



## Walnut Creek Sister Cities International Youth Ambassador Exchange (YAE!!)

**2019/2020**

Thank you for your interest in the Walnut Creek Sister Cities International (WCSCI), Youth Ambassador Exchange (YAE!!) Program. WCSCI is non-profit organization formed by a group of Walnut Creek citizens in 1987 in the spirit of global citizen diplomacy. For 30 years, members have established relationships with our sister cities in Siofok, Hungary and Noceto, Italy through programs organized by WCSCI. In 2012, these programs expanded to include the youth of Walnut Creek, and YAE!! came into existence.

WCSCI invites the following the students to apply for our YAE!! 2019/20 program:

- Student must reside in the City of Walnut Creek
- Seventh grade student maintaining a GPA of 3.0 or greater

**Further information about the program and application process is detailed below:**

### **Program Commitments (May 2019-April 2020)**

#### ● **Students**

##### **2019**

- o Sunday, January 6, 2019 Mandatory Informational Meeting in WC library from 7:00 pm - 8:00 pm in the Oak View Room. Application materials will be distributed at this meeting.
- o February 1, 2019 Student Questionnaire, online application, and Code of Conduct due
- o March 2019 Applicant interviews
- o April 2019: Accepted students notified; Commencement of 1 year commitment that concludes when the students from Noceto and Siofok visit Walnut Creek in April 2020.
- o April 24, 2019 Attend WCSCI event to meet this year's exchange students
- o May 19, 2019: Attend General orientation and welcome meeting
- o Summer: Optional (but recommended) student social gathering AND begin communication with exchange student and family
- o Late August/September: Five 2 hour orientation sessions where the students prepare and present one report about host city and/or country (assigned topic) and prepare and participate in an American cultural dance
- o **October: Travel to Host City (6-7 school days missed)**
- o October: Attend WCSCI dinner and speak at Walnut Creek City Council Meeting as a YAE!! representative

##### **2020**

- o Feb 2020: Application process for optional YAE!! Student Representative program begins (information to follow later in process, but involves continued participation during the HS years).

- o **April: Host Week (two school days missed)**

- **Parents**

- 2019**

- o May: Attend Welcome/Orientation session
- o June: Become members of Walnut Creek Sister Cities.
- o Summer: Organize one more more social gatherings for the students (optional)
- o Late August/September: Attend or host five mandatory orientation sessions
- o September: Provide required contact information to chaperones as requested (typically phone numbers for texting updates and photos) and be sure student is communicating with host student/family.
- o October: Drop students at bus-pick-up area at specified time and with passport!
- o October: Attend WCSCI dinner
- o December: Begin forming host week committees

- 2020**

- o January-April: Plan/organize/execute Host Week (**mandatory**) Five 2-hour meetings on Sunday evenings
- o **April: Host Week (plan to take at least one or two days of work off per family);** arrange or provide transportation for the student ambassador to all the student ambassador events.

### **Financial Obligations\***

- \$45 WCSCI family membership
- \$2,100 October Exchange (airfare, supplemental medical insurance, group ground transportation, host gifts, YAE!! administration fee)
- \$600 April Host Week (daily excursions, transportation, food, entertainment, and gifts)
- Valid Passport (must be valid for at least 6 months *post* travel)

\*Approximate costs based on the previous four years. Airfare rates may fluctuate.

### **Code of Conduct**

- Applicant, parents and/or guardians must be willing to abide by the Walnut Creek Sister Cities Student Ambassador/Chaperone/ Parent/Guardian Code of Conduct
- Application and code of conduct **MUST** be signed by both custodial parents and/or guardians.

