

2008 Chaperone & Cultural Series Meeting Schedule

<u>Day/Date</u>	<u>Time</u>	<u>Location</u>	<u>Meeting Information</u>
Sunday March 16, 2008	4 - 5:45 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Chaperone Meeting --> Review and discuss chaperone manual --> Present chaperone groups and home-stay pairings --> Present final itinerary
Sunday April 6, 2008	4 - 5:45 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Cultural Series Meeting --> What to take --> Omiyage --> Rules, Expectations and Consequences/Sign Student Contract
Sunday April 13, 2008	4 - 5:45 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Cultural Series Meeting --> Japanese bath and toilet --> Table manners --> Performance practice
Sunday April 20, 2008	4 - 5:45 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Cultural Series Meeting --> Shopping --> Transportation --> Performance practice
Sunday April 27, 2008	4 - 5:45 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Chaperone Meeting --> Chaperone training: --> Discuss specific issues for group --> Conflict resolution --> Hand out vital information binders --> Discuss itinerary --> View DVD of past trip
Sunday May 18, 2008	4 - 5:45 PM 5:45 - 6:30 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Cultural Series Meeting --> Travel and security --> Homestay --> Performance practice Chaperone Meeting --> Currency conversion request forms handed out --> Exchange dollars for yen --> Separate for director, assistant, chaperones and students --> Chaperones fill out extra expense agreement form
Sunday June 1, 2008	4 - 5:45 PM 5:45 - 6:30 PM	Epworth Church 1333 SE 28th Ave Portland, OR 97214	Cultural Series Meeting --> Collect all passports --> Trip rules and expectations --> Itinerary details --> Distribute the following: Yen T-shirts Omiyage packets --> Performance practice Chaperone Meeting --> Final chaperone meeting to hand out money and confirm all information has been received

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