



San Mateo-Toyonaka
Sister City Association
P.O. Box 72
San Mateo, CA 94401

SAN MATEO-TOYONAKA SISTER CITY ASSOCIATION **STUDENT AMBASSADOR PROGRAM INFORMATION AND** **APPLICATION FOR 2018**

This cultural and educational exchange program between San Mateo and Toyonaka is part of the “People to People” programs initiated by President Dwight D. Eisenhower during the early 1950s. As part of these historical programs, the San Mateo Student Ambassador Exchange with Toyonaka, Japan, allows San Mateo students to travel to Japan, live in the homes of Toyonaka families, and participate in Japanese cultural events. In exchange, Toyonaka students live in San Mateo; thus, the program serves to strengthen and promote better understanding and friendship between the United States and Japan.

The students selected for this exchange program act as Ambassadors for the City of San Mateo and participate in numerous public appearances and speaking engagements in Toyonaka, Japan. Many fine friendships have developed among past exchanges and the people working together in the San Mateo-Toyonaka Sister City program. But this “People to People” program also fosters friendship and cooperation between the residents of the two cities: San Mateo and Toyonaka.

Becoming a Sister City Ambassador is a great opportunity to experience a different culture all the while imparting information about where you come from. A great leadership opportunity to include on your college resume well as creating bonds of friendship in a country half way around the world.

The San Mateo-Toyonaka Sister City Association selects up to 4 students from San Mateo to represent the Association and San Mateo City as ambassadors. *Two are selected to travel to Toyonaka, Japan, and up to two alternates will remain in San Mateo to act as host ambassadors.*

BASIC ELIGIBILITY REQUIREMENTS FOR STUDENT AMBASSADORS:

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| 1. Full time student | Freshmen, Sophomores or Junior High School Students who reside or attend High School in the City of San Mateo. |
| 2. Academic record | Minimum GPA of 2.5.; a <i>copy</i> of school transcripts are required with the application. Unofficial transcripts will be accepted. |
| 4. Personal characteristics | Enthusiastic, sincere, friendly, cooperative and considerate. |
| 5. Parental approval | Custodian or legal guardian signature on pp. 6 & 7 of this form provides approval for the student to participate. |
| 6. Parent Participation | Parents/Guardians must commit to hosting Toyonaka student ambassador in their home within the next three years. (Please contact us if you have concerns) |
| 7. Membership | The student and their family must become active members of the Sister City Association. |
| 8. Health | The student must be free of serious health problems or illness in order to travel. A medical release form is required and must be signed by the parent or guardian. |
| 9. Passport | The student must have (or applied for) a passport for international travel to Japan. |
| 10. Parent or guardian | Guardians must be present at the time of applicant interviews. |

APPLICATION PROCEDURES:

Applications are available from San Mateo City Hall, City Clerk Offices, 330 W. 20th Ave., or request one from smsistercity@gmail.com. Students should mail the completed application to: **San Mateo City Clerk, Attn: Sister City Program, 330 W. 20th Ave., San Mateo, California 94403**; or deliver to the **San Mateo City Clerk's Office**; or email to City Clerk Patrice Olds at **polds@cityofsanmateo.org**.

Deadline is 5:00 P.M. on **March 12, 2018**.

During the **selection process**, a number of students will be selected as finalists and will be required to complete an in-person interview. Finalist students and parents must be available for a 30 minute interview on one evening between March 20-2. **All applicants are required to report for the interview with their parent or guardian**. Parents will be provided an orientation at this time.

WHO SPONSORS THE STUDENT AMBASSADOR PROGRAM:

The San Mateo Sister City Association is responsible for the program. The San Mateo City Council supports the program. The Association raises funds to help defray the cost of sending San Mateo students to Japan.

HOW LONG WILL THE STUDENT AMBASSADORS BE IN JAPAN:

The two students selected will visit Toyonaka, Japan, for up to 7 days during the summer of 2018. Exact dates will be determined in the Spring of 2018 based on the schedule of Toyonaka and flight availability. Each student will live with host families while in Toyonaka and they will be treated as family members. There will always be someone with the students who speaks English. Prior to their departure to Toyonaka, the San Mateo student ambassadors will have a basic orientation on traveling to Japan and a review of the activities that they will be expected to participate in while in Toyonaka.

