Kent|Auburn|Tamba
Sister City Association

Year Long Exchange Application

The Kent Auburn Tamba Sister City Organization is a non-profit self-funding agency. Our mission is to enable youth from the cities of Kent, Auburn, and Tamba; Japan, to learn more about each other, through educational, social, and cultural exchanges, and to promote understanding, appreciation, friendships, and international peace.

Should you be selected as a youth ambassador for the Year Exchange Program, you will be required to participate in the planning and operation of activities. This includes meetings, fundraisers, group events, and a cultural and language workshop.

Qualifications

- Submit the completed application forms, and documentation prior to**:** **January 31, 2019**
- The Student and Parents/ Guardians agree to a home stay in Japan the equivalent of a school year or 6 months minimum
- The Student must be currently enrolled in a High School or High School equivalent program such as home school in the Kent or Auburn school districts and have no juvenile, or criminal convictions.
- The applicant must be 18 years old or younger and have not received a High School Diploma, or General Education Diploma.
- All residents 18 years of age or older may be subject to a background check
- A Japanese language competency test (administered by the Japanese language programs in the High Schools) must be submitted with the application forms. Check with your School District for the nearest available Japanese program.
- A current school transcript must be submitted with the application
- Submit two letters of recommendation from any of the following: Teachers, Employer, Ecclesiastical Leader, Mentor, a Community Leader, Volunteer Coordinator, etc. (not related to the applicant)
- If selected, you must obtain a passport, applicable visa(s), and documentation required by Japan.
- Knowledge of the Japanese language, culture, and rules of behavior are advantageous
- Leadership, independence, advocating for yourself, and coping with stressful situations are essential characteristics.

With regards to financial obligations, it is the student's Family that will fund the travel expenses, spending money, extra trips, passport, visa, and other miscellaneous costs. Kent-Auburn-Tamba Sister Cities reserves the right to disqualify any student and their family for falsification of information or an incomplete application package.

By signing below we agree to the above expectations and commitment if our son/daughter is selected as the 2018-2019 Kent-Auburn-Tamba youth ambassador for the year exchange program.

Student _____ Date _____

Parent /Legal guardian_____ Date_____

Parent /Legal guardian_____ Date_____

Ambassador Responsibilities

Be a responsible Youth Ambassador

- Participate in all advance group planning meetings (usually 3rd Monday of each month), and activities through the end of Summer of 2020. If you are unable to attend, you must notify the Youth Ambassador Chair via phone, text, email, etc. two days prior to a meeting and send someone else in your place.
- Study the culture, language, and rules of acceptable behavior of Japan
- Obtain omiyage (gifts) to take to your host family and new friends
- You agree to a home stay in Japan for a minimum term of six months

Prior to your trip to Japan

- The Student must have completed in person at least one of the two KAT approved fundraisers
- Obtain a passport (can take up to 8 weeks),applicable documentation, and visas, required by Japan
- Provide current immunization records
- Provide proof of medical insurance coverage
- Sign a medical liability release waiver form (furnished by the school in Japan).
- Purchase the round trip airline tickets and provide KAT information regarding the cost, departure and returning dates and times.
- Take adequate spending money to cover personal, miscellaneous expenses, medical co-pays, travel fees (additional or excessive baggage weight), etc.

During your stay in Japan

- Show respect for the Japanese culture and your host family
- Learn the expectations of your host family regarding rules for your safety, curfew, use of electronic devices, chores, laundry, etc. Share your expectations of your home stay in Japan with your host family.
- Create a letter of understanding with your host family at the beginning of your home stay and adhere to the rules that you have agreed upon. This will serve as a useful reference during your home stay.
- Participate in activities with your host family. If the activity conflicts with your own religious beliefs or values, you should discuss these concerns with your host family and help them to understand why you cannot participate
- You are required to give several speeches in Japanese to various Japanese audiences
- Make new friends; be a good friend
- Represent your family, city and country well by showing exemplary behavior at all times
- Update KAT with monthly reports of your experience in Japan via Facebook, KAT page, emails, blogs, or letters. Highlights of your experience will be used by KAT to promote the Year Exchange Program.
- Wear conservative clothing during your stay in Japan. Refrain from wearing ripped, immodest, backless, strapless, extremely short, or dirty looking clothing.
- Your conduct and personal appearance reflect our American values.

