

Program Chair - Generic



Association for Teen-Age Diplomats

The Program Chair is an active member of the ATAD Board and is appointed by the President. The Program Chair acts on behalf of ATAD, in compliance with ATAD's Policies and Procedures Manual and with the rules and regulations of the Department of State. A Program Chair shall not represent a student he or she is hosting.

RESPONSIBILITIES

1. Meet all responsibilities of an ATAD Board Member (JD1).
2. Maintain CSIET binder for each International Student (or folder for summer IS's) with all the information required by CSIET and/or ATAD, following the structure outlined in the binder (see Appendix). Produce binder in timely manner when requested for CSIET inspection. Retain records for three (3) years. Transfer all records to successor or President upon leaving the position.
3. Maintain and retain records of Americans Overseas, to include full application and any correspondence, for three (3) years. Transfer all records to successor or President upon leaving the position.
4. Maintain regular communication with Overseas Liaison in Partner City and ensure he/she understands the responsibilities and requirements as set forth in Overseas Liaison job descriptions JD23 and JD24.
5. Deal with any International Student or Host Family issues in a timely manner, keeping the President informed.
 - a. If an issue is suspected, use "Program Chair – Steps in Problem Solving" HF7, and document appropriately.
 - b. If an issue cannot be resolved and a student is to be moved, use "Program Chair – Guidelines for Moving an ATAD International Student from One Host Family to Another" HF8.
 - c. If there are signs of exploitation of an exchange student, immediately contact the ATAD President and Attorney for advice.
 - d. Consult ATAD President regarding major disciplinary decisions.
 - e. Consult with the ATAD President regarding any issue where early return is considered.
6. If an IS changes address, Host Family and/or school, or returns home early, complete and distribute International Student Change Form (ISF8).
7. In the event of the absence of the Program Chair, provide name, phone number and e-mail address of alternate contact to International Students, Host Families, the ATAD President and the Overseas Liaison.
8. Notify the US embassy or consulate in the country to which the American Oversees is going of the date the student will be arriving and the expected length of stay.

Note: A program chair may not host a student for whom they are responsible. A program chair may not hold a position of trust or authority at school for a student for whom they are responsible.

Program Chair Tasks General

International Students	Americans Overseas
When Student is Placed	
Notify Overseas Liaison of placement. Establish correspondence with IS. Advise IS to obtain <u>multiple-entry</u> US visa. Meet with Host Family. Advise HF and IS of specific requirements and restrictions for IS travel to Canada. Encourage IS and HF to correspond. Notify HF of IS's complete travel itinerary as soon as it is available using GF3. Begin CSIET binder, updating as required. Inform Overseas Liaison and IS of ATAD fees ¹ and due dates. Assure that IS program fees are paid upon or shortly after arrival.	Notify AO in writing of placement. ² Encourage AO to correspond with HF. Notify AO and Overseas Liaison of complete travel itinerary as soon as reservations have been made using form GF3. Notify the US embassy or consulate in the country to which the AO is going of the date the student will be arriving and the expected length of stay.
Every 2 Weeks during Stay	
Contact summer IS and Host Family, and record all contacts using ISF3.	
Monthly during Stay	
Contact year/semester IS and Host Family, and record all contacts using ISF3 and place in CSIET binder. Provide written report at ATAD Board meeting.	
Quarterly during Stay	
Contact school representative for year/semester IS's, and record contact using ISF3.	

¹ Fees cover health insurance and program fees for all students, as well as CSIET fees for year and semester students.

² Include, at a minimum, Host Family name, address, telephone number. Names and ages of siblings and an e-mail address are also recommended.

Program Chair Tasks Month-by-Month

NOTE: All tasks in **Month-by Month** section are *in addition* to tasks in **General** section. Specific dates on which tasks are to be done are in **bold print** prior to the task.

