

Local Representative Orientation with Host Family

BASIC RESPONSIBILITIES OF INTERNATIONAL FELLOWSHIP

- ❖ Student Application and Screening Process
- ❖ Host Family Application and Screening Process
- ❖ Assistance with Visa Arrangements for the Student
- ❖ Student Placement Services with a Host Family
- ❖ Domestic & Foreign Air Transportation for the Student to and from the Host Country, if Applicable.
- ❖ Detailed Travel Itinerary Provided to the Student, Host Family, I.F. Local Representative and the High School.
- ❖ Official Approval of Student Enrollment in a Local High School
- ❖ Support and Guidance of I.F. Foreign Chapter Director and National Office Staff.
- ❖ Pre and Post-Arrival Student Orientations, Host Family Interview and Orientation and Pre-Departure Information.
- ❖ Comprehensive Student Health and Accident Insurance; Medical Treatment Release from Natural Parents
- ❖ Emergency Assistance **24 hours a day, seven days a week**, by a qualified national staff member. This is through a **Toll-Free**, phone number **(1-800-647-8839)**.

BASIC RESPONSIBILITIES OF HOST FAMILY

- ❖ An Orderly Home with a Private Bed (if not a separate bedroom) for the Exchange Student
- ❖ Space for the Student to Write Letters, Study and Store Clothing
- ❖ Laundry Facilities
- ❖ Welcome the Student at the Airport upon Arrival and Accompanies the Students to the Airport for Departure Home. The Local Representative may also Greet and Bid the Student Farewell.
- ❖ Daily Meals (students able to prepare own breakfasts) Lunch is Included if it is a bagged lunch from home for School.
- ❖ Insures that the Student is Registered at a High School and Attends on a Daily Basis.
- ❖ Provides Opportunities for the Student to Attend Church of His or Her Faith, if possible.
- ❖ Offers the Student Patience and Understanding, with a Proper Degree of Discipline, as the Student would be a Regular Family Member.
- ❖ Acts in **Voluntary Capacity**, with **No** Compensation from any Source (Charitable Deduction of \$50/month for Hosting in Claiming Taxes)

BASIC RESPONSIBILITIES OF THE EXCHANGE STUDENT AND NATURAL FAMILY

- ❖ **ALL** Program Fees
- ❖ Passport, Travel Documents and Travel Expenses from Home to Point of Departure
- ❖ Round-Trip Transportation if **not** with the Student's Program.
- ❖ Immunization/Physical Examinations
- ❖ Personal Expenses (Clothing, Toiletries, Souvenirs, Entertainment, Public Transportation, School Supplies, Cafeteria (school) Lunches, Telephone Calls...)
- ❖ **Possibly** Return-Trip Airfare if the Student and/or Parents Violate any of the Rules, Regulations (laws) or Policies of International Fellowship, the Host Family, the School or the Community.
- ❖ **ALL** Costs associated with the International Fellowship Tour (Student Participation is **OPTIONAL**)

Local Representative Signature

Date

Host Family Signature

Date

Rules For International Fellowship, Inc.

THE STUDENT

1. The student must obey the rules of the Host Family.
2. The student should **NOT** stay overnight at a friend's home during the first two (2) weeks while he/she is adjusting to the customs and habits of their new home, school and country.
3. The student is expected to become part of the host family.... To do the **SAME** chores, which are expected of the other children in the home, and to, take part in family activities and functions.
4. The student **MUST** attend school on a daily basis. **NO EXEPTIONS.**
5. The student may **NOT** purchase/consume **ALCOHOLIC BEVERAGES.**
6. Involvement in the use or sale of Drugs/Narcotics or **VIOLATON** of any Local, State or Federal Law will result in the **IMMEDIATE** return of the student to his/her own country at the expense of the **NATURAL FAMILY.**
7. Students are covered by medical insurance, but **MUST** inform his/her host parents of **ANY** illness or accident, so that proper medical attention can be obtained.
8. The student may **NOT** drive any motor vehicle or take driver education courses.
9. The student may **NOT** accept employment for pay during his/her stay abroad.
10. A responsible **ADULT MUST** accompany the student in all overnight travel away from the host family and community. The itinerary, including dates names and telephone numbers must be sent to and approved by International Fellowship, Inc, in Westfield, New York **PRIOR** to travel. This permission is not necessary for routine overnight visits with friends within the community.
11. **ANY** and **ALL** visits or traveling involving **NATURAL FAMILY** while on the International Fellowship program **MUST** be **APPROVED** by **HEADQUARTERS** in Westfield, New York **PRIOR** to **NATURAL FAMILY'S** arrival to the host family's community and home.
12. The student **MUST** return to his/her home country on the date specified by International Fellowship since the **IMMIGRATION DEPARTMENT** and **AIRLINE COMMITMENTS** are involved. **NO SPECIAL EXTENSIONS CAN BE ALLOWED.**
13. If International Fellowship receives a request from a Student's School (Expulsion) and/or Host Family to have a student removed due to behavior unbecoming to a Foreign Exchange Student (Unauthorized Smoking in the Host Home, Consumption of Alcohol, Drugs, Legal Issues, Engaging in Sexual Intercourse, etc.) that student will be subject to the immediate return to his/her own country at the expense of his/her **NATURAL FAMILY.** Any issue involving Expulsion from the Host High School or Behavior "Unbecoming of a Foreign Exchange Student," will be taken under individual consideration.

THE HOST FAMILY

1. The host family should exchange greetings and letters with the natural family of the student. Under **NO** Circumstances should the host family carry on business transactions, make agreements **OR** private arrangements concerning the student without **PRIOR APPROVAL** from International Fellowship.
2. The host family is required to furnish a clean and orderly home, a private bed (if not a separate bedroom), space for studying, clothing storage, laundry facilities and meals (bagged lunch for school is included, **cafeteria bought lunch is not**). **Student is able to prepare his/her own breakfast and bagged lunch.**
3. Must see that the student attends school daily.
4. The host family should provide the opportunity for the student to attend church of his/her own faith, if available. **(Weekly if possible)**
5. The host family should refrain from lending money to the student. The students come with their own spending money. The natural parents will periodically send money to the student.
6. The host family should give the student a great amount of Love, Sympathy, Understanding and a proper amount of discipline. Treat the student as a regular family member.

****FAILURE TO COMPLY WITH THE ABOVE-MENTIONED RULES MAY RESULT IN REMOVAL FROM THE INTERNATIONAL FELLOWSHIP, INC. PROGRAM WITHOUT REIMBURSEMENT AND THE POSSIBILITY OF FORFEITING RETURN TRIP TICKETS (IF APPLICABLE)****