

# Missouri 4-H Interstate Exchange Handbook



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## Introduction

The 4-H Interstate Exchange Program has a long history of providing youth and adults with opportunities to travel, host and learn about 4-H across the United States, while providing positive cultural experiences.

This resource has been designed to aid a county program and exchange committee in the planning, participating, fundraising and hosting an Interstate Exchange over two consecutive summers. We encourage volunteers, youth and staff to consider adding this unique program to their county 4-H program of activities. The Interstate Exchange program is sure to build confidence, friendships and skills that will last a lifetime.

## Program Goals and Objectives

Before beginning the project, review with potential participants the objectives of an Interstate Exchange as well as program requirements so that all involved have the same goals in mind.

### **Goals**

An Interstate Exchange will allow youth to become valued, contributing, members of their community in partnership with caring adults.

From the experience, Missouri 4-H delegates will:

- Learn more about themselves, their family, county and state.
- Improve their intercultural competence by developing relationships that help them to appreciate differences.
- Develop as individuals by interacting with people who may have practices, beliefs, and customs different from their own.
- Create new and lasting friendships.
- Discover their sparks
- Develop a sense of belonging with other youth.
- Develop relationships with caring adults.
- Have fun.

### **Objectives**

From the experience, Missouri 4-H delegates will allow to gain leadership, citizenship and life skills.

- Identify similarities and differences between their county and that of the host, as well as respective 4-H experiences.
- Plan and conduct fundraising projects to cover the expenses of the exchange.
- Demonstrate appropriate behavior (manners, attitude, hygiene, etc.) as part of the host family and/or while being hosted by another family.
- Develop as leaders as they plan, lead and evaluate the program.
- Participate in the planning of all Interstate Exchange activities.

## Life Skills Enhanced Through Interstate Exchange Participation

1. Communicating
2. Interacting socially
3. Caring for others
4. Accepting differences
5. Building relationships
6. Demonstrating responsibility
7. Planning and organizing
8. Managing yourself
9. Working in a team
10. Keeping records

## Being a Good 4-H Role Model

As youth and adults travel to another state or host another 4-H youth or leader, they should remember they are representing themselves as well as:

1. Their family.
2. Their county and state.
3. 4-H, a nationally known youth organization.

## Outbound Exchange Guidelines

Families should be aware that 4-Hers may be staying with families and hosting youth of various cultural backgrounds including race, religion, sexual orientation, income, lifestyle, age, disability, national origin, and political beliefs. All host families with members over 18 years of age will be expected to complete the Missouri 4-H volunteer application process. Just as in any other 4-H club, the exchange club/group may elect new officers annually and conduct regular business meetings to plan the details of trips, fundraising projects, and

activities for the out-of-state groups when the county hosts. Delegate Selection:

The County 4-H Specialist/Associate is responsible for the selection of exchange delegates (outbound) and host families (inbound). The 4-H Specialist/Associate may consult with the Exchange Committee Chair in the selection process. It is important that the criteria for selection be consistent between delegates. If interviews are done with candidates, similar questions need to be asked of all participants. Consider the following when selecting delegates:

Will delegates:

- Demonstrate respect of others?
- Demonstrate leadership ability?
- Be respected by their peers and recognized as competent representatives?
- Be representative of the county 4-H membership?
- Be willing to devote considerable time and effort to preparation and reporting?
- Be willing to do at least one presentation to a 4-H club, donor, committee or council upon return?
- Be willing to host 4-H'ers, if possible, when the visit is returned?

*(adopted from Michigan 4-H)*

## **Missouri 4-H Delegate Requirements**

- Be enrolled in a local 4-H club and enroll in at least one 4-H project.
- If applicable to county, pay the required non-refundable deposit and turn in all forms by the county deadline.
- Must not have a record of disciplinary issues related to 4-H activities.
- Must obey the laws of the state/county visiting and those of Missouri when traveling out of state.



- Complete the application for the Interstate Exchange.
- Must be actively involved in the local MU Extension 4-H program (any delivery mode). For example, attend majority of club meetings, be enrolled in at least 1 project.
- The delegate and their family are able to serve a two-year term- one as the host family and the other as a traveler.
- Adhere to the guidelines and expectations for participation.

#### **Recommendations:**

- Suggested 4-H age range of 13-15 years old as of December 31 of the 4-H year.
- Participate in the majority of fundraisers.
- Maintain and share a record of hosting and travel experiences.

#### **Traveling Tips**

How participants pack and what they take depends a great deal on the destination and activities planned. This will vary from one exchange to another. The exchange group needs to discuss these details at meetings. In preparation for traveling to a different county or state, it is important to think about problems that could develop. How would you handle these problem situations?

#### **What About 4-H Members of Driving Age?**

Members 16 years or older are not allowed to drive other 4-H members for the duration of the Interstate Exchange.

#### **Tip for Keeping Delegates Safe**

Before heading out, create a question-and-response "code phrase" to use to check on the delegate. The outbound coordinator will ask the delegate the question (in person, by phone, or through SMS), and the delegate's response informs the coordinator if the delegate feels safe or not. For example, if the question asked is, "Would you like to get ice cream?", a delegate's response of "no" may indicate safety, whereas "yes" indicates the delegate needs your assistance.

#### **Potential Problems - discuss the following with youth and other family members**

What will you do if...

1. You are hosted by a delegate of a different gender?
2. Your likes and dislikes are very different from those of your host?
3. Your host offers you illegal drugs or alcohol?
4. You do not like the food the family serves?
5. Your host family practices a religion different than your own?
6. You are asked to do family chores?
7. Your host is not accepted by the rest of the delegation?
8. Your host family does not want to participate in the group activities of your delegation?
9. Your host borrows your clothes without asking your permission?
10. The host family's bathroom is unclean?
11. The host's teenager offers to drive you places?
12. There is abusive behavior in the home?
13. There is offensive language used?
14. Other problems that might occur?

*(Adopted from Montana 4-H)*

### **Procedure for Removal from Host Situation**

On rare occasions, a situation may arise in which a 4-H member or chaperone feels unsafe in a host family's home. The 4-H member or chaperone should contact the lead chaperone from their home county to request a new placement. If safety of the youth is in immediate jeopardy, the local law enforcement authorities should be called.

## Inbound Exchange Guidelines

### **Missouri Host Families**

Exchange host families should be willing to participate fully in the exchange and provide supervision for their own and the youth they are hosting. They also need to be willing to create a positive environment, uphold the code of conduct, promote safe participation and be open to youth and adults who may have different values and cultural norms. The purpose of an exchange is to learn more about the daily life of the host family and experience the uniqueness of the host county. Hosts are not expected to expend unreasonable amount of money or serve as tour guides but may choose to plan some special family outings. All family members 18 years of age and older, who are residing in the host family dwelling, will be expected to complete and pass the Missouri 4-H volunteer application process.

The host 4-H family has a major responsibility in planning and providing worthwhile experiences for host families. The 4-H Specialist/Associate is responsible for selecting the host family with input from the Exchange Committee Chair.

**Keep in mind:** The delegates from both states are matched before the 1st summer exchange. This pairing of 4-Hers stay in each other's homes.

### **Host Family Considerations**

- Delegates should be placed in different areas of the county, if this is possible.
- Match the delegate with a family with children close to their own age (within 2 years if possible) and gender
- Match interests of delegates and the host family.

