

SUTHERLAND SHIRE – CHUO JAPAN SISTER CITIES STUDENT CULTURAL EXCHANGE INFORMATION BOOKLET & APPLICATION PACKAGE



Thank you for your interest in the Sister City Cultural exchange program to Japan. This booklet aims to recap and summarise the information on the website before you start with the Application documents.

There are a few forms in the Application to Travel Package! Please don't let that put you off in any way! As a program taking students overseas we do need many permission forms and signatures on agreements. It is for your safety and security.

There are pages of information here as well. We hope it will provide a better understanding of the Program and what it would mean to be selected as an Ambassador representing Sutherland Shire on this fantastic trip to Japan.

If you have any concerns about the documents please call the Outgoing Co-ordinator on the number you can find [HERE](#)

[Please remember applications will close 9:00pm June 1ST](#)

Good luck with your application!

WHAT IS THE PROGRAM ALL ABOUT?

The Sutherland Shire - Chuo City Sister City Student Program aims to reconnect students with their own community as well as fostering understanding and friendship between Sutherland Shire and our Sister City of Chuo-ku. It offers participants the opportunity to not settle for visiting like a tourist but instead to be part of the life and culture of Chuo-ku, Tokyo and Japan.

Students who are selected to participate in the program will be representing not only themselves, their family and their school, but the Sutherland Shire and Australia as Young Ambassadors. The program is a lot of fun, and you will see many exciting places and sights, however the program as a Sister City Cultural Exchange involves not only engagement with your own community and the community of Chuo City, Tokyo but a responsibility to do so with personal integrity, cultural sensitivity, social awareness and community participation.

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides students with the opportunity to meet people from other lands and to experience their cultures.

.....and we DO still have lots of fun!



ELIGIBILITY CRITERIA

The eligibility criteria for student participation are that applicants must be:

- A student enrolled in Year 7 - Year 11 at any high school within the Sutherland Shire Local

Government Area at the closing date for applications and/or

- A student enrolled in Year 7 - Year 11 at any High School and who is resident in the Sutherland Shire Local Government Area at the closing date for applications and/or
- A student enrolled in Year 7 - Year 11 at any High School and can demonstrate a significant link with the Sutherland Shire Local Government Area at the closing date for applications

APPLICATIONS

The last day for submitting application documents for the 2018 Sutherland Shire – Chuo Japan Sister City Student Exchange program to Japan is

9:00pm on 1ST June 2019

Please note it may be necessary to close applications earlier due to airline requirements

The selection process will be completed on or before June 15.

The successful students will visit Japan in late September/October, incorporating the last 3 days of Term 3 and the school holidays.

The application form is:

- To provide information about the applicant. It is important that this part of the application is completed in its entirety.
- To provide School referee details with copies of school reports
- To give the selection panel an insight to the applicant's reasons for applying for the Sister City cultural exchange to Japan. This information (if the application is successful) will be forwarded to Chuo-ku, Japan.

After receipt of applications, the applicants and their parents will be contacted by email or telephone to arrange interview times.

SELECTION PROCESS:

After submitting application documents and receiving our email we ask that the applicant please call the Outgoing Co-ordinator for a chat about the program.

THE INTERVIEW: At the interview the selection panel will ask the student questions covering various aspects of local and national interest, cultural awareness and reactions to situations.

CRITERIA: When selecting participants, the selection panel will consider the student's application form, telephone conversation, references/reports, personal appearance, initiative demonstrated in the application process, their interview and group get-together if applicable. As Parental involvement and attitudes are also vital to the success of the program an Association member will also interview attending parents at the same time as the student interview. The parent interview will also be taken into consideration in the selection process.

School referees may be contacted before or after the interview.

IMPORTANT FOR PARENTS:

PARENT INVOLVEMENT: It is essential that parents are aware of important information issued at each of the following events:

- 1) An Information evening on a date to be advised
- 2) The interview at Sutherland Shire Council
- 3) 2 further Parent Information sessions as the preparation progresses (dates to be advised)

For this reason it is expected that at least one parent attends each of these meetings. It is a very large responsibility sending students overseas and parents must play an active role in seeking accurate information about the program.

LEGAL ASPECTS: Sutherland Shire – Chuo Japan Sister City Association Inc. will require the parents' and student's acceptance of the Conduct Contract, and Parents' acceptance of the Indemnity Form. By signing these agreements parents and applicants are agreeing to a full participation in the program and that they understand all instructions relating to acceptable behaviour and requirements whilst participating in the Program.

