

PLACEMENT ASSISTANT HANDBOOK

ORIENTATION

YFU Mission, Vision and Values	1
YFU's History	3
District Map	5
District Contact Information	6
District Roles	7

RECRUITMENT STANDARDS

Qualified Host Families	8
Warning Indicators	9
Summary of Standards	11
U.S. Department of State Regulations	12
CSIET Regulations	17
YFU International Basic Standards	20

RECRUITMENT

Making a Student Placement	23
Student Placement Statuses	24
General Placement Process	25
Clearing the School	26
How to Use a Student Profile	27
Hosting Made Easy	30

SCREENING

Placement Checklist	31
Host Family Interface	33
Host Family Agreement	34
Criminal Background Check FAQs	36

BRANDING

YFU Brand Guidelines	38
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FIRST WEEK CHECK LIST

- I have a copy of my job description and understand the tasks for which I am responsible.
- I passed the Department of State Local Coordinator Test
- I am aware of and understand all Department of State regulations related to host family recruitment and student promotion
- I am able to access my.yfu.org
- I have attended a New Volunteer Orientation webinar
- I know the minimum criteria that qualify a family to host with YFU
- I can list all of the components of the host family application
- I can explain the steps to hosting to any potential host family
- I can identify conditions which require additional screening related to age, income and housing
- I know what additional screening requirements are in place for special considerations
- I can list 5 red flags – warning that a family will not work out
- I can confidently guide a prospective family through the Host Family application.
- I know what a student profile and a bubble sheet are
- I know where host family resources are located within a host family's account.
- I know YFU's mission statement
- I understand the placement process
- I understand how to clear a school
- I have asked my supervisor all the questions I had after reading the "Recruiting Handbook"
- I have met with my supervisor to set goals and to discuss _____

ORIENTATION

YFU MISSION, VISION AND VALUES

A Lively Introduction to YFU

http://my.yfu.org/dept/eandt/VolunteerTraining/Introduction_to_YFU/player.html

Mission Statement

YFU advances intercultural understanding, mutual respect, and social responsibility through educational exchanges for youth, families and communities.

Vision Statement

YFU is a worldwide movement of committed individuals and organizations working together to prepare young people for their responsibilities and challenges in a changing, interdependent global community. YFU exemplifies excellence through leadership in the field of exchange. Our national organizations share a common mission and vision for the future. Fully autonomous, we embrace our interdependence. Worldwide, we seek to set the standard for quality service and support to all our participants.

Driven by our mission, we commit ourselves to finding new and innovative ways to inspire and engage a growing base of participants inclusive of racial, ethnic, and geographic diversity and increasingly open to all regardless of socioeconomic status. Results-oriented, we demonstrate our impact through measurable performance indicators. We value innovation in response to the rapidly accelerating pace of change.

YFU must offer young people the adventure of a lifetime – the opportunity to explore other countries and cultures, master new languages, and discover themselves. We seek to transform young people by instilling passion for life-long learning, and the skills and knowledge to thrive and contribute amidst cultural diversity. To achieve these significant educational aims, we provide young people between the ages of 15 and 22 a variety of intensive exchange opportunities. Young enough to fully adjust to a new country and culture, yet old enough to reflect and integrate their experiences, our participants reap the rewards of host family and community life. We believe that this full immersion is the most effective means of international education, which will be increasingly relevant for generations to come.

Values

Learning: For Life

YFU seeks to instill passion for life-long learning as a path to fulfill our mission. We encourage participants and alumni to use their skills and knowledge to thrive and to contribute wherever they are.

Volunteering: Engaged and Dedicated

The volunteer spirit is embodied in the individuals and families who devote their energy, experience and empathy to ensure the well-being of every YFU student. We believe individual learning and development

flourishes in authentic relationships motivated solely by the ideals of YFU.

Caring: Personal and People-Oriented

YFU values the individuality of each and every participant, and we treat everyone with kindness, respect and dignity. Our volunteers and staff are focused on our students, families and communities: preparing, supporting, listening, guiding, challenging and understanding. We appreciate the many diverse motivations inspiring our participants.

Valuing Diversity: Inclusive and Fair

We appreciate differences in people—natural or cultural, innate or learned, personal or formal, and we act accordingly, to contribute to a more peaceful world. We strive to engage a growing base of participants inclusive of that diversity.

Promoting Quality, Transparency, Sustainability

YFU offers educational exchanges based on the highest standards of quality and transparency. In all policies and practices, YFU recognizes the responsibility to consider: the well-being of each individual involved with YFU, the economic stability of all partners in YFU, the best ecological options

Cooperating in International Solidarity

YFU national organizations work together as a seamless network of interdependent partners, ever improving worldwide cooperation, mutual support and trust. YFU continuously develops as a growing community of non-profit educational organizations.

YFU USA Centers of Excellence

1. Educational and Programmatic Excellence
1. Sterling Compliance and Student Support Services
1. Systems Innovation & Customer-Centered Operations
1. Engaging our External Audiences with a singular voice

ORIENTATION

YFU'S HISTORY

YFU's history told through Rachel Andresen's story.

<http://my.yfu.org/dept/eandt/VolunteerTraining/RachelAndresenStory/player.html>

A network of over 60 partner offices and organizations, YFU's global history began very humbly in the United States. In 1951 an American minister, John Eberly, proposed to church leaders that teenagers from war-torn Germany be brought to the United States to live with a family and attend high school for a year in an effort to heal the wounds of World War II. This proposal met with approval from State Department officials.

The hardships prevalent in Germany after World War II were having devastating effects on the country's youth. It was felt that an exchange experience could help them to break out of this cycle of bitterness, hopelessness, and despair. By teaching a group of young people how families lived together in the United States, the hope was that they would be motivated to go back to Germany and rebuild a new country, a democracy, according to what they had observed while living in the United States.

The students selected were from the oldest age group which had not been part of the "Hitler Jugend" (the youth organization of the Nazi regime). The students were between 15 and 18 years old and, as it later became apparent, it was exactly this age group which seemed to be most able to naturally participate and adjust to the lifestyles and values of a foreign family and community.

In 1951, 75 German teenagers were selected by the Army of the Occupation to come to live in the United States with American families for one year under the auspices of the US Department of State. Detroit, Michigan, area community and religious organizations helped place the students in American homes on a voluntary basis. Dr. Rachel Andresen, Executive Director of the Ann Arbor/Washtenaw Council of Churches, educator, and social worker, was asked to lend her assistance.

In 1952 the Council received permission to act as the official agency for this program. It was named "Youth For Understanding." Then as now, family and community living were at the center of the YFU international learning experience. Andresen served the program as Executive Director for more than 20 years until she retired in 1973.

The selection and financing of the German students who came to Michigan during the early 1950s was made possible through funds from the US government. In those years, the role of YFU was that of home placement and supervision. The organization's offices were moved to Ann Arbor, Michigan, a university town located about 45 miles west of Detroit. In 1956, the US government funding was discontinued, but some transitional funds were made available as the US Department of State encouraged YFU to continue its work on a private basis.

In 1955, the first American teenagers went to Europe for ten weeks during summer vacation. These students were placed in European families with the assistance of returned exchange students and their parents.

These initial exchanges, which grew out of an effort to heal the wounds of World War II, established the family living experience and provided the impetus for YFU expansion to other parts of the world. In the mid-fifties, the program grew to include Scandinavia, and later to western and central Europe.

Youth For Understanding bridged the Pacific in 1958 when the first students came from Japan. The Pacific program now also includes Korea, the Philippines, Australia, Thailand, Vietnam, and China. Youth For Understanding was introduced to Latin America in 1958, beginning with Mexico; South American countries opened their doors to YFU in 1959.

As the program increased in size, particularly with the addition of the South American programs, it became clear that incorporation as a non-profit educational organization was necessary. This status was achieved in 1964. As organizational relationships with international corporations and groups were forged over the years, YFU was determined to strengthen its national and international ties by relocating. The International Center moved from Ann Arbor, MI to Washington, DC in 1978.

