

**CONVERSATION PARTNER CHECKLIST
FOR MEIJI GAKUIN PROGRAM 2008**

Please have the following forms and documents into ECI no later than June 30. Off campus and all-day requests will be processed in the order the applications are received. Conversation partners who are 13 years old need only complete items 4, 5 and 6 below. If you worked for us before and were 14 years or older at that time, you need only submit items 1, 4, 5 and 6 below.

- ___ 1. Work permit made out to Educational Consortium Institute
- ___ 2. Copy of your social security card
- ___ 3. Copy of your birth certificate
- ___ 4. Conversation Partner Contract signed by student and parent
- ___ 5. Conversation Partner Volunteer Activity form
- ___ 6. Copy of insurance card or policy or proof of insurance
- ___ 7. Completed and signed W-4 tax form
- ___ 8. Completed I-9 form
- ___ 9. School Community Service Form if you request volunteer time



**Educational
Consortium
Institute**

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Do not write in this box.

Date Received: / /08

Items needed:

Date Completed: / /08

Initials:

**CONVERSATION PARTNER CONTRACT
FOR MEIJI GAKUEN PROGRAM 2008**

We have read the "Conversation Partner Guidelines." We understand the duties required of the conversation partners and attest that the minor named below is able to perform the tasks the position requires. The conversation partner and his/her parents are responsible to arrange for his/her own transportation between home and MVC or to and from the activity.

In the event that the conversation partner named below becomes ill or injured during the performance of his/her duties, ECI will make every effort possible to contact the parent, guardian, or emergency contact listed below. If none can be located, ECI has our permission to employ the services of a certified physician. We understand that ECI will not be financially responsible for these medical services.

Name of Conversation Partner (Print)

Signature of Conversation Partner

Date

Signature of Parent

Date

Work Phone of Parent

Home Phone

Cell Phone

Emergency Contact
(other than parent named above)

Daytime Phone

Cell Phone

Insurance Carrier

Name of Insured

Policy Number

(Please provide us with a copy of your insurance card or policy.)

Please indicate any weekdays between July 21 and August 1 when we should not schedule your child to work.

SUMMER CALENDAR FOR CONVERSATION PARTNERS

JULY 21 TO AUGUST 1, 2008

July

Monday	Tuesday	Wednesday	Thursday	Friday
21 1:00 – 4:00 CP Activity	22 1:00 – 4:00 Santa Cruz Sightseeing Tour	23 12:00 Bag lunch to San Jose Tech Museum	24 9:00 – 6:00 All day baseball game – SF Giants	25 1:00 – 4:00 CP Activity – Pick up by host families
28 1:00 – 4:00 Boardwalk	29 1:00 – 4:00 CP Activity	30 9:00 – 8:30 All day tour San Francisco	31 11:00 Bag lunch to Aquarium	

August

Friday	Saturday
1 1:00 – 4:00 CP Activity – rehearse for Sayonara Party	2 5:00 p.m. Sayonara Party Monte Vista School

**** **There will be a Host Family and Conversation Partner Orientation to be held at the Monte Vista Library on Tuesday, July 15, 2008 at 7:00p.m.**

Conversation Partners are asked to arrive at 6:30 p.m. for a get-acquainted program and scheduling.

Name _____

CONVERSATION PARTNER VOLUNTEER ACTIVITY FORM

As a conversation partner, you may volunteer to participate in the off-campus and all-day activities. The number of activities you may sign up for depends on the number of other students who volunteer for the activity. Once you have received your assignments for the volunteer activities, you will be expected to participate on those days.

Please indicate your preference by marking 1 for your first choice and 2 for your second choice for each of the weeks in the grid below. You may also indicate that you do not want to participate in the volunteer activities for any or all of the weeks in the schedule. We will do our best to satisfy your requests. Requests will be processed in the order in which the completed forms are received.

Conversation Partners for this program can choose compensation from the following options circle one:

1. CP's are paid \$8.00 an hour for on-campus activities (4 on-campus = up to 6 hours) and community service hours for off-campus activities (6 off-campus – up to 16 hours)
2. Community service hours for both on-campus and off-campus activities

Week 1, July 21 – 25 **I do not want to work this week.**

Day & Time	Activity	Choice 1	Choice 2
Monday, July 21 1:00 – 4:00	On Campus Activity		
Tuesday, July 22 1:00 – 4:00	Santa Cruz Sightseeing Tour		
Wednesday, July 23 11:00 – 4:00	Take lunch to San Jose Tech Museum		
Thursday, July 24 9:00 – 6:00 p.m.	Baseball Game San Francisco All day		
Friday, July 25 1:00 – 4:00	On Campus Activity		

Week 2, July 28 – Aug 1 **I do not want to work this week.**

Day & Time	Activity	Choice 1	Choice 2
Monday, July 28 12:00 – 4:00	Boardwalk		
Tuesday, July 29 1:00 – 4:00	On Campus Activity		
Wednesday, July 30 9:00 – 6:00 p.m.	All Day San Francisco Tour		
Thursday, July 31 11:00 – 4:00	Take lunch to Aquarium		
Friday, Aug 1 1:00 – 4:00	CP Activity / Practice for Sayonara Party For Saturday, Aug 2 at 5:00 p.m.		

