



AIR FORCE AID SOCIETY

STUDENTS RETAIN FOR YOUR INFORMATION

YOUTH EMPLOYMENT SKILLS PROGRAM STUDENT APPLICATION INSTRUCTIONS

June 1, 2015-May 31, 2016

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

Beginning 1 June 2015, YES allows high school students to "bank" \$6 in grant funding for every hour volunteered in an on-base function. Students may accumulate as many as 250 hours over all 4 years of high school combined, for a potential maximum of \$1,500 toward their future post-secondary academic endeavors. In addition, the base is 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 are awarded in grant form upon submission of a YES Student Disbursement Form, a copy of high school diploma or GED, and an outstanding bill/invoice from a post-secondary program. Minimum of 10 hours must be "banked" for any disbursement of student funds. Use of funds is limited to tuition, books, fees, curriculum-required supplies and other direct educational expenses. **Students must enroll in college or a vocational-technical program and claim funds earned within one year of graduating from high school.**

YES ELIGIBILITY REQUIREMENTS

(1) Dependent sons and daughters of Active Duty/Title 10 Air Force members, assigned to a selected base, and living on or off base. Member's active duty status must cover length of dependent's enrollment in program. (Retirement or separation from service immediately terminates eligibility for program participation. Credits earned to that point are held in an account until the student graduates from high school.) Dependents of Guard and Reserve other than previously stated, other

service personnel (Army, Navy, Marine Corps), and DoD civilians are **not** eligible.

(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 8th grade counts as freshman year, summer after freshman year counts as sophomore, etc.)

(3) Not otherwise excluded from workplace volunteer positions because of local/state laws and/or safety restrictions. AFAS accepts no more than eight-hour work days. No credit hours are to 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 coordinate to determine appropriate positions where students may volunteer. YES volunteers are not to be placed in the following positions: thrift store, cashier positions, base retail operations, chapel positions (administrative, childcare, choir, altar server, religious education, Bible School), waitressing, school program, or **any Red Cross position**. Volunteer positions may not replace or be substituted for paying positions.

(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 military status, and forwards correctly completed form to AFAS HQ along with the YES Position Description (AFAS Form 95C).

(4) AFAS HQ reviews application and position description, and if certified as an eligible participant, establishes a YES Program "account" for the student volunteer to track hours and dollar credits per student. **NOTE: Student may not begin volunteering until AFAS HQ has certified enrollment application and position description.**

(5) Youth Director coordinates with Supervisors of student volunteer positions and provides monthly timesheets, signed by student, supervisor and Youth Director to AFAS HQ documenting hours volunteered and assuring satisfactory progress of volunteers. **Timesheets should be forwarded promptly.**

(6) **All** certified YES student volunteers "bank" volunteer dollar credits at a rate of **\$6** per volunteer hour worked in

an on-base agency. (Maximum of 250 hours and \$1,500 in dollar credits over all 4 years of high school combined.)

(7) 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.

(8) For disbursement of "banked" credits in grant form, the student volunteer must first obtain a copy of the **YES Student Disbursement Form** (AFAS Form 95E) from the Youth Director. Once this form is completed, the student must submit the form to AFAS HQ along with a copy of high school graduation certificate/diploma showing completion date and an outstanding bill/invoice from their post-secondary institution showing school's name, mailing address, and tuition due. **Note: A minimum of 10 volunteer hours (\$60 in credits) must be "banked" for any disbursement to be made.** Mail required forms to:

**Air Force Aid Society
YES Program
241 18th Street Suite 202
Arlington, VA 22202-3410**

**(703) 972-2647
Fax: (866) 896-5637**

(9) All grant checks are made payable to the school and used solely for tuition, books, fees, curriculum-required supplies and other direct educational expenses as billed by the school. Room and board are not eligible expenses.

****Student volunteers must complete a new 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. **Complete all blocks. Any missing information is cause for rejection.**

1) Enter member's social security number.

2) Print member's full legal name in last name, suffix (if any), first name and middle initial format.

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. **Complete all blocks. Any missing information is cause for rejection.**

10) Enter student's social security number.

