



STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS 2019 SUMMER OUTBOUND CHECKLIST For STATE COORDINATORS

Only fully completed applications and payments received at the States' 4-H office by each deadline will be accepted and eligible to participate.

SEND TO STATES' 4-H OFFICE

BY DECEMBER 1, 2018

OB Delegate Application Package

- Completed Application Form
- Essay/short answer questions
- Letter to host family
- Cultural project
- Delegate Photo
- Comprehensive Release

1st Payment

See Application Form for details. Email or fax submissions are preferred, however submissions by mail is acceptable.

Remind delegates who do not have a passport yet, to begin the application process as soon as they receive the acceptance letter from States' 4-H in early January.

\$2,000 for Japan 8-week, \$1,500 for Japan 4-week, South Korea & Finland, and \$1,000 for Costa Rica

The deposit check will not be cashed until January after acceptance and States' 4-H has notified State Coordinators.

BY FEBRUARY 1, 2019

2nd Payment

\$2,000 for Japan 8-week, \$1,500 for Japan 4-week, South Korea & Finland, and \$1,000 for Costa Rica

BY MARCH 1, 2019

Copy of Passport

Medical Form

A copy of the photo & signature page of the signed passport.

Completed by the delegate's physician based on examination occurring within one year of the date of departure. *Note that there is a different form available for Japan OB delegates.*

Any medical updates that occur after the medical form is turned in, must be immediately sent to the States' 4-H office. No later than 3 days before departure.

BY APRIL 15, 2019

Remaining Payment

States' 4-H will notify State Coordinators in March of amount.

KEEP IN YOUR STATE OFFICE

Not all applicants are ready to participate in international exchange programs – these documents should be taken into account when the state reviews and selects delegate(s) for Outbound program participation. States' 4-H may request them for review in case of secondary selection due to maximum group size (i.e. Finland).

Confidential Delegate Reference

Delegates give form to 2 individuals to complete and return to the State Coordinator, who will follow up on their references.

Outbound Delegate Interview Form

State Coordinator will conduct an interview with the potential delegate following guidelines on interview form.