

2020 5th Grade Cultural Exchange Trip to Japan
Chaperone Application
Sponsored by Oya No Kai, Inc.
Expected travel dates: mid June – beginning of July

Thank you for your interest in participating in the Oya No Kai, Inc. (ONK) 5th Grade Cultural Exchange Trip to Japan (Cultural Exchange) as a volunteer chaperone. Chaperones are critical to the overall success of the Cultural Exchange as their primary role is to ensure the health, safety, and welfare of the student participants.

Only parents or legal guardians of students who are enrolled in the Portland Public School's Japanese Dual Language Program (also known as the JDLI) may be chaperones. While ONK appreciates your interest, the number of chaperones needed is limited. As a result, not all applicants may be accepted as chaperones. After reviewing all of the applications, ONK will select and notify the chaperones for the Cultural Exchange.

Applicants must note that chaperones are fully responsible for all of their trip costs and expenses associated with the Cultural Exchange. Neither ONK nor Portland Public Schools will contribute financially to the chaperones in any way. In addition, it is ONK policy that scholarship recipients may not be chaperones.

To apply, please complete the following by October 23, 2018. Completed applications should be emailed to Saori Clark at 5gculturalexchange@oyanokai.org

- Chaperone Registration Form, **pg. 1**
- Personal Statement of Interest—answer questions and provide additional sheet with personal interest statement
- Oregon Department of Education Criminal History Verification of Applicants
- Make a \$250 deposit on the WebApp

APPLICATIONS MUST BE EMAILED BY October 23, 2019.
2020 5th Grade Cultural Exchange Trip to Japan
Chaperone Registration Form
Sponsored by Oya No Kai, Inc.

Full Name: _____

Gender: Male Female

Over 21? Yes No

Name of child(ren) enrolled in Japanese Immersion Program with grade level:

Student Name	Grade

Cell Number: _____

Email: _____

Do you have a passport that will be valid during the entire period of stay in Japan?

Yes No Other (explain on separate attachment)

Do you speak Japanese? fluently well fair not at all currently taking classes

Are you willing to be a head chaperone? yes no

- I understand that I am voluntarily applying to participate in Oya No Kai, Inc.'s 2020 5th Grade Cultural Exchange to Japan as a chaperone without compensation.
- I understand that the number of chaperone positions is limited and that the selection of chaperones by the Oya No Kai, Inc. selection committee is final.
- I understand that if I am selected as a chaperone, I must complete or submit additional information, forms, and trip payments, as well as attend required meetings and other chaperone activities.
- I understand that if I am selected as a chaperone, I or the Board of Directors of Oya No Kai, Inc. may revoke my status as a chaperone at any time. In such a case, I understand that my deposit will be refunded to me minus any costs already incurred on my behalf for the Exchange, such as airline tickets.
- I authorize Oya No Kai, Inc., to conduct a criminal background search of my records and authorize any service provider it uses to provide the information obtained from a criminal records search to Oya No Kai, Inc.
- I will ensure that all registration forms and trip deposits are submitted on or before indicated deadlines to Oya No Kai, Inc.. Failure to comply may result in loss of consideration to be a chaperone.

- I will review all correspondence from the Planning Committee, and reply in a timely manner if requested. I will keep the Planning Committee updated on my current e-mail address, street address, and phone number.

- I agree to no more than two excused absences between October 2019 and June 2020 for **mandatory meetings, cultural series meetings, and chaperone training meetings**. I will submit a request for an excused absence **in advance and in writing** to the Planning Committee co-chairs. (In case of illness, a phone call or e-mail will suffice.) Failure to do so on my part may result in my removal from the chaperone team.

- I will be responsible for all information and content of any missed meeting.

- I agree to learn, follow and enforce behavioral and other rules established by ONK and the Planning Committee governing the 5th Grade Cultural Exchange.

- I agree to work cooperatively with other chaperones to supervise **ALL** students on the Cultural Exchange.

- I agree to refrain from use of alcohol while supervising students and to refrain completely from unlawful drugs while traveling to and from Japan and during the entire period of the Cultural Exchange in Japan. It is expected that alcohol consumption will be on the scale of "social" drinking at most.

- I agree that student participants in the Cultural Exchange have the right to expect that information about them will be kept confidential by all volunteer chaperones. Accordingly, except for a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, I agree not to disclose any confidential information about a student, other than to the Trip Director if it is relevant to the student's educational growth, safety, or well being.

- I understand that homestays in Japan are an important factor to minimize the costs of the Cultural Exchange. If selected as a chaperone, I understand that I will be asked to reciprocate by hosting visitors from Japan for homestays in Portland.

- I understand that participants in the Cultural Exchange are goodwill ambassadors for our community, including Oya No Kai, Inc., Richmond Elementary School, Portland Public Schools, the City of Portland, the State of Oregon and the United States of America. Accordingly, I will act in a positive and polite way while participating in the Cultural Exchange.

I have read the preceding statements and understand and agree to them.

Signature

Date

2020 5th Grade Cultural Exchange Trip to Japan
Personal Statement of Interest
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A chaperone's primary duty is to the health, safety, and welfare of the students he or she is assigned, approximately 4 to 5 students. A chaperone must be willing to follow and enforce rules related to the Cultural Exchange Trip and to accept the Trip Director's authority.

Please address the following questions/statements regarding personal characteristics and experiences in the spaces provided below. If you require additional space, please use the back of the page or attach a separate sheet.

I have worked with children in the following capacity:

I have experience with the Japanese language:

I have medical training/ experience:

I have experience with travel/ travel in Japan:

I have participated in homestay experiences in the following ways:

I have worked with the students in the current 5th grade class in the following ways:

I have volunteered in fundraising efforts:

Other personal experiences/skills which I feel are relevant to the chaperone job:

In the space below, please write a personal statement addressing the chaperone selection committee. In your statement, please include the reasons you would like to be a chaperone and also address your qualifications in the following areas:

- Willingness to enforce trip rules and expectations
- Ability to be flexible and deal with limited choice
- Good Problem-solving skills
- Cross-cultural sensitivity
- Ability to communicate clearly both with children and parents
- Willingness to participate in trip preparations