



■ Host Family Handbook

ERDT is a global educational non-profit foundation



Emergency Procedures For Adults

If a student has a medical emergency
or
if a student is the victim of a crime:

Call 911 for the police and other emergency services. Make sure you answer all questions clearly and carefully.

Immediately after you speak with 911, contact your SHARE! Program Coordinator or the SHARE! National Office at **800-321-3738**.

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Contact Information

YOUR LOCAL COMMUNITY EXCHANGE PROGRAM COORDINATOR (EPC):

Name _____

Address _____

City, State ZIP _____

Telephone () _____ Fax () _____

E-mail address _____

YOUR AREA COORDINATOR (IF APPLICABLE):

Name _____

Address _____

City, State ZIP _____

Telephone () _____ Fax () _____

E-mail address _____

YOUR REGIONAL OFFICE:

Name _____

Address _____

City, State ZIP _____

Telephone () _____ Fax () _____

E-mail address _____

ERDT/SHARE! NATIONAL OFFICE:

President: Kelli Jones

2601 Ocean Park Blvd., Suite 322

Santa Monica, CA 90405

Telephone: 800-321-3738 Fax: 310-450-4634 E-mail: info@erdtshare.org

Contact the National Office if you cannot reach your local EPC or Regional Office.

TOGETHER WE CAN CHANGE THE WORLD!

About ERDT/SHARE!

- HISTORY AND PROGRAMS

Educational Resource Development Trust (ERDT), a nonprofit educational foundation, was established in 1974 and has, since its inception, been successfully involved in working with individuals and groups in educational and homestay programs. In the 1970s, ERDT/SHARE! was involved in administering scholarships for international students sponsored by foreign government agencies and multinational corporations.

In 1980, ERDT/SHARE! was designated by the United States Information Agency (USIA) to sponsor a Teenager High School Exchange Program, our SHARE! High School Exchange Program. In 1999, USIA became part of the United States Department of State, Bureau of Educational and Culture Affairs. ERDT/SHARE! also meets the standards for international educational exchange as established by the Council on Standards for International Educational Travel (CSIET) and has been granted listing in the CSIET Advisory List since 1988.

In addition, ERDT/SHARE! organizes and administers various Special Programs, which include short-term homestays, ranch- and farmstays, group/study tours, and college and university placements.

ERDT/SHARE!'s programs sponsor students from over 30 different countries around the world and matches them with American Host Families. ERDT/SHARE!'s programs are not intended to be travel/vacation experiences; they are intended to create environments that promote cross-cultural exchange and understanding.

- THE ERDT/SHARE! MISSION AND PHILOSOPHY

The ERDT/SHARE! mission is to create opportunities for greater understanding and appreciation between Americans and people of the world. We strongly believe that cross-cultural understanding is a fundamental step in promoting friendship and understanding around the world. Our programs are designed to be cultural exchange experiences that foster good will and international understanding through a positive homestay experience.

In today's world there is a crucial need for mutual understanding and tolerance. In response to this challenge, ERDT/SHARE!, in cooperation with our overseas partners, offers homestay programs that allow international visitors and American Host Families to have a truly meaningful people-to-people experience, which will increase learning and insights about themselves as well as the world.

ERDT/SHARE!'s Homestay Programs offer the exchange students a chance to use English in an everyday setting, expand their understanding of the American way of life, and make friends in the United States; they also have an opportunity to share their own culture with their American host family. The American host family has the unique opportunity to know someone from another culture and to learn about a new culture from a native.

The exchange students return to their own country with a deeper appreciation of their own cultural heritage, and American Host Families broaden and enrich their

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own cultural experience.

By providing these opportunities to host families, to exchange students, and to high schools and local communities, ERDT/SHARE! hopes to provide opportunities to develop an enduring interest in other cultures.

“The future of our children rests on developing relations with other cultures and countries. If we do not make a better world now, when will we?” Dr. Roger A. Riske, Former President of ERDT/SHARE!

• THE ERDT/SHARE! STAFF

The National Office of ERDT/SHARE! is located in Santa Monica, California, a suburb of Los Angeles. The president and staff in the National Office establish program policies, provide final screening of all student applicants, recruit and support local community Exchange Program Coordinators, administer the program in the United States, and communicate with overseas affiliates regarding progress of the exchange students. ERDT/SHARE! also maintains one branch office: Central States Office in Pacific, Missouri.

ERDT/SHARE! has over 35 years of experience providing cross-cultural experience for exchange students and American Host Families. The ERDT/SHARE! staff has considerable educational and international experience, and all are dedicated to cross-culture exchange and international understanding through people-to-people programs.

• YOUR LOCAL ERDT/SHARE! EXCHANGE PROGRAM COORDINATOR

Your local Exchange Program Coordinator (often abbreviated EPC in our literature) is your student's and your most important contact with ERDT/SHARE!. The Exchange Program Coordinators facilitate the program and address any question or concern that you may have. They are responsible for many aspects of the program, including recruiting, screening, and orienting Host Families. They are also responsible for a host family and student orientation after the student arrives in your community. They maintain contact with high school officials and provide support and answer questions that students and Host Families have about the experience.

Your Exchange Program Coordinator will make regular contact with you and your student to monitor the progress of the program. However, call your Exchange Program Coordinator from time to time, even if there is no problem. Developing a good relationship with your Exchange Program Coordinator early in the program

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will make it easier to sit down and discuss questions and concerns which may arise later in the program.

ERDT/SHARE! also provides secondary support for Host Families and exchange students. EPCs sometimes work with an Area Coordinator or in some cases Regional Administrators, who are responsible for several states. During your orientation, your EPC will provide you with the names and telephone numbers for the Area Coordinator or Regional Administrator responsible for your area. These support personnel are available to you when your EPC is out of town or unavailable for personal reasons. Please do not hesitate to contact your EPC or the ERDT/SHARE! support representative in your area. All of the ERDT/SHARE! field representatives are available to ensure that your family and your exchange student have a positive exchange experience.

The ERDT/SHARE! National Office is open from 8 a.m. to 6 p.m. (Pacific Time). In cases of emergency when local coordinators and regional administrators are unavailable, host families can contact the National Office on their toll-free number. Directions are provided on how to contact a member of the staff after office hours.

• THE ERDT/SHARE! OVERSEAS PARTNERS

ERDT/SHARE! coordinates the SHARE! High School Exchange Program with Overseas Partners located in countries abroad. These organizations promote the SHARE! High School Exchange Program and recruit prospective students who apply for the program. Students fill out an application, submit transcripts of their academic work, and provide a reference from a teacher or counselor. The students are then personally interviewed by a representative of the overseas organization and also interviewed in English by a fluent speaker of English to determine English proficiency. If it is felt that the student is qualified to participate in the program, the student's application is forwarded to ERDT/SHARE!'s National Office in Santa Monica, where the final screening takes place.

Before the students depart for the United States, the staff of the Overseas Partners provide the students with an orientation covering all of the rules and regulations of the program. In addition, they discuss expectations and important aspects of life in the United States and American culture. ERDT/SHARE! and the staff of the Overseas Partners work very closely together to ensure that the goals of the program are met.

Preparing for the Arrival of Your Student

• GOALS AND EXPECTATIONS OF THE PROGRAM

This will be a special year for all members of your family and for your exchange student. As with any special occasion or event, preparation is important. Share the information with all family members.

Host Families are expected:

- to treat their student like a member of the family and not a guest
- to teach their student about the family rules and values
- to establish reasonable household rules and chores for their student
- to guide the student in learning and developing throughout the year
- to be flexible, adaptable, and positive throughout the experience
- to speak periodically with their exchange student's high school counselor
- to call their Exchange Program Coordinator with concerns and questions

Your student will expect you to treat him or her as a member of your family, with all of the benefits and obligations attached to that privilege. Your student will expect you to instruct him/her in the "rules and regulations" of your family. Your exchange student will need a bed (a private room is not required), a place to store clothing and personal items, and a place for quiet and study. In addition, it is the obligation of the family to provide meals for the student in the habits of the family. The host family also provides love, guidance, and understanding for the student as the host parents become "surrogate parents" for the student during the stay in the U.S.

While the responsibility of adjusting falls heavily on the student, there are many ways in which the host family can help the student. As a host family, be aware of symptoms of "language shock" and "culture shock," which can produce physical symptoms, such as headaches and fatigue and psychological symptoms like sadness and loneliness. "Culture shock" is perfectly normal and occurs when making the transition from one culture to another. It is exhausting to speak a foreign language and to adjust to a new environment. Most students experience language shock and culture shock to some degree.

While the exchange student must realize the sacrifices a host family makes to invite him/her into their life, the host family must also realize that their exchange student, a teenager, has done something incredibly difficult and challenging by choosing to participate in the SHARE! High School Exchange Program. Leaving behind friends, family, and all of the comforts of home to spend a year with a new family in a strange land is not easy. As teenagers, they yearn to be adults and to be treated as adults, but at times stumble under the weight of the responsibility and need to be understood as children. Your exchange student, like all teenagers, needs support as well as limits set for him/her. Some exchange students handle the challenges of a year abroad better than others, but it is crucial for host families to understand that the process of adjustment to a completely new situation can be stressful and exhausting for their students.

Preparing for the Arrival of Your Student

Exchange students are expected:

- to participate in the Host Family as a member
- to adjust to the lifestyle of the Host Family
- to share their ideas and culture with their Host Family
- to be flexible, adaptable, and positive
- to participate in family, school, and community activities
- to be a good ambassador from their native country
- to show respect for the host culture
- to discuss questions and concerns with their Host Family and EPC

Your student is expected to live as a participating family member. To do this, however, your student must be given pertinent information about the use of the home and the values of the family. In a very real sense, you must “initiate” your student into your household by deliberately teaching him/her about your family rules and values. You cannot assume that your exchange student will automatically understand what is expected from him/her. In this Host Family Welcome Packet, you will find the Host Family and Student Workbook. After your student arrives, fill out the workbook together so your exchange student will understand how your household functions.

The host family should communicate family and household information as soon as possible; however, do not overwhelm your student with too much information at one time. Three or four short discussion periods with your student will be more productive than trying to give the information all at once. In addition, some students may need more than one explanation for certain complicated rules or appliance operation.

