



Placements

Local Coordinators are the driving force behind host family recruitment. As a Local Coordinator one of your primary responsibilities will be to actively market the AYA program in your community in order to build, develop and retain a network of quality host families. As the eyes and ears in your community we depend on your sound judgment and commitment to choose safe and nurturing host families for your students.

Step 1: Pre-Screening

Carefully pre-screen a family in your initial telephone call, contact or in-person meeting. This way you can eliminate a family that is clearly inappropriate or has expectations that cannot be met by this program.

When you speak to a family member for the first time:

1. Give information about the program and explain what is involved in hosting an exchange student.
2. Gather information about the family to help you determine whether or not you would like to move forward with the application and interview.

Information to give them:

- What it means to host a student; cultural and educational benefits, opportunity to be a part of a global mission and public diplomacy.
- Brief description of the program: basic requirements, screening procedures, necessities that must be provided by the host family.
- Set realistic expectations and ensure that the family understands that this is a volunteer opportunity; there are no financial incentives to host a student.

Information to get from them:

- Does the family understand the program?
- What attracts the family to the idea of hosting?
- Can the family meet the basic requirements?

Who can host?

As mentioned in the previous section, There is no "typical" host family. Host Families can include young couples, single parents with children, retirees, empty nesters, professionals and blue-collar workers. Backgrounds, economic means and lifestyles may differ, but all host families share an interest in young people and in learning about another culture.

- Host parents must be 25 years of age or older.
- Couples without children may host.



- Single parents with children in the home may host.
- Single persons with no children may host with additional screening. Students and natural parents must agree in writing before the placement can be confirmed.
- Same sex couples with or without children may host. Students must agree to any non-traditional placements before the placement can be confirmed. Call your Placement Specialist for guidelines on placing with a non-traditional family.

Selecting Host Families

AYA host families are volunteers who have a strong desire to positively impact the educational journey of a deserving international student, as well as create opportunities for cross-cultural learning and awareness within their own family and community.

Successful host families share common characteristics, including a desire to learn about new cultures and the ability to communicate openly with each other and show mutual trust. Successful host families are flexible and open minded, especially during the first weeks when the student may display different habits and customs. They are willing to share their own customs and values and are equally willing to learn and explore their student's culture, customs and values.

You should be wary of families who may have ulterior motives for hosting. Such motives may include wanting financial compensation, religious recruitment, wanting to host a student for athletic recruitment purposes, a need for a live-in babysitter or housekeeper, or the desire to introduce an outside person to positively influence a family with marital or adolescent behavior problems.

If a family you have selected has had problems hosting students in the past, you should reassess whether or not they should host again. If you have reservations about any potential host family, it's best to talk it over with your Placement Specialist immediately.

Step 2: Host Family Vetting

Once you have pre-screened and qualified a family, the formal screening process should quickly follow. All prospective host families must be fully vetted before they can view photos of students. According to federal guidelines, in order to be considered fully vetted, families must first complete:

- an online host family application
- criminal background check (CBC)
- an in-person, in home host family interview must be conducted by an AYA Local Coordinator
- personal reference checks for two non-relatives, which must be conducted by the Local Coordinator unless it is a single placement. In this case, AYA will conduct the reference check).

Most host families prefer to see student photos before making a final selection on whom to host, so it is important to share this information with host families immediately. This is a federal regulation intended to protect the privacy of our AYA students. If a family wishes to see student profiles prior to completing their application and CBC, you can show them a student profile without photos (called the "lead profile"), or they can view them on our website after they have registered for a username and password through the AYA website.



Completing AYA's Online Host Family Application

A completed Host Family Application is a federally mandated vetting requirement that serves as a comprehensive screening tool as well as the student's first introduction to their new host family.

The AYA online Host Family Application is easy to complete, user friendly and accessible via the AYA website at www.academicyear.org.

