Read this document thoroughly before applying!

2017 OHIO 4-H OUTBOUND INTERNATIONAL PROGRAMS
APPLICATION PROCEDURES, INSTRUCTIONS & FINANCIAL INFORMATION
Japan, Costa Rica & Finland

Revised 9/8/16

EARLY NOTIFICATION
(Please let us know you plan to apply) ASAP & by 10/25 if possible

APPLICATION DEADLINE with first payments:
(Scroll to bottom of this document for details – 2 separate checks) December 1, 2016

DEADLINE for 3 Reference Forms: December 1, 2016

DATES to hold for Selection Interviews & Orientation:
Applicant and at least one parent must attend (Held in Columbus) Dec. 10, 11, Jan. 7, 8 & 16 (hold ALL)

NOTIFICATION OF SELECTED YOUTH: Late January

DEADLINE for Medical Form and Passport Copies:
($100 late fee for Medical Forms – please schedule a doctor appt. now for between Jan. 20 and Feb. 20) Feb. 28, 2017

PAYMENT DATES: (Scroll to bottom of this document for details):
Dec. 1, Feb. 1, Mar. 1 & May 1

If selected for participation, you’ll receive a detailed calendar of all items and their due dates.

HOW TO APPLY/CONTACT INFORMATION:

Where to send materials: (can be either e-mailed or mailed – please see next page for details)

Mary Lynn Thalheimer
Ohio 4-H International Programs
2201 Fred Taylor Dr.
Columbus, OH, 43210
thalheimer.1@osu.edu
**Terminology**

Here are some “translations” to help you navigate our materials:

- “Delegate” = the youth Applicant (you!)
- “OB” = Out-Bound (as in “Out-Bound traveler from the U.S. to other countries)
- “S4H” = our national program administrator in Seattle, called “States’ 4-H International Exchange Program.”
- “4-week Japan” = the regular, 1-month “Delegation to Japan” trip.
- “Nihongo” = The optional, intensive Japanese language training program which immediately precedes 4-week Japan. The Nihongo program can only be attended by those who are also participating in 4-week Japan.
- “8-week Japan” = the above 2 programs combined.

**Schedule of Payments**

Please scroll to the very bottom of this document for a full schedule of payments, instructions, refund information, etc. Note that a deposit (2 separate checks – scroll to bottom for info) is due WITH your application on 12/1/16!

**Eligibility**

Make sure you are eligible. Applicants must be within certain age ranges by departure date & still on return date: (Japan: 12-18 ... Australia: 16-18 ... Argentina/Costa Rica/Noarway: 15-18 ... Finland: 15-19) In addition, you cannot be in college, although you may be a high school student who is taking some college courses. You do not need to be involved with 4-H programs to participate, but only those involved with 4-H will receive scholarships and will be given first preference for programs that allow a limited number of participants. Medical eligibility for OB Japan applicants: Please note that common ADD/ADHD medications, such as Adderall (amphetamine and dextroamphetamine), are illegal in Japan.

**Application Form**

The application form includes a combination of items needed by S4H (our national coordinator), along with items needed by Ohio 4-H. For this reason, the instructions you are now reading are very important and will guide you in completing the form. A correct and complete form will increase your chances of being selected for programs which have participant limits. Pay attention to all details. Find the application at our website: [www.ohio4H.org/youth/international](http://www.ohio4H.org/youth/international)

You have 3 choices for completing the application (see 1st page of this document for where to send):

1. Type your answers into the fillable PDF form, save it to your computer and email it as an attachment.* (IMPORTANT: If choosing option #1, you also must print, sign and snail-mail page 9 of the application)
2. Type your answers into the fillable PDF form, save it to your computer, print it, sign it, and mail it.
3. Print the form, hand-write your answers neatly in blue/black ink, make a photocopy and mail the original.

Submit by **December 1, 2016** along with the $1,050 deposit in 2 separate checks (see END of this document for payment information). Applications will be evaluated by state & national Selections Teams, and will also be read by people who do not speak English as a first language. First impressions are important!