No host family can anticipate everything that the student will need to know to fit in as a family member. If your student is doing something inappropriate or wrong, the behavior will probably be due to lack of thorough understanding about what is expected and not due to insensitivity or rudeness. Try communicating with your student in a non-critical way by saying, for example:

“I’m impressed with how quickly you are learning about our family. One thing you may not have noticed yet is how we always _____ . This may be very different from the way you are used to. How does _____ work when you are with your family? (This is an opportunity for learning something about your student’s family.) Let me explain how it works with our family so that you can feel more comfortable while you’re with us.”

Preparing for the Arrival of Your Student

Following is a list of topics that you should address with your student as soon as possible. You may have different areas, depending on the needs of your family:

HOW THE HOST FAMILY MEETS ITS PHYSICAL NEEDS

- use of toilet
- storing belongings
- use of electricity
- use of gas, oil, wood
- personal hygiene
- sleeping
- food, drinks, meals, snacks
- washing clothing
- bathing/showering
- recycling

HOW THE FAMILY EXPECTS ITS MEMBERS TO BEHAVE

- appropriate recreation
- use of television/stereo/radio
- use of kitchen and appliances
- family religious practices
- family ritual and activities
- use of outdoor areas
- household chores
- showing courtesy, respect & appreciation
- curfew
- use of telephone & taking messages
- public and private spaces
- entering and leaving the house
- scheduling and punctuality
- appropriate dress
- family communication
- rules governing smoking, vaping & alcohol

SPECIAL SITUATION OF SOME FAMILIES

- restrictions on water use
- handicaps and/or chronic illnesses
- treatment of pets and animals
- precautions against crime
- rules regarding weaponry, fire arms activities requiring licensure (i.e. fishing)

• DON'T FALL INTO THE "COMMON SENSE" TRAP!

Many new host families fall into the "Common Sense" trap. Don't assume anything. Host Families often believe that it's "just common sense" to turn the lights out in a room when a person leaves. Well, it's not "common sense" unless you've been trained to do it. Don't assume that any behavior is "Common Sense." Talk to your exchange student honestly, openly, and directly.

The hosting experience is unique for all families and students because no two families or students are alike. There are, however, some generalizations that can be made about what to expect for the coming year. Inviting a new member into your household for an extended stay, whether it be a relative, such as a mother, cousin, or niece, or an exchange student, involves emotions. It is reasonable to expect low periods as well as high periods during the year. Members of your family as well as your student are likely to feel negative emotions (anger, disappointment, frustration, sadness) as well as positive ones (pride, satisfaction, happiness, love). Rest assured that these are normal human emotions. The best way to deal with them is honestly and openly.

Preparing for the Arrival of Your Student

Many new host families start out with very high expectations about the hosting experience and become overly disappointed at the first negative emotion. As a new Host Family, take stock of your expectations. Although there may be perfect host families and perfect exchange students somewhere in the universe, we at ERDT/SHARE! assume that host families and exchange students will be typical human beings in that they will experience ups and downs in life but remain flexible while maintaining a sense of humor and curiosity about this very human experience.

• BEFORE YOUR STUDENT ARRIVES

After the placement is confirmed, it is important to begin developing rapport by writing letters and by learning about your student's country. Sometimes it takes a week or so before your student is notified about her/his placement with your family. The student does not receive your Host Family Application, Profiles, and Photographs for several weeks after the placement is confirmed. Even though you are anxious to communicate, it is best to write a letter rather than calling or e-mailing immediately.

- Write a letter to your student and to his/her parents: This letter will be a great opportunity to introduce the family members. Describe your state and city, the landscape and the weather. Include a catalogue and information about the high school. Send a magazine or newspaper articles which will give your student an understanding about the people in your area. Send photographs and picture postcards.

- Learn about your student's country: The more you know about your student's country and culture, the better prepared you will be. Start by reading the Culturgram included in your Host Family Packet and noting differences and similarities. But don't stop at the Culturgram. The local library will have numerous books and current information that will help you understand the culture that has formed your student. The Internet will also have a wealth of information on different countries.

- Learn about the cross-cultural experience: A valuable book that is available from Intercultural Press (toll-free telephone: 1-617-523-3801 or website: www.nicholasbrealey.com) is the Host Family Survival Kit: A Guide for American Host Families. This book is very informative about the hosting experience and will help you to begin to understand the large and the subtle differences that exist between countries and cultures. Nicholas Brealey Publishing has a full listing of books on cross-cultural topics.

- Prepare your student's bedroom: Your student need not have a private bedroom, although having a private bedroom does make adjustment a little easier for exchange students and host siblings. The student's bedroom, whether it's shared with one of your children or not, must have a door. However, if your student is sharing a room with your son or daughter, your student must have his/her own bed. In addition, your student will need a quiet place for study and reflection. If your student is sharing a room, it is wise to ensure that your student will have closet space and room to put his/her belongings. Also, make sure that your student will have quiet time available to him/her.

Make sure that your son or daughter understands what it will be like to share his or her room with your exchange student. If your child has never shared a bedroom, s/he will also go through a big adjustment and may need special attention and recognition for the sacrifice s/he is making to have the exchange student live with your family.

When Your Student Arrives

The moment has come that you have been waiting for: Your student's arrival! All students will be a little different. Some students stride off the plane confident and friendly. Others are timid and shy. Most students fall somewhere in between.

- The actual arrival date of your student: Your student is scheduled to arrive in mid- to late August (or mid- to late January for Spring Semester students). If you will be on vacation or if the local school starts unusually early, please inform your Exchange Program Coordinator so that alternative plans can be arranged. You will be advised by your Exchange Program Coordinator of the flight information when the arrival schedules have been finalized. All flights are scheduled by the Overseas Partner. We usually know the approximate date of arrival several weeks before your student will arrive, but we often do not know the exact day and time of arrival until four to seven days before the arrival. We ask that you try to be patient when waiting for the flight information. Reservations are made for hundreds of students going to many different destinations in the U.S.

When you receive the flight information from your Exchange Program Coordinator, please verify it yourself with the airline company. In addition, on the day your student arrives, it is very important to call the airline or check the airline website to verify the actual arrival time, which may vary slightly from the original scheduled arrival time.

Your student may also call you with flight information; however, it is always a good idea to verify that information with your Exchange Program Coordinator to insure that you have the correct information. The following website may be helpful in determining airport information: www.airlinescodes.co.uk/.

- Meeting at the airport: It is normal for everyone to be nervous. This is the moment that everyone has been anticipating. In order to help your student identify you immediately at the airport, make a large sign with your student's name. Some families bring balloons or flags. Do whatever you feel comfortable doing to make your student feel welcome.

- Returning home: Remember that your student will be very tired and usually very nervous. S/he has been preparing for this moment for a year. Focus on the most basic needs of the student the first night and few days. Show your student the bedroom, the closet and chest of drawers, the bathroom. Allow him/her time to relax. Your student may want to call home immediately or at a specified time to inform his/her biological parents that he/she is safe.

- First few days: Show your student around town, the high school, and local sights, but don't try to do too much in one day, as your student will still be suffering from jet lag and may need to rest periodically. If you feel that it will help your student, post names of appliances and various items around the house so your student can quickly learn the appropriate words for the house. Post a family schedule of meals, wake-up times, etc. in a central place.

- Language shock: Do not judge your student's language ability at the first meeting or even during the first weeks. It is common for students to be so nervous and so "in

When Your Student Arrives

shock” the first few days that they have difficulty speaking English. Speak slowly and clearly when addressing your student. Try using simple vocabulary, uncomplicated grammar, and short sentences at first. Avoid idiomatic and slang expressions, and do not be surprised if your student does not understand jokes or puns. It is normal for students to have good and bad days. Be patient, supportive, and encouraging, and you will see a great deal of improvement the first month.

- Culture shock: This “shock” is caused by losing one’s familiar surroundings and adjusting to a new environment. Difficulty with the language compounds feelings of loneliness and uncertainty. Adjustments can be difficult and exhausting; however, culture shock is normal for all students.

- Helping your student feel at home: Your student may be a little quiet and withdrawn at first. Remember that s/he has gone through a tremendous change and may feel confused, homesick, overwhelmed and tired. Your student is getting accustomed to speaking English 24 hours a day. Again, be patient. Over time introduce more discussions and more activities. Following are a few suggestions:

1. If you take it a little slow the first few weeks, but spend time getting your student involved in your family and community, your student will soon be behaving like a member of your family. Make a list of the family rules and post them until your student understands them.
2. Involve your student in a few family errands, like grocery shopping, buying the newspaper, etc. Your student will feel like a family member.
3. Inform your student about community activities and encourage him/her to get involved.
4. If both parents work and have no teenage children at home, arrange for a teenager in the neighborhood to spend some time with your exchange student.

Communication is key to a successful exchange experience. Again, don’t assume anything.

Don’t assume that your exchange students understands just because her/his head is nodding up and down.

Don’t assume that your exchange student knows your family rules and expectations.

Don’t assume that your exchange student sees the world or a situation the way that you do.

Develop communication and trust early in the experience, and you will have a simpler time as your relationship with your exchange students deepens.

High School and Academic Life

All ERDT/SHARE! Exchange Students are expected to attend high school full-time during their participation in the program. The exchange students are expected to take regular classes and participate as much as possible in extra-curricular activities. High School is where your student will make friends and significantly develop his/her language skills.

• ENROLLING YOUR STUDENT IN HIGH SCHOOL AND TOUR OF THE SCHOOL

Your ERDT/SHARE! Exchange Program Coordinator has acquired prior permission from the high school for your student to enroll. When you take your student to school for registration, make sure you bring along a copy of the student's application, especially the transcripts and the medical records. The school counselor will go over your student's transcripts and determine the best course of study to be followed for the year or semester. This may also be a good time for your student to find out about extra-curricular activities, such as clubs and sports.

If possible, arrange for a teenager in the neighborhood to give your student a tour of campus before the first day of school. This will be especially helpful when your student knows which classes s/he will be taking so that s/he will be able to find the classrooms.

• INOCULATIONS

ERDT strongly urges all students to arrive with all of the required inoculations they will need to enroll in high school. However, some high schools require additional inoculations. Consequently, a student may arrive with the inappropriate or short dosage for that particular high school. If this is the case, the student will need to have these inoculations before enrolling in high school. Your local County Health Department usually charges a nominal fee for inoculations. Please note that inoculations and check-ups for sports are not covered by insurance. The student is responsible for paying these expenses if they are required.