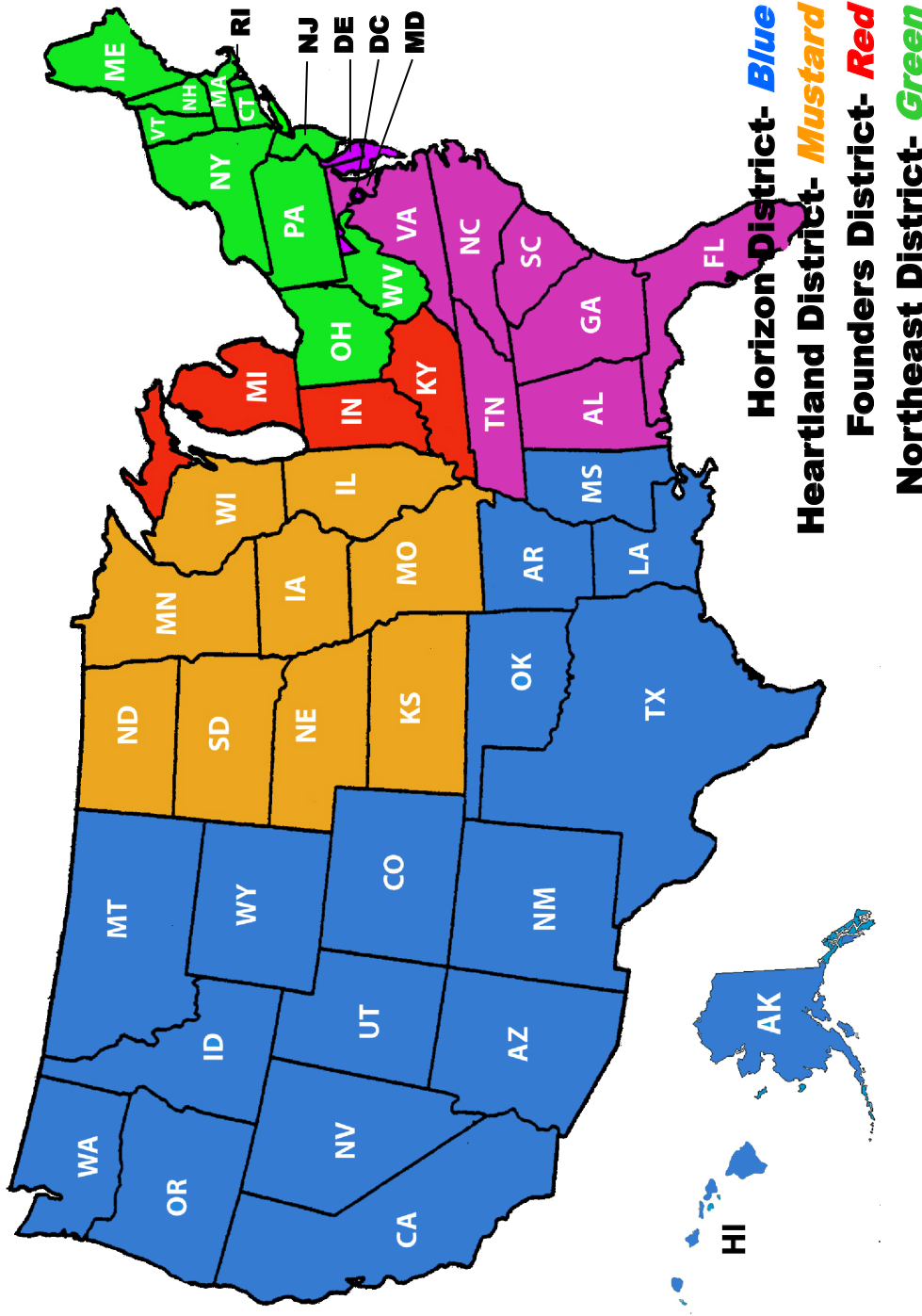
Today, YFU is one of the world's oldest, largest, and most respected international exchange programs. Since 1951, YFU offices around the world have exchanged more than 200,000 students. In one year alone, approximately 4,500 students will participate in our programs worldwide. Through the exchange experience, YFU students gain skills and perspectives necessary to meet the challenges and benefit from the opportunities the fast-changing global community has to offer.

YFU USA conducts exchanges with more than 60 countries around the world. Each exchange is coordinated by a worldwide network of national YFU organizations all dedicated to providing the highest quality international educational experience for exchange students and their host families. With nearly 1400 volunteers in communities across the United States, YFU USA is fully equipped to support every student and host family. Supporting our volunteers are five professionally staffed district offices and our national office in the Washington, DC metropolitan area. YFU USA receives scholarship support from international governments and from numerous corporations and private donors.

YFU USA is accredited by the Council on Standards for International Educational Travel (CSIET). The mission of CSIET is to identify reputable international youth exchange programs so that youth are provided with meaningful and safe international exchange experiences.

ORIENTATION

DISTRICT MAPS





ORIENTATION

DISTRICT CONTACT INFORMATION

YFU USA National Office

6400 Goldsboro Road
Suite 100
Bethesda, MD 20817
Phone: 800.424.3691
Fax: 240.235.2104

Founders' District

4901 Towne Centre
Suite 220
Saginaw, MI 48604
Phone: 989.777.4420
Fax: 989.777.3270
E-mail: founders@yfu.org

Heartland District

6400 Goldsboro Road
Suite 101
Bethesda, MD 20817
Phone: 515.276.6301
Fax: 877.516.9481
E-mail: heartland@yfu.org

Horizon District

155 South Madison Street
Suite 220
Denver, CO 80209
Phone: 303.270.0068
Fax: 303.321.0080
E-mail: horizon@yfu.org

Northeast District

2380 Massachusetts Avenue
Suite 101
Cambridge, MA 02140
Phone: 617.868.3660
Fax: 617.868.3774
E-mail: northeast@yfu.org

Southeast District

6400 Goldsboro Road
Suite 101
Bethesda, MD 20817
Phone: 240.235.2102
Fax: 240.235.2115
Email: southeast@yfu.org



ORIENTATION

DISTRICT OFFICE ROLES

District Director

Based on YFU's mission and goals and as directed by the President and the Director of U.S. Programs, the District Director designs, plans, implements, evaluates, and assures an effective inbound and outbound quality student exchange program within their district. The District Director has oversight responsibility for delivery, quality student support, student/host family recruitment, partner relations, volunteer management, fiscal responsibility, training and personnel management for a defined District within U.S. programs. This position reports to the Director of U.S. Programs.

Field Director

This position manages the overall success for recruitment and training of host families, volunteers, American Overseas Students, schools and community partners in an assigned geographic field, ensuring that the YFU program activities are carried out in accordance with YFU and US State Department policies and procedures.

Recruitment Manager

This position manages the overall success for recruitment of host families in an assigned geographic field, ensuring that the YFU program activities are carried out in accordance with YFU and US State Department policies and procedures.

Recruitment Coordinator

This position assists in calling leads, including evening calling, making presentations at schools and other community groups, summer swim teams and sports clubs. Attending local festivals, farmers markets and other community events as needed and budgeted in order to interface with the public and promote the mission and programs that YFU offers. Identify new schools and potential community partnerships. Receive training in sales techniques, cold calling and recruitment and placement processes.

Community Development Manager

This position manages the overall success for recruitment and training of volunteers, schools and community partners; the training and support of host families; and the promotion of the American Overseas Program to support student recruitment in an assigned geographic field, ensuring that the YFU program activities are carried out in accordance with YFU and US State Department policies and procedures.

District Office Coordinator

Manage and maintain the administrative office and information systems operation in an efficient and accurate manner for the District. Responsible for the review and initial approval of placement documentation submitted by fields to the District Office. Maintain and follow through on standard operating practices and procedures to meet State Department compliance requirements and regulations. Provide administrative outreach to District staff and volunteer.

RECRUITMENT STANDARDS

QUALIFIED HOST FAMILIES

YFU does not exclude family based on composition. Rather we welcome all types of families to apply, including single adults with or without children living at home, same-sex host parents and couples without children.

Host families must:

- have at least one host parent aged 25 or older;
- live in a home with more than 1 bedroom;
- maintain a clean and sanitary home environment;
- live within 100 miles, door-to-door, of 2 YFU Area Representatives;
- live within the boundaries of a school that is open to the enrollment of international students.
- be able to provide 3 meals/day, a separate bed (not convertible or inflatable), a private space to study, and transportation to and from school;
- not be on government subsidies related to housing or food.

Applicants require additional review if

- the an annual income level is \$35,00 or less;
- one or both host parents is 25-27 years old;
- there in only 1 parent and no children living in the home;
- host parents are the same gender;
- the family lives in mobile homes.

