The Columbia Association International Exchange Program is accepting applications for volunteer chaperones for its summer 2017 High School Student Exchange Program with Columbia’s sister cities, Cergy-Pontoise (near Paris) in France, Tres Cantos (near Madrid) in Spain, and Tema (near Accra) in Ghana.

The CA High School Student Exchange is a reciprocal home-stay exchange of linguistic and cultural immersion. The exchange takes place between the last week of June and the end of July; the exact dates are set in the spring. Participating Columbia/Howard County students spend approximately two weeks in Cergy-Pontoise, Tres Cantos or Tema hosted by local students and their families, and reciprocate by hosting those students for another two weeks.

The European exchange program offers participants the opportunity to practice their French or Spanish language skills, visit France or Spain, experience French or Spanish life and culture first hand, and share and rediscover the U.S and American culture with the French or Spanish students. The Ghanaian exchange program offers participants a cultural immersion opportunity in Ghana, West Africa.

One or two chaperones (depending on the number of students participating, normally a 1-10 ratio) accompany the Howard County students. Although there is no monetary compensation for chaperones of this exchange, Columbia Association pays for chaperone airline tickets and covers the cost of all field trips and organized activities. Lodging and most meals while abroad are provided by the French, Spanish or Ghanaian 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 Columbia, Howard County 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 the sister city chaperones during their stay in the U.S. Chaperones are expected to be ambassadors for Columbia Association and the U.S.

Requirements for Sister Cities High School Student Exchange Program chaperones are: to be a responsible adult over the age of 21; be available during the entire length of the exchange (chaperones cannot work during the exchange); be able to fulfill the duties of the chaperone as stated in the chaperone program agreement and the program rules; host the French/Spanish/Ghanaian chaperones when they come to the U.S. and; have experience as a chaperone of high school teens and enjoy working with them. Chaperones for the France and Spain programs must be proficient in French or Spanish (as applicable).

If you are interested in being a chaperone for the summer 2017 exchange, please complete, sign and submit the enclosed chaperone application packet by February 24, 2017.

If you have any questions please do not hesitate to contact Laura Smit, Program Manager of Columbia Association’s International Exchange and Multicultural Programs, at 410-715-3162 or by email at Laura.Smit@ColumbiaAssociation.org.
INSTRUCTIONS
Thank you for applying to be a chaperone for the 2017 Columbia Association Sister Cities High School Student Exchange Program. The program depends on chaperones to ensure a successful trip for our high school exchange students.

Please use the checklist below to ensure that your application packet is complete before you submit it.
You may add additional sheets if needed. Please print clearly.

- Chaperone Application and Hosting Agreement
- Chaperone Personal Statement
- Chaperone Program Agreement
- Chaperone Program Rules
- Two head shot photos

It is strongly recommended that you keep copies of this Application Packet for your reference.

Applicants who are selected to be chaperones for the summer high school exchange are expected to host a foreign chaperone during the second half of the exchange. Interviews will be conducted in mid-March.

Application deadline: February 24, 2017

PLEASE SEND YOUR COMPLETED APPLICATION TO:
Laura Smit, Program Manager
Columbia Association
International Exchange & Multicultural Programs
6310 Hilsde, Suite 100, Columbia, MD 21046
Email: Laura.Smit@ColumbiaAssociation.org
Telephone: 410-715-3162
Fax: 410-715-3043
I am applying as a chaperone for the high school student group traveling to (circle one):
Cergy-Pontoise, France / Tres Cantos, Spain / Tema Ghana

Name As it will appear on passport ____________________________________________

Address ________________________________________________________________

Home phone __________________________ Work phone__________________________ Cell phone__________________________

Email address ________________________________ Print clearly __________________________

Current employer (Teachers, please specify school) ________________________________

Employer phone (Teachers, please list school phone) ________________________________

Position/title ________________________________

Grades and languages you teach (if applicable) ________________________________

What language(s) do you speak? ______________________________________________

Evaluation question listed below is applicable to chaperones for France and Spain only

Evaluate your ability to speak Spanish/French: ☐ Beginner ☐ Survival ☐ Participatory ☐ Clarity ☐ Professional ☐ Fluent

T-shirt size (Please circle size preference) ☐ S ☐ M ☐ L ☐ XL

INTERNATIONAL TRAVEL
1. Have you ever traveled overseas? ☐ Yes ☐ No If yes, where? ________________________________

2. Have you ever been a foreign exchange student? ☐ Yes ☐ No If yes, where? ________________________________

3. Have you ever hosted a foreign exchange student? ☐ Yes ☐ No If so, for how long? ________________________________

4. Have you ever been a chaperone on a high school trip? ☐ Yes ☐ No If yes, when? ________________________________

5. Do you have a valid passport? ☐ Yes ☐ No

6. Are you a U.S. citizen? ☐ Yes ☐ No If not, what country's passport will you use during the exchange? ________________________________

continued on next page
MEDICAL
1. Do you have any medical conditions of which your host family should be aware? (e.g. asthma, epilepsy, migraines) □ Yes □ No
   If yes, please explain: ____________________________________________________________
2. Allergies: Please list any allergies you have. Rate each allergy from 1 (for mild reaction) to 4 (for life-threatening). __________________________

