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| **Holiday Visits & Moves***'Tis the season!*Prudent Parent Stays over the holidays are common. Liaisons should review our [FAQ page](https://myafshelp.afsusa.org/hc/en-us/articles/115004680868-Prudent-Parent-Stays) as to what qualifies as a Prudent Parent stay. Should a liaison need to host a student they must be a fully screened Host or Event family, depending on the length of stay. Please visit our [Student Visit Page](https://myafshelp.afsusa.org/hc/en-us/articles/5106416763159-What-is-a-Student-Visit-) to reference visit scenarios and processes. For other holiday stays, make sure to inform Field staff as soon as possible so staff can ensure placements are fully screened. The AFS-USA Office will be closed starting December 22nd at 2pm until January 2nd. During this time, should there be an emergency please reach out to the[AFS-USA Duty Officer](https://myafshelp.afsusa.org/hc/en-us/articles/115002068248-Notify-the-Duty-Officer-DO-) at 1-800-237-4636 ext. 9. Staff will be providing minimal coverage during December 26-29 to help ensure any moves that occur are compliant.

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**Maintaining Contacts & Visits***Keep an eye out!*As Monthly Contact submission rates drop off around this time of year, please remind liaisons to get a call in with their students and host families before the holidays begin. Ensure **Fall In-Person Host Family Contacts** have taken place. Liaisons must contact the host family once in the fall prior to January 1st. Please remind them to schedule and complete this asap if they have not already! **Semester Students:**For **departing** students, remember that contacts will still be required for that month even if their departure date is in early January.  For **arriving** students, they must be contacted within the month of arrival. We encourage liaisons to complete a 1=4 visit. If possible, liaisons visit the student and host family in the home by January 31st. This one visit will fulfill 4 requirements: the Student In-Person Arrival contact, the 30- or 60-Day In-Home Visit, and the January Student and Host Family Monthly Contacts.

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**Missed Contact Training***How to!*Review our new training video on how to mark a contact missed. It has been added to the [existing Help & Learning article](https://myafshelp.afsusa.org/hc/en-us/articles/115013896888-Marking-a-Contact-as-Missed-).[Click here to view](https://drive.google.com/file/d/1T8w1-bIx35WmD4O8SQTNS2afsz7OVEzg/view)

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  **Compliance Coordinator Poll***Let us know!*We want your feedback! Please take the time to complete [this poll](https://form.jotform.com/233396409319160), regarding a potential Compliance Coordinator call & what more we staff can do to support you in this role. Please complete by January 5th, 2024.

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  **Compliance Advisory Group***Join the CAG!*CAG, the Compliance Advisory Group, is looking for volunteers to join the team! For more information about the CAG, please click [here](https://myafshelp.afsusa.org/hc/en-us/articles/115007485447-Compliance-Advisory-Group?_ga=2.204119696.1497606633.1615315699-233690010.1564608167). The group includes volunteers from across the country representing their area teams who bring different perspectives on achieving compliance. Volunteers are asked to commit to be an active member for minimum of one year, renewable up to four years. The CAG meets on the first Wednesday of each month in the evening, and group members often work on projects with staff outside of the monthly meeting. Please consider sharing your experience, perspective and love of AFS with the CAG team. For more information please fill out the [interest form](https://docs.google.com/forms/d/1r5WdZQtswu8i9W-AbLaDAKklP6Q7vPHj60Kgy3Rwgwg/viewform?edit_requested=true).

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**Thank You!**As the new year approaches, we want you to know how much your efforts mean to us in 2023 and beyond. Your hard work & commitment make a significant impact and we are immensely grateful for your ongoing support. Your role as Compliance Coordinator is imperative to the success of your team in Contacts & Visits compliance, helping to prevent support issues & moves. We wish you and your loved ones a joyful & peaceful holiday season!

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**Compliance Coordinator Toolkit***Check it out!** [Compliance Guide](https://myafshelp.afsusa.org/hc/en-us/articles/360008427434-Improving-Compliance-Tools-For-Team-Leaders-#h_01FJA6DC084JER9BBDQAN1B4XK)
* [Tips from a Compliance Coordinator](https://myafshelp.afsusa.org/hc/en-us/articles/360008574393-Tips-from-a-Compliance-Coordinator)
* [Using the Contacts & Visits Widget for Compliance Coordinators](https://myafshelp.afsusa.org/hc/en-us/articles/15856716784535-Using-the-Contacts-Visits-Widget-for-Compliance-Coordinators)
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| [Log Contacts & Visits](http://usa.afsglobal.org/AFSGlobal/VolPortal/ContactsAndVisits.aspx?type=menu)

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| [**What would you like to see included in future newsletters?**](https://form.jotform.com/232605100949048) |

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