Host Family Orientation

The students have not yet arrived, but the most important work you will do as a Local Coordinator will occur before they even arrive! We encourage you to hold a group orientation if you place more than 2 students. Having the diverse host families come together at orientation, will allow them to share any thoughts or ideas with other host families. Because many host families may not have teens or any children in their home, they can benefit from the knowledge and experience of other host families with children. They will immediately share a common bond and rely on each other for support and resources throughout the academic year.

The purpose of the host family orientation is to prepare the host family for the year ahead and to:

- Introduce host families to each other and establish support network when possible.
- Give your family specific program information.
- Explore and discuss fears and expectations.
- Offer suggestions for dealing with typical situations.
- Answer common questions.
- Create an agenda of activities and events for the year.
- Have fun!

Orientation is your best opportunity to build reasonable expectations and excitement among your host families. The foundation you build at orientation will help you prevent many common adjustment problems after the students arrive.

In this section you'll receive all the tools and paperwork needed for a successful and enjoyable host family orientation. We have it organized into step-by-step procedures, including optional activities to facilitate with your families. These steps below are simply suggestions we have outlined. Please feel free to structure your orientation to best meet your needs. You may utilize the intranet for additional resources such as a power point presentation or utilize the chart to guide you through the orientation. Please be aware that a host family orientation is a requirement of Local Coordinators and it must be done separately from the host family interview.
Preparation Tips

Host family orientations may differ depending on your own level of comfort, experience and the number of families you are working with. Please adjust the following suggestions to compliment your style.

- Orientation may be conducted with one family or a group of families, however all members of the family should be present.

- Plan to hold your orientation between June and August and at least two to four weeks before the arrival of the student. (Spring semester families will also need an orientation. Plan accordingly.)

- Experienced Local Coordinators suggest limiting your group size to 30 to 35 people. For some, this may mean holding two sessions. Another good idea is to conduct orientation with a nearby coordinator. If you don't live near another Local Coordinator, consider asking a repeat host family to assist. It helps to hear a new voice.

- Although an experienced family may have been previously oriented, it is required they go to an orientation annually. There is always more to learn and share. Experienced host families are invaluable in helping to orient new families. If you do have experienced host families, encourage their active participation.

- Allow up to three hours to complete your orientation. This may sound like a lot of time, but once host families get together, they appreciate the opportunity to share questions and to learn that they are not alone.

- Invite current students to your orientation. If you don't have any current students, use your community resources to see if you can find an American high school student who has spent a year abroad.

- Hold your orientation in a place that will be comfortable for your group size—in most cases, your own home will do. Keep in mind that you may want to split off the teenagers for a fears and expectations exercise. Churches, libraries, and local recreation departments may provide free meeting space.

- Collect any material you'll need well in advance. This may include extra host family handbooks (in case families have misplaced their copy) flip charts, game supplies, and construction paper, depending on which exercise you choose to do.

Samples

The following items are samples that you may wish to use for your host family orientation. These are samples that other Local Coordinators have created that worked for them. (Some of them may be tweaked to use with your student orientation as well.) However, we encourage you to be creative and use your own style. You know your host families and your area better than anyone. The important thing to remember is that all information must be shared with your host families. But, it is up to you how you deliver the information.
Sample Invitation Letter

Dear Host Family:

Thank you for opening your home to an Academic Year in America student for the coming school year! This will be the beginning of a life changing experience. So far, six students have been placed in Florence. As of last week, 14 students are coming to South Carolina. This letter is to invite you and your family to a required orientation meeting along with the other local host families.

The meeting will be Sunday, July 7, 2 p.m. to 5 p.m. You are welcome to stay until 5:30 p.m. to get to know the other host families better. It will be held at the First Baptist Church in the fellowship hall, located in the rear on the right side. The church is located at 907 Rice Planters Lane, Florence, South Carolina. I have enclosed a map for your assistance.

Jane Smith, another Local Coordinator, will join me in leading the meeting. Jane has invited a family that hosted last year and they will share with you some of their experiences. We'll also try to include a former student.

