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**Local Volunteer Checklist for**

**Hosted Participant Moves (Excluding Event Moves)**

Updated August 2017

**Note:** *The* [***Pre-Screen Host Family process***](https://myafshelp.afsusa.org/hc/en-us/articles/115006246828-Pre-Screened-Host-Family-Process) *allows designated families the ability to be pre-screened by AFS staff before being linked to a student. This provides teams with a list of local host families that have volunteered to host in the event of an urgent student move, while also helping to increase the percentage of compliant moves. If you know of a family who would like to be designated as a Pre-Screened Host Family, please contact your TDS and let them know.*

**Steps to follow for student moves:**

* **In the event of an unplanned after hours move that has not already been communicated to and approved by staff, please contact the AFS Duty Officer at 800-237-4636 (1-800-AFS-INFO) x 9 right away.**
* Local Volunteer communicates the move (along with family contact info) to the TDS, Participant Support Specialist, and the Local Hosting Coordinator, Support Coordinator and Liaison Coordinator. **If the family is not already pre-screened,** this message will prompt the TDS to send the host family application and should include the **projected move date.** *Please also note if this a Single Parent, Double Placement or Same Sex placement, if the student will be changing schools or out of school, and if the student will need a new liaison.*The minimum amount of information the TDS needs is the first and last name of a host parent, email address, and the family’s ZIP code. Any additional information (the address, phone number, other family names), will save the host family from having to enter all the info into the application themselves. Alternatively, the [**Host Family Interest Form**](http://www.afsusa.org/host-family/get-started/) can be completed by the host family or a volunteer instead of sending the contact information to the TDS in an email.
* The volunteers will work with the host family and student to get any [necessary non-traditional placement forms](https://myafshelp.afsusa.org/hc/en-us/articles/115002756847-Get-Special-Non-Traditional-Approvals) that are required to be signed by the host family or student. **Note:** Hosting Operations staff requests forms from the natural family in the student’s home country.
* Local Hosting Volunteer\* ensures that the Host Family submits their **Reference contact info** as soon as they get access to their Online Application (this allows AFS staff to trigger emails to their references and to call them.)
* If necessary, Local Hosting Volunteer\* encourages the Host Family to complete the entire Online Application ASAP and click on the **Submit button**. How can I [identify what’s missing](https://myafshelp.afsusa.org/hc/en-us/articles/115002820848-Identify-What-s-Missing) in a host family application?
* Local Hosting Volunteer\* schedules, and completes, and [submits the In-Home Interview](https://myafshelp.afsusa.org/hc/en-us/articles/115002156867-Submit-an-Interview) with all family members.
* Local Hosting Volunteer\* notifies the host school of the move. If there is a school change, the volunteer will need to secure school approval and [submit a new Placement Acceptance Form (PAF).](https://myafshelp.afsusa.org/hc/en-us/articles/115002821308-Secure-School-Approval) Note: If the student moves permanently into the home of the AFS volunteer listed as the Local Contact on the PAF, the school must be notified in writing (email from volunteer or TDS is okay) of a new Local Contact, and AFS staff must receive a copy of the email or the details of how the school was informed (by whom and when).
* Once all screening (including Host Family Orientation) is complete, the TDS authorizes and confirms that the student can be moved to the new host family.
* Local Support Volunteer confirms **move date** and notifies Participant Support and TDS staff so the placement record in Global Link can be accurately updated, the previous family’s file closed, and the sending partner can be notified of the move.
* The Support Volunteer should email the Participant Support staff within one business day of the move, to confirm that the move took place. **If the move is cancelled or the move date changes, the TDS should also be copied on the email.**
* Local Support Volunteer provides the student with a PDF copy of ID Card. On MyAFS, find the student in the Team Directory to access the ID card.

\* *Local Hosting Volunteer and Local Support Volunteer would generally collaborate in this process and keep each other (and their respective staff contact) informed along the way. Hosting Volunteer would focus on moving the Host Family through the online application while the Support Volunteer focuses on counseling the student and facilitating the transition*.