### **Application Process**

- To apply to become a 2019/2020 YAE!! Student Ambassador, you must provide and arrange for the following documents to be completed and submitted by **February 1, 2019**.
  - o **Complete** the YAE!! Online Basic Student Information online application and be sure to click submit at the end:  
[https://docs.google.com/forms/d/e/1FAIpQLSfcSvoU3Z0WVXO9koso15kOxPD2mxlpbYlHk\\_QfELBWL9dVgw/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfcSvoU3Z0WVXO9koso15kOxPD2mxlpbYlHk_QfELBWL9dVgw/viewform?usp=pp_url)
  - o **Provide** a copy of your 7th grade 1<sup>st</sup> semester report card (if not available yet, just send 1<sup>st</sup> quarter report for now) to the address below.

- o **Request** two current teachers (one core, and the other math or science) to complete and submit a Teacher Evaluation form. This is a confidential document and must be returned by the teacher. Students should provide their teachers with a stamped, addressed envelope.
- o **Submit** Student Questionnaire, application, and Code of Conduct form.
- o **Participate** in oral interviews which will be scheduled for March 2019 pending completion and submittal of all required documents.
- o **Mail** copy of report card, student questionnaire, application, Code of Conduct, and teacher evaluations to

WCSCI YAE!! Committee  
248 Sequoia Avenue  
Walnut Creek, CA 94595

\*Please send student questionnaire, copy of report card, and teacher recommendations here

**Selection Criteria**

- Applicants will be assessed on the following:
  - o Written Student Questionnaire
  - o Oral Interview
  - o Teacher Evaluations
  - o Grades
- Approximately 20 students will be offered a spot in the program, and up to four students will be added to the wait-list

*Selection of the ambassador delegation is at the sole discretion of the YAE!! Selection Committee and the board of directors of WCSCI. The decision is final. WCSCI YAE!! will not respond to inquiries regarding reasons for non-selection.*

Thank you for your interest in this program and please feel free to contact us with any questions.

Regards,

Bob Simmons, President, WCSCI  
Christine Swihart, YAE!! Co-Chair WCSCI

<http://www.wc-sister-cities.org/>

**Walnut Creek Sister City International**

## Youth Ambassador Exchange (YAE!!) Program 2019-2020

### TEACHER EVALUATION FORM

The Walnut Creek Sister City International Organization (WCSCI) organizes an exchange program with our sister cities every year. This October, about twenty 8<sup>th</sup> grade students will travel to either Hungary or Italy. Next spring (2020), the twenty three middle school students from Italy and Hungary will visit our schools in Walnut Creek.

Those seventh grade students who live in the City of Walnut Creek (who will enter eight grade in the fall of 2019) and who are interested in participating in the Youth Ambassador Exchange program must submit their application by **February 1, 2019**. Those traveling to our sister cities will stay with host families, attend middle school, and tour the surrounding areas. Please note that this is not a school sponsored or organized event. Participation is voluntary and paid for by the families.

As part of the application process to participate in a one-week Youth Ambassador Exchange with Walnut Creek's sister cities in Siofok, Hungary or Noceto Italy, each applicant has been asked for two teacher recommendations. These recommendations should be from current, core, math, or science teachers. Answers on this form do not necessarily limit participation in this program. Your evaluation will be used by the YAE!! Selection Committee to help us evaluate the student's ability to be a positive Walnut Creek ambassador when visiting Hungary or Italy. Information on this form is kept strictly confidential and will only be reviewed by the YAE!! Selection Committee.

**Please send form directly to the WCSCI YAE!! Committee in the envelope provided by the student.**

Student Name: \_\_\_\_\_

Date Recommendation Form given to teacher: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_

Subject Taught: \_\_\_\_\_ School: \_\_\_\_\_

**Check the box 1-4, 1=Below Expectations, 2= Meets Expectations, 3= Above Expectations, 4 = Exceeds Expectations**

	1	2	3	4
a. Interacts well with classmates				
b. Behavior in class				
c. Participates in class				
d. Helps other students				
e. Has self initiative/motivated				
f. Is respectful to others				
g. Pays attention in class				
h. Completes assignments on time				
i. Follows directions				

Would you recommend this student as an ambassador? ( ) Yes ( ) No

Please explain why you think this student should or should not be an ambassador.

