

**2007 “Our Dreams Take Flight” 5<sup>th</sup> Grade Cultural Exchange to Japan  
Chaperone Application**

**Sponsored by Oya No Kai, Inc.**

**Expected travel dates: mid June, 2007 – early July, 2007**

Thank you for your interest in participating in the Oya No Kai, Inc. (ONK) 5<sup>th</sup> Grade Cultural Exchange to Japan (Cultural Exchange) as a volunteer chaperone. Chaperones are critical to the overall success of the Cultural Exchange as their primary role is to ensure the health, safety, and welfare of the student participants.

Only parents or legal guardians of students who are enrolled in the Portland Public School’s Japanese Magnet Program (JMP) may be chaperones. While ONK appreciates your interest, the number of chaperones needed is limited. As a result, not all applicants will be accepted as chaperones. After reviewing all of the applications, ONK will select and notify the chaperones for the 2007 Cultural Exchange.

Applicants must note that chaperones are fully responsible for all of their trip costs and expenses associated with the Cultural Exchange. Neither ONK nor Portland Public Schools will contribute financially to the chaperones in any way. In addition, it is ONK policy that scholarship recipients may not be chaperones and may not extend their Exchange.

**To apply, please return the following by October 5, 2006:**

- **Chaperone Registration Form (Attachment 1)**
- **Personal Statement of Interest (Attachment 2)**
- **Release Agreement (Attachment 3)**
- **Letter of Intent (Attachment 4)**
- **Extra Expense Agreement (Attachment 5)**
- **a \$500 trip deposit payable to “Oya No Kai, Inc.” (deposit will be returned if not selected)**

**Also, please put your initials on each page.**

**Please mail your completed application to Liz Evans at Oya No Kai, Inc., P.O. Box 14392, Portland, OR 97293.**

**Applications must be postmarked by October 5, 2006.**

Portland Public Schools (PPS) does not fund, sponsor, or endorse this Cultural Exchange. PPS is not responsible for conducting or supervising this Cultural Exchange. PPS employees who choose to participate in this Cultural Exchange are not acting in their capacity as PPS employees and do so at their own risk. Persons participating in this Cultural Exchange do so at their own risk. Oya No Kai, Inc., does not discriminate on the basis of race, age, marital status, sex, disability, sexual orientation, or national origin.

**Attachment 1**  
**2007 “Our Dreams Take Flight” 5th Grade Cultural Exchange**  
**Chaperone Registration Form**  
Sponsored by Oya No Kai, Inc.

Full Name: \_\_\_\_\_

Over 21?:  Yes  No

Address: \_\_\_\_\_

Gender:  Male  Female

Name of child(ren) enrolled in JMP: \_\_\_\_\_

Home Tel.: ( ) \_\_\_\_\_ Work Tel: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Name in the U.S in case of emergency: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Do you have a passport that will be valid during the entire period of stay in Japan?

Yes  No  Other (explain on separate attachment)

Do you speak Japanese:  fluently  well  fair  not at all  currently taking classes

- I understand that I am voluntarily applying to participate in Oya No Kai, Inc.'s 2007 5<sup>th</sup> Grade Cultural Exchange to Japan as a chaperone without compensation.
- I understand that the number of chaperone positions is limited and that the selection of chaperones by the Board of Directors of Oya No Kai, Inc., is final.
- I understand that if I am selected as a chaperone, I must complete or submit additional information, forms, trip payments and attend required meetings and other chaperone activities.
- I understand that if I am selected as a chaperone, I or the Board of Directors of Oya No Kai, Inc., may revoke my status as a chaperone at any time. In such a case, I understand that my deposit will be refunded to me minus any costs already incurred on my behalf for the Exchange, such as airline tickets.
- I authorize Oya No Kai, Inc., to conduct a criminal background search of my records and authorize any service provider it uses to provide the information obtained from a criminal records search to Oya No Kai, Inc.

**I have read the preceding statements and understand and agree to them.**

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**Signature**

**Date**

**Attachment 2**  
**2007 “Our Dreams Take Flight” 5th Grade Cultural Exchange**  
**Personal Statement of Interest**  
Sponsored by Oya No Kai, Inc.

A chaperone’s primary duty is the health, safety, and welfare of the students he or she is assigned, which is approximately 4 to 5 students. A chaperone must be willing to follow and enforce rules related to the Cultural Exchange (see Attachment 3) and to accept the Trip Director’s authority. Additionally, excellent chaperones should have at least the following attributes.

- a positive attitude
- an ability to be flexible and deal with limited choices
- excellent problem solving skills
- be in good health; sensitive to cross-cultural issues
- an ability to communicate clearly with children and adults
- ability to handle stressful situations
- a willingness to fully participate in Cultural Exchange preparations

On a separate sheet(s) of paper, please describe your background and experience that demonstrate you have the above qualities. Also, please include any personal and professional background information that would be of additional value to the Cultural Exchange, such as medical training or certification, teaching experience, work with youth groups, overseas travel experiences, interests, family-stay experiences, etc.

