



Albuquerque Chapter Participation Agreement 2009-2010

Participation in the 2009-2010 program of the Albuquerque Chapter of Amigos de las Americas is governed by this agreement. Each volunteer and his/her parent(s) or legal guardians(s) are expected to abide by these rules as a condition of participation. The purpose of the agreement is to assure that the program is efficient and financially sound and that each volunteer is prepared for the field experience.

I Application

- A. A written application and an interview are required for each applicant, and at least one parent or guardian must also be present at the interview. Pages 3 through 6 of the application must be completed and brought to the interview.
- B. A non-refundable \$50 application fee covering administration expenses is due *with the permission forms for the orientation retreat which will be in late October (the beginning of training)*.
- C. Completed applications must be turned in no later than *December 13, 2009* and entered on the International Office website by the volunteer or parent by that date. Volunteers applying for scholarships must turn in Financial Assistance applications at the same time.
- D. Each application must be approved by the Board of Directors of the Albuquerque Chapter.

II Training

- A. Regular attendance at training sessions, including Spanish language training, is essential to the performance of an AMIGOS volunteer and is required of all volunteers of the Albuquerque Chapter.
- B. If a volunteer is unable to attend a training meeting, he/she must notify the training director or route leader in advance to be excused from that session. The Training Director has the authority to determine whether an absence is excused or unexcused. Volunteers are required to study any missed material independently to make up for any absence from training.
- C. Four weekend retreats are devoted to special training sessions: The Orientation Retreat in the Fall, the Spanish Retreat in early February, the Spanish/technical retreat in early June, and the Debriefing Retreat in late August. Attendance is mandatory at each retreat and may be waived only in extreme cases.
- D. First Aid and basic CPR training may be required of each volunteer. This is provided in training. If these specific training session(s) are missed, proof of completion of similar training may be required.
- E. Volunteers perform community service as a requirement of training. The service project requires 20 hours of service to be completed in the spring.
- F. The performance of the volunteers in training will be periodically evaluated by the training staff, and the training staff will report to the Board as to the fitness of the volunteers for the field experience. Unexcused absences, excessive absences, tardiness, and/or failure to complete training requirements may be grounds for dismissal.
- G. The Volunteer will respect other volunteers in the program. This includes arriving on time so that others do not have to wait, participating fully in all activities, and not being disruptive to the group.
- H. The volunteer will abide by the AMIGOS Standards of Conduct at all Amigos events, prior to departure and throughout the entire summer while in country. It is understood Amigos volunteers are representatives of the Amigos program.
- I. The volunteers must conduct himself or herself in an appropriate manner during all training activities, retreats, workshops and service learning activities, keeping in mind that all aspects of the training program are a preparation for the Latin American program and that his or her behavior reflects on AMIGOS at all times.



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III Finances

All funds raised by the volunteers, parents and board members shall be deposited in the Chapter's general accounts and shall not be designated for individual volunteers. Checks shall be payable to "Amigos de las Americas" or "AMIGOS."

- A. **Family participation fee (FPF).** The family participation fee for each volunteer is \$1000 along with a \$50 non-refundable application fee. *The application fee of \$50 is due per section I.B.* The family participation fee is due November 1, 2009, unless other arrangements are made with the Treasurer. An alternative to the single FPF payment schedule is to make 4 equal (\$250) payments due on: November 15th, December 13th, January 10th and February 7th. All fees shall be delivered to the financial coordinator/treasurer. The family participation fee will be waived for families who qualify and apply for financial aid from the International Office. The fee is not tax-deductible. However, families may make contributions in excess of the family participation fee to the chapter, and these amounts are deductible as charitable donations.

_____ **If a volunteer drops from the Albuquerque Chapter, the family participation fee is refundable up to the time of project assignments in mid-February.**

- B. **Fundraising.** Chapter sponsored fundraising programs are expected to generate *at least* \$4400 toward the costs of fielding a volunteer. Family participation fees and fundraising cover airfare, in-country administration, project supplies, and may be applied to chapter training and administration. The programs draw upon the efforts of the volunteers and their parents working within the chapter to raise the funds necessary. Participation in chapter fundraising is mandatory for all volunteers.

