

GUIDE FOR RECORDING AUTHORIZATION OF A VOLUNTEER LEADER

A Country Director should maintain a record of each Volunteer Leader authorization. Regional Directors must concur with a Country Director's authorization of a Volunteer Leader only when seeking to exceed the 1 to 25 ratio for any country program (see Section 4.4(b) of MS 202). A Country Director's authorization record 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 4.1 of MS 202);
- (4) Include the location of the assignment and indicate whether it constitutes a site change; and
- (5) 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.