

## **Ikata Chaperone Expectations and Job Description**

1. You are an ambassador of the Red Wing community and your behavior and conduct during the trip MUST always reflect that. The City of Red Wing has had a relationship with Ikata, Japan since 1995.
2. Participation in student applicant interview process, this will occur in November/December 2023.
3. You will be responsible for up to six students entering 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade (ages 14-17) and a mixture of male and female students, while travelling to and from Japan.
4. Participation in planned activities with the students while in Ikata, roughly the last two weeks of July 2024.
5. Participation and coordination of fundraising activities with assistance from the Sister Cities Commission, Red Wing Student delegation and their families. Fundraising activities should begin as soon as possible since the trip occurs at the end of July. The Commission will assist you with setting up some fundraising opportunities and will provide you with that information to assist you in moving forward. The chaperone should never leave the students unattended during fundraising events unless a parent assists you.
6. Participation and scheduling of orientation and planning meetings with the Red Wing Student Delegation with assistance from the Sister Cities Commission. The commission can assist you with finding locations to hold these meetings and providing you with some materials to educate the students on Japanese culture and expectations during the exchange. These meetings may need to be held monthly prior to the trip for learning and team building purposes and then more frequently as the trip nears. It is important that the students get to know each other and for the chaperone to get to know the students they will be travelling with. Some of these meetings will need to include students and parents but most meetings or gatherings will just involve the students. Some of these “meetings” can occur while fundraising, etc.
7. Participation in some events with the Ikata students while they are in Red Wing roughly the first week or two of August 2024. The Sister Cities Commission will set-up activities and for the Red Wing Students and the visiting Ikata Students to participate in such as meals, tours of Red Wing, and many other events.
8. You must obtain a valid passport at your own expense if you don't already have one.
9. You must be willing to share your experience with the community. We may request to interview you for an article for the city website, newspaper, or Facebook page, and Channel 6, and request jpeg images of photos taken on the trip for use in future presentations/slideshows/PowerPoints, social media posts, or that you share your experience on the Sister Cities Facebook or Instagram page while in Ikata, etc.
10. If asked, you must be willing to speak to any civic group such as Rotary, Lions, Kiwanis, Duff Foundation, etc. about the exchange program and your experience in Ikata. This occurs only if these entities donate funds to this program. You should also assist the student delegation in writing Thank you notes to any organization or individual who assist in any fundraising activities.
11. Be available, flexible, and responsive to students and their families. Parents will be entrusting you with their child while in another country. You may find that once you are selected as chaperone that students and parents will be contacting you with questions or concerns before, during and after the trip. You will need to be responsive to their questions via text, phone, or email. The Ikata Student Exchange Committee Chair will help you with this as well.

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12. You may be asked to handle student's funds and passports while travelling to, from, and in Ikata. This will require organization to keep funds separated for students and to track used funds or return unused funds.
13. You may be required to monitor medication administration for students if anyone is travelling with medication.
14. Monitoring student's health while in Ikata (especially fluid intake).
15. Monitoring students behavior travelling to, from and while in Ikata.
16. Alcoholic beverages may be served at some exchange events and gatherings in Japan or in private homes. While it is permissible for the chaperone to consume alcoholic beverages at these functions, as a role model for students and representative of the City of Red Wing, he/she should do so only with the utmost discretion.

The Ikata student exchange is intended to facilitate friendships and understanding between students in Red Wing and Ikata. Students who travelled to Ikata with some of the first student delegations still visit or correspond with friends they met in Ikata or students they hosted at their homes in Red Wing. This is an opportunity to learn about another culture, see what life is like in Japan, and to have an experience you will never forget.