

Global Horizons USA

Local Coordinator

Resource Guide



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WELCOME!

WELCOME to Global Horizons USA!



Global Horizons USA is an international student program whose mission is to foster educational and cultural student exchange between USA and other countries of the world. We are a small organization that offers personalized service to students, host families and schools both public and private. We believe that learning about other cultures, languages, and customs is the best way to eliminate international fears and prejudices.



Our motto is “quality not quantity”! We select young students to participate on our program based on their EQ (Emotional Intelligence). Successful candidates are in good academic standing and possess a high level of “emotional intelligence”. They are great kids, who are curious, open minded, active, friendly, adaptable, have a positive attitude and an optimistic outlook towards the challenges of spending a school year abroad.

Your role as a Local Coordinator for Global Horizons USA is vital for our students to have a happy and successful experience. As a Local Coordinator, you should develop a friendly, informal, yet professional relationship with your students and families as well as with the High School(s) in your area. Your goal should be to create a climate in which students and parents can speak freely about any questions or concerns they might have; you will need to remain objective and accessible.

The purpose of this short guide is to provide you with the most necessary information and various forms related to your role as a Global Horizons USA Local Coordinator. Please consult the National Director if any of the information contained in this guide is unclear or if you have any questions. Thank you for joining the Global Horizons USA team and helping our students to achieve their dreams!



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LOCAL COORDINATOR RESPONSIBILITIES

A Local Coordinator (LC) is an independent contractor responsible for securing high schools for foreign students, finding appropriate volunteer host families for those students, completing required paperwork and facilitating positive relationships among all parties throughout the school year. The LC provides these services under the direction and supervision of a National Director (ND).

The Local Coordinator is part of and acts as a member of a team and is expected to cooperate in the highest professional manner with the other Global Horizons USA members, including full time staff in the offices and colleagues in the field as well as students, host families and schools. The Local Coordinator will always act in the best interests of the Global Horizons USA program.

FINDING HOST FAMILIES

The most important and most time-consuming part of the local coordinator job is finding host families for our students. Together with help from the school or acting alone, Local Coordinator will create as many host family leads as possible and follow up on all such leads in a reasonable period of time.

- a) After a potential host family is identified, Local Coordinator will schedule a time for an in-home interview. The purpose of the interview is to make sure that our exchange student will live in a safe and caring environment.



- b) To conduct an interview the HF will use the “Host Family Evaluation Form” attached in the Appendix and will return the completed form together with the pictures of the house, common areas and student’s bedroom to lcreports@globalhorizons-usa.org after the interview is complete.
- c) Upon successful completion of the HF interview, the Local Coordinator will have the family register as a host family on our website: www.hostfamily-usa.org

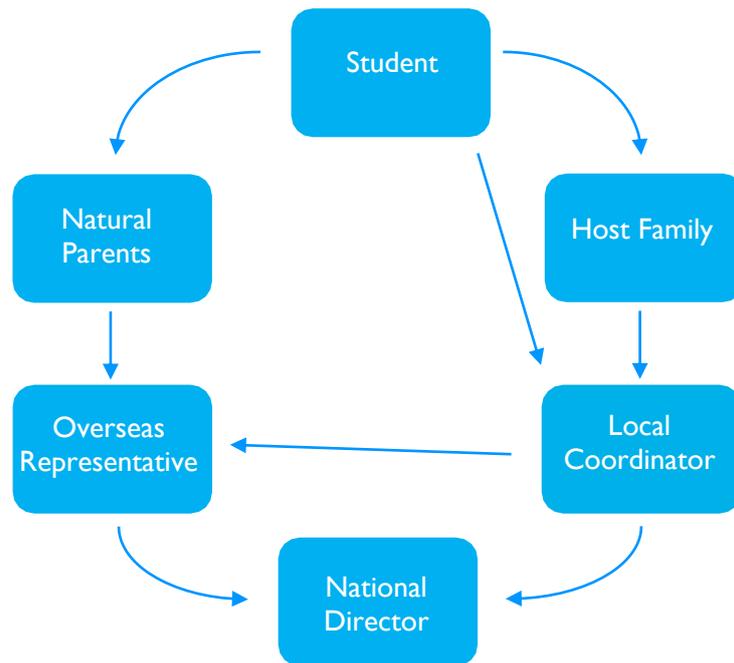
- d) Upon completing online registration on our website, host family will undergo an online Criminal Background Check. Please share the below link with the family https://www.screenmenow.com/v2/home?c=SLRT_02867
- e) Although it may not always be possible nor easy, Local Coordinator will use his/her judgment to match students to host families based on host families' and students' common interests.
- f) Local Coordinator will make sure that host family receive student's application. Students and their families put a lot of time and effort into writing letters to host families and working on their photo albums.