CONVERSATION PARTNER GUIDELINES FOR MELJI GAKUEN PROGRAM 2008

Introduction

ECI hires teenagers from host families to work with exchange students as conversation partners. Teens who work as conversation partners (CPs) must be between the ages of 14 and 19 and have completed all of the paperwork necessary to be legally employed by ECI prior to the start of the program. At age 13, teens may work as volunteers. CPs are responsible to find their own transportation to and from work each day.

What is a Conversation Partner?

CPs participate in a wide variety of activities with the international exchange students. Some examples of activities include playing sports, talking about families, making ice cream, using a computer, building sand castles, playing games, doing crafts, etc. The ratio of CPs to exchange students is approximately 1:6. CPs are supervised during all activities by the CP Coordinator and an Assistant. The Coordinator and Assistant are responsible for planning the daily schedule of activities and for taking attendance. As a CP, you will be asked to prepare some material to bring with you on certain days. The Coordinator and Assistant will let you know ahead of time what to bring. CPs are expected to interact with the exchange students at all times and to help them develop their oral fluency, as well as to enhance their understanding of our culture.

Once you have submitted all of your paperwork, you will be scheduled to work. Your paid work and/or community service schedule will be mailed to you the first week of July. If you need to make adjustments to your schedule, please do so at the CP Orientation Meeting, Wednesday July 18. Please remember that once you have been assigned a work schedule, regardless of whether it is an on-campus or off-campus activity, we are depending on you to fulfill your commitment to work with the exchange students.

Pay

CPs are paid \$7.50 per hour for working with the students on-campus. CPs will be paid or given community service hours credit depending upon your choice as noted above. Your payroll/service hours will be applied to your schedule sheet provided the CP reports to work on time and does not leave early. CPs are responsible for checking in with the CP Supervisor to make sure they are given proper credit for their time.

This year, ECI will credit CPs with community service hours for off-campus activities as well as pay for any admission fees associated with the activity as well as provide transportation to and from the activity.

CPs must have all of the necessary paperwork on file with ECI prior to the start of the program to be paid. CPs will receive one paycheck at the conclusion of the program. The paycheck and/or letter verifying the community service hours will be distributed to the CPs at the Sayonara Party. If a CP is unable to attend the Sayonara Party, ECI will mail the check/letter.

Paperwork

CPs over the age of 13 and under the age of 18 must obtain a work permit even if he/she has worked for ECI previously. All CPs over the age of 13 must complete the attached W-4 and I-9 forms. In addition, please provide ECI with a copy of the CP's birth certificate and social security card, or a copy of his/her passport. If the CP has worked for pay for ECI previously, he/she does not need to submit anything other than a new work permit.

Work Permit

The attached application for a work permit is just an application. To obtain a work permit for ECI complete the enclosed application for a work permit. Take the completed application and either a birth certificate or a driver's license to the career center at your school. If school is no longer in session, take these documents to the district office. They will issue a work permit within a day or two. You may want to call ahead to confirm that you have all of the documentation they require to issue the permit. **A new work permit must be obtained for each new employer.**

Orientation

ECI will conduct an orientation meeting with the conversation partners on **Tuesday, July 15** at 6:30 pm in the cafeteria Monte Vista Christian School. It is important for all CPs to attend this meeting. If you will not be able to attend for any reason, please contact Sue Clayton at ECI – 684-2661.

Interacting with the Exchange Students

As a CP, your job will be to talk with the exchange students. Please keep in mind that your language and behavior will be a model for these students. Speak slowly and clearly, and use appropriate language at all times. While we encourage you to develop friendships with the other CPs, your primary job is to speak with the CPs. Therefore, we expect you to include the exchange students in your conversations. Your supervisor should not have to remind you to interact with the exchange students when you are participating in activities as a CP.

Some CPs are not sure what to talk about with their students. On many days you will be given themes about which to talk. Sometimes the activities extend beyond the assigned topics. ECI expects that you will refrain from using bad language or discussing inappropriate topics with the students. Appropriate topics of conversation include music, hobbies, travel, family, friends, movies, pets, etc. Inappropriate topics include drugs, alcohol, violence, guns, sex, etc. If you observe another CP using bad language or discussing inappropriate topics, please do your best to guide the conversation in a different direction. Please discuss your concerns with the CP supervisor, or Sue, Barney or your own parent.

You have been selected to work for ECI as a CP because we believe you possess the best qualities American teens have to offer. We trust that you will leave the exchange students with a positive impression of American teenagers in general.

Applying for the One-Week Exchange Program to Japan

Each year, for the past eight years, we have taken US students to Japan to participate in a One-Week Exchange Program. As a CP, you are eligible to apply for this program, but you must obtain an application and submit it to Sue or Barney by the deadline. Your completed application includes a written statement. Please make a copy of your application to keep in your files. More information on this will be given at the Orientation.

Depending upon whether the overseas trip takes place in the Fall or Spring, ECI will notify you far enough in advance in order to conduct interviews with the applicants. You should expect that if you are selected for the trip, you will have to miss school for one week or slightly longer. The cost of the trip varies depending upon the price of air tickets, and how much money we can raise in donations for that purpose. If you have submitted an application, but have not heard from ECI within a month after the school fall semester has started, please contact ECI to make sure your application was not overlooked.

If you are selected for the trip, you will be accompanied by Barney and another ECI staff member. You will be placed with a host family and attend classes and activities at Senzoku Gakuen Junior and Senior High School located just outside of Tokyo, Japan. You do not need to know any international language to participate in this program.