

## **Americans Overseas Pre-Departure Orientation Coordinator**



## **Association for Teen-Age Diplomats**

Every spring ATAD conducts an orientation to prepare American students to go overseas for the following summer, semester, and year. According to the US Department of State regulations, students cannot participate in an exchange program unless they have gone through a formal orientation. The AO Pre-Departure Orientation Coordinator is responsible for setting up and overseeing this orientation. This person shall be appointed by the ATAD President in conjunction with the ATAD Americans Overseas Vice-President. The Pre-Departure Orientation is coordinated with the Americans Overseas Vice-President.

### **Responsibilities:**

1. Obtain a site for the orientation. This site should have:
  - a. Separate rooms for the student and parent orientations.
  - b. One room should be large enough for all students and parents to meet together.
2. Prepare an orientation program. Suggestions for the AO Pre-Departure Orientation include:
  - a. Discussions and activities to keep the students' interest.
  - b. A break at least every 2 hours.
  - c. 6 hours for students.
  - d. 2-3 hours for parents.
3. Send fliers to all students and to their parents including the date, time, place, directions, RSVP, and purpose of the orientation.
4. Consult with Program Chairs and the Americans Overseas Vice-President on appropriate representatives to assist with the orientation.
5. Arrange for 2-3 Returnees and International Students to represent the countries to which the students will be going.
6. Arrange for one discussion leader and one assistant for each group (students and parents).
7. Send appropriate orientation material to volunteers: Returnees, International Students, discussion leaders, and assistants.
8. Gather supplies necessary for the orientation. Refer to Appendix for suggested supplies.
9. Assure that all orienters, Returnees, and Internationals fully understand their responsibilities/expectations.
10. Hold a training session if appropriate.
11. Obtain a confirmation from all students and their parents on who will attend the orientation.
12. Arrange for meals and refreshments as needed during the orientation (for orienters, students, and parents).
13. Obtain ATAD pins and ID cards from the ATAD President to be handed out during the orientation.
14. Prepare enough handouts of all orientation material for all AO students and parents.

15. Conduct the orientation:
  - a. Post signs so that attendees can find the site of the orientation.
  - b. Introduce individuals and review agenda.
  - c. Assure that meals and refreshments are prepared.
  - e. Welcome parents.
  - f. Be available for questions, follow up on needs, and assure everything is running smoothly.
  - g. Assure the facility is left in good condition after everyone leaves.
17. Prepare a report for ATAD, including expenses.
18. Make notes of successes and improvements for the following year.
19. Follow up with any student/parent who did not make the orientation. This may include:
  - a. Holding a separate orientation for this student.
  - b. Informing Program Chair that this student still requires an orientation.
  - c. Discussing with the Americans Overseas Vice-President the potential termination of student from the exchange program.

## **APPENDIX**

### **POSSIBLE SUPPLIES NEEDED FOR AO PRE-DEPARTURE ORIENTATION**

Attendance list.  
ATAD signs.  
Spoons, forks, knives.  
Coffee pot, coffee, tea, sugar, cream, hot cocoa.  
Extension cord.  
Water pitcher.  
Napkins, paper towels.  
Garbage bags and ties.  
Paper plates.  
Soda: regular and diet.  
Cooler, ice.  
Snacks: chips, cookies, fruit, vegetables.  
“Sunglasses” for orientation story.  
Name tags.  
Flip charts.  
Markers, masking tape.  
Pencils, paper for students/parents.  
ATAD pins and ID cards.  
All necessary orientation handouts.  
Agendas.

### **DOCUMENTS NEEDED FOR ORIENTATION (on the ATAD Website)**

Americans Overseas Pre-Departure Orientation  
The Values Americans Live By  
ATAD Contacts  
AO Student Directory