Tempe Sister Cities
2027 Student Exchange Program
Parent/Guardian 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 Parent/Guardian Agreement is to communicate the responsibilities and expectations of parents and guardians. Each parent/guardian is asked to print and complete their own Parent/Guardian Agreement.

I _____ parent/guardian of _____
(parent/guardian name) (delegate's name)

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

Parent/ Guardian Initials	**Delegate Passport and Forms**
_____	Ensure my delegate has a valid passport or will 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 delegate 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 and return envelopes
- Track donations
- Send Thank You letters within 2 days of receiving of donation
- Turn in donations on time

_____ Ensure my delegate works their shift at the car wash and provide needed supplies or snacks/beverages.

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

Parent/Guardian Volunteering

_____ Serve on a Parent Committee for the Summer Program by donating my time and talent to the tasks of the committee.
- Attend committee planning meetings
- Volunteer for committee tasks
- Complete tasks on time

_____ Operate within the organizational structure of the Parent Committees
- Follow the guidance of the Manager of the Parent Committee
- Gain approval for decisions from the Manager of the Parent Committee
- Follow the budget and reimbursement procedures

_____ 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.

_____ Volunteer a minimum of eight family hours with Hackett House events that are scheduled between April 2027 and March 2028.

Meetings and Communication

_____ Add the following meetings to my calendar and attend the meetings:
- Mandatory Summer Program meetings
- Country Director meetings for your delegate's Sister City
- Parent Committee meetings

_____ Communication:
- Read emails sent by the Summer Program Directors and Parent Committees within 24 hours of receipt
- Read texts sent via WhatsApp within four hours of receipt
- Reply to emails and texts by the due date
- When issues or problems arise, work directly with your 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.)

_____ 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.

_____ Parental Supervision: Exercise the same parental supervision you provide your daughter or son. Share your family rules and guidance within 24 hours of arrival. Enforce the Student Exchange Program rules and Code of Conduct for both your Tempe and International Delegates.

Medical

_____ Ensure my delegate travels abroad with one-month supply of prescribed medications, if applicable. Reinforce to my delegate that they are responsible for taking needed medications with them on all excursions.

_____ Medical and Emergencies: Address medical needs immediately. When possible, manage health needs with over-the-counter medicine. International delegates are required to have medical insurance to cover doctor visits, prescriptions, and emergency department visits and shall pay for any upfront costs. Take the international delegate's "Consent to Medical Treatment" form to doctor and emergency department visits.

Expenses

_____ Funds raised for the 2027 Student Exchange Program are used to:

- Cover the expenses of the planned and budgeted Summer Program trips and activities
- Contribute to the cost of Tempe Delegates international flights
- 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.

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.

_____ Family Expenses: Treat your international delegate as an additional family member by covering the cost of activities that the family plans. For example:

- Going to a restaurant for dinner
- Going to the movies or a show
- Attending sporting events
- Vacations during Family Weekend

Parents/guardians are in control of the out-of-pocket expenses that the delegates plan on their own. Delegates do not need to be entertained every minute, and they do not need to eat out daily. Discuss your delegate's budget in advance of the Summer Program.

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

_____ _____

Parent/Guardian Signature Date

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