



Student Ambassador Program

Letter of Introduction

Dear Interested Host Family,

Congratulations! By downloading this packet, you have taken the first step in becoming an OKSCA Host Family. In the pages that follow, you will be asked to describe your family. The information in this packet is used to ensure the best match possible with a student visitor. Some is sent to your future student, along with a photo you provide, to introduce him or her to your family.

In this application packet you will find the following:

- 1. Host Family Information**
- 2. Host Family Agreement**
- 3. Parent Host Application**
- 4. Frequently Asked Questions**

OKSCA truly appreciates the thoroughness and care you take in filling out this application. Once the host families are identified and assigned to a visitor, a form is sent to the Student Visit coordinator in Kato, with information about our host and their family. This serves several purposes such as identifying hobbies and interests, family structure, age and gender, and email addresses for communication prior to their arrival. Communication is not required, but some participants like to establish contact before they arrive. It is not uncommon for the visitor to have some type of gift of appreciation for their host or host families and this personal information is beneficial for that purpose as well.

After completion of this form, please save a copy for your personal records. Please be aware that submitting a completed application does not confirm the placement of a student in your home. There is a screening and matching process that we use to determine the best placement and sometimes there are more family applicants than there are students with whom to place them.

Completed applications can be submitted by mail or email to:

Barbara McConkey
attn: OKSCA Host Family Coordinator
2809 Forest Hill Circle SE
Olympia WA 98501

informbarb@comcast.net

We thank you again for your commitment to supporting OKSCA and the Youth Ambassadors Program. Please feel free to contact us by email if you have any questions. Thank you in advance for your willingness to open your home to a Japanese student!

Sincerely,

OKSCA Host Family Committee



Student Ambassador Program
Host Family Information

1. Starting with yourself, please list all family members who will reside in the home during the visit:

Name	Age*	Relation	Occupation/School	Hobbies/Interests

2. Do you have any pets living with you? (Please list them and specify if they live indoors or outdoors.)

3. Does anyone in your household smoke? Yes No Outdoors Only

4. Does anyone in your household speak Japanese? If yes, please explain who and to what extent.
 (Please Note: speaking Japanese is not required to host a student. Many speak excellent English!)

Japanese is spoken: Fluently Speaking Slowly With Some Success Not At All

5. Will the student have his or her own room? Yes No

If no, who will the student share a room with? _____

6. Would your family consider hosting two students? Yes No

7. Do you have a preference for a male or female student? Male Female Either

8. Please attach a photo of your family. We share family photos and certain information with students prior to their arrival in the U.S. to familiarize them with their host families. Most families will receive advance photos of their student visitors as well!

9. Are you an OKSCA member? Yes No **If so, have you paid your annual dues?** Yes No
 Member dues help fund this important program. Individual memberships start at just \$10. If you have not yet paid your dues for 2013, we ask that you visit www.OlympiaKatoSCA.org and update your membership.

* All family members living in the home over the age of 18 must pass a background check.



Student Ambassador Program
Host Family Agreement

If selected as a host family, we, the undersigned, acknowledge and agree to the following:

1. We understand that hosting does not imply or transfer legal guardianship of our student and that the student's natural parents retain legal guardianship of the student. We agree to provide adult supervision in place of parental guidance for the duration of the student's stay with our family and to report any concerns to OKSCA Student Ambassador Program Representatives promptly should any arise.
2. We acknowledge that the head-of-household in our family is age 26 or older. We further acknowledge that all adult members living in the household are listed below and have agreed to welcome a short-stay exchange student to our home, to undergo a background check, and understand and agree to follow the rules covered in this agreement.
3. We agree to provide our student with a safe and nurturing environment; and treat him/her as a member of our family. We understand that our student was raised by another family, and in a different country and we will do our best to accept any cultural differences, resolve misunderstandings, and solve any problems as soon as they occur.
4. We will provide our student with his/her own bed and board. If the student must share a room, we acknowledge that it must be with a child of the same sex, between the ages of 12-20 years old.
5. We agree to provide daily meals and snacks and accept the everyday expenses of having a student guest.
6. We understand that our student must attend daily program activities unless they become ill or are injured in which case OKSCA will make arrangements to provide alternative care during the day.
7. We acknowledge that we are licensed drivers and agree to transport our student to and from daily activities. We further commit to ensuring they arrive at the pre-arranged, a.m. and p.m. drop-off/pick-up locations in a timely manner.
8. We agree that under no circumstances will we lend or borrow money from our student.
9. We agree to seek medical attention for our student if needed. We understand that medical expenses will be paid by our student's insurance policy. We understand that we should not sign documents that obligate us to be responsible for medical expenses.
10. We agree to help ensure that our student guest abides by all U.S. laws and OKSCA Student Ambassador Program rules. We understand that students are NOT permitted to:
 - buy or drink alcohol
 - use drugs for non-medical reasons
 - drive any motorized vehicles or hitchhike
 - purchase, carry or use firearms
 - smoke or possess tobacco, marijuana or cigarettes
 - visit places such as adult book/video stores, or websites with adult content
 - participate in any sexual contact or activity
 - travel with host family more than 200 miles from the Olympia area.

