

International Fellowship, Inc.

MONTHLY CONTACT INFORMATION

As a Local Representative, you know of the requirement of contacting the exchange student and host family (separately) each month along with consistent school contact. You should have a Monthly Contact Log form for each student placed in your area. It is very important and mandatory to maintain and record these contacts. We ask that you submit a copy of them in December and again in June when your students return to their home countries.

The following are suggestions of questions and topics you could ask or discuss with the students and host families:

1. How is everything in general progressing?
2. Has English proficiency improved?
3. How has the adjustment at school and home been?
4. What kind of experiences has the student had or what special events have occurred during the month?
5. Is the student's financial situation adequate? Clothing appropriate for climate?
6. Is the student involved in extracurricular or non-academic activities?
7. Is interaction with host family members, school personal, classmates and friends going well? Has anything changed in the host home?
8. How has the student's health been?

The Monthly Contact Log does not have to be very detailed unless there is a problem or major concern. Make sure that you note who you spoke with. The date of the contact should be marked in the appropriate box corresponding with the appropriate month. Contact with the school does not necessarily have to be monthly. However, there should be a regular contact depending on what is desired by the school.

If you have any questions or concerns, please do not hesitate to call your Area Director or our office (800-647-8839).