



# STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS

## 2020 OUTBOUND CHAPERONE

### POSITION DESCRIPTION

#### **PURPOSE & EXPECTATIONS**

The primary purpose of the States' 4-H International Exchange Programs' (States' 4-H) chaperone is to support the exchange delegates while traveling abroad. Delegates' needs range from questions on travel preparation, to host family issues, to medical emergencies while abroad. Although the chaperone should build rapport with the delegates, his/her/their main responsibility is to be the group leader. The chaperone should take charge when problems arise, take disciplinary action with delegates if needed, and serve as a role model while traveling abroad and interacting with people of different cultures. Additional responsibilities include, but are not limited to, providing meet-and-greet services at the airport, helping delegates with international travel procedures, monitoring delegates during the program, and providing guidance for delegates' concerns, issues, and cross-cultural adjustment.

#### **CHAPERONE CRITERIA/REQUIREMENTS**

- Must be at least 25 years of age at the start of the exchange
- Must be involved with 4-H either currently or previously
- Must have experience escorting/chaperoning and working with youth
- Should have international travel experience and/or living abroad
- Should exhibit involvement and interest in the country for which they are applying
- Must be available for the full exchange period, including any pre-departure orientation activities (e.g. conference calls, email correspondence, state/national orientations, etc.), and the day after the exchange period in case of any travel deviations or flight cancellations
- Must be available by phone and email to the States' 4-H office and delegates starting at least 2 months prior to departure
- Must have good communication skills, especially with teenagers and international partners, demonstrating exceptional tact and sensitivity to others
- Must be flexible, able to adapt to pressure, uncertain or changing schedules, and show sound judgement in challenging situations
- Some knowledge of local language is helpful, but not required (for Costa Rica, Spanish is preferred)
- Cannot have a child participating in the same exchange program to which the chaperone is applying

#### **CHAPERONE ROLE & RESPONSIBILITIES**

- Demonstrate responsible behavior, a culturally sensitive attitude, and serve as a role model for delegates.
- Fulfill all requirements set forth in the chaperone agreement and chaperone handbook (will be provided by States' 4-H once selected).
- Comply with all 4-H procedures and policies as well as procedures and policies specific to States' 4-H.
- Participate in program preparations as requested by your state coordinator and States' 4-H Headquarters.
- Become acquainted with each delegate before the exchange (by phone, email, etc.). Chaperones are responsible for delegates from several different states.
- Contact the delegates every other week in the host country and submit call reports to States' 4-H.
- Be available to resolve problems relating to any delegate while in the host country or in transit (including flexibility to accept a change in your flight schedule to stay with a delegate if their flight is delayed/cancelled).
- Participate in all exchange activities as required (e.g. pre-departure orientations, group camp, in-country field trips, etc.).
- Chaperones will be available 24/7 during the exchange period. This is not a vacation for the chaperone—it is a working trip where he/she/they will always be “on-call” for the delegates, *but* he/she/they will still get to enjoy the culture of another country and experience life with a local family.
- Chaperones are allowed one personal trip (maximum 2 nights, 3 days), which must be approved by States' 4-H Headquarters and international partner prior to departure, at the chaperone's expense. If an issue with a delegate arises, chaperones may be asked to return early or cancel/reschedule their personal trip.
- Conduct States' 4-H Evaluations at departure debriefing.
- Submit a final program report to States' 4-H upon returning home.



# STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS

## 2020 OUTBOUND CHAPERONE APPLICATION

Full Name: \_\_\_\_\_ State: \_\_\_\_\_  
(First name) (Last name)

**Instructions:** In the program ranking row, please indicate the countries/programs for which you are applying in order of preference (#1-8). Final acceptance will be announced in January 2020.

Program	Japan 8-week (first 4 weeks) 6/10/2020 - 7/10/2020	Japan 8-weeks (FULL) 6/10/2020 - 8/6/2020	Japan 4-week 7/8/2020 - 8/6/2020	South Korea 7/15/2020 - 8/13/2020	Norway 6/24/2020 - 7/24/2020	Costa Rica 6/18/2020 - 7/17/2020	Romania 6/24/2020 - 7/24/2020	Taiwan 6/28/2020 - 7/28/2020
Total Program Cost*	\$4,725	\$5,875	\$4,725	\$4,430	\$3,700	\$3,000	\$3,200	\$3,800
Chaperone Fee	<b>\$1,600</b>	<b>\$1,800</b>	<b>\$1,600</b>	<b>\$1,500</b>	<b>\$1,400</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,400</b>
<b>Program Ranking</b>								

*\*This amount is an estimate and includes estimated international airfare costs*

[Please note that there are scholarships available for successful return chaperones. Incentive points could also be used based on the State Coordinators' discretion and points availability.](#)

**Chaperone's fee is subsidized up to 65% by States' 4-H and delegate program fees (see Total Program Cost in table above).** The Chaperone Fee is the amount you will have to pay, and includes domestic and international airfare, in-country expenses, 4-week homestay, meals, medical and accident insurance during national orientation and in host country, some sightseeing trips, and cultural excursions as organized by the hosting organization. Personal expenses such as luggage fees, passport fees, personal spending money, and gifts for host family members are the responsibility of the individual.