_____ **Money raised under the fundraising programs cannot be refunded. They are considered donations to the Albuquerque Chapter of AMIGOS.**

The fundraising programs include:

1. Sale of poinsettias, citrus and nuts. The goal is 120 units per volunteer, raising \$960 per volunteer.
 2. Letter writing. Each volunteer is required to send 120 letters to friends and extended family asking for contributions to the AMIGOS Albuquerque Chapter. Experience indicates this is the most efficient source for volunteers, with a goal of \$2,640 per volunteer.
 3. Raffle and Fiesta. Volunteers sell raffle tickets and procure auction items for the silent auction and cash table at the Fiesta scheduled in late February or early March. Efforts are expected to yield \$800 per volunteer.
 4. Other fundraisers. If a volunteer's fundraising goal is not met through the chapter-sponsored programs, he/she will be responsible for raising the shortfall.
- C. **Subsequent charges.** If a volunteer is sent home early for a rule violation, the parents shall be required to pay any expenses such as increased travel cost due to the volunteer's early departure, food and lodging for the departing volunteer and his/her escort, penalty charges associated with the cancellation of the volunteer's original return plane ticket, and certain administrative expenses associated with effecting the premature return of the volunteer to the United States.
- D. Failure of the volunteer and at least one family member to fully participate in chapter fundraising efforts may be grounds for dismissal from the program.



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IV Parent Participation

Part of the mission of the AMIGOS program is to promote leadership and independence in the volunteers. While we strongly encourage volunteers to manage their training experience independently, the Chapter is dependent on parents playing an active role in the execution of fundraising programs and administrative tasks. Over the course of the year, parents are expected to attend chapter meetings covering topics such as volunteer safety in the field, preparation for the field, fundraising and administrative matters. Attendance of at least one parent or guardian at meetings is essential, as is participation in at least one chapter assignment or a board support assignment.

V Passports, immunizations, and personal supplies

A. Volunteers are required to obtain passports at their own expense and to turn them in as required by the date in the chapter calendar.

B. Volunteers must obtain immunizations required by AMIGOS for travel to the assigned country at their own expense.

C. Volunteers must provide their own sleeping bag, water tablets, backpack, first aid kit, clothing, and personal supplies, at their own expense. The Chapter provides a cot for each volunteer and a mosquito net for those countries for which the AMIGOS International Office recommends their use. A refundable deposit is required for the use of the cots and nets.

VI Compliance with standards of conduct

Volunteers agree to abide by the AMIGOS Standards of Personal Conduct and Community Behavior at all AMIGOS functions (copy of same included in the Family Resource Handbook). Flagrant or severe rule violations (such as drinking, leaving the training site without permission, etc.) are grounds for automatic dismissal from the program.

Failure of the volunteer and at least one family member to fully participate in chapter fundraising; unexcused or excessive volunteer absences; failure to complete community service or first aid training; or rules violations may be grounds for dismissal from the program. There will be ongoing evaluations and if problems are identified, the board will utilize the following procedure:

1st notice: Verbal warning to the volunteer and notify parent(s), guardian(s) of the problem.

2nd notice: Written notice to volunteer and parent(s), guardian(s) and meeting with board members.

3rd notice: Written notification that Volunteer is dropped from the program.



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Participation Agreement 2009-2010

We, the AMIGOS volunteer and parent(s) or guardian(s) have read the Participation Agreement of the Albuquerque Chapter of Amigos de las Americas in its entirety.

I, the AMIGOS volunteer, agree to abide by the terms of this Participation Agreement during training and while participating in all other AMIGOS events. I understand that if I violate the terms of the Participation Agreement, I may be dismissed from the Chapter.

We, the parent(s) and/or guardian(s) fully understand the Participation Agreement and agree to its terms.

**Signature of
Volunteer _____ Date _____**

**Signature of
Mother (or Guardian) _____ Date _____**

**Signature of
Father (or Guardian) _____ Date _____**