Chapter development degrees in AFS ESP

Types of structures for AFS ESP:

- **ZERO structure:**
  - There is no presence of AFS in the area, not a single volunteer
- **AFS Community:**
  - Wherever we have a single volunteer we consider that zone an AFS community or at least a potential one.
- **Dependent Chapter**
  - Chapter with at least 3 volunteers having a minimum of operative guaranteed
- **Demi/autonomous chapter**
  - Chapter with at least 3 volunteers having more operative and including annual calendar
- **Autonomous chapter**
  - Registered chapter with full operative in programs (sending & hosting) with their own training, institutional presence, Planification & strategy

How do we determine the kind of structure we have?

In case of zero structure or AFS community we have a clear conclusion, but in order to find out the degree of development for other areas, we would contact the Chapter coordinators and send them the Portrait Tool (Document one) we have designed to this purpose.

The Portrait tool provides objective data about the chapter and asks for their subjective perspective and reflection about different issues regarding the structure and organization of the chapter unit.
Once this document is filled in, OD Coordinator meets with the chapter coordinator and they both try to establish a development starting point of view and work on the Strategy to make the chapter move to the next development step.

The actions that for each kind of unit to move towards the next level of development are defined in Document 2.

Once we have a clear idea of the degree of development of an area, we find three possible scenarios:

- Already registered chapters: those would be the dependent, autonomous and demi-autonomous.
- Zero structures
- AFS communities

**Development strategies**

In terms of strategy in first scenario, we apply the Portrait tool and Co-creation of a Strategy procedure in order to improve and evolve as we have already described above.

In Case 2 and 3 we find that an initiative of development can start from different reasons:

- Staff
- Isolated new volunteer in the area
- Expert volunteer in the area
- Already existing big unit/chapter that feels the need to split in order to achieve more effectiveness

**Staff Initiative:**

When staff decides that for support of neighbouring chapters that might grow in one direction to strengthen the structure or because there is a potentiality in the area that should be explored, staff could start the development of a zero or AFS community.

**Steps to be taken:**
o Mapping of the area
o Potential institutional relations to be created in the area
o How far in the nearest chapter or isolated volunteer?

- Calling the Town Hall: contacting youth department asking for collaboration to present AFS and try to use their facilities to schedule an informative meeting
- Calling taking into account ex-participants, and the Town Hall communication boards
- Media resources: radio or tv. Contacting them in order to be heard and seen before the meeting
- Informative Meeting & evaluation
- New registrations + training and follow up
- Find out other collaboration points, Intercultural Workshops for schools or teaching forums.

Although the initiative in this case comes from staff, Volunteer Developers ought to be involved in all process.

Isolated new volunteer in the area

This initiative might start because there is a volunteer eager to try and spread the word. so this volunteer will be lead to train as Developer and he/she will be given the tools to try and grow.

Sometimes we try that our isolated volunteers do this, but maybe they are just not willing to because they rather prefer a reactive role.

Steps to be taken:

When an isolated volunteer wants to grow in an AFS community, what do we do?

- Train him/her (basic training and operative training (also developer training)) * Document 3
- Ask about his/her plan and available contacts
- Help in arranging an informative meeting to find volunteers
- Connect him/her with the nearest chapter and with the Developers’ group
- Invite him/her to activities in order to complete his training

**Expert volunteer in the area**

When the initiative to develop a new chapter starts from an expert active volunteer, we can skip some steps, the level of development is not exactly the same as in the previous case so this volunteer should be asked to create a plan.

This volunteer knows about AFS operative and has been part of it, now his/her mission is to multiply.

**Steps to be taken:**

- Meeting with OD and elaboration of a developing plan that would include:
  - Motivations for creating a new unit
  - Area of action
  - Name of the chapter
  - Goals (sending? Hosting? Both? School relations?..)

**Other steps:**

- Communication of this initiative to the volunteers in the chapter
- Presentation of the plan to the already existing chapter that is going to be affected (if this is the case)
- Once it is approved, registration of the chapter
- Communication to volunteers
- Volunteers should freely choose to which chapter they want to belong
- Start with the operative from taking

**As for the big unit that wants to split, we assume they are at a high level of development, but we should ask them to undertake the following steps:**

- Write a Plan so we understand the motivations
o Ask for the agreements needed
o Help in their reassigning in GL so they can work as smaller connected units
o Communicate this creation to staff and volunteers
o Follow-up and assessment