



## **AIR FORCE AID SOCIETY**

### **STUDENTS RETAIN FOR YOUR INFORMATION**

#### **YOUTH EMPLOYMENT SKILLS PROGRAM**

##### **STUDENT APPLICATION INSTRUCTIONS**

**June 1, 2009-May 31, 2010**

The Youth Employment Skills (**YES**) Program is an **on-base volunteer** program for high school students and is being offered at selected Air Force bases. This program, underwritten by the Air Force Aid Society (AFAS), is a joint effort between AFAS and Air Force Services to offer high school students an opportunity to learn valuable work skills, "bank" dollar credits toward their post-secondary education, and have a positive impact on their base community. Volunteer positions should be related to possible career interests following completion of high school/college.

**YES** allows high school students to "bank" \$4 in grant funding for every hour volunteered in an on-base function. Students may accumulate as much as 250 hours over all 4 years of high school combined, for a potential maximum of \$1000 toward their future vocational-technical or academic endeavors. In addition, the base will be credited with \$2 for every volunteer hour; to be used in support of base youth program enhancements (up to \$10,000 per year).

Student volunteer dollar credits will be awarded in grant form upon submission of Student Disbursement Form, a copy of high school diploma or GED, and an outstanding bill/invoice from a post-secondary program. Use of funds is limited to tuition, books, fees, and other direct educational expenses. Students must enroll in college or a vocational-technical program and access funds earned within one year of graduating from high school.

Base community dollar credits will be disbursed annually. Proposals for use of these credits will be made jointly from both the Youth Director and the participating students. AFAS HQ will give final approval before disbursement of funds. Suggestions for proposals include visible enhancements such as recreation improvements, computer labs for student use, and money management programs for youth, and informational seminars on local Vo-Tech/Career opportunities (Vo-Tech Job Fairs).

#### **YES ELIGIBILITY REQUIREMENTS**

- (1) Dependent sons and daughters of Active Duty Air Force members, assigned to a selected base, and living on or off base. (Retirement or separation from service immediately terminates eligibility for program participation. Credits earned to that point will be held in an account until the student graduates.)
- (2) Enrolled in high school attending full-time as freshmen, sophomores, juniors or seniors. (For purposes of this program, summer periods will count toward next higher grade level; i.e. summer period after sophomore year counts as junior, summer after junior year counts as senior.)
- (3) Not otherwise excluded from workplace volunteer positions because of local/state laws and/or safety restrictions. AFAS will accept eight hour work days. No credit hours will be given for lunch, breaks or travel time.

#### **ENROLLMENT PROCEDURES**

- (1) Student volunteer is interviewed for positions coordinated by Youth Director and base agencies appropriate for the **YES** Program. \* Please note that AFAS HQ and Youth Director will coordinate to determine appropriate positions where students may volunteer. YES volunteers will not be placed in the following positions: thrift store, cashier positions, chapel positions (administrative, childcare, choir, altar server, religious education, Bible School) base retail operations, waitressing, school program, or **any Red Cross position**.
- (2) Once selected for a volunteer position, the student and eligible Active Duty parent must

complete the AFAS **YES** Enrollment Application (AFAS Form 95).\*\* Both the student and Active Duty AF parent must also sign a written agreement developed at base level and maintained by the Youth Director stating the student is a base volunteer, not a paid employee, not using hours to gain credit for another organization or group and not otherwise ineligible to participate in the program.

(3) Youth Director receives application, verifies student's eligibility and parent's status, and forwards correctly completed form to AFAS HQ along with the YES Position Description (AFAS Form 95C).

(4) AFAS HQ reviews application and if certified as an eligible participant, establishes a **YES** Program "account" for the student volunteer to track hours and dollar credits per student and per base. NOTE: Student may begin volunteering after AFAS HQ has certified enrollment application and position description.

(5) Youth Director will coordinate with Supervisors of student volunteer positions and provide monthly reports to AFAS HQ documenting hours volunteered and assuring satisfactory progress of volunteers.

(6) **All** certified YES student volunteers will "bank" volunteer dollar credits at a rate of **\$4** per volunteer hour worked in an on-base agency. (Maximum of 250 hours and \$1,000 in dollar credits over all 4 years of high school combined.)

(7) **All** certified YES student volunteers will "bank" base community dollar credits at a rate of \$2 for every volunteer hour worked in an on-base agency. (Maximum of \$10,000 annually.)

(8) Student volunteers must be **enrolled in an approved post-secondary institution and claim funds no later than one year from date of documented high school completion** in order to be eligible for the "banked" dollar credits (grant funds). Otherwise, any and all dollar credits will be forfeited.

(9) For disbursement of "banked" credits in grant form, the student volunteer must first obtain a copy of the **Student Disbursement Form** (AFAS Form 95E) from the Youth Director. Once

this form is completed, the student will submit the form to AFAS HQ along with a copy of high school graduation certificate/diploma showing completion date and a bill/invoice from their post-secondary institution showing school's name, mailing address, and tuition due. **Note: A minimum of 25 volunteer hours (\$100 in credits) must be "banked" for any disbursement to be made. Mail required forms to:**

**Air Force Aid Society  
YES Program  
241 18<sup>th</sup> Street Suite 202  
Arlington, VA 22202-3410  
(703) 607-3072 (800) 429-9475  
Fax: 703-607-3022**

(10) All grant checks will be made payable to the school and used solely for tuition, books, fees, and other direct educational costs as billed by the school.

**\*\*Student volunteers must complete YES Program Enrollment Application for each year of participation. Program year is from 1 June through 31 May.**

#### **INSTRUCTIONS FOR COMPLETING APPLICATION**

**Section A** - Active Duty Air Force Member Information. Type or print in ink. Any missing information is cause for rejection.

- 1) Enter member's social security number.
- 2) Print member's last name first, then member first name and middle initial.
- 3) Enter member's current home (local) mailing address and email address.
- 4) Enter the area code and phone number for the address listed in item 3.
- 5) Enter member's duty phone number. If DSN, indicate so; if commercial, provide area code.
- 6) Enter member's current Active Duty pay grade (i.e. O1-O9 or E1-E9).

7) Enter current Date of Separation (DOS) or retirement date in the appropriate space, giving month and year.

8) Enter current duty station/base assigned.

9) Indicate if member has any outstanding (unpaid) Emergency Assistance loan(s) owed to AFAS.

**Section B** - Student Information. Type or print in ink. Any missing information is cause for rejection.

10) Enter student's social security number.

11) Print student's last name first, then your first name and middle initial.

12) Enter student's current home (local) mailing address.

13) Enter area code and phone number for address listed in item 12.

14) Enter month, day and year of student's birth. Use only numbers.

15) Enter academic year of program participation (i.e. 2009-2010).

16) Indicate High School grade level for academic year listed in item 15. Summer periods count toward next higher school grade level (i.e. summer after 8<sup>th</sup> grade is counted as freshman year, summer after sophomore year is counted as junior; etc.)

17) Enter date (month and year) of anticipated High School graduation.

**Section C** – Active Duty Air Force Member and Student Certification.

18A) Active Duty Air Force member/parent listed in Section A must read, sign and date. If member is unable to sign, spouse must provide Power of Attorney (POA).

18B) Student volunteer listed in Section B must read, sign and date.

**Section D** - For Official Use Only.

AFAS 95D  
YES App I&G

Update 5/2009