



## HOST APPLICATION FORM

Thank you for your interest in IIP's Cultural Exchange Program. Our program offers schools and communities the opportunity to host a visitor from Asia who will share their culture with students and families for both educational enrichment and the building of friendships. Each visit is unique and centers on the matching of skills, needs and interests of host and visitor. A key concept of the program is that the visitor experiences an immersion into American life and culture and in so doing has greater opportunity to bring reward and benefit to the host community. To achieve this, visits are set up through a home stay in the local community. The visitor will therefore make a significant contribution not only to the school, but also to the family or families with whom they stay. The following application form has two sections; one for the school and one for host families. Please use these to provide IIP with as much information as possible – this will help us identify how best to place our candidates and ensure all parties enjoy the greatest possible experience.

\* Please note it is IIP's policy **not** to place female visitors in single male / male visitors in single female households.

### HOST SCHOOL INFORMATION

#### A. SCHOOL DETAILS

<b>School Name:</b>			
<b>Principal</b>	Title:	Name:	
<b>Address</b>			
<b>City / Town</b>		<b>Direct Tel:</b>	
<b>State / County</b>		<b>Mobile No.:</b>	
<b>Post Code:</b>		<b>School Fax</b>	
<b>Direct Email</b>		<b>Website / URL:</b>	

<b>Host Teacher</b>		<b>Name:</b>	
<b>Direct Tel:</b>		<b>Direct Email:</b>	

#### B. LOCATION

<b>Locality</b>	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	<b>Population</b>	
<b>Main City</b>	(nearest)	<b>Distance</b>	(to nearest city)
<b>Transport</b>	<input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Private Car <input type="checkbox"/> Other:		

#### C. ABOUT THE SCHOOL

<input type="checkbox"/> Public/ State <input type="checkbox"/> Private <input type="checkbox"/> Independent		<b>School Level</b>	<input type="checkbox"/> Kindergarten	
<b>Population</b>	Students		Staff	<input type="checkbox"/> Elementary / Primary
<b>Age Range</b>	(youngest) to (oldest)		<input type="checkbox"/> Middle / Jr. High School	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Both		<input type="checkbox"/> High / Secondary School	

#### D. SCHOOL TERM DATES

<b>Term 1:</b>	From: to:	<b>Term 3:</b>	From: to:
<b>Term 2:</b>	From: to:	<b>Term 4:</b>	From: to:

#### E. Has the school hosted a visitor through IIP in the past?

Date:	Name:	Date:	Name:
Date:	Name:	Date:	Name:



## HOST APPLICATION FORM

**F. Please tell us about your school's current diversity.**

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- *What languages are spoken in your school / community?*

School		Community	
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**G. PREFERENCES - VISITOR**

Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either
Nationality:	<input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Chinese <input type="checkbox"/> Thai <input type="checkbox"/> Other:
Are you able to accept a visitor with a child?	

- *Your Preferred Schedule*

1 <sup>st</sup> Choice:		2 <sup>nd</sup> Choice:	
3 <sup>rd</sup> Choice:			
Duration:	(months) * Please note due to visa regulations, the maximum possible stay will be 6 months.		

**H. ARRIVAL INFORMATION** *(The most convenient place for you – please provide full details below).*

Please indicate order of preference for pick up location.	[ ]: Airport [ ]: Train Station [ ]: Bus Station
Name:	
Location:	
Other details:	

**I. VACATIONS**

Does the school offer any programs or activities during vacations that the visitor could be involved in?
Details:

**J. CURRENT LANGUAGE COURSES**

Is your school currently offering any language courses?			
Language:		<input type="checkbox"/> Compulsory	Hours taught per week:
Language:		<input type="checkbox"/> Compulsory	Hours taught per week:
Language:		<input type="checkbox"/> Compulsory	Hours taught per week:

**K. LESSON PREPARATION / PRESENTATION FACILITIES**

Workspace:			
Media Systems	<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector <input type="checkbox"/> Computer <input type="checkbox"/> DVD / Video <input type="checkbox"/> Other:		
	<input type="checkbox"/> PAL only <input type="checkbox"/> NTSC <input type="checkbox"/> Multi-system <input type="checkbox"/> Other:		
Other Resources			
Are there any resources left by a previous IIP visitor?			
Details:			