PREPARATION FOR THE VISIT TO JAPAN:

Between 5 and 12 students will be selected to visit Japan for 16-18 days around the NSW school holidays at the end of Term 3. The dates will depend upon the availability of airline tickets. Dates will be advised to successful students and families as soon as possible.

The Sutherland Sister City Association Inc. will be responsible for the booking of airline tickets and families will be advised when their balance payments are due. Owing to current booking arrangements with the airline, fares have often had to be paid quickly to secure the booking. For this reason, once a student is selected:

1. a copy of his/her passport must be provided so that names can be accurately entered on the booking form *(if you don't have a passport we will need full name as is shown on your birth Certificate)*
2. a \$1500 initial payment will be required within 7 days of acceptance into the program *(depending on ticketing rules and cost of tickets part or all of this will be non-refundable)*
3. the remainder of the costs will be payable in 2 instalments approximately 4 weeks apart.

Flights will be booked with a reputable airline, depending on cost and availability at the time of the flights.

Travel Insurance must be organised by families and a copy of the Cover supplied to the Escorts.

The approximate cost of the 2018 trip is expected to be in the vicinity of AUD \$2800 - \$3000.

Students must also meet their own incidental costs for their visit to Japan. These costs may include: cost of Sister City uniform, costs of passport, gifts for host families, a few lunches while traveling in Japan, excess baggage, gifts/souvenirs to bring home and pocket money.

PASSPORTS: To enter Japan, students will require a passport that is valid for six months after their arrival date in Japan. Any student not holding a valid passport should apply for one as soon as possible after their selection. Any students not travelling on an Australian passport or unsure about their passport validity should contact the Out-going co-ordinator [HERE](#)

CULTURAL PREPARATION CLASSES: All students accepted into the student program are required to attend a series of Preparation classes about Chuo-ku and Japan. These classes are held one weekday afternoon and either Saturday or Sunday afternoons (negotiable with the group), for 6 weeks prior to departure. Class times may interfere with other commitments of the students and each family should make arrangements to minimise absences. The aim of these information sessions is to prepare the students for visiting and living in Japan so that they may gain an understanding and respect for the Japanese culture and lifestyle.

The sessions will inform the students about the everyday lifestyle of Japan such as food, household arrangements, bathroom facilities and most importantly the difference between Australian and Japanese culture. What we consider to be acceptable in Australia may not be

considered acceptable in Japan.

These sessions will also ensure that the students are prepared to undertake their role as young ambassadors of Sutherland Shire. Therefore it is important that the students know about their city and their country in order to answer questions which may be asked during their visit.

Only one more page of information before you can download the Application Forms!!

EXTRAS

GIFTS: It is a normal protocol for students to follow Japanese custom and take a gift for each member of the host family. Host family's information will be provided once available. Students will be given some material provided by Sutherland Shire Council, which may be used towards a gift.

INCIDENTALS: Chuo City normally pays for entry and travel fees for students during activities organised by Chuo City. However students are expected to pay for their own incidental expenses, such as snacks and souvenirs at these events.

EXCESS BAGGAGE: If students depart Japan with excess baggage it is important to have enough money (in Japanese currency) to pay for any extra charges. The current cost of extra baggage from Japan is approximately US\$30 – US\$75 per kg or part kilo or US\$240 for one extra piece of luggage.

CLOTHING STANDARDS

This is always a big issue for participating students and sometimes it has been difficult for some parents to understand why the program has clothing rules.

One noticeable difference between Australia and Japan is their acceptable dress code for young teenagers. Australians are inclined to wear casual dress unless formal events are specified. However the reverse is more common in Japan.

More information will be given to successful applicants, however parents and students are required to at all times accept and follow the advice and requirements for culturally appropriate clothing for the trip to Japan as specified Sutherland Shire – Chuo Japan Sister City Association Inc.

At various official functions both before departure and in Tokyo, Mayors and Civic Officials will be present and full school uniform is to be worn (a detailed explanation will be provided for successful applicants). ***IF YOUR SCHOOL DOESN'T HAVE A UNIFORM this doesn't mean you can't apply.*** Please contact the Outgoing Co-ordinator and together we can work out a solution. The contact number can be found [HERE](#). At all other times the students are together the Sutherland Shire – Chuo Sister City uniform of Sister City polo shirt and black trousers or shorts (school style trousers /long length shorts) will be worn. The organisers supply the uniform polo shirts (second hand). If families prefer they can purchase new shirts (at additional cost). If families elect to purchase new shirts the Association will organise this from our supplier.