**Nationwide Limits on Number of Participants**

Costa Rica: 20  
Finland: 20  
Japan: none  
Japan + Nihongo: 20 (flexible - our Japanese partners have indicated they may be flexible with this number)
Mandatory “Individual Interviews” – Dec. 10 or 11 – in Columbus or via phone
These interviews will be set-up upon declaration of your intent to apply and/or submission of your application.

Mandatory Group Selection Interviews and Orientation #1” – Jan. 7, 8 or 15

This date will be determined based on weather. Our goal is to hold the event Saturday, Jan. 7 ... but in case of bad weather, we will move to Sunday (2nd choice) or the following Monday (MLK day). Youth and at least one parent must attend. The location will be the 4-H Center at The Ohio State University in Columbus. Applicants will be notified of selection by late January, 2017.

Mandatory “Group Orientation #2”:

Japan Delegates: There will be a mandatory Orientation #2 held in Columbus in May or early June for all youth and at least 1 parent. Final date selection will be made in February. If you and 1 parent do not attend this meeting you will not be permitted on the trip to Japan.
Non-Japan Delegates: Your 2nd Orientation will be held by conference call in the spring with other members of your group from around the U.S. (required for delegates, but we suggest at least one parent listens to the call as well). More information will be coming as we approach departure. S4H will contact you to select a date/time for the call.

Plan Ahead to get your Passport  (Passport “photo-page” copies due Feb. 28) (Evidence of application due 1/25)

Information about how to apply for a passport is found on the last page of the application form. You may wish to wait until you have been accepted into the program before applying for a passport. Passport copies are due Feb. 28, so if you choose to wait, you should apply for one immediately after learning of your acceptance to the program ... they take 4-8 weeks to process. (We suggest you gather the documents and materials necessary to apply in advance, so you can submit them immediately upon learning of your acceptance.) Note that you’ll need to submit your Birth Certificate (BC) to obtain a passport. This can be either your original BC, or you can go to your country registrar and purchase a certified copy (with a raised-seal) for $15. If you are under the age of 16, you’ll need to appear in person to apply for your passport, along with both of your parents/guardians. You must submit evidence that you’ve applied for your passport by January 25 – details provided at orientation.

Airport Preferences  (Page 7 of the application form)

Please indicate your closest-to-home airport(s), but note that if we have more than one Ohio youth traveling to any one particular country, Mary Lynn will contact you all in advance to make a mutual decision about whether you’d prefer to travel together to and from Columbus vs. traveling alone via your home/local airports.

Make a Doctor Appointment Now for Jan. 23 – Feb. 20   (Medical Forms due Feb. 28 – see pgs. 20-26)

Plan ahead by making an appointment now to see your doctor between Jan. 23 (the date when you will find out if you have been accepted) and Feb. 20, so that you can have your Medical Form completed and submitted to us by the Feb. 28 deadline. The form must be signed and dated by a doctor, and based on a physical examination after Jan. 1, 2017. There is a $100 late fee for Medical Forms not submitted by Feb. 28. (This fee is necessary since our international partner countries must have the form before matching you with a family.) At your appointment, make sure your tetanus is up to date. You may need other shots as well – we’ll inform you upon acceptance.
Reference Forms

On page 7, you’re instructed to provide the name of 3 references. None of these can be family members. Please:

- Record your references’ contact information on page 7.
  
  - 4-H-involved members: You must include at least one 4-H Staff Member and a School Representative (teacher, counselor or administrator).
  - Non 4-H members: You must include a Community Leader (club/group/church/government) and a School Representative (teacher, counselor or administrator).
  - Both: Your 3rd reference can be any other non-related adult from school, 4-H, other clubs, job, etc.

- Print the 3 Reference Forms, included with this application form on pages (17-19), write your name on them, and provide them directly to your references. Be sure to give the correct reference to the correct individual (i.e., the school reference to the school person). Also provide each reference person with a stamped, return-envelope addressed to us: Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, Ohio, 43210.

