



## CHAPERONE APPLICATION SUMMER 2019

The Burbank Sister City Committee is organizing a student exchange to our Sister City of Incheon, South Korea, in summer 2019 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 June-July of 2019.
- Chaperones will have their airfare covered by the Committee.
- Chaperones, like student travelers, will stay with host families during their two weeks in Korea. 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 Incheon 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 Incheon 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 Incheon
- Chaperones must agree to host visitors from the Sister City of Ota, Japan, for a homestay and/or chaperone at least one event if a visit is scheduled in the summer of 2019. This visit would take place for two weeks in July-August.



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### 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, 2019
- Submit to a screening from Livescan Fingerprinting Services through the City of Burbank by April 1, 2019
- Provide proof of a passport valid through the end of 2019 or the ability to obtain one by April 1, 2019
- Have demonstrated experience working with teenagers
- Have demonstrated ability to represent the City of Burbank professionally to Korean officials during the trip

Those interested in being considered as a chaperone for summer 2019 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 12, 2018, at 5 PM**

**Submit application in person at:**

Burbank Central Library Attn: Library Administration  
110 N. Glenoaks Blvd., Burbank, CA 91502  
or by email to [sistercity@burbankca.gov](mailto: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 2019
- I am able to attend monthly Sister City meetings from November-May 2019
- I am able to host and/or chaperone during an exchange visit to Burbank in summer 2019
- 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 2019 trip to Incheon, South Korea?

- 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 Korean 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.*

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