As mentioned above it is necessary for successful students to understand the importance of attending preparation classes and information sessions prior to their departure. The people of

Japan will see the students not just as tourists but as Ambassadors for both Sutherland Shire and Australia. These classes will greatly assist the students - and families - to understand the Japanese culture in depth. Students will also gain a greater understanding of acceptable behaviour and clothing and ways of interacting with the Japanese in order to avoid embarrassing their hosts. What is acceptable in Australia is often not acceptable in Japan.

PHONE & INTERNET USAGE:

There are a few rules to follow on the program regarding Internet and internet devices. These will be explained more fully during the interview process.

Last page coming up!!

FINALLY

We hope you will continue with your interest in this program and submit your application documents. Past students have praised the program as not only a wonderful cultural and educational experience but a great time as well! They have loved their homestay experience and being at school. It is amazing to become an honorary member of a Japanese family and most students maintain their links with their host families for many years after returning home.

This is a wonderful opportunity. We look forward to hearing from you

Download Application Documentation Package [HERE](#)



Please return by email to: sutherland.chuo@gmail.com

APPLICATION STUDENT VISIT TO CHUO CITY – JAPAN

SURNAME: _____ GIVEN NAMES _____

ADDRESS: _____ SUBURB: _____

POSTCODE: _____ PHONE _____ MOBILE: _____

SCHOOL _____ YEAR _____

E-MAIL STUDENT _____

E-MAIL -PARENTS _____

AGE: _____ DATE OF BIRTH: _____ COUNTRY OF BIRTH: _____

I LIVE WITH : MOTHER FATHER LEGAL GUARDIAN

FATHER/GUARDIAN SURNAME: _____

GIVEN NAME: _____ BUSINESS PHONE: _____

OCCUPATION AND EMPLOYER: _____

MOTHER/GUARDIAN SURNAME: _____

GIVEN NAME: _____ BUSINESS PHONE: _____

OCCUPATION AND EMPLOYER: _____

SIBLINGS NAMES AND AGES: _____

.....
REFERENCE

PLEASE ASK THE PRINCIPAL OR HEAD TEACHER TO COMPLETE THE FOLLOWING:

I RECOMMEND _____ FOR SELECTION TO PARTICIPATE IN
THE SUTHERLAND – CHUO STUDENT PROGRAM TO TRAVEL TO JAPAN IN SEPTEMBER /
OCTOBER

COMMENT _____

SIGNED: _____ SUBJECT AREA _____

HEALTH INFORMATION:

DO YOU HAVE ANY DIETARY RESTRICTIONS? _____

DO YOU SUFFER ANY ALLERGIES? _____

ARE YOU CURRENTLY TAKING OR HAVE YOU TAKEN IN THE PAST 6 MONTHS ANY ORAL OR INJECTED MEDICATION?

IS THERE ANY LIMITATION ON YOUR HEALTH OR ANY MEDICAL INFORMATION NOT MENTIONED ABOVE OF WHICH WE SHOULD BE AWARE IN CONSIDERING YOUR APPLICATION?

PLEASE NOTE IF ACCEPTED A MORE DETAILED HEALTH FORM WILL FOLLOW

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PLEASE SUBMIT THIS APPLICATION WITH REQUIRED ATTACHMENTS

- 1. COPY OF MOST RECENT SCHOOL REPORT
- 2. TWO PASSPORT SIZED PHOTOS (APPLICANT) + **RECENT FAMILY PHOTO**
- 3. SEPARATE PERSONAL STATEMENT INCLUDING THE FOLLOWING INFORMATION:
 - I. Describe your personality, sense of humour and relationships with others.
 - II. What are your interests, activities and hobbies?
 - III. What are your expectations regarding participation in this program?

.....

BY SIGNING THIS DOCUMENT WE THE UNDERSIGNED WISH TO APPLY FOR THE CANDIDATE TO PARTICIPATE AND AGREE TO ABIDE BY THE DECISION OF THE SUTHERLAND SHIRE – CHUO CITY SISTER CITY ASSOCIATION INC. REGARDING SELECTION.