All family members are encouraged to attend the meeting. The orientation is a great time to ask questions, express concerns, and get more prepared for your student. During the orientation, you will also have the opportunity to network with other families that will be hosting in the area. There will be a separate discussion group for host siblings to help them get ready for a new life experience. In preparation for the meeting, we suggest families read their host family handbooks that was included in the placement confirmation package. If you have not yet received this packet, please contact me immediately.

Please come casual. Snacks will be offered. Jane and I look forward to seeing you in three weeks. If you can not attend, please let me know as soon as possible. We will have to schedule a separate session for your family.

Sincerely,

Your Name

Local Coordinator

Your Number

P.S. There are still students in need of homes. If you have any leads for host families in the Florence high school area, or in nearby communities please give me a call.
Sample Activities & Games

INTRODUCTION ICE BREAKER

Points to cover

• Introduction of family members.

• One family member then tells why they decided to host.

• Your goals for the orientation. Post them on the wall to help you and the host families to stay focused.

Materials

*Flip chart  *Posters  *American Flags  *AYA Pens

Presentation tips

1. If possible arrange this seating so that people can see each other and you. Younger children and teenagers can sit on the floor if chairs are limited.

2. Explain that you'd like to break the ice with introductions and with families sharing their reasons for hosting. Ask for a volunteer to begin.

3. Introduce yourself as well, and explain what led you to your decision to become a Local Coordinator. Chances are you have already discussed this with your families, but if you are conducting a joint orientation with Local Coordinator, it doesn't hurt to briefly repeat this information.

4. Wrap up the introductions by referring to your list of goals for the orientation.
   a. Meet other host families
   b. Talk about expectations.
   c. Raise awareness of adjustment and teen issues.
   d. Give family selected program information.
   e. Allow siblings to design welcome posters for students.
   f. Hand out small American Flags for families to give to their students at arrival.
   g. Answer questions.

5. Briefly tell the families what you expect for the next three hours. Mention that you will try to do as little lecturing as possible and that there will be a short break at the midpoint. Encourage everyone's participation.
FEARS AND EXPECTATIONS ACTIVITY

Points to cover

It's actually normal to have fears and expectations.
You are not alone.
Are your fears and expectations realistic? Unrealistic? What can you do to minimize your fears?

How to keep expectations realistic

Materials

• Paper for families
• Flip Chart

Presentation tips

1. If possible, separate the teenagers for this exercise. Siblings are more often concerned about personality, friends, and popularity. (This is a great time for the siblings to design the welcome poster.) Parents are often more concerned about social adjustment, household routines, and how the newcomer will affect their own kids, or dating, and sexual issues. Often times another Local Coordinator, a former host family or your family can assist with the teens.

2. Give every family a blank piece of paper. Ask them to label one side "fears" and other side "expectations".

3. Ask them to list three or more things on each side of the chart. Allow five minutes.

4. When everyone is finished, go around the room and ask each family to call out one fear. Add that to your list on the wall.

5. Review each item under "fears". As family members if the fear is realistic or unrealistic. What practical steps would they take to overcome or minimize the fear? Encourage discussion and independent thinking.

6. Repeat steps four and five for "expectations". Talk about whether expectations are realistic or probable. If expectations did not happen, how will it affect the hosting experience? Again, encourage independent thinking.

7. Respond to the best of your ability. A list of typical fears and expectation appears on the next page. If you don't have an answer to a particular question, tell a group you will find out the answer and get back to them.

Note "Fears and Expectations" tends to be a popular exercise. Allow ample time.
CROSS-CULTURAL COMMUNICATION #1 ("COMMUNICATION GAME")

Points to cover

- Clarification is extremely important when dealing with language difference
- Simple words that we take for granted (on, above, over, etc.) can be hard to understand.
- How does it feel not to be able to use all the usual means of communication?
- How does this exercise apply to helping a student learn about the family’s daily routine?

