

Exchange Program ADULT CHAPERONE Expectations

The Adult Chaperone should promote and represent Fort Wayne Sister Cities. The Adult Chaperone is not to make future financial or programmatic commitments for Fort Wayne Sister Cities while on the exchange. Also, the Adult Chaperone is to maintain standards of behavior and deportment during the exchange that will reflect favorably on Sister Cities and Fort Wayne.

An Adult Chaperone MUST be a minimum of 25 years old and have experience working with youth (i.e., teaching, Scouting, 4-H, church groups)

A designated Adult Chaperone MUST complete the Adult Chaperone application and be selected as the exchange Adult Chaperone.

*This must include a satisfactory back ground check

*Have or purchase insurance that is valid and payable in the host exchange country/city. The insurance must provide for medical care and/or hospitalization, emergency medical evacuation and accidental death and dismemberment coverage.

*A plus would be for the Adult Chaperone to have current CPR and basic first aid training

*The Adult Chaperone MUST commit to have pre-exchange interaction with students, including:

- work with the Sister Cities chairman/committee in the student selection process assuring that there are a variety of county high schools and grades (Fr., Soph. & Jr.) of students selected
- work with the Sister Cities chairman/committee to plan and help facilitate the orientation of the selected students to ensure that the students are knowledgeable about their exchange culture (country and city) and are enthusiastic about the exchange opportunity. The orientation process is to include a combined session with both the students and the parent(s).
- work with the Sister Cities' exchange chairman/committee to finalize the exchange travel arrangements

An Adult Chaperone will participate fully in all travel, including to and from the exchange city,

*During the exchange in the Sister City, the Adult Chaperone will have regular contact with the students, may participate in scheduled school/study activities, and should participate with the students in any sightseeing or any other activities arranged by the Sister City's host committee

*During the exchange, accept responsibility for the safety and well-being of the students

*Will assure that our students' behavior and actions are consistent with the standards of the exchange program

*Will use communication and diplomatic skills as an adviser and counselor when relating as the liaison between the host city committee and the students, always modeling a positive attitude

The Adult Chaperone will assure that copies of original documents of the exchange participants are completed prior to departure and are maintained during the exchange:

*Passports

*Any required visas

*Insurance info (health, life & travel)

*Medical history, medical examination, medical release

* Travel tickets (including electronic tickets)

Within one month of the completion of the exchange, the Adult Chaperone will prepare and submit to the Sister Cities board an assessment of the exchange experience and an assessment of each student participant.

Finally, the Adult Chaperone will coordinate and assist the participating US students in the preparation and presentation of the "oral exchange report" for the Fort Wayne Sister Cities board of directors.

Adult Chaperone Name

Adult Chaperone Signature

Date