



## **Introduction**

This agreement is between the Tucson Chapter of Amigos de las Américas, the Volunteer and the Volunteer's family. Before signing and returning the last page of the agreement, the Volunteer and family should read and discuss this agreement and its requirements.

Volunteers, with the support of their families, are involved in Amigos de las Américas because they want to make a difference in partnership with Latin American youth.

The Tucson Chapter provides the facilities, qualified trainers and a training program designed to prepare the Volunteers as leaders in partnership with Latin American youth.

All AMIGOS rules and the "AMIGOS Standards of Personal Conduct and Community Behavior" shall be in force during AMIGOS activities.

## **Training and Attendance**

Weekly meetings, weekend workshops, retreats, service based learning projects and other activities scheduled during the course of training are mandatory for all Volunteers. Each activity is part of a well-developed plan and builds on earlier activities. Volunteers should arrive 15 minutes early to turn in paperwork and socialize. Absence and tardiness are disruptive of training and disrespectful to the group. To be excused from all or part of any activity the Volunteer shall inform the Training Director or designee before the start of the activity. The Training Director or designee must excuse any absence before the Volunteer resumes training.

If a Volunteer misses more than two activities the Training Director and two Board Members shall meet with the Volunteer and their Parent(s) to evaluate the impact of attendance on training. The Volunteer shall present a plan for addressing the Volunteer's deficiencies. The Training Director shall allow the Volunteer to resume training upon presentation and successful execution of an acceptable plan.

If a Volunteer misses all or part of an activity, it is the Volunteer's responsibility to obtain any materials and information before the next training activity. The Volunteer must write a summary of any assigned reading and turn it in to the Training Director or designee at the next training activity. The Volunteer may be asked to complete other make-up work, including, but not limited to, a presentation on the material covered, attending an outside workshop, or discussing a topic with members of the training staff.

The Volunteer shall perform five to ten hours of service based learning activities before May 1, 2012, as approved by the training staff, with due consideration to the Volunteer's school, work and transportation situation.

## **Premature Departure From Any Training Retreat**

The Tucson AMIGOS Chapter conducts several training retreats outside the immediate Tucson area. These retreats have set times and locations to check in and check out. Under the established code of conduct, a Volunteer cannot leave any retreat without prior explicit permission from the Training Director or designee. If any Volunteer leaves any retreat before the check-out time at the designated locations without such permission, the Volunteer is subject to immediate dismissal and AMIGOS is not responsible for the Volunteer's transportation, behavior or safety.

## **Premature Return from the Field**

Volunteers usually return early from their Latin America communities for rule violations, illnesses, and other difficulties. Volunteers and their families are responsible for paying any fees that the airline requires for changing a ticket, plus a \$250 administration fee to the International Office.

## **Medical and Legal Disclosure**

The Volunteer and his/her Parents shall fully disclose any and all medical conditions and prescription medications, and update that disclosure if medical conditions and prescription medications change. The Volunteer and his/her Parents shall fully disclose any and all involvement as a defendant or respondent in the juvenile justice or criminal law systems, and update that disclosure if conditions change. Disclosure helps to ensure the Volunteer's safety and enables appropriate placement in training and in Latin America.

## **Paperwork Deadlines**

Safely traveling in rural Latin America requires a tremendous amount of timely paperwork, from the application process, passport and visas, medical clearances and updates, right up to the Volunteers' departure. Volunteers, with the help of their family, must meet every paperwork deadline. Volunteer compliance with paperwork deadlines will be regularly assessed, with escalating intervention if necessary. AMIGOS policy mandates that no Chapter Volunteer receive an airline ticket until every Chapter Volunteer submits all required paperwork. Therefore, any late or incomplete paperwork may result in disciplinary action, up to and including dismissal from the program.

## **Withdrawal or Dismissal**

A Volunteer may be dismissed for a violation of the "AMIGOS Standards of Personal Conduct and Community Behavior" (which is provided to each Volunteer) If a Volunteer must withdraw from the program, a written withdrawal letter must be submitted to the Chapter president. The family participation fee and contributions received by the Chapter are not refundable.

## **Program Costs**

The cost of sending a Volunteer this year is \$6,400. The Tucson Chapter is responsible for training expenses and domestic travel from the Tucson area to the "gateway" city (Houston or Miami). AMIGOS International Office charges the local chapter a Field Program Fee which covers international travel including in-country room, board, and transportation; project supplies; and administrative costs including supervisory and medical staff as well as medical insurance.

## **Family Obligation and Fee Payment Schedule**

Each family is required to pay a fee of \$2,400 for the Volunteer to participate in the Tucson Chapter of Amigos de las Américas. Because the AMIGOS International Office bills the Tucson Chapter monthly, the Chapter collects fees in the amounts and at the times specified in the schedule below. The fee payments may be brought to the indicated meeting or mailed to the Treasurer before that date. The International Office will not issue air tickets unless fee payments are current. The Family Fee is not tax deductible.

