

Read this document thoroughly before applying!

2019 OHIO 4-H OUTBOUND INTERNATIONAL PROGRAMS

APPLICATION PROCEDURES, INSTRUCTIONS & FINANCIAL INFORMATION

Japan, Costa Rica & Finland

Revised 10/26/18

EARLY NOTIFICATION (Please let us know you plan to apply)	ASAP
APPLICATION DEADLINE with first payment:	November 30, 2018
DEADLINE for 3 Reference Forms:	November 30, 2018
INDIVIDUAL PHONE INTERVIEWS:	During December 2018
REQUIRED IN-PERSON INTERVIEWS/ORIENTATION: <i>Applicant and at least one parent <u>must</u> attend (Held at OSU in Columbus)</i>	Saturday, Dec. 8, 2018
NOTIFICATION OF SELECTION:	January 20, 2019
DEADLINE for Medical Form and Passport Copies:	March 1, 2019
SPRING IN-PERSON ORIENTATION: <i>Applicant and at least one parent <u>must</u> attend (Held at OSU in Columbus)</i>	Date announced in March 2019
PAYMENT DATES: <i>(Scroll to page 8 for details):</i>	Nov. 30, 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:

EMAIL the application and photos to thalheimer.1@osu.edu

MAIL your check (1st payment) and have your references mail their reference forms to:

Mary Lynn Thalheimer Phone: 614-247-8162
Ohio 4-H International Programs Fax: 614-292-5937
2201 Fred Taylor Dr.
Columbus, OH, 43210



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.”
- “1-Month Japan” = the regular, 1-month “Delegation to Japan” trip.
- “Nihongo” = This word means “Japanese”. An optional, intensive Japanese language training program which immediately precedes 1-month Japan. *The Nihongo program can only be attended by those who are also participating in 1-month Japan.*
- “2-Month Japan” = the above 2 programs combined.

Schedule of Payments

Scroll to the very bottom of this document for a full schedule of payments, instructions, refund information, etc. Note that your first payment is due WITH your application on 11/30/18! (But it will not be cashed until you are accepted in January.) First payment amounts vary by country – see end of this document.

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 ... Finland: 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 Ritalin and Adderall (amphetamine and dextroamphetamine) are illegal in Japan.**

Application Form

A correct and complete form will increase your chances of being selected for programs which have participant limits. Pay attention to all details. 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! The instructions you are now reading will guide you in completing the form, so please read carefully. Find the application at our website: www.ohio4H.org/youth/international Download and save the fillable form to your computer and give it a name you’ll remember. Then, locate and open the saved document to begin typing into the fields. You’ll need Adobe Reader to complete the form. If you don’t have Adobe Reader, you can download it for free here: <https://get.adobe.com/reader/>

The following must be received by Mary Lynn Thalheimer in the State 4-H Office by November 30, 2018:

- Completed Application Form & photos (emailed to thalheimer.1@osu.edu)
- Your first payment* (mailed - address found on first page of this document)
- Three references (mailed - see within for instructions.)

***REMINDER:** (see END of this document for payment information).

Nationwide Limits on Number of Participants

Costa Rica: 10-20

Finland: 10-20

Japan 1-month: none

Japan 2-month: 20 (flexible - our Japanese partners have indicated they can be flexible with this number)

Individual Phone Interviews – December 2018

These interviews will be scheduled upon the submission of your application.

Mandatory In-Person “Group Interviews and Orientation #1” – Dec. 8, 2018 (afternoon)

Youth applicant and at least one parent *must* attend. The location will be the Ohio 4-H Center in Columbus.

Applicants will be notified of selection by January 20, 2019.

Mandatory In-Person “Group Orientation #2”: (Japan Only) (In the spring; TBA by March)

Held at the Ohio 4-H Center in Columbus. Meeting date chosen by consensus and announced in March.

National Orientation Conference Calls:

Held in the spring (date selected by mutual consensus) 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 to come.

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/> 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 around January 20.
- Note that you’ll need your Birth Certificate 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 about \$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 that you apply immediately! Details provided at December orientation.