Please list any additional comments or concerns.

**THANK YOU FOR YOUR TIME**

**Please return the completed forms to:  
WCSCI YAE!! Committee  
248 Sequoia Avenue  
Walnut Creek, CA 94595**

Questions? Contact [yae@wcsci.org](mailto:yae@wcsci.org)

**FORMS MUST BE RECEIVED BY FEBRUARY 1, 2019**

# Code of Conduct for Walnut Creek Sister Cities

## Student Ambassadors, Chaperones, Delegates, Parents and Guardians

### Overview of Responsibilities

#### Student Ambassadors:

- Treat all other students with respect regardless of gender, race, religion or school affiliation.
- Treat trip leadership with respect and appreciation for their volunteerism and support of the student ambassador program.
- Attend all student required meetings.
- Show respect and gratitude to the Siofok and Noceto students, host families, mayors, teachers, and all other persons you will meet and interact with during your stay in our Sister Cities.
- Adhere to proper dress policy as it pertains to trip guidelines.
- Abide by the “No cell phones or gaming devices” policy.
- Accept that not adhering to the WCSCI code of conduct may result in removal from the program.

#### Chaperones, Parents and Guardians:

- Support and adhere to the WCSCI rules for student/chaperone and guardian behavior and ensure that their student understands the importance of and expectations of how they conduct themselves according to WCSCI standards.
- Mandatory attendance by one parent and/or guardian at all student required meetings.
- Provide the WCSCI organization with their current address, email and all current telephone numbers.
- Ensure student attendance and active participation at weekly meeting. Student attendance is the responsibility of parents and/or guardians. Failure to attend 2 meetings without previous notice and approval from YAE!! Chairs may result in the student being removed from the program.
- Decisions made by the selection committee are final and not open to negotiation. These may include but are not limited to: selection into the program, hosting decisions.
- Parents/Guardian must be willing to volunteer to help with multiple activities and tasks in order to support the program.
- WCSCI YAE!! maintains a “no tolerance” policy under which the parents/guardian will be responsible for their student’s behavior while participating in the program. The consequences for non-compliance with this Code of Conduct can be up to and may include the possibility of removal from the program and their student being sent home from Siofok, Hungary or Noceto, Italy at the parent’s expense.
- Treat the WCSCI board and trip leadership with respect and appreciation for their volunteerism and support of the student ambassador program.
- Conduct themselves in respectful and professional manner while taking part in the program.
- Rules/procedures are established by the board for the safety of the students/adult travelers. Please understand they are not open for negotiation.

**I have read, understood and hereby acknowledge the WCSCI Code of Conduct.**

**Student Name** \_\_\_\_\_ **(please print)**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- ***Please bring this form to the Feb 3 Student Questionnaire Session***

## **Program Time Line: (dates subject to change)**

- 1/6/2019 - Mandatory Informational Meeting, Walnut Creek Library Oak View Room 7:00 pm
- 2/1/2019 - Due date for Student Questionnaire, Teacher Evaluations, Transcript, online Application Form, and Code of Conduct
- March 2019 Student Interviews (Place and times to be announced)
- April 2019 - Final selection decisions and notifications
- May 19, 2019 - 1st meeting with selected students and families. Discuss trip rules, expectations, code of conduct. \$250 Deposit Due
- 6/9/2019 - Team building and program expectations follow up and go over paperwork Code of conduct meeting.
- July 2019 - \$1900 due for travel week. *\*approximate amount*
- August 18, 2019-Student Ambassador Orientation meetings (mandatory attendance)
- 8/25, 9/8, 9/15 Orientation Meetings
- 9/22/19 Final travel meeting for both parents and ambassadors
- 9/26/2019 to 10/5/2019 expected trip dates *\*dates not confirmed*
- October 2019 City Council Meeting
- February - March 2020 Host Week Planning
- 4/17/20 to 4/25/20 expected Host Week for Ambassadors *\*dates not confirmed*