[For state specific application deadlines, payment schedules and state program fees, contact your State Coordinator for details. Applications must be turned into your State Coordinator, not to the States' 4-H Office.](#)

**Due Dates (to States' 4-H Office in Seattle):**

- December 1:                    Application + \$300 deposit due to States' 4-H
- Mid-Winter:                    Following a successful interview, States' 4-H notifies chaperones of their acceptance
- February 1:                    Remaining Balance of **Program Fee Due**
- March 1:                        Medical Form and Passport Copy due

**Application Checklist: *Only fully completed applications will be accepted.***

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Basic Information            | <input type="checkbox"/> Additional Information | <input type="checkbox"/> Letter to Host Family |
| <input type="checkbox"/> Health & Allergy Information | <input type="checkbox"/> Two Reference Forms    | <input type="checkbox"/> First Deposit Payment |
| <input type="checkbox"/> Introduction to Host Family  | <input type="checkbox"/> Photos                 |  |
| <input type="checkbox"/> Past Experience              | <input type="checkbox"/> Essay                  |  |

*Attach at least one photo of yourself and one of your family to this page if printing, or email them to your 4-H Coordinator.*



# STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS

## 2020 OUTBOUND CHAPERONE APPLICATION

1.

### 1. Basic Information:

Paste a small photo  
of yourself

**FULL LEGAL NAME:** \_\_\_\_\_

**\*Exactly as printed in passport\*** (First) (Middle) (Last)

*If applying for passport later, apply with the name exactly as written above. Failure to correctly indicate full name as listed on passport may result in ticket change fees incurred by applicant*

Name you prefer to be called: \_\_\_\_\_ Gender: \_\_\_\_\_

Age (as of departure date): \_\_\_\_\_ Birth Date: \_\_\_\_\_ T-shirt size: \_\_\_\_\_  
(MM/DD/YY) (adult)

### Contact Information:

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Best time to call: \_\_\_\_\_ Can you be called at work?  Yes  no

Occupation: \_\_\_\_\_

Emergency Contact's Name: \_\_\_\_\_ Emergency Contact's Phone # \_\_\_\_\_  
(for emergency use)

Name & Age of Children: \_\_\_\_\_

**Emergency Contact Name:** (other than spouse) \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### 2. Health & Allergy Information:

The formal medical form is not due until March 1. However, please fill out this section with any/all applicable conditions. Be as specific as possible. Follow up questions may be asked. Attach an additional page, if needed.

**ALLERGIES:** List all food and non-food allergies and indicate the severity, any reactions, and medication, if any, for each.

Type of Allergy	Severity (1 mild – 5 severe)	Allergic Reaction(s) (explain severity)	Medication? (If yes, name and dosage)	Additional Information:

**HEALTH CONCERNS:** List physical/mental conditions, both mild and severe. Please be comprehensive and include any details about diagnosed depression, anxiety, etc. in order for us to best support applicants during the program.

Condition/Illness	Additional Information the Host Family should be aware of:	Name of Medication*	Dosage (mg.)

*\*Please note that common ADD/ADHD medications, such as "Adderall" and Ritalin, are illegal in Japan. Make sure all of the medication you plan to bring is legal in the international country you are going to.*

- a. Any recent injuries or surgeries we should be aware of? If yes, provide a brief description: \_\_\_\_\_  
\_\_\_\_\_
- b. Are there any physical activities you are restricted from doing? If yes, list all: \_\_\_\_\_  
\_\_\_\_\_
- c. Can you climb 5 floors at normal speed with no rest?  Yes  No
- d. Can you walk 45 minutes continuously at normal speed without difficulties?  Yes  No
- e. Can you walk on uneven terrains for 45 minutes continuously without difficulties?  Yes  No

*Please note that these questions are due to the active nature of this position in many countries. States' 4-H is inclusive of individuals from all backgrounds and can make reasonable accommodations to support special needs and conditions.*

### 3. Introduction to Host Family:

**SMOKING:**

- Non-smoking family **only**     Acceptable if family member smokes outside     A smoking family is acceptable

**ANIMALS:**

- Placement in a home with any type or size of pets/animals is okay with me.
- Although I am mildly allergic to the following animals, it's okay for me to be placed with them: \_\_\_\_\_  
I am  strongly allergic to or  afraid of the following animals. I cannot be placed with them: \_\_\_\_\_

**DIET:**

- a. Do you have any special dietary needs or restrictions (check all that apply)?  
 Vegetarian  Vegan  Gluten Free  Soy Free  Dairy Free  Kosher  Halal  Other: \_\_\_\_\_
- b. If you checked at least of one the boxes above:  
List what you can eat: \_\_\_\_\_  
List what you cannot eat: \_\_\_\_\_
- c. Any other special dietary needs or restrictions? \_\_\_\_\_

**INTERESTS & HOBBIES:** *Check as many boxes as may apply to you.*

What activities do you enjoy in your free time?

