



## Duties of the Student Supervisor

1. Attend all fund-raising meetings, all Ohtaki Twinning Committee meetings and track student attendance.
2. Coordinate students payments to be deposited to the Ohtaki Parents Committee in accordance to the payment schedule established.
3. Keep accurate lists of students and adults on the delegation and when a change occurs, inform the Committee's Secretary so that an updated list may be distributed at Committee meetings.
4. Ensure that all delegation members have current and up to date passports. Adults will be responsible for their own passports.
5. Remind all delegation members to order Japanese Yen for their spending money from the bank by June 5th. *\*\*It is recommended that students have a minimum of \$300 Canadian as spending money in Japan; cash can be held by the Supervisor until the last day before departure for unforeseen expenses. Japan is a cash society, access to ATM and banks is limited.*
6. Remind delegation members (adult and students) to purchase cancellation and group travel insurance, if desired, in conjunction with the travel arrangements (this is an optional cost to the delegate).
7. Arrange for survival Japanese classes, in coordination with the Committee's Secretary for homestay families, if so desired by the group hosting students/adults from Japan and again for those delegation members to take place in early June if departure is in July. Arrangements may include, but not limited to finding a teacher, supplies for the meeting(s), venue and dates, and informational packages to be given to all delegation members.
8. Arrange departure workshop, for delegation or include it in the Japanese survival classes and which may be outlined in the "Orientation Guidebook" provided to each Delegate:
  - a. Japanese customs
  - b. Yen
  - c. Itinerary
  - d. What to expect
  - e. Geography and climate
  - f. Ohtaki and Date City information
  - g. What to pack and what can be brought back
  - h. Gift suggestions
  - i. Weight restrictions for baggage,
  - j. onsens (and baths at home)
  - k. school rules
  - l. self-introduction in Japanese
  - m. Behaviour expectations
9. Review behaviour expectations, rules and consequences of poor and questionable behaviour with the students and ensure that all students understand the rules as set out in the "Code of Conduct" and ensure a copy is signed by each student.
10. Please ensure travel consent letters are signed by the parent(s) for all students under 16 years of age and are notarized and provided to the committee at least one month prior to departure.
11. Plan with delegation the pickup and drop off at the airport and book bus if necessary. (This will be a cost to the delegation).
12. (Optional) Help the kids plan performance for the Village Dinner in Ohtaki/Date City.
13. Carry the students' tickets on the trip until you meet up with the tour guide.
14. Safeguard and disperse entrusted spending money, if any, to students.
15. Deal with any problems/illnesses of students on trip.
16. Supervise students on the round trip from Lake Cowichan to Ohtaki and Date City. (Duties begin upon check-in of students at the airport and are completed upon return to their parents/guardians).