OTHER RESPONSIBILITIES

1. Local Coordinator will assist, in cooperation with host family, to pick up students at the airport upon their arrival.
2. Upon arrival of all Global Horizons USA students at the start of the school year, Local Coordinator will organize a "Welcome Meeting" with all students
3. and their host families. Students must understand that you are there for them in case they need help.
4. The Local Coordinator will contact each student/host family once a month, making sure that students and families know they have support if needed. Local Coordinator will see the student in person at least once every two months. The Local Coordinator will attempt to develop a trusting, candid and professional relationship with each student and family so that all parties feel free to discuss concerns or problems. Be their friend!
5. Local Coordinators will conduct the search for replacement families and move students from irresolvable problem situations as needed. If needed and possible Local Coordinator will serve as an emergency family for our students.
6. Local Coordinator will write monthly reports about our students, which we will share with their Natural Parents at home. Please see the Appendix for Monthly Reporting form.



CHAIN OF COMMUNICATION



To avoid misunderstanding and make sure problem resolution is as quick and smooth as possible students, natural parents, host parents and local coordinators should follow this pattern when communicating problems. Students and their Natural Parents receive training on this during our pre-departure orientations. Please cover “Chain of Communication” when interviewing potential host families and make sure you remind our students about that upon their arrival.

Overall students are expected to focus their attention on nurturing a positive relationship with their host family. They need to show genuine interest in their host family, initiate conversations, and communicate openly and respectfully about what is on their mind, both when they are happy and when they are unhappy about something. They must view their host family as their primary communication partner. The following is unacceptable, can lead to major misunderstandings and problems, indicates to GLH-USA a lack of motivation to participate in the program, and can ultimately lead to the termination of the student’s program:

- a) Students contacting friends and natural family members from their home country to discuss or solve problems before or without communicating these problems clearly to their host family and GLH-USA
- b) Student's friends and natural family members contacting directly the host family, school personnel or local coordinators to discuss or solve problems before or without communicating and discussing these problems clearly with GLH-USA's in-country partner and/or the GLH-USA office.
- c) Students and their friends and natural family members from their home country communicating too frequently and/or at the expense of the success of the exchange.

GLOBAL HORIZONS USA PROGRAM RULES

1. Adapting to the New Home:

Students must realize that their host family and school is used to doing things differently from their family and school at home. Therefore, it is essential that students delay judgment, commit themselves to open communication and to understanding and accepting a different way of life, and attempt to successfully integrate themselves into their host family, school, and community. Tolerance and a willingness to learn are required of all students.

2. Participating in Family, School, and Community Activities:

Students are expected to participate actively in host family, school, and community activities, choose a full load of challenging school classes, and do their best in all of their classes. This includes taking part in family events, doing chores at home, offering help, completing all school assignments, and participating in after-school activities (clubs and teams).



3. Standard of Conduct:

All students are expected to follow all GLH-USA and individual host family rules, to obey the law, and to maintain a high standard of conduct and respectful behavior during their exchange. Participants should understand and accept their immediate program termination if they exhibit unreasonable or disrespectful behavior and/or attitudes.

IMPORTANT: Students who break a rule or the law endanger themselves and others and jeopardize their and other students' participation in the program. Following all rules and the law reflects respect for the host culture and helps ensure a safe and enjoyable exchange experience for everyone. Violation of any law or regulation of the host country and/or GLH-USA, host family or school rule constitutes sufficient grounds for immediate termination of the program. In such a case, the student will be sent home immediately at the expense of his/her family.