PETS
1. I have (kind and number of pets) __________________________________________________________
2. I am allergic to (type of animal) __________________________________________________________
3. I would prefer not to live in a house with __________________________________________________________

SMOKING
1. Does anyone in your family smoke? □ Yes □ No
2. Are you willing to stay with a family in Europe or Ghana where there are smokers? □ Yes □ No

DIETARY RESTRICTIONS
I have the following food allergies: __________________________________________________________
I prefer not to eat: __________________________________________________________

HOSTING AGREEMENT
1. Are you able to host a foreign chaperone here during the second half of the exchange? □ Yes □ No
   If not, why not? __________________________
2. Would you be willing to be hosted by a chaperone of the opposite sex in Europe or Ghana? □ Yes □ No
3. Would you be willing to host a chaperone of the opposite sex here in the U.S.? □ Yes □ No
4. I, the undersigned (applicant name) ____________________________________________ agree to:
   • receive my French/Spanish/Ghanaian counterpart with warmth and friendliness, and make him/her feel welcome when I host them;
   • be responsible for the lodging, maintenance (food, etc.) of my exchange counterpart;
   • try to make my exchange counterpart’s stay in the U.S. as beneficial, productive and enjoyable as possible;
   • participate in all group activities;
   • speak French/Spanish as much as possible during the France/Spain portion of the exchange and English during the U.S. portion of the exchange (for France/Spain chaperones);
   • do all in my power during my stay abroad to adapt to the customs in France/Spain/Ghana, and to the schedules and lifestyle of the family who will host me;
   • act as an ambassador of CA’s Sister Cities High School Exchange Program;
   • respect and be courteous to my host chaperone and their family;
   • notify the International Exchange program manager in case of any problems or concerns

I hereby certify that I am aware of and accept Columbia Association’s Sister Cities High School Student Exchange Program requirements, and that the information provided in this application is correct to the extent of my knowledge. I understand that completion of this application does not imply that I will be selected, and that I must submit to a criminal background check and a home interview if I am selected to serve as a chaperone for the exchange.

Applicant’s signature __________________________ Date ____________

Application continued from previous page
PLEASE WRITE A SHORT ESSAY DETAILING:

1. Why you would like to serve as a chaperone for Columbia Association's Sister Cities High School Student Exchange Program with one of Columbia's Sister Cities — either Cergy-Pontoise (outside of Paris, France) or Tres Cantos (outside of Madrid, Spain) or Tema (outside of Accra, Ghana).

2. Your experience as a chaperone and/or working with groups of teenagers.

3. Any foreign exchange or international travel experience you may have, and your ability to adjust to another culture.
CHAPERONE GUIDELINES AND RESPONSIBILITIES

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 Columbia, Howard County 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 the sister city chaperones during their stay in the U.S.

Specific responsibilities of the high school exchange chaperone include, but are not limited to:

1. Attending, supervising the student participants, and participating in all program-organized group activities abroad and in the U.S.
   • Pre-travel group activities may include: student and parent orientation sessions, social activities such as picnics and bowling, and dinners with the other chaperones and sister cities staff.
   • Group activities both abroad and in the U.S may include daytime and evening activities, overnight travel and all day events (6a.m.-midnight)

2. Conducting a short language session as part of the orientations for the student group (for France/Spain groups).

3. Assist International Exchange staff with tasks such as taking attendance and communicating information to students and parents.

4. Reviewing student files and addressing any possible questions/concerns before the exchange begins and keeping files for reference during the exchange.

5. Making contact with the parents of the students prior to travel.

6. Maintaining communication with the International Exchange program manager and other chaperone:
   • Emailing, messaging or calling within a day of arrival and at least three times per week during the stay.
   • Blogging about the group’s experiences while overseas and posting photos to the Facebook group.
   • Keeping the International Exchange program manager informed of concerns or problems.
   • Sharing with the other chaperone any student concerns, problems, or suggestions for improvement that may require action.
   • Contacting the International Exchange program manager as soon as possible if any significant problems arise.

7. Assisting students with language problems; culture shock; homesickness; problems or concerns with their exchange students, host families or other program participants; or any other issues that may arise. Working as appropriate with participating students, the other chaperone, the sister city chaperones, and the International Exchange Program staff to resolve any problems or concerns.

8. Maintaining communication with the students while abroad by:
   • Emailing/calling each student the first night of arrival and at least once every three days 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 host students, 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.

9. Representing Columbia and Columbia Association at all official functions in the sister city, which includes presenting gifts to the sister city from the people of Columbia and making official speeches as needed. As a participant in CA’s Sister Cities High School Student Exchange Program, chaperones act as ambassadors for Columbia, Howard County and the United States of America, and therefore are expected to maintain a high standard of behavior.
10. During the exchange (whether overseas or in the U.S.) all overnight travel by chaperones must be approved by the CA program manager in advance. A maximum of two nights would be allowed.

11. Documenting the experience by taking photos and collecting brochures/information as appropriate for future orientations and information for possible promotional use.

