

Community
Representative
Agreement

I, _____,
, as a representative titled **Community Representative** of the **Au Pair Foundation** program agree to the following terms and conditions for independent contractual work with **Au Pair Foundation**.

1. As an **Au Pair Foundation Community Representative**, I will report to a **Regional Coordinator** and the **Au Pair Foundation Program Director**. Under their guidance, I agree to fulfill the following responsibilities:

- a) • Recruit, interview, and screen prospective host families within a one-hour drive of my home. Under no circumstances will I knowingly accept a family into the Au Pair Foundation program who does not meet all requirements set forth by Au Pair Foundation and the United States Department of State, nor will I accept any family who does not give every indication of being suitable for a cultural exchange program.
- b) • Provide host family orientations and give complete and accurate information concerning the Au Pair Foundation program. I will make every attempt to instruct prospective host families in the terms, conditions, and guidelines of the Au Pair Foundation Program, as well as, assist them in formulating a reasonable and informed understanding of what it means to host an exchange visitor in their home for one year, including reasonable expectations of the amount of child care duties they will be entitled to.
- c) • Assist accepted host families in choosing an au pair applicant who meets their needs and preferences. I will never knowingly allow a host family to match with an au pair applicant who is not suitable to their child-care needs.
- d) • Contact an au pair and host family within 48 hours of the au pair's arrival with the host family; and I will provide an in-person, arrival orientation within one week of the au pair's arrival with the host family.
- e) • Contact each au pair and host family assigned to me at least twice monthly for the first two months following the au pair's arrival; for all months following the initial two months of placement, I will contact each au pair and host family once per program month, and more often if necessary, for which I will maintain a log of all contact to be submitted tri-annually to my supervising Regional Coordinator and the Au Pair Foundation Headquarter Office.
- f) • Complete three supervision reports concerning the progress of the relationship between each au pair and host family to be submitted with the monthly contact log tri-annually to my supervising Regional Coordinator and the Au Pair Foundation headquarter office.
- g) • Complete situational reports concerning any unusual or serious situations or incidents involving either an au pair or host family. Should this type of report be necessary, I will contact my supervising Regional Coordinator immediately and monitor the situation closely.
- h) • Provide guidance for all au pairs and host families assigned to me, during their program year, and provide any necessary mediation between au pair and host family should a breakdown in their communication occur.
- i) • Plan one cultural and social event per calendar year for all au pairs and host families assigned to me.
- j) • Be available to all au pairs and host families assigned to me to answer questions that may arise during their program year. Should my personal life, or in the course of my duties as an Community Representative take me away from town or make me unavailable for contact, I will give prior notice to all au pairs and host families assigned to me and instructions on which Au Pair Foundation Representative they may contact during my absence.
- k) • Provide housing for any au pair who may need to transition to a new host family during the program year. I understand that I am obligated to provide housing for an au pair during a transitory period for no longer than a reasonable amount of time to locate a new host family for the au pair—a period that will not generally last any longer than a length of 2 weeks. I have read and understand the guidelines for re-placement of an au pair set forth in both the Host Family Agreement and Au Pair Pledge and Agreement documents and agree to provide interim housing for any transitioning au pair in accordance with those guidelines.

2. In addition to the above mentioned duties, I agree to attend or take part in all training orientations, classes, and instruction required and arranged for contracted Community Representatives by Au Pair Foundation. I have received a copy of the Au Pair Foundation Community Representative Handbook and understand that I am responsible for reading and understanding it. I agree to fully read and understand any and all revised or additional sections of the Community Representative Handbook that Au Pair Foundation creates and provide for me.

