TO: 8th Grade Students

FROM: Robert A. Merring, International Service Director, Rotary Club of Newport-Balboa; OkazakiExchange@gmail.com

DATE: March 2012

Re: Reciprocal Student Exchange with Okazaki, Japan – Information and Instructions

Dear Interested Student and Parents,

We are excited to share with you the information about the Wendell Fish Student Exchange program, now in its 29th year. The program provides the participants with an enriching experience to view Japan from inside a Japanese family. For about one week the participants will live with a Japanese family who has a son or daughter of the same age. So the young travelers will experience from the perspectives of being a buddy to his/her Japanese friend. You will experience what life in Japan is all about, what your buddy’s life, schooldays, home and family are all about. Then in the fall, the participant will welcome the Japanese student to his/her home here in the Newport-Mesa area to show them what life in the U.S is all about. I think it is a unique opportunity to experience a culture from the inside.

We have put together some questions and instruction in a FAQ (frequently asked questions) approach.

The Newport Beach Sister City Association and the Rotary Club of Newport-Balboa

FAQ: What is this Student Exchange all about, who can go, and when do we go?

For the last 29 years, selected students have had the opportunity to experience a reciprocal student exchange program with Newport Beach’s Sister City in Okazaki, Japan (“Wendell Fish Student Exchange Program”). This program is designed for six (6) current 8th graders to visit Okazaki in July and to live with a like Japanese student and his/her family. The following October, the Japanese “buddies” will visit Newport Beach and stay with the families of the students who visited Okazaki in July. The length of their visit to Newport Beach will also be approximately eight (8) days. The exchange dates are July 5 to 15, 2012 for the Newport students to Okazaki and tentatively from September 27 to October 5, 2012 for the Okazaki students.

FAQ: Who is organizing the Exchange?

Here in Newport Beach, two organizations are involved: the Newport Beach Sister City Association (NBSCA) and the Rotary Club of Newport-Balboa (RCNB). Two Rotarians, Messrs. Wendell Fish of the RCNB and Masao Kato of the Rotary Club of Okazaki-South started the exchange 30 years ago.
For the last 28 years the exchange has been a joint venture of the NBSCA, RCNB, Rotary Club of Okazaki-South and with great support by the Newport-Mesa Unified School District and the Okazaki School District.

The NBSCA is in charge of organizing the trip to Japan as well as the stay in Japan. The RCNB will select the students going to Japan in cooperation with the NBSCA. The selection process will conclude around the third week in April after holding interviews with each candidate.

**FAQ: What are the selection criteria?**

The six selected students are ambassadors representing the school, but Newport Beach, the State of California, the U.S.A., and above all, their families and themselves. We see the selected students to have the following qualifications. You should:

- Demonstrate proper manners, so that, as a guest in Japan, the Japanese can gain an understanding and appreciation of an American student's lifestyle.
- Be able to make good decisions and be self-directed so that your actions always represent the highest quality of integrity, diplomacy and judgment.
- Demonstrate high performance in academic areas. Be able to articulate thoughts and ideas easily.
- Exemplify the qualities of leadership.
- Be able to accept and follow directions.
- Friendliness with others.
- Have some knowledge of Japan and its geography
- Demonstrate an awareness and respect for the cultural difference between Japan and the United States.

Lastly, you and your family must serve as host to your Japanese “buddy” in September/October, shadowing your Japanese buddy. You also must participate in events that are scheduled for the exchange students (American and Japanese). In case these events fall on regular school hours, you must participate in the scheduled events. There will be no exceptions.

As stated above we see the selected student as an ambassador. We expect that you:

- Have a desire to learn about the culture of Japan.
- Have specific understanding of the cultural etiquette of Japan.
- Will represent the City of Newport Beach, the School District, your school, the NBSCA, and RCNB in an exemplary manner.
- Increase your Japanese buddy’s understanding of the American students' way of life here in the Newport Beach area.

You will have an opportunity to present your qualifications in Part B – Student Application Form as well as during an interview.

**FAQ: Whom do I turn to for help?**

If you have any questions, there is a designated SCHOOL CONTACT at your respective schools.

**For CdM Middle School:** Ms. Ginny Monroe
949.515.9002  gmonroe@nmusd.us

**For Ensign Intermediate School:**
Ms. Mary Jo Vecchiarelli
949.923.9060  mvecchiarelli@nmusd.us
FAQ: How do I sign up to go to Japan?
The Application Package consists of
  Part A – Information and Instruction Form
  Part B – Student Application Form,
  Part C – Parent Application Form
  Part D – The Statement of Intent/Release Form,
  Part E – Sample Itinerary

Your SCHOOL CONTACT will e-mail the Application Package as a Word document to you. We request submittal of your application via e-mail.

