# Tempe Sister Cities



# Professional Educator Exchange Application

"If we are to teach real peace in this world ... we shall have to begin with the children." -- Gandhi

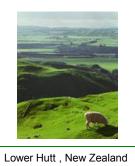
Participation of the following countries varies from year to year

Visit: Regensburg, Germany Lower Hutt, New Zealand

Skopje, Macedonia

and/or \*POSSIBLY \*Trollhättan, Sweden







\*Trollhättan, Sweden

# TEMPE SISTER CITIES PROFESSIONAL EDUCATOR EXCHANGE PROGRAM

≈ WELCOME to an INTERNATIONAL AWARD-WINNING PROGRAM! ≈ (Country participation varies from year to year -- \*TENTATIVE for 2016 is \*Sweden)

# PURPOSE OF THE PROFESSIONAL EDUCATOR EXCHANGE

Previous participants are **NOT** eligible to apply.

The objective of this program is to provide an opportunity for Tempe educators to develop professional educational growth and understanding among the people of **Regensburg**, **Germany**; **Lower Hutt**, **New Zealand**; **Skopje**, **Macedonia**; \*Trollhättan, Sweden, through a family living and school teaching experience. Your family needs to be supportive of your participation and time commitment to this educator exchange. Family is important; however, *this exchange must be a priority to you*. Therefore, it is essential for you to plan ahead for family commitments so you will be available for <u>ALL MANDATORY</u> exchange activities.

This is a professional educator exchange and is **NOT** for independent travel/activities **before or after** the educator exchange. As a participant in the exchange, understand that this program does in no way include a spouse, family member(s), or friend(s) for this foreign travel. Chosen educator ambassadors will be expected to adhere to the educator exchange travel date calendar and will depart and return to the U.S. as a group since your airfare will be paid by the Tempe Sister Cities Corporation.

## **EDUCATOR'S TIME COMMITMENT**

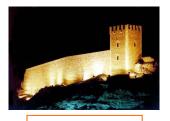
The actual exchange trip for the Tempe educators to Germany, New Zealand, Macedonia, (or \*Sweden), will be 2 to 3 weeks in the summer of 2016 (June/July); however, the travel dates are still to be determined (TBD). They vary each year due to the host countries' schedules. It is **mandatory** that the educators **attend orientation meetings** before the departure date, participate in Sister Cities activities, give talks about the exchange experience after returning, and generally help plan and promote the exchange program. The selected educators must attend these get-togethers **BEFORE** leaving for Germany, New Zealand, Macedonia, (or \*Sweden). This needs to be a **PRIORITY!** Failure to do so will result in altering the final group traveling on the exchange.

## **EDUCATOR RESPONSIBILITY ABROAD**

The Tempe educators will live in the homes of Regensburg, Lower Hutt, Skopje, (or \*Trollhättan) educators and share with their students by teaching prepared lessons or leading class discussions. Educators are expected to be professional and to be cooperative in the family living experience. The educators will participate in **ALL** scheduled activities.

# **EDUCATOR RESPONSIBILITY UPON RETURN**

It is expected that participants will act as gracious hosts to the Regensburg, Lower Hutt, Skopje, (or \*Trollhättan) educators during their visit here. A calendar of activities/events for the visiting educators must be prepared with the help of the Country Liaison, submitted, and approved by Linda Parrish a minimum of three weeks prior to their arrival. They should promote a positive experience for the visiting educators both at school and at home. The anticipated date of the German educators' arrival for their 3-week stay will be approximately March 17/18, 2016; the dates of the New Zealand educators' visits will be tentatively Dec. 26/27, 2016; the Macedonian, (or \*Swedish—2 weeks) in 2016 will be announced when determined by each of their countries if they participate this year. (Check Calendar for more specifics)



Skopje, Macedonia

You may be asked to make a report of your foreign experience to the Tempe Sister Cities Governing Board and to your faculty. You are expected to plan and promote the program for the following year. It is expected that participating educators will become active members of the Tempe Sister Cities Corporation and support and participate in Sister Cities activities and organizations (i.e. Oktoberfest, Hackett House, Youth Exchanges, etc.). Without the Sister Cities organization and the City of Tempe's administrative and the schools' support, there would not be an exchange program. Involvement is essential.

## **COSTS**

Air travel expenses will be paid by the Tempe Sister Cities Corporation. You will provide your own spending money. The families in Regensburg, Lower Hutt, Skopje, (or \*Trollhättan) will provide room and board. Participants will reciprocate in kind when their Regensburg, Lower Hutt, Skopje, (or \*Trollhättan) hosts become our guests here as they did for you while visiting them. Upon selection, participants are **required** to join the Tempe Sister Cities Corporation. A family membership is \$35, due upon selection. Previous participants have experienced out-of-pocket expenses as a part of the reciprocation, which vary depending on activities and group plans. For more information, contact Linda Parrish (<a href="http://www.tempesistercities.org">http://www.tempesistercities.org</a> ⇒ Exchange Programs ⇒ Professional Educator Exchange ⇒ Application) or former educator ambassadors. (See attached Expenses for Educator Exchange estimates and Fellow World Travelers Calendar).