- Prospective host families will register online to receive a unique username and password. Once they have registered they will be able to begin filling out their host family application.
- Once they have completed the application, they will be required to digitally sign it, fill out and submit the Criminal Background Check form, and attach their host family photos. Without their electronic signature, the Host Family Application is null.
- A completed online Criminal Background Check release form including legal signatures, Social Security Numbers, dates of birth, and home address is required for all household members age 18 and older residing in the home for a significant amount of time. The same from a new household member moving in later in the year is required. Host siblings turning 18 during the placement year must submit the same information upon reaching age 18. Please be sure to keep a record of anyone turning 18 during the year. Household members may complete separate forms.
- Photographs are a very important part of the application. Each requested photo is required by the Department of State and serves to provide valuable insight from a compliance perspective.
- Families should take care to complete each section carefully and entirely. Make sure that each household member is listed on the application, including grand-parents, relatives, boarders or any college students or persons who maintain a permanent mailing address at the home.
- Once the host family completes our online application, it will be instantly received by our compliance database for immediate review. AYA Compliance will send you a copy of the host family's application for your review.
- If you or your host family runs into any technical difficulties or have questions while filling out our online host family application, please do not hesitate to have them contact our compliance department directly for assistance. We understand that technology is never perfect and that families have different levels of technological experience. We are happy to support our host families any way that we can.

Please note that because the Host Family Application is available online, prospective families may choose to complete the application at any point during the placement process. The order in which they complete the placement steps is not important, what is important is that AYA Compliance receives all the required paperwork promptly in order to thoroughly screen the family. Remember, the sooner they complete their paperwork and you complete the Interview and Reference check, the sooner they can see photos and start the selection process. Once they are fully vetted they will be able to start communicating with their student.



Conducting the Interview

- **You will be required to complete and submit a Host Family Interview form to AYA Compliance prior to the possible approval of the host family.** You should schedule the interview as soon as possible as this is a required step in the vetting process that must be complete before the family can see the student's picture.. The sooner you complete and submit the interview and references, the sooner the family will be able to see the student photos!
 - This form is located in the Resources section of your Local Coordinator portal. Bring a copy of the form with you so that you can refer to it as you go, even though you may wish to complete it after you have conducted the interview.
- **Arrange a time when ALL family members can be present.** It is important to be able to determine whether everyone in the family is genuinely supportive of hosting an exchange student. Make a point to ask any children in the home how they feel. Federal regulations require that all residents must be present at the host family interview or met with separately prior to hosting (residents include any one residing in the home and anyone who maintains a permanent mailing address at the home, including children in college). If a resident absolutely cannot be home during the interview, you must schedule a different time to interview them in person. Phone interviews are only acceptable if a resident is not available in person due to unavoidable circumstances (extended international business, military service, etc.). Documentation must be submitted verifying that each household member has been interviewed.
- **Allow at least an hour to conduct the home interview.** You will need to see the home and the student's bedroom, speak with each family member, review the program guidelines, answer questions, and explain your role as a Local Coordinator. Many Local Coordinators used this time as a valuable pre-orientation.
- **Always leave yourself a way out in case you decide that the family is not appropriate for hosting.** For example, you can let a family know that the National Office must approve all their paperwork prior to the decision. Even if a student is on assignment with you, you may tell a family that you will need to check to see if that student is available. It is better to reject a family than to put a student in an unsafe or inappropriate situation. AYA has procedures in place to graciously notify a family that they are not eligible to host.

It is important for you to summarize your thoughts about the interview while they are fresh in your mind. Once you have reflected on your interview, consider the questions below. If you have reservations or cannot confidently answer 'Yes' to any of the following questions, then the family is not suitable to host with AYA. Let the AYA office know immediately.

- Would I want my son or daughter to live here for a school year?
- Will the student be safe in this home and community?
- Does this family have the space and means to house a teenager for a year or semester (food, utilities, and all the little extras that accrue)?
- Is this family emotionally and financially stable?
- Does every member of the family want to host?



- Do I feel good about this placement?

Host Family Interview Tips from Seasoned LCs:

- Be professional in appearance and demeanor
- Arrive on time and call if you are running late
- Bring an outline of the questions you will ask
- Ask open-ended questions that generate discussion
- Listen attentively to answers that may affect your decision regarding hosting
- Be prepared to answer questions
- Ask kindly to tour the home. Make certain you see where the student will sleep and study
- Remind host families that all placements must be approved by the AYA National Office prior to confirming any placement
- ***Listen to and trust your instincts.***
- ***Always wear your AYA badge!***

Suggested Interview Outline

When interviewing a family, you should **ask a lot of questions**. This is your opportunity to get to know the family, evaluate the host family dynamics and determine whether or not every household member is properly motivated to host. You should ask questions that may relate to different family members. Below are sample questions that current AYA LC's find very helpful when interviewing prospective families:

Introductory Questions:

- Which family member suggested the idea of hosting?
- What was your family's initial reaction to the idea?
- Have you spent much time discussing this as a family?