Make a Dr. Appointment Now for between Jan. 20 – Feb. 20 (Medical Form due March 1 – see pgs. 19-24)

Plan ahead! The form must be signed and dated by a doctor, and based on a physical examination conducted within 1 year of departure date. If you’ve seen your doctor within that time frame, check to see if s/he is willing to complete the form based on that exam. If not, plan ahead by making an appointment NOW to be examined by your doctor between Jan. 20 (the date by which you’ll know for sure if you’ve been accepted) and Feb. 20. This will allow you enough time to submit your Medical Form to us by the March 1 deadline. 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 depending on your destination country – we’ll inform you of that in early 2019.

NOTE that there are TWO Medical Forms – one is for JAPAN and the other is for all other countries. BOTH Medical Forms are attached to the application. Be sure to have the correct form completed by your doctor.

Any medical updates that occur after the medical form is submitted must be **immediately conveyed to the State Coordinator. Last-minute changes must be submitted no later than 5 days before departure.**

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 the same destination, Mary Lynn will contact you 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 8, 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 8, and include the following:

4-H-involved members:

- At least one 4-H Staff Member or Volunteer
- At least one School Representative (teacher, counselor or administrator).
- An additional non-related adult from 4-H, school, job, other clubs, etc.

Non 4-H members:

- At least one Community Leader (club/group/church/government)
- At least one School Representative (teacher, counselor or administrator).
- An additional non-related adult from 4-H, school, job, other clubs, etc.

- Print the 3 Reference Forms (see pages 25-27 of the application form), 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: Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, Ohio, 43210.
- Ask your references to return the forms so that we receive them by **November 30, 2018**. **Check with them to ensure they do!** If running late, they may e-mail or fax forms by Nov. 30 and follow-up via regular mail. (See forms for contact/submission information.)

Host Family Requests

Some youth wish to stay with a particular overseas 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 casually 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:

- Provide your requested family's information on page 6 of the application form.
- If possible, **email Mary Lynn in advance of the Nov. 30 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).
 - Have you already had informal contact with the family regarding hosting you? If so, what have they 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 2-Month Nihongo Program: Weekday Lunches while classes are held (about \$10 daily for 18 days)*
- *Costa Rica & Finland: Some in-country transportation, meals and activities (appx. \$100-300), to be detailed during the conference call orientation in the spring*

2-Month Japan: (June 12 – July 10, 2019)

An optional opportunity for those planning to travel to Japan and who would like to become more 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 1-month homestay. (Participants will join the regular Ohio delegation for the month-long homestay from July 10 to August 8 after they finish Nihongo.) Nihongo participants are hosted by a Tokyo-area host family during their Nihongo 1st month, and a different host family during the regular 2nd month. 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 entire 2-Month program is \$5,175 which also covers tuition and books. In addition, weekday lunches must be paid by the delegate (about \$180 total – appx. \$10 per weekday). Host families provide lodging and all other meals.

Ohio 4-H Scholarship Information

Ohio 4-H offers two types of 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 2019 Base Scholarship is \$1,800.
2. **In addition**, those who have previously hosted with Ohio 4-H will receive a “Previous Hosting Scholarship:”
 - 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 – i.e., 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 page 7 (follow provided instructions) of the application form. No other application form for Ohio 4-H scholarships is required.
 - e. A document on our website will help you understand the criteria, sources and policies for the Ohio 4-H scholarship: [OB Scholarship Information](#)

Some of the Ohio 4-H scholarship money will be distributed in advance and some after trip completion:

- Ohio 4-H will provide your \$1,800 “Base Scholarship” by making payments on your behalf on both Feb. 1 and May 1 (see next pages).
- If you have hosted with us before, your “Previous Hosting Scholarship” will be distributed in October 2019 after you successfully complete all elements of the program (basically, as a refund for funds you’ve already provided). 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.

States’ 4-H National “Global Scholarship” Information

In addition to the Ohio 4-H \$1,800 base scholarship automatically awarded to all accepted candidates, States’ 4-H also offers a scholarship on the national level. There will be two \$500 scholarships per country/program, with some of the money provided before the homestay, and some afterward. This scholarship requires an application form, which is included in the application packet (pages 16-18). Submit this application form via email by Nov. 30 along with the rest of your application materials.