1. Student Travel:

No travel is allowed during the program without prior written and/or verbal agreement with GLH-USA, the host family, the natural family AND the local GLH-USA representative or coordinator. Students may travel only with proper adult supervision (by participating in a trip with their host parents).



2. Hitchhiking:

Students are strictly prohibited from hitchhiking during their program.

3. Driving Policy:

Global Horizons USA students are NOT permitted to take driver-education classes, behind-the-wheel driver training, or obtain a U.S. driver's license during the first year on our program. **Exceptions to this rule will be handled by the National Director.** If a host parent supports their student in obtaining a license and insurance coverage for a teenage driver, he/she may be held liable in the event of an accident. By imposing this program rule, Global Horizons USA is attempting to protect the host family and student and prevent unnecessary anxiety and conflict.

4. Visitor's Policy:

Students may not receive visits from natural parents, family members and friends from home during the exchange. Visits from friends and family can hinder the ability to adjust to a new home and environment and hasten the onset of homesickness or family communication problems. The natural family may visit the student only in case of an emergency before or after the program.

5. Student Work:

Students are not allowed to work in a regular job during their stay in the U.S

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6. Cooperation and Following Rules:

Host and natural parents should at all times adhere to GLH-USA rules and expectations. They shall at no time inform, misinform, encourage or allow their child to perform actions contrary to GLH-USA rules and expectations. This includes short-cutting GLH-USA established lines of communication. Students whose parents interfere with the program shall immediately be subject to program dismissal and termination.

7. Place of Residence:

Students must reside only at the GLH-USA designated host family during their exchange, as described in the documentation received from GLH-USA.

8. Changing Host Families:

Students may not for any reason change or plan to change their host family or school without first seeking prior written approval from GLH-USA. GLH-USA must have ample time to determine whether a change is necessary, permissible, and conforms to regulations governing students on the J-1/ F-1 Visa. Changing or leaving a host family or planning to do so without GLH-USA approval will be grounds for the student to be considered “out of status” by the U.S. Department of State, the U.S. Citizenship and Immigration Services, as well as GLH-USA, and may result in such actions as immediate termination of the J-1/F-1 student visa status and forced departure from the U.S. at the student’s expense.

9. Drugs and Alcohol:

Using, possessing and/or dealing with illegal drugs, controlled substances, alcohol, drug paraphernalia as well as association with anyone illegally involved with these is strictly prohibited on the GLH-USA program.

10. Smoking:

Smoking is strictly prohibited for all students on the GLH-USA program.

11. Obtaining Permission from Host Family:

Students must ask for and receive approval for all extracurricular activities from the host family prior to participation and must always tell the host family where they are, who they are with, and when they will return home.

12. Limiting Communication with Home Country:

Students must limit the communication with their family and friends from their home country to a maximum of one hour per week. This includes e-mailing, sending and receiving text messages, chatting on the internet, writing letters or postcards, etc. Additionally, students may not talk to their family and friends from their home country (on the phone or through the internet) more than one time per week.

13. Computer/Internet/Cell Phone Policy:

The student and host family should discuss and agree upon a time limit regarding the use of the computer, including use of the internet and e-mail. Students are prohibited from installing any programs or making any other changes to their host family's computer without express permission from the host family. Students are prohibited from visiting any pornographic or other inappropriate websites or chat rooms. Students are discouraged from bringing a cell or mobile phone on the program.

14. School and Academic Participation:

Students are required to attend school full-time on every school day, take a full load of challenging classes, and maintain a "C" or better grade in each class. Because school participation is central to the program, students who show an attitude that school is not important to them may be subject to termination from their exchange at their expense. Only students participating full-time in an academic program are eligible for the J-1/F-1 Visa and continued program participation. Students skipping school, maintaining unacceptable academic standards or grades, or requiring excessive disciplinary measures will be subject to immediate termination of their program and return to their home at their and their family's expense. If the host school, in conjunction with GLH-USA, determines that – contrary to GLHUSA's prior careful evaluation of the student's academic and language skills – the student requires individual tutoring to be able to succeed academically on the program, the student and his parents must agree to cover the cost of the tutoring or be subject to program termination. Amendments to GLH-USA rules, expectations, and procedures. GLH-USA may at any time and at its sole discretion amend its rules, expectations, and procedures. All students, host families and natural families accept and understand that they shall abide by the amended rules and procedures as well those rules and procedures that remain in force.

