



## Livermore-Yotsukaido Sister City Organization Student Ambassador Program 2018/2019

Every year a group of eighth grade students from the Livermore middle schools are selected to participate in a unique student exchange with our sister city of Yotsukaido, Japan through the LYSCO Student Ambassador program.

This is the time of year when we ask for interested students to submit their application for this wonderful opportunity.

Yotsukaido, Japan is similar in size to Livermore, California, and is located one hour east of Tokyo. The Japanese families of our sister city are eager to share their culture, educational system, and leisure activities with Livermore students. If chosen, they will be housed with a Yotsukaido family, and will experience many fabulous cultural and environmental differences. One of the trip highlights will include attending a middle school for 2-3 days.

Interested students are required to attend the mandatory informational meeting on **Thursday March 29th at 7:30pm, East Ave Middle School Library (3951 East Ave)** to learn more about this program. Check with your school office for the meeting details.

Requirements for the Ambassador program are:

1. Complete and return the application by 4/24/2018. We must have by this date.
2. Please allow 2-3 days for mailing.
3. Complete and have returned **two** teacher recommendation forms by 4/24/2018.
4. Applicant must have a GPA of at least 3.0 with no failures during their first semester/trimester. A **copy** of your 1<sup>st</sup> grading period (2017/2018) report card must be provided with submission of application.
5. Applicant must take part in an interview with LYSCO Student Ambassador Selection Committee. The interviewing committee consists of LYSCO Board Members, Student Program Coordinators and past Student Ambassadors.
6. Applicant's family must be willing to volunteer in the planning and execution of the trip to Yotsukaido in the fall of 2018 and the incoming Japanese visit in the spring of 2019.
7. Applicant's family must provide or arrange for transportation for the student ambassador to all the student ambassador student events.
8. Accepted applicant's family must become 2018/2019 members of LYSCO. The 2 year membership cost is \$50. Life time membership is \$150.00
9. Accepted applicant must be willing to meet with other ambassadors prior to their trip to learn about Japanese culture, language and to participate in a skit or musical routine.
10. Accepted applicant must be an outstanding and responsible representative of Livermore, California and the United States of America.
11. This is a one year commitment. The program concludes with completion of the Yotsukaido students visit to Livermore in the spring of 2019.
12. Applicant, parents and/or guardians must be willing to abide by the LYSCO Student Ambassador/Chaperone/Parent/Guardian Code of Conduct.
13. Application and code of conduct **MUST** be signed by both custodial parents and/or guardians.

14. Trip dates are 10/04/2018 to 10/12/2018.



# Application for Livermore / Yotsukaido Sister City Student Ambassador Program

(Applicant must complete form. All answers must be neatly handwritten and in ink.)

## Part I --- Personal and Family Information

Applicant Name: \_\_\_\_\_  
(last) (first) (middle)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ School \_\_\_\_\_ Current school grade \_\_\_\_\_

Do you have a Passport: (Yes) (No)

Current passport country of origin: \_\_\_\_\_

Passport expiration date: \_\_\_\_\_ Are you a US citizen (YES) (NO)

If no, what country are you a citizen? \_\_\_\_\_

### **Parent /Guardian Information:**

Parent/Guardian(s) that you live with: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Parent/Guardian Address

### **Parent/Guardian Address, if different from applicants:**

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Parent Address, if different from applicants

Siblings:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

**Best Parent/Guardian Contact Name** \_\_\_\_\_

**Best Parent/Guardian Contact Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Best Parent/Guardian Contact Email:** \_\_\_\_\_

**Part II -- Short Answer (To be completed by applicant. No assistance is allowed!)**

**(Must be handwritten and in ink. Use extra paper if needed)**

1. Besides experiencing a different culture why do you want to be a LYSCO Student Ambassador? What do you expect to learn from this experience and why should you be selected?
2. List and briefly describe your extracurricular activities both at school and in the community. Include sports, clubs and philanthropic organizations.
3. Describe any travel experiences you've had with your family, school or extracurricular groups. Have you ever traveled without your parents? If so, where to and how long?
4. What do you think is the most important thing about representing your community and country abroad?

# Acknowledgment Page

I agree to confidentially disclose any allergies or special needs I may have upon my selection. I understand that I must return this application with a **copy** of my first grading period (semester/trimester) grades (2017/2018 school year) by **Tuesday April 24, 2018**. I must also request recommendations, via the forms provided, from two core, math and/or science teachers to be returned by the teacher on or before **Tuesday, April 24, 2018**. We agree to abide by the selection process and decision of the LYSCO Exchange Program committee.

By signing below, I acknowledge I, \_\_\_\_\_ (student name) completed this application on my own. I received no assistance in answering questions 1 – 3, Part II.