RECRUITMENT STANDARDS

WARNING INDICATORS IN THE SELECTION OF A HOST FAMILY

Most of the families that you interview will be appropriate. This list of warning signs is provided to help identify potential areas for further questioning. If you find any of these conditions present, you should discuss the matter further with your Area Coordinator or Support Services Manager.

Family Relationships/Communication

- The family can't say what they mean to one another.
- Adults behave like children and/or children act like adults.
- There are indications that the marriage seems unstable.
- The family members seem to dislike or are uncomfortable with one another.
- The parents seem to have difficulty setting limits for the children.
- The parents have no understanding of adolescent issues and are unwilling to learn.
- The family seems humorless or takes minor matters very seriously.
- The family is inflexible or extremely detail-oriented.
- The family has experienced a trauma (e.g., death or serious illness) within the past twelve months.
- A family member uses inappropriate humor or shows lack of respect for personal boundaries.

Motivation for Hosting

- Family members cannot articulate their expectations or have very unrealistic expectations.
- One or more family members disagree with the decision to host a student.
- There appears to be hidden motives (e.g., baby sitting, labor for family business).
- The family does not have adequate time for a student.

Community/School Connection

- The family shows no community involvement or school involvement.
- There are unresolved problems between the family and the school which have caused negative feelings.
- The home is extremely geographically isolated.
- They seem unable to provide contact with other young people.
- They are unwilling or unable to provide transportation or cannot arrange transportation with others.

- The family has financial problems.
- The family has a bad reputation or poor references.
- The neighborhood seems unsafe or very run-down.

Cross-Cultural Awareness

- The family shows no interest in other cultures.
- They seem intolerant of differences among themselves and in others.
- The family is closed to new ideas.

Organizational Commitment

- The family doesn't understand or appreciate the need for YFU guidelines.
- The family is unwilling to consult with a YFU representative and consider the representative's input.
- The family is unwilling to attend orientations.

Previous Hosting Experience (with YFU or others)

- The family has hosted before and there were problems or the experience was negative.
- The family has applied to host and was not accepted.

Signs That an Adult May be At-Risk to Harm a Child

(adapted from Stop It Now - <http://www.stopitnow.org>)

- Often has a "special" child friend, maybe a different one from year to year.
- Spends most of his/her spare time with children and shows little interest in spending time with someone his/her own age.
- Encourages silence or secrets in children.
- Uses sexual language or describes children with sexual words like "stud", "sexy", "whore" or "slut".
- Makes others uncomfortable by ignoring social, emotional or physical boundaries or limits.
- Seems "too good to be true," i.e. frequently babysits different children for free; takes children on special outings alone; buys children gifts or gives them money for no apparent reason.
- Allows children or teens to consistently get away with inappropriate behaviors.
- Makes inappropriate comments about children or the prospective student.

RECRUITMENT STANDARDS

SUMMARY OF STANDARDS

Standards on recruiting YFU host families are designed to attract families who understand the nature of our programs and are interested in and prepared to offer our students a positive and healthy living environment. Thus YFU USA shall meet the following standards set forth by CSIET, the U.S. Department of State and YFU International Basic Standards:

- Announcements, notices, advertisements, etc. in public media that publicize the need for host families shall not:
 - a. occur insufficiently in advance of the student's arrival;
 - b. appeal to public pity or guilt;
 - c. imply in any way that a particular student will be denied participation if a host family is not found immediately;
 - d. identify photos of individual students.
- It is not permissible to use the picture of any student coming to the US; identify that specific student as needing a home; or refer to a student's athletic ability or accomplishments. If external photos are submitted and used for marketing/recruitment purposes, the person who took the picture must file a signed media release form. This form can be obtained from your YFU District Office.
- It is not permissible to promote a student based on athletic abilities. Nor is it permissible to knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, natural or host family, school, or any other interested party.
- The following words or phrases are unacceptable: Don't let me be homeless, This is an emergency, Urgently Needed...
- The organization shall not promote or recruit for its programs in any way that compromises the privacy, safety or security of participants, families or schools.

YFU offers a wide range of promotional materials from pre-printed materials to a variety of print-on-demand flyers and handouts. If none of these resources meets your needs, please discuss with your Volunteer Program Coordinator (VPC) before creating new materials. All new materials should be reviewed by your Volunteer Program Coordinator (VPC) for compliance before they are distributed.

The US Department of State Criteria for Exchange — Visitor Teenager Programs

Excerpted from the Code of Federal Regulations (22 CFR 62)—Exchange Visitor Program; Final Rule
Federal Register: October 27, 2010 (Volume 75, Number 207)

§62.25 Secondary school students.

(a) Purpose. This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

STUDENT ENROLLMENT

1. Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:
 - Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
 - Include written arrangements concerning the payment of tuition or waiver thereof if applicable.
2. Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
3. Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.
4. Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.
5. Sponsors must provide the school with a translated “written English language summary” of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
6. Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.
7. Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

HOST FAMILY APPLICATION AND SELECTION

Sponsors must adequately screen and select all potential host families and at a minimum must:

1. Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

2. Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.
3. Conduct an in-person interview with all family members residing in the home where the student will be living;
4. Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.
5. Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e. , field staff or volunteers), attesting to the host family's good reputation and character;
6. Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;
7. Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
8. Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and
9. Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

HOST FAMILY PLACEMENT.

1. Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;
 - Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.

2. Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.
3. In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

ADVERTISING AND MARKETING FOR THE RECRUITMENT OF HOST FAMILIES

In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

1. Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
2. Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
3. Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and
4. Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

Appendix F to Part 62—Information To Be Collected on Secondary School Student Host Family Applications

Basic Family Information

- a. Host Family Member—Full name and relationship (children and adults) either living full-time or part-time in the home or who frequently stay at the home)
- b. Date of Birth (DOB) of all family members
- c. Street Address
- d. Contact information (telephone; e-mail address) of host parents
- e. Employment—employer name, job title, and point of contact for each working resident of the home
- f. Is the residence the site of a functioning business? (e.g., daycare, farm)
- g. Description of each household member (e.g., level of education, profession, interests, community involvement, and relevant behavioral or other characteristics of such household members that could affect the successful integration of the exchange visitor into the household)
- h. Has any member of your household ever been charged with any crime?

Household Pets

- a. Number of Pets
- b. Type of Pets

Financial Resources

- a. Average Annual Income Range: Less than \$25,000; \$25,000–\$35,000; \$35,000–\$45,000; \$45,000–\$55,000; \$55,000–\$65,000; \$65,000–\$75,000; and \$75,000 and above. Note: The form must include a statement stating that: “The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities”
- b. Describe if anyone residing in the home receives any kind of public assistance (financial needs-based government subsidies for food or housing)
- c. Identify those personal expenses expected to be covered by the student

Diet

- a. Does anyone in the family follow any dietary restrictions? (Y/N)
If yes, describe:
- b. Do you expect the student to follow any dietary restrictions? (Y/N)
If yes, describe:
- c. Would you feel comfortable hosting a student who follows a particular dietary restriction (ex. Vegetarian, Vegan, etc.)? (Y/N)
- d. Would the family provide three (3) square meals daily?

High School Information

- a. Name and address of school (private or public school)
- b. Name, address, e-mail and telephone number of school official
- c. Approximate size of the school student body
- d. Approximate distance between the school and your home
- e. Approximate start date of the school year
- f. How will the exchange student get to the school (e.g. bus, carpool, walk)?
- g. Would the family provide special transportation for extracurricular activities after school or in the evenings, if required?
- h. Which, if any, of your family's children, presently attend the school in which the exchange visitor is enrolled?
If applicable list sports/clubs/activities, if any, your child(ren) participate(s) in at the school
- i. Does any member of your household work for the high school in a coaching/teaching/or administrative capacity?
- j. Has any member of your household had contact with a coach regarding the hosting of an exchange student with particular athletic ability?
If yes, please describe the contact and sport.

Community Information:

- a. In what type of community do you live (e.g.: Urban, Suburban, Rural, Farm)
- b. Population of community

- c. Nearest Major City (Distance and population)
- d. Nearest Airport (Distance)
- e. City or town website
- f. Briefly describe your neighborhood and community
- g. What points of interest are near your area (parks, museums, historical sites)?
- h. Areas in or near neighborhood to be avoided?

