

A Guide for SERVAS Interviewers

QUICK REFERENCE:

1. Interviewer contact for questions/comments: national co-ordinator, Alison Reid
areid@northwestel.net, 867-332-5835
2. **Interview and reference need:**
 - a. If they have not been a traveler or host in past 5 years, need an interview and references
 - b. If they have not been a traveler or host in past 2 years, need an interview (no references) *if hosts haven't travelled, review traveller information. Some hosts may not have been oriented as travellers. Orientation for people travelling overseas is particularly important.
 - c. Canadian hosts travelling in Canada do not need an interview.
 - d. Interviewers may not approve themselves or family members.
 - e. Traveller renewals are referred to the national co-ordinator.
3. **Traveler/host requirements**
 - a. Understanding of Servas (review both host and traveller info with hosts)
 - b. Values and attitudes: consideration, sincerity, and an ability to tactfully deal with problems.
 - c. **Traveler only:** travel period is one year from date that the treasurer receives their fee.
 - d. 2 references if needed, per 1. above
4. The national co-ordinator will tell them how to complete and submit the privacy and confidentiality form.
5. If you reject a prospective traveller, send their name to the national co-ordinator.
6. **Fees:** the national co-ordinator will tell them how to submit their fees.
 - a. To be a host: \$0
 - b. Travellers: starting January 1, 2019
 - i. International travel: \$70/year for all non-youth, non-students, including hosts and volunteers [until Dec 31, 2018, \$35/year for non-youth hosts and free for volunteers]
 - ii. Travel in Canada: non-hosts \$70/year [until Dec 31, 2018, \$35/year; hosts travel free
 - iii. Youth 18-30, & all students: \$20
7. **For travellers** - Host lists: no deposits for any host lists. When more countries are online, travellers can access host lists directly. For now, many countries are **not** fully online, so the national co-ordinator will arrange for them to get the lists. Ask travellers to please keep their host lists in a secure place and ensure that they remain private (do not share with any non-Servas members). They should not use their lists for future travel, as the lists soon become out of date— They should either obtain new lists or look online for current host information.
8. **For travelers** – travel reports: send to Canada@servas.org.
9. Interviewer sends the names and email addresses of approved members to the national co-ordinator.