### **Host Family Requirements**

- Host families must complete the Missouri 4-H Host-Family registration process.
- Adults (18 and over) in the household must be an enrolled volunteer through the 4-online procedure and follow the process to become an authorized MU Extension 4-H volunteer.
- Parents/guardians (along with the travel delegates) are required to attend the majority of the planning meetings each year.
- Must provide a positive and safe environment, uphold the MU Extension Adult and Member Code of Conduct, which is signed in 4HOnline.
- Host families need to be prepared to follow normal daily schedules of the family with an occasional tours to part of the state.

## **Home Visits**

Prior to the exchange, the host family agrees to allow the local 4-H Specialist/ Associate responsible for the Exchange to visit the home. (The state 4-H coordinator may or may not be in attendance). While the primary purpose of the home visit is to answer questions the host family may have, the 4-H Specialist/ Associate should assess that the home meets certain criteria. If not, the 4-H Specialist/ Associate has the option and responsibility to seek an alternate host family.

Site visit expectations:

- The home must be safe, clean, welcoming, adequate sleeping space for guests, pets and potential allergies.
- Firearms (if present) are stored and secured properly (e.g. locked in a gun cabinet)
- The family has access to a safe and reliable, licensed vehicle. The driver(s) carries the appropriate insurance and has an unrestricted driver's license for the vehicle.
- The family has a flexible schedule during the exchange.
- The family has the (financial) resources to serve as host.

## Orientation

### **After the Home Visit**

After the visit, the 4-H Specialist/ Associate will:

- Provide an orientation to new host families who will be required to attend. Returning families may be included as a resource but not required to attend.
- Be sure to allow for breaks in the planned activities for downtime, rest, reflection, journaling, etc.
- Let the community know (local news media, etc.) that 4-Hers are coming from another county/state.

## Registration Process and Forms

Applicants will be accepted on a first-come first-serve basis as long as they meet the requirements and contract deadlines.

Applicants must complete:

- 4-H Online enrollment (adults and members)
- Interstate Exchange Delegate Application\*

(\*see the Appendix)

## Chaperones

Exchange chaperones are a role model for every young person involved. It is important for them to treat all youth with respect, care and acceptance.

Chaperones should be aware of their language and actions.

### **Requirements and Expectations**

MU Extension 4-H volunteers, interested parents (who complete the MU Extension 4-H volunteer application process), and the 4-H Specialist can serve as chaperones for exchange trips. Additionally, chaperones:

1. Must complete the MU Extension 4-H volunteer application process which includes passing a background screening.
2. Must be an active MU Extension 4-H volunteer for a county with delegates.
3. Must be 21+ years of age
4. Must adhere to the MU Extension 4-H Adult Code of Conduct at all times during the exchange.
5. If serving as a driver, must meet all the criteria above, and meet requirements under the Designated Driver section on pg. 7.
6. Must be able to remain with the program/group/youth for the duration of the Exchange.
7. Have fun while you get to know the members in your group and share their experiences!

### **Numbers of Chaperones**

Groups will have a minimum of two chaperones regardless of the group's size. Additionally, chaperones may be needed for larger groups at the ratio of one (1) chaperone per every ten

(10) delegates. Consider:

- Groups under 10 delegates have 2 chaperones
- Groups between 10 and 20 have 2 chaperones
- Groups between 21-30 have 3
- Groups between 31-40 have 4, and so on

While not feasible in every instance, ideally there should be at least one chaperone of the same gender as the delegate(s) traveling with the group.

### **Tips and Suggestions for Success**

1. Get to know the youth participants. This will build trust and safely allowing members to share their experiences and concerns with you.
2. Be a friendly authority. Don't worry about being everyone's "friend". Leaders sometimes have to make unpopular decisions for the betterment of the program and protection of the youth.
3. Talk about what is expected of the participants before the activity or outing.
4. Correct inappropriate behavior at the start. For example, ignoring playful teasing opens the door for hurt feelings and more intense reactions.
5. Be fair and consistent. If it is a rule for one, it is a rule for all.
6. Monitor health concerns. Getting to know each youth will help you recognize when they are not "being themselves". Are they Sluggish? Tired? Too quiet? Something physically or emotionally may be wrong. (The MU Extension 4-H Youth Program Specialist/ Associate will alert you before the Exchange if there is an existing medical concern with a member of your group.)

8. 7. Carry a basic first aid kit provided by the 4-H Specialist/Associate, in most cases.
9. 8. Have available print copies of LG811 4-H Event/Activity Incident Report to prepare and file out if needed. See Appendix for this form.
10. 9. Do not feel obligated to loan money to the youth delegates. It is best not to loan any money at all. If a seemingly serious situation arises, try to get in touch with the parents to work out a solution. A chaperone should not get into any situation where you end up loaning money only to find out the family has no intention of paying it back. (Montana)
11. 10. Live the role of a positive role model. Refrain from profanity. Refrain from smoking in the presence of delegates. And, as a MU Extension volunteer, the use of alcohol and drugs at any time during the Exchange is prohibited.

### **Lead Chaperone**

The lead chaperone(s) will be responsible for all communications to the delegates and their families, the host state/county and the Extension offices in both locations. The lead chaperone selection process will be determined by the County 4-H Specialist.

### **Extra Adults**

Any extra adults hoping to participate in the Exchange must complete the enrollment process to be an Exchange chaperone. Counties that allow extra adults to become chaperones (more than the minimum number required) need to ensure that there are not so many adults that it distracts from the youth experience.

### **Designated Driver**

A designated volunteer driver must

1. be an approved 4-H volunteer (18 years old+) in active status,
2. consent to an MVR check,
3. hold a valid driver's license and insurance for the vehicle to be driven, and
4. must be asked to drive by a paid Missouri 4-H staff member.

In the event of an accident resulting in damages, the designated driver may qualify for excess liability coverage by the university after utilizing the driver's auto insurance.

Registered 4-H Volunteers who transport 4-H members, adults or drive on behalf of Missouri 4-H or the University of Missouri must complete a Motor Vehicle Record (MVR) check every three years.



## Interstate Exchange Committee

The Interstate Exchange Committee is an important part of the planning and implementation phases of the Exchange. It is expected that a committee will be formed. The configuration and number of members of the Committee is flexible, as long as the 4-H Specialist/ Associate responsible for the Exchange is part of the committee. This 4-H Specialist/Associate should be in regular communication with Joyce Taylor, the State Exchange Coordinator.

The 4-H Specialist/Associate may establish an IEC with the combination of 4-H volunteers, 4-H teen leaders, 4-H sponsors, present and/or past IE delegates, and parents. There should be both youth and adult representation.

The number of each is dependent on the size of the county program. The 4-H Specialist/Associate responsible for the IE will determine the number of committee members and facilitate the committee selection process.

The Committee will help plan, supervise and coordinate the exchange program. The 4-H Specialist/ Associate and the Committee Chair will facilitate the interview and selection of delegates and host families. The 4-H Specialist/Associate is responsible for matching inbound delegates with host families.

The Committee should consider the following questions to ensure the proposed exchange is as worthwhile and successful as it is feasible:

Experiences and tours should be planned so that all these questions can be answered with a yes.