Note: Columbia Association does not forbid chaperones from drinking alcohol; however, as chaperones are continuously on call, they must not be nor appear to be intoxicated.

Failure to abide by these rules and regulations may result in disciplinary action including removal of chaperone status and exclusion from all future International Exchange Program activities.

EXPENSES

1. Columbia Association will pay chaperones’ airfare and up to $200 of other qualified travel expenses with proper documentation.

2. The chaperones’ host family will provide most meals. U.S. chaperones will reciprocate during the U.S. portion of the exchange.

3. Columbia Association will pay for one official dinner in the sister city or in Columbia as needed.

4. Emergency funds will be given to the chaperones prior to departure abroad. The chaperones will return non-used funds along with supporting receipts to CA within 10 days of their return to the U.S. These CA funds must be used only for expenses directly related to medical or like emergencies, expenses specifically related to dealing with issues/problems with the students, program-related trips and telephone calls, and the official sister city dinner.

5. Columbia Association will not pay for excess baggage charges.

MEDICAL INSURANCE

I have adequate medical, accident, dismemberment, and repatriation insurance coverage for myself. I have verified this insurance coverage with my insurance agent(s) and have confirmed valid overseas coverage. I understand that Columbia Association provides no medical, accident, dismemberment, or repatriation insurance. Upon my acceptance into the program, I will complete the medical history and emergency form.

VEHICLE INSURANCE

I understand that the vehicles that I will drive during the exchange in the U.S. must be insured at least to Maryland’s minimum liability levels.

CRIMINAL BACKGROUND CHECK

I understand that in the course of determining the suitability of a chaperone for both accompanying students and hosting an international chaperone, Columbia Association will seek relevant background information in the form of a criminal background check.

I, ______________________________________________________________________________, hereby agree with Columbia Association, Inc. (the “Association”) to the following by affixing my signature below on this date, __________, 20__. In connection with my participation in Columbia Association’s High School Student Exchange Program (the “Program”), I understand and acknowledge the nature and extent of the activities that will be involved in the Program and assume the risks inherent in such activities on behalf of myself. I voluntarily waive any and all claims, costs, liabilities, expenses (including attorneys’ fees), and judgments against the Association, its directors, officers, employees, servants, subcontractors and agents, and hereby release, excuse and discharge the Association, its directors, officers, employees, servants, subcontractors and agents from all claims, costs, liabilities, expenses (including attorneys’ fees), and judgments which may arise out of my participation in the Program and all aspects attendant thereto. The undersigned further agree(s) to indemnify and hold the Association, its directors, officers, employees, servants, subcontractors and agents harmless from any and all claims, damages, actions, liabilities, expenses (including attorneys’ fees), and judgments which may arise out of my participation in the Program.

I hereby certify that I have reviewed the above Chaperone Program Agreement, and that I will comply with the above guidelines and regulations if I am selected to serve as a chaperone for the Columbia Association Sister Cities High School Student Exchange Program.

Applicant’s name ___________________________________________ Date ______________________

Applicant’s signature ________________________________________
As a participant in CA’s Sister Cities High School Student Exchange Program, students act as ambassadors for Columbia, Howard County and the United States of America, and therefore are expected to maintain a high standard of behavior. Students and parents agree to and sign the program rules. Students who violate program rules may be sent home if participating in the overseas portion of the exchange and/or dismissed from the program. *Chaperones are charged with enforcing these rules.*

**Driving of Motorized Vehicles Prohibited** I agree that students will not drive any motorized vehicle, including cars, motorcycles or motorbikes, while participating in the overseas portion of the exchange.

**Hitchhiking Prohibited** Under no circumstances will students attempt to hitchhike while participating in this exchange program.

**No Alcoholic Beverages** I acknowledge that Columbia Association and the Sister Cities High School Student Exchange Program have forbidden all exchange participants to consume any alcoholic beverages, including beer and wine.

**No Illegal Drugs** I acknowledge that Columbia Association and the Sister Cities High School Student Exchange Program has forbidden the use of any drugs by the participants, except those prescribed by an examining physician and/or noted on the medical form.

**Improper Behavior** I understand that any student whose behavior, in the sole judgment of the Sister Cities High School Student Exchange Program chaperones and of Columbia Association, is inappropriate or dangerous or reflects unfavorably on Columbia Association or the Sister Cities High School Student Exchange Program, may be sent home immediately and/or dismissed from the program. The student’s return from overseas will be at the family’s expense and without supervision, after proper notification of the student’s parent(s) and/or legal guardian(s).

**Remaining in Host Country after Group Leaves** I understand that no student will be allowed to remain in the host country after the group has left unless specific arrangements have been made with Columbia Association before travel to Europe or Ghana commences.

I, _____________________________________________, certify that I understand the rules of the Sister Cities High School Student Exchange Program, and, if I am selected to serve as a chaperone, I will enforce these rules both overseas and in the U.S.A. to the best of my ability, in consultation with Columbia Association International Exchange staff.

**Applicant’s name** _____________________________________________ **Date** _____________________________________________

**Applicant’s signature** _____________________________________________