Home Description:

- a. Describe your type of home (e.g., single family home, condominium, duplex, apartment, mobile home) and include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, student's bathroom, and family and living areas.
- b. Describe Primary Rooms and Bedrooms
- c. Number of Bathrooms
- d. Will the exchange student share a bedroom? (Y/N)
If yes, with which household resident?
- e. Describe the student's bedroom
- f. Describe amenities to which the student has access
- g. Utilities

Family Activities:

- a. Language spoken in home
- b. Please describe activities and/or sports each family member participates in: (e.g., camping, hiking, dance, crafts, debate, drama, art, music, reading, soccer, baseball, horseback riding)
- c. Describe your expectations regarding the responsibilities and behavior of the student while in your home (e.g., homework, household chores, curfew (school night and weekend), access to refrigerator and food, drinking of alcoholic beverages, driving, smoking, computer/Internet/E-Mail)

Would you be willing voluntarily to inform the exchange visitor in advance of any religious affiliations of household members? (Y/N)

Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own? (Y/N) Note: A host family may want the exchange visitor to attend one or more religious services or programs with the family. The exchange visitor cannot be required to do so, but may decide to experience this facet of U.S. culture at his or her discretion.

How did you learn about being a host family?

References:

[75 FR 65981, Oct. 27, 2010]

RECRUITMENT STANDARDS

CSIET

CSIET Standards for Long-Term International Educational Travel Programs

These standards are intended for use in evaluating both inbound and outbound youth exchange programs of eight or more weeks' duration. For programs of shorter duration, please refer to CSIET Standards for Short-Term Programs.

Agent: Individual or organization authorized to represent or act on behalf of the organization in administering one or more aspects of the program, for example, an overseas partner.

Organization: Entity that sponsors international educational travel activities.

Program: Organized international educational travel activity that begins with participant recruitment and selection, includes the components outlined in the standards that follow, and terminates when the participant returns to his or her point of origin or otherwise severs the relationship with the program sponsor. Programs applying for CSIET listing must have a minimum of one current exchange participant in each cycle that is being evaluated for each program (i.e. long-term inbound and outbound: and short-term inbound and outbound).

PROMOTION

A. The organization's promotional materials shall professionally, ethically, and accurately reflect its purposes, activities, and sponsorship.

B. The organization shall not publicize the need for host families via any public media with announcements, notices, advertisements, etc., that:

- a. are not sufficiently in advance of the student's arrival
- b. appeal to public pity or guilt
- c. imply in any way that a student will be denied participation if a host family is not found immediately
- d. identify photos of individual students and include an appeal for an immediate family.

Following are guidelines for public media advertisements:

CSIET has found the following words or phrases to be unacceptable: Urgently Needed, Don't let me be homeless, This is an emergency...

CSIET has found the following words or phrases to be acceptable: Open your hearts and homes, Host a foreign Exchange Student...

It is permissible to use a picture of a student, a first name, age, country of origin, and a composite or generic listing of interests in an advertisement in order to demonstrate the personal nature of the program and the types of interests that students have. It is not permissible to identify that specific student as needing a home, nor is it permissible to refer to a student's athletic ability or accomplishments. Written waivers must be obtained for the use of any student photographs.

C. The organization shall not promote or recruit for its programs in any way that compromises the privacy, safety or security of participants, families or schools. Specifically, programs shall not include personal student data or contact information (including address, phone or email addresses) on websites or other promotional materials.

D. All promotional materials/activities shall distinguish the program and the sponsoring organization from others operating under:

- a. affiliated or related corporate structures
- b. the same or similar names or symbols.

E. The organization shall fully disclose all fees, including school tuition, host family reimbursements, and other required or optional costs to prospective students and their natural families before enrollment. (If host families provide room and board gratis to the students, publicity should state that fees cover "selection and placement in host families" and not imply in any way that the fees paid by the students cover "room and board.")

F. Neither the organization nor its agents shall promote its programs as providing opportunities for school athletic participation, high school graduation, driver's education instruction, household domestic service, child care, employment, or other activities that might compromise the student, program, or school. Standard 4F specifically prohibits the organization and its agents (this includes foreign partners) from promoting its programs as providing any of the aforementioned activities. The word "promote" as it is used in Standard 4F includes any specific focus on or prominence of pictures and/or text depicting these activities. No prominent pictures and/or text will be considered to be in compliance.)

G. The organization shall not state or imply in its promotional materials/activities that persons who are compensated other than out-of pocket expenses are volunteers.

STUDENT PLACEMENT

A. For programs that include a homestay, the organization shall:

1. select host families on the basis of criteria appropriate to the program.
2. personally interview all prospective host families in their home.
3. match students and host families on the basis of criteria appropriate to the program
4. complete placement arrangements sufficiently in advance of the student's departure from home to ensure adequate time for preparation and orientation of the host family (Whenever possible, a student should be placed with a host family who has made a long-term commitment to host the student prior to the student's departure from his/her home country. In cases where this is not possible, a student may be placed with a short-term host family until long-term arrangements can be made. All short-term families must be selected and oriented according to the same criteria as are long-term families. The short term nature of the host family placement must be fully disclosed in advance to the student, his/her natural parents, and the school principal and be acceptable to them. Short-term families may, of course, also be utilized when a host family placement has not worked out and a new family must be found).
5. provide suitable orientation and training to the host family (When a family expresses an interest in hosting a student and a representative makes the initial home visit to explain the program, this is not to be considered the "host family orientation." CSIET suggests that host family orientation include information on the student's expectations about family and school life, customs, religion, and mores of the student's native country, the academic program in which the student will be enrolled, potential problems in hosting exchange students, and suggestions on how to cope with such problems).
6. Vet all adult members of the U.S. host family residing in the home through a national criminal background check in the United States.

B. Organizations shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party. A direct

placement is one in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including school personnel, for the student to attend a particular school or live with a particular host family. Such direct placement must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

Supplemental Guideline: Direct Placement Reports

Direct placement reports should be sorted by U.S. state and include the following information:

U.S. State:

Name of Student:

Country of Origin:

Local Rep Name/Number:

Name/City of U.S. Host School:

Nature of the Direct Placement:

Reports should be emailed to: CSIETREPORT@NFHS.ORG

C. For programs that include accommodations other than a homestay, the organization shall:

1. arrange accommodations on the basis of criteria appropriate to the program
2. ensure the adequacy of the accommodations with respect to location, cleanliness, safety, nutrition, and supervision
3. confirm the accommodations sufficiently in advance of the student's departure from home.

D. For programs that include enrollment in U.S. high schools, the organization shall:

- a. secure written acceptance from the school principal or other designated responsible school administrator prior to the exchange student's departure from his or her home country.
- b. provide the school with the following information about the student:
 - 1) academic history, including
 - a) academic records, translated into English or other language as appropriate
 - b) number of years of school completed prior to arrival and number of years required in home country for the completion of secondary school
 - 2) level of English language proficiency (for inbound students only)
 - 3) appropriate background information
 - 4) expectations regarding school experience.

RECRUITMENT STANDARDS

YFU INTERNATIONAL BASIC STANDARDS

Promotion

A. Identity

As an educational organization, YFU must represent its programs by thoughtful promotional materials that emphasize educational objectives and the institutional mission, especially as these serve to distinguish YFU from travel programs.

B. Responsibility

As an educational organization, YFU must represent itself by promotional materials that give accurate and honest descriptions of programs. The respective YFU National Organizations are responsible and accountable for this content as it applies to specific country programs, just as the YFU International Secretariat is responsible and accountable for promotional materials it prepares. If the material pertains to multilateral programs, this responsibility includes the need to verify the applicability to every country involved.

C. Expectations

YFU promotional materials must clearly state what participants can expect to receive by way of program content, activities, and services. Appropriate materials will also specify what is expected of YFU participants by way of compliance with policy and general behaviors suitable for individuals involved in international educational exchange. Areas to be specified include:

- qualifications required of participants;
- the selection process;
- orientations;
- support provisions; and
- administrative features (e.g., travel, insurance, pricing).

D. Ethics

The organization shall not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that

- are not sufficiently in advance of the student's arrival,
- appeal to public pity or guilt,
- imply in any way that a student will be denied participation if a host family is not found immediately,
- identify photos of individual students and include an appeal for an immediate family.

With a written waiver, it is permissible to use a picture of a student, a first name, age, country of origin and a composite or generic listing of interests in an advertisement in order to demonstrate the personal nature of the program and the types of interests that students have. It is not permissible to identify that specific student as

needing a home; nor is it permissible to refer to a student's athletic ability or accomplishments.