- Is there an educational and realistic purpose for the visit?
- Will the participants learn or develop new knowledge, skills, attitudes and/or aspirations as a result of the experience?
- Have youth themselves been involved in planning and conducting the experience?
- Is it suitable for their ages and developmental levels?
- Will the experience be of genuine interest to the youth for whom it is planned?
- Will it be clearly relevant to the goals of the 4-H program and the particular projects and programs in which the 4-Hers are enrolled?
- Does the experience fit naturally into the sequence of the participants' 4-H experience(s)?
- Has the destination site been visited, or have descriptive materials been provided ahead of time?
- Have arrangements been made for transportation, time schedules, finances, chaperones?
- Have the youth and their parents been informed about the experience objectives, travel plans and other details?
- Have Health Statements/Parent Consent forms been obtained, additional insurance coverage arranged (if applicable), and other necessary paperwork completed?
- Has a complete orientation program been planned so that participants will know ahead of time what the objectives are, what their responsibilities will be, what the safety and behavior standards will be, what kinds of clothing will be appropriate, how much money and other items to take along, and what to expect?
- Do all the participants have significant real responsibilities as "partners" in the experience?
- Are post-experience activities planned to help participants apply what they learn in everyday life?

## Planning Considerations

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A plan for the exchange should include:

- Purpose and goals of the exchange.
- How to maximize youth involvement in the exchange process. Adult leaders should guide youth, not decide for youth.
- Timetable for planning, implementing, evaluating the exchange.
- Subcommittee responsibilities and assignments.
- Names of people responsible for contacts with other counties or states.
- Costs and fundraising plans.
- Number of participants and chaperones.
- Method of travel.
- Suggested dates for hosting and traveling.

*(adopted from Montana 4-H)*

## Evaluation

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At the conclusion of the IE, the Exchange Committee should submit a report to the local 4-H Specialist/ Associate, and State Coordinator. The report serves as a record justifying the experience and identifies areas of improvement. The report answers the following:

- Report highlights the delegates found significant.
- Demonstrate the delegates' growth in leadership and other life skills.
- Include any new 4-H ideas implemented.
- Make recommendations for the future of the exchange program and changes needed.
- Ending financial report should include Beginning Balance, Income, Expenses and Ending Balance.

Post-exchange evaluation can:

- Demonstrate the delegates' growth in understanding leadership and interest in 4-H by having them reflect with others on the experience.
- Contain the reaction of delegates, parents and host families.
- Include the degree of continued contact with host families.
- Include any new 4-H program ideas implemented.
- Be a factor in deciding the future of the exchange program and changes needed.
- Provide a means to distribute photos of the experience.

*(Adopted from Michigan 4-H)*

## Program Decisions and Responsibilities

### **Contracts: Charter Buses, rental vehicles & Guided Tours**

MU Extension volunteers and employees are not authorized to initiate contractual agreements on behalf of a MU Extension program, such as 4-H. For assistance with Charter Bus rentals, rental vehicles and securing services (such as a tour guide), Volunteers should work with their local county youth staff or faculty. The University has contracts in place with preferred providers for bus charters or rental vehicles. County staff/faculty should work with their Regional Director Support person or Patty Hudnut. More information can be found here.

<https://howtobuy.umsystem.edu/commodity/charter-bus-services>

### **Trip Destinations**

Trip destinations should be determined by consensus of the 4-H Interstate Exchange Committee. Destinations should be considered carefully for educational possibilities, safety of travel, costs and time constraints. Delegations should not include any international travel as part of their Interstate Exchange because of the related risk and liability issues. There should be no crossing of national borders at any time dur

## Insurance and Medical Liability

4-H member state dues include statewide 4-H blanket accident insurance coverage through American Income Life Special Risk Division for enrolled 4-H youth and enrolled 4-H volunteers participating in adult supervised group 4-H sponsored events. The state policy provides rolling or continuous coverage from one 4-H program year to the next. In other words, coverage is maintained for 4-H members if they are enrolled in a previous year until they are re-enrolled the following year. This means that counties and clubs do not purchase annual accident insurance locally but **may** need to elect Special Activities Coverage for some programs and events; particularly those where illness coverage is desired.

All AIL policies are written in order to be primary and can pay claims regardless of whether personal insurance is in place, but in most circumstances; families choose to submit to their personal insurance first and then have AIL pay remaining out of pocket costs.

Keep in mind certain activities are not covered by the State 4-H insurance or are only covered under AIL Special Activities policy. These include, but are not limited to:

- Air travel is excluded under the 4-H insurance policy
- ATV riding (covered only under AIL Special Activities policies at \$2/participant)
- Snowtubing, snowboarding, skiing or snowmobiling. (Only covered by the additional AIL Special Activities policy)

While covered under the State 4-H AIL policy, paintball or any shooting activity in which the "targets" are other people or depictions/facsimiles of humans including humanoid shapes is discouraged.

## Finances

### **Fundraising**

#### **ALL FUNDRAISING ACTIVITIES MUST ADHER TO AND FOLLOW THE POLICIES OF MISSOURI 4-H STATEWIDE POLICIES.**

Fundraising is important to the success of the exchange. Many types of fundraising activities have been used. In choosing members should avoid activities which:

- Reflect a poor image of 4-H within their community or state.
- Might endanger any fundraising efforts by the county 4-H program or another local 4-H club.
- Create a hardship on members or their families.

If questions arise concerning a proposed fundraising activity, please contact your county 4-H Specialist/ Associate.

### **Exchange Funds**

All exchange funds shall be subject to annual review by the County MU Extension Office or 4-H Council. Treasurer's books will be submitted in the fall of every year to the County Extension Office for review of the accounts. Financial guidelines for exchange groups will be expected to adhere to Missouri 4-H policies and procedures.

All members/chaperones who participate should share in the profits from fundraising activities. The proceeds should be divided by those participating in each fundraiser and credited toward their travel expenses. Each group should determine the county specific guidelines for work schedules and credit towards fundraising activities.

If applicable to the county each member and chaperone may be asked to make a \$25-50 deposit turned in with the Delegate Application. This deposit helps fund the entire 2-year exchange and secures the delegate's spot. If the delegate is not selected, the deposit will be refunded.

Members who are selected and cannot complete the exchange trip or hosting for whatever reason will forfeit their deposit and money from exchange fundraisers. Funds are not transferable to any other 4-H member but will become the property of the entire 4-H exchange group to be used for group activities while hosting.

Money raised in the name of 4-H is required to be used for 4-H activities such as exchange hosting and traveling. No money raised for the 4-H exchange should be refunded to any individual member.

In a unique situation where the Interstate Exchange is cancelled or postponed, deposits and monies raised remain in the Interstate Exchange account. If questions arise concerning the cancelled/postponed exchange, please contact your county 4-H Specialist/ Associate.

If the Interstate Exchange Committee/group has a separate account, the group must follow the Treasurer requirements of 4-H Clubs and Councils.

- Must open a bank account if the group's income and expenses are more than \$50
- Must apply for an Employment Identification Number (EIN).
- Have two unrelated adults on the bank account. (Married couples in this context are related.)
- Chartered with 4-H Name and Emblem Request on file
- Follow state-approved fundraising guidelines including the annual audit. (These forms are found in the Missouri 4-H Treasurer's Book.)