\_\_\_\_\_  
Student signature

Date: \_\_\_\_\_

By signing below, I/We \_\_\_\_\_ (parents/guardians name) acknowledge my/our student completed questions 1 – 3, Part II on his / her own. I/We also acknowledge that the submitted application becomes the property of LYSCO.

This application must be signed by the custodial parents and/or guardians. Failure to comply will result in application being disqualified from consideration.

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

**Financial obligations include:**

1. Airfare, travel insurance, bus, LYSCO apparel and other program expenses are approximately \$2500.00
2. LYSCO will bus to and from Airport. Parents are not allowed to transport students.
3. Gifts, as chosen by the student ambassador, for Japanese host families.
4. Passport (must be valid for at least 6 months post travel time) renewal or purchase.
5. Two extra passport photos.
6. \$400.00 LYSCO Program fee paid to LYSCO plus 2018/2019 LYSCO membership dues at \$50 per family (included in \$2500.00 estimate). A life time family membership is offered for \$150.00
7. Chaperone/Delegate fee is \$150.00 (if selected)

To apply to become a LYSCO Student Ambassador for 2018/2019, you must provide and arrange for the following documents to be completed and submitted by **April 24th, 2018**.

1. Complete the attached application/code of conduct (can also be found on the website at [www.lysco.org](http://www.lysco.org).) It must be signed by both applicant and parent(s) / guardian(s), and received by **April 24, 2018**. **Please mail to:**

**LYSCO  
P.O. BOX 170  
Livermore CA, 94551**

2. **Provide two current 2018-2019 core, math or science teachers** with a Teacher Evaluation form to be completed and mailed to LYSCO ( address above). This is a confidential document and must be returned by the teacher. Students should provide their teachers with a stamped, pre-addressed envelope to mail to LYSCO (address above) with the Teacher Evaluation form. The teachers should then fill out the form and mail it directly.
3. A copy of your 1<sup>st</sup> grading period report card (2017/2018)
4. **Keep an copy of your application in case it gets lost in the mail**
5. **Please send an email [tripleader@lysco.org](mailto:tripleader@lysco.org) to inform us you have mailed your application. We will confirm once we receive the application.**

We will begin notifying applicants of their preliminary selection and to set up interviews in May.

Thank you for your interest in this fantastic and exciting program,

Keith Jess, President  
Leslie Lemieux-Vice President  
Amber Catlett, LVJUSD Teacher Representative  
Lucy Urrutia, Treasure  
Cybelle Beaulieu, Secretary  
Mary Claudino, LYSCO Student Program Coordinator  
Laura Johnston, LYSCO Student Program Coordinator

Dear 7th Grade Core Teachers:

The Livermore Yotsukaido Sister City Organization (LYSCO) sponsors an exchange program with our sister city, Yotsukaido, Japan every year. This October (2018) twenty of our students will travel to Japan, and next spring (2019), twenty Japanese middle school students will visit our schools in Livermore.

Your classroom is the primary place where students will learn about this opportunity.

Students entering 8<sup>th</sup> grade in the fall (current 7<sup>th</sup> grade students) are encouraged to apply. Those traveling to Japan will stay with host families, attend middle school while in Japan, and tour the surrounding area.

This program is sponsored by LYSCO. However, LVJUSD has treated this as an enrichment fieldtrip, and no ADA funds should be lost due to children traveling on this trip.

Key points to remember:

- 1 Livermore students with at least a 3.0 grade point average and no F's may apply.
- 2 Only 20 students will be selected.
- 3 Mandatory information meeting was held at **East Ave Middle School Library on March 29th, 2018 at 7:30pm.**
- 4 Cost is approximately \$2500 for the trip, including airfare.
- 5 Students from all Livermore middle schools (Public, Private or Home School) are encouraged to apply.

**All mailed applications must be received no later than 4/24/2018. NO HAND DELIVERIES.**

For more information, please contact the LYSCO Program Coordinators:

Mary Claudino or Laura Johnston at [tripleader@lysco.org](mailto:tripleader@lysco.org)

OR

Keith Jess- LYSCO President  
[President@lysco.org](mailto:President@lysco.org)

# Teacher Recommendation

## Livermore Yotsukaido Sister City Organization Student Ambassador Program

As part of the application process to participate in a one-week exchange with Livermore's sister city in Yotsukaido, Japan, each applicant has been asked for two recommendations from their current year teachers. Answers on this form do not necessarily limit participation in this program. This form will help paint a picture of the student's ability to be a positive ambassador of Livermore when visiting Japan and staying with Japanese students and their families. Information on this form is kept confidential. Teachers, please send them directly to LYSCO. Do not return these forms via the student applicant.

