



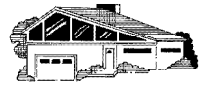
SERVICING HOST FAMILIES and STUDENTS

A Summary of Area Representative Responsibilities

As a (*VIP Representative*) you can have a fun and enriching experience and be an invaluable link between exchange students and their host families, the PEACE office, and area churches, schools and the media. Even though we have a full-time, professional staff (including bilingual counseling) in telephone contact from our home office 12 hours a day M-F and available 24 hours a day (even weekends) for emergencies, and even though we provide comprehensive manuals and other written guidelines, people don't fully trust in just literature and a voice on the phone. They want face-to-face contact. That can be you. You can be the personal touch - the face of PEACE - to all of them!



1. Your first link is to the community in which you live and serve. You can help establish our name and maintain visibility by distributing brochures & posters and placing PSA's (public service announcements) in newspapers, radio, TV cable, and church bulletins. We provide the materials; you provide the legs. We also have scripts if you can talk in local service and booster clubs or area schools' spanish classes.
2. Your second link is with the new prospective host family to conduct home inspections & pre-arrival orientation interviews for new applicants, and sometimes meet school officials. Our director takes students to talk in nearby school's spanish classes all school year and the home office makes a summer PSA mailing to over 20,000 churches in Pennsylvania and surrounding states. We then assign the leads to the nearest area rep (you) to follow up on in person.



3. Your third and most important link is with the students. As their personal liaison you can be a key to their comfort in adapting to a strange place. You should visit them right after their arrival and let them know of your availability in time of need as a confidant or intermediary between them and their host family. You should maintain monthly contact by phone to monitor progress. You must visit a minimum of once per quarter after the initial greeting - more frequently if your student and/or host family is having problems of adjustment. After their student's arrival the host family or their student may phone you occasionally for advice.

4. A month or so after the students settle in you will conduct an orientation for them and their host families or help us with a regional workshop. PEACE provides materials and training. The U.S. Dept. of State, which regulates us, requires this meeting; so, attendance is mandatory. We recommend a joint effort with two reps (one bilingual) or our counselor to be able to divide hosts & students at some point. Gatherings of several families in one home or church hall with a potluck international supper is the most fun, but individual orientations must still be held with those who miss the group sessions.



5. A mid-year assessment meeting is required, so why not make it both fun and even educational! If possible, a supervised get-together with students as a weekend sleep-over at your house is ideal so that they can compare notes and give each other encouragement and advice, with a coffee klatch for parents at the scheduled drop off or pick up time. Afterwards, you could plan an afternoon touring a local factory or museum or go bowling, rollerskating, or snow tubing.



6. Emergency duties may be to meet a student at the airport if the host family suddenly cannot be there; or you may be asked to help move a student to a new home if the first placement does not work out. We'll reimburse you mileage for your expenses in this capacity.



7. Your final meeting will be for return preparation and re-entry orientation - to prepare for reverse culture shock upon returning home and to remind them to show thanks to all who made their stay successful. This may be done again in a group meeting like a picnic, weather permitting, or individually.
8. PEACE offers an historical/cultural field trip for our students in April to places like Williamsburg VA & Washington DC or Plymouth MA & Newport RI. If you can chaperone, your bus fare, hotel, admissions, & meals will be free. On the first day of the trip we administer TOEFL (Test Of English as a Foreign Language) - the world's standard for measuring English comprehension for college or employment where English skills are mandatory. The final night is a formal awards banquet recognizing their achievements in academics, the arts, athletics, church & community service, public speaking, and ambassadorship.
9. Items 2-7 above are mandatory. PEACE provides all necessary rep materials, a handbook, & compensation schedule. Support from an area rep coordinator is available at 888-377-7004. Bilingual counseling is available at 877-577-3590 in Spanish, 877-477-3590 in Portuguese, or 877-377-3590 in Chinese.



STUDENT RECRUITING GUIDELINES

1. The majority of our activity is placing incoming students, but a reciprocal effort is also part of the State Department's goals. We generate interest from students in high school language class talks, follow up on leads from our office, and then assign interviews to you. Your objective with those interested in becoming student ambassadors is to help their parents see the benefit of mastering a new language and learning new traditions and lifestyles while living with a host family and studying in their local school.
2. You should teach your prospect that being an international student means
 - ? teaching others about their own North American culture;
 - ? gaining maturity, poise, independence, and adaptability;
 - ? the opportunity to master the Spanish language and learn the Latin American culture
 - ? the career advantages that will come as a result of their new skills and understandings.
3. You shall instruct the students that they will be going abroad not as tourists, but to take part in the everyday responsibilities and activities of an average Latin-American family.
4. When you secure the completed P.E.A.C.E. preliminary student application with the application fee, forward it to the home office along with your report of the home interview. When we receive it you will be paid for the home interview. This is the same procedure if PEACE secures the lead and assigns the interview after receiving a preliminary app in the mail.
5. The representatives shall furnish the student with all the required applications, forms, and instructions that are needed to become an International Ambassador for PEACE. This includes the personal profile and essay, student-parental agreement, refunds & cancellation policy, language testing, academic history form, medical history & exam form, and character evaluation forms.
6. When you secure the completed student application, school transcripts, evaluations, medical records, and the application fee, forward them to your regional supervisor or national director.
7. Next, you must verify (by way of a predeparture check-off list), before the students' departure that all the program's requirements have been fulfilled, including that the student's immunizations, passports, visas and flight tickets (round trip) are correct and up to date.
8. Finally, you will orientate your exchange students to have everything ready for their travel, according to school and host families facilities, to prepare them for what to expect. This may be done either individually or in a group, as circumstances need.
9. Supplies will be provided by PEACE. Expenses must be preapproved.
10. Refer to Fact Sheet for fees & benefits. Refer also to website <<http://www.peace-inc.org>>[Apps & FAQs]

11. COMPENSATION (Work done on behalf of merit scholarship winners is full gratis)

Finders fee (on your own): \$300 for full year student; \$200 for one semester student; \$100 for a summer.

Conducting host office home interview to evaluate student applicant: \$30 plus travel of .30/mile + tolls.

Conducting pre-departure orientation: \$30 per student plus travel of .30/mile + tolls.