• THE FIRST FEW DAYS AT SCHOOL

The first few days may be very difficult for your student for many reasons. If the high school does not arrange a "buddy" for your student, then try to introduce your student to several teenagers in the neighborhood so there will be someone to help. Adjusting to new environments, new home life, new language, and a new school system is not easy, so be patient, helpful, and supportive of your student.

High School and Academic Life

- FOLLOWING YOUR STUDENT'S PROGRESS AT SCHOOL

Many high school counselors have told us that they like the Host Parents to check in periodically to see how the student is doing at school. This type of support will help you and the counselors to work together to ensure that the student is adjusting in high school.

- ARRANGING TUTORING

Occasionally a student will need some help in the beginning with language and some of the more difficult courses. If your student needs a tutor, this is an expense for which the student pays.

- GRADUATION

Whether an exchange student can graduate is at the discretion of the individual school and/or school district. Each district or school maintains its own policies regarding grade placement and the graduation of exchange students. Every exchange student participating in the SHARE! High School Exchange Program has been informed and knows that no high school graduation diploma is guaranteed.

If a high school does not provide the opportunity for your exchange student to graduate, please do not push the high school to accommodate your student if your student wants to graduate. Schools set their policies for a reason. There have been many occasions where schools have refused to accept future exchange students after a bad experience with an exchange student lobbying for graduation. This reduces the opportunities for future exchange students to participate.

IMPORTANT: Many high schools have explicit policies barring exchange students from graduating and receiving high school diplomas. ERDT/SHARE! respects a school's right to formulate policies that they feel support their mission and goals. Despite the fact that ALL ERDT/SHARE! Exchange Students have been informed that they may not be allowed to graduate, some exchange students persist in their demands to graduate. We ask that host families take a balanced view and refrain from lobbying the high school on behalf of their exchange student.

Integrating Your Student Into the Family

Integrating your student into your family will be an ongoing process. As with any new relationship or friendship that you make, the relationship with your student will change during the 10 months (or 5 months for semester programs). During the first few weeks of the hosting experience, host families and students are working hard to be polite and not to “offend” each other. However, in order to deepen your relationship with your student, it is necessary to move beyond this stage and to settle into a long-term pattern. This shift does not happen overnight.

• COMMUNICATION AND CULTURAL STEREOTYPES

We have all formed stereotypes of people from different races, religions, neighborhoods, states, and countries. Take a few minutes and consider some of the stereotypes that you hold: What do you think of Californians or New Yorkers? What do you think of Japanese people or Brazilians? Many individuals may partially fit into a stereotypical framework, but it is wise to remember that your student is an individual. While s/he is a product of the culture in which s/he was born, your student may have characteristics that are quite unlike the stereotypes.

Your student will also arrive with many preconceived ideas about Americans and the United States. However, after spending time with your family, we hope that the exchange students will come away with a much broader idea of our culture.

Communication is the key to a successful experience. Take time to have family discussions with your student about cultural differences. Do not assume that your student sees the world in exactly the same way as you do.

• PREPARING YOUR STUDENT TO SAY “THANK YOU”

Believe it or not, people in many cultures do not express appreciation as often and as enthusiastically as Americans do. This cultural difference can cause friction between American families and their students. Most Americans notice very quickly when a “thank you” is not forthcoming. In the early stages, discuss this American habit with your student and explain when and how often you expect him/her to say thank you and to show appreciation.

• HOUSEHOLD RULES AND RESPONSIBILITIES

In a very real sense, you must “initiate” your student into your family by teaching him/her about your family rules and values. Let your student know exactly what the rules are from the very beginning and avoid making “exceptions” for your exchange student because the exceptions may cause moments of tension later on. Your student may have different household rules and guidelines when s/he is living with his/her biological parents. However, your student is expected

Integrating Your Student Into the Family

to follow your family rules while living with your family. It is extremely important to recognize the difference between spoken and unspoken family rules.

Some exchange students come from cultures that allow teenagers much more freedom. However, if your student resists your rules, explain that the rules are established because of your concern for the student's welfare, not to be overly restrictive nor to make your student feel like a child. (When exchange students reach the age of eighteen while on the SHARE! High School Exchange Program, they are still bound by the Standards of Conduct because they are under our sponsorship.)

- **CHORES**

If all family members participate in family chores, please assign one or two typical chores to your student: Cleaning their room, setting/clearing the table, washing the dishes, mowing the lawn, raking leaves, etc. The goal of the program is to treat your student like a member of the family. To that end, do not treat him/her in a special way or decline to give him/her the opportunity to participate in chores as a member of your family.

- **PERSONAL EXPENSES**

Students are expected to cover their own personal expenses during their stay with your family. We suggest that you help your student open a savings account at your bank, if possible, and plan a monthly budget. Host families are not to open joint accounts with their students. Students are responsible for personal items, including toiletries, clothing, entertainment, yearbook, etc., and school cafeteria meals if they choose not to take a bag lunch that you provide.

When an unusual expense is incurred or the student overspends, your student should make arrangements directly with his/her biological parents to transfer money to the savings account. Many students are arriving with a credit card that can be paid by their parents in their home country.

We recommend that our students budget \$300 per month for personal expenses; however, your student may need help budgeting large amounts of money. Your help will be appreciated by your student and the biological family.

- **TELEPHONE EXPENSES**

Exchange students have many options available for telephone use while on the SHARE! Program. They can easily purchase a regular or pay-as-you-go cellular phone for use during their stay in the US, as well as pre-paid calling cards, and

Integrating Your Student Into the Family

cellular phones with data plans for calling, texting and video-chat programs.

How often a student calls home depends on the maturity level of the student. Some students call home once or twice during the year while others feel the need to call more often. Calling family and friends too often can be a sign of homesickness and can impede the student's adjustment.

Explain the use of your telephone to your exchange student, if you have a landline. In some cases, students will come with their own cellular phone and/or pre-paid telephone card that they are to use to make long-distance calls or use calling, texting and video-chat programs. Make sure they know how to make collect, overseas calls. In addition, explain to them how the bill is itemized with all telephone numbers listed. Many European countries do not itemize their telephone bills.

The cost of long distance and overseas telephone calls are the responsibility of the student. We do not recommend that you allow your student to use your phone without using a pre-paid telephone card. It is extremely important to monitor regularly the costs of calls. If your student does make direct calls from your telephone, sit down with your student at the end of every month and add up the expense of the calls. Then have him/her give you cash immediately to cover the expenses. Do not allow yourself to be put into the situation where you have to nag your student for repayment..

Overseas calls can add up very quickly into hundreds of dollars. In addition, do not allow a student to purchase a cell phone in your name. Most exchange students do not have experience managing monthly phone bills. It's important that you help your student understand these expenses.

• DRIVER EDUCATION AND DRIVING

Your exchange student may not drive a car, motorcycle, personal watercraft, dirt bike, motorized bicycle, or any other motorized vehicle. Host Families must never allow their exchange students to operate their motorized vehicles, including all of the above.

• TRAVEL

Many families have included their students in the family vacations. It is entirely appropriate to ask the student to cover airfare and some of the expenses. Make sure that your student notifies his/her parents to confirm that they will allow the extra expense. Your student is not permitted to travel outside the local area by him/herself or with peers. (The local area will be defined by ERDT in consultation with the local Exchange Program Coordinator.)

Integrating Your Student Into the Family

Overnight travel is permitted with the Host Family or with an approved group (e.g. church, school, etc.) The Host Family and Exchange Program Coordinator must be informed of all such trips and have a telephone contact in order to reach the student in an emergency.

If a student travels outside the U.S., s/he must always carry a passport with a current visa stamp. In addition, a Host Family must check with the airline and the consulate of the country you are visiting. Many countries will require the student to obtain an entry visa or may require a notarized letter from the student's biological parents authorizing the host family to take their son/daughter into the country. Travel to Mexico often requires a notarized letter. Since 9/11, all travel rules have become more strict. If you are leaving the U.S., please check before making final arrangements. In addition, the student must have his/her DS Form signed by Kelli Jones or Roger Riske in the ERDT/SHARE! National Office. If you have any questions, please call the ERDT/SHARE! National Office.

- **WEAPONS AND FIREARMS**

Please note that most foreign students have little or no experience with any type of weaponry or firearms. Whether or not your family members participate in activities involving weaponry or firearms, it is very important to discuss your family rules and safety procedures regarding them, as well as federal, state and local laws. Please develop a plan in case your exchange student ever comes in contact with weaponry or firearms outside your home.

- **VISITS BY MEMBERS OF THE STUDENT'S BIOLOGICAL FAMILY OR FRIENDS**

These visits during the first six months of the program are forbidden by ERDT/SHARE! and can be very disruptive to the adjustment process of the student. We strongly suggest that all biological families and friends visit only at the very end of the program. Please speak with your student early on about possible visits so you can establish when the best time for them would be. Any visits contemplated in the latter half of the program must take place with the permission of the Host Family and the ERDT/SHARE! National Office. The Host Family is never under any obligation to offer housing to friends or family of their student.

When biological families do visit, we ask that they show sensitivity towards the Host Family, especially when making plans. As a Host Family you will develop a strong bond with your exchange student. When the biological family arrives it is not uncommon for Host Families to feel jealous or protective of their relationship with their student. Make sure you keep communication open.

Integrating Your Student Into the Family

• HEALTH AND ACCIDENT INSURANCE

All ERDT/SHARE! students are covered by health and accident insurance and have insurance cards either as hard or electronic copies. A copy of the insurance policy and claim procedure are included in your Host Family Welcome Packet. In addition, the biological parents have signed a medical release granting the Host Family the power to make decisions in conjunction with a licensed physician.

Review your exchange student's insurance documents as soon as possible after your student arrives. Do not wait for an illness or an emergency. Make a plan for your student if he/she needs medical care while on the program. If you have questions about the insurance coverage, contact the insurance company directly or your Exchange Program Coordinator.

• STUDYING

Your student is expected to study and do all homework and maintain a "C" average while in high school. Most students will not have a problem with this and will need no guidance from you. Occasionally, students need to be reminded of the academic nature of the SHARE! High School Exchange Program. If it appears that your exchange student is not making an effort in his/her studies, please take the time to sit down and talk with him/her about it. If a problem persists (continued absence, bad attitude, lack of initiative, etc.), please contact your student's guidance counselor and your Exchange Program Coordinator. Make sure that your student has a quiet place for study.

