



Air Force Aid Society YOUTH EMPLOYMENT SKILLS (YES) PROGRAM Program Guidelines (Effective 1 June 2008)

1. Program Description: The Youth Employment Skills (YES) Program is an **on-base youth volunteer** program funded by the Air Force Aid Society (AFAS) and jointly administered by AFAS and Air Force Family Member Programs Flight. This program, being offered at select Air Force bases, offers high school aged dependents of Active Duty Air Force members an opportunity to learn valuable work skills while having a positive impact on their base communities. Program participation incentives are in the form of dollar credits for grant funding. The YES Program allows all certified and enrolled high school students to "bank" volunteer dollar credits toward their post-secondary education/training at a rate of \$4 per hour volunteered in an on-base position. Students may accumulate as much as 250 hours, for a potential \$1000 maximum, over all four years of high school combined. In addition, the participating base youth program will "bank" base community credits at a rate of \$2 for every hour volunteered per student, up to a maximum of \$10,000 per program year. For purposes of this program, "program year" is defined as the 12-month period beginning 1 June through 31 May of each year. Youth Director, as part of Family Member Programs Flight, manages the YES Program at base-level.

2. Eligibility: All high school aged children (grades 9-12) of Active Duty Air Force members assigned to selected bases are eligible to participate. Students who wish to participate must sign a written agreement, developed at base level, of volunteer status (see paragraph 3D). Student volunteers must also submit a YES Position Description (Form 95C, attached) and YES Enrollment Application (Form 95, attached) completed by both the student volunteer and sponsoring Active Duty parent, to the Base Youth Director (see paragraph 4A). Applications will be forwarded to AFAS HQ for processing. Submission of application does not guarantee enrollment approval. Only formal notification from AFAS HQ to Base Youth Director will be considered as final enrollment approval. Requirements for eligibility are as follows:

- A) Student must be a dependent son or daughter of an Active Duty Air Force member, assigned at a selected base, and reside on or off base. Dependents of other service personnel (Army, Navy, Marine Corps) and DoD civilians are **not** eligible.
- B) Student must be enrolled in high school and attend full-time as a freshman, sophomore, junior or senior. Summer periods will be considered as part of next higher school grade level; i.e. summer after sophomore year will count as junior year, summer after junior year will count as senior year.
- C) Student is not otherwise excluded from workplace volunteer positions due to local/state/country labor laws and/or safety restrictions. AFAS will accept up to eight hours worked per day. No credit will be given for lunch, breaks or travel time.
- D) Hours must be volunteered in an **on-base** position as approved by the Base Youth Director and AFAS HQ as appropriate for the YES Program. (Note: Chapel positions, thrift store, base retail

operations, waitressing, and **Red Cross** positions are not eligible).
AFAS HQ has final approval on all positions requested.

- E) Hours volunteered under a school program, other community programs (including **Red Cross**) and/or mandated community service hours will **not** qualify for "banking" either student volunteer credits or base community credits under the **YES** Program. Students may not use service hours from another volunteer program/organization to count toward their YES credits; **YES** Program hours must be volunteered above and beyond any other such required service. In addition **Red Cross** volunteers sign a form stating they will not be compensated for their hours, giving student's money for college is considered compensation.
- F) Sponsoring Active Duty parent has neither an AFAS Emergency Assistance (EA) nor Education Loan that is uncollectible or delinquent in payment, nor owes a refund on an AFAS Spouse Tuition Assistance Program (STAP) grant.
- G) Participation eligibility and accrual of credits terminates upon high school graduation or 31 May of senior year, whichever comes first. Immediate termination of participation eligibility occurs upon withdrawal from high school and/or sponsoring parent's separation/retirement from Active Duty, or PCS to non-participating base. However, these students may still receive their "banked" credits upon completion of high school under the same terms as other students who remain enrolled in high school or whose sponsoring parent remains Active Duty (see paragraphs 4J-K and 5A-C).

3. Administration: The Youth Director will be responsible for organizing publicity efforts, recruiting student volunteers, and overseeing the program at base level as follows:

- A) Youth Directors are permitted to recruit up to 5 students to assist in administering and publicizing the program at base level. Dollar credits for accrued volunteer hours will be "banked" upon program commencement effective 1 June.
- B) Youth Director may recruit a maximum of 100 student volunteers, for participation in "banking" credits beginning 1 June or after.
- C) Youth Director will contact and maintain liaison with base agencies seeking volunteers. Youth Director and participating agencies will coordinate in developing position descriptions for student volunteers. Students must compete and interview for available positions. Student volunteers must be placed in **supervised** positions **on base**. **NOTE:** Active duty member or spouse may not be the supervisor of their own son or daughter.
- D) Upon selection for a volunteer position, student and sponsoring Active Duty parent must sign a written agreement, developed at base level and maintained by Youth Director (see paragraph 6), stating the student is a base volunteer, not a paid employee, and not otherwise ineligible to participate in the program.