Host Family Selection and Placement

A. Setting into which YFU Students are Placed

As Youth For Understanding (YFU) International Exchange has entered its second fifty years, and in response to the increasing diversity represented among families and individuals who send students on exchange as well as the families and also, on a case-by-case basis, the individuals who host them, YFU explains the home stay element of exchange as follows:

1. A YFU family consists of at least two persons (one of whom must be a legally responsible adult) who live together, sharing the ordinary and extraordinary events of each other's lives, and supporting and being supported by the very acts of living together and sharing. A YFU family has expressed a genuine and appropriate willingness to host.
 2. A YFU family has sufficient emotional, physical and financial resources to enable them to provide an appropriate setting for the YFU student. YFU families exist in urban, suburban, small-town, and rural settings.
 3. Members of a YFU family are sufficiently familiar with and representative of the local culture in which they live to ensure that the YFU student enjoys contact with, the influence of, and opportunities to interact with the local culture. Within the household, members of a YFU family speak an official language of the host country, in order to provide the YFU student with an opportunity to learn that language.
 4. YFU families may be as diverse as the local culture allows and provides; e.g.
 - a married couple, with or without children at home;
 - a couple that has lived together in a committed relationship for an extended period;
 - a single parent with one or more children at home.
1. Members of the household, adults as well as children, reflect the general population with respect to interests and activities, educational attainment, physical and mental abilities and participation within the local community.
 1. In selecting hosts for YFU students and students for participation in YFU programs, Youth For Understanding—consistent with its commitment to international understanding—will not exclude participants e.g., on the basis of race, color, religion, gender, disability, sexual orientation, or national origin. YFU host families represent the full range of diversity present within the host country. Placements which may be considered highly unusual or controversial due to cultural differences will be considered on a case-by-case basis.
 1. Placements with a single adult with no children living in the same household can be accepted on the basis of a previous agreement between sending and hosting YFU organization.

B. Host Family Qualifications

1. Desire to Host

All YFU potential host families must be sincerely willing to open their home to a foreign student and give him/her an opportunity to become fully integrated into the family.

They should understand the educational element of the program, as well as the element of personal growth for the participant and the host family.

Families will not be paid by YFU for hosting students.

2. Provide Room and Board

Families must provide students with adequate room and board, including their own bed.

C. Host Family Selection

Whether a potential host family should be selected for a program is best determined in a specific placement decision. We may say that the potential host family is automatically not qualified only in those cases where, on the

basis of a personal interview, there is evidence of the following:

1. motives which are clearly incompatible with the educational goals of YFU;
2. no home life;
3. a family can definitely not afford a student; or
4. lack of willingness on the part of the family to accept YFU's supervision of the student.

D. Placement

As an educational organization, YFU when making a placement emphasizes the importance of obtaining the fullest picture of the potential positive ways in which a host family and a student will complement each other during a long-term interaction. YFU understands that this interaction will be strongly based on an unconditional mutual respect and acceptance between the host family and student. Therefore:

1. Face-to-face interviews are needed in order to have a broad picture of the host family. These interviews must be home calls including all the family members in natural interaction.
2. Placements should not be the result of mechanical matching of similar qualities in host family members and students.
3. In evaluating host family applications, the final criterion should be whether a given family, taking into account all available pieces of information, provides the optimal placement among those possible for one specific student.
4. Appropriate information (e.g. host family application forms plus interview reports and/or references) on the host family and on the student should be available to facilitate the task of finding those areas in which students and host families might positively complement each other and of minimizing potential risks and damages.
5. The person responsible for making placements should be at least a YFU volunteer or staff member with cross-cultural experience who is committed to the educational goals and adheres to the standards and principles of the YFU organization. This person must have specific experience in this function and/or special training for it. She or he is responsible to the YFU National Organization. A consultation process between this person and the one who has more direct knowledge about the potential host family is desirable.
6. To ensure timely placements of students, complete student files must be sent to the receiving countries by dates established by the receiving countries. However, these dates must reflect adequate time for the sending country to recruit, select, and prepare files.
7. Appropriate information on the placement must be transmitted to the sending country in advance of the student's departure from home. Minimally, this should include host family name, address, telephone number, occupations of parents and number and ages of family members.

Standards on screening and selecting YFU host families are set in order to assure a positive experience for the host family and exchange student. Thus YFU USA shall meet the following standards set forth by CSIET, the U.S. Department of State and YFU International Basic Standards:

- Select all host families for their desire and ability to host with motives compatible with an educational program;
- Obtain a standard application form from all applicants;
- Complete a Criminal Background Check (CBC) on all household members aged 17 years or older.
- Conduct a face-to-face interview with all household members present, in the family's home (annually for repeat host families);
- Ensure that the host family is capable of providing a comfortable and nurturing home environment;
- Secure two qualified personal community references for each host family (may not include YFU representatives or persons related to the host family member);
- Arrange placement sufficiently in advance of student's departure from home to ensure adequate time for preparation and orientation of the host family.

Paperwork Compliance

Completed and/or submitted prior to a placement being confirmed and prior to student flight.

- Host Family Application;
- YFU Host Family Agreement;
- Criminal Background Check (CBC) for all household members aged 17 years or older and visitors who will be staying in the home for 15 or more days or nights;
- Photographs of the host family's home (kitchen, bathroom, family room, student bedroom, exterior grounds);
- Host Family Interview Report;
- Two completed Host Family Reference Checks (additional references may be required for special placement consideration);
- School Acceptance Form.

NOTE: In compliance with CSIET standards, YFU shall not promote its programs as providing opportunities for school athletic participation or high school graduation. Screening of direct placement host families should include screening for prior contact with the school about sports.

Once a field has students assigned there are a variety of possible placement statuses:

Open

Indicates that a student is available to be placed. In my.yfu.org a volunteer can view all "Open" students assigned to their field by clicking on "Unplaced Students" on the left sidebar within the students tab.

Hold

Can be assigned to a student in my.yfu.org and ensures that a particular student is not placed with another family while one is in the final decision-making process. "Holds" last for 72 hours after which they are automatically cancelled by my.yfu.org. The 72-hour hold period can be extended on a case-by-case basis, if there are special circumstances. There should not be more than 3 students on hold for any one host family. Never promise a family any student who you have not placed on hold and for whom you have not secured school clearance. A volunteer can change a student's status from "Open" to "Hold" in my.yfu.org.

Placement pending

Occurs when the placing volunteer reports that a student has been selected by a screened host family and accepted by the school. At this point all paperwork must be reviewed by the District Office.

Permanent placement

Occurs when a screened family has selected a student and agrees to host that student for the full exchange experience, all paperwork, including the School Acceptance Form has been completed, submitted and reviewed by the District Office staff and an Area Representative has been assigned to the student and family. The placement will be communicated to the overseas National Office who will in turn notify the student.

Arrival placement

Refers to a student placement with a host family that agrees to host for a short time when the student arrives in the United States. Typically, an Arrival placement lasts about 8 weeks, though they sometimes turn into permanent placements if the Arrival family decides that they would like to extend their hosting experience. Arrival placements have all the same paperwork requirements as a permanent placement.

Temporary placement

Typically short, lasting between one day and two weeks and occur when a student already on program needs to move from the host family on short notice. Temporary placements have all the same paperwork requirements as a permanent placement except they do not require a School Acceptance Form due to the short nature of the placement.

Families should never receive enough information to contact a particular student until 48 hours after the District Office has approved the family and notified the student of the placement.

The host family placement cycle begins as soon as international student files begin to arrive from the overseas partners. This usually occurs by early January. Each field of volunteers is assigned a number of profiles for placement that matches the field capacity goal, usually 50-70 students.