# APPLICATION REQUIREMENTS

Each applicant must

- 1) be a U.S. citizen;
- 2) be employed by an accredited school within the city limits of Tempe;
- 3) have a minimum of three years teaching experience;
- 4) continue employment with their current Tempe district/school for the 2016-2017 school year; and
- 5) be a full-time educator.

### **APPLICATIONS**

Informational posters are located at the Principals' offices of the TUHSD high schools, TD#3 and Kyrene elementary and middle schools, and at the district offices. Other schools will have the posters available in their front office, too. In addition, explanatory fliers are available at all principals/headmasters' offices. Applications can be obtained on the Tempe Sister Cities website (<a href="www.tempesistercities.org">www.tempesistercities.org</a> ⇒ Exchange Programs ⇒ Professional Educator Exchange ⇒ Application). All completed applications must be received by one of the following individuals on or before 4:00 p.m. on Tuesday, January 5, 2016:

Lina Fontaine, Asst. Supt. Ofc., TUHSD District Ofc., 500 W. Guadalupe Rd., Tempe, AZ 85283	480-345-3704
Brittany Franklin, Supt. Ofc, TD#3 Admin. Ctr., 3205 S. Rural Rd., P.O. Box 27708, Tempe, AZ 85282	480-730-7102
Sandy Anderson, KYRENE Educational Services, 8700 S. Kyrene Rd., Tempe, AZ 85284	480-541-1125
Other Schools: ATTN Linda Parrish, TSC HACKETT HOUSE, 95 W. Fourth St., Tempe, AZ 85281	480-967-0029

#### SELECTION PROCESS



All applicants will participate in personal interviews with the selection committee. Selected educator ambassadors will be required to sign a contract of participation and responsibility (Professional Educator Exchange Agreement).

#### **PASSPORTS**

Obtaining a passport in a timely manner prior to departure is the responsibility of the participant.

THE TEMPE SISTER CITIES CORPORATION IS A NON-PROFIT ORGANIZATION



# Fellow World Travelers!



# **CALENDAR - 2015-16**

September 30, 2015 (Wednesday)

January 5, 2016 (Tuesday)

January 13, 2016 (Wednesday) 7:00 - 8:30 p.m.

January 20 – 21 (22, if needed), 2016 (Wednesday & Thursday – Friday, if needed) 3:30 - 6:00 p.m.

February 20, 2016 (Saturday) 10 a.m. – Lunch included

March – April, 2016 (varies with country)

March 17/18 – April 7/8, 2016 (Tentative window for visitors)

June/July 2016 (Tentative travel window) 2-3 weeks

To Be Announced

Dec. 26/27, 2016 - Jan. 16/17, 2017

Applications Available On-line (<a href="http://www.tempesistercities.org">http://www.tempesistercities.org</a> ⇒ Exchange Programs

⇒ Professional Educator Exchange ⇒ Application)

Applications due by 4 p.m.

ATTN: Lina Fontaine Asst. Superintendent's Ofc. TUHSD District Office 500 W. Guadalupe Rd. Tempe, AZ 85283 480-345-3704

ATTN: Sandy Anderson KYRENE Educational Services 8700 S. Kyrene Rd. Tempe, AZ 85284 480-541-1125 ATTN: Brittany Franklin Superintendent's Ofc. TD#3 Admin. Center 3205 S. Rural Rd. P.O. Box 27708 Tempe, AZ 85282 480-730-7102

OTHER SCHOOLS:
ATTN: Linda Parrish
TSC HACKETT HOUSE
95 W. Fourth St.
Tempe, AZ 85281
480-967-0029

Applicant Social Mixer Location TBD (To Be Determined) Linda Parrish will contact applicants

Individual Interviews
Location TBD
Linda Parrish will contact applicants

\*Mandatory General Orientation Meeting
Location TBD

Additional meetings (3-4) w/Country
Liaisons for the selected candidates (TBD)
Group cohesion/camaraderie is built at these
\*Missing these will necessitate delegate's
removal from the Educator Exchange Program

REGENSBURG visits Tempe

# **Tempe Educators visit**

REGENSBURG, Germany, LOWER HUTT, New Zealand, SKOPJE, Macedonia, and \*TROLLHÄTTAN, Sweden, (TBD)

SKOPJE and \*TROLLHÄTTAN visit Tempe

LOWER HUTT visits Tempe









# EXPENSES FOR PROFESSIONALEDUCATOR EXCHANGE PROGRAM

There is a commitment to the program, which is expected of you. With that commitment is a responsibility for hospitality on your part and showing your counterpart from Germany, New Zealand, Macedonia, and/or \*Sweden the "best" of Tempe, AZ, and the United States. "Put your best foot forward and entertain with grace and sincerity."