Involvement in any way with illegal drugs, alcohol, smoking or any criminal activity will be dealt with swiftly and firmly by GLH-USA, and if necessary, by the local law enforcement authorities. Violation of any law of the host country or GLH-USA rules constitutes grounds for immediate termination of the exchange and students will be sent home at their own expense.

HEALTH INSURANCE

All of our students must have a health insurance to be eligible for participation on our program. Global Horizons USA recommends an insurance provider to our students, but this is not mandatory and students may have their own insurance.



It is our students' responsibility to know how to obtain their insurance benefits and to follow all necessary steps to claim their insurance benefits. We discuss this with students and their natural parents during our pre-departure orientations. Host families should never pay for students' medical expenses or bills.

As a Local Coordinator you must make sure that you have the copies of your students' insurance policies; host families should have a copy of their students insurance policy too.



!!GENERAL RULE!!

IF IT IS NOT AN EMERGENCY SITUATION, PLEASE MAKE SURE STUDENTS AND THEIR HOST FAMILIES CALL THEIR INSURANCE PROVIDER AND SEEK HELP AND GUIDANCE BEFORE VISITING A DOCTOR.

APPENDIX

1. **Host Family Evaluation Form**
2. **Bi-Monthly Reporting Form**
3. **Travel Permission Form**
4. **Temporary Guardianship Form**



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HOST FAMILY INTERVIEW AND EVALUATION FORM

Directions: Please use this form to interview the potential Host Family in their home. Upon completion of the interview, scan and email to info@globalhorizons-usa.org

Student _____

Last Name	First	Middle
-----------	-------	--------

Host Family Name _____

Last Name	Father	Mother
-----------	--------	--------

Host Family Address _____

Street/PO Box	City State	Zip
---------------	---------------	-----

Host Family Tel: Home () _____ **Cell** () _____

Date of Home Visit: _____

1. Do the family members agree that they generally get along well with each other and respect each other? Y N
2. Does the family agree that the parents manage their household fairly well and have reasonable expectations of their children? Y N
3. Is the family committed to providing an exchange student with a supportive family environment in which he/she will feel at home, comfortable and a member of the family rather than a guest? Y N
4. Does the family feel they are economically stable and able to incur the cost of hosting an exchange student? Y N
5. Is at least one member of the household employed full-time? Y N
6. What would the family say is their socio-economic level? Low Medium High Very High
7. Is this family currently on any form of public assistance? Y N If yes, **circle:**
Welfare, Medicaid, Food Stamps, Unemployment
How long they have been receiving this assistance? _____
8. Does anyone in the family have psychological or psychiatric problems? Y N
9. Does anyone in the family have any physical health conditions? Y N _
10. Does anyone in the family smoke? Y N If so, do they smoke in the house? Y N
11. Is there any history of alcohol and/or drug problems in the immediate family? Y N

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12. Is there anyone in the immediate family with a criminal record, arrests, history and/or tendency of child abuse? Y N
13. Does the family have any pets? Y N Please describe them. _
14. Is the prospective host family's home reasonably clean and neat? Y N _
15. Will the exchange student be sharing a bedroom? Y N If yes, with whom? _____ age
16. Please describe the furniture and items in the bedroom where the student will be sleeping. (For example, will the student have his/her own chest of drawers, closet space, what size is the bed, is there a desk for study, etc.?)

17. Were all family members present for the interview? Y N If not, who was missing?

18. What is your general impression of the parents and the children?

19. Why does this family wish to host an exchange student

20. What is your assessment of the children's (if any) ability to accept an exchange student?

21. What personal characteristics is this family looking for in an exchange student?

22. What kinds of interests and activities do they wish to share with the student?

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23. How would you rate the family in terms of strictness? very moderate casual
24. Are there strict rules about curfews, comings & goings, going out without notice, going out alone, etc.?