• COMPUTER/INTERNET/E-MAIL USE

We recommend that Host Families set clear guidelines about computer, internet, e-mail use in their home. It will be extremely helpful to write them down. We also recommend that Host Families install filters and/or applications, such as Cybersitter or Netnanny, that can restrict access to inappropriate or obscene websites.

Computer/Internet/E-mail use is an area where potential friction can develop because there is a misunderstanding about what the expectations are. Overuse of these new technologies can prevent the student from making a satisfactory adjustment to the host family. If your student is spending many hours a day "surfing the net" or e-mailing family and friends in the home country, then s/he is probably not making a positive adjustment to your family. (Before this new technology, students who spent hours every day writing letters home were also seen as not adjusting well.)

Set up Internet use guidelines for your student as you would for your own children, and write them down. Again, you may want to block access to certain types of inappropriate/obscene sites or chat rooms. It is extremely important

Integrating Your Student Into the Family

to communicate in advance to your student what your family feels is appropriate and inappropriate use of the internet. Many exchange students are just curious teenagers. Consequently, they may try to access inappropriate sites out of curiosity rather than maliciousness. Explain to your student what you do not believe is appropriate for your family, and show him/her how the computer records every website visited.

- **LIFE-CHANGING DECISIONS**

While on the program, you will see tremendous changes in your exchange student. S/he will become more mature and confident and will learn so much about your way of life and about her/himself. At the same time, we feel that there are certain decisions that should be postponed until students return to their home country, even if they are eighteen years old. (When exchange students reach the age of eighteen while on the SHARE! High School Exchange Program, they are still bound by the Standards of Conduct because they are under our sponsorship and are guests of the U.S. Government.)

Some of the life-changing decisions that students are not permitted to make while on the SHARE! Program are marriage, religious conversion, and other decisions with legal, political, religious, and/or social ramifications. In addition, students must refrain from sexual behavior, contact, and activity while on the program.

Students will not be permitted to tattoo or pierce any part of their body while on the program. Some students may arrive with tattoos and piercings. It is the Host Family's prerogative to establish guidelines for the visibility of tattoos and the wearing of body piercing jewelry.

Avoiding Problems and Developing Understanding

A normal hosting relationship frequently involves misunderstandings as well as happy and satisfying times. You might reflect on the fact that relationships within your own family—with parents, siblings, children—have no doubt had a few ups and downs over the years. Hosting a young person from another country is no different—except that there is the added challenge of building a relationship with someone from a family and culture whose values, habits of thought, and patterns of behavior are different from your own. Admitting that there will be difficult periods will lessen the severity of disappointments and frustrations.

If difficulties do arise in your relationship, begin by working them out by not blaming yourself, family members, or your student and by not allowing yourself to feel that the hosting experience is going to end in failure. Do not wait until a problem is so large that it is impossible to remedy.

When tension arises between the exchange student and a member of the family, address it immediately and clear the air.

A host family may be tempted to ignore a small infraction because it seems so trivial, but tension may continue to build. For example, you may find that your student leaves the lights on, doesn't pick up his/her clothing, takes too long in the shower, etc. You may not realize that these small infractions bother you until your student does them because you have already worked these issues out with your own children and family. Therefore, your student needs to be informed and "acculturated" into your family rules and expectations. You may need to repeat your expectations several times.

From the very beginning of your homestay experience, create a channel of communication between your family members and your student. This positive approach to resolving difficulties will be productive in the long run. Do not expect your student to be cheerful, enthusiastic, and thrilled all of the time. Do expect your student to struggle at times with the challenge of adjusting to a new culture and your family's lifestyle and rules.

In addition, your Exchange Program Coordinator is the support person in your community. Exchange Program Coordinators are available for questions, advice, and counseling. Please feel free to discuss any questions that you may have about the hosting experience. Again, do not wait until a minor irritation has turned into a large problem.

A very important part of avoiding problems is to discuss the family rules and expectations with your student. This is so important for your student that you might begin by scheduling informal weekly talks. At each meeting, try to focus on one or two rules so the information is manageable.

- Make discussions a "learning experience" rather than lectures
- Recognize the difference between spoken and unspoken family rules
- Explain rules thoroughly
- Tension may signify that an unspoken rule has been broken
- Do not create a no exit situation for your student or your family

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Handling Difficulties If They Arise

If problems should arise, remember that there is always help available. Your Exchange Program Coordinator is your immediate contact in your community and is available to help you. In the event your Exchange Program Coordinator is unavailable, please contact your Area Coordinator or the Regional Office for your area for assistance.

- DEFINE THE PROBLEM

Problems come in different forms. However, a thorough analysis of the problem will make solving it much easier. The answers to the following questions will help you define the problem:

1. What is the problem?
2. Who is involved?
3. Where is the problem occurring?
4. When is the problem occurring?
5. Why, in the opinion of those involved, is the problem occurring?

The most crucial part of defining the problem is listening to all sides. The key to understanding is listening and not forming judgments until all sides of the story have been told.

- STEPS FOR PROBLEM SOLVING

Once you have clearly defined the problem, you will be able to proceed in finding the best solution to the problem. Remember that English is a second (sometimes third) language for your student. Following the steps outlined below will help you solve the problem once it has been defined:

1. Talk to your student about the problem. Express your feelings honestly. Keeping the problem to yourself will make it worse. Speak face-to-face with your student and speak slowly.

Be aware of cultural differences in discourse styles. Japanese avert their eyes as a sign of respect. Americans interpret averted eyes as a sign of dishonesty. Germans and French students may be more argumentative or opinionated in their discussion because that is the way that they have been trained and are expected to act when at home. Americans see this confrontational style as a total lack of disrespect.

Give your student time to think and respond. Avoid interrupting.

2. Work for a compromise. Don't make it an "all or nothing" solution. No one likes to be backed into a corner. Make a list of what is important to both sides and what goals you would like to achieve. This will help find a solution that is acceptable to all sides.
3. Contact your Exchange Program Coordinator if you cannot talk to your student

Handling Difficulties If They Arise

or if you feel it would be helpful if your Exchange Program Coordinator spoke with your student as well.

4. Your Exchange Program Coordinator can also contact the ERDT/SHARE! National Office to inform the overseas organization about the problem and discuss ways to deal successfully with the problem.
5. Do not call the natural parents directly, as this may cause misunderstanding.

Remember that every problem has a solution as long as everyone involved is willing to work together. All of us at ERDT/SHARE! are available to help you to make sure that you have a successful year. With your guidance, understanding, and patience, your student will return home a more mature and broad-minded person. You will be proud to see your student develop and to work through problems.

• STEPS IN DEALING WITH AN EMERGENCY

As Host Parents, you have the power to make decisions regarding the safety and welfare of your student in an emergency. Your student's biological parents have signed a Medical Release form, which is included with the student's application. The Medical Release form allows you, in conjunction with a licensed physician, to make medical decisions while s/he is living with your family. In the event the student needs to be hospitalized, please take the Medical Release form and the student's insurance identification with you. The following steps should be followed in an emergency:

1. See to the care and safety of the student. If it is a medical emergency, call 911 and do what they recommend. If necessary, take the student to a physician or the hospital emergency room for immediate care.
2. Contact your ERDT/SHARE! Exchange Program Coordinator as soon as possible with details. If your Exchange Program Coordinator is not available at the time of the emergency, call the ERDT/SHARE! National Office directly. Notify your EPC as soon as possible.
3. Do not attempt to call the biological parents yourself as misunderstandings may occur.
4. The ERDT/SHARE! National Office will contact the overseas partner, who in turn, will contact the biological parents with details.

Preparing for Departure

• DEALING WITH A RANGE OF FEELINGS

In April (or December for Fall Semester students) you begin to realize that the program will end soon. This is a time for your family and your exchange student to examine the experiences that you have had together. It is very normal to have a wide variety of emotions, ranging from sadness and confusion to relief and excitement.

Sometimes tensions develop as you and your student begin to create distance to make saying good-bye easier. If you have been allowing tensions to build because you feel that the student will be leaving soon, don't do it. It will be like holding your breath. Eventually, you'll have to take a breath, possibly before your student returns home. Chances are the tensions will explode damaging a wonderful relationship. Saying good-bye is never easy. Don't allow these tensions to become so great that your relationship breaks down completely. Both your family and your student will experience a major change in lifestyle as your family resumes some old routines and your student prepares to return to his/her friends and family.

No one can predict exactly how you and your student will feel at the end of the experience. The important thing is to recognize your feelings and talk about them with your student and your Exchange Program Coordinator.

It is important that you accept your feelings. Many Host Families have experienced the same feelings that you are experiencing. It is not uncommon for Host Families to feel relieved that they will be able to return to "normal." Do not feel guilty if you feel this way. Let go! Your student will miss you, but s/he is also excited about returning home.

On the other hand, many Host Families don't want their exchange students to leave, and many students feel ambivalent about returning home. There is much talk about staying longer, completing another year, or attending college. This type of conversation can send a mixed message to your student. S/he may interpret it as an invitation to stay longer. When the invitation never materializes, s/he may feel resentment. Realize that the time will come for your student to leave.

In addition, your EPC will provide a pre-departure orientation for students and Host Families. This orientation will focus on the issues of saying good bye, returning home, and returning to a "normal" household again.

Following are some suggestions for wrapping up the experience so that everyone feels good:

1. Take some time to review the experience. While putting together a collage of pictures and souvenirs or a scrapbook for your student to take home, talk with your student about the time spent together. When your student leaves, s/he will have a wonderful souvenir of the experience and something that s/he can share with his/her friends and biological family.
2. Talk to your student about returning to his/her native country. Many people think that it is easy to go home again, but it is not. Reverse culture shock is a

Preparing for Departure

real thing. Ask your student to talk about these feelings. Friends may be jealous. Some aspect of family life at home may have changed. Sometimes students are criticized for being "Americanized." Or, they feel out of place with friends and family. It will take time for your student to re-enter his/her native culture.