- E) Youth Director will follow procedures as outlined for reviewing and validating program applications/forms, determining eligibility, monitoring volunteer hours, and keeping copies of all required student participation documentation.
- F) Youth Director will conduct meetings, with direct input from the participating student volunteers, to discuss and coordinate annual proposal for use of any and all "banked" base community credits through end of program year (31 May). Suggestions for proposals may include visible enhancements such as recreation improvements and computer labs for student use, and workshops such as "Dress for Success" and interviewing skills. Proposals **must include** an annual money management for youth seminar and a biannual Vo-Tech/Career Opportunities Job Fair. These may be in conjunction with other base agencies.
- G) Youth Director will notify AFAS HQ of any student volunteer withdrawal from program participation or termination of participation eligibility (PCS, Active Duty parent separation/retirement, etc.).

4. Application Processing: All applications/forms fall under the provisions of the Privacy Act. Copies of enrollment applications (AFAS Form 95), YES Position Descriptions (AFAS Form 95C), YES Application Guidelines and Instructions for completing application (AFAS Form 95D), timesheets (AFAS Form 95A), and Student Disbursement (AFAS Form 95E) are provided for base use and reproduction. Recommend base section number and name be completed at top of forms before reproducing.

- A) Student volunteer and sponsoring Active Duty parent must complete and sign an AFAS **YES** Program Enrollment Application (AFAS Form 95). Completed applications are submitted to Youth Director for initial review and validation. **Note: Student volunteers must complete a YES Program Enrollment Application and Position Description each year of participation.**
- B) Youth Director reviews for completeness, verifies parent's Active Duty status, validates student's eligibility and correct school grade level, and initials application (AFAS Form 95, item 19). Photocopy of validated enrollment application is retained at the base (see paragraph 6) and **original** is forwarded to AFAS HQ, YES Program Coordinator. YES Position Description (AFAS Form 95C) will be completed by the Youth Director and sent with the original enrollment application. **Note:** AFAS HQ will not validate enrollment until **original** application is received.
- C) AFAS HQ receives validated enrollment application, reviews eligibility of student and Active Duty parent, and processes data. If certified, AFAS HQ establishes a **YES** Program "account" for the student volunteer to track hours and credits per student and per base. For purposes of this program, "account" is defined as a record of hours volunteered and credits "banked" to generate a contingent liability of grant funds.

- D) AFAS HQ will confirm receipt of individual enrollment applications and "accounts" established by e-mailing or faxing a summary of the total applications/hours on file to date (Hour Credits Report), to the Youth Director.
- E) **Student volunteer may begin volunteering after enrollment application has been approved by the Youth Director and certified by AFAS HQ.** However, enrollment application and any hours volunteered will only be counted contingent upon certification from AFAS HQ and no earlier than 1 June. Hours will be recorded by supervisor on a weekly basis and cumulated in a monthly time sheet (AFAS Form 95A). Supervisor will also annotate position filled by volunteer, comment on volunteer's work performance, and evaluate progress. Monthly time sheet is signed by both the student volunteer and supervisor, and submitted to Youth Director. It is the student's responsibility as a YES volunteer to hand in timesheets every month to the Youth Director.
- F) Youth Director receives and initials individual monthly time sheets, validating students' grade levels and hours volunteered. Youth Director should make sure all areas of the timesheet are completed before submitting them to AFAS HQ. Photocopy of each time sheet should be maintained by the Youth Director (see paragraph 6) and signed **originals** forwarded to AFAS HQ for entry of hours in established "accounts" within 5 business days of the end of month.
- G) AFAS HQ will confirm receipt of monthly time sheets to Youth Director by providing a listing of hours credited on a monthly basis. If there is no "account" activity a report may not be provided. **Note:** Hours and credits will not be finalized until receipt of **original** time sheets by AFAS HQ is confirmed.
- H) AFAS HQ will "bank" \$4 credits in an individual student volunteer "accounts" for every hour volunteered (8 hour maximum per day) by **all** high school students certified as participants in the YES program. Maximum of 250 hours (\$1000 credit) over all four years of high school combined. **Note:** Volunteer hours will be translated into "banked" credits by 15 min increments. For example, .25 hrs = 15 mins; .5 hrs = 30 mins; .75 hrs = 45mins, etc.
- I) AFAS HQ will "bank" \$2 credit in base community "accounts" for every hour volunteered by **all** certified YES participants in their base program. Maximum of \$10,000 per program year.
- J) To claim "banked" community credits, Youth Director must submit annual proposals (AFAS Form 95B) to AFAS HQ YES Program Coordinator by the second Friday in September each year.
- K) Proposals will be reviewed by AFAS HQ Administration for final approval. AFAS HQ reserves right to request Installation Commander coordination if any proposal appears inappropriate by program guidelines. AFAS HQ also reserves right to deny any proposal that is clearly beyond the realm of this program or