Date _____

Head of Household (Print Name) _____ Signature _____ *

Other Adult in the Home (Print) _____ Signature _____

Other Adult in the Home (Print) _____ Signature _____

**By signing here I agree to follow the above rules and verify that all adults over the age of 18 residing in the home are listed on this form.*

Questions? Contact Barb McConkey, at 360-951-1872 or informbarb@comcast.net. Visit OKSCA online at www.olympiakatosca.org



Student Ambassador Program
Parent Host Application

Personal Information for Head of Household*

Full Name (First, Middle, Last): _____ Date of Birth: ___/___/___

Other legal names/aliases used (maiden name, birth name, former married names, etc.):

Residence and Contact Information

Street Address: _____ City: _____

State: _____ Zip: _____ Home Phone #: _____

Work#: _____ Cell #: _____ Other: _____

E-mail(s): _____ / _____

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** OKSCA requires background checks on all host family members and anyone residing in your home who is over the age of 18. This is to help ensure the safety of participating students and is a positive part of our program. We appreciate your sharing the information required in order for us to perform the appropriate background checks. If you have concerns or questions about our background checks or procedures, please contact Barbara McConkey at informbarb@comcast.net.*
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Other Adult in Household*

Full Name (First, Middle, Last): _____ Date of Birth: ___/___/___

Please list any other legal names (aliases) such as maiden name, birth name, former married names, etc.

Other Adult in Household*

Full Name (First, Middle, Last): _____ Date of Birth: ___/___/___

Please list any other legal names (aliases) such as maiden name, birth name, former married names, etc.

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Personal References

Please provide at least two personal references from outside the family (employer, neighbor, teacher, co-worker, etc.):

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____



Student Ambassador Program
Frequently Asked Questions

10-Day Kato Student Visit Schedule: Sun, Aug 18 – Tue, Aug 27, 2013

sun arrival 4pm party	mon 8-5 activities: capitol campus	tue 8-5 activities: local history	wed 8-5 activities: south county	thu 8-5 activities: seattle trip	fri 8-5 activities: oly waterfront	sat free day w/ host family
sun free day w/host family	mon 8-5 activities: 6pm farewell party	tue departure	<i>A more detailed schedule will be available soon.</i>			

What kind of time committment is involved?

Primary host-family duties: Attend Host Family Orientation Meeting, attend Welcome Party on Sun Aug 18 and Farewell Party on Monday the 26 at 6pm. On weekdays, hosts provide breakfast and transportation to our morning drop-off point, pick-up student at the end of the day, and provide dinner and evening care. On weekends, students spend time living, interacting and dining with their host families. Travel to and from the airport is provided by OKSCA.

Host families are not required to attend daily activities, but those who are able may wish to chaperone, which many find to be a very rewarding experience.

Can I host if I work weekdays?

Most host parents continue working while hosting a student, some take one or more days off to help drive or chaperone student activities.

Who can host a Japanese student?

Parent hosts are active individuals who are flexible and open-minded and are age 26 or older. Host families represent the diversity of American culture. They come from varied economic, religious and racial backgrounds and include working parents, empty nesters, single parents, retirees, and same sex couples. Families with very young and grown children may also apply. Families of all sizes and shapes are welcome!

What financial obligations can be expected?

Host Families financial obligations are to cover gas for transporting your student to the daily drop off/pick up point, daily meals, and the normal added expenses of having a guest in your home.

How do we apply to be a Host Family?

Interested Families should request an Inquiry Packet which contains a written application, program rules and requirements, a signed compliance statement and authorization for background checks.

How are Host Families selected?

OKSCA screens host family applicants and works to ensure the best match for you and the visiting student.