3. Saying farewell can be difficult. Every Host Family and exchange student will handle the final good-byes differently. If you promise to write and to visit, then keep those promises. One trap the Host Families and students sometimes fall into is to try to prolong the experience. Under the guidelines of the program, your student should depart one to two weeks after the last day of school. Additionally, the Immigration and Naturalization Service (INS) requires that your student return to his/her native country after the program.
4. Avoid the temptation of inviting your student to stay longer in order to prolong the experience. There often is talk of staying longer by both the student and the Host Family. However, this type of talk can send mixed signals to your student that may cause resentment later when the invitation is not actually extended. Saying good-bye is difficult, but the departure will go smoothly if everyone is clear about when the departure will take place.

• FINAL EVALUATIONS

Both you and your student will receive a will receive a final evaluation form via email from the ERDT/SHARE! National Office. Please take time to fill out the forms. Your comments and ideas will help us create a better program in the future. The hosting experience is not always easy, but the rewards cannot be described. We hope that your experience will be a memorable part of your lives and that your family has learned something about another person and culture as well as learned something about yourself and America.

Words from a Past Host Family

Every year at the end of the program, we receive letters from Host Families describing their experience and thanking us for the opportunity that they had to develop greater tolerance and understanding of another person and culture by hosting an exchange student. The following letter was written to Yvette, Southwest Regional Administrator, and Carole, former Southwest Regional Administrator, from one of their new EPCs who also hosted.

Dear Carole and Yvette:

I don't think we realized what an incredible experience hosting foreign exchange students is until we put them on the plane to go home. When we took Erick to the airport, it ended up that we had only a few moments to say good-bye. We all hugged and cried; he quickly slipped a letter into my hands, and we all watched blurry-eyed as he gave the ticket to the airline attendant, and walked down the long hall to his plane. We watched his plane fly away until we couldn't see it any more. A flood of memories came back to me from Erick's ten months with us. Erick had grown so much – physically and emotionally. My husband and I had learned about dealing with a teenager older than our own son. We made choices, we made mistakes, and we finally found that it was okay to treat him as our own. As for our children's experience, no other could compare. The "guest" that came to live with us evolved into another family member to share with, eat with, play with, and even compete with. What they learned, though, was patience, compassion, and acceptance.

Just as the host family material stated, the ups and downs were many. January and February were the hardest, but we made it. I can see how hosting could be done passively, just co-existing with the student with closed doors and closed minds. There were times when it seemed life would have been simpler had it been just the four of us again. But what would we have gained? And what would Erick have gained? Hosting is hard work, but it is the hard work that makes it a positive experience. EVERY MINUTE may not be positive, but neither is every minute without a foreign exchange student. So what did we gain? We gained knowledge of another culture, compassion and understanding, memories that could not have been created any other way, a son and brother for ten months, and a friend for life.

Thank you both for all you did for us as a host family! Thank you, too, for the job you do every day!

Love,

Jill

Advice from Host Families

On the Final Evaluations to Host Families we always ask what advice (or information) they would give to new Host Families or Exchange Students. Following are some of the responses that we received from Host Families:

- Always try to put yourself in the student's place – a young person far from home in a very different culture. Don't be offended by any questions about why Americans are this way.
- Define what is expected of the student. Lots of love, companionship, guidance, firmness, and good strokes are very important.
- Expect them to be homesick. Encourage them to focus on why they came here. Don't let them get to a low point before talking to them about their feelings. They are scared, and you should be sensitive to their feelings.
- Don't get upset about every little thing. Talk to your student and explain why things are the way they are.
- Keep an open mind and be flexible. Laugh a lot.
- BE PATIENT and be understanding! Treat your student as a family member, not a guest.
- Start communicating prior to your exchange student's arrival. You will have a much easier time getting to know him/her, and communication lines will remain open.
- Treat them like your own child, not like a guest. Don't expect less of them than you do from your own kids. Don't make exceptions for your exchange student because your own kids will resent it.
- Set down the house rules in writing. When they first come, they can be so overwhelmed with just the new environment that they may forget everything you say.
- Realize it is not a responsibility to take lightly. It is work and takes time, but that's not a bad thing – there are rewards to the effort. Communication is very important! Explain your expectations and don't assume they will know what's going on. Expect them to tell you what they need (but you have to tell them you expect it).
- Stay flexible. Make house rules from the beginning and have an understanding between you and your student of what will happen if the rules are broken.
- Love the kids!

Appendix

1. Breakdown of Program Costs
2. Copy of ERDT/SHARE! Policy and Operations Manual
3. Copy of pages 14 - 17 of the Student Application
 - ERDT/SHARE! Standards of Conduct
 - Liability and Agreement Release
 - Agreement to Abide by the ERDT/SHARE! Program Standards of Conduct
 - Travel Release/Authorization
 - Medical Release/Authorization for Examination and Treatment

Breakdown of Program Costs

FEES FOR THE SHARE! HIGH SCHOOL EXCHANGE PROGRAM

ERDT/SHARE!, as a private, nonprofit educational foundation and a designated sponsor of international high school exchange students, is subject to regulations established by the Internal Revenue Service and the United States Department of State, Bureau of Educational and Cultural Affairs.

In the United States, ERDT/SHARE! uses the program fees received from the overseas partners in the following manner:

- 10% for field representative recruitment and development
- 30% for placement, orientations, and supervision
- 30% for advertising, promotion, and materials development
- 30% for international and domestic communication, office overhead and administration of the SHARE! Program in the United States.

The overseas partners add additional fees to cover their overhead expenses for office expenses, student recruiting and screening, orientations, and air travel for the students.

ERDT/SHARE! Policy and Operations

1. Student selection
 - A. ERDT overseas partners will screen and recommend candidates for participation in the ERDT/SHARE! High School Exchange Program.
 - B. Final acceptance will be made at the ERDT/SHARE! National Office.
 - C. Before final acceptance, the overseas partner will submit the following documents:
 1. Completed Student Application form,
 2. Student's transcripts for past three (3) years with English translation,
 3. Signed Medical Care Release,
 4. Medical and Dental Examination Report, including record of inoculations,
 5. ERDT/SHARE! Standards of Conduct signed by natural parents and student,
 6. Teacher's Recommendation,
 7. English Oral Interview Form,
 8. English Language Test Scores (ELTiS or SLEP)
 - D. Notice of acceptance, pending host family and school placement, will be provided to ERDT/SHARE! overseas partners upon receipt and review of all required documents.
 - E. No student may be selected for a Homestay program later than three weeks prior to departure from the home country.
 - F. Only unmarried students between the ages of 15-18 are eligible.
 1. Date of birth must be no later than 15 July for 15-year olds in the Fall program, no later than 15 December for 15-year olds in the Spring program.
 2. Date of birth must be no earlier than 15 July for 18 year olds in the Fall program, no earlier than 30 December for 18 year olds in the Spring program.
 - G. Students must meet ERDT criteria regarding English language proficiency requirements.
2. Host family selection
 - A. Exchange Program Coordinators will screen potential host families and approve host family selections in consultation with ERDT/SHARE! National Office.
 - B. Families will be selected regardless of race, religion, national origin, or profession, although English must be the primary language of the home.
 - C. Prospective Host Families must submit to following documents:
 1. ERDT/SHARE! Host Family Application Form, signed and dated
 2. ERDT/SHARE! Host Family Profile and photo page
 3. Two (non-family or relative) references
 - D. Exchange Program Coordinators will make an in-home visit and interview all members of the prospective Host Family before the placement is confirmed.
 - E. Exchange Program Coordinators must submit to the ERDT/SHARE! National Office a Confidential Host Family Interview Form outlining in detail the impression of the family and the home and indicating date of in-home visit.
 - F. Qualities sought in Host Families are emotional and financial stability, flexibility, openness, sense of humor, and a sincere desire to share their life with an exchange student.
 - G. Two references are called by the Exchange Program Coordinator, who must send in the Telephone Reference Check Form. Written confidential reference forms are sent from the ERDT/SHARE! National Office and they are returned directly to the National Office.
 - H. The ERDT National Office reserves the right to refuse a prospective host family's application to host an exchange student if it is felt that the family would be inappropriate as a host family.
3. Criteria used for matching host families and students

ERDT/SHARE! Policy and Operations

3. Criteria used for matching host families and students
 - A. All placements will be made by Exchange Program Coordinators.
 1. Exchange Program Coordinators will attempt to make placements as compatible as possible and will take into consideration the following:
 - a. Country preference of host family
 - b. Sex and age of student and preference of host family
 - c. Professions of host family and career goals of the exchange student
 - d. Hobbies of the host family and those of the exchange student
 - e. The living situation (urban, suburban, rural, farm) of the host family and that of the exchange student or the exchange student's stated preference
 2. Before placement, Exchange Program Coordinators will make contact with schools to ascertain enrollment criteria and procedures.
 3. Exchange Program Coordinators will have the appropriate school personnel sign the written ERDT/SHARE! "Authorization to Enroll Form" to secure each exchange student's right to enroll in the school.
 4. Exchange Program Coordinators will inform schools of interested qualified host families in their district and follow the schools policies for enrollment.
 5. Exchange Program Coordinators will notify ERDT/SHARE! National Office of host family and school placements by submitting completed, signed, and dated "Host Family Application," a signed and dated Host Family Confidential Interview Form, two signed and dated Telephone Reference Check Forms, and an "Authorization to Enroll" Form that is signed and dated by the appropriate school personnel to ERDT/SHARE! National Office.
 6. ERDT/SHARE! National Office will furnish copies of the "Host Family Application" to overseas partners.
 - B. Placements will be made no later than three weeks prior to students' departure from the home country or three weeks prior to the local high schools starting date.
4. Travel while on the SHARE! Program
 - A. All international and domestic flight arrangements are finalized in the home country by the overseas partner in consultation with the student
 - B. All international travel arrangements will be made by overseas partners in consultation with ERDT/SHARE! National Office.
 - C. ERDT will notify Exchange Program Coordinators of student arrival time. Exchange Program Coordinators will immediately notify host family and confirm pickup at host community destination point.
 - D. In consultation with ERDT, overseas partners will make return flight arrangements. ERDT will notify Exchange Program Coordinators of arrangements, who will notify host families and students. Overseas partners will confirm flights with natural families.
 - E. Emergency travel will be arranged by ERDT for return in the event of death or imminent death of an immediate family member (parent, guardian, sibling) or of serious student illness. Early return due to other emergency circumstances will be approved only after ERDT and its overseas partners have concurred. The student must bear cost of travel to return to the program and to return home at the end of the program.
 - F. Travel in problem situations will be arranged by ERDT in the event a student must be transferred to another locale.
 - G. Travel expenses not covered by ERDT/SHARE! include:
 1. Travel to/from designated point of departure in home country or return
 2. The difference between the price of group ticket and regular commercial airfare for any early return.

