

Burbank Sister City Committee

CHAPERONE APPLICATION SUMMER 2016

The Burbank Sister City Committee welcomes your application to serve as chaperone for the Student Exchange Program summer of 2016. We will select two qualified candidates to accompany our twelve students during their two-week visit to Ota, Japan in June or early July (dates to be determined). **Applicants must have a demonstrated interest in the City of Burbank.** Desirable chaperone qualities include but are not limited to:

- knowledge and understanding of teenagers,
- display of excellent verbal and written communication skills,
- leadership skills and experience in managing a large group of young adults,
- knowledge of basic first aid skills,
- ability to act as spokesperson for the group in representing the City of Burbank in the presence of Korean government officials,
- ability to act as liaison between students and host families,
- willingness and ability to devote time and energy to prepare our students for the visitation,
- desire to join and serve as an active member of the Burbank Sister City Committee.

Applicants must submit finger print samples for Livescan Fingerprinting Services.

After screening the applications, the interview committee will contact those applicants to be interviewed. The Committee will provide a paid airline ticket and home stay accommodations for the applicants chosen to serve as chaperones.

Provide the following confidential information, in writing ASAP:

- Name – first, middle, last
- Home Address, including City and Zip Code
- Telephone number, home and work
- Email Address, home and work
- Date of birth
- Employer

Please write a brief paragraph telling us something about yourself, your qualifications for this position, and what you can offer the program.

Submit to:

- 110 N. Glenoaks Blvd., Burbank, CA 91502, attn. Melissa Potter or email mmpotter@burbankca.gov

Thank you for your interest in being a part of the Student Exchange Program.