

AYUDA Volunteer Core Competencies 2019

BACKGROUND ON CORE COMPETENCIES

AYUDA is a volunteer-based non-profit organization that empowers youth to serve as agents of social change in diabetes communities around the world. AYUDA's model places unique responsibilities on its volunteers to assume significant leadership and fundraising roles to sustain our programs and operations. Volunteers represent 80% of our program abroad and fundraise about 30% of AYUDA's operation expenses. Without the dedication of individual volunteers, AYUDA would not be able to implement its programs.

AYUDA SUPPORT AND TRAINING

AYUDA's pre-program training is well established. Every volunteer participates in an intensive Volunteer Training Program (VTP) that includes 3 elements:

- 1) 13-week online training course (E-course);**
- 2) 3-day Summit in Washington, D.C.;**
- 3) Cultural and Clinical training in country.**

The VTP thoroughly prepares the AYUDA volunteers to serve as agents of change in the diabetes communities in which they will serve. AYUDA has dedicated Staff, Program Leaders, Volunteer Mentors, and Volunteer Mentors-in-Training who are committed to supporting personal volunteer initiatives. Volunteers receive an AYUDA Fundraising Toolkit and a customizable personal fundraising web page to assist volunteers in meeting their fundraising commitments.

AYUDA VOLUNTEER CORE COMPETENCIES

- Participate in all weekly VTP E-course and complete all assignments in a thoughtful and timely manner.**
- Attend the VTP Summit in Washington, D.C.**
- Read the AYUDA Fundraising Toolkit in preparation for the E-course modules on Fundraising.**
- Develop "SMART" goals action plan.**
- Set-up online personal fundraising page.**
- Reach specific fundraising commitment before departure for each program as agreed upon by the volunteer.**
- Reach program specific post-program fundraising commitment.**
- Integrate social media tools into personal fundraising efforts (i.e. Facebook, YouTube, Twitter, Instagram, Flickr, etc.).**
- Demonstrate competency in letter writing (mail or electronic) in appealing to individual donors in the volunteer's personal network for support.**
- Demonstrate competency in approaching foundations/businesses for support.**
- Engage media/press about volunteer activities with a press release.**
- Learn to write a grant proposal.**
- Host/organize an event to support your volunteer activities with AYUDA.**
- Personally thank each of your donors for their investment in you and AYUDA.**
- Uphold roles and responsibilities of being an AYUDA volunteer in-country.**



AYUDA VOLUNTEER TERMS OF REFERENCE

Each AYUDA volunteer is expected to:

- ☑ Uphold and complete AYUDA Volunteer Core Competencies.
- ☑ Uphold program approach by respecting local partners as primary stakeholders.
- ☑ Be respectful of local customs.
- ☑ Value cultural understanding in learning.
- ☑ Understand and uphold program safety protocols.
- ☑ Serve as Staff at local partner program and uphold the local responsibilities that accompany the role.
- ☑ Participate in diabetes outreach and uphold the responsibilities that accompany the role.
- ☑ Communicate any concerns to AYUDA Program Leader, Volunteer Mentors, or Staff.
- ☑ Rejoice in the success of others.
- ☑ Be understanding of the AYUDA and local partner decision-making process and be flexible with program adjustments.
- ☑ Demonstrate interest in social issues and working for solutions.
- ☑ Represent AYUDA at all times and uphold AYUDA values, principles and work ethic.

VOLUNTEERS TRAVEL RESPONSIBILITIES

- ❖ Purchase and book personal travel arrangements to Washington, D.C. for VTP Summit.
- ❖ Purchase and book personal travel arrangements to Dominican Republic.
- ❖ Demonstrate proof of purchase of international travel and health insurance.
- ❖ Demonstrate proof of traveler's medical insurance coverage, including emergency evacuation policy.
- ❖ Ensure up-to-date, applicable vaccinations.
- ❖ Demonstrate proof of valid passport (and/or VISA if applicable).

- ❖ Cover personal expenses in Washington, D.C. and abroad. AYUDA alumni suggest bringing approximately \$50 for the Summit and \$75 a week for our abroad programs.
- ❖ Provide information for criminal background-check (fee paid for by AYUDA.)

NOTE: Airport pick-up and drop-off will be arranged and coordinated by AYUDA for volunteers arriving/departing on program specific dates. If you choose to arrive in-country earlier or depart later than the program specific dates, you will be expected to make independent accommodations and in-country travel arrangements for those additional days in-country, including transport to where AYUDA volunteers will be staying during the first day of the in-country program.

TRAVEL & REIMBURSEMENTS

AYUDA does not believe its volunteers should have to pay to volunteer, which is why we invest in a robust training to facilitate fundraising. In addition to supporting the local diabetes projects, your personal fundraising sponsors your direct participation in the programs. This includes all the costs associated with participation in the Volunteer Training Program E-course and Summit and the respective volunteer program in-country. Personal volunteer travel costs are not calculated into the minimum volunteer fundraising commitment. If AYUDA volunteers would like to be reimbursed for travel to/from the VTP Summit and/or international flights, they may set their tax-deductible fundraising target to exceed the fundraising requirement. AYUDA will reimburse program-related travel up to the amount raised that exceeds the minimum volunteer fundraising requirement. Any funds raised that exceed the minimum obligation, and that are not reimbursed, will provide critical support for ongoing programs. All reimbursement requests must be submitted by the fundraising deadline to Zulay Landeo at (zulay@myjfkcpa.com), along with all applicable travel receipts.

