



Oregon 4-H Youth Development Program HIGH SCHOOL CHECKLIST

- Host Family Information Sheet & Application & Picture *Application for families interested in hosting a delegate from Japan or Eurasia for one academic year. Completed application should be signed by the state coordinator and accompanied by a picture of the family. Original applications should be mailed to **State Coordinator**.*
- Host Family "In-Home" Interview Report *State Coordinator must conduct an in-home interview with all hosting family members present. This is a mandatory requirement for CSIET listing. A copy of the form should be provided to **WorldWise**.*
- Confidential Host Family Reference *Host family gives this form to 2 individuals to complete and mail back to **State Coordinator**. Forms should be confidential. A copy of the form should be provided to **WorldWise**.*
- Disclosure Form *We are required by the U.S. Department of State to run criminal background checks (CBC) on all adult members (18+) who will be residing in the host family home. Completed CBCs or disclosure forms should be mailed to **WorldWise**.*
- High School Acceptance Form *School administrator must approve and sign acknowledging the student has been accepted into the school for a full academic year. Original, signed form should be mailed to **WorldWise** accompanied by a school policy handbook & curriculum.*
- Host Family Orientation Confirmation *All host family members must attend a host family orientation. A signed form acknowledging attendance should be provided to **WorldWise**.*
- Tutoring Request Form *If private tutoring is needed, the state coordinator should complete and return the form to **WorldWise** for approval by the Japanese organization & natural parents.*
- Monthly Student Report *Delegates must complete the monthly report. Reports should be mailed to the **State Coordinator**.*
- Monthly School Report *Delegate's teachers must complete the monthly report. Reports should be mailed to the **State Coordinator**.*
- Monthly Host Family Report *Host parent must complete the monthly report. Reports should be mailed to the **State Coordinator**.*
- Quarterly Report *State Coordinator must compile the information from the student, family and school monthly reports on a quarterly basis and create a report. Report is due to **WorldWise** (Sept. 30, Dec. 30, Mar. 30, June 30.)*
- ACES Travel Release Form *If the delegate wishes to travel with their host family or on a school-related function, this waiver must be completed by the State Coordinator and forwarded to WorldWise 4 weeks prior to travel. WorldWise will obtain natural parent's signature of approval.*
- Documentation of Contact *State Coordinators and their staff/volunteers should use this form to document all contact they have with each exchange student, host family, and school. All contact (phone, email, in-person, etc.) should be recorded and archived in the student's file for at least 3 years. This documentation is essential for our program archiving, CSIET applications, SEVIS reporting, and 4-H IPC.*

A world citizenship program facilitated by the IPC for participating state 4-H Youth Development Programs.

Host Family Change Form

If a student requests a host family change for reasons beyond those requiring immediate attention (illegal activity within home, personal safety, emergency,) then they must complete this form before a host family change will be completed. The form requires the student to reflect upon their request, the cause and effect upon everyone involved and also asks them to take responsibility for the ways in which they could have improved the relationship/living situation. This form does not automatically guarantee that the student will be moved to a new location. Final host family change decision is made by the State Coordinator, Japanese Organization, and WorldWise.