

Read this document thoroughly before applying!

2020 OHIO 4-H OUTBOUND INTERNATIONAL PROGRAMS

APPLICATION PROCEDURES, INSTRUCTIONS & FINANCIAL INFORMATION

Japan, Costa Rica, Norway & Romania

Revised 10/16/19

EARLY NOTIFICATION (Please let us know you plan to apply)	ASAP
APPLICATION DEADLINE with first payment:	November 15, 2019
DEADLINE for 3 Reference Forms:	November 15, 2019
POSSIBLE INDIVIDUAL PHONE INTERVIEWS:	During December 2019
REQUIRED IN-PERSON INTERVIEWS/ORIENTATION: <i>Applicant and at least one parent <u>must</u> attend (Held at OSU in Columbus) Please hold BOTH dates until a firm date selection is made</i>	Dec. 7 or 8, 2019
NOTIFICATION OF SELECTION:	Mid-January, 2020
DEADLINE for Medical Form and Passport Copies:	March 1, 2020
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 2020
PAYMENT DATES: (<i>Scroll to page 8 of this document for details</i>):	Nov. 15, April 15 & May 15

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 checks (1st payment & app. fee) and have your references mail, fax or scan their reference forms to:

Mary Lynn Thalheimer
Ohio 4-H International Programs
2201 Fred Taylor Dr.
Columbus, OH, 43210

Phone: 614-247-8162
Fax: 614-292-5937
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.”
- “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 11/15/19! (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, Norway and Romania: 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 Japan applicants: Please note 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 15, 2019:

- Completed Application Form & photos (emailed to thalheimer.1@osu.edu)
- Your first payments* (2 separate checks) (mailed - address found on first page of this document)
- Three references (mailed, faxed or scanned - see within for instructions.)

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

Nationwide Limits on Number of Participants

Costa Rica: 20	Japan 1-month: 30
Norway: 20	Japan 2-month: 20
Romania: 10	

Potential Individual PHONE Interviews – December 2019

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

Mandatory In-Person “Group Interviews and Orientation #1” – Dec. 7 or 8, 2019 (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 in mid-January, 2020.](#)

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)

Submit a copy of photo/signature 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 in mid-January.
- 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.

Make a Dr. Appointment Now for between Jan. 25 – Feb. 20 (Medical Form due March 1 – see application)

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. 25 (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 2020.

NOTE that there are TWO Medical Forms – one is for JAPAN (and has Japanese translations on it) 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 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 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

Within the application, 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 **6**, 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 **26-28** 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 15, 2019**. **Check with them to ensure they do!** If running late, they may e-mail or fax forms by Nov. 15 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 where requested on the application form.

"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 accompaniment 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. These fees are generally \$300 round-trip.**
- *Japanese 2-Month Nihongo Program: Weekday Lunches while classes are held (about \$7-10 daily for 18 days)*
- *Costa Rica: 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 10 – July 8, 2020) – *Special Information*

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 8 to August 6 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. Host families provide lodging and all other meals.

Ohio 4-H 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 2020 Base Scholarship is \$2,000.
2. A “Previous Hosting Scholarship” will also be awarded to those who have previously hosted with Ohio 4-H:
 - 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 page 7 (follow provided instructions) of the application form. No other application form for Ohio 4-H scholarships is required.

Additionally ...

- Ohio 4-H will provide your \$2,000 “Base Scholarship” by making a \$2,000 payment in your name to the national S4-H organization.
- If you have hosted with us before, your “Previous Hosting Scholarship” will also be paid to S4H by Ohio 4-H, prior to the trip, thereby reducing the “normal” amount that you would owe at various deadlines.

States’ 4-H National “Global Scholarship” Information

In addition to the Ohio 4-H \$2,000 base scholarship automatically awarded to all accepted candidates, States’ 4-H also offers a scholarship on the national level. There will be a limited number of \$1,000 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 **19-21**). Submit this application form via email by Nov. 15 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 15: (1st Payment and Application Fee)

Pay using TWO separate checks

Mail both to: Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210

1. Application Fee (non-refundable)
\$50 check made payable to "The Ohio State University"
2. 1st National Payment to S4H, the national coordinator.
Make out the check to "States' 4-H International Programs"
Avoid this common mistake: Do NOT write the check to Ohio 4-H, but do MAIL it to Ohio 4-H.

First Payment Amounts:

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

Write your 1st-choice country in the memo line. Cancellation Policy:

- If you are NOT selected: Full refund of first payment
- If you ARE selected, but then must cancel:
 - Before January 31 – Refund of first payment minus \$300
 - After January 31 – No refund

DUE: April 15: (2nd Payment) Amounts vary & will be announced via an invoice sent in April.

Mail to: States' 4-H International Programs, 600 Stewart Street, Suite 1503, Seattle, WA 98101

Amount **varies by country, airfare, exchange rate, previous hosting credits**, 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" Write destination country in the memo line

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

Estimated April 15 payments:

- Japan 2-month: \$ 2,075
- Japan 1-month: \$ 1,425
- Norway: \$ 400
- Costa Rica: \$ 225
- Romania: \$ 0

DUE May 15: (3rd Payment)

- \$500

Mail to: Ohio 4-H International Programs, 2201 Fred Taylor Dr., Columbus, OH, 43210

Make checks payable to "The Ohio State University"

Cancellation Policy: Generally Non-Refundable after May 15, but may be partially refundable 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.

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.