- Ask your references to return the forms to us so that we receive them by December 1, 2016. Check with them to ensure they do! If running late, they may email forms by Dec. 1 and follow-up via regular mail.
thalheimer.1@osu.edu

Host Family Requests

Some youth wish to stay with a particular family whom they already know. The earlier we know about your host family request, the better chance we have of learning the family’s answer prior to air ticketing in early February (tickets are non-refundable once issued). For all host family requests (even if you have already been emailing causally with a family about hosting you), please allow 4-H to make the formal hosting request with the family. Ohio 4-H let you know just as soon as we have an answer. SO … if you have a specific host family request, please:

- Fill in your requested family’s information on page 6 of the application form.

- If possible, email Mary Lynn in advance of the Dec. 1 deadline to let me know the following:
  
  - Your 1st-choice family’s contact information (provide all the information that you wrote on the application, page 6).
  - Let me know if you’ve already had informal contact with the family regarding hosting you and what they’ve indicated to you thus far.

“Host Family Information Sheets” describing your selected host family and including their photo, will be available in June. Youth who do not have specific host family requests will be placed with quality families selected by the host country’s organization. Be sure to note allergies, dietary needs, and smoking preferences on pages 4-5.
What’s Included in the Program Fee?

• Program support from staff in Ohio, Seattle, and our international partner from start to finish
• 24/7 U.S. chaperone coverage beginning in gateway city. (One chaperone for every 10-20 youth.)
• Orientations in Columbus (2), via phone conference, in U.S. Gateway city (overnight) and in destination country (overnight)
• Pre-return De-Briefing
• Guidebooks and Handbooks
• Medical and Accident Insurance
• Round-trip domestic and international airfare from Ohio, including all transportation taxes, fuel surcharges, VISAs, entry or exit fees, etc.
• Travel to and from the host family
• Program expenses overseas
• Camp or special activity while overseas (varies by country)
• 4-H Tee-Shirts
• Luggage Tags
• Passport Carriers

Expenses to be paid by delegates include:

• Medical examination (to have Medical Form completed)
• Passport
• Any Luggage Fees imposed by airlines (TBA)
• Gifts for host family
• Spending money for souvenirs and personal items while overseas
• Travel to and from the required meetings in Columbus
• Travel to and from the Columbus (or other) Airport for arrival and departure
• Some airlines have recently implemented “unaccompanied minor” fees for youth of certain ages who are traveling alone. This may apply to you, depending on the airline and where you will meet your group leader.
• Japanese Nihongo Program Only: Weekday Lunches while classes are held (about $8-10 daily for 18 days).
• Non-Japan Only: Some in-country transportation, meals and activities (appx. $100-300), to be detailed during the conference call orientation in the spring

2017 Japan Only: Optional “Nihongo” Language Program  (June 14 – July 12, 2017)

An optional opportunity for those planning to travel to Japan and who would like to become conversant in Japanese is the intensive 1-Month Nihongo language program, offered at the Labo Center in downtown Tokyo, and scheduled for the month preceding the “regular” Labo homestay. (Participants will join the regular Ohio delegation for the month-long homestay from July 12 to August 10 after they finish Nihongo.) Nihongo participants will be hosted by a Tokyo host family during their Nihongo studies, and a different host family during the regular homestay. Nihongo students attend classes at the Labo Tokyo Office during the day, and enjoy host family life at night and during weekends. The cost of the Nihongo program is $1,500 (due May 1), which covers tuition and books. In addition, weekday lunches must be paid for by the delegate (about $180 – appx. $10 per weekday). Host families provide lodging and all other meals. About 3-5 Ohio youth usually participate in Nihongo each summer.
Scholarship Information

Ohio 4-H offers two types scholarships, as described below.

1. A “Base Scholarship” will be granted to each applicant who is selected for participation by Ohio 4-H following in-person Interviews and a review of your materials. This scholarship is made possible by generous endowment donors to the Ohio 4-H International Program as well as the Ohio 4-H Foundation. It is only available to youth who have been involved with 4-H programs. It ranges from $1,300 for Costa Rica to $1,600 for Finland to $1,800 for Japan.