Please proceed as follows:

1. Please carefully review Part A and familiarize yourself with the procedures

2. Fill out Part B - Student Application Form, including writing an Essay “Why I Think I Will Be a Good Ambassador to Okazaki”.

   Forward the Student Application via e-mail to OkazakiExchange@gmail.com.
   Should you not have any access to e-mail, please drop off a hardcopy of the Application Form with your SCHOOL CONTACT.

3. Give to your parents the following forms to fill out:
   a. Part C - Parent Application Form.
      Have your parents fill out the form and sign it. Then submit the form
         (1) Via e-mail to OkazakiExchange@gmail.com, and
         (2) Mail/drop off the original, signed form to your SCHOOL CONTACT!

   b. Part D - Statement of Intent/Release Form
      Have your parents sign at the indicated places.
      Drop off the original, signed form to your SCHOOL CONTACT!


Please note: Your application will not be considered unless the two forms that your parents have to fill out and sign have been received.

FAQ: What happens once I submitted my application?
You are required to submit your Student Application Form, the Parent Application Form and Statement of Intent/Release to your SCHOOL CONTACT by no later than March 26, 2012. Within approximately two (2) weeks from your submittal of the paperwork, you will be asked to participate in an interview with the Student Selection Committee.

The committee will select a total of six (6) exchange students this year. The chairperson of the Okazaki Committee of the NBSCA will inform you if you are among the students selected for the program.
FAQ: What is next if I am selected?
Together with the other five selected students and two chaperones will meet with members of the NBSCA and RCNB on several occasions to prepare you for your trip to Japan and discuss travel arrangements. Typically you will introduce yourself at the Newport Beach City Council as one of the ambassadors to go to Japan. You will also learn some Japanese phrases.

FAQ: How does the Exchange work?
In July the selected exchange students will go to Japan for ten (10) days. In September/October, your newly found Japanese buddy will visit you and your family staying with you for eight (8) days.

On July 5, the selected exchange students and your chaperones will travel from Newport Beach to Japan. During the 10 days in Japan, you will be staying with a Japanese family in Okazaki and go to school with your newly found Japanese buddy. While in Okazaki, you will be requested to officially represent Newport Beach and the Newport Mesa Unified School District at various formal meetings with Japanese officials and Rotarians. The last three days of your visit to Japan, you will travel with your fellow students and chaperones from Okazaki to Kyoto, the former capital. You will visit there for two days. Then on July 15, 2012, you all will leave from Osaka airport to fly back to the U.S.

In the fall, you will reciprocate and host your Japanese buddy during these days at your home. Tentatively, the Japanese are anticipating arriving in Newport Beach around September 27, 2012; but this date is subject to change. The program will require you to shadow your Japanese buddy during the school days and participate in formal events either organized by the school or the NBSCA. You will be required to accompany your Japanese buddy to all these events, which might mean that you might have to be absent from school. As a result, you might be required to make up for lost classes.

FAQ: How much does it cost to go to Japan?
Each selected student must assume the cost for transportation to and from Japan and incidental expenses. Travel cost is approximately $1,600. Cost for incidental expenses (host family gifts, souvenirs etc.) are about $250. You pay the travel cost. RCNB will fund the land cost in Japan. The cost for the chaperones will be borne by the NBSCA.

Each selected student will host the “buddy” student from Okazaki. For hosting students from Japan, you and your family will be responsible for expenses associated with hosting your “buddy student” in your home for approximately ten days and to include the “buddy” student in all your family activities.

If you or your parents have any questions, please do not hesitate to contact:

At CdMMS: Ms. Ginny Monroe, 949.515.6002, gmonroe@nmsud.us

At Ensign: Ms. Mary Jo Vecchiarelli, 949.923.9060, mvecchiarelli@nmsud.us

or Robert A. Merring, NBSCA, 714.444.9944, OkazakiExchange@gmail.com

Remember, submittal deadline is March 26, 2012.

Thank you and good luck!
STUDENT APPLICATION FORM – 2012

Instructions
Please e-mail this Application Form to:
OkazakiExchange@gmail.com

Submittal Deadline: March 26, 2012

General Information on You

Your Name: ________________________________ Grade: ______________

School: _______________________________________

Your GPA: ___________________________________

Your Cell Phone or Home Phone No:
___________________________________________

Your E-mail Address: ___________________________

Date of Birth: ___________ Age: ___________ Sex: (F or M): ______
(MM/DD/YEAR)

What is the primary language you speak at home: _____________________________

Do you or your parents speak any foreign languages at home: (Y/N) _____. If yes, which: ______

___________________________________________
Information About You

Special Interests, Hobbies, etc.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Family Information:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you like/dislike about school?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you like/dislike (i.e. food, living arrangements, smoking)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Essay

Please state below why you think you would be a good ambassador to Okazaki, Japan.