11) Print student's full legal name in last name, suffix (if any), first name and middle initial format.

12) Enter student's current home (local) mailing address and email 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. 2013-2014).

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 8th 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 may sign for member and 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
Updated 4/2015



AIR FORCE AID SOCIETY YOUTH EMPLOYMENT SKILLS (YES) PROGRAM

ENROLLMENT APPLICATION FOR PROGRAM YEAR 2015-2016

(1 June 2015- 31 May 2016)

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8012

PURPOSE: To determine eligibility, establish account, maintenance of account, and administration of any funding provided.

ROUTINE USE: Account management

DISCLOSURE IS VOLUNTARY: Furnishing information is voluntary; failure to provide all requested information may result in disapproval of application.

BASE SECTION #

231

BASE SECTION NAME:

VANDENBERG

PURPOSE CODE #:

085

SECTION A - ACTIVE DUTY MEMBER INFORMATION - Print in ink - Completion of all blocks is required

1. SOCIAL SECURITY NUMBER	2. LAST NAME, SUFFIX (IF ANY)	FIRST NAME	M.I.
3. CURRENT MAILING ADDRESS: NUMBER, STREET		CITY, STATE, ZIP	EMAIL
4. HOME PHONE ()	5. DUTY PHONE/DSN ()	6. PAY GRADE	7. DOS/RETIREMENT DATE (MM/YY) DOS _____ RET. DATE _____
8. CURRENT DUTY STATION		9. OUTSTANDING EMERGENCY ASSISTANCE/ EDUCATION LOAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION B - STUDENT INFORMATION - Print in ink - Completion of all blocks is required

10. SOCIAL SECURITY NUMBER	11. LAST NAME, SUFFIX (IF ANY)	FIRST NAME	M.I.
12. CURRENT MAILING ADDRESS: NUMBER, STREET		CITY, STATE, ZIP	EMAIL
13. HOME PHONE ()	14. DATE OF BIRTH / / MO DAY YR	15. HIGH SCHOOL ACADEMIC YEAR 2015 to 2016	16. HIGH SCHOOL GRADE LEVEL <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR
17. EXPECTED HIGH SCHOOL COMPLETION DATE / / MO YR			

SECTION C - ACKNOWLEDGEMENT & CONSENT

PLEASE READ BEFORE SIGNING BELOW:

I (We), the undersigned, certify that the information contained in Sections A through C of this application is true, complete and correct to the best of my knowledge and is made in good faith. I (We) certify that the student named in Section B is a legal dependent of the active duty Air Force member named in Section B. I (we) have read, understand, and agree to the provisions and conditions of the AFAS YES Program; that any grant funds received as a result of this application will be used solely for post-secondary tuition, books, fees, curriculum-required supplies and other direct educational expenses; and that any of these funds which cannot be reasonably contributable to meeting these educational expenses to the named student must be immediately returned to AFAS HQ. I (We) understand that any and all grant funds will be forfeited if the named student above does not enroll in an approved post-secondary institution and claim funds within one year from date of verified high school completion. I (We) understand that hours volunteered for other organizations, such as but not limited to the American Red Cross, Chapel, and school programs, cannot be used as YES credit hours. I (We) understand it is the YES volunteer's responsibility to hand in timesheets at the end of the each month to the Youth Director in order to receive credit for volunteer hours. If the YES volunteer does not fulfill this responsibility, I (we) understand that any or all YES hours may be considered as void either by the Youth Director or the YES Program Coordinator at AFAS HQ.

WAIVER: I (We) understand that participation in the AFAS YES Program is voluntary, and that some activities may expose participants to hazards or risks. I (We) accept all such hazards and risks, and hereby release the Air Force Aid Society, its employees, representatives, position coordinators and supervisors of any and all liability and from any and all claims for any personal injury, damages, or loss that may result from or occur during participation in the YES Program.

18A. Member Signature: _____ Date: _____

18B. Student Signature: _____ Date: _____

SECTION D - FOR OFFICIAL USE ONLY

19. BASE VALIDATION: Youth Director Initials _____	20. AFAS HQ CERTIFICATION:	21. AFAS HQ PROCESSING DATE:
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