-
25. Is the family insistent about the exchange student participating in specific family activities, such as church or sports? And what is the role of religion in the family?

-
26. Will the student's academic success be very important? yes no somewhat

27. Is there a strong family emphasis on achievement? yes no somewhat

28. In your opinion, does this family have a realistic attitude toward hosting a foreign teenage student? Does the family understand the courage it takes for this student to come and live in another home and culture? Please explain.

-
29. Do you see any "red flags" that may cause future problems? Please explain:

-
30. Were the following items discussed? Rules and Regulations Y N HF Orientations Y N

Behavioral Probation Y N Student Insurance Y N Realistic Expectations Y N

Financial Matters Y N Academic Probation Y N Emergency Procedures Y N Local

Coordinator toured the home and saw the student's bedroom Y N

Are there any other comments you would like to make about this family's commitment to the exchange, potential areas of concern, or their ability to support the student, both financially and emotionally? What is your recommendation?

Student BI-Monthly Report

Name of Student:

Date of Report:

Day / Month / Year

Host Family:

Host School:

Date of Contact:



Evaluation Rating:	1 = poor	2 = fair	3= good	4 = super
Student understands and follows rules				
Comments				
Student participation in school/community activities				
Comments				
Student's academic performance				
Comments				
Student's overall conversational language abilities				
Comments				
Relationship between host family and student				
Comments				
Host family's interest in student's personal welfare				
Comments				
Host family's interest in student's education and extracurricular activities				
Comments				
Student's level of comfort and ease with host family				
Comments				
Student's interaction with host family				
Comments				

Student BI-Monthly Report



Remarks

LR Name:

Date:

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Request for Permission to Travel



According to the terms of the exchange program agreement with Global Horizons USA, students must have signed permission from their natural parents, Global Horizons USA, the Academic Coordinator and the host family if they are traveling for a period longer than a weekend. Regardless of the duration of travel, if traveling by bus, train or plane this permission form must be signed. Permission from the school is required if they will be missing any classes. Global Horizons USA must also have a signed “hold harmless agreement” from the natural parents for the duration of the absence if travel is outside the borders of the USA.

Student Name _____

Dates of Travel _____

Destination or Itinerary _____

Accommodations/ address where you will stay _____

Mode of Travel _____

(if traveling by plane, flight info will be required upon permission to travel)

Responsible adult and relationship (must be 25 years of age)

Contact info during travel _____

Will you be absent from school? _____

How many days will you be away? _____

Host Parent Signature _____

Academic Coordinator Signature _____

Natural Parents Signature _____

Global Horizons USA Signature _____

If you are in the USA on a F-1 visa and your trip is OUTSIDE the USA, be sure that your F-1 is a Multiple Entry Visa. If you have any questions, please call: 541 - 760 - 8621

Permission Granted? _____

Hold Harmless Agreement on file? _____

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Please use black ink only!



Temporary Guardianship Agreement / Parent Letter

I/We _____ (Parents name) the
custodial parent(s) of _____ (Student's Name) do hereby grant
temporary guardianship of _____ (Student's Name) to
_____ (Guardian Name).

Contact Information of Temporary Guardian / Host Family:

Name: _____
Address: _____
Phone Numbers: _____
Email: _____

Statement of Consent:

I/We _____ (Parent Names) hereby grant temporary guardianship of
the above child, whom I have legal custody of to _____
(Guardian Name) for as long as necessary beginning on _____ (Date).

I hereby grant permission for any and all medical and/or dental attention to be administered to my child, in the event of an accidental injury or illness. This permission includes, but not limited to the administration of first aid, and the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of a qualified medical personnel. I also grant permission for the guardian named above to make educational decisions for my child.

Parent Name: _____
Signature: _____
Phone Number: _____
Address: _____
Email: _____

Witnessed by: Name: _____
Address: _____
Phone: _____
Date: _____ Signature: _____