



Sister City Host Family Application

Ten students from Hillsboro's Sister City – Fukuroi, Japan – will be making a visit **March 21-25, 2019**. We are seeking caring, open-minded, curious, and willing families to help these young students adjust and thrive in a new environment while they are in Hillsboro.

What it takes to be a Host Family

Host Family Requirements:

- Welcome a student into your home as a family member for four days
- Provide separate bed in a bedroom (bedroom can be shared with same gender close in age, but no bed sharing)
- Provide as necessary based on itinerary
- Provide necessary transportation
- Each adult in the house must submit to a background check

Section 1 – Host Family Information

Host Family Name:

Address:

Landline Phone Number:

Cell Phone Number:

Email Address:

Section 2 – Host Family Members – Please enter all family members that reside within the household where the student will reside. All family members must be entered to have a complete application.

Family Member #1 - Full Legal Name:

Relationship:

Gender:

Date of Birth:

Cell Phone Number (optional):

Occupation:

Employer Name/School Name:

Section 2 – Host Family Members – *continued...*

Family Member #2 - Full Legal Name:

Relationship:

Gender:

Date of Birth:

Cell Phone Number (optional):

Occupation:

Employer Name/School Name:

Family Member #3 - Full Legal Name:

Relationship:

Gender:

Date of Birth:

Cell Phone Number (optional):

Occupation:

Employer Name/School Name:

Family Member #4 - Full Legal Name:

Relationship:

Gender:

Date of Birth:

Cell Phone Number (optional):

Occupation:

Employer Name/School Name:

Family Member #5 - Full Legal Name:

Relationship:

Gender:

Date of Birth:

Cell Phone Number (optional):

Occupation:

Employer Name/School Name:

| Section 2 – Host Family Members – <i>continued...</i> | |
|---|----------------|
| Family Member #6 - Full Legal Name: | |
| Relationship: | |
| Gender: | Date of Birth: |
| Cell Phone Number (optional): | Occupation: |
| Employer Name/School Name: | |

Is there anyone not listed above who is living in your home part-time or visits frequently? YES or NO

If YES, please explain:

| Section 3 – Hosting and Intercultural Experiences | |
|--|---------------------------------------|
| How did you hear about this exchange opportunity? | |
| Why would you like to host an international student? | |
| Have you ever hosted before? | If yes, please describe: |
| Does anyone living in your home speak a native language that is not English? | If yes, please describe: |
| Have any family member(s) ever visited Japan? | If yes, please describe who and when: |

Section 4 – Home

Briefly describe your home (including number of rooms, number of bathrooms, bedrooms, yard, etc). Also, please indicate the type of home; single family home, condominium, duplex, apartment, mobile home.

Section 5 – Our Family

Please provide a brief description of each member of your family.

Does anyone in your family smoke?

If yes, please describe:

Do you permit smoking in your home? YES or NO

What family pet(s) do you have?

Do they come inside the home?

DESCRIBE THE STUDENT'S BEDROOM. If your student will be staying in a basement bedroom, please include the following dimensions: length & width of window, height from floor to bottom of window, and the depth of any window well on the outside of the egress window.

| Section 5 – Our Family...continued | |
|--|---|
| WILL THE STUDENT BE SHARING A ROOM WITH SOMEONE? (Please note: Students may only share a room with one other child of the same sex. No bed sharing). | If yes, please describe: |
| Does your family follow a special diet (vegetarian, kosher, etc) which would be important for the student to know ahead of time? | If yes, please describe and indicate if the student would be expected to follow it: |
| Would you feel uncomfortable hosting a student who follows a particular dietary restriction? | If yes, with what dietary restrictions would you be uncomfortable and why? |

| Section 6 – Religious Practices |
|--|
| What is your family's religious affiliation? |
| Would you be willing voluntarily to inform the exchange student in advance of any religious affiliations of household members? YES or NO |
| Would you like for your exchange student to attend service with you? ** YES or NO or Only if he/she would like to attend |
| **Students cannot be required to attend religious services. However, as part of the exchange, they are encouraged to experience this facet of US culture at their discretion. |
| Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own? YES or NO |
| If you have answered YES, please expand upon the reasons for this here. Any other comments you would like to make about your family's religious practices can be made here as well. |

| Section 7 – References | |
|------------------------|---------------|
| Name: | |
| Address: | |
| Phone Number: | Relationship: |
| Name: | |
| Address: | |
| Phone Number: | Relationship: |
| Name: | |
| Address: | |
| Phone Number: | Relationship: |

| Section 8 – Family Guidelines | |
|--|--------------------------|
| Driving a motor vehicle is prohibited. Under federal law, consumption of alcoholic beverages by anyone under the age of 21 is prohibited. Violations to these rules may result in immediate program dismissal. | |
| GUIDELINES (ex: homework, access to refrigerator and food, phone/computer/Internet/e-mail, and driving) | Please describe: |
| Identify personal expenses to be covered by the student. [(4) breakfasts, (1) potluck meal, some transportation, and housing are your only requirements.] | If yes, please describe: |
| Can you provide breakfast daily for the student? | If yes, please describe: |