2. **In addition**, those who have previously hosted **with Ohio 4-H** will receive a “Previous Hosting Scholarship” from Labo, Ohio 4-H, or both:
   a. $100 for each month-long youth hosted from any country.
   b. $1,000 for the 1st Labo Japanese year-long youth hosted, and $200 for each subsequent year-long
   c. Scholarship “credits” can only be used once – ie., if your family has hosted 2 exchange youth and your sibling has already traveled overseas and received a scholarship for those 2 youth, you cannot receive the same scholarship.
   d. If you’ve hosted with Ohio 4-H before, be sure to complete the charts on pages 6 and 14 (as instructed on app.) of the application form. No other application form for scholarships is required.
   e. **If you are traveling to Japan** and have previously hosted Japanese exchangees, Labo will be paying your scholarship and it will be issued via a reduction to your May 1st payment. (Note: Labo only pays a maximum scholarship of $300 per month-long and $1,000 per year-long. If you’ve hosted more than that, Ohio 4-H will pick-up your scholarship funding for subsequent exchangees, paid post-trip in September.) **If you are traveling to a different country**, Ohio 4-H will be paying your entire previous-hosting scholarship and it will be issued to you in September.
   f. A document on our website will help you understand the criteria, sources and policies for our scholarship: [OB Scholarship Information](#)

Some of the scholarship money will be distributed in advance and some after trip completion:

- Ohio 4-H will pay S4H some of your scholarship on your behalf on Feb. 1st. (see next pages)
- Your May 1 payment will be decreased according to your “previous-hosting scholarship” amount (if you have hosted with Ohio 4-H before).
- The remaining $300 of your scholarship will be distributed in September after you successfully complete all elements of the program (basically, as a refund for funds you’ve already provided). Why September? In the past, some delegates received advance scholarships and then cancelled, did not follow our code of conduct during the homestay, or did not submit required materials on-time. In order to honor our donors’ generosity, we therefore distribute some of the money post-program.
Gathering Financial Support

Many past participants have creatively sought ways to finance their overseas experience. You can, too! Keep in mind this important fact: Donations to your trip are not tax-deductible, because they are benefitting you (a specific individual), rather than a group. This will usually not deter donors from supporting you, but they need to know this fact before giving. (Because donations are not tax-deductible, donors should write checks directly to you.) If you are accepted to the program, you will be provided with a Donor Letter in January to give to prospective supporters, which confirms that you are traveling on an educational trip through Ohio 4-H. This can be helpful in securing donations. Always emphasize that this is an educational experience and NOT a vacation (you’ll be living with a host family, attending 4-H type events and/or camp, and will be expected to adapt to the local culture and language).

Below are some ideas to get you started:

County 4-H Office

We encourage 4-H youth applicants to contact their county 4-H office to inquire about possible scholarships. Past participants have received awards ranging from $100 to $500 from groups such as Junior Leaders, County Advisory Groups, Friends of 4-H, etc. It’s often helpful to pledge to do a presentation about your experience in Japan to the donor group after you return, as a “thank-you” for their donation.

Letter-writing campaign to friends and family

Be careful to emphasize the educational aspect of this experience, and not to put pressure on others. The best results come when you make it clear that you are not assuming everyone can give, that you don’t expect large amounts (suggest $5-$25) and that you will “pay-back” any donors through a presentation or newsletter about your host country and your experience there.

Usual Fund-Raisers

Contact your 4-H Adviser, school teachers or other trusted adults to get advice on fund-raisers that others might help you with, such as bake sales, car washes, etc.