Materials

- Colored construction paper cut into two identical sets of different shapes.

Presentation Tips

1. Cut construction paper into two identical sets of different shapes. It is more effective to if they are the same color.
2. Pair up participants, and asked them to sit back to back.
3. Designate one participant "teacher" and the other "learner".
4. Tell the teacher to make a design with the shapes. The teacher must then tell the learner how to make the same design.
5. If possible, do this three times. The first time, the teacher can give instructions only one time and the learner may not ask questions. The second time, the learner may ask one yes or no question per instruction. The third time, the learner may ask any question.
6. Discuss, bringing particular attention to the value of questions and answers. What types of questions were most/least useful? What effect does lack of eye contact have? Were there simple words that caused problems? How does this relate to the explaining things to new exchange students?
CROSS-CULTURAL COMMUNICATION #2 ("TRUST WALK") AND WELCOMING YOUR STUDENT

Points to cover

• How does it feel to be dependent on someone else?

• Connect this exercise to how the student feels initially upon arriving.

Materials

• Blindfolds

Presentation tips

1. Begin with the “Trust Walk” exercise.

2. Pair up participants. Have one half of each pair put on blindfolds or close their eyes. The "sighted" partner takes the blindfolded partner for a short (two minutes) walk around the meeting space.

3. Reverse partners and do the same thing for two more minutes.

4. Take off blindfolds and discuss how it felt to be dependent on someone else. Connect this to how students feel upon arrival. Discuss, referring back to both the Communication Game and the Trust Walk, pointing out that students often feel confused, ignorant, and blind to the obvious when trying to adjust to the family routine or deal with everyday household chores.

5. Encourage families to have empathy for their student, to be in their shoes. Explain how important it is for the family to help familiarize the student with his or her new environment.

6. Ask if there are any questions about how to handle arrival day or the first few days.

7. If you have experienced host families, ask for their key pieces of advice. If you have a current or returned student, ask him or her to tell the group what the first week was like.
Host Family Orientation Outline

Below is a complete outline that you can use to conduct your orientation. This outline can be found on our website in a power point format also.

Orientation Agenda

- What is AYA?
- Purpose of the Program
- Who are AYA Students?
- Responsibilities of Host Families, Students, & Local Coordinators
- AYA Rules & Regulations
- Important Topics
- Calendar of Events
- End of Year
- AYA Support Team
- Q & A

What is AYA?

- One of the world’s most respected high school student exchange programs
  - Over 1 million students placed
  - Nearly 1,000 high school students live with host families across the United States every year.

AYA Motto:

“We Bring the World Together”
Purpose of the AYA Program

- Provide high school students an opportunity to spend a year studying in another country, learning the language, discovering the culture, developing skills and maturity
- Bring the world into our local communities through friendship
- Promote AYA goal of world peace and understanding, one person, one exchange at a time

Who Are AYA Students

- Outstanding young people between the ages of 15 & 18½
- Carefully selected & well prepared students
- Most speak English well
- Anxious & excited to:
  - Improve their English
  - Discover American Culture
  - Represent their countries
  - Become part of your family

Responsibilities of Host Families

- Welcome student as a family member
- Provide students with own bed & place to study
- Provide all meals except school lunches
- Provide transportation to & from school and religious services
- Help with challenges
  - School, Culture shock, Language, Homesickness
- Encourage the exchange of cultural ideas
- Realistic expectations

Responsibilities of Students

- Serve as ambassadors from their countries and to teach Americans about their culture
- Follow all AYA, host family, & school rules
- Adapt to Host Family and be involved with their activities and help with chores
- Perform well in School
- Communicate openly in English
- Take care of personal expenses
Responsibilities of Local Coordinators
- Recruiting, interviewing & selecting host families
- Enrolling student in local high school
- Supervising student & host family including monthly visits
- Submit bi-monthly reports
- Oversee Cultural Activity Fund
- Answer questions & provide emergency assistance
- Encourage students to participate in AYA activities