RESPONSIBILITIES OF THE STUDENT AMBASSADORS AND THEIR FAMILIES:

1. The student ambassadors will be responsible for representing the City of San Mateo and its youth for one year following their selection. During this time, they will attend public appearances and speaking engagements. All scheduling is to be done only by officials within the City of San Mateo, City of Toyonaka, Japan, and/or the San Mateo Sister City Association.
2. Students and their parents/guardians must become active members of the association and they must agree to be a host family for a one-week period for three (3) consecutive years if they travel to Japan, and one (1) year of they are an ambassador that stays in San Mateo.
3. Each student ambassador traveling to Japan will be required to have a valid Passport that allows entry into Japan along with health and travel insurance; the association does not pay for health or travel insurance. The passport must be valid through January 2019.
4. As part of the San Mateo Ambassador scholarship, the San Mateo Sister City Association will provide air travel to and from Japan. The host families in Toyonaka and the City of Toyonaka will provide room and board; however, students must provide their own spending money.
5. While in Toyonaka, students will be expected to participate in cultural events as well as to be open to learning different Japanese customs and traditions. Ambassadors should also be prepared to make public appearances while in Japan.
6. As part of this cultural exchange, students should understand that all food consumed will be Japanese and that they should not place a hardship on their host families regarding special food arrangements, such as frequently requesting McDonalds or asking for food that is not being served by the host family. Exceptions will be made for documented allergies to certain foods.
7. Students should wear clothing appropriate to the region and occasion with attention given to the position of ambassador.

8. As representatives of San Mateo, the student ambassadors will conduct themselves in an utmost respectful manner at all times.
9. Students are also responsible for assisting in recruiting ambassadors for the following year and assisting with fund raising events sponsored by the San Mateo Sister City Association.
10. The parents/guardians of the student ambassadors will be asked to assist with planning and implementing events sponsored by the San Mateo Sister City Association, including events for the Toyonaka ambassadors.

RESPONSIBILITY OF THE HOST AMBASSADOR

The host ambassador remains in San Mateo to be part of the organizing committee planning the program for the Toyonaka students visiting San Mateo. This includes participating in San Mateo City functions affiliated with the San Mateo Sister City Association.

DISCLAIMER:

The San Mateo-Toyonaka Sister City Association Affiliation, Inc. and cooperating travel agencies act only in the capacity of agents in matters of air transportation, and their liability is limited to the terms of the flight ticket. The Cities of San Mateo and Toyonaka are not responsible for any delays, inconvenience, accidents, expenses, or mishaps of any kind whatsoever resulting in part or entirely from the negligence of others, or from causes beyond our control.

IMPORTANT DATES TO REMEMBER:

- Applications available: February 7, 2018
- Applications due: **March 12, 2018 5:00pm** (mail in, hand deliver, or email to the San Mateo City Clerk Administrative Office)
- Interview and selection of ambassadors: Interviews: Evenings of March 20-21, 2018

FOR MORE INFORMATION:

Should you or your parents have any questions about the program please feel free to call San Mateo City Clerk Patrice Olds (650) 522-7042.

Thank you for your interest,

San Mateo-Toyonaka Sister City Association



STUDENT BIOGRAPHICAL DATA AND INTERESTS

HOBBIES: _____

SPECIAL TALENTS OR ABILITIES: _____

HONORS: _____

CLUBS AND ORGANIZATIONS AND YEARS INVOLVED: _____

YOUR EDUCATIONAL GOALS AND PROFESSIONAL
OR VOCATIONAL INTERESTS: _____

WHY ARE YOU INTERESTED IN TRAVELING TO TOYONAKA, JAPAN?

FAMILY DATA

DO YOU HAVE CONCERNS WITH PROVIDING HOUSING FOR A STUDENT FROM TOYONAKA, JAPAN?

PARENT'S NAME: _____ OCCUPATION: _____

PARENT'S NAME: _____ OCCUPATION: _____

NAME OF BROTHERS AND SISTERS WHO LIVE WITH YOU:

_____ AGE: _____

_____ AGE: _____

_____ AGE: _____

_____ AGE: _____

NAME OF OTHERS WHO LIVE AT THE SAME ADDRESS WHERE THE TOYONAKA AMBASSADOR MAY STAY:

_____ AGE: _____

_____ AGE: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF GUARDIAN: _____ DATE: _____

The signatures above indicate that all information on this application is accurate and true, and the student applicant and his/her parents or guardians have read all of the information on their responsibilities to the San Mateo-Toyonaka student ambassador program.

The student applicant and his/her guardian understand that if the student is selected as an ambassador the student's family agrees to become active members of the sister city association and participate in the association's programs as specified in the application information, including the commitment to host Toyonaka student ambassadors for three years.

The application for the San Mateo-Toyonaka Student Ambassador Program is considered complete only if it includes the following:

- Completed application form with the signatures of student applicant and parent/guardian (sign on page 6)
- School transcripts (unofficial transcripts will be accepted)