

CHAPTER PARTICIPATION and FINANCIAL AGREEMENT

PROGRAM REQUIREMENTS

General Requirements - The volunteer will:

- Be 16 years old by September 1, 2011 and have completed sophomore year of high school,
- Be in good health and capable of rigorous daily activity,
- Attend a family interview with at least one parent or guardian as part of the application process,
- Demonstrate minimum Spanish language ability or complete supplemental Spanish training as determined by the Training Director (equivalent to 2 years of high school Spanish with proficient communication skills by June 1, 2011), and
- Complete the application, health forms, consent forms and obtain a passport and visa, if applicable, on schedule.

Training Requirements – The volunteer will:

- Attend all volunteer training sessions. The volunteer must be willing to make Amigos training a priority over other activities. If absence is unavoidable the volunteer will contact the Training Director before the scheduled training session and promptly complete alternative training.
- Attend all Parent/Volunteer meetings with at least one parent or guardian,
- Show respect for and sensitivity towards the chapter Training Staff and other Volunteers and
- Maintain strict adherence to the Amigos Standards of Personal Behavior when in any Amigos activity either in the USA or Latin America.

Additional Information Regarding Training

The Amigos training program is designed to prepare Volunteers for a unique and challenging field experience that requires a significant amount of personal responsibility and independent decision-making from Volunteers. Through training, volunteers will receive the necessary tools to communicate effectively, demonstrate cultural sensitivity, make sound decisions, and stay safe and healthy while in the field. The Amigos Volunteer will serve as a leader before they even reach the field through an aspect of training called *service learning*. Through their service learning work, Volunteers will be representing the Amigos program to other non-profit agencies in the Marin community. It is expected that Volunteers take a positive and mature approach in their interactions with these agencies and carry this attitude with them to the field.

Training Calendar / Absences

The Training Calendar consists of two Tuesday night meetings per month, December - May, a kickoff overnight retreat in November and four additional daylong retreats. All training meetings and retreats are clearly noted on the Chapter calendar on the amigosmarin.org website. Volunteers are expected to arrive to meetings and retreats on time and stay for the duration of the training event. Tardiness is not acceptable and will be considered an absence if prior arrangements are not made with the Training Director. All training events are mandatory unless an unavoidable absence occurs or other specific arrangements are made with the Training Director. Unavoidable absences are situations of urgent matter that are unpreventable. Absences for reasons such as homework, finals, birthday parties, concerts, sports games, or sports/drama/dance practices are not considered unavoidable. Volunteers are expected to plan well in advance in order to make Amigos a high priority alongside all other activities and commitments. If the Volunteer finds that there is an urgent matter that conflicts with one of the training events he or she must contact the Training Director in advance of the training event. At that time, the Training Director will decide if the absence is warranted. Please note that all communication with Training Staff must be done by the Volunteers themselves. Phone calls from parents concerning their son or daughter's attendance will not be accepted. We take training very seriously in the Amigos Marin Chapter and we expect our Volunteers to do the same.

Upon return from the field – The volunteer will:

- Participate in a de-briefing and review of their summer experience, and
- Assist with recruitment of volunteers for next year's program.

FINANCIAL REQUIREMENTS

The volunteer, with the support of parents or guardians, will:

- Participate in all fundraising activities, including sales of 80 boxes of grapefruit at a purchase price of \$20 a box, 72 poinsettias at a purchase price of \$17 per plant, 80 packets of dried fruit at a purchase price of \$5 per packet and sending a minimum of 60 fundraising letters to family and friends
- Pay a \$100 non-refundable application fee
- Make 6 Family Payments as detailed below
- Purchase a minimum of 4 Rotary Gala Tickets at \$50 per ticket (included in family payments)

ADDITIONAL INFORMATION on FAMILY PAYMENTS and FUNDRAISING

Program Cost

The program cost is \$7,600.00 per volunteer plus a non-refundable application fee of \$100.00. The program cost is covered by a family payment obligation of \$2,900.00, a fundraising obligation of \$3,224.00 from product sales and anticipated contributions from letter writing. The total program cost includes, but is not limited to the local Marin Chapter training and administrative expenses; domestic air fare; and the AMIGOS International Office field participation fee, which covers, but is not limited to, international airfare, in-country orientation and de-briefing, room and board, transportation, medical insurance while in the field, project supplies, and administrative costs.

