

# 2024 Chaperone Application for Ikata Cultural Exchange

## PART 1 - Fill in the blanks

- Name:
- Date of Birth:
- Address:
- Email Address:
- Home Telephone:
- Mobile Number:
- Occupation:
- Employer:
- Have you or a family member previously participated in the Ikata Exchange Program?
  
- What experience do you have with travel? Out of State? Out of country?
  
  
  
  
  
  
  
  
  
  
- What experience do you have with chaperoning? Please list ages and be as specific as possible.
  
  
  
  
  
  
  
  
  
  
- Ikata trips are usually the end part of July, but we will not know exact dates until the tickets are purchased in May/June. The trip is usually 10-14 days in length. Is your work schedule flexible enough to allow this travel?
  
  
  
  
  
  
  
  
  
  
- The trip to Ikata typically involves these approximate costs: airfare to Tokyo (2023 airfare was \$3300, we are hoping to see that come down as previous years it was more like \$2200-2400), tour package \$650-800, Housing accommodations around \$500-600, spending money depends on what you will want to spend on meals, etc. while in Ikata, and gifts to bring to Ikata leaders. Total expenses could easily reach \$4500 for the chaperone. The Sister Cities Commission has already set aside \$2,500 to be used towards airfare, hotel, and/or tour package. The Chaperone can participate in fundraising alongside the students to raise additional funds for the trip. The 2023 Chaperone did not have any expenses other than lodging, gifts and food due to generous donations from the community and



- You will be eating foods/meals that are different from our traditional foods. Are you willing to try these and be a gracious guest?
  
- Are there any special medical requirements that we need to be aware of or that could pose a safety issue to yourself or the students? (such as food allergies, medications, insulin, etc.). If so, please list them:

### PART 3 - Other

1. Two letters of reference are required:
  - One from an employer
  - One from a peer
  
2. If you are chosen by the commission to serve as the chaperone to Ikata in 2024, you will be required to comply with a criminal background check and your approval will be conditional until your background check is cleared. Are you willing to undergo a criminal background check?

### Process

- **Application deadline is 4:30 p.m. Friday, November 10, 2023**
- All “complete” applications submitted will be reviewed by the commission and applicants will be contacted by email or telephone to set up a time to interview with an assembled panel between November 13-17, 2023.
- The Sister Cities Commission would plan to vote on a chaperone at their special meeting on November 28, 2023.

### Submission Instructions

Return saved pdf application to Sister Cities Staff Liaison – Lisa Acker at [lisa.acker@ci.red-wing.mn.us](mailto:lisa.acker@ci.red-wing.mn.us) or drop off your application in person at the Community Development Building (419 Bush Street, Red Wing). If you have any questions, please feel free to contact me at 651-385-5113 or by e-mail.