## Approved Fundraising Events/Activities

The following lists are examples of 4-H fundraising events/activities:

- Ad booklet
- Animal photography at fair
- Bake sales, cake walks
- Car washes, Gift wrapping
- Craft sale, Christmas tree sales, Scarecrows
- Dances/dance instruction
- Face painting (hypoallergenic or allergy-tested paints only), Rub-on tattoos
- Food sales and dinners (prepared by 4-H leaders and members) **Must apply for a temporary food permit through local County Health Department.**
- Garden maintenance (power tools may not be used)
- Kiddy pedal tractor pull
- Miniature golf tournament
- Plant and flower sales
- Pre-packaged food sales (4-H is not preparing or packaging the food). For example: cookies, popping corn, Stromboli, pizza, candy bars, fruit, frozen food, cheese, gift packs of food, flower bulbs, calendars, placemats, t- shirts, hats, stationary, cookbooks, light bulbs, assorted merchandise, seeds, pocket calendars, dish towels, playhouse tickets, gift wrap, fire extinguishers, first aid kits, cosmetics, 4-H mug sale, "book" parties.
- Public auction, Tack sale/swap, Yard/garage

If the Interstate Exchange Group receives a "gift" (monetary, pro bono service, or donated materials), contact Rachel Augustine, Missouri 4-H Foundation for related policies.(573) 884-7641

## Appendix

- **Missouri Interstate Exchange Checklist**
- **Timeline**
- **Beginning an Interstate Exchange Program**
- **The Traveling Year**
- **The Hosting Year**
- **Year Two of Exchange – Begin next 2 year rotation**
- **Host Family Application for Hosting Year**
- **Delegate Application for Traveling Year**
- **In-Home Interview Guidelines**
- **In-Home Interview Report**
- **Host Family Orientation Agenda and Activities**
- **Traveling Delegate Orientation Agenda and Activities**
- **Host Family Evaluation**
- **Traveling Delegate Evaluation**
- **4-H Event Risk Management Plan**
- **4-H Event/Activity Incident Plan**



**Check List/Who should receive – Hosting/Traveling C-County Staff S-State Coordinator  
HF – Host Family**

- a. Plans and final decision to host/travel **C and S**
- b. Hosting/Traveling Year - All volunteers and/or adults over the age of 18 living at home during the exchange are officially enrolled in 4-H online, background check, mandated reporter training, approved by county. **C**
- c. Hosting/Traveling Year - 4-H members (hosting families and traveling delegates/chaperons) officially enrolled in 4-H online. Gather and review applications and approve/notify those to participate. **C and S**
- d. Hosting/Traveling Year - Motor Vehicle Registration for all volunteers over the age of 18 for all who will be transporting 4-H Members, and/or chaperons. **C and S**
- e. Hosting/Traveling Year - ( State, Name of Contact/coordinator) **C and S**
- f. Hosting/Traveling Year – Share copy of Missouri’s handbook and obtain copy of their state’s guidelines, handbook, policies. **County** Coordinator keep as reference. **HF**
- g. Hosting/Traveling Years - Proposed Budget **C and S**
- h. Hosting year – arrival/departure dates, schedule of the activities during the exchange **C, S, HF**
- i. Hosting Year – Confirm Proof of insurance on visiting delegates and chaperons **C and S**
- j. Hosting Year - In-home visits completed before final approval to host. Copy of the completed in-home visit report form due within one week after visit. **C and S**
- k. Hosting Year - Obtain copies of visiting delegates, applications, and Code of Conduct forms. **C,S,HF**  
**Host family also needs copy of any Special Health Accommodations for visiting delegates.**
- l. Hosting Year – Obtain copies of visiting chaperones applications **C,S,HF**  
**Host family also needs copy of any Special Health Accommodations for visiting chaperons.**
- m. Hosting Year - After matches have been made, send copy of Host Family applications to visiting State Contact (this is the coordinator in the state you will be hosting) to share with delegates and chaperons.
- n. Traveling Year - Send copy of Delegates/Chaperons to State Contact (this is the coordinator in the state you will be visiting) for their use in matching to their host families. Include any special health information. **C and S**
- o. Traveling year - Arrival and Departure Dates **C and S**
- p. Twenty (20) days after the exchange is completed **C and S**
  - 1. Final Financial Report (Beginning Balance/ Income/Expenses/Balance)
  - 2. Confirmation of in home visits for hosting year
  - 3. Copies of Evaluations or a summary report
  - 4. Incident Reports
  - 5. Plans for next hosting/traveling year



## Missouri 4-H Interstate Exchange Program Timeline & Checklist

### Beginning an Interstate Exchange Program

When	What	Completion
<b>April</b>	<ul style="list-style-type: none"> <li>• Communicate with the State 4-H Office about your interest in the Interstate Exchange Program.</li> <li>• Reach out to the "teens" in your county whom are of the correct age &amp; gather interest in participation. Host a meeting to explain the Interstate Exchange Program.</li> <li>• Join the Facebook Group "National 4-H Interstate Exchange Database" Read about potential partners and reach out to States/Groups that might be a match. If needed, create a FB group post about your county and the details about your exchange plans.</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Commitment letters signed and turned in for the exact members whom are participating. You need a total number, genders and ages of the kids you would have in your group.</li> <li>• Create a plan for fundraising (approx. \$10-12,000 needed for 2 years) and meet with your county group to discuss commitment, application process, etc.</li> </ul>	
<b>June - July</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Host Family Applications due to Extension Office.</li> <li>• Fundraising potentially begins.</li> </ul>	
<b>August</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Matched with partner state -- plan set for who is hosting and who is traveling first.</li> <li>• Communicate with State 4-H Office -- partner state/plans/group size/members.</li> <li>• First fundraiser in motion.</li> </ul>	

# The Traveling Year

When	What	Completion
<b>September</b>	<ul style="list-style-type: none"> <li>• <b>Communication with partner state, MO State 4-H Office, 4-H Specialist, etc.</b></li> <li>• 4-H Delegate Application - start process with possible families</li> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• All 4-H members must work to obtain valid I.D. (MO ID card needed for those without licenses)</li> <li>• Explore transportation costs</li> <li>• Work with partner state on official dates. Obtain Interstate Exchange policies from partner state.</li> </ul>	
<b>October - December</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Fundraising events and activities are in FULL SWING!</li> <li>• 4-H Delegate Application due to Extension Office in order to be matched with host family.</li> <li>• Communication with partner state, MO State 4-H Office, 4-H Specialist, etc.</li> <li>• Make sure partner state is having ALL Adults register and get approved through their State Enrollment System. All Adults must pass a Criminal Background Check and show proof to traveling state. Each driver must have Motor Vehicle Registration completed – copy to State 4-H Office.</li> </ul>	
<b>January - February</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Print out current copies of medical forms for all participants.</li> <li>• Update State 4-H Office with all of the following information:</li> <li>• Dates of Exchange, Place, Host Family list, Chaperones contact, etc.</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Transportation is booked. Information communicated to partner state, MO State 4-H Office, County Extension Council, etc.</li> <li>• Additional Insurance is purchased (if needed).</li> <li>• Fundraising continues.</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Families have a "what to pack list". Host family gift items discussed and purchased.</li> <li>• Exchange group has an "emergency plan" in place. Prepare LG810 Event Risk Management Plan. See appendix for form.</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Print out current copies of medical forms for all participants.</li> </ul>	
<b>June/July</b>	<ul style="list-style-type: none"> <li>• Exchange takes place for year one.</li> <li>• Presentations organized for Extension Council, 4-H Council and other donors.</li> <li>• Thank you notes written.</li> </ul>	