Please forward the filled-out Application Form via e-mail to:

Robert A. Merring, 714.444.9944, OkazakiExchange@gmail.com

Submittal Deadline: March 28, 2011
PARENT APPLICATION FORM – 2012

Please fill out the form and (1) e-mail to OkazakiExchange@gmail.com and (2) submit a signed hardcopy to your respective Point of Contact. Submittal Deadline: MARCH 26, 2012.

*******************************************************************************

Name of my son/daughter: __________________________________________

DOB: ___________________________  Sex: (M or F): __________

School my son/daughter is attending: ______________________________________

Instructions

The Wendell Fish Student Exchange Program appreciates your interest in hosting an exchange student, and we are confident that this will be a truly rewarding experience for you. The US State Department and the Department of Homeland Security require that we obtain the information below from all potential host families. We assure you that the information that we receive will be treated confidentially, and we thank you for your assistance and understanding.

Please be advised, should your son/daughter stay at the household of an estranged former spouse, then this person will have to fill out this application also.

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<tr>
<th>Information on Father/Guardian</th>
<th>Information on Mother/Guardian</th>
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<tbody>
<tr>
<td>Full Name</td>
<td>Full Name</td>
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<tr>
<td>State relationship (i.e. father, stepfather, etc.)</td>
<td>State relationship (i.e. mother, stepmother, etc.)</td>
</tr>
<tr>
<td>Driver’s License No.</td>
<td>Driver’s License No.</td>
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<tr>
<td>Employer</td>
<td>Employer</td>
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Wendell Fish Student Exchange Program
Parent Application Form
Page 2 of 4

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<th>Occupation/Position</th>
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<tr>
<td>Business Phone No.</td>
<td>Cell Phone No.</td>
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<tr>
<td>Date of Birth</td>
<td>Country of Birth</td>
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<td>Residence Street Address</td>
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<td>City</td>
<td>State</td>
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<td>Zip Code</td>
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<td></td>
<td>Home Phone No.</td>
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Please state what other Family Members and Residents are living with you:

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<tr>
<th>Name</th>
<th>Sex M/F</th>
<th>Age</th>
<th>Relationship</th>
<th>Lives at Home?</th>
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What are your family’s hobbies:

Do you have any pets? If yes, please list number and types of pets

Will student share a bedroom?
(Y or N): _____ If yes, with whom?

Do you have neighbors or friends with secondary school-aged children?

Please describe other hosting experiences you have had:

Will your son/daughter stay with any other family while the exchange student is here? If so, state below with whom?
### Personal References (please provide two)

<table>
<thead>
<tr>
<th>Name of Individual #1</th>
<th>Relationship to you</th>
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</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>City, State, and Zip Code</td>
</tr>
<tr>
<td>Home Phone No.</td>
<td>Business Phone No.</td>
</tr>
<tr>
<td>E-mail Address</td>
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</tr>
</tbody>
</table>

<table>
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<tr>
<th>Name of Individual #2</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>City, State, and Zip Code</td>
</tr>
<tr>
<td>Home Phone No.</td>
<td>Business Phone No.</td>
</tr>
<tr>
<td>E-mail Address</td>
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### Waiver/Consent/Release

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my and my son/daughter’s elimination from consideration for participation in the Wendell Fish Student Exchange Program. I further certify that I understand that Newport Beach Sister City Association’s (NBSCA) intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission to the NBSCA to investigate, verify, and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with employers, and reference interviews. I understand that this information will be used, in part, to determine my eligibility for hosting an exchange student as part of the Wendell Fish Student Exchange Program. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that the NBSCA or its affiliates will inquire about, and I authorize them to verify, my employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in the Wendell Fish Student Exchange Program, and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Exchange program, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating entities (NBSCA, Rotary Club of Newport-Balboa, the city of Newport Beach, the Newport-Mesa Unified School District and Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of the NBSCA and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the NBSCA or its affiliates, or at my option. I understand and agree that the NBSCA or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

If accepted as a host family, I/we agree to treat the student as our own son/daughter, and to provide appropriate supervision to him/her.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

<table>
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<tr>
<th>Signature of Father</th>
<th>Signature of Mother</th>
</tr>
</thead>
</table>

| Please Print Name of Father | Date Signed | Please Print Name of Mother | Date Signed |
Please E-MAIL the filled-out Parent Application Form to OkazakiExchange@gmail.com

And

SUBMIT THE SIGNED ORIGINAL TO:

<table>
<thead>
<tr>
<th>For CdM Middle School:</th>
<th>For Ensign Intermediate School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Ginny Monroe</td>
<td>Ms. Mary Jo Vecchiarelli</td>
</tr>
<tr>
<td>949.515.9002</td>
<td>949.923.9060</td>
</tr>
<tr>
<td><a href="mailto:gmonroe@nmusd.us">gmonroe@nmusd.us</a></td>
<td><a href="mailto:mvecchiarelli@nmusd.us">mvecchiarelli@nmusd.us</a></td>
</tr>
</tbody>
</table>