Finding and interviewing potential host families and determining if local schools are open to YFU students is the first part of this process. Selecting and matching an appropriate student and confirming school acceptance are the next steps in this exciting process. Here's the way the procedure works:

1. YFU international affiliate organizations send student files to the YFU USA National Office.
2. YFU staff read and process each student's file and volunteers create student profiles. Student profiles are short descriptions of the student that serve as a snapshot for Area Reps to use while matching each student with an appropriate host family.
3. The students are assigned to districts at which time profiles become available to that district's staff and volunteers on the YFU USA intranet, my.yfu.org.
4. YFU has learned that matching a student with a host family is not an exact science; however, volunteers work with the host families to select an appropriate student for the family by asking about their interests and values.
5. The volunteer checks to ensure the availability of students on my.yfu.org; if the student is coded "open" then s/he is available. If the volunteer wants to show an open student to a host family, the volunteer can put the student on hold for 72 hours. Prior to presenting a particular student's picture and detailed profile to a host family, the volunteer checks to make sure the host family is fully vetted. Full vetting is defined by the U.S. Department of State as: the host family application is submitted, the Host Family Agreement is signed, the Criminal Background Check has been cleared and is approved, the Host Family Interview Report and/or has been submitted and approved and two host family references have been completed and approved.
6. The volunteer needs to assure there is a school slot available for a YFU student at the host family's local high school.
7. After the host family selects a specific student and the school has confirmed there is a slot available, the volunteer needs to notify the District Office so the student's status can be updated to "Placement Pending." Placement Pending status reserves the student for the family while the final paperwork is completed and submitted to the District Office.
8. Once all of the required paperwork is on file (see Placement Checklist), the district finalizes the placement, notifies the overseas National Office and mails the student file and Host Family Handbook to the host family and a confirmation to the school and volunteer. Communication with the student can begin 48 hours after the placement becomes final.
9. This whole process is called "Making a Placement."

You should have listed the schools in your geographical area in the Getting Ready to Start section of this Manual. Check with your Area Coordinator or District Office to learn about YFU's relationship with these schools. Depending on the circumstances, you will have a number of possible ways to approach the school personnel.

As part of community outreach, you or another volunteer from your field may have already visited with the school administration to determine what policies and procedures a school might have for enrolling YFU students. You should learn who the school contact is. Once a host family has been identified, the school should be informed of the family's interest in hosting. When the family selects their student, you would then follow the procedures for enrollment set forth by that school. Most schools have a limit on how many exchange students they can accept, so the earlier you place, the better for everyone involved!

If there has been no prior contact, you should work with your Area Coordinator or District Office staff to determine the best approach to any particular school in your area. In general, you will take the following steps:

- Learn about any prior history this school has with YFU.
- Determine who should be the contact person at the school — usually the principal, guidance counselor or foreign language teacher.
- Set up a meeting to introduce yourself and YFU to the contact person.
- In the meeting, tell the school personnel who you are, that you would like to enroll a YFU exchange student in their school, explain the benefits of hosting exchange students and ask about school procedures and deadlines to be observed.
- You may also want to ask the school contact for suggestions about host families.
- Be sure to follow all procedures set forth by the school. Ask the school what is their preferred method of contact - whether in-person, phone call, or email. Check in with the school contact at least once every three months during the year to follow the progress of the student. Note: CSJET standards require this contact. It is also an important part of maintaining good school relations.
- Make sure to let school personnel know of YFU's American Overseas Program and scholarship opportunities for their students. Become familiar with the offerings yourself by visiting www.yfu-usa.org.
- Always thank school personnel for the time taken to meet with you.

Profiles highlight the students' personalities, interests and backgrounds using information from the international students' files. These profiles are presented to potential host families as a placement tool.

The [thumbnails](#) or [bubble sheets](#) (example on the following page) of students allow you to view a number of students at one time. The student's first name, age and country are available at a glance. Also, a brief highlight section on each student's interests and background appears here. Though student photos can not be placed on bubble sheets, each district or field chooses to have no image at all, a customized YFU logo or a computer generated image of a headshot.

The [vetted student profile](#) (examples in this chapter) includes all of the thumbnail information plus five additional sections: school information, host family letter, family background, medical comments, and placement information.

Note: Prior to presenting a particular student's picture and detailed profile to a host family, the host family must be fully vetted. Full vetting is defined by the Department of State as: the host family application is submitted, the Host Family Agreement is signed, the Criminal Background Check has been cleared and is approved, the Host Family Interview Report has been submitted and approved and two host family references have been completed and approved.

[School](#) The number of years the student has attended school, and SLEP (Secondary Level English Proficiency) or ELTiS (English Language Test for International Students) test score results are found in the school section. Students from countries where school instruction is in English are not required to take an English proficiency test (e.g. Australia, Ghana).

[Host Family Letter](#) The host family letter is each student's personal message to his/her American host family. The host family letter describes the student's family, community and interests as well as his/her expectations about studying in the USA; and it provides an opportunity for the student to express his/her personality on paper. Click on the envelope icon to the left of the student's name to view the letter or access it by clicking on "documents" from the left sidebar on my.yfu.org.

[Family Background](#) Includes the number and ages of brothers and sisters and parents' occupations.

[Medical Comments](#) Here you will find the student's height and weight and any relevant medical information, such as allergies or chronic conditions.

[Placement Information](#) Includes student's hobbies, leisure activities, career plans, religion and interest in attending services with host family. Also look here to see if a student smokes or has other restrictions that may be important for a prospective host family to be aware of.

Sample Bubble Sheet



Ready for a life changing experience? When you open your home and heart to a YFU international exchange student, your family will develop a fresh perspective, make memories and gain a new family member for life. Join the YFU global community. Apply online or call us to learn about one of the most rewarding and fun experiences your family can have!

Youth For Understanding USA is looking for Host Families in your community. Families all over the US have found this to be a wonderful way to discover the world and help young people expand their horizons. Apply on-line or give us a call today to learn about one the most rewarding, fun and enriching experiences your family can have!

Seung-Yeon 16 year Female from South Korea

Seung-Yeon is described by others as sociable, cooperative, polite, and adaptable, with a positive attitude. She loves everything about art and hopes to be a professional artist someday. Her other passion is English and she knows that her year in the USA will help her gain a much better understanding of the language as well as the American culture. Both her brother and sister spent time in America when they were younger and Seung-Yeon feels that it helped them do better in school and in their lives, so she hopes the same will be true for her. She is close to her family even though her older siblings no longer live at home. They enjoy special...

Contact: Rachel 240-235.2100 rachel@yfu.com

Irene 15 year Female from Austria

She loves sports, drama and animals...Irene Maria (you can call her "Marie") from Austria is an excellent student and aspires to become a vet. Her favorite animals are dogs, cats, and horses! Fifteen when she arrives in the USA, Marie participates in her school drama club, and she also serves as a peer mediator. In her spare time, she adores horseback riding, and she has been taking dance lessons for a number of years. She and her parents enjoy hiking, cooking, museums and seeing movies. At home, she helps with dishes, her room and taking care of her cat. Since she is an only child, her relatives are very important to her - calling h...

Contact: Rachel 240-235.2100 rachel@yfu.com

Oscar 16 year Male from Finland

Described as warm, friendly, and mature, Oscar (who says you can call him Occi) from Finland loves sports! He has been playing competitive team handball for quite a while, and he has also participated in soccer, badminton, and skiing when he has enough time. Occi's main love, though, is handball, and he says he loves being responsible for "my boys", a group of 9 and 10 year olds whom he coaches. Occi enjoys being with his family, which includes a younger sister...they like to go to the movies, play games, and cook meals together. Occi likes to cook, and he helps around the house with household chores. Occi is excited about living a...

Contact: Rachel 240-235.2100 rachel@yfu.com

Sample Student Profiles



Youth For Understanding USA is looking for Host Families in your community. Families all over the US have found this to be a wonderful way to discover the world and help young people expand their horizons. Apply on-line or give us a call today to learn about one the most rewarding, fun and enriching experiences your family can have!

Chloe

2013 student from Chile
16 year old Female

Highlights

Outgoing and friendly, 16 year old Chloe's biggest interest is making and listening to music. She loves to play the guitar and sing her favorite songs - especially with her mother! She also has a weekly guitar lesson. And every once in a while, you'll find her entertaining herself on the piano. Other interests include volleyball, swimming, listening to music, and biking along the beach. In her family, Sundays are family day for going out to eat, taking photographs of the lovely places they visit and watching movies. As an only child, Chloe doesn't miss having brothers and sisters since she has many friends through school. Her English teacher has many positive things to say beyond Chloe's good command of English - she writes that Chloe is a good organizer, helps in community volunteer work, and easily makes friends in new groups. Also called an outstanding student in math, Chloe is planning for a career in engineering. At home, Chloe helps by taking the two dogs for a walk, doing dishes, washing the car or making up beds. Not used to many inside pets, Chloe prefers a host family with only outside pets. Chloe looks forward to meeting new people in the USA and sharing her culture with others. She is eager to hear from her host family and hopes they will help her have a wonderful experience!

Typical YFU Students are

- from one of 60 countries.
- proficient speakers of English
- eager to learn about your family
- medically insured and have their own spending money.
- able to share a room with another host sibling.
- sure to become an integral part of your family.