Other Community Groups

Many past 4-H’ers who traveled overseas were able to raise money by seeking local groups to sponsor them for $25-$100, and then in return, doing a presentation about their host country. Groups who would likely be interested in such presentations include churches, local business associations, Kiwanis and Rotary type groups, home-schooling groups, etc. You can also think creatively and consider providing each donor with some type of Japanese (or other) “goodie-basket” with in-expensive items that you could purchase from a Japanese web-site ... or fill the basket with educational pieces that you could put together yourself (i.e., maps, a chart showing language and money differences, etc.). Or, promise your donors an e-mailed “newsletter” when you return, outlining what you’ve learned and how the experience has changed you for the better.
Schedule of Payments and Payee Information:

December 1: You pay $1,050 in 2 separate checks

This represents the $50 Application Fee to Ohio 4-H + the $1,000 1st Payment to S4H, the national coordinator. Write 2 separate checks and submit both to State 4-H Office with your application. Mail both to: Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210

- $50 check made payable to “The Ohio State University” (Non-Refundable Application Fee)
- $1,000 check made payable to “States’ 4-H International Exchange Programs” (This represents the Deposit/1st Payment to national coordinator) (Selected Candidates: Non-refundable after air ticketing in mid-February) (Non-selected Candidates: Fully Refundable)

February 1:

$2,000 (Japan and Finland) or $1,000 (Costa Rica) is due to States’ 4-H on this date. Ohio 4-H will make a payment to S4H on your behalf, representing the first part of your scholarship, and you will pay the remainder. The amount you pay on this date will depend upon your country:

<table>
<thead>
<tr>
<th>Country</th>
<th>Ohio 4-H Pays (as part of your scholarship):</th>
<th>You Pay:</th>
<th>Total Due to S4H:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan</td>
<td>$1,500</td>
<td>$500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Finland</td>
<td>$1,300</td>
<td>$700</td>
<td>$2,000</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>$1,000</td>
<td>$0</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

- Make your check payable to “States’ 4-H International Exchange Programs” (Write your 1st-choice country in the memo line) (Your payment is non-refundable after air ticketing in early-February. Mail to: States’ 4-H International Exchange Programs, 1601 Fifth Ave., Suite 2230, Seattle, WA, 98101)

March 1:

You pay $500, made payable to “The Ohio State University” (This represents the Ohio 4-H program payment) (Generally Non-Refundable after March 1, but may be partially refundable on a case-by-case basis.) Mail to: Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210

May 1:

This represents the Final Payment to S4H (the national coordinator), and it varies according to destination country, airfare price, currency exchange rate and previous-hosting scholarship amount. You’ll be informed of the exact amount of your May 1 payment in mid-April - please wait for an invoice. See below for payment estimates. Make check payable to “States’ 4-H International Exchange Programs” with your country of destination in the memo line. Mail to: States’ 4-H International Exchange Programs, 1601 Fifth Ave., Suite 2230, Seattle, WA, 98101 Non-refundable after May 1, except may be partially refundable in extraordinary cases.
**Estimated May 1 payments:** (before previous-hosting scholarships are applied)

- Japan: $1,450
- Costa Rica: $1,040
- Norway: $950

**May 1 Nihongo Japan Payment:** (ONLY for 2017 Japan Nihongo/8-week Applicants:)

Nihongo Payment of $1,500 (if applicable). **Write 2 separate checks:**

- $200 to “The Ohio State University”
  *Non-Refundable*
  Mail to: 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210

- $1,300 to “States’ 4-H International Exchange Programs”
  *Non-Refundable*
  Mail to: States’ 4-H International Exchange Programs, 1601 Fifth Ave., Ste. 2230, Seattle, WA, 98101

**Program Cancellation Policy:**

- Cancellations must be made in writing
- Refunds for specific payments are listed above.
- Airfare is not refundable once ticketed in early February.
- For exceptional circumstances, refunds are made on a case-by-case basis

**Email Checking - Responsibility**

You must commit to checking your email at least every other day between now and departure. We will communicate primarily via email and it is your responsibility to check. We will send our emails to all youth and parents who supply us with an email address. Please begin an email folder and keep all e-mails sent to you; I will sometimes refer to back to them by number. Find a filing system that works for you, and be responsible for knowing and meeting all deadlines.