# The Hosting Year

When	What	Completion
<b>September</b>	<ul style="list-style-type: none"> <li>• Communication with partner state, MO State 4-H Office, 4-H Specialist, etc plans to host.</li> <li>• Collect Host Family Applications</li> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Communicate with partner state about dates.</li> <li>• Inquire with partner state about any "MUST DO" activities.</li> <li>• Fundraise!!</li> <li>• ALL Adults (18 &amp; over) begin registration process in 4honline to become approved volunteers.</li> <li>• Conduct In-Home interview and send report to County Office</li> <li>• Hosting families set up for chaperones from partner state. Fundraising continues.</li> </ul>	
<b>October - February</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Fundraising events and activities are in FULL SWING</li> <li>• Obtain completed applications, code of conduct, proof of insurance and any special health needs for 4-H members/chaperons.</li> <li>• Communication with partner state, MO State 4-H Office, 4-H Specialist, etc.</li> </ul>	
<b>January - April</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Work on scheduling plans for hosting.</li> <li>• Transportation via charter bus, bus, vans, adult volunteers, etc.</li> <li>• Work on donations, MO goodies for a welcome bag for each delegate.</li> <li>• Design and organize "exchange trip shirts".</li> <li>• Home visits for Hosting Families/Confirm Motor Vehicle Registration for all drivers/copies to State 4-H Office</li> </ul>	
<b>May</b>	<p style="text-align: center;">Monthly Exchange Trip Meeting with participants and one parent. Schedule set and shared with partner state, State 4-H Office, County Councils, etc. Food/Drinks ordered (if needed)</p> <ul style="list-style-type: none"> <li>• Donations Picked up</li> </ul>	
<b>June/July</b>	<ul style="list-style-type: none"> <li>• Hosting.</li> <li>• Presentation organized for Extension Council, 4-H Council and other donors.</li> </ul>	
<b>August</b>	<ul style="list-style-type: none"> <li>• Presentations to supporters, Extension Council, 4-H Council, etc.</li> <li>• Reports to State 4-H Office.</li> <li>• Pictures to Newspaper.</li> <li>• Thank you notes written</li> <li>• All bills paid and financials recorded.</li> </ul>	

## YEAR TWO of Exchange - Begin the next 2-year Rotation

When	What	Completion
<b>April</b>	<ul style="list-style-type: none"> <li>• Reach out to the "teens" in your county who are of the correct age &amp; gather interest in participation. Host a meeting to explain the Interstate Exchange Program.</li> <li>• On the Facebook (FB) group, read about potential partners and reach out to States/Groups that might be a match. If needed, create a FB group post about your county and the details about your exchange plans.</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Commitment letters signed and turned in for the exact members whom are participating. You need a total number, genders and ages of the kids you would have in your group.</li> <li>• Create a plan for fundraising (approx. \$10-12,000 needed for 2 years) and meet with your county group to discuss commitment, application process, etc.</li> </ul>	
<b>June - July</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Host Family Applications due to Extension Office.</li> <li>• Fundraising potentially begins.</li> </ul>	
<b>August</b>	<ul style="list-style-type: none"> <li>• Monthly Exchange Trip Meeting with participants and one parent.</li> <li>• Matched with partner state -- plan set for who is hosting and who is traveling first.</li> <li>• Communicate with State 4-H Office -- partner state/plans/group size/members.</li> <li>• First fundraiser in motion.</li> </ul>	





# Missouri 4-H Interstate Exchange Program

## Host Family Application

Print neatly or type

HOST FAMILY INFORMATION			OFFICE USE ONLY:	
FAMILY NAME			MO Delegate:	
STREET ADDRESS			Exchange Dates:	
CITY	STATE	ZIP	Exchange Trip Partner State:	
COUNTY 4-H PROGRAM	FAX		Exchange Trip Host Family Match:	
MAILING ADDRESS (if different)			Exchange Trip Host Family Contact#:	
HOME PHONE		HOST SIBLING CELL	HOST SIBLING EMAIL	
ADULT # 1 NAME		CELL PHONE	Relationship to Delegate (eg host mom)	BIRTHDATE (Optional)
EMAIL:				
Hobbies/interests/personality		WORK PHONE	EMPLOYER	OCCUPATION
ADULT # 2 NAME		CELL PHONE	Relationship to Delegate (eg host mom)	BIRTHDATE (Optional)
EMAIL				
HOBBIES/INTERESTS/PERSONALITY		WORK PHONE	EMPLOYER	OCCUPATION
EMERGENCY CONTACT OTHER THAN PARENT		DAY PHONE	RELATIONSHIP	

**CHILDREN, OTHER FAMILY MEMBERS AND REGULAR OVERNIGHT ADULT GUESTS IN HOME** (Place an "X" to the left of the host sibling.)\*

"X"	NAME	GENDER	BIRTHDATE	GRADE	AGE <small>as of exchange</small>	Hobbies/Interests/Personality

**FAMILY HOME INFORMATION**

Check one:    Single-Family House    Condo    Duplex    Apartment    Mobile Home    Other: \_\_\_\_\_

Check one:    Smoking Household                      Non-smoking household

Type of Community (check one):    Urban    Suburban    Small Town    Rural Non-Farm    Farm    Ranch

Do you have any indoor pets?    Yes    No    If yes, what kinds & how many? \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Does anyone in your family have allergies to medications, food, etc?    Yes    No    If yes, please list name (s) & allergies below:

Does anyone in your family have specific dietary needs?    Yes    No    If yes, would your host delegate be required to follow these restrictions? Please explain: \_\_\_\_\_

Would you be able to host a 4-H delegate that has dietary issues?    Yes    No

**ADDITIONAL INFORMATION CONTINUED:**

Are there any physical, developmental or psychological health conditions in your family of which a delegate would need to be aware of? (ex: Physical disability, Downs syndrome, hearing loss, ADD/ADHD, Autism, etc.)

Is your family financially able to host a 4-H delegate and provide them with three meals a day, their own bed and cover the cost of participation in any activities not covered by the exchange group? Yes No

If one or both parents work outside the home, or need to be away overnight, who will assume responsibility of supervising and transporting your host delegate (s)

What types of chores/responsibilities will the host delegate be expected to do?

What are your family's expectations for hosting a student?

What does your family hope to gain from participating in the Interstate Exchange Program?

Our family is able to host chaperones/adults as well. Yes No If yes, please state preferred gender and number of adults.

**WE UNDERSTAND/CONFIRM (Parent(s) and host sibling, please initial)**

\_\_\_\_\_ If selected as a host family, our family will treat the delegate as one of the family members.

\_\_\_\_\_ All family members, especially the host sibling, will make sure that the delegate feels comfortable around friends and is included in our activities.

\_\_\_\_\_ Participation in the Interstate Exchange Program is a two year commitment. We will participate in all aspects of planning and fundraising organized by our county exchange program.

\_\_\_\_\_ 4-H Staff and/or exchange trip chair will do a home visit prior to hosting.

\_\_\_\_\_ All adults in our household will register in 4honline and complete the volunteer orientation and background check screening. This will need to be done for both years of the exchange.

\_\_\_\_\_ Our family will follow the Missouri 4-H Code of conduct for youth and adults. We will represent the state of Missouri and our county 4-H program in a positive way.

\_\_\_\_\_ No 4-H member will drive another delegate.

\_\_\_\_\_ We will be flexible, patient, and able to communicate both verbally and non-verbally while hosting.

\_\_\_\_\_ We will contact the local coordinator/4-H staff immediately if illness or a problem/concern is evident. We understand and accept that in certain instances a delegate must be removed from a home after placement.