Upon your return to the US

- Send thank you cards or letters to your host Family, Japanese School Principal and others
- Participate in Committee group activities and monthly meetings (usually 3rd Monday of each month) through to the end of Summer 2020 and promote the KAT Youth Ambassador program.
- One project summarizing your experience in Japan is required upon your return, usually during the September monthly meeting; examples might include: power point presentation, creating a web page, an Article for the school paper, or Middle and High school visitations

Family Responsibilities

Fundraiser Events

- Each family will participate in all monthly meetings, fundraiser meetings, work parties, and two annual KAT Fundraiser events (late April – early May) through to the end of Summer 2019
- One fundraiser event must be completed by the ambassador and their family; the second may be completed by the ambassador, or their family if the ambassador is still in Japan
- Each family will contact at least 10 businesses for a donation
- Each family will sign-up for at least 1 fundraiser subcommittee
- Attendance, help with setup and clean up, and full participation at the KAT fundraisers (auction*) are mandatory
- Each family will sponsor a table at the fundraiser (8-10 guests)*
- Each family will contribute 3 bottles of wine or sparkling cider for the wine/ beverage auction*
- Each family will contribute a 6-pack of beer or similar items for the Wheel Beer-Oh! for the auction*
- Each family will supply at least 5 “Baskets” or items for the fundraiser ($40 - $50 minimum value per basket)*
- (items asterisked are typically required for KAT auctions)

Sending your child to Japan

- Obtain a passport for your child (this can take up to 8 weeks)
- Provide a copy of your child’s immunizations (must be up to date) for the High School in Japan
- Furnish the Youth Ambassador Chairperson all relevant information regarding health coverage for your child, home and vehicle insurance
- Sign Medical/Liability release waiver
- You will be responsible for purchasing your child’s round trip airline tickets.
- Payment up to 50% of coach airfare may be reimbursed after completing the term of stay
- The term of stay will be no less than six months minimum
- In the event that your student returns before the minimum term of six months, KAT reserves the right to decline reimbursement up to 50% of the cost of a coach airfare
- Provide omiyage (gifts) for your child’s host family and new friends

Host a child from Japan in your home

- Welcome the Japanese student into your home
- House and provide up to three meals a day.
- Provide/organize transportation to and from school,
- Establish the Family rules (including family time) with your student regarding their safety, curfew, use of electronic devices, chores, laundry, etc. Learn the expectations of your students home stay experience in America.
- Create a letter of understanding with your student at the beginning of their home stay and adhere to the rules that you have agreed upon. This will serve as a useful reference during their home stay
- Cover incidental expenses (as they will for your child in Japan). Let the Japanese students know before you plan an activity, whether or not you expect them to pay for themselves.
- Have car insurance and home-owners liability insurance.
- Provide reasonable access so the student may contact Family or friends. Limit this contact via phone (collect call if necessary), texting, email, Skype, Facebook, etc. The agency for the Japanese students has policy that defines reasonable contact as an hour per week.

Year Long Exchange Program Application

Student Information:

Student Name (Same as the name appears on the passport):

(First)_____(Middle initial) _____ (Last) _____

Date of Birth: _____/_____/_____ Do you have a passport: Y / N (circle one)

Passport#_____

School currently attending _____ Grade _____

Address: _____

Family Information:

Father _____ Address (if different than student): _____

Mother _____ Address (if different than student): _____

Other _____ Relationship _____

Address (if different than student): _____

Family Home Phone:_____ Cell: Dad _____ Cell: Mom_____

Student Cell: _____ E-mail Student: _____

E-mail Dad: _____ E-mail Mom:_____

Other:

Ability to Speak Japanese (circle one): Beginner (0-1yr) Intermediate Advanced

( ) Student has special needs / requirements (e.g., religion, meals, medication, allergies, etc.). Please specify:_____

_____

We understand that any student/family selected for this opportunity will be expected to promote the program here in Kent/Auburn and participate in the KAT Sister Cities Association to allow others to be involved in the exchange program. KAT requires a minimum of 2 years commitment for both the student and their family and a completion of two KAT fundraisers.

Writing in Student and Parent names indicates agreement with this contract.

