attend the host family greeting of students at the local airport. Supervise and assist in AFICE student arrivals and departures.

### **Supervision of Exchange Students and Advisory Role**

1. Act as liaison between students, host families, schools, and the AFICE National Office by maintaining ongoing personal contact with students, host families, and high schools to assure proper supervision. Contact each student and host family at least once a month either by phone or in person, utilizing the AFICE Monthly Contact Organizer as part of the contact process.
2. Coordinate and attend social gatherings for students and host families at least four times during the year.
3. Give support and advice to students and Host Families throughout the year to ensure a satisfactory student/family adjustment, helping to resolve any problems that may arise concerning one of your students with the assistance of the AFICE National Office. Complete Evaluation Forms for each student as required during the school year.
4. Make arrangements to relocate a student if necessary and inform the AFICE National Office of changes in AFICE student placements.
5. Report all significant problems to the AFICE National Office. Any violations of laws or AFICE rules and regulations must be reported both by phone and in writing.
6. Complete any further reports or documentation required by the AFICE National Office.
7. Maintain a minimum bi-weekly contact with the AFICE National Office, keeping them informed of all pertinent aspects of the placement and supervision process.
8. Act as an emergency host family in the rare event that a student must be immediately moved and no new family is currently available. As such, all Community Representatives are required to fill out a Host Family Application form.

## **FORMS**

In order to comply with regulations and standards covering high school exchange programs, AFICE requires that the following forms be completed for every Host Family, both original and replacement, throughout the school year:

### **Host Families must fill out:**

1. Host Family Application (7 pgs), which also contains:
  - a) Host Family Agreement
  - b) Background Check Authorization
2. Host Family Form Confirming Receipt of the State Department Welcome Brochure (1 pg)
3. Orientation Sign-In Forms (both Host Family and Student Orientation, 1 page each)

### **Community Representatives must obtain the above documentation and also personally fill out:**

1. Home Visit Screening Form (1 pg)
2. Host Family Interview Form (1 pg)
3. Take photographs of the Host Family home per State Department guidelines
4. School Acceptance Form (1 pg)
5. **At least two** reference forms or obtain at least two letters of reference for each family
6. Monthly Contact Sheets for both Students and Host Families, and bi-monthly Contact Sheets for schools.

## **COMPENSATION**

1. For each Overseas School Year Student you place and supervise, you will receive up to \$800.00. This fee will be remitted to you in payments. \$200.00 for the placement, broken down into two fees: \$40 for setting things up and arranging for the Host Family to be screened and interviewed, and \$160 for performing the interview, filling out all forms, and submitting the forms to the AFICE National Office. Both parts of the placement fee are payable in October (just after the students arrive for the year), but the \$160.00 fee will only be paid if items 1 through 3 of the Host Family forms and items 1 through 5 of the Community Representative forms listed above are received at the AFICE National Office.

After the students arrive and all placement paperwork has been received by the AFICE National Office you will then receive a supervisory fee of up to \$60 per month (up to a total of \$600 for a full 10-month school year student) when you submit the Monthly Contact Sheets showing that the students, host families, and schools have been contacted as required. Once the Monthly Contact Sheets for all students in your area are received at the AFICE National Office each month, a check will be cut and will go out in the mail to you within seven business days. Monthly fee structure is as follows: If all paperwork due is received on or before the 15<sup>th</sup> of the month in which contact is due to be made, you will receive \$60 for each set of complete paperwork. If paperwork is not complete until the second half of the month, you will receive \$50 for each set of complete paperwork. If complete paperwork is not received by the 1<sup>st</sup> of the following month, you will receive no more than \$40 for each set of complete paperwork, and payment will not be sent unless the following month's paperwork arrives complete and on time.

Examples, assuming a Community Rep has three students.

Scenario 1: If March contacts for all three students/host families are made and paperwork is received at the AFICE National Office by March 15, the Rep will receive \$180 (\$60 x3).

Scenario 2: If one set of paperwork is complete and received by March 15 but the other two are not received until April 1, the Rep will receive \$150 (\$50 x 3).

Scenario 3: If two sets of paperwork are received on or before April 1, but the remaining paperwork is not received until April 5, no payment will be made unless and until all

required April paperwork is received on or before May 1, at which point the Rep will receive \$120 for March (\$40 x 3) and the appropriate May payment. If April paperwork is late, the March payment will be withheld completely.

2. AFICE does not reimburse Community Representatives for expenses incurred in the recruitment and selection of Host Families nor in the supervision of students and Host Families, such as telephone calls, any advertisements placed, mileage, postage, and stationery. However, these items are tax deductible on your individual tax returns if proper records are kept.

## AGREEMENT

I understand that I must complete an AFICE Community Representative training session prior to placing or supervising any AFICE student and that a further online training and testing certification is required by the US Department of State before I am able to begin performing any duties as an AFICE Community Representative. I understand that AFICE will furnish me with the AFICE Community Representative Manual and/or other necessary materials needed to enable such training. I will always ask AFICE for guidance should I have any questions regarding policy or procedure.

I understand that, as an AFICE Community Representative, it is my responsibility to:

1. Properly supervise each student and Host Family according to the criteria detailed above.
2. Insure that all of the above mentioned forms and any further required documentation are properly completed for all students and host families under my supervision throughout the school year, including all original and subsequent placement, and that all completed paperwork must be submitted to the AFICE National Office by the dates specified each year.

I understand that I am obligated to supervise all students placed under my supervision for their entire stay in the US unless otherwise notified by the AFICE National Office.

I understand that my failure to submit the necessary paperwork on time, to properly supervise the students and Host Families according to the procedures described in the AFICE Community Representative Manual, or to perform any of the required duties mentioned in this document could result in the compensation that I am to receive for placement and/or supervision being delayed, reduced, or withheld completely. I further understand that such failure may also result in AFICE terminating this Agreement.

I understand that the US Department of State requires AFICE to perform a criminal background check on me as I may come into contact with minors in the course of my duties. I hereby agree and allow AFICE to perform such a check.

I understand that I am expected to place at least one student per school year.

I understand that I must take and pass the US Department of State's Local Coordinator Training and Testing program each year.

I understand that AFICE reserves the right to remove students from my supervision, and should that occur, I will no longer be entitled to monthly supervision compensation for any such student.

I understand that the position of AFICE Community Representative is an Independent Contractor, and as such I will have certain rights and obligations not mentioned in this Agreement.

I understand that AFICE reserves the right to amend this agreement in their sole discretion, including the position description and compensation, and that I will be notified of any such amendments.

I understand that AFICE reserves the right to terminate this Agreement at their sole discretion.

By signing on the designated line below and returning the original copy of this agreement to the AFICE National Office, I indicate my acceptance of the terms of this agreement.

\_\_\_\_\_  
Community Representative's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Community Representative (type or print name in full)

\_\_\_\_\_  
City State/Zip

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Telephone: \_\_\_\_/\_\_\_\_

AFICE once again welcomes you to our family, and we hope this agreement represents the beginning of a long and rewarding relationship.