ERDT/SHARE! Policy and Operations

3. Any individually arranged travel.
5. High school relationship and placement policies
 - A. All ERDT/SHARE! exchange students will attend public or private secondary schools. In some special cases, arrangements may be made for attendance at alternative schools.
 - B. School Enrollment
 1. Exchange Program Coordinators will obtain school authorization for enrollment of exchange students prior to confirming placement with host family.
 2. Exchange Program Coordinators will provide school with copies of student application, Medical Release and Consent, transcripts, and host family information.
 3. Exchange Program Coordinators will maintain close contact with school and assist with any problems concerning the students.
 - C. Exchange Program Coordinators will report school progress in periodic reports to ERDT/SHARE! , who in turn will furnish copies to overseas partners for the information of the natural parents.
 - D. Credit for academic achievement and graduation diplomas are at the school's discretion.
 - E. School expenses (e.g. books, fees, sports equipment, etc. or any private school tuition) are the responsibility of the student.
 - F. Students must comply with all school policies regarding attendance, completion of academic work, conduct, etc.
6. Leaving the program
 - A. A student will be considered to have left the program if s/he:
 1. Voluntarily returns to the home country before the scheduled departure for any reason other than an emergency.
 2. Voluntarily leaves for travel, school, or other reasons not a part of the ERDT/SHARE! program.
 3. Extends stay in host country beyond scheduled return.
 4. Returns home due to illness or emergency and does not wish to return to the program.
 - B. Exchange Program Coordinators will notify ERDT/SHARE! officials immediately when learning that a student is leaving the program.
 - C. Upon learning of a student's intention to leave the program, ERDT/SHARE! officials will confer with overseas partner and verify knowledge and plans of natural parents.
 - D. ERDT/SHARE! will notify the U.S. Department of Homeland Security of any student who has left the program early or without permission.
7. Student extension from the Fall program to full Academic Year
 - A. The only extension permitted is a transfer from the five-month Fall program to the ten-month Academic Year program.
 - B. Extensions are for uninterrupted homestay and school attendance. Students may, with the approval of ERDT/SHARE!, extend in order to move to another locale.
 - C. Exchange Program Coordinators will obtain permission to extend from school officials and from the host family.
 - D. Overseas partners will obtain written permission from natural parents for the extension.
 - E. Transfer or replacement of student will be approved only in exceptional cases.
8. Standards of Conduct & Agreement Release
 - A. All students must comply with ERDT/SHARE!'s Standards of Conduct & Agreement Release, which is part of the SHARE! Student Application. Failure to do so will result in probationary status and may result in repatriation with no refund.

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- E. Transfer or replacement of student will be approved only in exceptional cases.
- 8. Standards of Conduct & Agreement Release
 - A. All students must comply with ERDT/SHARE!'s Standards of Conduct & Agreement Release, which is part of the SHARE! Student Application. Failure to do so will result in probationary status and may result in repatriation with no refund.
- 9. Refunds
 - A. The application fee is non refundable.
 - B. If a student withdraws after placement has been secured by our organization and accepted by the student, a post-placement cancellation penalty will be assessed.
 - C. Refunds will not be made after a student is on program, except in case of emergency early returns. In such cases, settlement will be made at the conclusion of the program in consultation between ERDT/SHARE! and the overseas partner. Refunds will not exceed recoverable costs.
 - D. If the program is canceled by ERDT/SHARE!, the student will receive a full program fee refund.
 - E. If the applicant is not accepted by ERDT/SHARE!, any paid program fees will be refunded.
 - F. If a student is terminated from the program because that student in the judgment of ERDT/SHARE! creates a liability to the operation or the reputation of its High School Exchange Program, no refund will be made.
- 10. Progress Reports
 - A. Exchange Program Coordinators will furnish ERDT/SHARE! with timely progress reports concerning the student's activities, schoolwork, and overall adjustment and welfare.
 - B. ERDT/SHARE! will furnish copies of the progress reports to overseas partners.
 - C. Overseas partners are responsible for forwarding reports to natural parents.
 - D. Progress reports are not confidential.
 - E. Exchange Program Coordinators will not receive honoraria until progress reports are received by ERDT/SHARE! National Office.
- 11. Problems During Homestay

Although ERDT/SHARE! endeavors to make quality selections of students and host families and to orient both parties to the nature of the program, occasional problems may arise. The policy of ERDT/SHARE! is to handle such problems in a professional manner.

 - A. Before the student arrives, the Exchange Program Coordinator should encourage host families to communicate with the Exchange Program Coordinator regarding any problems they anticipate during the homestay.
 - B. During orientation, the student will be advised to communicate with the Exchange Program Coordinator regarding any problems that may arise during the homestay. The Exchange Program Coordinator will maintain regular contact (at least monthly) with the student.
 - C. The Exchange Program Coordinator will attempt to ameliorate the problem by dealing with it directly and discussing alternative means with the host family and the student.
 - 1. Both parties will always be involved.
 - 2. Whenever possible, problems should be resolved on the local level.
 - 3. Information about a student or host family problem situation will be reported in the progress report and will be sent to the overseas partner.
 - D. Persisting problems will be reported to ERDT/SHARE! National Office.
 - 1. Problems requiring the intervention of ERDT/SHARE! National Office will be handled at the local level whenever possible.
 - 2. National Office will offer guidance to the Exchange Program Coordinator, or it may be decided that the student must be counseled by National Office staff directly.
 - 3. Decisions to relocate a student within the same area will be made by the Exchange Program Coordinator in consultation with ERDT/SHARE! National Office.

ERDT/SHARE! Policy and Operations

4. Decisions concerning transfer to other areas will be made at ERDT/SHARE! National Office after all other alternatives to achieve a local solution are exhausted.
5. Decisions concerning the dismissal and return of the student to the home country will be made at ERDT/SHARE! National Office in consultation with Area and overseas partners.
 - a. Detailed reports concerning the dismissal of a student will be furnished to the overseas partner.
 - b. Return travel will be arranged by ERDT/SHARE!
- E. Serious mental health problems are more appropriately treated in the home country. In such cases, ERDT/SHARE! will arrange for early return in consultation with the Overseas Partner.
- F. Problems with Exchange Program Coordinator
 1. Students or host families have the privilege of conferring with ERDT/SHARE! National Office at any time concerning any difficulties encountered with an Exchange Program Coordinator.
 2. ERDT/SHARE! will attempt to resolve any problems regarding the relationship between an Exchange Program Coordinator and host family/student. Any decisions concerning the problem will be made at ERDT/SHARE! National Office.
12. Law violations
 - A. Procedure (if a student is arrested)
 1. The host family will notify the Exchange Program Coordinator immediately; if the Exchange Program Coordinator is not available, the host family will immediately notify ERDT/SHARE! offices and give the following information if possible:
 - a. Place student is being held,
 - b. Telephone number where authorities can be reached,
 - c. Name of arresting officer and person in charge of the student while incarcerated,
 - d. Nature of charge and situation.
 2. Exchange Program Coordinator (or ERDT/SHARE! National Office) will attempt to negotiate with legal authorities for the student to be returned home as soon as possible.
 3. ERDT/SHARE! will immediately inform and confer with home country personnel, who will inform natural parents.
 4. Travel will be arranged by Exchange Program Coordinator in conjunction with the ERDT/SHARE! National Office. The overseas partner will be notified of travel arrangements. Overseas partner will notify parents.
13. Relationships with overseas partners
 - A. ERDT/SHARE! and its overseas partners work together in achieving ERDT/SHARE! goals.
 - B. Parties are encouraged to consult with one another on all aspects of the exchange program.
 - C. In areas where agreements cannot be reached, the decisions of ERDT/SHARE! National Office are final.
14. Emergencies
 - A. Student Health
 1. Exchange Program Coordinators or host family, will report any health emergencies to ERDT/SHARE! National Office, giving the following information:
 - a. Nature of the emergency,
 - b. Address and telephone number where the student can be reached,
 - c. Attending physician and telephone number.
 2. Exchange Program Coordinator will assist student in filling out insurance forms.

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3. ERDT/SHARE! will inform overseas partner.

4. Overseas partner will notify parents.

B. Victim of Sexual Abuse

Upon hearing of any incident of alleged or possible sexual abuse or misconduct

a. Student will immediately be moved to a safe home .

b. Student is offered Counseling.

C. Death of a Student

1. Exchange Program Coordinator or host family will notify ERDT/SHARE! National Office immediately, giving the following information:

a. Hospital (name, address, phone number, date and time of admittance) if student is admitted to hospital or location of the body,

b. Attending physician (name, phone number),

c. Name of person who signed admittance sheet,

d. Location of student's belongings,

e. Name and phone number of officer if police department is involved,

f. Name and phone number of mortician.

2. ERDT/SHARE! will immediately notify overseas partner, who, in turn, will notify parents.

3. ERDT/SHARE! will arrange with authorities for repatriation of remains.

D. Natural Disasters (floods, earthquakes, epidemics)

1. Exchange Program Coordinator will see to safety of all students.

2. Exchange Program Coordinator will communicate as soon as possible to ERDT/SHARE! National Office:

a. Safety and health of all students,

b. Location of all students,

c. Plans,

d. Next contact.

3. ERDT/SHARE! will communicate the same information to overseas partners.

4. Exchange Program Coordinators will keep ERDT/SHARE! National Office informed at all times until stability is restored.

E. Student Disappearance

1. Host Family and Exchange Program Coordinator will notify local police.

2. Exchange Program Coordinator will notify ERDT/SHARE! National Office.

3. ERDT/SHARE! will notify family via overseas partner.

4. Exchange Program Coordinator will check with authorities regularly and inform ERDT/SHARE! of any developments.

15. Employment

Employment in the U.S. requires work permits and social security cards. ERDT/SHARE! students are ineligible for either and will not be permitted to work in the U.S. Small jobs such as baby-sitting and yard work are permitted so long as they do not interfere with school.