## HOST APPLICATION FORM

### L. ROLE OF THE VISITOR

**In what ways would you like the visitor to be involved in your school?**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Cultural Presenter</b> – sharing and promoting the visitor's culture within the school. |
| <input type="checkbox"/> | <b>Language</b> – providing language-learning opportunities.                               |
| <input type="checkbox"/> | <b>General Classroom Visitor</b> – supporting the school and staff in regular classes.     |
| <input type="checkbox"/> | <b>Special Education</b> – supporting staff in the delivery of special education programs. |
| <input type="checkbox"/> | <b>Other</b> – please specify  |

• **Cultural Presenter – Which topics/areas would you be interested in?**

<b>Arts &amp; Crafts:</b>	<input type="checkbox"/> Calligraphy	<input type="checkbox"/> Paper Folding	<input type="checkbox"/> Traditional Cuisine	<input type="checkbox"/> Costumes
<b>Performances:</b>	<input type="checkbox"/> Tea Ceremony	<input type="checkbox"/> Dance / Drama	<input type="checkbox"/> Music	<input type="checkbox"/> Instruments
<b>Sports &amp; Games:</b>	<input type="checkbox"/> Self-Defense	<input type="checkbox"/> Traditional Games	<input type="checkbox"/> Festivals	<input type="checkbox"/> Events
<b>Lifestyles:</b>	<input type="checkbox"/> School Life	<input type="checkbox"/> Housing	<input type="checkbox"/> Daily Life	<input type="checkbox"/> Politics
<b>Others:</b>				

*If possible, please give some indication of the extent to which the visitor might be involved.*

<b>Hours / Week:</b>	<b>Grades:</b>	<b>Class Size:</b>	<b>Class Length:</b> (mins)
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• **Language Presenter – At which level would the students be learning?**

<input type="checkbox"/> Beginner	<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
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Details:

<b>Hours / Week:</b>	<b>Grades:</b>	<b>Class Size:</b>	<b>Class Length:</b> (mins)
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• **General Classroom Visitor**

Details:

• **Special Education – How might the visitor be utilized in this area?**

Details:

• **Are you planning to co-host the visitor with another school?**

Details (Please provide full contact information):

### M. HOST SCHOOL ACKNOWLEDGEMENT

I acknowledge that I have read and understand our responsibilities as the 'Host School', which are outlined in the 'International Presenters – Program Guide for Hosts'.

**For the duration of the visit, we agree to:**

- Assist with finding suitable Host Family accommodation as follows:  
A home stay arrangement to provide room and board, including all meals (except lunch on school days) and utilities on the condition that the visitor contributes no more than the pre-agreed amount of: **\$200 USD\*** per month.  
\* Please note, for visitors with child/children, the contribution is negotiable. Please discuss with your IIP coordinator in order to set the agreed amount in advance.
- Provide a free lunch for every day the visitor spends at the school.
- Arrange transportation for the visitor to and from the school.
- Discharge the visitor without any hindrance should any event occur which prompts IIP or the visitor to terminate the stay.

<b>Date</b>		<b>Name</b>	
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Please return to your IIP Program Coordinator - Email: intl-presenters@interntraining.com or Fax: 011-81- 3-5754-4343

## HOST APPLICATION FORM

### HOST FAMILY INFORMATION

\* Please note it is IIP's policy **not** to place female visitors in single male / male visitors in single female households.

#### A. WHICH HOST SCHOOL ARE YOU COORDINATING WITH?

<b>School Name:</b>	
<b>Principal:</b>	Name:
<b>Contact Person:</b>	Name:

#### B. HOST FAMILY INFORMATION

★ I/We are the 1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> host family	From:	Until:
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##### • KEY CONTACT

<b>Title &amp; Name:</b>	Mr. Mrs. Ms. Dr.		
<b>Relationship to Host School:</b>			
<b>Occupation:</b>		<b>Employer:</b>	
<b>Home Tel:</b>		<b>Mobile Tel:</b>	
<b>Email:</b>		<b>Work Tel:</b>	

##### • OTHER CONTACT

<b>Title &amp; Name:</b>	Mr. Mrs. Ms. Dr.		
<b>Relationship to Key Contact:</b>			
<b>Occupation:</b>		<b>Employer:</b>	
<b>Home Tel:</b>		<b>Mobile Tel:</b>	
<b>Email:</b>		<b>Work Tel:</b>	

##### • OTHER HOUSEHOLD MEMBERS

Name:	M/F	Age:	Relationship:
Name:	M/F	Age:	Relationship:
Name:	M/F	Age:	Relationship:
Name:	M/F	Age:	Relationship:

##### • ADDRESS

<b>Address</b>			
<b>City / Town</b>			
<b>State / County</b>			
<b>Post Code:</b>			

