PSS reviews the assignment and links the volunteer to the student if the volunteer has identified the birthday and address to confirm the volunteer is over 21 and within 120 miles of the host family

**Liaison Linking**

Linking to Students

PSS will delete the liaison assignment.

If student is moved from the Area Team prior to arrivals the HPS or Team must request “Unlink” for the assigned Volunteer via GL or MyAFS.

Assignment is “Unlink Pending”

Assignment is “Inactive” (will only show in GL) or deleted

If prior to Liaison start date, PSS deletes the assignment. If after the start date, PSS updates to “Inactive”

Team determines a volunteer should no longer be assigned to a student. Request “Unlink” via MyAFS

Yes

No

HPS/Team assigns a Liaison, Welcome Liaison, or Associate Support Coordinator (ASC) to student via MyAFS

 Assignment is “Tentative”

GL checks: Is the volunteer fully registered and trained?

Assignment is “Pending”

Volunteer completes registration and training.

Note: This can take 24h for the system to update.

GL automatically updates volunteer status

Assignment is “Active”

Volunteer and host family receive Welcome Email

Automatic Global Link Action

Blue: Participant Support Action

Purple: HPS/Liaison Coordinator Action

Red: Forthcoming Liaison Action

Color Key