\_\_\_\_\_ If our family owns guns, they must be locked and kept out of sight during the homestay. (A visible but locked gun cabinet is OK.)

\_\_\_\_\_ We will contact the state or local 4-H coordinator immediately if any of the following occur after the date of our application or while we are serving as a host family:

- \* We move to a new address
- \* Our household composition changes (e.g. a new person begins living in our home, or a current resident leaves the home)
- \* Our financial and/or employment situation changes
- \* Any member of our households is arrested for a crime.

\_\_\_\_\_ No member of our family has ever been convicted of a felony of any kind, a crime involving drug abuse, a crime of violence, a sexual crime, or any type of crime against a minor.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MO Youth Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Staff/Coordinator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAMILY PHOTOS:**

Please insert or attach recent family photos. Please identify all members in your pictures.

Photos can also be emailed to your 4-H Staff, if needed.



**4-H Interstate Exchange Trip Delegate  
Information Form**

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

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_

Photo

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

\_\_\_\_\_

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

Social Media Name: \_\_\_\_\_

Parent (s) Name (s) and Occupation (s):

\_\_\_\_\_

\_\_\_\_\_

Names and ages of brothers and sisters:

\_\_\_\_\_

\_\_\_\_\_

Describe where you live. Town/country/farm/etc.: \_\_\_\_\_

\_\_\_\_\_

What 4-H projects/clubs do you participate in? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your hobbies, what do you do in your free time? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MY FAVORITES:

Movie: \_\_\_\_\_ Color: \_\_\_\_\_

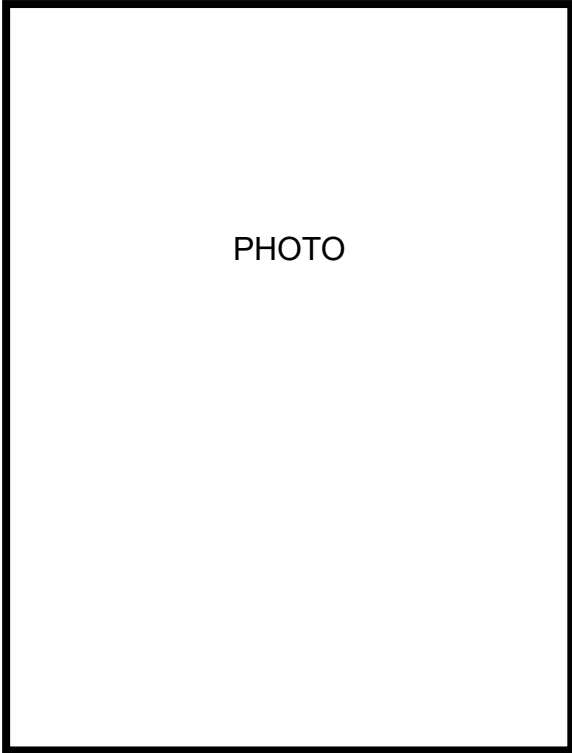
Book: \_\_\_\_\_ Food: \_\_\_\_\_

Sport: \_\_\_\_\_ Place: \_\_\_\_\_

Animal: \_\_\_\_\_ Season/Weather: \_\_\_\_\_

School Subject: \_\_\_\_\_ Extracurricular Activity: \_\_\_\_\_

Board Game/Game: \_\_\_\_\_



PHOTO

Do you have any allergies/special accommodations that may be necessary for your host family to be aware of? (food, pets, etc.) If so, please list:

---

---

---

What do you like best about your hometown: \_\_\_\_\_

---

---

---

Describe yourself in ONE word: \_\_\_\_\_

The perfect day is (circle one) inside / outside. What are you doing?

---

---

---

When you hear" \_\_\_\_\_", what's the first thing you think of? (State you are exchanging with)

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What are you hoping to gain from participating in the Exchange Trip?

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---

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# HOST FAMILY IN-HOME INTERVIEW GUIDELINES

## ~SUMMER/SHORT-TERM PROGRAMS~

Use these guidelines and suggested questionnaire to help you fill out the Host Family In-Home Interview Report which must be completed and forwarded to your County 4-H Office. (Keep your notes on file for future reference.)

### 1. PREPARE FOR THE INTERVIEW

- Consult with your County Coordinator regarding and the Host Family Selection process. Interstate Handbook is an excellent resource.
- Review the Host Family Application Form and plan questions for the interview. (See Appendix for suggested questions)
- Expect that an interview with one family will last 1 – 1.5 hours.
- Schedule the interview at a time when **ALL family members (and pets)** are available, and there will be as little interruption as possible.
- The interviewer must personally visit the host family home and inspect the common spaces and the delegate's bedroom/bathroom for safety and cleanliness.
- Arrive early and look around the neighborhood to inspect safety.
- The goal of the interview is to help determine whether a family should be selected to host an exchange delegate. Use these questions to contextualize your answer:
  - a. Would I personally feel comfortable sending my teenage son or daughter to live with this family?
  - b. Given all the information I've gathered, is it my best judgment that an international exchange delegate would have a safe and enjoyable experience with this family?
- If the host family hasn't already filled out an application, have them complete it while you are there.

### 2. REQUIRED INTERVIEW ELEMENTS

- Highlighted questions in the Appendix are required questions
- Go over basic program guidelines with the Host Family. Make sure they are aware of the following:
  - a. Delegates must have their own bed and be provided with 3 meals a day
  - b. Host Families need to inform County Coordinators of any changes in their family structure that occur after the application has been submitted.
- Note if any family member seems less than enthusiastic about hosting (this could be a warning sign!)
- Make sure the family understands that your visit does NOT guarantee a delegate. This simple statement will save the County Coordinator grief later should the family not qualify or does not end up with a delegate
- At the end of the interview tell the family about the next steps in the selection process. Thank them for their time and interest.

### 3. TIPS FOR INTERVIEWS

- Make sure you are listening more than talking.
- Get to know the family and put them at ease by sharing about yourself and your role with Missouri 4-H.
- Take notes during the interview in a polite, unobtrusive manner.
- Keep the interview spontaneous and aim to create a conversation rather than asking a set list of questions.
- Ask respectful questions and receive the answer without critical comment or judgment.

### 4. ADDITIONAL GUIDELINES IF INTERVIEW CONDUCTED REMOTELY

- Interviews may be conducted using video conferencing technology such as Zoom or Facetime (both audio and visual are required).
- If you will be conducting interviews remotely, follow the same guidelines for questions and additionally have the host family give you a "virtual tour" of their home. The virtual tour should be a walk-through of the house and show rooms from different angles. It must include:
  - a. The outside of the home and a view of the street/neighborhood from the driveway
  - b. The common spaces of the home (kitchen, living room, dining room)
  - c. The bedroom and bathroom that the delegate will use