Logistical questions:

- How will you make the student part of your family?
- Which family member will support the student the most?
- Where do you plan for your student to sleep?
- Will the student share a room? If so, with whom?
- Where will the student study?
- How will they get to school and extracurricular activities?
- What chores will they be expected to do?

Lifestyle Questions:

- How long have you lived in this community?
- What things do you like to do together as a family?



- What are some of the individual interests you each have?
- Have any of you studied abroad?
- Do you have any family traditions or habits that the student should know about in advance?

Insightful questions:

- What are your expectations in terms of how the student should behave and how they will fit into your family?
- Describe what you think is involved with hosting a student.
- What are some adjustments your family may have to consider?
- What problems might you encounter while hosting?
- How will you try to resolve these problems?
- Are you willing to work through potentially difficult issues with your student?
- Will anyone new be moving into or visiting the home for a significant period time of during the year?

Check Host Family References

Along with their applications, host families are asked to provide at least two references. **Relatives by blood or marriage, AYA representatives, and employees of any member of the family cannot serve as a valid reference.** Please make sure these names, addresses and telephone numbers are complete. References are a required part of the vetting process and must be complete before student selection is confirmed.

You must contact these references (via phone) to confirm that the family is suitable to host an AYA student. Your signature on the Host Family Interview form serves as proof that you have checked these references and conducted an in-home interview. If you're having trouble reaching a reference, ask the family for another one or a better number to reach them. If you receive any negative answers or sense any hesitation, please consult with your Placement Specialist. *Always trust your own instincts. Remember, if it is a Single Placement, AYA will check the references provided.*

Be sure to ask each reference the questions listed on the Host Family Interview form, record all responses on the form, and submit directly to AYA Compliance. Below are a few sample reference questions:

- Is there anything special we should know about this family?
- How would you feel having your child live in this home?
- Would you please describe the family's home and neighborhood?
- Tell me about the family's lifestyle.

Approve or Deny a Family

While AYA Compliance reviews every placement carefully, accepting a host family is your decision based on your judgment after completing and submitting all the screening requirements. Even if a family passes the entire required screening, if you still have reservations about placing with the family, consult



with your Placement Specialist immediately. Gut feelings are naturally intended to protect you, so if you have a sense that something isn't right – do not ignore or rationalize it. Trust your instincts.

Remember!

- Never inform a prospective family during the interview that they are approved or denied for hosting. Approval will come only after the Host Family Application, Criminal Background Check and references have been reviewed and cleared.
- If you feel the family is unacceptable for our program at the interview, you should still request that AYA Compliance send a letter of denial instead of you telling them; this will make it more comfortable the next time you run into each other in your community.

Step 3: Matching the Student and Family

There is no such thing as a perfect match. Chances of success may be greater with shared interests and common values, but the main ingredients of a successful placement are open-mindedness, flexibility, a sense of adventure and a willingness to share and learn on the part of the family and the student.

Helping a family select a student

- Assess the host family's lifestyle. How do they spend their weekends? How involved in activities are their children? Are they on the go, or more likely to spend the day cooking together or watching videos? A student from a close-knit family grouping might appreciate a more structured family environment, but may be uncomfortable with a very active and independent environment.
- What specific activities are important to the family? Don't overlook the importance of family lifestyle.

Showing Student Profiles

- You can show a family a student's lead profile without a photo at any time during the screening process. However, prospective host families cannot view photos until they have completed the screening process as described in the host family screening section.
- Families can also use the AYA website to search and view available students based on interests, gender or nationality. The AYA website only provides a 'snapshot' of the student's application.
- You may also retrieve the student's profile through your LC Portal, under the "Available Students" section.
- If you or a family is interested in a particular student, contact your Placement Specialist and he or she will send you their complete lead package.
 - The lead package is an electronic file that includes the student's profile, student letter and parent letter. The letters will be pre-screened and edited to remove any personally identifying information. If the family is vetted, your Placement Specialist can also send



you additional family photos which can help provide a broader view of the student for the family.

- If you or the family is having trouble making a good match, call your Placement Specialist. Your Placement Specialist is experienced, has access to the student's complete application and can show you students that you might not have known were available or considered as a good fit!