Student: _____ Date:_____

Parent/Legal Guardian _____ Date:_____

Parent/Legal Guardian _____ Date:_____

Year Long Program
Youth Ambassador Questionnaire

Student Information:

Student Name (Full name)_____

Nickname_____

Date of Birth: _____/_____/_____ Gender: M F Age _____

Address: _____

Student Cell: _____ E-mail Student: _____

School Currently Attending _____ Grade _____

Home Phone:_____

Do you enjoy being with young children? (circle one) Yes No

What are your hobbies/special interests? _____

_____

_____

What would you like to do in Tamba, Japan? _____

_____

_____

_____

Do you have any health concerns? If yes, please explain:_____

_____

_____

Do you require any special meals or medication? If yes, please explain: _____

_____

_____

Family Information:

Do you have any siblings? (circle one) Yes/No

Names: _____ Gender: _____. Age: _____

_____ Gender: _____. Age: _____

_____ Gender: _____. Age: _____

(For additional siblings, please attach a separate sheet of paper to this packet)

Year Long Program
Host Family Questionnaire

This information will help your youth visitor and their family know about your family and home, so please complete the form with this in mind.

Parent Information:

Father's Name: _____ Occupation: _____

Interests/Hobbies: _____

Mother's Name: _____ Occupation: _____

Interests/Hobbies: _____

Siblings Information:

Name: _____ Gender: _____ Age: _____

Interests: _____

Name: _____ Gender: _____ Age: _____

Interests: _____

Name: _____ Gender: _____ Age: _____

Interests: _____

For additional children, please attach a separate sheet of paper:

Pet Information:

Does your family have any pets? (circle one) Yes No

If yes, what kind of pet(s)? _____

What are the names of your pets? _____

Other Information:

Does anyone in your family smoke? (circle one) Yes No

Have you participated in a hosting program before? (circle one) Yes No

What type of activities are you and your family interested in? _____

_____

Other things about your family you think may be of interest to a parent sending their child to stay with you: _____

_____

CHECKLIST

Before you turn in your packet, please double check that you've completed all of the materials listed below:

_____ Youth Ambassador Year Long Application

_____ Youth Ambassador Questionnaire

_____ Host Family Questionnaire

_____ 2 Recommendations

_____ School transcript

_____ Language competency test

Deadline date for application is January 31, 2019

If you have any questions please feel free to contact:

The Youth Ambassador Chair

ya.chair@katsistercities.org

Packets can be mailed to:

Chair

TJ Spring

29735 130th Way SE

Auburn, WA 98092

Year Long Exchange Program
Youth Ambassador Student Recommendation Form

This student has asked you to provide an assessment of his/her suitability as a participant in the Year Exchange Youth Ambassador Program. We rely heavily on your recommendation, particularly concerning non-academic characteristics.

We are interested in students who have demonstrated an interest in Japan and/or in cultural awareness and who have demonstrated multi-cultural interest and leadership achievements. Commitment to advocacy after the trip to Japan is paramount in this regard.

Applicant Name:_____
School: _____

	1 - Poor				5 – Excellent	
Characteristics	1	2	3	4	5	Unable to judge
MATURITY: Personal development, ability to cope with life situations	1	2	3	4	5	
INTERPERSONAL RELATIONS: Ability to get along with others, rapport, cooperation, attitude toward supervision	1	2	3	4	5	
EMPATHY: Sensitivity to needs of others, consideration, tactfulness, respect toward individuals who may be different	1	2	3	4	5	
EMOTIONAL STABILITY: Performance under pressure, mood stability, constancy in ability to relate to others	1	2	3	4	5	
JUDGEMENT: Ability to evaluate a problem involving people, common sense and decisiveness	1	2	3	4	5	
RELIABILITY: Dependability, sense of responsibility, promptness, conscientiousness	1	2	3	4	5	
COMMUNICATION SKILLS: Verbal skills, clarity of expression, articulateness / Clarity and conciseness of written expression	1	2	3	4	5	
INTEGRITY: Honesty, trustworthiness, uprightness	1	2	3	4	5	
Overall Recommendation:	1	2	3	4	5	

STUDENT'S STRENGTHS AS YOU SEE THEM (Please use the back for additional comments):

Referral's

name:_____

Referral's Signature:_____

Date:_____

Please seal in an envelope and return to applicant.