**Attachment 3**  
**2007 “Our Dreams Take Flight” 5th Grade Cultural Exchange**  
Sponsored by Oya No Kai, Inc.

**RELEASE OF LIABILITY, WAIVER OF CLAIM,  
COVENANT NOT TO SUE, VOLUNTARY ASSUMPTION OF RISK, AND  
INDEMNIFICATION AGREEMENT**  
**(“RELEASE AGREEMENT”)**

In consideration of my participation in Oya No Kai, Inc.’s 2007 5<sup>th</sup> Grade Cultural Exchange to Japan (“Cultural Exchange”), I, for my spouse, my heirs, assigns, executors, administrators, and personal representatives, hereby agree to the following terms and conditions:

1. Release, waive, and discharge Oya No Kai, Inc., Portland Public Schools, any respective directors, officers, employees, members, representatives, agents, affiliates, independent contractors, volunteers, and all others involved with cultural exchange (collective referred to as “Releasees”) from any and all claims I may have at any time, now or in the future, for any and all claims, demands, losses, or damages on account of personal injury, sickness, property damage, death or any other loss that I may sustain, resulting directly or indirectly from my participation in the Cultural Exchange, caused or alleged to be caused in whole or in part by the negligence, breach of contract or other act, conduct or status of any of the Releasees.
2. Covenant not to sue Releasees for any personal injury, sickness, property damage, or any other loss that I may sustain arising out of or in any way related to my participation in the Cultural Exchange.
3. I hereby certify that I am in normal health and capable of safe participation in the 5th Grade Cultural Exchange, which is sponsored by Oya No Kai, Inc. I know that such activity may involve risks and that I may be injured as a result of the activity and/or as the result of the negligence of others participating in the trip. I assume all risks and hazards incidental to the conduct of this Cultural Exchange and for the transportation in regard to this Cultural Exchange.
4. I acknowledge and understand that there are inherent dangers in traveling overseas and participating in the Cultural Exchange, and that I may be exposed to risks of severe social and economic losses, and physical and mental dangers, including, but not limited to, inadequate or defective equipment; negligence of the Releasees; foreign, political, legal, social, transportation, health and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical facilities and providers; local weather conditions; diseases, allergic reactions, cuts, fractures, loss of vision, seizures, strains, permanent disability, mental trauma, and death. Further, that there may be other risks not known or not reasonably foreseeable at this time. I fully and voluntarily assume any and all risks of physical, mental, social, and economic injury associated with participation in the Cultural Exchange.

Portland Public Schools (PPS) does not fund, sponsor, or endorse this Cultural Exchange. PPS is not responsible for conducting or supervising this Cultural Exchange. PPS employees who choose to participate in this Cultural Exchange are not acting in their capacity as PPS employees and do so at their own risk. Persons participating in this Cultural Exchange do so at their own risk. Oya No Kai, Inc., does not discriminate on the basis of race, age, marital status, sex, disability, sexual orientation, or national origin.

5. I understand that Releasees are not agents of, and have no control over, any third party that may provide any services including food, lodging, travel, homestays, or other goods or services associated with the cultural exchange. I understand that Oya No Kai, Inc., assists with the arrangement of these goods and services only as convenience to the participants. Accordingly, I understand and agree that Releasees accept no responsibility, in whole or in part, for delays, loss, damage, or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging.
6. I understand and agree that my participation in the Cultural Exchange is entirely voluntary and that I, to my knowledge, have no medical or physical condition that would endanger others or myself or would interfere with my ability to participate in the Cultural Exchange.
7. I agree to defend, hold harmless, and indemnify Releasees from and against any and all claims, losses, costs, expense, or damages, including attorneys' fees and court costs, or other loss that may arise, in whole or in part, out of negligent, intentional or other act or omission by me in connection with my participation in the Cultural Exchange.
8. **I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS RELEASE AGREEMENT AND I VOLUNTARILY SIGN THIS RELEASE AGREEMENT.**

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**Signature**

**Date**

**Print Name:** \_\_\_\_\_

**Attachment 4**  
**2007 “Our Dreams Take Flight” 5th Grade Cultural Exchange**  
**Chaperone Letter of Intention**  
**Sponsored by Oya No Kai, Inc.**

Each year since 1995, Oya No Kai, Inc. (ONK) has sponsored a 5<sup>th</sup> Grade Cultural Exchange to Japan for the JMP students who have just completed their 5<sup>th</sup> grade year. Over the years, ONK has built relationships with a number of Japanese schools and locales that help make this Cultural Exchange a successful and positive educational experience. This Cultural Exchange is an extraordinary undertaking requiring many hours of work on the part of every parent. The parent chaperones of this Cultural Exchange play an integral role in making the 5<sup>th</sup> Grade Cultural Exchange a success. It is important to understand that as a chaperone you will need to be totally committed to working with the Planning Committee to prepare for this Cultural Exchange as well as completely committed to putting the students’ interests first.

