

APPLICATION FOR BURBANK SISTER CITY 2016 STUDENT EXCHANGE PROGRAM TO OTA, JAPAN

The cities of Ota, Japan and Burbank, California have successfully participated in a 2-week summer cultural student exchange program for 32 years. Burbank students travel to Ota and stay with a Japanese family one year and Ota students travel to Burbank the next. In the summer of 2016 we will be sending a group of Burbank students to visit Ota. The program's purpose is to promote communication, goodwill, and cultural awareness, as well as foster closer relationships as sister cities by offering the opportunity of better understanding between the Japanese and American people.

Applicants must be a Burbank resident and entering their freshman, sophomore, junior or senior year in high school.

It is an honor to be selected as an exchange student to Ota, Japan. The Committee will select up to 12 student representatives. Being selected entails a great deal of responsibility since you will be representing both the City of Burbank as well as the Sister City Committee. Successful applicants and their parents must comply with obligations as follows:

- Join the Burbank Sister City Committee (application attached);
- Commit to a minimum 2-year period in an active role on the Sister City Committee, including preparation for and participation during summer visitation of Sister City students to Burbank;
- Obtain and present your passport by the January 4, 2016 Sister City Committee meeting. (If you are not a US resident, you will need to check to see if a Visa is required by Japan for your country of residency and it is your responsibility to obtain this.);
- Participate in BSCC fundraising activities;
- Attend monthly meetings, orientations and other planning meetings in preparation for the trip;
- Host a sister city student in your home *or* provide an alternate Burbank host family acceptable to the Committee;
- Promote the sister city program;
- Submit all funds required for airline ticket purchase by the required deadline;
- Be LiveScan fingerprinted as required by City of Burbank policy.

The full cost of the trip to Ota, Japan is the family's responsibility. ***Financial aid, determined by separate application (attached), is available for qualified students.*** The approximate cost of the trip includes, but is not limited to:

- Airfare - \$1,200 – 1,600
- Passport - \$120
- Gifts for families in Ota - \$150
- Spending money in Ota - \$300 (average)

Participation in student fundraising efforts can result in substantial cost reduction.

You will be advised of important informational meetings and timelines for monies and passports. *Once selections are made, it is expected that commitments for travel to Japan will be kept.*

Completed applications **must** be submitted by or before 5:00 p.m., ***Friday, October 16, 2015***, at the Burbank Central Library, 110 N. Glenoaks Blvd., Burbank, attn: Melissa Potter. ***Incomplete applications and applications received after the deadline will not be considered.***

KEEP THIS PAGE AND MAKE A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.

BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM
STUDENT APPLICATION – SUMMER 2016

PLEASE PRINT OR WRITE CLEARLY

Applicant Name _____
Last First M/I

Address _____ City _____ Zip _____

Month/date/year of birth _____ Age _____ School _____ Grade _____

Home phone () _____ Cell () _____ e-mail _____

U.S. Citizen? Yes ___ No ___ If No, Alien Registration Number _____

If not a U.S. Citizen, country of citizenship: _____

Father's Name _____ Mother's Name _____

Cell phone father () _____ Cell Phone mother () _____

Email _____ Email _____

1) Please write a short paragraph on why you want to participate in the Burbank Sister City Student Exchange Program.

2) What do you feel you can contribute to foster closer relationships between the people of Burbank and the people of Ota?

3) Are there any foods you will not eat or dietary restrictions? Yes ___ No ___ If yes, what foods?

4) List all clubs and activities, including dates of participation, in which you are involved. Include school, church, and community activities. Use additional pages if necessary.

5) Why do you feel any of the above activities would contribute to you representing Burbank in the student exchange program?

6) Do you have previous experience with Japanese people or Japanese culture?

7) Have you visited a foreign country before? Yes___ No___ If yes, which country(ies)?

8) Would you feel comfortable living with a family who may speak only Japanese? Yes___ No___

9) Name some ways you would try to communicate. _____

10) Do you have any medical problems that would interfere with or prohibit full participation in the trip? Yes___ No___ If yes, please explain _____

11) Do you have pet, food, or other allergies? Yes___ No___ If yes, please list._____

12) Do you smoke? Yes___ No___

13) Is there anything additional you would like to tell us about yourself? _____

In addition, upon acceptance as a 2016 exchange student to Ota, the City of Burbank requires that all household members age 18 and over, who will host an inbound sister city student in the summer of 2016 or 2017, be fingerprinted by *LiveScan Fingerprinting Services* through the City of Burbank.