Rules & Regs
- Family Rules
  - Expectation Worksheet
- AYA Rules
- Discipline Policy

Important Topics
- Student Travel
- Medical Insurance
- School Information
- Cultural Activities
- Volunteering

Calendar of Events
- Holiday Parties
- Community Service Projects
- Cultural Enhancement Trips
- Fund-raisers
The End of the Year

- Leaving for home will be harder than leaving home was a year earlier
- Reverse culture shock
- “The more successful the exchange, the harder the re-entry”
- You may see them again, and you will have travel opportunities unlike any you’ve experienced before

AYA Support Team

- Local Coordinator
- Regional Director
  1-800-322-4678
  ext._____
- AYA Headquarters
  1-800-322-4678

Questions

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Important Topics to Cover in Host Family Orientation

Flights

By the time of orientation, you may already be aware of the student’s arrival date from your Regional Director. As far as flight information is concerned, our office will be contacting all families and Local Coordinators with regard to student flights as soon as possible. With some students, we can tell you weeks in advance. However, some of this information is coming from far away, and will not be known to us until only a week before arrival. Also, although we have indicated your preferred arrival airport, in some circumstances, arrival into a specific airport can save the student a significant amount of money. Please be sensitive to this if the airport is not the one in your hometown.

Although the day of arrival can often be hectic, please remind your families (and possibly yourself) this is just one day of a 10 month experience. Please do your best to keep any inconveniences in perspective.

Please let your host families know, you will act as a point person for flight questions. Much as we enjoy speaking with host families, at this busy time of year it is easier for us to speak with one Local Coordinator rather than 10 host families!

Schools

Briefly review the following (you should adapt this information to fit the schools in your area).

- You have enrolled the student to attend the local high school.
- The family should take the students to the school for registration and course selection. It is advantageous if you can be there.
- Students must take a full course load (at least 4 academic subjects).
- Students must enroll in a regular English class and an American government or US history class.
- Get a sport/club schedule or activity guide from your school. Joining activities is the best way for students to make friends.
- Students individually know if they can receive credit for their year abroad. If they can, it is up to them to enroll in the proper courses and obtain necessary transcripts. Brazilian, Spanish, and Italian students have a procedure to follow called "convalidation", through which they can transfer their credit back to their home. This process requires that the students be placed in the correct grade level. These students have been told about these procedures.
- Remember that your student may be terrified to go to school. Many former students look back on the first day of school as one of the scariest days of their lives!
Insurance

- The students have medical and accidental insurance. The information will be given to students at their orientation or mailed to you if they do not attend orientation.
- Students AYA ID card should have the policy number and contact number on the back.
- In case of medical emergency, families may also call the AYA emergency number.
- Some schools require a physical examination be done at the school in order for the student to play sports. Insurance will not pay for a physical. It's worth speaking with the doctor or the school about a reduced rate, as this cost comes out of the student’s spending money.

Most students are covered by insurance provided by AYA. This insurance policy will pay for expenses in excess of $25 and up to $50,000 that are incurred within 52 weeks of the date of a student accident or the start of a student illness. (In other words, the policy has a $25 deductible for each incidence of a student accident or illness.) The insurance policy covers: required treatment by a physician or surgeon, confinement in an infirmary or hospital, services of a registered nurse, x-rays, ambulance service or any other services and supplies or medicines prescribed by a physician.

The policy does not cover the following:

- Dental Work
- Routine Physicals
- Sports Examinations
- Psychological Treatment.

Submitting Claims

To receive reimbursement for medical expenses incurred because of illness or an accident, a student must complete and sign the Medical Claim form attached to the insurance brochure and indicate whether the doctor/hospital has been paid. Itemized bills or receipts for all amounts being claimed should also be attached to the form. If reimbursement is approved, it will be made to the provider of the service unless the receipt or bill is noted as having been paid.

If payment is to be made to the service provider, the provider’s name, address, zip code, telephone number and taxpayer identification number must be included on the bill or receipt.

