



Livingston Sister City Cultural & Student Exchange Program

PO Box 1415 Livingston MT 59047

Chaperone Information & Application

Thank you for your interest in the Sister City Student Exchange program. Below is information that will assist you in your decision to apply as a chaperone. Each year we select 2 chaperone's to work with up to 10 students. We are a community benefit 501(c)-3 non-profit organization. The student exchange is a two year program with selected students and chaperone's traveling to Japan during the second summer of the program for about two weeks in mid-July. We are a 100% volunteer group dedicated to the idea that all students selected are able to participate regardless of income. This requires all students and their families to make this program a personal priority during the fundraising and exchange time period. We look for students and families that are willing to share our commitments in order to guarantee the continuation of this valuable program.

Students and the chaperone's are the guests of their host families and the City of Nagonahara while they are in Japan. Room, board and activity expenses in Japan are covered by the Naganohara program. The Livingston Sister City Exchange program fund-raises additional money to help defray the costs of airfare. It will be necessary for you to cover some expenses – i.e. passport, spending money and gifts for host families.

As a chaperone, you will be responsible for the exchange students during travel to and from Japan, as well as ensuring their well being during the stay in Japan.

Prior to travel, the group must participate in family meetings, fund raising activities and orientation sessions. The orientation consists of training in Japanese etiquette, basic language skills, customs, familiarity with currency and time changes and preparing a self introduction to present during the stay in Japan. Families will meet every other week January through May then the traveling group will meet almost every week in June. Active fundraising is especially busy in March, April and May.

While in Japan, all students and the chaperone's will participate in individual, family and group activities, and possibly community service projects. The goal of the exchange is for the student to gain a better understanding of the society and culture of the Naganohara community. Students and chaperone's will stay with Japanese host families. The chaperone's will participate in all group activities as well as make home visits or phone checks to the students as needed throughout the trip.

You will also be expected to participate in some of the activities for the Japanese students and chaperone's while they are here in Livingston, typically during the first two weeks of August.

Community Commitment

As a participant in this program, the chaperone's, as well as the students, are expected to serve as Goodwill Ambassadors for our city. Upon returning from Japan, the students and chaperone's will be expected to assist in the planning and delivery of a variety of public and school presentations to share their experiences and promote the learning and understanding of the Japanese culture in our community.

Program Commitment

We are looking for chaperone's willing to work and bond with students that will be traveling to Japan and be involved with the group activities leading up to the exchange as mentioned above. Attending monthly board meetings is also encouraged.

Please return the attached application (page 2) as soon as possible by mail to the Sister City address at the top of this page or you may drop it off at First Interstate Bank, Attn: Donna Pace. For further information, or if you have any questions, please call Donna Pace, 220-1111. Please keep page 1 for your own information. We will contact you to make arrangements for a personal interview.

Thank you for applying and your interest in the Livingston Sister City Student Exchange Program!



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Chaperone Application

Please use the back or separate page when needed

Name _____ Birth date _____

Street Address _____ City _____

State & Zip _____ Years at Present Address _____

Telephone(s) _____

e-mail _____

1) Educational Background (Please list High Schools, Trade Schools, & Colleges Attended)

2) Present Employer _____ Work Address _____

Work Telephone _____ Supervisor _____

3) Work History (Please list previous employment, with phone number, within the last three years)

4) References (Names and phone numbers of three people not related to you)

5) To help us during the chaperone selection process, please respond in writing to the following:

What experiences have you had to prepare for this position and how could you share this educational experience with others in our community? (Use additional page if necessary)

Please sign if you agree to a reference & background check

_____ Date _____