YFU Provides

- Various orientations throughout the exchange year
- Local support volunteers
- 24-hour emergency support

Academic Interests

Biology, Mathematics, English Lang

Activities and Interests

Photography, Movies, Volunteering, Family/Friends

Career Interests

Engineering

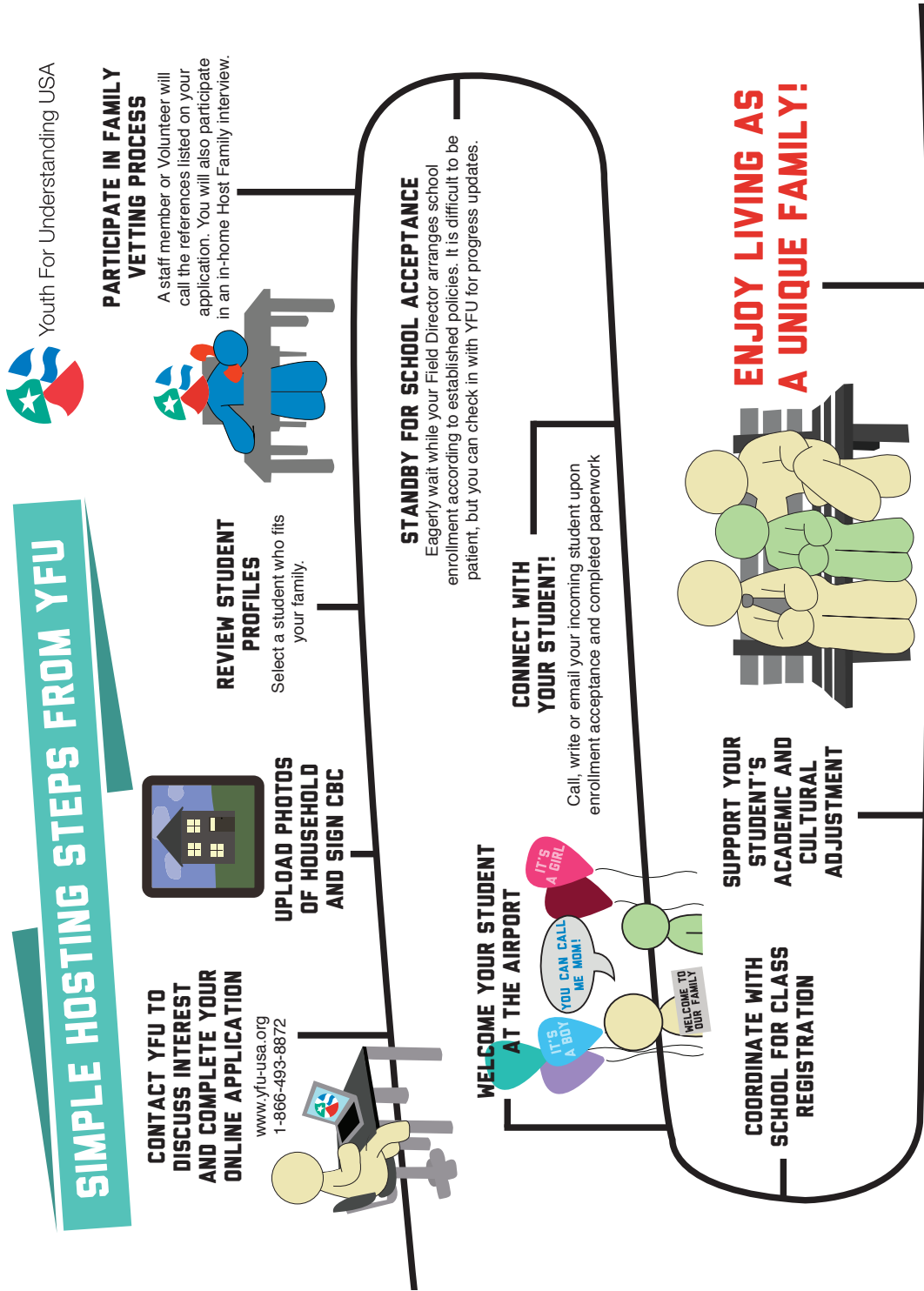
Sports

Bicycling, Swimming, Volleyball

Rachel (248) 235.2100 rachel@yfu.org

Youth For Understanding (YFU) advances intercultural understanding, mutual respect, and social responsibility through educational exchanges for youth, families and communities.





SCREENING

PLACEMENT CHECKLIST

Host Family Application

All families must fully complete and submit the YFU USA Host Family Application online.

Host Family Agreement

Host parents sign the Host Family Agreement as part of the online application process.

Criminal Background Check Consent

All household members who are 17 years or older electronically sign the Criminal Background Check consent as part of the online application process.

Home Photos

All families are asked to upload photographs of their home as part of the online application process, as per U.S. Department of State regulations. At minimum, the following photos are required: exterior of the home, the student's bedroom, bathroom, the family's kitchen and living space (living room or family room). A YFU representative can take and upload the photographs.

Host Family Interview Report

A full in-home interview must be conducted for all new host families. The interviewer must complete, sign and upload/submit the Host Family Interview Report.

Annual Family and Home Review Form

An in-home review must be conducted for all families, new or returning. Answers to the questions on the Annual Family and Home Review Form must be recorded in the host family file on www.yfu-usa.org or submitted in paper form to the District Office.

Reference Checks

YFU must receive 2 satisfactory references from non-family members who have known the host parents for at least 3 years and have been in the family's home. The references can not be YFU volunteers or employees or an employee of a host family member.

Host Families are permitted to view student profiles with student pictures after an online application has been submitted, all host parents have electronically signed the Host Family Agreement, all applicable Criminal Background Checks have been processed and the in-home interview has been completed.

School Acceptance Form

YFU must receive a completed and signed School Acceptance Form from the high school that the student will attend.

YFU District Approval

All student placements must be approved by the District Office.

Once all paperwork is on file and reviewed by the District Office staff an Area Representative is assigned and the student placement is transacted. The host family will receive the student file, packets of information and orientation material. The school will receive the student file. The Area Rep will receive the student file and a letter with suggestions for contacting the student. YFU will notify the overseas National Office who in turn will

notify the student. Once all of these steps have occurred, the placement is considered final.

Forty-eight hours after the placement is final, the host family is encouraged to e-mail or call the student. The 48 hour waiting period allows time for the overseas National Office to notify the student and natural parents of the placement prior to host family contact. Families should never contact students earlier.

YFU Orientations: Provide the host family with information about the dates and locations for the Pre-Arrival and Post Arrival Orientations. Attendance by the host family and exchange student at these orientation programs is mandatory. Additionally, the exchange student will be required to participate in the mid-year and re-entry orientations.



SCREENING

HOST FAMILY INTERFACE

How to Navigate the Host Family Interface (19 mins)

<http://cc.readytalk.com/play?id=dbfp4v>

How to complete a Host Family application (7 mins)

<http://www.youtube.com/watch?v=0fgRL4Wwh-w&feature=youtu.be>

Host Family screening and application forms

http://my.yfu.org/dept/eandt/HFApplication/Host_Family_Application.htm

Host Family Pre-Arrival Orientation (30 mins)

<https://cc.readytalk.com/cc/playback/Playback.do?id=guaq2c>

Host Family Account

Once a family registers with a host family account is created for them in the public website. It is from the host family account that the status of the application pieces (photos, agreement, CBC, etc.) can be tracked. Additionally, there is a Resources section where host families can access a full range of materials, including information on the Travel Notification System, orientation materials and policies and forms.

