

Role of the Club Group Coordinator

Purpose-

1. Support YEOs and Club Counselors with any issues they may have. The CGC should be the first person the Club-level volunteer reaches out to with any questions. The CGC pushes any questions or issues he cannot solve up the chain of command.
2. Overlook the YEOs in making sure the Inbounders and Host Families are in Compliance

In YEAH, Review the Club's you are Responsible for:

1. Inbounders are shown on YEAH as being with the correct Host Family
2. Host Families are vetted and approved **prior to student moving in**
 - a. Evaluate new Host Family Applications, and Approve
 - b. Ensure YPA course has been passed by home members over 18
 - c. Ensure Family References have been referred
 - i. You may need to help references get the link to refer
 - ii. Evaluate references
 - d. Ensure that all host family members over 18 have cleared background checks.
 - e. Ensure YEO has Submitted Interview Report
 - f. Ensure YEO has tools to do Host Family Orientation and uploads Host Family Orientation report into YEAH when completed
 - g. Evaluate YEO Follow-Up Report (maximum 60 days after student moves in)
 - h. Ensure Counselors have submitted monthly reports
3. Volunteers are vetted and in Compliance in YEAH
 - a. Evaluate New Volunteer Applications
 - b. Resend CBC to Volunteers
 - c. Resend YPA, DOS and YPC training as Needed
 - d. Evaluate New Volunteer References

<http://yehub.net/MPR-hfapp> This link is what the YEO's should send to a Host Family to start their application.

<http://yehub.net/MPR-volapp> This link is to be sent to a Rotarian that is joining the Youth Committee of their Club, or will be spending regular time with our Exchange Students in any capacity.