The form and all attachments should then be mailed to:

Cultural Insurance Services International (CISI)
River Plaza
9 West Broad Street
Stamford, CT 06902-3788
After a student submits his/her first claim, subsequent claims can be made by mailing medical bills to the Claims Department of CISI in Stamford, Connecticut. When students submit medical claims, their names, student numbers and host family addresses should be clearly written on all correspondence and bills sent to the Claims Department.

If doctors and medical facilities won’t wait for payment for services from the insurance company, the student will have to pay these bills directly. The student must send the bills and proof of payment to the Claims Department of CISI in Stamford, Connecticut for payment, indicating that payment should be made directly to him/her. Again, the student’s name, student number and host family address should be clearly written on all correspondence and bills sent to the Claims Department. Questions can be directed to CISI at (800) 303-8120.

Private Insurance

Although it may change annually, some overseas partners provide private health and accident insurance for the students they sponsor in the AYA program.

When students sponsored by one of these organizations require medical attention, they may need to make direct payments to the attending physicians and medical facilities. Students should keep copies of all bills they pay and forward them to their natural parents so that their natural parents can be reimbursed. It is important that the Local Coordinator, host families and students understand this payment procedure for students who are covered by insurance provided by overseas partners. AYA will provide a basic insurance policy summary to students and host families.

Independent Student Travel

If your student wants to travel overnight without your family or not on a school trip, the AYA office must have written permission from the student’s natural parents for the trip, and the student must travel with a responsible adult (21 years old or older.) It is the student’s responsibility to contact you at least two weeks in advance whenever they want to travel without their host parents, in order to complete an Independent Student Travel form. This form is available online at www.academicyear.org. Activities or travels which include you or a host parent do not require special permission. A school sponsored group trip does not require special permission either. However, if travel away from home will be more than two days, the host family should advise you so AYA can reach the student in case of an emergency involving the natural family.

Traveling Abroad

If your student plans to travel outside the US with their host family while on the exchange program it is their responsibility to obtain the necessary information and documents before traveling. You should allow a minimum of 6 weeks to complete these requirements. If the student does not obtain the appropriate paperwork, there is a possibility that he or she will not be allowed to re-enter the U.S. Here are the initial steps to complete:

1. Students should check their J-1 Visa inside their passport for an “M” stamped in the entries block. If an “M” is stamped there this indicates that it is a multiple entry visa and will allow the student to successfully re-enter the United States.
2. The student or host family should contact the nearest consulate of the county to which they are traveling to find out if additional documents (i.e. visa) are required for travel.

3. Students must send their DS 2019 form to the AYA office for signature at least 2 weeks prior to the intended travel date.

4. Student should never relinquish their DS 2019 form and should always bring this with them along with all necessary paperwork when traveling outside the U.S.

5. Students should make copies of all documents before turning them over to a consulate.

Please be aware these steps are only the basic requirements for traveling abroad. The student is responsible for determining any and all requirements and cost for their travel. There may be times when a student is denied access to another country. This decision is solely at the discretion of each county. It should be noted that most cruise line itineraries will take you into other countries, in these cases all of the above applies just as any other form of travel.

Note: If your student has extended their visa from a semester to a full year, they CANNOT travel outside the U.S. for any reason. They will NOT be allowed back in the U.S. even if they possess a new ‘extended’ IAP-66 DS 2019.

**Typical Fears**

We spend quiet evenings at home and our student is used to the big city life. What if he or she doesn't like our lifestyle?

All students will go through an adjustment period as they get use to their new community and lifestyle. The student is here to learn about the US family life from an insider's point of view. Your job as a host family is to share your lifestyle and lend a helping hand. Point out that everyday activities will be new and interesting to students and reassure family that they have lots to offer.

We may have trouble communicating with our student.

This is a common fear shared by many host families. Families should expect a few communication challenges and be ready to come up with creative solutions. Point out that the first couple of weeks are the toughest. This period is stressful for the student, comprehension is usually low. Suggest family’s write important messages down, post a family schedule, or ask students to repeat what they have been told. Emphasize patience and humor.

