

## CONVERSATION PARTNER CHECKLIST SUMMER INTENSIVE 2008



**Educational  
Consortium  
Institute**

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

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

Do not write in this box.

Date Received:    /    /08

Items needed:

Date Completed:    /    /08

Initials:

## CONVERSATION PARTNER CONTRACT

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

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

\_\_\_\_\_  
Name of Conversation Partner (Print)

\_\_\_\_\_  
Signature of Conversation Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Phone of Parent

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

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Emergency Contact  
(other than parent named above)

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

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Insurance Carrier

\_\_\_\_\_  
Name of Insured

\_\_\_\_\_  
Policy Number

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

Please indicate any weekdays between June 16 and August 7 when we should not schedule your child to work:

**SUMMER CALENDAR FOR CONVERSATION PARTNERS  
SENZOKU GAKUEN PROGRAM**

**JUNE 16 TO AUGUST 7, 2008**

**June 16 to June 30 2 to 4 p.m. Monday through Friday On campus activities**

Monday	Tuesday	Wednesday	Thursday	Friday
16	17	18	19	20
21	22	23	24	25
28	29	30		

**July 1 – July 31 2 to 4 p.m. Monday through Friday On campus activities**

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
5	6	7	8	9
10	11	12	13	14
15	16	17	18	19
20	21	22	23	24

25	26	27	28	29
30	31			

August 1 – August 7

		1	2	3
4	5	6	7	

Name \_\_\_\_\_

### CONVERSATION PARTNER VOLUNTEER ACTIVITY FORM

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

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

Day & Time	Activity	Choice 1	Choice 2
Sat June 21	Gilroy Outlets (or Yosemite)		
Sun June 22	Downtown Santa Cruz		

Day & Time	Activity	Choice 1	Choice 2
Sat June 28	Capitola Mall / Roller Skating		
Sun June 29	Capitola Village / Beach		

Day & Time	Activity	Choice 1	Choice 2
Fri July 4	Aptos Parade / Barbecue		
Sat July 5	Target / Movie / Dinner		
Sun July 6	Capitola Mall		

Day & Time	Activity	Choice 1	Choice 2
Sat July 12	Great America / Dinner		
Sun July 13	Ice Cream Social / Arrival new students		

Day & Time	Activity	Choice 1	Choice 2
Sat July 19	San Francisco / Dinner		
Sun July 20	Petroglyph / Boardwalk		

Day & Time	Activity	Choice 1	Choice 2
Sat July 26	Raging Waters / Dinner		
Sun July 27	Aquarium / Carmel / Dennis the Menace Park		
Sat Aug 2	Tech Museum / Stanford		
Sun Aug 3	Student Choice		
Thurs Aug 7	Graduation / Farewell		

## **CONVERSATION PARTNER GUIDELINES SUMMER INTENSIVE 2008**

### **Introduction**

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

### **What is a Conversation Partner?**

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

### **Schedule**

Monday and Friday afternoons between 2 and 4 pm students and CPs are involved in a variety of activities to engage the international students in speaking English. If you wish to volunteer for these activities, please complete the Volunteer Activity Form.

Once you have submitted all of your paperwork, you will be scheduled to work. Your work and volunteer schedule will be mailed to you the first week of July. If you need to make adjustments to your schedule, please do so at the **CP Orientation Meeting, Monday, June 16 at 1 p.m.** Please remember that once you have been assigned a work schedule, regardless of whether it is an on campus or off campus activity, we are depending on you to fulfill your commitment to work with the exchange students.

### **Pay**

CPs are paid \$8.00 per hour for working with the students on campus. CPs will be paid a maximum of three hours per day, provided they report to work on time and do not leave early. CPs are responsible for checking in with the CP Supervisor to make sure they are given proper credit for their time.

CPs do not receive pay for participating in the volunteer off-campus and all-day activities, but ECI will provide transportation and any admission fees associated with the activity for the CPs who participate.

CPs must have all of the necessary paperwork on file with ECI prior to the start of the program to be paid. You may see ECI for W4, I9 and a Work Permit to be signed by your school (more info below). CPs will receive one paycheck at the conclusion of the program. The paycheck will be distributed to the CPs at the Graduation Party. If a CP is unable to attend the party, ECI will mail the check.

### **Community Service**

Community Service hours may be earned while working on campus for ECI. Please let us know your choice by circling one of the following:

1. I wish not to be paid but rather apply my hours towards community service
2. I wish to be paid

### **Paperwork**

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

### **Work Permit**

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

### **Interacting with the Exchange Students**

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

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

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

### **Applying for the One-Week Exchange Program to Japan**

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

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

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