<b>Locality</b>	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural		
<b>City / Town</b>	<input type="checkbox"/> Large <input type="checkbox"/> Medium <input type="checkbox"/> Small	<b>Population:</b>	
<b>Nearest Main City:</b>		<b>Distance:</b>	(kms)
<b>Transport</b>	<input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Private Car           Other:		

##### • LANGUAGE GENERALLY SPOKEN IN HOUSEHOLD

<input type="checkbox"/> English	<b>Other/s:</b>
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##### • Have you ever hosted an international/exchange visitor before?( Including IIP or other)

Year:	Name:	Nationality:	Months:
Year:	Name:	Nationality:	Months:

Please return to your IIP Program Coordinator - Email: intl-presenters@interntraining.com or Fax: 011-81- 3-5754-4343

## HOST APPLICATION FORM

### C. VISITOR PREFERENCES

<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either
<b>Nationality:</b>	<input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Chinese <b>Other:</b>

I <input type="checkbox"/> <b>can</b> / <input type="checkbox"/> <b>can not</b> accept a visitor with a child.	<b>Comment:</b>
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#### • SMOKERS

There are <input type="checkbox"/> <b>smokers</b> / <input type="checkbox"/> <b>non-smokers</b> in our house.	Smoking is <input type="checkbox"/> <b>allowed</b> / <input type="checkbox"/> <b>not allowed</b> in the house.
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### D. AMMENITIES AVAILABLE

There is a <input type="checkbox"/> <b>personal</b> / <input type="checkbox"/> <b>shared</b> <i>bedroom</i> available.	There is a <input type="checkbox"/> <b>personal</b> / <input type="checkbox"/> <b>shared</b> <i>bathroom</i> available.
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#### • INTERNET ACCESS

The <i>internet</i> <input type="checkbox"/> <b>is</b> / <input type="checkbox"/> <b>is not</b> available.	The visitor <input type="checkbox"/> <b>can</b> / <input type="checkbox"/> <b>cannot</b> use the host's <i>computer</i> .
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The <i>internet</i> is also available at: (library, school, etc)
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### E. REGULAR FAMILY ACTIVITIES *(please include hobbies, sports, community groups, etc)*

<i>Details:</i>
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### F. PETS *(please indicate any pets you have)*

<input type="checkbox"/> Dog/s <input type="checkbox"/> Cat/s <input type="checkbox"/> Poultry <input type="checkbox"/> Farm Animals <input type="checkbox"/> Reptiles <b>Other:</b>
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Are any of these animals indoor pets? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please give details)</i>
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<i>Details:</i>
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### G. VACATIONS / HOLIDAYS

<b>Please note: Vacation / holiday accommodation and activities are understood to be the visitor's own responsibility.</b>
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However, is there any possibility of arranging activities with/for him/her?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Is there any possibility the visitor may stay in your home over the vacation period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### H. CULTURAL ACTIVITIES

Are there any cultural learning activities in your local area (Community colleges, language schools, etc.)?
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<i>Details:</i>
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### I. ARRIVAL INFORMATION *(The most convenient place for you – please provide full details below).*

Please indicate order of preference for pick up location.	[ ]: Airport [ ]: Train Station [ ]: Bus Station
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<b>Name:</b>	
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<b>Location:</b>	
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<i>Other details:</i>
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### J. OTHER INFORMATION / COMMENTS

Are there any family rules, or other information, the visitor should be aware of in advance?
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<i>Details:</i>
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## HOST APPLICATION FORM

**K. HOST FAMILY ACKNOWLEDGEMENT**

As the **"Host Family"**, I acknowledge that I have read and understand our responsibilities as outlined in the 'International Presenters – Program Guide for Hosts'.

**For the duration of the visitor's stay with our us, we agree to:**

- Provide room and board, including all meals (except lunch on school days) and utilities on the condition that the visitor contributes no more than the pre-agreed amount of **\$200 USD\*** per month.  
\* Please note, for visitors with a child or children, the contribution is negotiable. Please discuss with your IIP coordinator in order to set the agreed amount in advance.
- Treat the visitor as a member of our family in order to make the home stay a culturally enriching experience for all parties.
- Discharge the visitor without any hindrance should any event occur which prompts IIP or the visitor to terminate the stay.

Date		Name	
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**L. Additional Details: (optional) - Please provide any family pictures or helpful information.**• **Our Message:**

Dear Visitor,

• **Our Family / Location**• **Helpful Information**

<b>Local Weather:</b>	http://www.
<b>Homepage:</b>	http://www.
<b>Our Community:</b>	http://www.
<b>Other:</b>	http://www.