Holding Students

- When looking at students to match it is important that you let your Placement Specialist know which student(s) your host family is looking at, so that he or she can place the student on hold. All students may be placed on hold for a particular Local Coordinator or host family for a maximum of 48 hours. Each hold expires at 10am the second day.
- Holds are subject to availability and are placed on a first come first served basis. If you have not confirmed the placement before your hold expires, your hold becomes null and the next interested Local Coordinator or host family will have 48 hours to place the same student.
- Because students are subject to availability and many different families or Local Coordinators may be considering the same student(s), it's always prudent to advise your prospective family to select two or three students that would be a good match. It can be disappointing when a family is not able to host their 'first choice' but it's important to remind families that successful matches are about the person as a whole and not necessarily about a particular profile. Often the most successful matches are unexpected. Open mindedness is the key to a mutually rewarding experience.
- If there are extenuating circumstances where you need to extend your hold for longer than 48 hours your Placement Specialist can place a special extended hold on a student. Extended holds are usually only considered when the family has committed to the student, but an external factor is pending, for example a high school enrollment or a presentation for tuition. At certain point towards the end of each placement season, placements trump and all holds.

Setting Expectations

When speaking with potential families about a student, it is important to manage a host family's expectations. It is important that families understand that what is written in the student's profile is subject to change. Students may or may not wish to become involved with activities that are listed on their profile and should not be expected join a specific sport team or activity. For example, many Brazilians enjoy soccer and the country has a reputation as a soccer powerhouse. However, Brazil does not have highly organized leagues like America. The regimen of daily practices may be a bit discouraging to them. In addition, when faced with the wide offerings of an American high school, the student may decide to focus on an American activity while here, such as American football instead of soccer, or cheerleading instead of ballet.

Remember, teenagers can be whimsical and their interests and hobbies tend to vary at any given time. Adolescents like to try new things and should be encouraged to pursue their current interests and explore new ones; applications are completed almost a year in advance and they may have developed



new hobbies during that time. This is not to say that you shouldn't speak about the student's interests. It is only to say it will be most helpful to you, the host family, and especially the student if there are realistic expectations.

Step 4: Enrolling the Student in High School

It is important to identify and contact the high school that the student will be attending to ensure that you have permission to enroll a student for the upcoming school year. Students must be placed in an *accredited* public or private high school and AYA must receive written confirmation of enrollment from the high school before the placement can be approved. The High School Enrollment Form can be found in the Resources section of your LC Portal.

- If you do not already know, ask the host family which high school the student will attend. In some cases, if a host family does not have children, or does not have high school age children, you may need to call the district to find out which high school the family is districted for.
- Contact the district office or the school itself for enrollment policies. Depending on the specific district they may be able to help you enroll the student or they will direct you to the appropriate person or office within the high school.
- Be prepared to send the high school administrator a copy of the student's file. You may ask your RD to send it to you or send directly to the high school if necessary.
- In cases where you are having trouble identifying the proper point person, try contacting various offices; the guidance office, the registrar and the principal's office will usually know who to direct you to.
- Make an appointment to meet with the appropriate school official regarding enrollment. In many cases it may be advantageous to bring the student's file and high school enrollment form to the school, and discuss enrollment in person.
- For private schools, be sure that you have advised your Placement Specialist so that he or she can present tuition to the student and his/her natural family, for their approval and acceptance.
- Contact your RD for any support or guidance. Your RD may be able to brainstorm other ways to obtain challenging high school enrollments.
- In some cases you may receive a verbal confirmation to enroll prior to a written approval. Verbal approval may be used when you make the placement with your Placement Specialist, but AYA Compliance will not approve the final placement until the high school enrollment form has been received.

Step 5: Confirming the Placement

- Call or email your Placement Specialist to let them know if a family is interested AND as soon as the family/individual has chosen which student/s they prefer to host.



- In most cases the host family should have already submitted an online host family application; however, in cases where the application has not yet been completed, you should be prepared to provide basic information about the family so that your Placement Specialist can process the placement into AYA's database.
- Fax or email the Host Family Interview, Reference Check form, and High School Enrollment form to AYA Compliance.
- Once AYA Compliance has reviewed all the paperwork (host family application, CBC, Host Family Interview, References, and High School Enrollment form) you will receive an email notification confirming the placement. The student and host family will then both be notified that the placement has been confirmed and can begin contact!
- Once AYA Compliance has reviewed and approved the required paperwork your placement will be processed for payment. All paperwork is due within 2 weeks of the family choosing the student they want to host, or as determined by the AYA Compliance team. In cases of later placements or host family changes, the paperwork must be submitted and approved prior to the student's arrival to the host family.