Student Name: \_\_\_\_\_

Date Recommendation letter given to teacher: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Email \_\_\_\_\_

Subject Taught: \_\_\_\_\_ How long have you known student \_\_\_\_\_

**Use a scale of 1-4, 1=Below Expectations, 2= Meets Expectations, 3= Above Expectations**  
**4 = Exceeds Expectations**

Score	1	2	3	4
a. Interacts well with classmates				
b. Behavior in class				
c. Participates in class				
d. Helps other students				
e. Has self initiative/motivated				
f. Is respectful to others				
g. Pays attention in class				
h. Completes assignments on time				
i. Follows directions				

Would you recommend this student as an ambassador? ( ) Yes ( ) No

Please explain why you think this student should or should not be an ambassador.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any additional comments or concerns? (Please be candid. This is a confidential document)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return the completed forms to:**

**All Teachers-Mail to: LYSCO PO BOX 170, Livermore, CA 94551 by Tuesday April 24, 2018**

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Date Recommendation letter given to teacher: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Email \_\_\_\_\_

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Would you recommend this student as an ambassador? ( ) Yes ( ) No

Please explain why you think this student should or should not be an ambassador.

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Please list any additional comments or concerns? (Please be candid. This is a confidential document)

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**Please return the completed forms to**

**All Teachers- Mail to LYSCO PO BOX 170, Livermore, CA 94551 by Tuesday April 24, 2018**



# Code of Conduct for Student Ambassadors, Chaperones, Delegates, Parents and Guardians

## Overview of Responsibilities

### Student Ambassadors:

- Adhere to LYSCO rules and regulations as they pertain to behavior, student conduct, program participation and safety.
- Treat all other students with respect regardless of gender, race, and religion or school affiliation.
- Treat trip leadership with respect and appreciation for their volunteerism and support of the student ambassador program.
- **Mandatory attendance at all student required meetings.**
- Show respect and gratitude to the Yotsukaido students, host families, YOCCA organization, and all other persons the student(s) will meet and interact with during their stay in Japan.
- Adhere to proper dress policy as it pertains to trip guidelines.
- Agree to abide by the “No cell phones or gaming devices” policy.
- Understand that not adhering to the LYSCO code of conduct may result in removal from the program.

### Chaperones, Delegates, Parents and Guardians:

- Support and adhere to the LYSCO rules for student/chaperone/delegate and guardian behavior and ensure that their student understands the importance of and expectations of how they conduct themselves according to LYSCO standards.
- **Mandatory attendance by one parent and/or guardian at all student required meetings.**
- Provide the LYSCO organization with their current address, email and all current telephone numbers.
- Ensure student attendance and active participation at weekly meeting. Student attendance is the responsibility of parents and/or guardians. Failure to attend 2 meetings without previous notice and approval from Program Coordinator may result in the student being removed from the program.
- Decisions made by the selection committee are final and not open to negotiation. These may include but are not limited to: selection into the program, roommate assignments and hosting decisions.
- Parents/Guardian must be willing to volunteer to help with multiple activities and tasks in order to support the program.
- LYSCO maintains a “no tolerance” policy under which the parents/guardian will be responsible for their student’s behavior while participating in the program. The consequences for non-compliance with this Code of Conduct can be up to and may include the possibility of removal from the program and their student being sent home from Yotsukaido, Japan at the parent’s expense.
- Treat the LYSCO board and trip leadership with respect and appreciation for their volunteerism and support of the student ambassador program.
- Conduct themselves in respectful and professional manner while taking part in the program.
- Rules/procedures are established by the board for the safety of the students/adult travelers. Please understand they are not open for negotiation.

I have read, understood and hereby acknowledge the LYSCO Code of Conduct.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

### **Program Time Line: (dates subject to change)**

- 3/29/2018- Mandatory Informational Meeting, East Ave Middle School Library
- 4/24/2018- Applications must be received by LYSCO
- The week of 5/1/2018- Selection Committee will review applications.
- The week of 5/7/ 2018- Interviews. (Place and times to be announced)
- The week 5/21/2018-Final selection decisions and notifications.
- 6/3/2017-1st meeting with selected students and families.  
(Discuss trip rules and expectations, introductions)
- 6/10/2016-Team building and program expectations follow up and go over paperwork  
Code of conduct meeting.
- **August 19, 2018- Begin the Student Ambassador prep meetings. (mandatory attendance)**
- **Prep meeting dates: 8/19, 8/26, 9/9, 9/16, 9/23 and final meeting on 9/30**
- Trip date: 10/04/18 to 10/12/18
- Yotsukaido Student Visit dates 3/13/19 to 3/20/19