



American Institute for Foreign Study Foundation- Academic Year in America 2025-2026 Academic Year Grants Contract Addendum

SERVICES TO BE PROVIDED BY GRANT LOCAL COORDINATOR (LC)

You are expected to fulfill the requirements of a Local Coordinator that are outlined in the standard LC contract along with the additional responsibilities as a Grant Local Coordinator that are outlined below. The Grant Local Coordinator shall perform the following services acting solely as an independent contractor and nothing in this Contract shall be construed as creating an employee, agency, partnership, joint venture, or any other relationship between AYA and the LC.

1. **Placement:** The Grant Local Coordinator is expected to recruit host families for a minimum of three grant students whenever possible. Grant clusters can be shared with another Grant LC if both live within 120 miles.
 - a. **High School Enrollment:** Developing individual relationships with high school personnel is strongly encouraged. The school should recognize the learning opportunity provided by the FLEX and YES programs and be prepared to work with AYA and the LC to develop cross-cultural learning experiences throughout the year.
 - b. **Host Family Orientation:** The Local Coordinator will provide a **mandatory Grant Specific AYA Host Family Orientation** for each family **prior** to their student's arrival. The LC should not combine this session with other AYA host family orientations.
 - c. **Student Orientation:** The Local Coordinator will conduct the **mandatory AYA Student Orientation** for each Grant student they place. Additionally, Local Coordinators are required to conduct a Re-Entry Orientation for all YES/FLEX students. Orientation content will be provided by AYA for LC use.
2. **Contact with the Student Support Specialist:** Maintain monthly contact with the Regional Director to provide updates regarding enhancement activities, achievement and any supervision issues.
3. **Training:** The Local Coordinator is required to participate in an initial training program upon being fully vetted by the AYA National Office specifically for Grant programs. All Local Coordinators are required to participate in any and all other required trainings that are offered throughout the academic year.
4. **Media Outreach:** The Local Coordinator must follow Bureau of Educational and Cultural Affairs (ECA) communication guidelines as listed in the Grants Manual and notify AYA prior to any media interviews with students to allow for consultation with ECA.
5. **Community Service Requirement:** Ensure student participation in and tracking of volunteer activities. A minimum of 50 hours of community service is required of FLEX and YES students by the end of the year.
6. **Student Participation:** Inform and encourage students to participate in unique FLEX/YES/Department of State sponsored competitions such as Civic Education Week and activities like Global Youth Service Day. Ensure that FLEX and YES students participate in International Education Week by giving a presentation in a school or doing some other pertinent activity. Encourage students to join the Alumni network upon return to their home country.
7. **Incidental Allowance Management:** Oversee Incidental Allowance for each student for the year. Guidelines for suitable expenditures are provided in the Grant LC manual. Complete the Incidental Tracking Form and submit it to the Grants Manager at the end of each quarter. Host families and/or students must submit receipts to the LC in order to be reimbursed. The LC **must** reimburse payee in a prompt manner for appropriate expenses. Any funds that are not used or accounted for must be returned to AYA via a check made payable to AYA.
8. **Enhancement Activities:** LCs are required to provide a minimum of 6 opportunities for FLEX and YES students to participate in educational enhancement activities, or 3 for semester students. Each student is allocated funds to use for this purpose. AYA reserves the discretion not to reimburse for expenses that do not meet the requirements. The LC is responsible for confirming if the expense is allowable with the Grants Manager prior to the activity. In order to receive reimbursement, the LC must submit reimbursement forms and receipts from the event. Local Coordinators are expected to submit the necessary documents to the Grants Manager in a prompt manner.
9. **Reporting:** Quarterly reporting must be completed correctly and on time. In the event that reporting is delayed due to an extenuating short-term circumstance, AYA must be notified in writing. If quarterly reporting requirements are not met, AYA reserves the right to reassign supervision to another LC without prior notice and restrict grant placements in the future.
10. **Leadership Development:** Provide and/or encourage students to develop their leadership skills through workshops, trainings and activities. Training should focus on developing specialized skills such as public speaking, team-building, critical thinking, and goal setting. Activities should foster civic responsibility, tolerance, public service, conflict resolution and management. Enhancement activity funds may be used to cover necessary expenses.
11. **Tutoring & Supporting students with Disabilities:** If the Local Coordinator supervises a student who is part of the Language Program and requires English or other academic tutoring the LC is expected to set up resources for the student such as a tutor. If the Local Coordinator supervises a student with a disability the LC is expected to support that student and ensure reasonable accommodations are made at the home or in school. The LC should work closely with the Grants and Student Support Specialist to provide accommodations and resources. Funds are available to help finance necessary expenses.

COMPENSATION

- In order for the Local Coordinator to receive any form of compensation, Local Coordinators must:**
 - be in an active and compliant status, pursuant to sections 1&2a of “Maintaining an Active & Compliant Status”, “Placement” sections 2, 3 & 5, “Supervision/Student Support” section 5, 6(d-f).
 - complete all aspects of the host family recruitment and vetting process as specified in the charts below.
- In consideration of the services to be performed by the Local Coordinator, AYA agrees to pay the Local Coordinator for 2025 students as specified below, in a two-part payment structure:**

PLACEMENT COMPENSATION	
<i>If the Local Coordinator does not complete the vetting process in full, AYA reserves the discretion to reduce placement compensation.</i>	
Placement Type	Payment Amount
Standard Placement <i>Local Coordinator independently recruits host family, assists with the student matching process, screens & interviews host family, checks the host family references, and secures high school enrollment.</i>	\$800 YES \$800 FLEX
Placement without Host Family Interview and References <i>Any placement wherein, for any reason, the recruiting Local Coordinator does not conduct the interview (virtual or in-person) and references.</i>	\$700 YES \$700 FLEX
Lead Placements and Referrals <i>Any placement wherein a host family has already been screened and qualified by the AYA National Office; or any host family that has already been recruited and/or vetted in full or in part by another LC or the AYA office.</i>	\$400

OUT-OF-NETWORK PLACEMENTS	
Placement Type	Total Payment
Local Coordinator (outside of network) who finds/refers host family	\$300 YES \$300 FLEX
Local Coordinator (in-community) who supervises student and completes host family vetting.	\$500 YES \$500 FLEX
Fees subject to change depending upon vetting	
<i>Refer to page 10 of the AYA LC Contract regarding National Meeting credit.</i>	

ADDITIONAL PLACEMENT ITEMS	
Host Family Interview (for Local Coordinators who are asked to complete <u>only</u> this item for a placement)	\$75
Host Family Reference Check (for Local Coordinators who are asked to complete <u>only</u> this item for a placement)	\$25

STUDENT SUPPORT	
Monthly Supervision Reports	\$80 per month, per report (YES) \$80 per month, per report (YES)
Initial Second Visit <i>One payment per home visit, regardless of whether one or two students are placed in the home</i>	\$100 per home visit
Subsequent Follow-Up Visit for Welcome Families Occurring after Initial Second Visit	\$50 per home visit
Host Family Change within Community <i>Original placing or supervising Local Coordinator replaces student within his or her community, includes welcome to permanent placements</i>	\$250
Host Family Change Placement Outside of Community <i>Placement for a student who is in the U.S. wherein the LC is not the original placing or supervising Local Coordinator</i>	\$700

SIGNATURE

I have read and agree to abide by all the terms and conditions stated in this Contract.

Local Coordinator (please print)

Ashleigh Caws

Director of Operations and Special Programs

8/1/25



Signature

Date

Signature

Date