#### **Foreign Travel Expenses**

Estimate in \$'s

Tempe Sister City Family Membership

\$35

Passport/Visa

File for by the end of January

http://travel.state.gov/passport/passport\_1738.html Renewal \$110 New Passport \$135

Personal necessities for trip

Varies depending on where traveling

Spending money for Germany/New Zealand/Macedonia/ (\*Sweden)

Gifts for your hosts Purchase of trinkets, momentos, & gifts Miscellaneous discretionary money Personal/Souvenir money varies depending on individual wants

#### **EXPECTATIONS:**

Room accommodations (at your home); food for your guest (prepared or readily available); transportation

### You will have the following expenses here: (items 1-5 will be based on your and/or group decision\*)

- 1. Travel expenses while here for your guest (bus fare, light rail, etc.)
- 2. Meals out for your guest (individually or as a group)
- 3. Activities and event entry fees (museums, zoo, athletic events, etc.)
- 4. Travel trips seeing the state of Arizona
- 5. Miscellaneous expenses and purchases

**OPTIONAL**: The participating educators will have the opportunity to take advantage of the Rosetta Stone language program offered by Harrison Middleton University. Level 1 is recommended for participants in the language class. This program can be used towards the "continuing education" requirement if completed in its entirety and class hours are paid; otherwise, there is no cost, except \$50 for books.

All expenses above (1-5) are assumed by your host teacher while you are in their country; therefore, you are expected to assume these same financial responsibilities for your visiting teacher.

\*Any plans/group activities agreed upon by the group members must be **paid <u>equally</u>** by all members of the group.

**Remember:** The Tempe Sister Cities Corporation is paying your way to Germany and/or \*Sweden (estimated cost \$1700), New Zealand (\$2,400), or Macedonia (\$2,100); however, your visiting teacher **does not** have airfare provided for her/him. We are the **only country** in our exchange **that pays teachers' airfare**.

Attn. Lina, Asst. Supt. Ofc., TUHSD Dist. Ofc., 500 W. Guadalupe Rd., Tempe, AZ 85283 Attn. Brittany, Supt. Ofc., TD#3 Admin. Ctr., 3205 S. Rural Rd., P.O. Box 27708, Tempe, AZ 85282 Attn. Sandy, KYRENE Educational Services, 8700 W. Kyrene Rd., Tempe, AZ 85284 480-345-3704 MAIL, FAX, or : DELIVER to : 480-730-7102

Attn. Linda Parrish, TSC HACKETT HOUSE, 95 W. Fourth St., Tempe, AZ 85281

480-541-1125 480-967-0029

# TEMPE SISTER CITIES PROFESSIONAL EDUCATOR EXCHANGE PROGRAM $\begin{tabular}{c} APPLICATION \end{tabular}$

# NOTE: PLEASE TYPE or PRINT NEATLY ALL INFORMATION ON THIS APPLICATION

1. NAME			GENDER
First	Middle	Last	
2. ADDRESS			
Street	et	City	ZIP
3. TELEPHONE (H)	SCHOOL _	SCH. PH	_
CELL PHONE		e)	
4. MARITAL STATUSNAME OF SPOUSE / PA	AGE OF CHILDR	REN///	/
5. HIGHEST DEGREE	NO. OF YEARS T	TAUGHT YRS. AT YOUR	SCHOOL
	ORSEMENTS  unofficial copy of transcript with applic		
7. GRADE and/or SUBJECTS	TAUGHT		
8. PROFESSIONAL/COMMU	NITY/CHURCH ACTIVITIES		
HOBBIES			
	LED ABROAD? ALO		
0. FIRST CHOICE COUNTRY	7: SEC	COND CHOICE COUNTRY:	
_	l and visitation times appropriate to COUN e country to be visited by all selected delega		
11. <b>RESUMÉ:</b> Please attach t (maximum 2 pages)	o this application a resumé showing edu	acational background and teaching/w	ork experience.
<ol> <li>What special into</li> <li>What educationa</li> <li>What experience</li> </ol>	Y STATEMENT: Type in numerical orderests and abilities do you have that would growth do you plan to attain from this es (educational, social, or recreational) cointeraction affect your family?	ald justify your selection? exchange?	
13. <b>PHOTO:</b> Please attach a (Sent to guest/	current photo.	Principal / Headmaster's Signat	ure