This application must include the following:

- *two letters of recommendation from teachers, school counselor, administrators or community leaders (e.g. scoutmaster, coach, religious leader);*
- *One copy each of your last two **semester** grade reports (not a transcript).*

Incomplete applications will NOT be considered.

The selection committee will review all applications. Applicants who pass the paper screening will have individual interviews to determine final selection. Interviews will be conducted in October and November 2015. Written notification of interview date and time will be provided. Parents will have a separate informational interview, simultaneous to the student interview. Applicants will be notified in writing within 10 days following the interviews. Verified falsification or misinformation by the applicant will result in immediate removal from the exchange program.

CERTIFICATION

In submitting this application, I/we certify that the information provided is complete and accurate to the best of our knowledge. We also understand the obligations outlined on the front page of this application packet and will comply with the best of our ability.

Print name – student applicant	Signature – student applicant	Date
--------------------------------	-------------------------------	------

Print name – applicant parent	Signature of parent	Date
-------------------------------	---------------------	------

Print name – applicant parent	Signature of parent	Date
-------------------------------	---------------------	------

Applications must be returned by 5:00 p.m., **Friday, October 16, 2015** to the following location:

- Burbank Central Library (Circulation Desk), 110 N. Glenoaks, Burbank, CA 91502
(Attention: Melissa Potter, Interim Library Services Director)

BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM STUDENT SCHOLARSHIP APPLICATION – SUMMER 2016

PLEASE PRINT OR WRITE CLEARLY

Fill out **only** if applying for scholarship:

Applicant Name _____

Address _____
Last
First
City
M / I
Zip code

Birth date _____ Age _____ School _____
Current
Grade

Home Phone () _____ Cell () _____ E-mail _____

Father's Name _____ Father's Work Phone () _____

Mother's Name _____ Mother's Work Phone () _____

The Burbank Sister City Student Exchange Program provides a limited number of scholarships to assist with travel to Ota, Japan. It is a need-based grant, with the following criteria:

- Student must be a Burbank resident;
- Two most recent **semester** grade reports (no transcripts) must reflect at least average class grades, satisfactory attendance and good citizenship;
- *Student Application* and *Student Scholarship Application* are completed and submitted;
- Total household income is not more than allowable income listed below; and
- Explanation of any unusual financial circumstances is submitted.

Financial need is based on total annual household income below the following Community Development Block Grant (CDBG) income limits (80% of median). To verify need, please submit one of the following:

1. Parents' last year's completed federal tax return or past 3 months pay stubs;
2. TANF or Welfare Eligibility Statement;
3. Proof of eligibility for Reduced or Free Lunch Program.

Circle Number of Persons in Household	Total Annual Household Income	CDBG maximum Allowable income
1	_____	\$46,400
2	_____	\$53,000
3	_____	\$59,650
4	_____	\$66,250
5	_____	\$76,850
6	_____	\$82,150
7	_____	\$87,450

Student Applicant: On a separate page, please express in 150 to 200 words what the opportunity of being selected as a participant in and scholarship recipient of the Burbank Sister City Student Exchange Program would mean to you.

Complete and submit this page, financial eligibility information, explanation of any unusual financial circumstances that should be considered and your short essay, along with your Student Application by the required date and to the location stated on the Student Application form. No scholarship monies will change hands. Money will be applied to purchase of airline tickets only.

Burbank Sister City Committee

Membership Application

Dear Burbank Sister City Committee Prospective Members,

The Burbank Sister City Committee is pleased to welcome you as a member. We look forward to your participation with the committee.

Please return this form to the address shown at the bottom of the page, along with a check for your membership dues. Dues are collected on an annual basis (Jan-Dec). Your contribution will be used to support committee activities.

Thank you for your support of the Burbank Sister City Committee.

(Please Print)

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email address: _____

- I would like be added to the Burbank Sister City Committee membership list. Enclosed is a check for my annual membership dues.

*Please feel free to include a donation in addition to your annual dues payment.
Any amount is greatly appreciated!*

- Family membership* - \$30 Individual membership - \$15 Donation - \$ _____

*Write additional names and email addresses of family members on back of sheet

Total amount enclosed: \$ _____

Please make checks payable to “Burbank Sister City Committee”

- Please send monthly meeting minutes and other correspondence to keep me informed of Committee activities via E-mail.

PLEASE COMPLETE AND RETURN THIS FORM TO:

Burbank Sister City Committee

***c/o Burbank Central Library
110 N. Glenoaks Blvd.
Burbank, CA 91502***