Submittal Deadline: March 26, 2012

Thank you

Robert A. Merring
714.444.9944
OkazakiExchange@gmail.com
# STATEMENT OF INTENT/RELEASE – 2012

Dear Parents,

Please print out these pages, sign and drop off:

<table>
<thead>
<tr>
<th>For CdM Middle School:</th>
<th>For Ensign Intermediate School:</th>
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<td><a href="mailto:mvecchiarelli@nmusd.us">mvecchiarelli@nmusd.us</a></td>
</tr>
</tbody>
</table>

Or mail to:

Robert A. Merring
3489 Windsor Court
Costa Mesa, CA 92626

Please note: The Application Form is only valid once the original signed Statement of Intent/Release is received at your designated SCHOOL CONTACT. Submittal deadline: March 26, 2012

**Statement of Intent**

I am interested in my son/daughter being considered for the **reciprocal student exchange** experience

STUDENT’S NAME: ____________________________________________

SCHOOL ___________________________________________________ GRADE: ______

HOME ADDRESS: ______________________________________________________________________

__________________________________________________________________________________

HOME PHONE: ___________________________ WORK PHONE: __________________

CELL PHONE: ______________________________

E-MAIL ADDRESS: __________________________
With my signature below, I hereby acknowledge that:

- My son/daughter is interested in participating in the reciprocal student exchange program between the cities of Newport Beach, CA and Okazaki, Japan (“Wendell Fish Student Exchange Program”)
- If selected, my son/daughter and we, the parents, will agree to the terms and conditions as set forth by the NBSCA and RCNB
- If my son/daughter is selected, we, the parents of the exchange student, will host the Japanese exchange students as part of our family
- If selected, my son/daughter will shadow the Japanese exchange student and will spend time with him/her.
- If my son/daughter is selected, we, the parents, will have our son/daughter participate without exception in required activities that the NBSCA is organizing for all the exchange students, even if this means that our son/daughter will have to miss classes or tests and will have to make them up a later date. The NBSCA will arrange the excuses with the appropriate school administrations.
- If selected, my son/daughter and we, the parents, agree that our son/daughter will serve, if called upon, as an ambassador of the NBSCA on future events. Such events could be recruiting appearances at schools, City Council meetings, participation at parades, etc.

Furthermore, I also acknowledge that I/we have read and reviewed:

- The Information and Instructions about the Wendell Fish Student Exchange Program,
- The Student Application Form of my son/daughter and that the information given is correct
- The Parent Application Form is complete, all information given is correct and that I have read, understood and signed the Waiver/Consent/Release paragraph

Parent/Guardian Name (Print)  Signature

**************************************************************

**Medical Information**

The NBSCA will procure medical travel insurance from the period of July 5 to 15, 2012 on behalf of the students and the chaperones. The cost for the medical travel insurance will be borne by the parents.

Please indicate below whether your son/daughter is on any prescription medication that he/she will be taking while staying in Japan.

Name of Prescription Drug: ____________________________________________

Dosage and Frequency of Consumption: ________________________________

Can your son/daughter administer the drug by him-/herself: Y N N/A (Pls circle)

Please indicate whether your son/daughter has any allergies/adverse reaction, such as to bee stings, penicillin, milk/milk products that need any medical attention

Allergic/Adverse reaction: ____________________________________________

What is the typical treatment? _______________________________________
Is your son/daughter traveling with the necessary medication:  Y  N  N/A  (Pls circle)

***************************************************************************

Release Form

Student’s Name: ________________________________

Parent’s Name: ________________________________

Address: ______________________________________

____________________________________________________________________

Telephone: _______________________

In consideration of accepting the Wendell Fish Student Exchange Program, I hereby agree to indemnify and hold harmless the City of Newport Beach, the Newport Beach Sister City Association, the Newport-Mesa Unified School District, the Newport Balboa Rotary Club, Rotary International and any of the officers, agents or employees of the above listed entities from any liability or claim or action for damages resulting from or in any way arising out of the participation in the program by the above participant.

Parent/Guardian: ________________________________

Print __________________ Signature __________________

Date: ______________________

***************************************************************************

Please mail to/drop off this Statement of Intent and Release Form with your original signature at:

For CdM Middle School:
Ms. Ginny Monroe
949.515.9002
gmonroe@nmusd.us

For Ensign Intermediate School:
Ms. Mary Jo Vecchiarelli
949.923.9060
mvecchiarelli@nmusd.us

OR:
Robert A. Merring
3489 Windsor Court
Costa Mesa, CA 92626
OkazakiExchange@gmail.com

Submittal Deadline: March 26, 2012