Our student may have more spending money than our own children.

In many cases it appears that students have plenty spending money, and this can cause jealousy among siblings. Families can explain that this is a temporary situation, which exchange students want to shop for presents that they cannot buy at home, and this is an once-in-a-lifetime experience for students. Remind families that many students arrive with all of their spending money, so it seems like quite a lot. Spread out over 10 months, it may be just enough to get by for the year.
We're worried that we will lose privacy.

This is a natural feeling, especially for host parents whose children have left home, or who have young children who go to sleep early. Remind families that this fear is more likely to happen if they insist on treating their student as a guest rather than a family member. If families feel crowded, they have several options: rearrange schedules, encourage the student to get involved in school activities, or pick one night a week to go out for supper while the student eats pizza at home with friends. Ask families with teenagers how they handle the privacy issue. *Note: Coordinate with other host families for a student free weekend. Take turns keeping each other’s student for a weekend.*

What if we're not comfortable with some of our student's habits, i.e., sleeping late, or hygiene?

Talk about it with your student. Explain how the routine works around your house, and ask the student how his or her family handles a similar situation. By showing an interest in the student's lifestyle, he or she may find it easier to adapt to your routine. Encourage families to look at these conversations as learning experiences, not lectures.

**Typical Expectations**

**Our student will fit in and become a family member right away.**

Especially during the first weeks or even months, it may be challenging for your student to fit in. It may also be challenging for you to fit another person into your daily routine; occasional difficulties and frustrations may arise. However, you will build a relationship over time.

**Our student will become best friends with our children.**

Whether your children will become friends with your student will depend on many things - ages, personalities, interests, and whether there are feelings of rivalry or friendship. It's common for host brothers and sisters to have an excellent friendship at home while maintaining a very different circle of friends and interest. A successful hosting experience is not in any way dependent on your children being best friends with your student. Like normal siblings, they will experience disagreements.

**Our student will speak fluent English.**

Your student’s English ability upon arrival will depend on standards of English teaching in his or her country, and the years of English study he or she has taken. Some countries emphasize book learning over conversational skills. In those cases, students will be able to read and write easily, but have trouble with oral comprehension. It is also common for the stress of the first weeks to cause both a student’s fluency and comprehension to decline. This is natural and is to be expected. Most students are very comfortable with our English after four to six weeks. Remind families to be patient, to speak slowly (not loudly!) and to come up with creative solutions for communication problems.

**Our student will be just like we imagined him or her to be from their application.**

Their student will be a lot like what you read in their application. But the application can’t tell you everything about your student. Remind families that their student completed the application many months ago. Their student has probably changed a little over the course of a year. They will have plenty of time to get to know their student once they arrive. **The best expectations are no expectations!**
We will learn all about our student’s culture.

Students like to share their culture with their host families, but they're often unsure of how to do so. Families can set aside some time to ask their student about his or her culture, traditions, family, and lifestyle.

**Program Rules**

**Points to cover**
- Highlight key rules
- Highlight key policies

**Materials**
- AYA Program Rules (included in student application)
- Flip Chart & Markers

**Presentation Tips**

Emphasize major rules and policies instead of reviewing all of them.
- No drinking.
- No driving, although students may enroll a driver education program.
- Student must enroll in English and a US history or government class.
- It's best to try to limit contact with natural parents and homeland to a reasonable amount to help the student adjust. Remember that communication also includes e-mail.
- Natural parents, other relatives, and friends may not visit without the agreement of the host family. No visits are allowed until the end of the program.

Refer them to the rules and policies section of their host family and student handbook for more information.
Calendar of Events

While you have all your host families gathered for the orientation, it is a great time to make plans for the year. Have the school calendar available for review. You should think ahead of activities that you feel would be exciting for your students (See “Your Role as a LC” section for recommendations). Briefly review these ideas with your host families and then ask for suggestions. After listening to all suggestions, ask for volunteers to plan and or host events and activities. If you have a large group, families may want to team up to work together. Prepare a sign up sheet in advance that you may pass around for volunteers. This is also a great time to discuss if fund-raisers will be required for any major field trips. If so, ask for assistance in coordinating and carrying out specific tasks. Remember, these activities will truly be the high lights of the year for the students. It will also give host families a fresh and different perspective on how they view American holidays, special events and typical activities.