16. Life changing decisions

While participating in the SHARE! Program, students will not be permitted to make life changing decisions or take action, including but not limited to the following:

A. Marriage

B. Religious conversion or baptism

C. Tattoos and body piercing

D. Other decisions that have legal, political, religious, or social ramifications

17. Sex and pregnancy

A. The exchange student's behavior is expected to remain above reproach at all times. If it is found that a student is involved in a sexual relationship or involved in sexual

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- If it is found that a student is involved in a sexual relationship or involved in sexual behavior and activity, that student will be placed on probation and may be repatriated, depending on the situation.
- B. Students found to be pregnant or responsible for a pregnancy while on program will be repatriated immediately.
 - C. Under no circumstances will ERDT/SHARE! staff, Regional Directors, Exchange Program Managers, Exchange Program Coordinators, or host families give permission for a student to terminate a pregnancy while participating in the SHARE! Program.
18. Orientations
- A. Overseas partners will provide an in-depth pre-departure orientation.
 - B. Exchange Program Coordinators will conduct a pre-arrival orientation for all host families which is separate from initial in-home visit for host families.
 - C. Exchange Program Coordinators will conduct a post-arrival orientation for host families and students as soon as possible after arrival of students, but no later than three weeks after the arrival of the students.
 - D. Exchange Program Coordinators will conduct a pre-departure orientation for host families and students four to six weeks before the students depart.
19. Evaluation of the SHARE! Program
- An initial evaluation will be sent to all host families, exchange students, and high schools four to six weeks after the beginning of the program. Final evaluations will be sent to all host families, students and high schools four to six weeks before the end of the program.
20. Expenses not covered by ERDT/SHARE!
- A. Travel as per section four (4) above.
 - B. Medical expenses not covered by the insurance policy of ERDT/SHARE!
 - C. Fees for passports and visas.
 - D. Inoculations and medical examinations.
 - E. Fees for handling transcripts, report cards, or validation of credits upon return to home country.
 - F. School or school-related expenses.
 - G. Lost or damaged luggage.
 - H. Luggage insurance.
 - I. Bail or arrest bonds.

Standards of Conduct

SECTION I — LOCAL, STATE, AND FEDERAL LAWS

If a student is arrested or if it is reliably confirmed that the student has acted illegally, program sponsorship will be revoked, resulting in early return as soon as legally possible to the home country at the expense of the student's parents with no refund of program fees. The student is bound by all local, state, and federal laws whether included in the Standards of Conduct or not.

1. Drinking of alcoholic beverages, including beer and wine, is illegal in all states for persons under 21 years of age. Students are not permitted to purchase or drink alcoholic beverages while under ERDT/SHARE! sponsorship. The student must not associate with any persons involved in illegal alcohol purchase or use.
2. Purchasing and using tobacco products are illegal in most states for persons under 18 years of age. If a student is found to be a smoker after having stated otherwise, he/she may be placed on probation and asked to quit. If the student is a smoker, he/she must comply with all smoking restrictions imposed by the host family, host school, any public or private venue, and state laws.
3. The student must not buy, sell, possess, or use illegal or controlled drugs, unless prescribed for him/her by a licensed physician. If the student is taking prescription drugs, the name, dosage, and length of time of use for each drug must be listed on the ERDT/SHARE! Medical History and Information form. The student must not associate with any persons involved in illegal drug use or drug trafficking.
4. Students must not commit or take part in any act of violence against another person or property. Such acts will lead to probation and/or repatriation with no refund.
5. Shoplifting and theft are illegal and may lead to criminal charges and immediate repatriation with no refund.
6. It is illegal for the student to take regular employment while in the U.S. Occasional odd jobs, such as yard work or baby-sitting, are permitted if they do not interfere with schoolwork and if the student has host family permission.
7. It is illegal for minors to access pornography on the Internet or download pornography from the Internet to the host family's computer or other Internet-enabled device. Students who violate this rule will be placed on probation and may be asked by the host family to leave the home immediately.

SECTION II — HIGH SCHOOL GUIDELINES & INTERSCHOLASTIC SPORTS & ACTIVITY PARTICIPATION

All decisions regarding grade placement, credit, graduation, diplomas, sports eligibility, and sports participation are at the discretion of individual high schools and/or school districts.

1. GRADUATION AND/OR GRADE PLACEMENT IS NOT GUARANTEED. The student must accept and respect all decisions made by the school or school district regarding grade placement, credit, graduation, diplomas, sports eligibility, sports participation, and any other decision that the school has legal authority to make. A student who continues to lobby the school personnel and/or school district after a final decision has been made will be placed on probation.
2. A student who is dismissed or expelled from school for any reason will be terminated immediately from the SHARE! program with no refund and returned home as soon as arrangements can be made.
3. SPORTS PARTICIPATION IS NOT GUARANTEED. If a student has graduated from high school in the home country or has completed a certain number of years of high school, he/she may be deemed ineligible for interscholastic sports.
4. A student who wishes to participate in school sports and/or activities may be subject to a school-imposed random drug test for qualification. Participation in the sport or activity would be dependent on both the student's willingness to take the test and the results of the test.
5. The student must obey all school rules, attend classes regularly, and be responsible for assuming a full course load, for making a strong effort in all classes, and for maintaining at least a "C" average, with no "F" (failing) grades. Students who receive failing grades will be placed on probation. All tutoring costs are to be borne by the student.
6. The student is responsible for all school fees, including but not limited to: registration, books, lockers, laboratories, gym/physical education, yearbook, class ring, letter jacket, student activities, etc.
7. The student may choose one of the following options for lunch on school days: a) bring a sack lunch from home containing, for example, a sandwich and an apple; or, at the student's expense, b) buy a lunch at school or lunch off campus, if the school permits.

SECTION III — DRIVER'S EDUCATION AND DRIVING MOTORIZED VEHICLES

The student may not drive any car, motorcycle, or any other motorized vehicle while under the sponsorship of ERDT/SHARE! (This includes automobiles, mopeds, motorized scooters, motorcycles, dirt bikes, snowmobiles, jet skis, All Terrain Vehicles, motorboats, aircraft, riding mowers, golf carts and all motorized recreational vehicles.)

1. Participation in high school driver's education courses or the acquisition of a driver's license even if through a private driving school while on the SHARE! program is not permitted.
2. The student is not allowed to rent or purchase a vehicle while on the SHARE! program or at the end of the SHARE! program.

SECTION IV — STUDENT PLACEMENT, HOST FAMILY PARTICIPATION, AND HOST FAMILY RULES

All U.S. Host Families are volunteers and receive no compensation for hosting a foreign exchange student. Program fees are used for administrative and supervisory purposes.

1. No guarantee is made with regard to placement in a particular region of the U.S., nor in a town of a certain size, nor with a particular kind of host family (for example, with a teenager in the home).
2. Both a private bedroom and a private bathroom are not guaranteed. Only a separate bed is guaranteed.

Standards of Conduct

3. The student must comply with all reasonable rules of the host family, including but not limited to curfews, household chores, visitors, phone calls, etc. If a student violates host family rules, a meeting will be set up with the student, host family, and local coordinator to discuss the situation and come to an agreement about necessary changes in behavior and/or expectations. If the student violates the agreement, he/she will be placed on probation.
4. The student must comply with host family rules and governing laws pertaining to any type of weapons training and/or safety courses in order to participate, with biological parent approval, in hunting, shooting, archery, or any other type of weapon activity.
5. The student must keep the host family informed at all times of his/her whereabouts, with whom he/she is associating, and times of departure from and return to the host family's home.
6. The student must not lend money to or borrow money from the host family or from any other source. Natural parents must supply the student with an adequate amount of spending money at all times, a minimum of \$300 per month.
7. Student Internet use, via any internet-enabled device, must be in a common area of the host family's home (never in a bedroom or behind closed doors) and students must adhere to the host family's rules and restrictions regarding computer and Internet use. Misuse of the host family's computer or the Internet is grounds for probation.
8. The student must speak with the local ERDT/SHARE! Exchange Program Coordinator about any problems she/he is having and must refrain from speaking of her/his host family's private affairs to community members and friends.

SECTION V — BIOLOGICAL FAMILY VISITS AND STUDENT TRAVEL DURING SHARE! PROGRAM

1. VISITS FROM FAMILY OR FRIENDS ARE NOT PERMITTED DURING THE FIRST SIX MONTHS OF THE PROGRAM. Parents and friends may not disturb the host family life and their son or daughters adjustment to the program. All visits are discouraged until the very end of the program. Any visit during the program must have the prior permission of the ERDT/SHARE! National Office.
2. At no time is it permitted for a minor, 25 years or younger, to visit the student while on the SHARE! program, or at the end of the SHARE! program.
3. The student is not permitted to hitchhike alone or with companions or to travel outside the local area by him/herself or with peers.
4. Overnight travel with the host family, another family, an approved responsible adult (at least 25 years of age), and/or approved groups (e.g. church, school, etc.) is permitted if prior consent is given by the host family and Exchange Program Coordinator. The host family and Exchange Program Coordinator must be informed of all such trips and have a phone contact to reach the student in an emergency.
5. If a student travels outside the U.S., he/she must always carry his/her passport and all visa documents to gain re-entry to the U.S. In addition, the student should check with the consulate of the destination countries to determine visa and entry requirements.
6. In the event a student does travel outside the U.S. during the program term, he/she must send his/her DS 2019 form to the SHARE! National Office in Santa Monica with enough time to receive it back from the SHARE! office prior to departing the U.S. Express postage fees will apply. FAILURE TO DO SO WILL RESULT IN THE DENIAL FOR RE-ENTRY INTO THE U.S.

SECTION VI — LIFE-CHANGING DECISIONS

1. Students will not be permitted to make life-changing decisions, including but not limited to marriage, religious conversion, and other decisions with legal, political, religious, and/or social ramifications.
2. Students must refrain from sexual behavior, contact, and activity. Students found to be sexually active will be placed on probation. Students found to be pregnant or responsible for a pregnancy while on the program will be terminated from the program and returned home as soon as arrangements can be made, with no refund of program fees.
3. Students will not be permitted to tattoo or pierce any part of their body while on the program.

