Team calendar of events can be a great visual tool and a useful reference for your AFS Area Team. It can help volunteers to focus on what needs their attention the most at any given time rather than wonder and speculating what they can be doing. Your team calendar can be a fun and energizing way for your entire team to create ownership of their activities for the year. In creating your AFS calendar, allow space between events or activities so that volunteers do not feel like they are over committing their time

**In your AFS Area Team calendar, include:**

• key program dates – departures and arrivals of participants

• Area Team organized activities

• regular meeting

• fun and social events

• fundraising activities

• possible school presentations

• reporting requirements for AFS-USA.

You can share your calendar with volunteers, host families, sending families, students, and other interested community members. It can help raise their awareness of your AFS Area Team and the activities in which you are involved.

|  |  |
| --- | --- |
| **Yearly Area Team Events** | |
| *Use this sample to create your own AFS Area Team calendar of events and activities* | |
| **January**  **Winter Hosted Student Arrivals**  *– usually second week of month* | Winter program departures and arrivals  Mid-Year Orientation event for hosted participants  Hosting recruitment kick off event |
| **February** | Chapter event – AFS participants speak.  Invite all potential study abroad participants and their families  Secure school slots for upcoming hosted participant arrivals |
|  |  |
| **March**  **Host Family Appreciation Month** | Host family potluck dinner. Thank your  host families; involve AFS participants in planning, maybe a talent show. Include potential new host families  Annual Chapter fundraiser |
| **April**  **National Volunteer Week** | Chapter meeting – focus on celebrating the  success of the volunteer team. Thank your volunteers.  Consider extending invitations to raise volunteer awareness in the local community |
| **May** | Pre-Return orientations for host participants  Discuss hosting plans for next year  Pre-Departure Orientation for Study Abroad …...participants |
| **June**  **Departures for Hosted Students**  *– usually last week of month* | International potluck dinner for all hosted  participants, sending participants, families, friends, school contacts and community members |
| **July** | All host families recruited/participants placed  School acceptance forms turned in  Host Family Orientations  Liaison Training |

|  |  |
| --- | --- |
| **August**  **Arrival of Host Students**  *– usually 2nd week of month* | Welcome orientation for hosted  participants  Chapter welcome picnic/event for new hosted participants, volunteers, host families |
| **September**  **Area Team planning meeting**  *determine hosting and study abroad outreach plans for upcoming program year*  *set dates for chapter activities and fundraisers*  *hold chapter elections, if applicable* | Post-Arrival orientation for hosted  participants and their families  Welcome Home Party for Study Abroad participants “returnees”  Distribute AFS information to high school(s)  Resume Team Meetings |
| **October** | School/Community Information Night  Sending participants parents support and share meeting  AFS Halloween Party |
| **November** | Int’ Education Week – help host participants schedule presentations in their schools and community  Chapter community service project – e.g.  help with community food drive  Pre-Return orientations for Winter hosted participants  Recruit Host Families for Winter hosted participants |
| **December** | Winter host family placement complete  Christmas Around the World-chapter holiday season meeting and social event/fundraiser for returnees, hosted participants, families and friends  Chapter Financial Reports due  Schedule community speaking engagements for hosted participants |