

# 2025 Chaperone Application for Ikata Cultural Exchange

## PART 1 - Fill in the blanks

- Name:
- Date of Birth:
- Gender:
- Address:
- Email Address:
- Home Telephone:
- Mobile Number:
- Occupation:
- Employer:
- Have you or a family member previously participated in the Ikata Exchange Program?
- What experience do you have with travel? Out of State? Out of country?
- What experience do you have with chaperoning? Please list ages and be as specific as possible.
- Ikata trips are usually the end part of July, but we will not know exact dates until the tickets are purchased in May/June. The trip is usually 10-14 days in length. Is your work schedule flexible enough to allow this travel? The 2024 trip was July 18 to August 1st. The trip will always end in time to get students back to Red Wing prior to River City Days.
- The trip to Ikata typically involves these approximate costs: airfare to Tokyo (2024 airfare was \$2700), tour package \$500-600, Housing accommodations are typically minimal as there is not a hotel in Ikata so you will stay with hosts or possibly and vacation home rental, spending money depends on what you will want to spend on meals, etc. while in Ikata, and gifts to bring to Ikata leaders. Total expenses could be around \$4000. The Sister Cities Commission has already set aside \$2,500 to be used towards airfare, hotel, and/or tour package. The Chaperone can participate in fundraising alongside the students to raise additional funds for the trip. The 2024 Chaperones did not have any expenses other than gifts and food due to generous donations from the community and

fundraising. Are you willing to chaperone this trip if you are unable to fundraise to cover the entire trip and must pay some expenses out of pocket? If no, then what amount of additional financial assistance would you require? Are you willing to assist and chaperone some of the fundraising activities (grocery bagging)?

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## PART 2 - Questions

- Why would you like to be a part of the Ikata, Japan exchange program? What do you hope to learn from the experience? What could you do to prepare for this experience prior to arriving in Japan?
- Describe the qualities or skills you possess that will make you a good candidate to chaperone students to Ikata? One of the requirements for being a part of the Ikata Exchange is sharing your experience with the community. This can include things like social media posts and speaking to groups. Are you willing to participate in these events?
- What hobbies or special interests do you have?

- You will be eating foods/meals that are different from our traditional foods. Are you willing to try these and be a gracious guest?
- Are there any special medical requirements that we need to be aware of or that could pose a safety issue to yourself or the students? (such as food allergies, medications, insulin, etc.). If so, please list them:

### PART 3 - Other

1. Two letters of reference are required:
  - One from an employer
  - One from a peer
2. If you are chosen by the commission to serve as the chaperone to Ikata in 2025, you will be required to comply with a criminal background check and your approval will be conditional until your background check is cleared. Are you willing to undergo a criminal background check?

### Process

- **Application deadline is 4:30 p.m. Wednesday, November 6, 2024**
- All “complete” applications submitted will be reviewed by the commission and applicants will be contacted by email or telephone to set up a time to interview with an assembled panel between November 11-15, 2024.
- The Sister Cities Commission would plan to vote on a chaperone at their special meeting on November 20, 2024.

### Submission Instructions

Return saved pdf application to Sister Cities Staff Liaison – Lisa Acker at [lisa.acker@ci.red-wing.mn.us](mailto:lisa.acker@ci.red-wing.mn.us) or drop off your application in person at the Community Development Building (419 Bush Street, Red Wing). If you have any questions, please feel free to contact me at 651-385-5113 or by e-mail.