IN SIGNING THIS DOCUMENT WE THE UNDERSIGNED ALSO AGREE SHOULD THE CANDIDATE BE SELECTED TO TRAVEL TO JAPAN THE CANDIDATE AND WE AS HIS/HER PARENTS/GUARDIANS WILL ABIDE BY THE CONDITIONS AND GUIDELINES OF THE PROGRAM AS ADVISED BY THE SUTHERLAND SHIRE – CHUO JAPAN SISTER CITY ASSOC. INC. AND/OR ITS REPRESENTATIVES.

Printed Name + Signature of Parent/Guardian- Mother

Printed Name + Signature of Parent/Guardian- Father

Printed Name + Signature of Applicant

Date

STUDENT PERSONAL DETAILS

FOR YOUR HOST FAMILY

FAMILY NAME	GIVEN NAME	DATE OF BIRTH

ADDRESS

Family Email: _____ Phone: _____

FAMILY	NAME	AGE	INTERESTS / HOBBIES
MOTHER			
FATHER			
SIBLING			
SIBLING			
SIBLING			

SCHOOL GRADE

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FAVOURITE SUBJECTS

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HOBBIES / INTERESTS / SPORTS

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PLANS FOR THE FUTURE

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WHY I WANT TO GO TO JAPAN

--

FOOD I LIKE		I DON'T LIKE	

MEDICAL CONDITIONS / ALLERGIES

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HELLO (a short note to your host family)

Sutherland Shire – Chuo City Sister City
Association Inc.

PHOTOGRAPHS AND IMAGES AGREEMENT

“Photographs and images” includes still and movie film photography, video, audio and digital recordings and footage.

Sutherland Shire – Chuo City Sister City Association Incorporated – herein known as The Association - has an ongoing promotional program which includes publicising and developing public awareness of The Association and its programs and activities. From time to time, as part of that promotional program, photographs and images may be taken of participants, including individual members. Such photographs and images may be taken by members of The Association and by related 3rd parties, including parents and other persons associated with The Association, or other authorised 3rd parties both within Australia and overseas.

When you and your child agree to participate in activities and programs of The Association you agree that you have no claim in copyright to, or claim to monetary compensation for, such photographs and images and that The Association retains the right to publish any such photographs and images for promotion, whether internally or externally, and to provide such photographs and images for use in newspapers, publications and on appropriate websites or other media including for the purposes of advertising and commercial purposes. You also consent to The Association using those photographs and images for any such appropriate purpose without the need for any further permission or consent from you.

The release of such photographs and images may include dates and some information about the activity.

This policy shall apply with the exception that any participant, being an adult or with the written authorisation of their parent or guardian, not wishing their name included with such photograph and images, shall notify The Association in writing. In such case The Association will take all reasonable steps to ensure that such information is not included with any photographs and images that are released.

UNIFORM POLICY

At various functions before departing Sutherland Shire, functions in Japan and whilst attending school in Japan the participants will be required to wear full school uniform. *If your school does not have a uniform please contact the Organisers who will assist in workout out an alternative.* At all other times the group is traveling together participants will wear the Student Program uniform of Sister Cities monogrammed polo shirt, black school style trousers or black shorts (long line style).

Participants will also be required to follow Program guidelines for appropriate casual clothing while staying with host families. This is to ensure participants are at all times respecting the cultural mores of Japanese society, especially those applicable to Junior High School students in Japan.

Guidelines and a packing list will be supplied by the organising Committee should the applicant be accepted to travel to Japan.

SUTHERLAND – CHUO SISTER CITY VISIT TO JAPAN

INDEMNITY FORM

I accept and understand my son/daughter/ward has submitted an application to participate in the Sutherland Shire - Chuo Japan Sister City Association Incorporated student visit to Japan 201.....

Should my son/daughter/ward be accepted to participate in the visit to Japan I also understand and accept the following:

This program has been organised by the Sutherland – Chuo Sister City Association Incorporated (from here-on referred to as “The Association”) and the Chuo City Board of Education and their representatives.

The Association and it's members will organise preparation classes for my son/daughter/ward and information meetings for parents. I, as Parent/Guardian, and my son/daughter/ward will abide by all program requirements, rules, regulations, directives as advised by Sutherland Shire–Chuo Japan Sister City Association Inc. and it's representatives regarding but not limited to preparation, activities, appropriate behaviour and clothing for the program.

The students will depart from Sydney on either Wednesday 26 or Thursday 27 September and return on Thursday 11 October, Friday 12 October or Saturday 13 October.

