

# 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 Sister Cities International which fosters international and intercultural understanding through cultural exchanges. Our international parent organization, Sister Cities International, has a lot of background information related to student exchanges on their website <http://www.sister-cities.org/>

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

### **Student Exchange Overview**

CCSCC has successfully engaged in student exchanges with students from Kaizuka and Iksan City for a number of years. Those eligible to apply for the Iksan City, South Korea traveling programs are 8th through 10th graders at the time the application is submitted. Those eligible to apply for the Kaizuka, Japan traveling programs are students in the 8th to 11th 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. The Exchange Chair will have the responsibility for the planning and implementation of the exchange, selecting the chaperone/s and students. The Chair shall have the discretion to designate the chaperones for the exchange, subject to the approval of the Board of Directors. All communications by Board members, concerning the exchange, will be directed to the Exchange Chairperson with copies to the President.

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 youth; capable of making important medical or other emergency decisions; possess leadership and supervisory skills relevant to youth of the age participating in the exchange; have physical ability to handle long days of moderate activity; be able to oversee the many details necessary to make the trip a success. It is preferable 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 for outgoing travel and incoming hosting. They will be responsible for facilitating all of the details necessary to complete a successful exchange. This trip IS NOT A VACATION.

It is desirable to have a 4:1 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 Culver City, unless a pre-arranged agreement has been made. If the chaperone chooses to stay in a hotel or other rental accommodation, all expenses are paid by the chaperone.

### **Medical Treatment**

Chaperones traveling to sister cities are required to have medical insurance. If possible, prior to any medical/dental care, the chaperone should contact their co-chaperone to advise them of the medical/dental issue. The co-chaperone has a copy of the Medical Authorization Form in their possession. The costs of medical treatment are paid by the chaperone at the time of the treatment.

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

1. CCSCC pays for round-trip airfare. Chaperones buy host family gifts for everyone in the family and spending money.
2. Chaperones are encouraged to purchase travel insurance.
3. Passport (must be valid for at least six months post travel time)
4. Chaperones will be involved in the student selection process.
5. 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 Culver City may include daytime and evening activities.

6. All students need to know you are there for them for their well-being and safety. Establish good rapport with students prior to travel.
7. Engage with students daily while in the host country. Ask how they are doing? Any issues in the home?
8. 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.
9. Assisting students with cultural adjustments; homesickness; problems or concerns with their exchange students, host families, or other program participants; or any other issues that may arise.
10. 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.
11. **Chaperones agree to reciprocate and host a Sister City visiting chaperone that visits Culver City unless a previous agreement has been made.**
12. Chaperones will maintain communications with the Exchange Chairperson in Culver City by emailing or texting upon arrival and daily during the stay. Chaperones will keep a diary of activities and send photos to be posted on the CCSCC Facebook page.
13. 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.
14. Chaperones will share with co-chaperone all/any student concerns, problems, or suggestions for improvement that may require action.
15. 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.
16. **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.
17. Chaperones are required to complete and sign all forms supplied for the benefit of the CCSCC.
18. CCSCC does not forbid chaperones from socially drinking alcohol; however, as chaperones are continuously on call, they must not be impaired.

### **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).