



CHAPERONE APPLICATION SUMMER 2018

The Burbank Sister City Committee is organizing a student exchange to our Sister City of Ota, Japan, in summer 2018 and is seeking two qualified candidates to accompany the student group as chaperones.

Trip details and expense

- The exact dates of the two-week trip will be determined in the spring and will fall during July-August of 2018.
- Chaperones will have their airfare covered by the Committee.
- Chaperones, like student travelers, will stay with host families during their two weeks in Japan. Host families will provide meals in addition to lodging.
- Incidental expenses are the responsibility of the chaperone and are expected to be no more than \$250.

Chaperone responsibilities

- Chaperones will attend monthly Burbank Sister City Committee meetings from November through July. Meetings are held at the Burbank Central Library, 110 N. Glenoaks Blvd., on the first Monday of each month at 6:30 pm.
- Chaperones will participate in interviews of student applicants and help select the group of travelers. Interviews take place in November.
- Chaperones will work with the Ota Committee Chair to develop and deliver a training program for student travelers designed to introduce them to customs, basic vocabulary, and general expectations for their trip.
- Chaperones will act as the temporary legal guardian for all travelers under the age of 18 for the duration of the trip, including flights.
- Chaperones will coordinate with Ota contacts to support a successful trip, including but not limited to:
 - ensuring all students are ready promptly for each day's activities
 - ensuring all students behave responsibly and represent the interests of the City of Burbank
 - ensuring all students are safe during the trip, not engaging in risky behavior, and receiving any necessary medical attention
 - coordinating with the Burbank Sister City Committee and/or the City of Burbank as to any emergency needs that arise during the trip
 - coordinating completion of evaluations by the students as required by the City of Ota
- Chaperones must agree to host visitors from the Sister City of Incheon, South Korea, for a homestay and/or chaperone at least one event if a visit is scheduled in the summer of 2018. This visit would take place for two weeks in June-July.



CHAPERONE APPLICATION SUMMER 2018

Chaperones must meet the following minimum qualifications

- Be at least 26 years old
- Live or work in the City of Burbank
- Have current adult First Aid/CPR/AED certification or agree to obtain it no later than May 1, 2018
- Submit to a screening from Livescan Fingerprinting Services through the City of Burbank by April 1, 2018
- Provide proof of a passport valid through the end of 2018 or the ability to obtain one by April 1, 2018
- Have demonstrated experience working with teenagers
- Have demonstrated ability to represent the City of Burbank professionally to Japanese officials during the trip

Those interested in being considered as a chaperone for summer 2018 should submit the attached application. Chaperone candidates will be evaluated based on the written application, an interview and reference checks.

Criteria include

- Candidate's demonstration of meeting the minimum qualifications
- Candidate's demonstration of being able to fulfill responsibilities
- Candidate's communication ability
- Candidate's relevant background
- Candidate's commitment to a successful trip
- Candidate's ability to ensure a successful trip

TO APPLY, COMPLETE THE APPLICATION ON THE FOLLOWING PAGE AND OBTAIN 2-3 LETTERS OF RECOMMENDATION. DO NOT SUBMIT COPIES OF PASSPORTS OR CERTIFICATIONS. THOSE WILL BE REQUESTED LATER IN THE PROCESS.

DEADLINE: FRIDAY, OCTOBER 13, 2018, at 5 PM

Submit application in person at:

Burbank Central Library Attn: Anne Ngo
110 N. Glenoaks Blvd., Burbank, CA 91502
or by email to sistercity@burbankca.gov

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

Thank you for your interest!



DATE _____

FULL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PREFERRED PHONE NUMBER _____ ALTERNATIVE NUMBER _____
Type home work cell Type home work cell

PREFERRED EMAIL ADDRESS _____ ALTERNATIVE EMAIL _____
Type personal work Type personal work

EMPLOYER _____

EMPLOYER CONTACT NAME AND PHONE NUMBER _____

- I am at least 26 years old.
- I live or work in the City of Burbank (circle which one)
- I have current First Aid/CPR/AED certification
- I have a passport valid through December 2018
- I am able to attend monthly Sister City meetings from November-May 2018
- I am able to host and/or chaperone during an exchange visit to Burbank in summer 2018
- I am willing to commit to fulfilling the chaperone responsibilities listed above

If you did not check one or more of the above boxes, please explain:

Answer the following questions, no more than 300 words per answer.

- 1) Why are you interested in being a chaperone for the summer 2018 trip to Ota, Japan?

- 2) What experience do you have working with teenagers that will make you successful in managing the group on an overseas trip?

- 3) What experience do you have that shows you will be able to represent the City of Burbank in a professional manner with Japanese officials on this trip?

- 4) What communication skills do you have that will make the trip run smoothly? Provide an example of how you imagine you would use those during this trip.

- 5) What will you do between your selection as a chaperone and the time of the trip to enhance the skills you bring to the table?

- 6) Is there anything else you would like to share that will help the committee make its decision?

Also attach 2-3 letters of recommendation. DO NOT SUBMIT COPIES OF PASSPORTS OR CERTIFICATIONS. Those will be requested later in the process.

DEADLINE: FRIDAY, OCTOBER 13, 2018, at 5 PM

Submit application in person at:

Burbank Central Library Attn: Anne Ngo
110 N. Glenoaks Blvd., Burbank, CA 91502
or by email to sistercity@burbankca.gov

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.