SCREENING

HOST FAMILY AGREEMENT

Our family has volunteered to host a student with Youth For Understanding USA (YFU USA), so that, by sharing our lives with an international visitor, I/we may gain exposure to new ideas and perspectives and promote international friendship. If selected to host a YFU student our family agrees to:

1. Read the YFU Host Family Handbook and to complete the required on-line orientation to prepare our family for hosting our YFU student.
2. Facilitate the attendance of our YFU student at all YFU-required orientation meetings (post-arrival, mid-year and re-entry) as well as to have at least one parent attend one of the two required host family orientation meetings in our field area (pre-arrival or post-arrival).
3. Welcome our YFU student as a member of our family and assist in the student's adaptation to our family as well as to U.S. life and culture.
4. Provide a home environment for our YFU student, to include a bed (not inflatable or convertible) in a room with a door for privacy and an exit window or door to the outside for fire safety, a study area, and designated storage space for personal belongings.
5. Provide three nutritious meals per day, including family meals taken outside the home and school lunches.
6. Ensure our YFU student a bedroom shared with no more than one sibling who is of the same sex and between the ages of 10 and 22. Other situations must be approved by YFU and agreed to by the student and natural parents in advance.
7. Help our YFU student meet other Americans through introductions to friends, neighbors and classmates, and by encouraging our student to join clubs or pursue activities which will foster friendships with other teens.
8. Ensure transportation to school for our YFU student and help to arrange necessary transportation for our YFU student for extracurricular activities after school or in the evenings, by driving the student or by providing access to a bicycle, a bus, helping to arrange carpools, rides with friends, etc.
9. Ensure our YFU student access to a telephone for social purposes, for reasonable (weekly) contact with natural parents and YFU representatives, as well as for emergencies, through full access to our landline or by helping the student obtain a cell phone.
10. Provide our YFU student with reasonable access to the internet for the purpose of e-mailing natural parents. Internet access may be provided from our home, a smart phone or a community resource such as a school or public library.
11. Not enter into any non-cancelable or term contracts (e.g., cell phone, health club, lessons) on behalf of the YFU student. Doing so will be at our own risk and YFU is not liable for any costs of such contracts should the student leave the program or our home prior to the end of any contract term.
12. Help our YFU student to become familiar with our community and its resources (e.g., interesting sights, location of and how to use the library and recreation facilities, location and layout of school building, shopping areas).
13. Accept and expect, at minimum, telephone or in-person support contact from a YFU representative with the YFU student and a parent family member once per month. At least two of these contacts will be meetings in our home, one of which will occur within 60 days of our student's arrival. I/We will be flexible in facilitating the scheduling of the required monthly contact with our YFU student and our family. I/We understand that contact through e-mail,

text messaging or Facebook alone does not meet the monthly contact requirement.

14. Expect our YFU student to follow YFU policies (link below) and to obey all local laws. I/We will immediately report any violation of YFU policy or the law to our YFU Area Representative.
15. Work with our YFU student through open communication to solve problems, and to resolve difficulties and misunderstandings. If these remain unresolved, our family will contact our YFU Area Representative. I/we will also contact YFU if issues arise in our family's and/or student's adjustment, in our student's school performance, or if our family must withdraw from the program at any point after a student placement is confirmed for us. If we find it necessary to ask that that student be removed from our home we will give YFU not less than 2 weeks notice in order that YFU may identify, screen and orient a new family for our student.
16. Notify YFU immediately of any emergency involving our YFU student, our family or the student's natural family, of any change in our household composition (adults moving in or out), parent marital status, change in our contact information (telephone numbers and e-mail addresses), a change in our place of residence, financial or employment status, or of criminal prosecution of a family member.
17. Provide responsible adult supervision at home for our YFU student should we be away overnight.
18. That YFU retains the authority to render any and all final decisions related to the student's welfare and program participation. In particular, I/we will adhere to the YFU Student Travel Permission and Dangerous Activities Permission policies, as these specifically protect my family from legal liability. I/We are not the legal guardians of the YFU student placed in our home, and should not sign any documents or releases as the legal guardian, with the exception of school-related permission forms.
19. Seek medical care for our YFU student should he/she become ill or be involved in an accident, and to provide transportation to providers of such care. We are legally empowered by the student medical release to arrange medical care for our student due to illness or accident. I/We will notify YFU immediately of any accident, hospitalization or serious illness. All students carry illness and accident insurance for the duration of the program. I/we understand that the insurance does not provide coverage for preventative care, pre-existing conditions, immunizations or required physicals for school or school sports, non-accident-related dental care, routine eye exams, glasses, or contact lenses; I/we will contact the YFU representative to arrange for natural family consent and payment for such expenses.
20. Respect the privacy of YFU students, host families, volunteers and staff by using information appropriately and preventing the misuse of personal information, including on social media sites.
21. Follow and accept rules the host high school may have about enrolling exchange students which limit the grade level(s) in which a student can be placed, which prohibit exchange students from obtaining a diploma and/or which govern participation in extra-curricular activities. I/we will expect our student to follow school rules while residing in our home. I/We certify that no member of our household has had contact with a coach regarding the hosting of an exchange student with particular athletic ability. I/We agree to share copies of any school documents pertaining to the YFU student with the YFU area representative or other YFU staff.
22. Review a copy of the U.S. Department of State's "Criteria for Exchange—Visitor Teenager Programs."

SCREENING

CRIMINAL BACKGROUND CHECK FAQs

Why do I have to undergo a criminal background check?

The US Department of State issued a new regulation in May 2006 requiring that youth exchange organizations complete such a check on all adult host family members, volunteers and employees. It is common practice for youth serving non-profit organizations, youth sports associations and school districts in the United States to conduct criminal background checks on adult volunteers and personnel who will be working with children. This is to protect the children from potential risk and the program from liability.

What happens if I refuse?

Any applicant who refuses to submit to the criminal check cannot be approved to work with YFU USA as a staff member, volunteer or host family.

Do I have to give my social security number on the authorization form?

Yes. The process YFU USA will use to conduct the check requires a social security number (SSN), name, and date of birth as a means to confirm identity. A name-only check might turn up same-name conviction records that could be attributed to you by mistake. If you are uncomfortable giving the SSN on the authorization form, you may sign and return the authorization without the SSN and report your SSN by phone to the District Office Coordinator or District Director by calling 1-866-493-8872.

I have already undergone a background check for another agency or for my employment. Can YFU USA use those results?

No. YFU USA must be the initiator of the background check we use in your application screening. We cannot use background checks that have been initiated by another agency to meet this requirement.

What kind of information is YFU USA looking for in the check?

The agency used by YFU USA to conduct the checks will be looking at conviction records, corrections records, court records, driving records and sex offender registries.

Why does the form summarizing our rights keep talking about credit and financial information? Are you looking at that information?

YFU USA is not conducting a credit or financial check. We will use a consumer reporting agency (CRA) to conduct the checks, and they and YFU USA are required to adhere to the Fair Credit Reporting Act. This act gives you certain rights concerning your reports, and requires that we provide you a copy of these rights. For instance, you have the right to see what is in your report if information in that report is used to deny your application.

While Federal Regulations do require YFU USA to ensure that a host family has adequate financial resources to undertake hosting obligation, YFU evaluates this through the in-home interview and reference process to ensure

that adding a new family member will not place too much of a financial burden on a family. YFU USA will not use your authorization to do any check beyond the scope required by Federal Regulation (conviction, corrections, court, driving or sex offender registry records).

What will be done with forms and reports? How will YFU secure my private information?

Forms and reports will be held secure in each District Office and only the District Director and District Office Coordinator, as well as the Director of Contracts and the President in the National Office, who are responsible for regulatory compliance, will have access to the information. No local volunteers or Field Directors will have access to background reports. Federal regulations require YFU USA to keep forms and reports on file for a period of 3 years. Background checks need to be completed annually for continuing volunteers.

If the background check of a family member comes back with a record of arrest or conviction, will we be disqualified as a YFU host family?

Not automatically. You have a right to dispute any information in your report, so you will be given this opportunity.

You may be disqualified if you were convicted of a crime, you falsify or fail to disclose requested information, or you are a registered sex offender. You may be disqualified if you are on probation, if you have a probation violation, outstanding warrant, deferred sentence or history of unresolved arrests. Any criminal history report that is verified that was not disclosed previously can also result in denial of your application.

Any report of a family member who has a history of convictions for violent crime, abuse or neglect, crimes against children or animals, crimes of moral depravity, crimes involving drug or alcohol use or distribution will usually result in the family being disqualified. YFU USA will take certain convictions into consideration and context, and may accept the host family contingent on the approval of the student and his/her natural parents. This might require that the applicant host family grant separate permission to release the results of the background report to the student and the natural parents.

What explanation will be given if I am disqualified due to something in my background check?

The applicant host family member will be given written information that the disqualification was due to information in the background check, though not what specifically led to the disqualification, along with instructions for securing a copy of the report from the reporting agency. No information will be released to others, other than the fact that the application has been denied.

What about our college-age child living at school most of the year? Does she/he have to sign this form?

Federal Regulations require that a background check be conducted of every member of the household age 18 and older. If your household consists of adult children, grandparents or other family members or boarders who are 18 or older and who live with you 50% of the year or more, you must have those individuals complete an authorization form.