

Submitting an Online Chapter Chartering Application

Chartering applications are only required for chapters

Log into Global Link <https://usa.afsglobal.org/AFSGlobal/>. Click on “Organization Tab” and type all or part of your chapter name.

Click “search.”

The screenshot shows the 'Organization : Search' interface. On the left is a navigation menu with 'Organization' selected. The main form contains several search criteria: 'Org. Status' (All), 'Your IOC' (USA), 'Org. Type' (All), and 'English Name' (circled in red). Other fields include Address, State, Phone Number, Chapter, Area Team, and Region. At the bottom, there are checkboxes for counting members, contacts, or forms, and a 'More Filters' section with 'Add Filter', 'Load Pre-defined Filters', and 'Save As Pre-defined Filters' buttons. The 'Search' button is circled in red.

Find the name of your chapter in the records that pull up.

Click on your chapter which will be in blue. Make sure the “Org Type” is AFS Chapter, as some schools have the same name as AFS Chapters.:

Record(s) Found : 8 [\[Click here to show total number of records matching these search criteria\]](#)

No.	IOC	Org. Ref.	Organization Name	Org. Type	Org. Sub Type	Chapter	Address	Status
1	USA	10-01889	test	AFS Chapter			111	In Progress

This will then pull up the organization information for your chapter.

Click on "Charter Application" as circled below to begin the online chartering process for your chapter.

Organization :

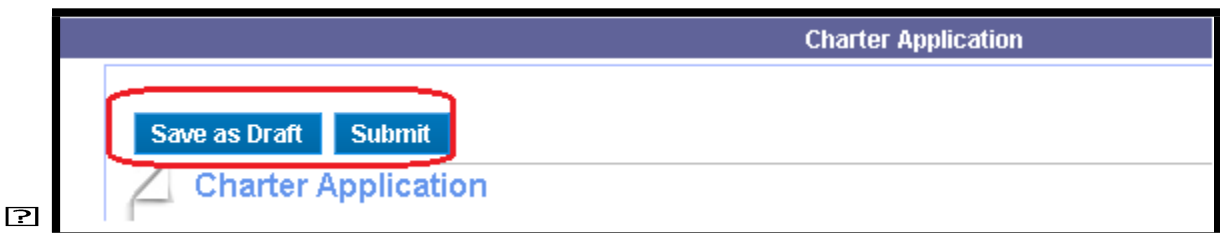
Contact Log	Extras	Affiliated Persons (649/964)
Sent Pax. (374)	Hosted Pax. (230)	Host Family (526)
Charter Management	Charter Application	Charter Application History
Quality Assessment	Zip Code Assignment	Dashboard
History Log	Find Duplicate	Organization Staff Contacts
Org.Info	Chapters	Schools

You will be able to access any information that you are asked to review by clicking on the corresponding tab (circled below). The area below with all the tabs will remain visible at all times from the application.

Contact Log (2)	Extras	Affiliated Persons (6/12)
Sent Pax. (24)	Hosted Pax. (3)	Host Family (0)
Charter Management	Charter Application	Charter Application History
Quality Assessment	Zip Code Assignment	Dashboard
History Log	Find Duplicate	Organization Staff Contacts
Org.Info	Chapters	Schools

TIP: It is helpful to have Global Link open in two windows, allowing you to keep the charter application open in one screen while reviewing schools and affiliated persons in the other. To do this, right click on the information you want to review, then select "open in new window."

PLEASE MAKE SURE TO CLICK "SAVE AS DRAFT," otherwise any entries you have made will be lost.



The areas you will need to review and update (as necessary) are:

- Chapter Leadership
- Affiliated Volunteers
- Schools

Quarterly reports need to be current and sent to our Field Finance Department.

You will need to agree to submit the required financial reports by January 31st.

Please go to the [Field Finance Forms](#) page of MyAFS Help & Learning to locate any financial forms that you may need.

For questions regarding financial reporting, please contact Field Finance at fieldfinance@afsusa.org, or by calling 646-751-1857. The mailing address for the Field Finance Department is as follows:

AFS-USA

Field Finance

120 Wall St, 4th Floor

New York, NY 10005

Electronic signatures of Chair and Treasurer are required:

Charter Criteria and Responsibilities

Please download the following information and submit your electronic signature signifying that you understand and agree to follow the charter criteria and responsibilities.

Charter Criteria and Responsibilities

Please type name and last name here

Name of Chair

Name of Treasurer

I accept the agreement

Yes, I accept.

Yes, I accept.

Agreement Date

[Click here to submit electronic signature\(s\)](#)

[Save as Draft](#)

If you do not manage local funds, a treasurer is not required. "N/A" can be typed in the e-signature above. Click "Yes, I accept." With permission, Chairs can sign this for their treasurers and vice versa to facilitate submitting the application.

Please make sure to choose either "save as draft" if you are in the process of

working on your application or “submit” when you are done. **You must submit the electronic signatures. Then go to the top of the application and click “Submit” to send the entire application.** Once an application has been submitted, Volunteer Resources staff will review the information and will inform you if there is any missing information.

The chapter chair and treasurer will receive two automatic email notifications. The first email will be sent after a chapter has submitted the chartering application. The second email will be sent after the chapter has completed the entire chartering process. The chapter will be able to print or save a copy of the charter certificate. The certificate is located in the “Charter Application” tab at the bottom of the page:



The team chair will also be notified when a chartering application is submitted and when the chartering process is complete.

Please contact your Volunteer Resources Specialist with any questions or concerns about chartering, or email askafs@afsusa.org.