In order to be a chaperone for the 2007 5<sup>th</sup> Grade Cultural Exchange to Japan, I understand and agree to the following:

- I will ensure that all registration forms and trip deposits are submitted on or before indicated deadlines to Oya No Kai, Inc., P.O. Box 14392, Portland, OR 97293. Failure to comply may result in loss of consideration to be a chaperone.
- I will review all correspondence from the Planning Committee, and reply in a timely manner if requested. I will keep the Planning Committee updated on my current e-mail address, street address, and phone number.
- I agree to no more than two excused absences between October, 2006 and June, 2007 for **mandatory meetings, cultural series meetings, chaperone training meetings, and chaperone meetings**. I will submit a request for an excused absence **in advance and in writing** to the Planning Committee co-chairs. (In case of illness, a phone call or e-mail will suffice.)
- I will be responsible for all information and content of any missed meeting.
- I agree to learn, follow and enforce behavioral and other rules established by ONK and the Planning Committee governing the 5<sup>th</sup> Grade Cultural Exchange. (see Attachment 3)
- I agree to work cooperatively with other chaperones to supervise **ALL** students on the Cultural Exchange.
- I agree to refrain from use of alcohol while supervising students and to refrain completely from unlawful drugs while traveling to and from Japan and during the entire period of the Cultural Exchange in Japan. It is expected that alcohol consumption will be on the scale of “social” drinking at most.

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- I agree that student participants in the Cultural Exchange have the right to expect that information about them will be kept confidential by all volunteer chaperones. Accordingly, except for a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, I agree to not to disclose any confidential information about a student, other than to the Trip Director if it is relevant to the student's educational growth, safety, or well being.
- I understand that homestays in Japan are an important factor to minimize the costs of the Cultural Exchange. If selected as a chaperone, I understand that I will be asked to reciprocate by hosting visitors from Japan for homestays in Portland.
- I understand that participants in the Cultural Exchange are goodwill ambassadors for our community, including Richmond Elementary School, Portland Public Schools, the City of Portland, the State of Oregon and the United States of America. Accordingly, I will act in a positive and polite way while participating in the Cultural Exchange.

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**Signature**

**Date**

**Print Name:** \_\_\_\_\_

**Attachment 5**  
**2007 “Our Dreams Take Flight” 5th Grade Cultural Exchange**  
**EXTRA EXPENSE AGREEMENT - CHAPERONES**  
**Sponsored by Oya No Kai, Inc.**

In the unlikely event that emergency medical or other extraordinary expenses are incurred on my behalf, I guarantee that I will reimburse Oya No Kai, Inc., immediately upon return to Portland, Oregon, of any monies paid on my behalf.

Chaperone's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attachment 6**  
**2007 “Our Dreams Take Flight” 5th Grade Cultural Exchange to Japan**  
**Student Expectations and Discipline**  
**Sponsored by Oya No Kai, Inc.**

**A. RULES**

1. Stay with your group. Students must be within 10 feet of the group and ready to participate in activities at all times.
2. Do not interrupt, disrupt or unnecessarily question any adult or student that is presenting information to the group (this includes bus drivers & guides).
3. Aircraft, busses, home stay rooms, hotel rooms & public places must be left neatly; no littering.
4. Being out of your hotel room will not be tolerated. Telephones are to be used only to call a chaperone or in case of emergency.
5. Never leave the hotel/host family/school without permission.
6. Electronic Games such as Game Boy or Walkman are to be used on the airplane only unless approved by a chaperone. During the rest of the trip they must remain packed away in suitcases.
7. Fighting is not acceptable and will not be tolerated.
8. Swearing/name calling/teasing/back talking is not acceptable and will not be tolerated.  
**TREAT EVERYONE WITH RESPECT.**
9. Vandalism of any private or public property will not be tolerated.
10. Theft of any public, private or personal items or money will not be tolerated.
11. Do not carry or use cigarettes, alcohol or inappropriate reading material.
12. Be gracious and respectful of all home stay families. Do not make inappropriate requests regarding meals, presents or trips.

**B. PENALTIES**

**Students who break any of the above rules are subject to the following penalties at the discretion of the Trip Director and/or Chaperones. Some rules are so serious that a student could be immediately sent home.**

1. Sitting with an adult on the bus or at mealtimes
2. Being removed from your group
3. Missing a planned activity or activities
4. Calling parents collect to work out a situation
5. Being sent home at parent's expense