SECTION VII— CHANGING HOST FAMILIES, WITHDRAWAL OR TERMINATION FROM PROGRAM

1. A student may not leave or withdraw from the program at any time without prior permission of the ERDT/SHARE! National Office. If the student leaves the program for any reason, whether voluntarily or involuntarily, he/she may not return to the program and will not receive a refund. Any student who withdraws without the permission of the ERDT/SHARE! National Office will be reported to SEVIS, have their visa status terminated and will be subject to deportation. If there is death or serious illness in the student's immediate family, he/she may return home to deal with the crisis and will be accepted to come back to the U.S. to complete the program.
2. If the student is transferred from one host family to another, any transportation costs incurred are the responsibility of, and shall be borne by, the student and biological family.

SECTION VIII — RETURNING HOME AT THE END OF THE SHARE! PROGRAM

1. The student must return to the home country at the end of the program. Departure to the home country must be arranged no later than 10 days after the last day of school for which student was enrolled.
2. Unsupervised travel or travel with peers is NOT permitted at the end of the program. Adult-accompanied and adult-supervised travel (i.e. biological parents or family) may be permitted at the end of school term if written permission is granted by the biological parents and the ERDT/SHARE! National Office. This travel must commence within 10 days after the end of school for which student was enrolled. A detailed itinerary of travel plans, including modes of travel as well as addresses and telephone numbers for emergency contact during the travel period, must also be submitted. Students must also extend insurance coverage, if necessary.
3. If a student leaves a host family with outstanding debts, including but not limited to medical bills, telephone calls, or damage to the host family's property, the student's biological family will be responsible for payment in addition to a \$50.00 surcharge.

Agreement to SHARE! Standards of Conduct

The mission of Educational Resource Development Trust (ERDT) and the SHARE! High School Exchange Program is to provide opportunities for people of diverse cultures to come together to learn about different points of view and ways of life. ERDT/SHARE! expects the highest standards of behavior from program participants at all times.

The Standards of Conduct have been established to facilitate the mission of ERDT/SHARE!. Violation of these Standards of Conduct will lead to disciplinary action, probation, and possible repatriation, with no refund of program fees from the SHARE! High School Exchange Program.

Violators of the Standards of Conduct may expect an opportunity to explain actions to the host family, the ERDT/SHARE! local coordinator, regional staff, and/or the ERDT/SHARE! National Office staff. A decision about discipline and an agreement for future actions and/or behavior changes will be made at that time. If violations are serious and warrant further action or the agreed-upon actions have not been met, the student will be placed on probation. The decision for probation will be made in conjunction with the ERDT/SHARE! National Office staff. The student, host family, school (in cases of academic probation), and the ERDT/SHARE! Overseas Representative (who will inform the natural parents) will be notified of the terms of the probationary status. Further violations will lead to the decision to terminate the student from the program and to repatriate the student at the parents' expense and with no refund of program fees. The ERDT/SHARE! National Office staff will notify the Overseas Representative, who will inform the natural parents that the student is being terminated from the program and is being repatriated.

If the decision is made by the ERDT/SHARE! National Office staff to terminate the student from the program, the student's visa status will be revoked, and ERDT/SHARE! will notify the proper U.S. Government authorities of termination of sponsorship.

We, the undersigned (student and parents/legal guardians), have read and understood all of the above stated in the ERDT/SHARE! High School Exchange Program Standards of Conduct. I, the student, agree to obey the Standards of Conduct and all conditions of participation in the ERDT/SHARE! High School Exchange Program, even if 18 years of age or older while on the program. We, the parents, agree that our son/daughter will obey the Standards of Conduct, even if he or she is 18 years of age or older. We understand that violation of these Standards of Conduct may lead to disciplinary action and possible termination from the ERDT/SHARE! Program, which may result in an early repatriation at the parents' expense and with no refund of program fees.

Signature of Parent 1/legal guardian

Signature of Parent 2/legal guardian

Date

TRAVEL RELEASE / AUTHORIZATION

We, the undersigned (parents/legal guardians), authorize our child to travel within the guidelines as established in the ERDT/SHARE! Program Standards of Conduct and accept full responsibility, including all costs, for our child's participation in any approved travel activities and to indemnify and hold harmless ERDT, its Overseas Representatives, and their designated agents/representatives from any claims and/or liabilities to third parties arising from our child's participation. (See SECTION V: BIOLOGICAL FAMILY VISITS AND STUDENT TRAVEL WHILE ON THE SHARE! PROGRAM and SECTION VII: RETURNING HOME AT THE END OF THE SHARE! PROGRAM.)

If the student travels outside of the U.S. while on the ERDT/SHARE! Program with an approved adult or group, the student is advised to check with the consulate offices of the destination countries to determine entry and visa requirements.

We also understand that our child must return to the home country on or before the expiration date determined by U.S. Immigration authorities upon entry into the U.S.

It is understood that this Travel Release/Authorization is signed in advance and eliminates the necessity of obtaining our signatures at the time of any ERDT/SHARE! Program-approved travel for the duration of our child's participation in the SHARE! High School Exchange Program.

Signature of Parent 1/legal guardian

Signature of Parent 2/legal guardian

Date

MEDICAL RELEASE / AUTHORIZATION FOR EXAMINATION AND TREATMENT

In case of illness, accident, or injury, we grant permission to examine and treat our child at an appropriate medical facility and to make referrals to outside physicians and facilities as indicated. This includes surgery as determined medically necessary. We grant permission to release information regarding our child's health to any individuals designated by ERDT/SHARE!, its agents, or its representatives. We also grant permission for our child to receive any and all immunizations, tests, or screenings required by federal, state, local, or school authorities for participation in ERDT's SHARE! High School Exchange Program. In cases where a medical professional determines that my son or daughter requires medical care that is beyond the scope of the program, he/she will be repatriated in order that he/she can receive medical treatment in the home country.

We accept full responsibility for any medical or dental expenses for our son/daughter, which are not covered by his/her insurance policy.

Signature of Parent 1/legal guardian

Signature of Parent 2/legal guardian

Date

Liability and Agreement Release

To be read, signed, and dated by the exchange student and both parents or legal guardians

• FEES FOR SHARE! HIGH SCHOOL EXCHANGE PROGRAM

ERDT, as a private, nonprofit organization and a designated sponsor of international high school exchange students, is subject to regulations established by the Internal Revenue Service and the United States Government. In the United States, ERDT/SHARE! uses the program fees for the following purposes: 10% for Exchange Program Coordinator recruitment and development; 30% for student placement, orientations, and supervision; 30% for advertising, promotion, and materials development; 30% for overseas and domestic communication, office overhead, and overall administration in the U.S.

• LIABILITY AND AGREEMENT RELEASE

While under the sponsorship of ERDT/SHARE!, the student may not participate in high risk sports, e.g., boxing, combat sports, mountaineering or rock climbing, potholing, any aerial sports, including heli-skiing, skydiving, hang gliding, glider riding, parachute jumping, parasailing, hot air ballooning, motorized racing or speed trials, SCUBA diving, bungee jumping, wild water rafting, canoeing, or kayaking, jet skiing, driving/riding in dune buggies or All Terrain Vehicle (ATV), flying in private planes, and/or any activity that ERDT/SHARE! defines as high-risk activity.

I/We accept full responsibility/liability for my/our child's participation in the activities that are specified below. Please check all activities in which you DO NOT allow your child to participate:

- | | | |
|--|--|--|
| <input type="checkbox"/> mountain biking | <input type="checkbox"/> ride horses | <input type="checkbox"/> ride motorboat |
| <input type="checkbox"/> water skiing/snow-skiing/boarding | <input type="checkbox"/> ride tractor or any other farm equipment | <input type="checkbox"/> sail/ride-kayak/canoe/sailboat/surfboard (calm water) |
| <input type="checkbox"/> hunting/shooting/fishing/archery (with an adult and in accordance with local law and mandatory training classes)water skiing/snow-skiing/boarding | <input type="checkbox"/> wind-surfing/swimming-board diving/snorkeling (free) diving | <input type="checkbox"/> ride snowmobile |
| | | <input type="checkbox"/> other _____ |

In anticipation of my son's/daughter's (child's) acceptance to participate in a program sponsored and/or arranged by Educational Resource Development Trust (ERDT), we, the undersigned (student and parents/legal guardians), hereby release ERDT, its Officers, Staff, Board of Directors, Agents, Program Directors, Regional Directors, Exchange Program Managers, Exchange Program Coordinators, Community Coordinators, American Host Families, American High Schools, and Overseas Representatives from any and all current and future claims, charges, costs, and/or causes of action for loss of property, personal injury, illness, accident, or death sustained by my child during the time he/she is a participant in the ERDT program, whether covered by current insurance or not. I further agree to indemnify and hold harmless all of the above-named from any and all liabilities, including liabilities to third parties, which may arise from my child's participation in the program, including all activities specified herein, in the Standards of Conduct, and elsewhere. In the event of any dispute arising out of this agreement or the performance of any service for ERDT or any of their U.S. affiliated entities, the laws of the State of California shall govern those disputes. The venue for these disputes shall be the West District of Los Angeles County, California.

We, the undersigned, authorize the U.S. high school, medical, legal, government, and/or law enforcement authorities to release to ERDT any records or information necessary to provide the student with appropriate supervision and guidance.

We, the undersigned, grant ERDT/SHARE! permission to use photographs or any other materials in which the participant may appear for promotion or publicity of ERDT's current and future programs.

We, the student and parents, certify that all information provided in the SHARE! Exchange Student Application is correct and complete, including medical and inoculation history. We understand that withholding information and/or providing incorrect information may be grounds for possible termination from the SHARE! Program and repatriation at the parents' expense with no refund of program fees.

This agreement covers the period from the time our child boards transportation scheduled by the Overseas Representative until the student leaves the United States at the end of the high school exchange program.

If we, the undersigned, do not sufficiently understand English, we have requested from the ERDT Overseas Representative a translation of ERDT's SHARE! Program Standards of Conduct, Agreement to Abide by the ERDT/SHARE! Program Standards of Conduct, Travel Release/Authorization, Medical Release – Authorization for Examination and Treatment, Liability and Agreement Release in our native language to ensure that we understand the information stated herein.

Signature of Parent 1/legal guardian

Signature of Parent 2/legal guardian

Date

UNLESS YOU TRY TO DO SOMETHING BEYOND WHAT YOU HAVE
ALREADY MASTERED, YOU WILL NEVER GROW!