



Lake Cowichan / Ohtaki Twinning Committee

P.O. Box 860, Lake Cowichan, BC, CANADA V0R 2G0



Criteria for student selection

In order to qualify for the Ohtaki exchange students must...

- Be in grade five to grade eleven at the time of application.
- Be resident of the Cowichan Valley.
- Have strong interpersonal skills and a good behavior record.
- Have written parental approval for the trip.
- Submit a letter of recommendation from someone other than a family member (e.g. a teacher, principal, minister, youth group leader etc.) who can attest to the student's behavior and interpersonal skills. This letter should accompany the completed application form.
- Be willing to participate in all preparatory activities.
- Be willing and able to cover all costs of the trip and meet the deadlines for payment. Costs of travel expenses may be reduced through fund-raising activities by students.
- Have the family undergo Criminal Record Checks.

In order for a student to qualify for the Ohtaki exchange one parent must be an active Committee member until both exchanges have occurred. The parent must regularly attend the monthly Lake Cowichan/Ohtaki Twinning Committee meetings, and the parent must assist with the work of the Committee. Monthly parent fund-raising meetings will be held at the discretion of the Fundraising Committee and should be attended by both the student(s) and parent(s).

Failure to meet the criteria could make a student ineligible from being part of the student exchange delegation. By signing the Ohtaki Exchange application both the parent and student also agree to meet all the terms and conditions stipulated here and in the Code of Conduct established for all delegates. .

Note: Preference will be given to students who are willing to host a guest from Ohtaki/Date City.



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OHTAKI EXCHANGE: STUDENT APPLICATION

Name of Student: _____ Age: _____ Grade: _____

Name of parent: _____

School: _____ Birthdate: _____

E-Mail Address: _____ Telephone: (250) _____

Mailing Address: _____

Have you ever applied to be an Ohtaki exchange student before? _____

If the answer is yes, when? _____

Has anyone in your family been to Ohtaki? _____ When? _____

Have you taken Japanese language classes? _____

How would you describe your knowledge of the Japanese language and/or culture?

Have you ever been away from your home unaccompanied by your parents?

If yes, for how long? _____

Why do you wish to be part of this exchange? (In no more than 250 words and attach a separate sheet if you want to provide more detail).

Is your family willing to undergo a criminal record check? _____

Are you and your family willing to host a student when the delegation comes to Lake Cowichan? _____

Do you wish to participate in fund-raising activities? _____ (If not you will be expected to pay all costs of the trip yourself.)

Is one of your parents willing to be an active member of the Ohtaki Twinning Committee? _____

Student and Parent Declaration

I have read the selection criteria attached to this form. I understand that, if I am selected, I will be traveling to a foreign country for two weeks, where I will be expected to participate in a culture and lifestyle that is far different from my own. I know that I will be an ambassador for the Town of Lake Cowichan and that I must be on my best behavior. To the best of my knowledge, I qualify for this exchange, and my parents support my application.

Student's signature

Parent's signature

Date



Town of Lake Cowichan

CODE OF CONDUCT



Lake Cowichan / Ohtaki Twinning Committee

You are traveling to a foreign country and will be immersed in a culture and lifestyle that is very different from your own. As an ambassador for the Town of Lake Cowichan you are expected to be on best behavior. This rule applies to **ALL** delegates; student(s), supervisor(s), and adult(s).

General Consideration(s)

- Respect the rights of others,
- Respect the health and safety of others,
- Conduct yourself in a manner that would bring credit to your community and support others to reinforce this conduct at all times,
- Be tidy, prompt and maintain an acceptable personal appearance,
- Eating and/or drinking while walking in public, in Japan, is considered extremely rude,
- Unless prior arrangements have been made, leaving your homestay's home and/or planned group activities is not permitted,
- Use of loud and/or profane language is not appropriate, at any time.

CLOTHING

- While attending any school(s) and events within the school, it is your responsibility to dress in appropriate attire.

Appropriate clothing would constitute khaki's, travel wear pants, coloured jeans (black, brown, tan, etc), capri's, denim skirt (not blue jean) and longer shorts. PJ pants and track suits (not school pride wear) are only appropriate when lounging at your homestay's home.

T-shirts with lewd, suggestive messages or messages which openly promote use of illegal drugs are not appropriate. Going shoeless, shirtless or wearing revealing, provocative or inappropriate clothing is not permitted. There shall be no deep cleavage, bras, midriffs or thongs showing. The wearing of makeup and jewelry for students is not recommended as it may be viewed as being disrespectful. It is strongly suggested that body jewelry be removed and/or covered.

SMOKING, ALCOHOL AND ILLEGAL DRUGS

Anyone under the age of 19 will not consume or be in possession of alcohol and/or tobacco products.

All delegates will not use, be under the influence of, and/or be in possession of any illegal or non-prescribed drugs.

PROBLEM SOLVING

If you need assistance with any problem, seek out your Supervisor, or any of the other attending adult delegates for help.

As a delegate, you are expected to contribute to the exchange in a positive way and to work and learn by this experience. No delegate has the right to choose behavior that infringes upon the learning and/or safety of others.

CONSEQUENCES

Safety, Respect and Consideration are paramount in the Twinning Exchange Programme. Therefore it is important that everyone appreciates the role of the Supervisor and adult delegates who will be responsible for the safety and supervision of the student delegates.

When an issue of concern arises, the following guidelines should assist in dealing with the matter:

- The matter will be brought to the Supervisor's attention and a formal warning to the student delegate will be issued;
- If the matter is not resolved to the satisfaction of both the student and the Supervisor and/or no solution to the problem is found, the matter may then be brought to another adult delegate and the three (3) delegates will try to resolve the situation;
- If no satisfaction from the above occurs, the three (3) delegates will meet with the current "Delegation Head" to discuss the matter further and decide on any/all disciplinary action. The decision of the "Delegation Head" on the matter shall be final and binding and may result in the student delegate returning to Canada at the expense of the parents/guardians.

Student and Parent Declaration

I have read the Code of Conduct and agree to abide by its terms.

Student's signature

Parent's signature

Date