The program cost does not include: a required physical exam by the volunteer's doctor; any required immunizations and medication; passport fee; visa fee if required; the cost of a cot, mosquito net or any clothing or trip supplies the volunteer chooses to purchase.

Family Payment Obligation

The family payments are comprised of six monthly payments (one monthly payment of \$526, followed by 4 monthly payments of \$483 and a final monthly payment of \$485) beginning in November, 2011. Family payments are paid through the Smart Tuition Payment Plan. A Smart Tuition enrollment form is attached to this agreement. There is a one-time Smart Tuition enrollment fee of \$43 which is included in the first family payment. The family payments are not tax deductible.

Financial Aid Available

Both the International Office and the Chapter offer some financial aid to qualified volunteers. Aid is available only to help defray the family payments; therefore, participation in all fundraising activities is required. There are no full scholarships. Families of all volunteers must pay at least \$750.00 of the family payments. The instructions and forms for financial aid are in the AMIGOS application package on the Marin Chapter website. The Board must receive the forms, supporting documents, and completed AMIGOS application by November 1, 2011. Financial aid awards will be announced by November 15, 2011.

Fundraising Obligation

The Marin Chapter volunteers are each required to participate in the fundraising activities of letter writing and product sales in order to participate in the summer program. We believe the fundraising component of the training program develops a sense of team, builds leadership and organizational skills as well as strengthens the volunteer's commitment to the program. Our chapter fundraising obligations for volunteer participation are met by means of grapefruit sales, poinsettia sales and a letter-writing appeal. All volunteers are required to fully participate in all elements of the fundraising campaign. Each volunteer will be held responsible for the sales proceeds from the grapefruit, poinsettias and dried fruit and is expected to sell his or her full allotment of grapefruit, poinsettias and dried fruit at the prices stated above. Those volunteers that fall short will be required to do additional fundraising. In accordance with tax regulations relating to contributions, to qualify Amigos as a Section 501(c)(3) charitable organization, no portion of the funds raised by a volunteer may be credited against the volunteer's family payment or be directly attributed to a volunteer. Any special arrangements due to specific family circumstances must be made in writing by November 1, 2011.

CONDITIONS FOR CONTINUING PROGRAM PARTICIPATION

Each volunteer is responsible for meeting the program requirements listed above as well as demonstrating initiative to access additional resources, assistance or information as needed. The Board of Directors, in consultation with the Training Director will periodically evaluate each volunteer's diligence in prompt attendance of all training meetings, timely fulfillment of all fundraising commitments and demonstrating a positive and respectful attitude. If a volunteer is not meeting program requirements, he or she will be counseled on the specific areas that need improvement. If the necessary improvements are not made as determined in the sole discretion of the Board, the volunteer will be dismissed from the program.

Program Dismissal or Withdrawal

If a volunteer withdraws from the program, a written withdrawal notice must be submitted to the Chapter President. A volunteer who withdraws or is dismissed from the program, before traveling to Latin America, receives a refund of any family payments paid in excess of the penalty payable according to the schedule below. Contributions to the Chapter resulting from an individual volunteer's fundraising efforts are not refundable.

PENALTIES FOR EARLY WITHDRAWAL OR DISMISSAL FROM PROGRAM		
January 12, 2012	Fee for withdrawal or dismissal after this date.	\$1,000
March 12, 2012	Fee for withdrawal or dismissal after this date	\$1,500
May 12, 2012	No refund--fee for withdrawal of dismissal after this date	\$2,900

We have read the Chapter Participation and Financial Agreement, understand the program requirements, and agree to successfully meet these requirements, including the listed fundraising activities, as a condition for participation in the program.

Signature of Volunteer _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

