

GUIDE FOR REQUESTING APPROVAL FOR A VOLUNTEER LEADER

Regional Directors must concur with a Country Director's recommendation of a Volunteer Leader. See Section 4.0 (f) of MS 202. A Country Director's request for concurrence should include the following:

1. The candidate's name, original COS date, and the new projected COS date;
2. Information showing that the candidate has had sufficient service overseas as a Volunteer to demonstrate both the knowledge and ability to work successfully with other Volunteers and to perform the duties of a Volunteer Leader;
3. Show that there is a continuing need for a Volunteer Leader to perform one or more of the applicable Volunteer Leader activities (See Section 5.0 of MS 202);
4. Show that the Volunteer Leader will be involved in at least one substantive Volunteer program/activity with an assigned counterpart and describe the program or activity (See Section 4.0 (b));
5. Include the location of the assignment and indicate whether it constitutes a site change;
6. Provide a detailed written description of the programs/activities (description of work/position description) in which the Volunteer Leader will be involved. The description shall clarify that the Volunteer Leader will not perform any inherently governmental functions and will not fill staff positions; and
7. Attach your office's training plan required under Section 3.5 of MS 202.