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 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 \$1,000 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 (ie., 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:

DUE November 30:

Japan 2-month:	\$2,000
Japan 1-month:	\$1,500
Finland:	\$1,500
Costa Rica:	\$1,000

This represents the 1st national payment to S4H, the national coordinator. **Mail to:** Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210. **(Avoid this common mistake: Note that the payee name is NOT Ohio 4-H! Make out the check to "States' 4-H International Programs" but MAIL the check to Ohio 4-H.**

- Checks made payable to **"States' 4-H International Programs"**
 Please write your 1st-choice country in the memo line
 (This represents the Deposit/1st Payment to national coordinator)
 Cancellation Policy:
 - If you are NOT selected: Full refund
 - If you ARE selected, but then must cancel:
 - Before January 31 – Refund minus \$300
 - After January 31 – No refund

DUE February 1:

Japan 2-month:	\$500	<i>(Actual Fee is \$2,000 – see chart below)</i>
Japan 1-month:	\$0	<i>(Actual Fee is \$1,500 – see chart below)</i>
Finland:	\$0	<i>(Actual Fee is \$1,500 – see chart below)</i>
Costa Rica:	\$0	<i>(Actual Fee is \$1,000 – see chart below)</i>

Ohio 4-H makes this payment to S4H on your behalf (with the exception of \$500 still owed by Nihongo 2-month Japan participants), and it represents part of your "\$1,800 Base Scholarship." The chart below outlines the amount you pay on this date depending on your country/program:

	You Pay:	Ohio 4-H Pays (as part of your "\$1,800 Base Scholarship"):	Total:
Japan 2-month	\$500	\$1,500	\$2,000
Japan 1-month	\$ 0	\$1,500	\$1,500
Norway	\$ 0	\$1,500	\$1,500
Costa Rica	\$ 0	\$1,000	\$1,000

- Two-month Japan participants: Make your \$500 check payable to **"States' 4-H International Programs."** Write "Japan 2-month" in the memo line. You'll receive an invoice for this amount.
 Cancellation Policy: This 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

DUE: April 15: Payments vary and will be announced via an invoice sent to you in early April.

This represents the final national payment to States' 4H, and it **varies according to destination country, airfare price, currency exchange rate**, and other variables. You'll be informed of the exact amount due in early-April – please wait for an invoice. See below for payment estimates. *Make check payable to "States' 4-H International Programs" with your country of destination written in the memo line.*

Mail to: States' 4-H International Programs, 1601 Fifth Ave., Suite 2230, Seattle, WA, 98101

Cancellation Policy: Non-refundable after April 15; except, may be partially refundable in extraordinary cases.

Estimated April 15 payments:

- Japan 2-month: \$ 2,025
- Japan 1-month: \$ 1,875
- Finland: \$ 750
- Costa Rica: \$ 125

DUE May 1:

- **\$650 (Japan 2-Month)** (Actual Fee is \$950 – see chart below)
- **\$250 (all others)** (Actual Fee is \$550 – see chart below)

NOTE: Ohio 4-H is paying a portion of this fee on your behalf, which represents the final portion of your "\$1,800 Base Scholarship." The chart below outlines how the amount you pay on this date depends on your country/program:

	You Pay:	Ohio 4-H Pays (as part of your \$,1800 "Base Scholarship"):	Total:
Japan 2-Month	\$ 650	\$300	\$950
Japan 1-Month	\$ 250	\$300	\$550
Finland	\$ 250	\$300	\$550
Costa Rica	\$ 250	\$300	\$550

(This represents the Ohio 4-H program payment) Make checks payable to "The Ohio State University"

Cancellation Policy: 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

October 2019: Ohio 4-H distributes any "Previous-Hosting" scholarships to eligible delegates.

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.

World Events, Personal Events and Trip Cancellation Insurance:

Safety is our primary concern when we coordinate Out-bound programs. However, travel contains risk. Outbound program participants are 'at will' and once a delegate is signed up for the program ...

1. In the event of personal circumstances (severe illness, hospitalization, death in the immediate family, etc.), payments are non-refundable. Airline fees only MAY be refundable in such circumstances, but only if the particular airline has such a policy.
2. Regarding world events, States' 4-H follows State Department Guidelines:
 - "Travel *Warning*" If the State Department issues one for our destination country, S4H will cancel the program and refund the program fee. However, any air tickets that have already been issued are NON-refundable since S4-H follow the airlines' regulations and cannot get the money back in such circumstances.
 - "Travel *Alert*" If one is issued, we have not cancelled programs in the past. Neither program fees nor air tickets are refundable.

For the above reasons, after acceptance, parents MIGHT want to consider buying Trip Cancellation Insurance, which is not provided by States' 4-H or Ohio 4-H. Please contact a travel agency or insurer for details should you wish such insurance.