Read this document thoroughly before applying!

2018 OHIO 4-H OUTBOUND INTERNATIONAL PROGRAMS
APPLICATION PROCEDURES, INSTRUCTIONS & FINANCIAL INFORMATION
Japan, Costa Rica & Norway
Revised 10/11/17

EARLY NOTIFICATION
(Please let us know you plan to apply) ASAP & by 11/1/17 if possible

APPLICATION DEADLINE with first payment: December 1, 2017

DEADLINE for 3 Reference Forms: December 1, 2017

PHONE SELECTION INDIVIDUAL INTERVIEWS: During December 2017

REQUIRED IN-PERSON Orientation: Monday, Jan. 15, 2018
Applicant and at least one parent must attend (Held at OSU in Columbus)

NOTIFICATION OF SELECTED YOUTH: January, 2018

DEADLINE for Medical Form and Passport Copies: March 1, 2018
($100 late fee for Medical Forms – please schedule a doctor appt. now for between Feb. 1 and Feb. 20)

PAYMENT DATES: (Scroll to end of this document for details – pg. 8): Dec. 1, Feb. 1, Ap. 15 & 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

Read this document thoroughly before applying!
**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 $2,000 check is due WITH your application on 12/1/17! (But it will not be cashed until January.)

**Eligibility**
Make sure you are eligible. Applicants must be within certain age ranges by departure date & still on return date: (Japan: 12-18 … Costa Rica 15-18 … Norway: 15-18) 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) Print the form, hand-write your answers neatly in blue/black ink, make a photocopy and mail the original. OR, if you have capability, you may fill-in the form online and email it to us.

Submit application by December 1, 2017 along with 3 references and the $2,000 deposit (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: 10-20  
Norway: 10-20  
Japan 4-week: none  
Japan 8-week: 20 (flexible - our Japanese partners have indicated they may be flexible with this number)
“Individual Interviews” – December 2017 – in Columbus or via phone
These interviews will be set-up upon your declaration of your intent to apply and/or submission of your application.

**Mandatory “Group Orientation #1” with possible interviews, as well – Jan. 15, 2018**
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, 2018.**

**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 of meeting will be made in March. 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” copy due March 1) (Evidence that you’ve applied: 2/1)

Submit a copy of photo page (with SIGNATURE) by March 1.
- You may wish to wait until you have been accepted into the program before applying for a passport.
- Your passport must be valid for three (3) months after the intended return travel date, so if you already have a passport, check the expiration date and renew, if needed.
- If you don’t have one, apply immediately after learning of acceptance. It may take as long as 2 months.
- Applicants under 16 years of age must apply in person accompanied by both parents/guardians.
- For details on how to apply, visit: [http://travel.state.gov/passport/](http://travel.state.gov/passport/) or call 1-877-487-2778
- 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 your Birth Certificate (BC) to obtain a passport. This can either be the original, or you can go to your country registrar and purchase a certified copy (with a raised-seal) for ~ $15.
- You must submit evidence to the State 4-H Office (ie., copy of receipt) that you’ve applied for your passport by Feb. 1 – this is to ensure you apply immediately! Details provided at orientation.

**Make a Dr. Appointment Now for between Feb. 1 – Feb. 20** (Medical Form due March 1 – see pgs. 18-24)

Plan ahead by making an appointment now to see your doctor between Feb. 1 (the date by which you’ll know for sure if you’ve been accepted) and Feb. 20, so that you can have your Medical Form completed and submitted to us by the 3/1 deadline. The form must be signed and dated by a doctor, and based on a physical examination conducted after Jan. 1, 2018. **There is a $100 late fee for Medical Forms not submitted by 3/1.** (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.

**NOTE that the Medical Forms for JAPAN vs. all other countries are different!!** – both Medical Forms are attached to the application. Be sure to have the correct one completed by your doctor.
**Airport Preferences**  (Page 6 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.

**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 (15-17), write your name on them, and provide them directly to your references. Be sure to give the correct reference to the correct individual (ie., 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, 2017. Check with them to ensure they do! If running late, they may e-mail or fax forms by Dec. 1 and follow-up via regular mail. thalheimer.1@osu.edu (fax: 614-292-1935)

**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 5 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 5).
  - 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 to all Ohio youth 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 the application.
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 “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 $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

2018 Japan Only: Optional “Nihongo” Language Program  (June 13 – July 11, 2018)

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 11 to August 9 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 $1,600, which covers tuition and books. This fee is woven into the various monthly payments for all programs (see last pages of this document) 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.
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.

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 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. The 2018 Base Scholarship is $1,500 (for Japan and Norway) and $1,000 (for Costa Rica).

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 chart on pages 6 (as instructed on app.) of the application form. No other application form for scholarships is required.
   e. 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 provide your “Base Scholarship” by paying S4H directly on Feb. 1st (see next pages)

- Your “Previous Hosting 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 inexpensive 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:** All applicants pay $2,000

This represents the 1st Payment to S4H, the national coordinator. Submit to Ohio’s State 4-H Office along with your application. **Mail to:** Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210

- **$2,000 check made payable to “States’ 4-H International Exchange Programs”**
  - Please write your 1st-choice country in the memo line
  - (This represents the Deposit/1st Payment to national coordinator)

Non-selected Candidates: Fully Refundable

Selected Candidates:
- Before January 31 – $300 cancellation fee. (The remaining $1,700 of 1st payment will be refunded.)
- After January 31 – 100% cancellation fee. (Entire $2,000 first payment will be forfeited.)

**February 1:** Japan 8-week “Nihongo” pays $500; all others pay 0

Payments to S4H due on this date vary by country ($2,000 for Japan Nihongo 8-week ... $1,500 for Japan 4-week and for Norway ... and $1,000 for Costa Rica). However, these fees will be paid FOR you by Ohio 4-H, with the exception of $500 still owed by Nihongo participants. Why? Because Ohio 4-H is making a payment to S4H on your behalf, representing your “Base Scholarship,” and you will pay the remainder, if any (Nihongo participants only). Thus, the amount you pay on this date will depend upon your country:

<table>
<thead>
<tr>
<th>Country</th>
<th>Total Due to S4H:</th>
<th>Ohio 4-H Pays (as your “Base Scholarship”):</th>
<th>You Pay:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan 8-week</td>
<td>$2,000</td>
<td>$1,500</td>
<td>$500</td>
</tr>
<tr>
<td>Japan 4-week</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Norway</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

- **Nihongo participants:** Make your $500 check payable to “States’ 4-H International Exchange Programs.” Write “Japan 8-week” 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

**April 15:** Payments Vary by Country

This represents the Final Payment to S4H, and it **varies according to destination country, airfare price, currency exchange rate**, and other variables. You’ll be informed of the exact amount of your April 15 payment in early-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 April 15, except may be partially refundable in extraordinary cases.

**Estimated April 15 payments:** (before “previous-hosting” scholarships are paid via reimbursement in the fall)

- Japan 8-week: $ 1,950
- Japan 4-week: $ 1,050
- Norway: $ 800
- Costa Rica: $ 0
May 1: $750 (Japan 8-week Nihongo) or $550 (all others)

You pay $750 (Nihongo participants) or $550 (all other participants), made payable to “The Ohio State University” (This represents the Ohio 4-H program payment) (Generally Non-Refundable after May 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