International Students	Americans Overseas
March	
Attend International Dinner.	
1st Receive year/first semester IS dossiers from Overseas Liaison. Review dossiers for completeness, qualifications, immunizations, etc. Make 10 copies of each dossier for Host Family Committee within one week of receipt. Discuss any special placement considerations with Vice-President for Host Families. Remember to document contact with IS and HF.	Attend AO Orientation; provide country-specific information to AO's and their families. Assure that visa application is in process for year AO's. 15th Send AO dossiers to Overseas Liaison.
April	
Make/coordinate travel arrangements for IS Returnees with Summer AO's, in concert with Overseas Liaison. ³	
15th Receive summer IS dossiers from Overseas Liaison. Remember to document contact with IS and HF.	
May	
Assure that incoming IS's receive IS Pre-Departure Orientation in their Home Country. ⁴ Remember to document contact with IS and HF.	

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³ ATAD guidelines for travel dates:

Year students – arrive 2-3 weeks before school opens and leave by June 30, after all final exams and graduation.

Summer students – arrive at the beginning of July and leave before Labor Day Weekend (total of 6 weeks).

Semester students – must be in attendance for a full term, including all final exams, typically mid-January to the end of June, or September 1 through the end of the first semester.

⁴ For summer students – ISO 1; for semester and year students – ISO 2.

International Students	Americans Overseas
June/July	
Provide written year-end report at Annual Meeting. ⁵	
Attend Bon Voyage Picnic.	
Provide IS Returnees and AO's with airline tickets and itinerary.	
<p>Remind IS to get a copy of his/her school records to take home, or arrange for them to be sent.</p> <p>Assure that an ATAD representative is at airport for IS departure to assist as needed; provide privacy for IS and HF in departure area.</p> <p>Assure that an ATAD representative is at airport for Summer IS arrival; collect return ticket and/or ticket information, including confirmation number.</p> <p>Notify Overseas Liaison to send completed semester IS dossiers by 8/1.</p> <p>Notify ATAD Treasurer of date IS is leaving.</p> <p>Notify State Department Responsible Officer once year and semester IS's have departed.</p> <p>Remember to document contact with IS and HF.</p>	<p>Make travel arrangements for year AO's, coordinated with Summer IS Returnee schedule.</p> <p>Assure that an ATAD representative is at airport for AO departure to assist as needed.</p>

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⁵ Annual Report to include:

- a) Number of International summer, semester and year students.
- b) Number of Americans Overseas summer, semester and year students.
- c) Number of each of the above who moved or were dismissed from the program, and why.
- d) Narrative of successes and concerns of students and Host Families.

International Students	Americans Overseas
August	
<p>1st Receive second semester IS dossiers from Overseas Liaison. Notify State Dept Responsible Officer once year IS has arrived. Remember to document contact with IS and HF.</p> <p>Departing Summer IS: Return tickets to Summer IS as applicable. Assure that an ATAD representative is at airport for IS departure to assist as needed; provide privacy for IS and HF in departure area.</p> <p>Incoming Year IS: Attend Pre-Arrival Host Family Orientation to provide new Host Families with culture specific information (Culturegram) about their new son/daughter. Verify IS travel itinerary with IS and HF. Meet IS at airport; collect IS return ticket and/or ticket information, including confirmation number. Introduce self to school liaison/guidance counselor.⁶ Assure IS has appointment with Host School guidance Counselor for course selection; attend appointment as appropriate.⁷ Meet with IS and HF in their home one week after arrival to get acquainted; see how things are going; give basic orientation; spend one-on-one time with IS; review One-Week Post-Arrival Checklist; determine if visa is “multiple entry”.⁸</p>	<p>Contact Summer AO Returnees’ families to verify return travel arrangements. Assure an ATAD representative is at airport for Summer AO return to assist as needed. Assure an ATAD representative is at airport for Year AO departure to assist as needed. Notify the US embassy or consulate in the country to which the AO is going of the date the student will be arriving and the expected length of stay.</p>

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⁶ Introduction to include:

- a) ATAD brochure
- b) How to contact the Program Chair
- c) Request that copies of report cards and other correspondence be sent to Program Chair; consider sending copies to the home country

⁷ Students are expected to take an academic program – American History, American Literature, at least one math or science course, Physical Education, Health as required by grade level.