**Appendix: SUGGESTED HOST FAMILY QUESTIONS/OUTLINE (Highlighted questions are required)**

**I. FAMILY RELATIONSHIPS/COMMUNICATION (SEC I & II)**

1. How did you become interested in hosting? \_\_\_\_\_
2. Are some members of your family perhaps a little doubtful or apprehensive?  Yes  No  
**If yes, can you explain what these feelings are?** \_\_\_\_\_
3. What are the general rules of the house? \_\_\_\_\_
  - How are they enforced and what happens if a rule is broken/not observed? \_\_\_\_\_
  - How would you let your delegate know what you expect of her/him in the way of behavior and following family rules? \_\_\_\_\_
4. What would you do if your delegate did something that you did not care for, but had not explicitly forbidden because you had not thought of it as a possible problem? \_\_\_\_\_
5. What if the delegate was extremely homesick to the point of crying every day and not engaging in family conversations and activities? \_\_\_\_\_
6. **If parent(s) is/are working or away for most of the day, who is in charge when the parent(s) is/are out?** \_\_\_\_\_
7. **What are the arrangements if there should be an emergency?** \_\_\_\_\_
8. **What is the family's normal eating schedule, if any?** \_\_\_\_\_
  - a. What types of foods are usually available for snacks or meals? \_\_\_\_\_
  - b. Are children expected to prepare their own snacks or lunches? \_\_\_\_\_
9. Do all the young people in the family share in the family chores?  Yes  No

**II. MOTIVATION FOR HOSTING**

1. What do you expect to find most rewarding about hosting an exchange delegate? \_\_\_\_\_
11. **Will you be home for the duration of the program? Do you have any vacation plans that might require the delegate to move to a different host family before departing?** \_\_\_\_\_

**III. COMMUNITY INVOLVEMENT/AWARENESS**

16. What do you do together as a family? (games, outings, watching television, camping, etc.) \_\_\_\_\_
  - Do you take part in any community activities?  Yes  No
  - Do you belong to any local organizations? PTA, church, business, civic, youth groups, etc.  
 No  Yes If yes, please list. \_\_\_\_\_
  - Do friends sometimes stay overnight?  Yes  No

**IV. ORGANIZATION COMMITMENT**

17. Will you be able to make time to participate in host family orientations?  Yes  No
18. Do you feel comfortable with the procedures that are established, are there any problems that seem to need special attention?  Yes  No
19. Occasionally, for a variety of reasons, a delegate is moved from the first host family. How would you feel if this happened in your case? \_\_\_\_\_

**VIII. HOME ENVIRONMENT**

**20. Do you have any pets?  Yes  No**

- Are they/is it friendly to visitors?  Yes  No
- Are they/is it allowed in the house?  Yes  No
- If the delegate is uncomfortable with your pet, could the pet stay outside, be kept in certain rooms of the house, or be kept out of the room the delegate will be sleeping in? \_\_\_\_\_

**21. Does anyone in your family have a firearm(s) in their possession?  Yes  No**

If Yes:

- Are the firearms registered?  Yes  No
  - Are the firearms kept in a locked case?  Yes  No
  - Is the locked case and key accessible to the youth in your home?  Yes  No
- (note: not all states require that firearms be registered. Japanese and Korean delegates come from countries in which firearms are illegal, so States' 4-H requires that all firearms be kept in a locked case or stored out of sight*

**22. Do you have any concerns about your financial ability to provide a bed and 3 meals a day for the month long program?  Yes  No**

if "yes" please explain: \_\_\_\_\_

## SUMMER INTERSTATE EXCHANGE PROGRAMS REPORT FORM

(To be completed by host family interviewer immediately after interview and returned to your County 4-H Office

Interview must be conducted in applicant's home or virtual (see guidelines for details on using virtual - #4 Additional guidelines if interview conducted remotely.

Name of Family: \_\_\_\_\_ Email \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Family Members Present at Interview: \_\_\_\_\_

Family Members Not Present: \_\_\_\_\_

### I. FAMILY RELATIONSHIPS/COMMUNICATION:

A. Did the family respond in a friendly and open manner to your inquiries?

\_\_\_\_\_

B. **Are all members eager to receive a delegate?**

\_\_\_\_\_

C. **If parent(s) is/are working or away for most of the day, who is in charge when the parent(s) is/are out?**

\_\_\_\_\_

D. **What are the arrangements in case of an emergency? (i.e. Isolation/Quarantine for COVID 19**

\_\_\_\_\_

E. **Were you aware of any unusual friction between parent(s) and/or children?**

\_\_\_\_\_

F. Do the teenager(s) of the family seem friendly, mature and responsible?

\_\_\_\_\_

G. Is there clear communication among the family members?

\_\_\_\_\_

H. Is the family flexible?

\_\_\_\_\_

### II. MOTIVATION FOR HOSTING

A. Is the family able to articulate its expectations?

\_\_\_\_\_

B. Do the adult(s) have realistic expectations? (i.e., teenagers are teenagers, wherever they are from)

\_\_\_\_\_

C. Will the family have adequate time to devote to their visitor?

\_\_\_\_\_

### III. ORGANIZATION COMMITMENT

1. Will this family follow program guidelines?

---

2. Will this family participate in orientations, meetings, etc.?

---

3. Will this family seek help through established channels, should that be appropriate?

---

4. Would the family be able to accept the delegate's removal, if that should be necessary?

---

### IV. HOME ENVIRONMENT

1. This home seemed:

- Too clean and tidy       Clean and tidy       Untidy and not completely clean  
 Somewhat untidy, but friendly & welcoming       Very untidy and not clean

2. Does the family own any pets? If so, what are they?

---

- Are they/is it friendly to visitors?  Yes  No
- Are they/is it allowed in the house?  Yes  No
- If the delegate is uncomfortable with your pet, could the pet stay outside, be kept in certain rooms of the house, or be kept out of the room the delegate will be sleeping in?

---

3. Is the family home in a structurally sound condition, so that a secure and safe environment is provided? \_\_\_\_\_

4. Does anyone in the family have a firearm(s) in their possession? \_\_\_\_\_ Are the firearms registered? \_\_\_\_\_  
Are the firearms kept in a locked case? \_\_\_\_\_ Is the locked case and key inaccessible to the youth in the home?  Yes  No

5. Have all drivers in the host family home completed and have on file their individual Motor Vehicle Registration  Yes  No

---

Please give an overall assessment.

**INTERVIEWER**  
**RECOMMENDATION**

When making your final recommendation, consider these two questions:

A) Would I personally feel comfortable sending my teenage son or daughter to live with this family?

Would you recommend this family to host a participant?

Very strongly     Yes     With some hesitation     No

Why:

---

---

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INTERSTATE EXCHANGE HOST FAMILY ORIENTATION**  
*Designed as a discussion lead orientation which will provide  
basic information for the host family and allow  
questions/discussion as topics are covered.*

1. Get acquainted activity (even though everyone is from same county, you can create an activity where they discover new things about their friends) example: Ask question “What is one thing you do not know about me that you cannot tell by looking?”
2. Overview of the objectives and purposes of the exchange - be sure to emphasize this is not just another time when you are hosting guests in your home but that it is a 4-H Cultural experience for both sides of the exchange.
3. Review the information for the delegate they will be hosting. Questions about anything on the application? Have you communicated personally with them? Any birthdays during the stay? Any special health/diet needs?
4. Update travel plans
  - a. When to expect our guests to arrive and depart
  - b. What is their mode of transportation to Missouri (this may affect plans for transportation while they are in our state)
5. Review and confirm itinerary for the hosting period.
6. Review, confirm and discuss any ‘group’ times’ – what details need to be completed for sightseeing, finances to pay for our guests, etc. This could include a visit with the mayor of the town for photo opt.
7. Review our Safety guidelines during their stay. What activities are covered or not covered by insurance, plans for medical care if needed, etc.) Refer to page 10 of the Interstate Exchange Handbook and share with the families. Have you secured the Special Activities Policy for host families? If available, share copies of that information with the families or send to them later.
8. What types of gifts will your family be giving? What about identical gifts for all of our guests (t shirts, something special from the county i.e. specialty stores etc.) and finances for same.
9. Publicity in your local papers – include photos of your guests with your family. Share on other media outlets that families are using.
10. Status of fund raising (if applicable) for expenses that will be covered from County Exchange funds.
11. Sharing of experiences from former host families who are in attendance – what worked best for them and suggestions for hosting.
12. Closing Activity – using a small soft ball, gently throw to selected individuals to share one thing they have learned today from our time together.

