

# **Culver City Sister City Committee**

## **Student Exchange Guidelines/Rules and Information**

### **For Chaperone Applicants**

#### **Introduction**

The Culver City Sister City Committee Inc. (CCSCC) was formed in 1962 to link Culver City to a long-term program fostering international and intercultural understanding through exchange of people with select foreign cities. Our international parent organization, Sister City International, has a lot of background information related to student exchanges on their website <http://www.sister-cities.org/>

The CCSCC is engaged in a number of adult and student exchanges with our sister cities in Uruapan, Mexico (1964; Kaizuka, Japan (1965); Iksan, South Korea (1983) and Lethbridge, Canada (1989).

#### **Student Exchange Overview**

CCSCC has successfully engaged in student exchanges with students from Kaizuka and Iksan for a number of years. Eligible to apply for the Iksan, South Korea traveling programs are 8<sup>th</sup> through 10<sup>th</sup> graders (at the time the application is submitted), and hosting students are 8<sup>th</sup> to 11<sup>th</sup> graders (at the time the application is submitted). Eligible to apply for the Kaizuka, Japan traveling programs are the students in the 6<sup>th</sup> to 8<sup>th</sup> graders (at the time the application is submitted) and hosting are 6<sup>th</sup> to 9<sup>th</sup> graders (at the time the application is submitted). The success of an exchange program depends upon the commitment and motivation of the student and parent(s)/guardians. For an effective exchange, all family members must enthusiastically accept the exchange student in their home. CCSCC has developed a number of policies that must be followed by a student participating in an exchange program. Failure of a student to adhere to these policies may result in termination of the student's participation.

#### **Chaperone Overview**

The President of the Culver City Sister City committee will appoint an Exchange Chair, subject to Board approval. The Exchange Chair will have the responsibility for the planning and implementation of the exchange. All communications by Board members, concerning the exchange, will be directed to the Exchange chair with copies to the President. The Chair shall have the discretion to designate the chaperones for the exchange, subject to the approval of the Board of Directors.

Chaperones must be over the age of 21 and have experience in supervising groups of children similar to the age of the students participating in the exchange.

*Although there is no monetary compensation for chaperones of this exchange, the Culver City Sister City Committee pays for chaperones airline tickets. The hosting country and host family pays for field trips and organized activities.*

Chaperones should possess the following characteristics: enjoy children; are capable of making important medical or other emergency decisions; possess leadership and supervisory skills relevant to children of the age participating in the exchange; able to oversee the many details necessary to make the trip a success. It is desirable for the Chaperone to speak the language of the country being visited.

Chaperones will be required to attend all of the pre-trip meetings and activities of the exchange. They will be responsible for all of the details necessary to complete a successful exchange. This trip IS NOT A VACATION.

It is desirable to have a 6:1 student-chaperone ratio.

Teachers and parents of exchange students should be considered as excellent prospects to serve as chaperones.

*Chaperones travel to and from the sister city with the group providing supervision, enforcing program rules, solving any problems that may arise and ensuring that the group maintains a high standard of behavior as representatives of Culver City, California and the United States.*

*As it is for the students, this is meant to be a cultural exchange. Therefore the chaperones stay in the homes offered by the Sister city and reciprocate by hosting sister city chaperones during their stay in the U.S., unless a pre-arranged agreement has been made.*

## **Medical Treatment**

Host families will assist chaperones in receiving medical attention. Chaperones traveling to sister cities are required to have medical insurance. **Prior to any medical/dental care, the chaperone should contact their co-chaperone to advise them of the medical/dental issue. The chaperone has a copy of the Medical Authorization Form in their possession.** The costs of medical treatment are paid either by the chaperone at the time of the treatment and then recover from their own insurance carrier if possible.

## **General Information, Guidelines and Responsibilities**

1. CCSCC pays for round-trip airfare. Chaperones buy host family gifts, passport (must be valid for at least six months post travel time), and spending money. Chaperones may want to consider buying travel insurance.
2. *Chaperones are expected to attend all pre-trip activities. • Pre-trip activities may include: student and parent orientation sessions, social activities, cultural food tasting trips and other trip related bonding opportunities. • Group activities both abroad and in the U.S. may include daytime and evening activities.*
3. *Chaperones will be expected to review the student applications and addressing any possible questions/concerns before the exchange begins and keeping the files as a reference during the exchange.*
4. *Chaperones will make contact with parents of the students prior to travel.*
5. *Maintaining communication with the students abroad by:  
• Emailing or calling within a day of arrival and at least three times while in the sister city. All students need to know you are there for them. If the students are sleeping or out, make sure you call later and actually speak to them.*

- *Holding a group meeting with the students on the fourth or fifth day after arrival abroad, separately from their hosts, to discuss how they are doing*
  - *Inquiring as to how they are doing whenever encountering a student. Avoid asking questions that will give yes/no answers. If you are not convinced about their tone of voice, ask to speak to them alone and away from their host students.*
  - *Frequenting areas where the students are hanging out, so they see your presence.*
6. Chaperones will expect and demonstrate modeling of how to treat host families and reinforce students to act with courtesy, show respect and to display the highest standards of good conduct.
  7. *Assisting students with language problems; culture shock, homesickness; problems concerns with their exchange students, host families, or other program participants; or any other issues that may arise.*
  8. While in the host city, chaperones will be expected to dress in a professional manner as a representative of Culver City and the United States.
  9. ***Chaperones agree to reciprocate and host a Sister City visiting chaperone that visits Culver City unless a previous agreement has been made.***
  10. *Chaperones will maintain communications with the Exchange Chair in Culver City by emailing or calling within a day of arrival and at least three times during the stay. Chaperones will keep a diary of activities and if possible post to the CCSCC Facebook page or send emails that may be posted and shared for all of the parents to read about activities of interest.*
  11. *Chaperones WILL share with co-chaperone all/any student concerns, problems, or suggestions for improvement that may require action.*
  12. ***Chaperones have the discretion to collect any electronics used at inappropriate times including during daytime touring and on bus trips. Cellphones that are used exclusively as cameras are not considered electronics related to this particular rule.***
  13. **Exchanges are considered two-year commitments.** Each participant of this exchange shall be a member of the Culver City Sister City Committee during both years.
  14. Chaperones are required to complete and sign all forms supplied for the benefit of the CCSCC.
  15. *CCSCC does not forbid chaperones from drinking alcohol; however, as chaperones are continuously on call, they must not appear intoxicated.*

## Waiver

CCSCC assumes no legal responsibility for the actions, debts, expenses, safety, or health of the chaperone participating in the exchange beyond the normal precautions that will be taken. (*See Release of Liability form*).