Wrap-up (Q & A)

Points to cover

• Answer questions.

• Confirm dates for calendar of events.

• Hand out a group address/phone/e-mail list. Encourage families to use each other as resources.

• Ask families to complete an evaluation and sign the attendance sheet. Host Family signatures are required.

• Ask whether families feel more comfortable about the host experience than they did a few hours ago.

• Thank the families for coming. Acknowledge the time they’ve given.

• Tell families the official orientation is over, but that they are still welcome to stay an additional 10 to 15 minutes if they’d like to talk informally with you or with each other.

Materials

• Handouts: Group Information Sheet, Evaluations, Attendance Sheet
Student Orientation

AYA students receive both a pre-departure orientation in their home country and an arrival orientation in the U.S. Pre-departure information is provided by the AYA partner abroad through group or individual meetings. This information advises program participants about cultural shock and about their responsibilities as exchange student ambassadors from their homelands. It also encourages them to adopt realistic expectations about their year in the US and to set personal goals for this unique learning opportunity.

Arrival orientation is conducted either at a group welcome orientation provided by AYA or at a student orientation, conducted by the Local Coordinator within two weeks after the student’s arrival in the host community. If a student flies directly to the host community, it is a requirement of AYA for the Local Coordinator to provide this orientation. A Local Coordinator will be compensated for conducting a student orientation when required. However, AYA encourages Local Coordinators to include all students in the local student orientation. Approximately 40% of the students attend the group orientation at the welcome program and about 60% of the students are required to go through the orientation in their local communities provided by their Local Coordinators. The AYA National Office will notify the Local Coordinator if they are required to provide an orientation to any of their students. Seasoned Local Coordinators advise this local student orientation is a great opportunity to bond with your students and share local information about the community and schools. It also gives you the chance to reiterate the program rules and answer any questions they may have now that they have arrived in their new home town.

Just as with the host family orientation, the student orientation is your best opportunity to build reasonable expectations and excitement among your students. The foundation you build at student orientation will help you prevent many common adjustment problems.

Once again, we have provided you with the tools and paperwork needed for a successful and enjoyable student orientation. These steps below are simply suggestions we have outlined. Please feel free to structure your orientation to whatever works best for your students. You may utilize the intranet for additional resources such as a power point presentation or utilize the chart to guide you through the orientation.
Student Orientation Outline

Note: Please refer to Student Handbook for information on all the above topics. This orientation can be very informative but it can also be fun and entertaining. Include as much local information for students as possible during the orientation.
Expectations
Realistic or Unrealistic

American Host Families
* House rules
* Meals
* Chores
* Activities
  * Expectation Worksheet
    HOW TO....

American High Schools
* Course Selection/Schedule
* Grade Assignment
* Transportation
* Extra - curricular activities
  - Sports, Band, Clubs, Prom, etc.
* Graduation

Local Coordinator’s Role
* Select host families and students
* Enroll students in High School
* Supervise & support students
* Submit reports
* Provide emergency assistance
* Coordinate activities
* Oversee Cultural Activity Fund
Rules & Regs

* Basic AYA Rules
* Family Rules
* U.S. Department of State program regulations

Line of COMMUNICATION

Emergency Procedures

* Seek Medical Treatment
* Contact HF & LC
* Contact AYA if you can't reach your local support 1-800-322-4678
* Insurance

Budget

* Personal Funds
* Cultural Activity Funds

Volunteerism & Special Opportunities

* Take Part in Cultural Activities
* Conduct Presentations about your Country
* Participate in AYA contests activities
* Volunteer when possible
Make memories that last a lifetime!