- Hiking    Camping    Nature/Outdoors    TV/Movies    Cooking    Handicrafts    Studying    Shopping
- Museums    Listening to music    Gardening    Bicycling    Painting/Drawing    Boating    Reading    Writing    Dancing
- Singing    Computers    Video games    Musical instruments (types: \_\_\_\_\_)    Animals (types: \_\_\_\_\_)
- Sports (types: \_\_\_\_\_)    Other interests/hobbies \_\_\_\_\_

Your personality characteristics:

- Shy  
  Outgoing  
  Emotional/Sensitive  
  Cheerful  
  Quiet  
  Patient  
  Talkative  
  Laugh a lot  
  Sociable  
 Tidy  
  Curious  
  Open-minded  
  Serious/Diligent  
  Other: \_\_\_\_\_

Please list some things about your top hosting country choice and its culture that you find interesting: \_\_\_\_\_

**HOST FAMILY REQUEST:**

- Any host family assigned is acceptable.  
 I request to be hosted by the following family:  
 (Please note that we cannot guarantee that the preferred host family will be available):

Choice #1	Family Name	First Name	Organization:
Address: _____			
Phone: _____		Email: _____	
Choice #2	Family Name	First Name	Organization:
Address: _____			
Phone: _____		Email: _____	

If the above host family(ies) is(are) not available, any host family assigned is acceptable (if yes, check here).

**4. Past Experience:**

- a. Have you escorted a group of youth on a trip before?  Yes  No If yes, list the two most relevant experiences:

Event/Group	Approx. # of Youth	Destination	Month/Year

- b. Have you traveled internationally?  Yes  No If yes, list the most recent trips below.

Country Visited	Length of trip	Purpose of trip	Month/Year

- c. Do you have a current passport?

- Yes – Submit a copy of photo page (with signature). The passport must be valid for three (3) months after the intended return travel date. Check the expiration date and renew, if needed.  
 No – Apply in advance. It may take as long as two months. Submit a copy of photo page (with signature) when passport is received.

- d. Have you served as a States' 4-H Outbound Chaperone in the past?  Yes  No

If yes, please list all countries and years that you were a chaperone: \_\_\_\_\_

- e. Do you speak any languages **other than English**?  Yes  No If yes, list your language ability below.

*Please indicate: Native Speaker - Excellent - Good - Fair - Poor - None*

Language	Reading	Writing	Speaking	Comprehension	Years Studied

## 5. Additional Information:

### AIRPORT SELECTION:

Which local airport would you prefer to use? Please list **only** the airports you can actually use in the summer. In the event that your preferred airport is not feasible, please note that an alternative airport within approximately 100 miles of the listed ones may be chosen at States' 4-H's discretion. Departure could be as early as 5AM and return could be as late as midnight. *NOTE: In general, airfare is more expensive when you choose smaller airports.*

1. Airport Name \_\_\_\_\_ 3-Letter Airport Code \_\_\_\_\_
2. Airport Name \_\_\_\_\_ 3-Letter Airport Code \_\_\_\_\_

### HOSTING EXPERIENCE:

- a. Have you hosted an international exchange student in the past?  Yes  No  
*If you have hosted a Japanese exchange student through 4-H in the past (2016 or before) and are applying for the Japan Outbound program chaperone position, you may be eligible for a hosting grant.*
- b. If you answered YES to the prior question, please list the exchange students hosted below, from most recent to least recent.

Exchange Student's Name	Academic Year	Organization (Labo/LEX)

**\*STATE COORDINATORS ONLY: Verify the hosting record for Japan IB and initial here.** \_\_\_\_\_

- a. Are you interested in hosting next year?  Yes  No  Not sure

## 6. References:

*Instructions: Please send the attached Chaperone Reference Form to TWO different non-relatives who have experience working with you in a professional capacity. They will then complete the form and return it to [ob@states4h.org](mailto:ob@states4h.org). Alternatively, they may also submit a personal letter of recommendation.*

Name: \_\_\_\_\_ Position-Title/Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position-Title/Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**I CERTIFY that all information on this application is true and complete to the best of my knowledge. I understand the purposes and objectives of States' 4-H International Exchange Programs and agree to participate within the framework of the program.**

\_\_\_\_\_  
 Applicant's Signature                      Print name                      Date

**Based on my assessment of the chaperone's application and interview details, I recommend him/her for the chaperone position in the 2020 States' 4-H Outbound Programs.**

\_\_\_\_\_  
 State Coordinator                      Print name                      Date





c. Please share your experiences in international travel and/or hosting international students.

d. Scenario: a delegate is in her first week living with her host family and she is feeling homesick. She has been using her phone quite a bit and has not been engaging with her family. She has not been trying the local food either. You are surprised, since she was very excited about the program during orientation. Please share 3-4 strategies you would use to address this issue directly with the student and your overall communication strategies with States' 4-H.

**8. Letter to Host Family:** Either handwrite or type a letter to your host family introducing yourself, your family, and your interests. Describe the activities you would like to do together. This letter will be your future host family's first chance to get to know you.