⁸ At the first meeting:

- a) Encourage IS to become active in school and community activities; assist as needed.
- b) Encourage IS to make American friends, rather than relying on international compatriots
- c) Review ATAD rules and expectations –
 - a. speak English
 - b. avoid frequent phone calls, e-mail, on-line chats with family and friends in Home Country
 - c. help with family chores
 - d. pay own personal expenses, including phone and stamps
 - e. do not drive
 - f. respect Host Family rules, needs and expectations (continued next page)
 - g. stress importance of regular attendance, completion of assignments, and other school responsibilities
 - h. say “thank-you” often

International Students	Americans Overseas
September	
<p>Contact IS a few days after school begins to see how things are going. Make sure IS and HF are aware of mandatory orientation. Remember to document contact with IS and HF.</p>	
Encourage IS, HF and AO Returnee to attend Welcome Picnic, and attend the picnic.	
October	
<p>Make sure IS and HF attend mandatory orientation. Assure Overseas Liaison uses the most recent IS application on the website, and provide information on insurance, program fees, and application deadlines. Remember to document contact with IS and HF.</p>	<p>Assist in distributing AO Packets to area schools.</p>
November	
<p>Remember to document contact with IS and HF.</p>	
December	
<p>Assist IS and HF in understanding each other's holiday traditions. Remember to document contact with IS and HF.</p>	
January	
<p>Notify Overseas Liaison to send completed IS dossiers by 3/1 (year applicants) or 4/15 (summer applicants). Encourage IS/HF attendance at the International Dinner. Notify State Department Responsible Officer once semester IS has arrived. Remember to document contact with IS and HF.</p> <p>Incoming Semester IS: see "August – Incoming Year IS."</p>	<p>Participate in AO Interviews.</p>
February	
<p>Remember to document contact with IS and HF.</p>	

APPENDIX
Requirements for Semester and Year International Student CSIET Binders
*** Requirements for Summer International Student Folders**

IS Application & Documentation

- 1) * Complete IS Application (ISF1) (pages 1-5)
- 2) * Parent Student Agreement (ISF2) (pages 1-8)
- 3) Copy of English Proficiency Test Results
- 4) Documentation of prior secondary school graduation, if applicable
- 5) * Student Travel Itinerary (GF3) and (if available) US inbound flight record
- 6) Copy of DS-2019
- 7) Copy of high school class schedule for each semester
- 8) * IS Permission to Travel (ISF6), if applicable
- 9) IS Request for Funding Assistance (ISF5)

Correspondence

- 1) * Up-to-date IS & Host Family Contact Report (ISF3)
- 2) Letter of introduction to high school
- 3) All correspondence with high school, including report cards

International Student Orientation

- 1) Pre-Departure Orientation Checklist
- 2) One Week Post-Arrival Checklist
- 3) Post-Arrival Orientation Checklist

Host Family Application & Documents

- 1) Host Family Interest Form (HFF1)
- 2) * Host Family Application (HFF2)
- 3) Host Family Interview Form (HFF3)
- 4) Host Family References (HFF4)
- 5) Host Family Agreement (HFF5)
- 6) Host Family Notification Form (HFF7)
- 7) Authorization to release information (HFF13)
- 8) Host Family Orientation Outline & Attendance Record
- 9) International Student Change Form (ISF8), if applicable

Health Insurance

- 1) Single page summary of insurance policy benefits
- 2) IS Insurance Survey (HFF10), if available

Evaluations

- 1) International Student Evaluation (ISF7)
- 2) Host Family Evaluation (HFF8)
- 3) Program Evaluation for School Liaison (GF2)