

Community Representative Name: ..... Date: .....

Host Family Name: .....

Au Pair Name: .....

1. Recruitment Phase	Date	Comm Rep: · Defines advertising scheme and niches in conjunction with HQ · Completes, <b>"Community Profile Form"</b> · Responds to inquiries about the APF Program
2. Host Family Screening Phase		Interested HF Pays \$250.00 Registration Fee HF: · Solicits two references be sent directly to APF Headquarters Comm Rep: · Confirms references · Conducts HF Home Interview <b>"CR Host Family Interview Form"</b>
3. Au Pair Selection Phase		· HF Begins reviewing Au Pair Applications · CR assists in finding appropriate match · HF Interviews AP candidates by telephone. Fills out the <b>"Host Family Interview Helper"</b> · HF Interviews selected AP 2nd time and selects AP · Notifies CR & HQ, AP is notified and visa processing begins · HF Pays AP Match Fee \$3400.00 · AP Pays \$400 deposit
4. Orientation Phase		· Approximately three weeks after confirmed match, CR conducts <b>"Pre-Arrival Orientation"</b> · Approximately one month after confirmed match the AP arrives for training in San Rafael · AP completes "4 day Training" and is sent to HF city (HF books and pays one way ticket) · CR makes contact within 24 hours of AP arrival · CR fills out <b>"24 hour Supervision Report"</b> · Within one Week of arrival the Community Representative: · Provides first joint orientation, payment is processed (\$200) · Obtains the <b>"AP/HF Agreement"</b> and provides signed copy to HQ · Facilitates the <b>"Understanding Cultural Differences Exercise"</b> · Completes <b>"1 Week Supervision Report Form"</b> · Completes <b>"1 Month Supervision Report Form"</b> , payment is processed (\$125) · Month 2 CR contacts AP and HF - fills out <b>"Contact Log Report" 2a</b> · Month 2 CR contacts AP and HF - fills out <b>"Contact Log Report" 2b</b>

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**5.  
Supervision  
Phase**

**Date**

	<ul style="list-style-type: none"> <li>· Monthly contact is required with HF and AP.</li> </ul>
	<ul style="list-style-type: none"> <li>· Reports are submitted before the 25th of each month via Internet forms</li> </ul>
	<ul style="list-style-type: none"> <li>· Month 3 CR fills out <b>"Contact Log Report" 3</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 4 CR fills out <b>"Contact Log Report" 4</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 5 CR fills out <b>"Supervision Report Month Five"</b> - Payment is processed (\$125)</li> </ul>
	<ul style="list-style-type: none"> <li>· Month 6 CR fills out <b>"Contact Log Report" 6</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 7 CR fills out <b>"Contact Log Report" 7</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 8 CR fills out <b>"Contact Log Report" 8</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 9 CR fills out <b>"Contact Log Report" 9</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 10 CR fills out <b>"Contact Log Report" 10</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 11 CR fills out <b>"Contact Log Report" 11</b></li> </ul>
	<ul style="list-style-type: none"> <li>· Month 12 CR completes <b>"Supervision Log Report"</b> and <b>"Program Evaluation"</b> - Payment is processed (\$125)</li> </ul>
	<ul style="list-style-type: none"> <li>· During the year the CR plans a "Cultural Event" which both HF &amp; AP must attend. CR fills out <b>"Event Log Form"</b> and receives \$100.00 plus \$25.00 for any additional AP that attends.</li> </ul>
	<ul style="list-style-type: none"> <li>· Community Representatives who complete all of the above mentioned reports will receive a \$200 completion bonus.</li> </ul>
	<ul style="list-style-type: none"> <li>· If during the program year any unusual event occurs, an <b>"Incident Report"</b> must be filed.</li> </ul>
	<ul style="list-style-type: none"> <li>· Any life threatening situation must be reported immediately via "24hr. Emergency Hotline"</li> </ul>

