

AYUDA Volunteer Core Competencies 2024

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 are essential to our programs abroad and fundraise over half of AYUDA's operational expenses. Without the dedication of individual volunteers, AYUDA would not be able to implement its programs.

AYUDA SUPPORT & TRAINING

AYUDA's pre-program training is well established and is reviewed and refined each year to ensure its quality and impact. Every volunteer participates in an intensive Volunteer Training Program (VTP) that includes three elements:

- 1) Semester-long Online E-course;
- 2) Three-day Intensive Weekend Summit; and
- 3) Cultural and Clinical In-country Practica.

The VTP thoroughly prepares AYUDA volunteers to serve as agents of change in the diabetes communities in which they will work. 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 webpage to assist them in meeting their fundraising commitments.

AYUDA VOLUNTEER CORE COMPETENCIES

- ✓ Participate in all weekly VTP E-course calls and complete assignments in a thoughtful and timely manner.
- ✓ Attend the in-person VTP Summit.
- ✓ Read the AYUDA Fundraising Toolkit in preparation for the E-course modules on fundraising and social entrepreneurship.
- ✓ Develop "SMART" goals action plan.
- ✓ Set up online personal fundraising page.
- ✓ Reach program-specific pre-program and post-program fundraising commitments by specified fundraising deadlines shared with volunteers upon signing on to be an AYUDA volunteer.
- ✓ Integrate social media tools into personal fundraising efforts (i.e., Facebook, YouTube, Twitter, Instagram, Tumblr, 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.
- ✓ Learn about grant-writing resources and process.
- ✓ Host/organize an event to support your volunteer activities with AYUDA.
- ✓ Personally thank each of your donors for their investment in you and AYUDA, and provide them with progress and program updates as you move through the VTP and in-country program.
- ✓ Uphold roles and responsibilities of being an AYUDA volunteer while abroad with the utmost respect for AYUDA local partners.

AYUDA Volunteer Terms of Reference

Each AYUDA volunteer is expected to:

- ✓ Learn and maintain AYUDA Volunteer Core Competencies.
- ✓ Uphold program approach by respecting local partners as primary stakeholders.
- ✓ Be respectful of local customs and value cultural understanding in learning.
- ✓ Serve as staff at local partner program initiatives and events, including diabetes outreach and camps, and uphold local responsibilities that accompany the role.
- ✓ Communicate any concerns to AYUDA Program Leader, Volunteer Mentors, Volunteer Mentors-in-Training, or Staff.
- ✓ Rejoice in the success of others.
- ✓ Respect the AYUDA and local partner decision-making process and be flexible with program adjustments.
- ✓ Demonstrate interest in social issues and working toward sustainable solutions.
- ✓ Represent AYUDA at all times and uphold AYUDA values, principles, and work ethic.
- ✓ Uphold program safety protocols, including COVID-19 guidelines set forth by AYUDA and its local partner organization.

TRAVEL REQUIREMENTS

- ❖ Provide information for criminal background check.
- ❖ Demonstrate proof of valid passport (and/or visa, if applicable) and international travel and health insurance, including traveler's medical insurance coverage with an emergency evacuation policy.
- ❖ Demonstrate proof of a minimum of three doses of COVID-19 vaccination.
- ❖ Ensure up-to-date vaccinations, per [CDC recommendations for travel to the Dominican Republic](#).
- ❖ Cover personal expenses during VTP Summit and abroad. AYUDA alumni suggest bringing approximately \$50 for the Summit and \$75/week while abroad.
- ❖ Purchase personal travel arrangements to VTP Summit and the Dominican Republic.

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 to the Dominican Republic 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, including transport to where AYUDA volunteers will be staying during the first day of the in-country program.

TRAVEL REIMBURSEMENT

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 VTP and in-country program. 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 \$1,000 in excess of 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.