

## Nuts 'n Bolts – Hosting basics for AFS Host Families

### AFS-USA Orientations for Hosted Students

- Please note that attendance at all AFS-USA Orientations is mandatory for hosted students with the exception of serious extenuating or medical situations.
- AFS Orientations are integral learning opportunities on the AFS learning journey for all participants.
  - 1. Arrival Orientation**
    - Dates/Times:
    - Location:
  - 2. Post-Arrival Orientation**
    - Dates/Times:
    - Location:
  - 3. Mid-Stay Orientation**
    - Dates/Times:
    - Location:
  - 4. Pre-Return Orientation**
    - Dates/Times:
    - Location:
  - 5. End-of-Stay Orientation**
    - Dates/Times:
      - June 23, 2019 (for students flying out of LAX, SEA on June 24, 2019)
      - June 24, 2019 (for students flying out of NYC, DFW, ORD, MSP, IAD on June 25, 2019)
    - Location:

### Liaisons & Monthly Contacts

- Each student and host family are assigned a local registered volunteer, who is called their “liaison”.
- Your liaison can act as a resource for you, help you through cultural adjustments and help your resolves issues as they arise.
- Throughout your student’s program, your AFS liaison will initiate separate contact with both you and your student each month.
- 3 monthly contacts must take place in your home for year program participants and 2 must take place in your home for semester program participants.
- It is important to remember however, that you needn’t wait for your liaison to contact you.

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- In fact, we urge you to ask for assistance at any time, before difficulties and misunderstandings escalate to a less manageable situation.

### AFS Support & AFS Duty Officer

- In case of an emergency outside of regular business hours and you are unable to reach your liaison, you would contact the AFS Duty Officer.
- An emergency might be a car accident, serious illness and/or hospitalization of your student, any situations in which the police are involved, or any time you feel there is important information that must be communicated to the natural parents immediately.
- AFS Participant Support Dept. (Mon-Fri, 9am-6pm Eastern Time)
  - **General questions/inquiries (during business hours): 800-237-4636, option 3**
  - **Emergencies (during business hours): 800-237-4636, option 9**
- **AFS Duty Officer number (evening/weekend): 800-237-4636, option 9**

### Making Your Home Accessible

- Be sure to give your hosted student a copy of the house key or pin code for the garage (if applicable).

### Food/Meals

- Host families are expected to provide three balanced meals every day.
- If host families do not provide food for participants to make their own lunch or if host families do not make lunch for the participant, then the host family must provide money to purchase lunch at school. However, if participants choose to buy lunch at school instead of bringing it from home, then that cost is the participant's responsibility.
- If there are any dietary concerns regarding the participant or host family, please contact your Liaison for guidance and support.

### State and Local laws

- Please inform your participant of any local laws that may affect them (i.e. teen curfews; laws about passenger limitations on teen drivers – if host siblings/friends will be driving; trespassing; jaywalking etc.)

### Religious Services

- Participants should not be required to attend religious services with your family if they do not wish to do so but are encouraged to do so at least once, as part of their cultural immersion experience.
- If your participant wishes to attend religious services of another kind, please make sure you locate the place of worship prior to arrival and speak to the appropriate person about AFS, and the fact that your

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participant may attend services there. You may want to coordinate transportation to and from services with other parents whose participant may be attending the same service.

- For more information and recommendations, see your *Host Family Handbook*.

### Money

- With regard to your participant's handling of finances, we advise that you keep all financial transactions separate.
- Your participant may want to check on applicable money or bank transfer fees as they can vary greatly. Participants typically bring debit or credit cards.

### Activity Waivers

- Please communicate with your local volunteers to ensure that your participant has a signed and completed Activity Waiver on file.
- Please note that some activities (i.e. white-water rafting, hunting/gun ranges, etc.) will require an additional Activity Waiver to be signed and completed before engaging in such activities.
- Please reach out to your local volunteers if this scenario applies to you.

### Travel Waivers

- Travel guidelines are strictly enforced. This is in the interest of managing the safety and well-being of all AFS participants.
- Violating the travel guidelines will result in further review and can jeopardize the continuation of the participant's program.
- For more information on travel guidelines, please refer to your *Host Family Handbook* or contact your Liaison for more details.

### GMMI (Travel Insurance – Medical & Dental)

- GMMI insurance is "travel insurance" and intended to cover most unplanned, emergency medical and dental situations.
- The medical insurance does not cover elective procedures, routine medical care (i.e. vaccinations, sports physicals, chest x-rays, check-ups, vision care etc.) or pre-existing conditions.
- The dental insurance only covers dental emergencies and is limited to alleviating pain and emergency and/or medically-necessary dental procedures.
- If your student requires any of these services, it is the natural family's responsibility to cover the cost. You, the host family, can be most helpful by locating local services providers when needed.
- For information on the medical plan, please refer to your *Host Family Handbook* and the *AFS Medical Guide*.