## Host Family Interstate Exchange Evaluation

Rank the following responses on a scale of 1-5. One being the least applicable and five being the most applicable.

1. Our family participated in this exchange in order to:

a. Provide an interstate experience for our family.

1      2      3      4      5

Comment(s):

b. Learn more about the state of the delegate/ chaperon.

1      2      3      4      5

Comment(s):

c. Help our family develop skills in adapting to differences in values and behaviors.

1      2      3      4      5

Comment(s):

2. As a result of our experience in this exchange program, our family:

a. Learned more about a different culture from our delegate/ chaperon.

1      2      3      4      5

Comment(s):

b. Developed skills in adapting to differences in values and behaviors.

1      2      3      4      5

Comment(s):

c. Want to travel and experience culture of our delegate/ chaperon's state.

1      2      3      4      5

Comment(s):



3. Please rate your level of agreement with the following statements about your hosting experience:

a. It was a positive experience for our family.

1      2      3      4      5

Comment(s):

b. Our family would do this again with a different state.

1      2      3      4      5

Comment(s):

4. On a scale of 1-10, did you feel you understood the program rules, policies, and procedures before the hosting period?

1      2      3      4      5      6      7      8      9      10

Comment(s):

5. Have you shared this experience with other members in the community?

6. What if any challenges did your family experience before, after or during the experience?

7. Did this hosting experience meet your expectations?

8. What was your favorite part of the experience?

9. What advice or suggestions would you offer to future host families participating in the program?



Online survey can be found at:

[https://missouri.qualtrics.com/jfe/form/SV\\_brsIHONW8pbtxxc](https://missouri.qualtrics.com/jfe/form/SV_brsIHONW8pbtxxc)

**TRAVELING DELEGATE ORIENTATION AGENDA AND ACTIVITIES**  
**Designed for relevant information to be shared and discussion**  
**with open questions/answers during the orientation.**

1. Review our objectives and the Intestate Exchange program by asking participants to respond and share.
2. Discuss and share what their personal goals are for the exchange.
3. Review the status of the planning stages – what has been accomplished and what tasks are still to be completed. (use your time line and check list for this)
4. Update on travel plans (personal car/rental van(s)/airline, etc.)
5. Review the state/county locate to which you will travel.
6. Discuss and update on the host family gifts (both as group gift for all families and individual families) Missouri made gifts are a good idea as well as items from the National 4-H Store. Personal hand-made gifts are excellent too!!!
7. Using and seek and find game – prepare some basic facts and information about the state you will be traveling and ask participants to find those statements hidden around the room and share. These could be information like (size of state, population, size of county, population, main industry of the state, general weather condition during the time you are there, etc.)
8. What is the status of our fundraising – ready to go; need to continue with more activities, etc.
9. Packing tips – discuss and decide on size and number of luggage pieces per delegate. This applies particularly to airline restrictions and handling fees for luggage.
10. If host families have not already been matched – share that information and allow time for families to review their potential host family.
11. Photos during your stay – most of you will use your cell phone which is fine but it would be a good idea for someone to have camera in case a cell phone is damaged or lost and that delegate could at least have some photos of the exchange.
12. Are all forms/deposits/payments currently collected and on file?

13. Idea – to prepare a small scrapbook with photos of your home/family/school/4-H activities/school activities, town photos of businesses, courthouse, etc., personal interests, etc to leave as a gift for your family.

Close with the following:

A man was out walking in the desert when a voice said to him “Pick up some pebbles and put them in your pocket, and tomorrow you will be both sorry and glad.”

The man obeyed. He stooped down and picked up a handful of pebbles and put them in his pocket. The next morning, he reached into his pocket and found diamonds, rubies, pearls, and emeralds. And he was both glad and sorry – Glad that he had taken some – sorry that he had taken more.

Your exchange can be one like the man – so be sure and pick up a lot of pebbles and keep an open mind to have an exchange that you will remember and apply to your life.

## Traveling Delegate Evaluation

1. What was the most rewarding experience of your Interstate Exchange?
  
2. Is this your first time to travel outside of Missouri?                      Yes                      No
  
3. How did you share with your host family information about Missouri?
  - Cooked a meal or special dish
  - Taught a game/song unique to Missouri
  - Shared information about Missouri's facts (state motto, bird, animal, sport, 4-H information in general, etc.)
  - Other: \_\_\_\_\_  
Explain:
  
4. What gifts did you take to your host family?
  
5. How do you plan to share your experience at the county, regional or statewide levels?
  
6. Are you interested in continuing with another exchange (either Interstate or International)?                      Yes                      No  
  
Share more details about one or both
  - a. Interstate:
  
  
  - b. International:
  
7. Do you plan to keep in touch with your host family?

8. What was the most significant difference between Missouri and your host state?
  
9. What was the most significant difference between your family and your host family?
  
10. Did the orientation session provide you with ample information to prepare you for the exchange?    Yes                      No





## Event Risk Management Plan

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Location \_\_\_\_\_

Number of Participants Anticipated \_\_\_\_\_

Number of Volunteers needed based upon number of anticipated participants \_\_\_\_\_

### Emergency Numbers

Fire Department \_\_\_\_\_

Police Department \_\_\_\_\_

Ambulance Service \_\_\_\_\_

Youth Specialist \_\_\_\_\_

Who will take a child to the hospital or travel with them if taken by ambulance: (Be specific, list names, address and phone number)

\_\_\_\_\_  
\_\_\_\_\_

### Check List (This list will vary depending upon the event or activity. The following are only suggestions)

- Youth Health forms
- Parental Consent forms
- Parent Phone Numbers
- Other

Evacuation Plan: In case of severe weather or other dangerous situations



## 4-H Event/Activity Incident Report

This report is to be used by organization/club leaders, project leaders, activity leaders and resource leaders and event/activity coordinators to document facts and actions regarding participants or staff who may become ill, are injured, who may break the rules, who have lost valuables or who might have an additional issue of concern.

Please file this fully completed and signed incident report with the event/activity coordinator and appropriate 4-H youth specialist.

Participant's name	Time of incident	Date
Person reporting	Nature of incident	
Where did incident happen?		
Witnessed by (other adults consulted or involved)		
Identify the nature of the incident or problem		
Observations by others regarding the incident:		



<b>Action(s) taken (in order, detailed description)</b>
<b>If parents were contacted, describe conversation, noting names, date and time</b>
<b>Disposition of Problem</b>
<b>Medical treatment that may have been necessary</b>

<b>Date (month, day, year)</b>	<b>Signature of Person Filing Report</b>
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<b>Date (month, day, year)</b>	<b>Signature of Witness/Reviewer</b>
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<b>Date (month, day, year)</b>	<b>Signature of Participant</b>
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■ Issued in furtherance of the Cooperative Extension Works Acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. Director, Cooperative Extension, University of Missouri, Columbia, MO 65211  
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