At various times my child will reside in traditional Japanese accommodations that may include steep staircases and will involve my child in using cooking equipment, privately owned traditional minshuku (privately run boutique accommodation), hostel style accommodations, in other accommodation as arranged by the Chuo City Board of Education and in a home-stay situation. He/she will be hosted by parents of Japanese children, will attend school and participate in activities organised by the host family, school and the Chuo City Board of Education and the Sutherland – Chuo Sister City Association Inc.

My child may be involved in organised activities whilst in Japan which MAY include but not be limited to water activities in freshwater river, public beach, public or school swimming pool, bike-riding on private and/or public roads, harvesting of rice with hand-held scythes, harvesting other crops, cooking over open fire, travel on public transport trains and buses, travel in private vehicles owned and operated by participants in the Student program and/or tour and activity operators, bathing at public bath-houses (should my child choose to participate), introductory martial arts, drumming activities involving very loud noise, pottery class involving contact with clays, guided walking in semi-remote areas, school PE, cultural and/or sporting activities.

Two or three members of the Association Inc. will accompany the students.

Prior to departure, the Association reserves the right to exclude any student whose behaviour, or the behaviour of his/her parents/guardians is considered unacceptable or who refuses, or whose parent/guardian refuses to follow program rules and/or guidelines as advised by the Association and/or its representatives and/or lawful requests from the Association.

During the term of the visit to Japan the Association members accompanying the students have the right to reasonable lawful discipline and if necessary exclude the student from relevant activities and in the event of the need for further disciplinary action, return the student to Australia at parent/guardian expense.

INDEMNITY DECLARATION:

I the undersigned agree to follow and ensure my son/daughter/ward follows all guidelines for the program including but not limited to activities, behaviour and clothing as advised by Sutherland Shire – Chuo Japan Sister City Association Inc and it's representatives.

I the undersigned do release all members of the Sutherland – Chuo Sister City Association Inc., including those members accompanying my child on the said trip from any legal liability and responsibility of property connected with the participation of my son/daughter/ward in the said trip and including all activities associated with the program in Australia.

I agree to indemnify and otherwise hold blameless all members of the Sutherland – Chuo Sister City Association Inc. from all and any causes of action, whether for loss, injury, costs, damages or compensation arising at common law or under statute which may arise as a result of my child's/ward's preparation for and participation in the said trip.

This waiver, release and discharge shall operate separately in favour of all persons involved and otherwise engaged in organising the said trip and includes but is not limited to the Sutherland – Chuo Sister City Association Inc. and so shall operate whether or not the loss, injury or damage is attributes to the act or neglect of one or more of them.

I consent to my son/daughter/ward participating in the said trip in September/October 201... and in consideration of and as a condition of acceptance I hereby waive any claim, right or cause of action arising from loss of life, injury, damage or loss of any description whatsoever which may be suffered or sustained as a result of his/her participation in the said trip.

MEDICAL

To the best of my knowledge my child has no medical condition, physical disability or injury which may put him/her at risk whilst preparing for and participating in the said trip and I give my permission for my child to receive emergency or necessary medical treatment should the need arise.

I have read and fully understand the contents of this two page document.

Dated this _____ day of _____ 201....

FATHER / GUARDIAN (Please print then sign name)

MOTHER / GUARDIAN (Please print then sign name)

WITNESS (not related to the above signatories) (Please print then sign name)

WITNESS ADDRESS + PHONE CONTACT:

ABOVE SIGNATORIES IDENTITY CONFIRMED:

N.B. The witness must be able to confirm signatories identity either by years of prior knowledge of the person or by checking identification documents. Please state how you have identified the above signatories.

APPLICATION CHECKLIST:

READ APPLICATION PART 1

COMPLETED APPLICATION FORM

SCHOOL PRINCIPAL OR HEAD TEACHER SIGNED APP FORM

COPY OF MOST RECENT SCHOOL REPORT ATTACHED

TWO PASSPORT SIZED PHOTOS (APPLICANT) ATTACHED

ONE RECENT FAMILY PHOTO ATTACHED

PERSONAL STATEMENT INCLUDING THE FOLLOWING INFORMATION ATTACHED:

1. Describe your personality, sense of humour and relationships with others.
2. What are your interests, activities and hobbies?
3. What are your expectations regarding participation in this program?

READ PHOTOGRAPHS AND IMAGES AGREEMENT AND UNIFORM POLICY

READ INDEMNITY FORM

SIGNED AND WITNESSED INDEMNITY DECLARATION ATTACHED