Section 9 – Photo Album

The following pictures must be provided:

- ☐ KITCHEN (showing food preparation area and some appliances)
- ☐ LIVING ROOM (showing a wide view of the room and furniture)
- ☐ BATHROOM (showing at least two fixtures)
- ☐ STUDENT BEDROOM (showing student's bed on a frame)
- ☐ EXTERIOR OF HOME (showing at least 50% of the home, and grounds)
- ☐ FAMILY PHOTO (with all family members labeled in the notes below the picture)

Please include photos in application. Or you can email photos to: iris.ringer@hillsboro-oregon.gov.

Section 10 – Background Check

The U.S. Department of State requires organizations that sponsor foreign exchange students to conduct criminal background checks for staff, field representatives and host families. City of Hillsboro supports this policy and its importance in protecting the health, safety and welfare of our exchange students. To fulfill this requirement, City of Hillsboro must arrange for a background check on each resident member of the host family who is seventeen years or older (or who will turn seventeen before the exchange student is living in the home).

To conduct this background check, City of Hillsboro may cause what is considered a consumer report or investigative consumer report to be obtained from a consumer reporting agency, including, but not limited to, First Advantage an independent company, which can be contacted at 1 Concourse Parkway NE Suite 200, Atlanta, GA 30328, 1-866-400-3238 (www.fadv.com). All personal information is kept secure and confidential, and is encrypted with industry standard technology while electronically stored and transmitted. Refusal to consent to this background check will result in being unqualified to be a volunteer host family for the City of Hillsboro.

If you have any questions, please contact Iris Ringer at (503) 615-3410 or iris.ringer@hillsboro-oregon.gov.

Section 11 – Host Family Rules & Responsibilities

Host Family Responsibilities

City of Hillsboro Sister City Program is based on cross-cultural learning experiences. You and your student will participate in a unique educational process that happens through sharing daily lives and personal experiences. It is a process that will require your help and guidance, as your student learns to navigate an entirely new cultural setting.

It is the responsibility of the host family to inform the City of Hillsboro of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

Requirements for Hosting an Exchange Student

- Share your home and daily life with a young person from abroad.
- Plan and prepare for your students arrival.
- Support and counsel your student as you learn and discover together.
- Understand and accept the difficulties that are part of your student's experience.
- Communicate openly with your student and the City of Hillsboro Sister City coordinator.
- Call the City of Hillsboro Sister City coordinator if you need help.
- Cooperate with the City of Hillsboro by adhering to our guidelines and policies.
- Provide four quality breakfasts, one potluck dish for group dinner, and other snacks when appropriate.
- Provide transportation when appropriate.
- Provide bedroom with separate bed and no more than one roommate of same sex.

Section 12 – Cost Incurred during the Program

Your participation in this program provides you an opportunity to open your home and allows an international exchange student to become a member of your family. While it is expected that out of pocket expenses incurred by the host family will be normal and customary costs associated with an additional family member of this age, it is possible that other costs may arise that are not anticipated. There may be situation where the exchange student will assume responsibility for such costs providing you have worked this out directly with the student. You should recognize that at the conclusion of the program there may be unpaid bills (i.e. telephone) for which you may expect payment from the student. It is important to make payment arrangements with the student before they leave. City of Hillsboro will not be responsible for collecting this money from the student after their departure from the program. In cases where you would call upon your insurance to provide protection for an unforeseen event, it is expected that these policies would also cover the actions of your exchange student. City of Hillsboro is not responsible for any costs incurred by the host family during this program, nor does it accept liability arising from the actions of either the host family or student.

Applicant Signature _____ Date _____

For Internal Use only:

Approved by _____ Date _____

Submit this application to the City of Hillsboro Parks & Recreation as soon as possible.

RETURN TO:

City of Hillsboro Parks & Recreation
Attn: Iris Ringer, Sister City Coordinator
4400 NE Century Blvd
Hillsboro, OR 97124
Fax (503) 681-6124

For more information, contact (503) 615-3410 or iris.ringer@hillsboro-oregon.gov