# **LOCAL COORDINATOR CONTRACT** between **P.E.A.C.E., Inc.**

## *(ProAmerican Educational And Cultural Exchange, Inc.)* *and*

**First Name:** **MI:** **Last:** **Maiden:**

**Address:**

**City:** **State:** **Zip Code:** **County:**

**Phone:** **Home** ( ) **Work** ( ) , ext

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**E-mail:** **Skype:**

International student exchange programs in the USA are governed by the regulations of the U.S. Department of State (DOS). DOS/ECA (the Bureau of **E**ducational & **C**ultural **A**ffairs) has designated PEACE since 1990 as a J-1 sponsoring organization. The LC's understanding of the defined role of a Local Coordinator is critical to the mission success and the correct administration of all international exchange student programs.

**LCs** are the liaisons between international exchange students (**ES**), host families (**HF**), host schools (**HS**), and the PEACE World Headquarters. (**HQ**). Duties and responsibilities of PEACE, spelled out in attached DOS regulations, are designed to ensure the welfare and the security of exchange students enrolled in their program. Therefore it is critical for the LC to understand and to acknowledge their responsibilities prior to officially acting as a representative of PEACE. This document provides an overview of your role and responsibilities as well as the DOS requirements.

This contract is between PEACE and the **LC** listed above The **LC** has no contract with the participating hosts, students or natural parents. The **LC** works as an independent contractor for tax purposes and is not an employee of PEACE. LCs may recruit volunteers to assist but cannot make agreements on behalf of PEACE. The DOS requires annual Criminal Background Checks on **LC**s and for **LC**s to be tested annually to be *certified* on their knowledge of federal regulations about their responsibilities. **LC**s receive a link to the on-line test by email. Your username is your first initial + last name. Your password is double 1st initial capitalized + double last initial lowercase + last 4 digits of your social sec. #. LC must be vetted by HQ, checking personal references and conducting a Criminal Background Check (**CBC**). On the PEACE website www.peace-inc.org *RepTools* is a secure area holding LC forms & manuals. This area contains ES mini profiles and short profiles of students. HFs have access to the ES profiles, but only after being vetted by HQ. They are given a username & password. LCs are given username & password by email or phone.

An overview of **PEACE LC** responsibilities includes:

1. Contacting school officials for school policies, program approval, and # spaces prior to placement; personal meetings are desired by some school administrators; boards may need to be addressed.
2. Prospecting for host & outbound leads with school counselors, teachers, staff, coaches & boosters; churches, service organizations, social media, etc.
3. Recruiting host families (in your service area or wherever PEACE can provide service) who will be supportive & nurturing to their exchange student.
4. Interviewing all host family members in their home to evaluate their hospitality, manners, appearance, speech, hygiene, stability, unity, reasons to host and
5. Giving orientation, using the PEACE Host Family Guidelines on all hosting issues and PEACE rules.

6. Conducting home inspection taking photos of family, pets, and house (ES bedroom, bath, kitchen, living areas, outside views and grounds), observing condition & sanitation of buildings and furnishings.
7. Obtaining a completed application with release for a **CBC** on all household members 18 years or older and Facilitating completion of the host family agreement (affidavit of support) when helping HF select an ES and forwarding immediately to PEACE HQ.
8. Notifying HFs when reference and CBC pass and school enrollment is secured and after PEACE has formally notified their international partner-reps and the sending parents, that sharing of photos, letters and personal correspondences are then allowed.
9. Soliciting HFs student air travel date preferences for HQ, then notifying HF of travel details when learned.
10. Greeting new students in their host home within the week of their arrival and giving them a business card.
11. Planning & Conducting a post-arrival student/family orientation about 3-5 weeks after a student's arrival; a mid-term reassessment student orientation halfway through the term of their program; and a re-entry orientation within the last month of their program.
12. Monitoring student and host family in interim months by phone, skype, social media, email or in person to ensure that the experience is going well or to mediate and counsel as circumstances merit, if not going well;
13. Contacting the school in person during the 1st half of each semester to obtain initial student impression and schedule, and to interface with principal & counselor. Save time and gas to turn this into a student visit, too.
14. Emailing or phoning in the 2nd half to learn academic grades, extracurricular achievements, social progress, and uncover any behavioral issues needing attention;
15. Filing student, host family and school progress reports online, by postal mail, by email, or fax;
16. Understanding that the application of each participant signifies that students, hosts and natural parents understand and accept the rules of PEACE.
17. Warning students that in case of breach of these rules, a student may be returned home without refund of any money and that any extra costs incurred, including a return ticket change penalty or damage or injury to a third party or property will be the responsibility of the student and his/her natural parents.
18. Agreeing with PEACE HQ to discuss all disciplinary matters with HS & HF and coming to a joint decision as to what action will be taken -- except that due to contractual relations with the student & parents HQ holds sole responsibility to repatriate its students.
19. Studying the online Coordinator Manual to know PEACE procedures, obligations and all compensation, understanding that all are subject to change.
20. Obeying accepted ethical, legal, and professional standards, including all policies and procedures of PEACE as detailed in the PEACE Local Coordinator/ Area Rep Manual, which LC has received and read.
21. Assuming *daily* responsibility to check PEACE email, *monthly* responsibility to monitor PEACE students, *prompt* responses to conduct needed HQ assignments, and *timely* responsibility for all support paperwork;
22. All LC payments require receipt of paperwork at HQ.
23. Pro-American Educational and Cultural Exchange agrees to pay LC according to the published current compensation plan which includes the following:
    - Monthly supervision @ $30 per month per student
    - Mileage @ 10% of prevailing fuel rates/gallon.
    - Placement Fees of up to $100 for HQ assignments
    - Placement Fees of up to $400 for LC recruited HFs
    - Miscellaneous visits assigned payable at $30-40.
    - Misc. entertainment expense up to $50/semester
    - Total fees payable to LC are up to $1000/ student.
    - An airfare bonus of 1 round-trip ticket for finding 5 Host families and 2 round trip tickets for finding 9.
24. This contract shall run for one school year usually from August through July starting on the below date:
25. LC breach of contract before the school year ends will result in forfeiture of all bonuses and contest credits.
26. PEACE reserves the right to terminate the contract before completion, for cause, with the same penalties, for violating covenants on page 2 of LC application.

_____ _____
Local Coordinator signature(s) date

_____ _____
signature of director for PEACE date