



YFU USA

Local Coordinator

Q&A

Q: What is a Local Coordinator (LC) and why is YFU changing to this model?

A: The Local Coordinator model has become the exchange industry standard and is used in the majority of US based exchange organizations. Local coordinators recruit host families from within their communities (or up to 100 miles away per YFU USA best practice standards) and support those students and families during the exchange year by ensuring orientations, monthly contact reports, SEE visits and other benchmarks are met.

YFU is changing to this model to not only help us to compete in a crowded exchange market, but to also help us maintain our high level of safety standards and support for our students. Compensating LCs will not only help us to achieve higher levels of compliance, but also help us to recruit host families in a competitive exchange market while thanking those who place and support our students for their hard work and dedication.

Q: What's the difference between the Area Rep (AR) role and the LC role?

A: There are two main differences between the AR and LC roles:

1. LCs are compensated for the completion of their activities.
2. LCs are responsible for the recruitment of host families.

Like ARs, LCs are responsible for monthly contact reports; however, they will be paid for those reports if they are submitted on time each month (due on or before the 20th of each month). Should a student need to move while on program, the LCs would identify and screen the new family as part of their initial commitment to the placement.

Q: What are the responsibilities and time commitment?

A: LCs promote Youth For Understanding USA's (YFU USA) programs with the specific objective to:

1. Recruit YFU volunteer host families for J1 Visa high school students.
2. Assist the host family with completing the host family application and work with YFU staff to complete the vetting process and finalize the placement.
3. Work with public school districts and/or public high schools to obtain approval for student admission.
4. Provide support within a specific geography toward YFU's placement objectives for inbound exchange students, support the students and families

throughout the school year, and find replacement families should circumstances warrant a move.

YFU USA, in compliance with the US State Department, sets and upholds standards for host family selection, student matches and monitoring, as well as school enrollment.

Q: How do I become a LC (or can I still be an AR)?

A: As of the end of June 2021, YFU USA will no longer have the AR role available. All ARs, should they wish to continue in that capacity, will be converted to the LC role if their paperwork has been submitted. To become a LC, individuals must:

1. Complete and submit the application (if not a current volunteer)
2. Complete and submit the annual contract and W9 form
3. If not a current AR, complete an interview with a YFU staff member
4. Clear a background check
5. Complete the Department of State certification

Q: What does the compensation model look like (and when do I get paid)?

A: Contractors will earn \$300 when the host family is fully vetted and placement is finalized. An additional \$25 will be paid for the coordination/delivery of the initial host family pre-arrival orientation. Please note that if a student moves, the new family must have a pre-arrival orientation completed; however, this is considered part of the student move and there is no additional compensation.

Contractors will also earn payment for timely completion of the following YFU/DOS compliance standards:

- a. \$85 for each required Monthly Contact Report (MCR).
- b. \$25 upon each completion of the orientations of the student after their arrival in the USA (3 total). Paid the month following the student's timely participation in the required orientation(s).
- c. \$50 for coordination of required SEE visit(s). A onetime payment will be made with September payments if complete. Additional SEE visits may be required as part of a student move or if the student is placed in an arrival placement by the LC with no additional compensation.
- d. LC will be paid \$100 for a new to YFU host family who resides outside of the area the LC can legally work that will be supported by another LC identified by the CM.
- e. Periodically LC may be offered opportunities to earn additional compensation for study abroad recruitment.

Payments will be made by check within 45 days of work invoice submission.

Q: Can I still volunteer for YFU?

A: Absolutely! YFU is still in need of volunteers to write student profiles, evaluate US scholarship applicants, interview US students, and help at (or run) international student orientations. Volunteers will remain a key component of helping YFU advance our mission of intercultural understanding, life-long learning, global competencies, mutual respect, and social responsibility through transformational educational exchanges for generations of youth, families, and communities.

Q: What is the training plan?

A: YFU will offer recommended live training events as well as access to recorded trainings so that LCs can learn more about how to recruit host families, better support their students and families, and other task specific guidance related to the LC role.

Q: What tools will I have access to?

Former ARs will retain the same level of access as a LC. LCs will have access to YFU's training platform as well as my.yfu.org.

Q: How do I find host families?

A: YFU's team of Community Managers and leaders have years' worth of host family recruitment experience. These professionals will guide you through host family recruitment and offer you training on best methods. You can also join our YFU LC Facebook group where we encourage all to share successful recruitment tips.

Q: Are there marketing materials available?

Yes, there are! YFU will provide you with several items for recruitment upon your acceptance as a LC including brochures, flyers, and stickers. If you need more "swag", please contact your Community Manager who can reorder those items for you. Quantities may be limited.

Q: Can I write off my expenses?

We recommend consulting with a tax professional to learn more about what items can and should be written off when itemizing. Mileage and meals will not be reimbursed to LCs. Orientation expenses may be reimbursed with prior approval from the Education Department.

Q: Can I get paid for hosting?

A: No, LCs will not get paid for hosting their own student. Should a LC host, a new LC will need to be found for that student. This is a Department of State guideline that we must all abide by.