conflicts with the Society's policies and/or philosophy.

5. Disbursement: AFAS HQ will control check disbursement procedures and verify credits per student and base to ensure annual and program maximums are not exceeded. At no time should disbursements exceed credits "banked", program maximums, or tuition costs. A minimum of 25 volunteer hours (\$100 in credits) must be "banked" for any disbursement of funds. Any and all credits will be disbursed in the form of grant funds. Disbursement procedures are as follows:

- A) To claim "banked" credits, the student volunteer **must be enrolled, on at least a half-time basis, in an approved post-secondary institution and claim funds no later than one year from date of documented high school completion.** Student will be required to submit to AFAS HQ YES Program Coordinator YES Student Disbursement Form (AFAS Form 95E), a copy of high school graduation certificate/diploma, showing completion date, and a bill/invoice from their post-secondary institution providing school's name, mailing address, and amount of tuition due. Student's name, address and SSN must also be provided as requested on AFAS Form 95E. **Note: Youth Director will provide YES Student Disbursement Form 95E as necessary for students to claim credits.**
- B) Upon receipt of high school diploma and post-secondary tuition documentation, student volunteer credits will be available for disbursement. Any and all credits will be forfeited if graduated student does not enroll in an accredited post-secondary institution at a minimum of half time and claim funds within one year from date of documented high school graduation/completion date. If student does not graduate from high school, any and all credits will be forfeited.
- C) AFAS HQ will issue check for student credits in grant form, payable to the school, and mail directly to the school's address listed on bill/invoice provided. Full or partial disbursements will be made based on amount of tuition due. If only partial disbursement, student will be granted an additional **6 months** contingency to claim remaining balance of credits (all credits must be claimed/used **1½** years from date of high school completion). Any and all credits remaining unused after **1½** years will be forfeited.
- D) By endorsing check, the school certifies student is enrolled on at least half-time basis. Use of funds is limited to tuition, books, fees and other direct educational expenses as billed by the school. **Note:** Room and board are taxable items and therefore not covered by YES funds.
- E) Upon final approval of base proposals, AFAS HQ will request disbursement information to issue checks for base community credits in grant form by the second Friday in September each year. Any credits not accounted for in base proposals or not approved by AFAS HQ will be forfeited. All credits must be claimed by the base, and approved and issued by AFAS HQ by

12 /31 of the same calendar year. Any credits accrued beginning 1 June or after will be for next program year's proposals.

- F) After the funds are used, each base is required to send AFAS HQ a copy of the purchase receipts from the Community Credit Proposal.

6. Record Keeping: For audit purposes, the Youth Director will maintain original copies of the written agreements of volunteer status and photocopies of **YES** Program Enrollment Applications (AFAS Form 95), student position descriptions (AFAS Form 95C), student monthly hour timesheets (AFAS Form 95A) and community credit proposals (AFAS Form 95B) as follows:

- A) AFAS recommends retaining written agreement of volunteer status of all participating students for the duration of their program participation.
- B) AFAS HQ recommends retaining copies of all AFAS Forms (Forms 95, 95A & C) for students "banking" volunteer credits until high school graduation/completion. This allows base and student to verify total credits submitted with credits "banked" by AFAS HQ.
- C) AFAS HQ recommends retaining the Hour Credits Report until verified against credits "banked" by AFAS HQ at end of program year.
- D) AFAS HQ recommends retaining approved Community Credit Proposals for period of 1 year from date of check issue along with original purchase receipts.

Attachments:

- AFAS Form 95 - YES Application
- AFAS Form 95A - YES Timesheet
- AFAS Form 95B - YES Community Credit Proposal
- AFAS Form 95C - YES Position Description
- AFAS Form 95D - YES Guidelines and Application Instructions for Students
- AFAS Form 95E - YES Student Disbursement Form

YES: Guidelines
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