Note: In compliance with federal regulations, AYA prohibits the sharing of student contact information with a host family prior to approval by AYA Compliance; this includes any communication made via email or social networking sites.

Taking Assignments

An assignment is a firm commitment, by a Local Coordinator, to place a specific student in your community before you have secured a placement. Once you have committed to taking a student on assignment, the student is then removed from AYA's available group of students. You will have approximately 30 days to find a host family from the day you take the student on assignment. If you need longer than 30 days, you will need to request this from your Placement Specialist and it may be given at their discretion. Many Local Coordinators work exclusively with assignments as it helps them to know the students better and have a vested interest in placing them. AYA limits taking assignments to Local Coordinators who have already made placements, and have been with AYA for over one year.

Assignments are issued at the discretion of your Placement Specialist. Failure to find a host family for a student whom you have on assignment may result in forfeiture of bonus points, National Meeting qualifications and prohibition of future assignments.

Why take an assignment?

- You can select the specific students that you as the Local Coordinator wish to host in your community based on personal experience and interests.
- Peace of mind. You can choose your student(s) early, and have time to recruit families for them without worrying about their availability. One of the most frustrating things a Local Coordinator will encounter is finding out that a student you or your host family really wants to host has been placed by another Local Coordinator!



- When you take a student on assignment you will have the opportunity to view the student's complete application. In doing so, you will be able to get to know your students well, which will help you find the best possible match. The more you know about your kids, the more your prospective host families will believe in your choices.
- Easier high school enrollments. Many Local Coordinators are able to enroll their students into their local high schools early, and then update the enrollment forms after the student has been matched with a vetted host family.
- Early assignments mean more Bonus Points and will help you qualify earlier for the National Meeting.

Examples of students to take on Assignment:

- A student who has a unique interest specific to your community (for example, student is a skier and your town has a ski slope)
- A student who is from a country whose heritage represents a large demographic in your community. For example, an Italian student for a community with many second or third-generation Italians.
- A student who you feel would be a great fit for your area or your community. Anyone who draws your attention and you would love to have in your community

When you see this profile, call your Placement Specialist right away – there is often some friendly competition for these students!

Tips for Finding Homes for Assignments

Many seasoned Local Coordinators know that the easiest way to find good homes for students is to take them on assignment. Once you build a host family network, you will have a better idea of what types of students your families are looking for – this will help you narrow your focus and will most likely inform your selection process when choosing your assignments. For new Local Coordinators taking assignments for the first time, your Placement Specialist may help you by suggesting a few special places to start looking for placements.

Examples of networks to tap into:

- Boy Scout Troop
- Ambulance corps members
- Drama club advisor and students
- Guitar/music shop owner
- Music teacher
- Anyone involved with sports – team parents, youth coaches, school coaches, school team members
- Ski shop
- Local/school ski club



- Church
- Sailing/boating enthusiasts
- Navy/Coast Guard people
- Professionals in the medical community
- Equestrian community

Contacting Host Family Leads

While Local Coordinators are the driving force behind AYA’s national host family network, AYA also does marketing to host family leads nationwide. Your Placement Specialist is responsible for following up with any host family leads who express an interest in hosting through the AYA website. With any host family lead, our goal is to contact and connect them with a Local Coordinator within 24 hours of their inquiry. In many cases, your Placement Specialist will work directly with host family leads to pre-screen and qualify them before passing them on to you, if they reside within 120 miles of your community. It is important to follow up quickly with any host family lead your Placement Specialist passes along to you – failure to do so may result in losing the host family to a competing placement organization. AYA is proud of our quick turnaround time and is happy to share our leads with you to help grow the program in your community. Remember, we rely on you to be our eyes and ears and meet these host families in person to determine whether or not they are suitable to host an AYA student.

Temporary Arrival/Welcome Families

Temporary arrival host families or “Welcome families” are families who agree to host for a shorter period of time, usually 4-6 weeks at the beginning of a student’s program. These families essentially agree to “Welcome” a student to the community, get the student acclimated and enrolled in school, while you search for a permanent home for the student. Temporary arrival families may choose to host the student for the full year once the student arrives. Many Local Coordinators choose to serve as temporary arrival families for students whom they have taken on assignment while they continue to seek out a permanent family. Temporary arrival families are subject to the same screening requirements and compliance regulations as permanent host families.

