**Tempe Sister Cities**
**2027 Student Exchange Program**
**Delegate Agreement**

The Tempe Sister Cities' (TSC) Student Exchange Program is a fantastic experience for selected delegates and their families. Participation in this program is a commitment and a responsibility for both the delegate and their parents/guardians. The purpose of the Delegate Agreement is to communicate the responsibilities and expectations of our delegates.

**I** _____
(delegate name)

**agree to,** (*Initial each statement to acknowledge you have read and understand the information below.*)

| **Delegate Initials** | **Delegate Passport and Forms** |
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| _____ | Have a valid passport or apply for one within three days of selection. |
| _____ | Turn in all Student Exchange Program forms according to the instructions provided, by the due date. |

**Fundraising**

_____ Partner with my parents/guardians to complete the required tasks for the donation campaign by the due date.

- Read and follow all fundraising directions
- Create a GoFundMe account
- Customize and print 30+ donation request letters to family/friends
- Provide stamps & return envelopes
- Track donations
- Send Thank You letters within 2 days of receipt of donation
- Turn in donations on time

_____ Work my shift at the car wash or get a responsible family member to substitute for me and provide needed supplies or snacks/beverages.

_____ Participate in scheduled restaurant fundraisers by purchasing food on the date of the fundraiser.

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| | **Delegate Volunteering** |
| _____ | Volunteer a minimum of 12 family hours at the 2027 Oktoberfest. Our family will avoid scheduling conflicts for October 15, 16, and 17, 2027 so we can volunteer at Oktoberfest. I will represent my Sister City in the Octoberfest opening parade on October 15, 2027. |
| _____ | Volunteer a minimum of eight family hours with Hackett House events that are scheduled between April 2027 and March 2028. |
| _____ | Recruit Juniors to apply for the Student Exchange Program by volunteering at three recruitment events. |
| _____ | Stay informed of volunteering and recruitment events through Youth Group meetings and/or WhatsApp. |
| _____ | Attend and participate in a minimum of four Youth Group Meetings during my senior year. |
| | **Meetings, Tasks, and Communication** |
| _____ | Add the following meetings to my calendar and attend the meetings:<br>▪ Mandatory Summer Program meetings<br>▪ Country Director meetings for my Sister City<br>▪ Youth Group meetings as stated above |
| _____ | Complete any tasks requested by Country Directors, TSC speakers or Board Members by the due date. |
| _____ | Communication:<br>▪ Read emails sent by the Summer Program Directors & Parent Committees within 24 hours of receipt<br>▪ Read texts sent via WhatsApp within four hours of receipt<br>▪ Reply to emails and texts by the due date<br>▪ When issues or problems arise, work directly with my TSC Country Director or the Summer Program Directors. |
| | **Hosting an International Delegate** |
| _____ | Family Integration: Welcome the delegate to your home and provide a tour of the home (kitchen, pantry, laundry). A small gift basket is always appreciated. Treat the delegate as a full family member, including them in household routines, outings, and appropriate chores. |
| _____ | Housing: Provide a safe, clean bed and access to a bathroom, with adequate privacy for the international delegate. (A private bedroom/bathroom is not required.) |

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| _____ | Meals: Provide or make available food for breakfast, lunch, dinner and snacks **every day,** unless the meal is provided by the Summer Program activities listed in the guide. |
| _____ | Laundry: Provide clean linens and towels on a regular basis. Provide regular access to laundry facilities. |
| _____ | Transportation: Ensure the international delegate has reliable transportation to and from Summer Program events. |
| _____ | Prioritize the International Delegate: Prioritize my international delegates well-being and needs. I will take care of my international delegate. |
| | **Medical** |
| _____ | Ensure I travel abroad with one-month supply of prescribed medications, if applicable. I will be responsible for taking needed medications (inhalers, insulin, allergy medications) with me on all excursions. |
| _____ | Medical & Emergencies: Address medical needs immediately and notify an adult. |
| | **Expenses** |
| _____ | Funds raised for the 2027 Student Exchange Program:<br>▪ Cover the expenses of the planned and budgeted Summer Program trips and activities<br>▪ Contribute to the cost of Tempe delegates' international airfare<br>▪ Contribute to humanitarian needs of our Sister Cities |
| _____ | Delegate Expenses: Although it varies by country, Tempe delegates are generally expected to pay for their international purchases of clothes, gifts, and souvenirs. They may be asked to cover the cost of food and activities they plan outside of the program the Sister City offers.<br><br>Likewise, International delegates are generally expected to pay for their US purchases of clothes, gifts and souvenirs. They may also contribute to the expenses of the food/activities the delegates plan on their own. |
| _____ | Be mindful of my international delegate's budget for out-of-pocket expenses when planning activities/meals outside of the Summer Program Activity Guide. Be respectful of the financial boundaries/guidance set by my parents/guardians. |

**I acknowledge that I have read, understand, and will abide by the responsibilities and expectations of delegates in the Student Exchange Program.**

| _____ | _____ |
| --- | --- |
| Delegate Signature | Date |

Turn in the original and one copy of this document. Keep a copy for your family.