Once you receive your acceptance letter, please attach the first Family Fee payment of \$350.00 outlined below to this signed document (Tucson Chapter Agreement) and return both by November 5, 2011.

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
November 5, 2011	Payment #1	\$350.00	Due with signed Tucson Chapter Agreement
December 12, 2011	Payment #2	\$350.00	At the parent meeting
January 9, 2012	Payment #3	\$350.00	
February 6, 2012	Payment #4	\$350.00	
March 5, 2012	Payment #5	\$350.00	
April 2, 2012	Payment #6	\$350.00	
April 30, 2012	Payment #7	\$300.00	
Total		\$2,400.00	

## **Additional Costs**

The total of additional costs to the family varies, but a reasonable average seems to be \$500 - \$800 and includes items such as stamps and envelopes for fundraising, passport and visas, as well as a physical and immunizations. Personal equipment, clothing and personal items also contribute to the costs, although the Chapter has cots and backpacks available through our Lending Library.

The application for a Passport must be executed immediately after the Volunteer is accepted in late October. The stamps and envelopes are necessary starting in January and ending with post-trip thank you notes in September. The other costs are normally incurred in May and June, just prior to the Volunteers' departure for Latin America.

### **Fundraising**

Amigos de las Américas advocates the concept that fundraising develops skills that are useful in the field, and that group fundraising furthers the goals of, and the commitment to, the program. The Chapter considers it each Volunteer's responsibility, through group fundraising, to raise the additional \$4,000.00 required to send each Volunteer to Latin America. Requiring this level of personal commitment begins the training process, and stresses the core AMIGOS values of responsibility and self-reliance.

The success of this approach requires the good faith effort of each Volunteer and family. Chapter experience demonstrates that a good-faith fundraising effort consists of each Volunteer sending not less than 110 letters to family and friends with a request for a contribution to the Volunteers' fundraising goal. The Chapter board may require additional fundraising activities as needed to operate a successful program.

In accordance with tax regulations relating to contributions to a qualified Section 501(c)(3) charitable organization, no portion of the funds raised by a Volunteer is credited against the Volunteer's \$2,400.00 Family Fee. It is our expectation that every Volunteer will raise the needed funds with the support of their Parents so we will be able to prepare and send all of our Volunteers. The Board and Veteran trainers will work closely with each Volunteer to ensure their efforts reach maximum effect. Volunteer fundraising efforts and results will be periodically assessed, with escalating intervention if necessary.

### **Financial Aid**

Acceptance into the AMIGOS program is "needs blind" and aid is available to help defray the Family Fee, fundraising, and additional costs. Available to a limited number of Volunteers and their families based on demonstrated financial need, scholarships must be formally requested through the AMIGOS International Office in Houston. Applicants for financial aid must provide copies of their Federal tax returns. Final determination of financial aid eligibility is generally finalized in late February of each year.

### **Parent Involvement**

Starting with a potluck dinner in November, there are seven meetings for Parents. At the December Parent meeting, each family is expected to sign up to participate in at least one Parent committee. Examples of Parent committees include: Corporate Grants, Recruiting, Letter Writing, Transportation and Publicity.

Each family must provide a minimum of 110 names and addresses by January 3, 2012 for your son or daughter to send a letter soliciting support. The Tucson Chapter certifies that the list of names for each Volunteer will not be added to the AMIGOS mailing list, and that the names will not be used for future AMIGOS marketing purposes without permission from the donor.

Also, new Board members are recruited each July/August as the summer program is winding down. Parents are encouraged to think about a future Board position as they participate in the program this year. The strength of the AMIGOS program is driven by the ongoing participation of Parents working to make this opportunity available to as many Tucson youth as possible.

### **Volunteer Involvement**

New Volunteers will be busy with training and fundraising as they prepare for their summer. Their ongoing involvement is also a key strength of the Tucson Chapter. In later years, many choose to return to Latin America as a Veteran Volunteer, help the Tucson Chapter train new Volunteers, or work in Latin America as a Project Supervisor, Senior Project Supervisor, Associate Project Director or Project Director.



**Tucson Chapter Agreement Acknowledgement**  
**2011–2012**

Volunteer Name (print): \_\_\_\_\_

We have read the Tucson Chapter Agreement constituting of 3 pages, acknowledge receipt of, and understand the provisions, and agree to:

- Adhere to the Training and Attendance guidelines.
- Meet the Family Fee obligation and associated payment schedule.
- Make a good-faith effort for the family fundraising obligation as defined in the agreement.
- Ensure appropriate Parent involvement as described above.

Please sign in the spaces below.

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Financial aid will be requested:  Yes  No

This Tucson Chapter Agreement may not be altered, modified or amended by the Parents or the Volunteer, and is only effective upon acceptance of the Agreement by the Tucson Chapter of Amigos de las Américas program.

ACCEPTED:

\_\_\_\_\_ Date \_\_\_\_\_

Amigos de las Américas – Tucson Chapter President