



CHAPERONE APPLICATION SUMMER 2025

The Burbank Sister City Committee is organizing a student exchange to our Sister City of Ota, Japan, in summer 2025 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 likely be the second and third week of July.
- 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 \$500.

Chaperone responsibilities

- Chaperones will attend monthly Burbank Sister City Committee meetings from November through July. Meetings are held at the Buena Vista Library, 300 N Buena Vista St, Burbank, CA 91505, on the first Monday of each month at 6:30 pm (unless otherwise announced).
- 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. This includes updating the orientation booklet and orientation programs.
- Chaperones will act as the temporary legal guardian for all travelers under the age of 18 for the duration of the trip, including flights. All participants, including chaperones, must sign a Hold Harmless and Assumption of Risk agreement provided by the City of Burbank.
- 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 2025. This visit would take place for two weeks in June-July.
- Chaperones must agree to stay active members of Burbank Sister City Committee for 2 years from the date of acceptance of this position.



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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
- Submit a Hold Harmless form to the City of Burbank upon selection
- Have current adult First Aid/CPR/AED certification or agree to obtain it no later than May 1, 2025
- Submit to a screening from Livescan Fingerprinting Services through the City of Burbank by April 1, 2025
- Provide proof of a passport valid through the end of 2026 or the ability to obtain one by April 1, 2025
- 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 2025 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 25, 2024, 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

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

Thank you for your interest!

BURBANK SISTER CITY COMMITTEE
110 NORTH GLENOAKS BOULEVARD BURBANK, CALIFORNIA 91502-1202



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 2026
- I am able to attend monthly Sister City meetings from January-June 2025
- I am able to schedule additional meet times/rehearsals for traveling students as needed
- I am able to host and/or chaperone during an exchange visit to Burbank in summer 2025
- I am willing to commit to fulfilling the chaperone responsibilities listed above
- I am willing to stay active members of Burbank Sister Committee for 2 years from the date of acceptance of this position
- I have reviewed the attached Hold Harmless form and can sign it upon selection

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

**HOLD HARMLESS AND ASSUMPTION OF THE RISK AGREEMENT FOR PARTICIPATION IN THE
STUDENT EXCHANGE PROGRAM BETWEEN
CITY OF BURBANK AND CITY OF OTA
2025**

For and in consideration of participation in the student exchange program between the City of Burbank and the City of Ota, Japan (“Student Exchange”), I hereby voluntarily release, discharge, waive, and relinquish any and all actions or causes of action for any personal injury, property damage or wrongful death against the City of Burbank or any of its officers, agents, servants and/or employees, the City of Ota or any of its officers, agents, servants and/or employees, the Burbank Sister City Committee or any of its officers, agents, servants and/or employees (collectively, the “Protected Parties”), occurring to me as a result of participating in the Student Exchange or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue.

IT IS MY INTENTION BY SIGNING THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE PROTECTED PARTIES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE. I am fully aware of the risks and hazards inherent to participating in the Student Exchange and I understand that serious accidents may occur during participation in the Student Exchange and that participants in the Student Exchange can and may suffer serious injury. I realize that NO MEDICAL INSURANCE IS PROVIDED BY THE PROTECTED PARTIES FOR ANY INJURIES OR ILLNESSES THAT MAY OCCUR TO ME DURING PARTICIPATION IN THE STUDENT EXCHANGE. Nevertheless, I hereby elect voluntarily to participate in the Student Exchange and assume all risk of loss, damage, or injury that may be sustained by me during participation in the Student Exchange or any activities incidental thereto.

I agree that in the event any claim for personal injury, property damage, or wrongful death shall be prosecuted against the Protected Parties, I shall defend, indemnify, and save harmless the Protected Parties from any and all such claims or causes of action by whomever or wherever made or presented.

I understand that this Hold Harmless and Assumption of the Risk Agreement shall apply not only to me but also to my heirs, executors, administrators, next of kin, assigns, and successors.

I ACKNOWLEDGE THAT I HAVE READ THE DOCUMENT ABOVE AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATION IN THE STUDENT EXCHANGE AND I AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT. By my signature below, I hereby certify that I am at least eighteen (18) years old or if I am under the age of eighteen (18), my parent/guardian has read this form with me and completed the additional parent/guardian waiver and release below.

Participant's Name

Date

Participant's Signature

Date

Parent/Guardian Name

Date

Parent/Guardian Signature

Date