## PROFESSIONAL EDUCATOR EXCHANGE PERSONAL QUESTIONNAIRE

Complete and include with your application in typewritten form

- 1. Where do you live?
  - What are the major cross-streets?
  - What is your travel time to and from work?
  - How will you get your visiting teacher to and from events?
  - Will others help you with transportation?
  - If your car becomes disabled, how will you meet the travel obligation?
- 2. Since your "team support" consists of those traveling with you to your guest's country, if transportation to or from events here would be easier as a team effort, how are you willing to work with your members to provide this service? Explain.
- 3. Will your guest reside at the address listed on the application form?
- 4. Who lives in your home?
  - List adults, children and their ages, and anyone else residing in your residence.
  - Have you discussed the possibility of having an exchange teacher with those who reside in your home?
  - What is their response? Are they supportive? Explain.
- 5. Identify with a YES or NO answer and the proper explanation.
  - Do you have pets? If so, identify your pets.
  - Are you allergic to pets? If so, please explain.
  - Do you have allergies? If so, please explain.
  - Do you smoke? Are you allergic to smoke?
  - How would you accommodate your guest if they were allergic to pets, if they smoked, etc.?
- 6. If asked, are you willing to open your home for a social event with the visiting teachers and others on your team?
  - Explain how you might host an event?
- 7. List your regular activities. (Examples: Sport teams, gym attendance, church attendance, social groups, continuing education, tutoring, etc.)
  - How would these activities and/or commitments need to be adjusted in order to accommodate your guest? Explain.
  - In which of these activities would your guest be able to participate?
  - What arrangement would you make for him/her while you are gone?
- 8. Do you have a second job? Explain.
  - What is the time commitment to this job?
  - How will you adjust this commitment during your guest's stay?
- 9. What special dietary habits or needs do you have? Explain.
  - If your guest has special dietary habits or needs, how would you accommodate them?
- 10. Sometimes there is NOT A GENDER match in the hosting experience. Do you have any concerns being paired with a person of the opposite sex and/or one that is single, married, divorced, with or without children? Explain.

11.	What foreign langua	age(s) do you speak?	Or, any other resident in your home		
	Spanish	French	Chinese	Other?	
	• What is the "other"	language?			
	<ul> <li>How and why did y</li> </ul>	ou learn this language?			
	<ul> <li>Are you fluent in an</li> </ul>	ny of the above?			



# PROFESSIONAL EDUCATOR EXCHANGE AGREEMENT

I agree, if selected, to represent my Tempe community as an educator ambassador and visit Regensburg, Germany; Lower Hutt, New Zealand; Skopje, Macedonia; or \*Trollhättan, Sweden. Non-compliance with this agreement may cause forfeiture of participation in the Tempe Sister Cities Professional Educator Exchange.

## Specifically, I agree to do the following:

- 1. I will <u>attend</u> all <u>mandatory</u> orientation sessions. Missing sessions will necessitate your removal from the educator exchange.
- 2. I agree to join and actively participate in the Tempe Sister Cities Corporation (TSC) throughout the 2016-17 year, including working Oktoberfest the second weekend of October, 2016.
- 3. I agree to adhere to the Educator Exchange travel date schedule and to depart and return to the U.S. as a group member.
- 4. I agree that neither my spouse, my significant other, nor any other family member(s) or friend(s) will join me while I am on the exchange. Violating this part of the agreement will be grounds for **total reimbursement by the participant** of any and all costs incurred by the Tempe Sister Cities organization (plane fare, etc.).
- 5. I will be a considerate and responsible guest in the foreign home that I visit and will be a gracious and concerned host when my foreign guest visits Tempe. I understand that I must reciprocate in kind for my guest. My visiting teacher will be my priority while here. Flexibility makes this enjoyable for all those involved.
- 6. I will *adjust my schedule and attend ALL functions* that will be held/sponsored by the Tempe Sister Cities Professional Educator Exchange.
- 7. I will be available to give talks about the Tempe Sister Cities program and plan and promote the program for the following 2016-17 year.
- 8. I will file for my American passport by the end of January.
- 9. I understand that participants travel at their own risk. I will make individual arrangements for medical coverage, liability, and travel insurance. An additional travel/health insurance policy is recommended and available to you at minimal cost. (Contact coordinator for the country.)
- 10. I will return to my district/school for the 2016-17 school year.

\*\*Please read carefully each item above to understand your commitment and obligation before signing.

NAME			SIGNATU	JRE			
- -	(Please Print)			(,	(Applicant Please Sign)		
DATE _	SCHOOL			SIGNATURE	<u> </u>		
					(Principal o	or Headmaster)	
Check App	propriate Box for School:	☐ Public	☐ Private	☐ Parochial	☐ Charter	□ Other	