CR initials

3. As an independent, contractual representative of Au Pair Foundation, I understand that to assist in defraying any and all costs which I may incur while fulfilling the above mentioned responsibilities, Au Pair Foundation agrees to compensate me as follows (all references to dollar amounts in this agreement shall refer to U.S. Dollars):

- a) \$875, in total, for each host family matched with an au pair who completes the program term of one year for which I provide all of the necessary and above mentioned reports and contact logs.
- b) The total sum of \$875 shall be broken down in the following payments:
 - Payment 1: \$200 for the completion of a host family's application, reference and employment check, in-home interview, and submission of a signed Au Pair/Host family agreement.
 - Payments 2 - 4: \$125 for each of three, tri-annual supervision report forms completed and submitted to Au Pair Foundation's Headquarter Office. Each report must be completed and submitted within one month after au pair arrival, 5 months after au pair arrival, and 12 months after au pair arrival respectively.
- c) \$100 stipend for the required the annual planned cultural/social event for au pairs and host families. An additional \$25 per au pair who attends will paid when event forms and au pair signatures are submitted.
- d) CRs who complete the reporting requirements for the full 12 month period will receive a completion bonus of \$200

Additional Payments

- 1) \$25 Bonus Payment for each host family assigned to me who re-enrolls with Au Pair Foundation as a host family after their initial hosting experience.
- 2) \$400 Bonus Payment for a total of 8 au pair/host family matches which are successfully completed during a calendar year. Successful completion of the program consists of an au pair who remains matched with her original host family, remains in residence with that host family for the entire one-year program term, and completes her program educational requirements. In addition, the au pair and host family must have attended at least one planned cultural/social event and all reports and contact logs must have been completed and submitted on time.
- 3) \$20 per day for any au pair transitioning to a new host family who shall need housing during that time.

4. I understand that I have the right to work and receive compensation for employment with another company during the time period of this agreement; however, I agree not to contract with any other au pair exchange visitor program during my contractual employment with Au Pair Foundation. Should I choose to contract with another au pair exchange visitor program, I agree to provide Au Pair Foundation with written notice of my intent to cancel this contract agreement.

5. I, the undersigned, have read and understand the above mentioned terms, conditions, and guidelines. I am in agreement with these terms, conditions, and guidelines concerning my independent contractual work for the term of this stated calendar year, and I understand that should I fail to comply with these terms, conditions, and guidelines or should I purposely misrepresent Au Pair Foundation, its affiliates, agents, employees, or other contracted workers it may constitute grounds for my dismissal as a representative of Au Pair Foundation and a termination of this contract agreement. I also understand that either Au Pair Foundation or I may terminate this contract without cause by giving 30 days written notice to the other party.

6. I agree that should I or Au Pair Foundation choose to terminate this contract for any reason all Au Pair Foundation materials and forms must be returned to Au Pair Foundation. In addition, all information regarding families who have enrolled as Au Pair Foundation host families is the property of Au Pair Foundation regardless of whether the family was recruited by myself or through Au Pair Foundation advertisement or marketing; should I sell for payment or offer without compensation this information to another exchange visitor program, I may be held liable for theft of Au Pair Foundation property.

CR initials



7. I certify that in all measures of good faith, I promise to fulfill all duties as a Community Representative of Au Pair Foundation in accordance with all of the terms, conditions, and guidelines set forth in this contract agreement, as well as, all terms, conditions, and guidelines set forth by the United States Department of State concerning au pair exchange visitor programs in Title 22 of the Code of Federal Regulations, Part 62.31 of which I have received a copy, read, and understand.
8. I understand that reports are due by the 25th of each month in Au Pair Foundation Headquarters. Payments will be processed and paid on the last day of each month. Late reports will be assessed a late penalty of \$5.00 per report/week.

Print Name

Address:

Telephone number:

SSN:

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Signature

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Date

Au Pair Foundation Manager,

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Signature

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Date

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Upon receipt of this contract, signed and dated by the agreeing **Au Pair Foundation Community Representative**, at the **Au Pair Foundation** headquarter office, the **Au Pair Foundation Program Director** will sign this contract and keep it on file; a photocopy will be sent to the **Au Pair Foundation Community Representative** and supervising **Au Pair Foundation Regional Coordinator**.