What happens when a student arrives into a Temporary Arrival Family?

- Students are notified in writing that they will be placed in a temporary arrival family before they depart for the U.S. This is very common and students are well prepared for this. Please let your Placement Specialist know immediately if any placement you make is with a Temporary Arrival Family.
- The host family does their best to help the student with his/her adjustment to the community.
- The student attends school in the district of the Temporary Arrival Family.
- The Local Coordinator works to re-place the student. It is much easier to place a student when people have met the student and feel comfortable with him/her. Once people have met the



student and he or she makes friends, Local Coordinators usually have no trouble finding a new host family for the student.

- The Local Coordinator keeps in very close contact with both the student and the host family. It is necessary for both parties to feel supported during this transition period.

May Temporary Arrival Families keep the student permanently?

- Yes! In fact, about 85% of Temporary Arrival Families request to keep their student for the duration program term. Often the main factors that keeps many families from hosting is a fear of the unknown. Once the fear of the unknown is taken away, the family can see that hosting is a rewarding experience.

When to place with a Temporary Arrival Family

- A family is eager to host, but doesn't know what to expect and wants to 'try it' and see how it goes.
- A last minute host family cancellation
- A family is away on vacation and isn't available to host when the student arrives.
- You have a student on assignment, and want them to get started in school while you find them a permanent host family.

It is interesting to note that approximately 85% of temporary arrival families will decide to keep the student for the full term. Often times, families meet the student and the personal connection they develop immediately overrides any apprehensions they may have had.

Double Placements

A double placement occurs when a host family chooses to host two AYA exchange students. For host families who have the space and the resources, this is a great opportunity to learn about two different cultures and truly expose their family to new inter-cultural dynamics. Students will indicate on their application whether they are open to living with another exchange student. Your Placement Specialist may present a double placement to students who have checked "no" to living with another student; often times students will be excited to be placed with another student when they have more information.

Requirements for a double placement:

- Signed Double Placement Paperwork – In compliance with federal regulations, the host family, students and their natural families must sign the appropriate AYA forms before the students depart their home country.
- Students must be from two different countries and may not speak the same language.
- Exchange students may only share a bedroom if they each have their own bed and are the same sex. If a family chooses to host a boy and a girl, they may not share a room.
- Both students must agree to the double placement even in the case of temporary arrival families.



Single Placements

Students may be placed with a single person. This is one person living in a home without children. Single placements require more comprehensive screening and students must be presented with a complete profile of the individual before they will agree or decline to accept to the placement.

Requirements for a single placement:

- The Local Coordinator must reside no more than 60 miles of the single person's home.
- The individual must demonstrate strong ties to the community and have the resources to provide an additional support network for the student throughout the year.
- Local Coordinators must conduct enhanced monthly monitoring of single placements, including **in-person** monthly visits. Phone calls and emails will not substitute for any monthly contacts with students placed with a single person.
- AYA Compliance will review each single person placement with a committee after all the paperwork has been completed and reviewed.
- Students must be presented, in writing, with a profile of the placement – the student will then have the opportunity to accept or reject the presentation.
- If a student agrees to accept a single person presentation, AYA must receive a single person agreement signed by both the student and his or her natural parents, prior to the student's arrival to the U.S.
- A single person is encouraged to host two students whenever possible.
- Single males may not host female exchange students.

AYA's Placement Process: In Review

In compliance with federal regulations, the following items must be completed, submitted and reviewed by AYA for each placement that is made.

- **Online Host Family Application**
 - Thoroughly completed with all household members accounted for, signatures and photos.
- **Criminal Background Check**
 - For any one 18 years or older who lives in the home or maintains a permanent mailing address there.
 - 17 year olds who turn 18 over the course of the year will need to complete one as soon as they turn 18.



- Anyone 18 years or older who moves into the home or comes to live in the home for a significant period of time during the program year.
- **Host Family Interview Form and Reference Checks**
 - References may not be related by blood or marriage, and may not be AYA representatives or employees
- **High School Enrollment Form**
 - Must be signed and dated prior to the student's departure from his or her home country.
- **Double or Single Placement forms** (when applicable)
- **Host Family Orientation Form**
 - Must be completed prior to the students arrival and separately from the host family interview.
- **Student Orientation Form**
 - Must be completed within two weeks of arrival for any student who does not attend an AYA sponsored group orientation.