

Torrance Sister City Association
Application for Position of 2019 Adult Leader
www.torrancesistercity.org

1. Full Name:
2. Address:
3. City/State/Zip:
4. Mobile Phone:
5. Email address:
6. Passport Expiration Date:
7. Profession/Occupation:
8. Employer:
9. Educational background:
10. Activities & interests:
11. Foreign travel:
12. TSCA involvement:
13. Community involvement:
14. Reasons for wanting to be an adult leader: (attach on separate page - 150 words or less)
15. References:
 1. A letter from your employer or supervisor on company letterhead including the person's position and phone number.
 2. A personal letter, excluding relatives, including length of association and relationship.

Adult Leader Job Description and Responsibilities

The adult leader position is one with substantial responsibility and commitment which includes the following:

1. Attend TSCA monthly meetings and actively participate in TSCA programs during the year preceding the visit to Kashiwa including the Alumni Reunion and all scheduled activities for student applicants.

2. Serve on the Student Cultural Exchange Selection Committee during the year of your trip.
3. Work with the Bunka-Sai volunteer coordinator to schedule your delegate parent's shift.
4. Attend Bunka-Sai preparation meetings the following year, run the student club booth and oversee all signage for the event.
5. Attend all orientation meetings and the association meeting when post-trip reports are made including a report by you to the board and association members.
6. Plan a group song, skit or dance with your students to be performed in Kashiwa and Torrance.
7. Provide direction, guidance and counseling to your students prior to and during and after the trip to Kashiwa. Serve as the official adult representative of the student group in Kashiwa and other cities on the trip.
8. Be prepared to participate in structured activities from morning to evening in hot, humid weather. Activities may include sports, climbing steps and walking long distances.
9. Take photos of the trip documenting the various activities and create a 7-8 minute video presentation at the Sayonara Banquet held after your trip. This can be done with the student delegates.
10. Participate in the activities planned for the Kashiwa delegation in August. Required events are: Welcome potluck, Sayonara banquet, overnight trip and shopping day.
11. Host the Kashiwa adult leader or a Kashiwa student in your home for one hosting period in August after you return from your trip.
12. Submit the following materials requested by the Historical committee by October 1: pre-visit questionnaires of the Torrance delegates, schedule of Kashiwa activities, news articles of the exchange trip (if any), photos of the trip showing all the students, and pre and post-trip reports.
13. Write thank you notes to all pertinent parties including host families, chair of Torrance Committee in Kashiwa, etc.
14. Participate in TSCA activities **following** the trip including but not limited to:
 - Serving as a member of the student cultural exchange selection committee
 - Serving as the junior chairperson of the Orientation Committee the first year after returning from Kashiwa and as the senior chairperson of the Orientation Committee the second year after returning from Kashiwa.
 - Provide guidance, support and information to the incoming adult leader
 - Encourage two student delegates to participate on the TSCA board.
 - Advisor to the student club, their meetings, club and TSCA activities.

Agreement of Applicant:

I have read the application and understand that if I am selected as the adult leader of the TSCA 2019 student exchange group, I will be committing myself to fulfilling the duties and responsibilities required.

Signature: _____ date: _____

Mail the completed application, resume and two signed reference letters to:

**Torrance Sister City Association / Attn: Adult Leader Program
 Attn: Community Services Dept.
 3031 Torrance Blvd.
 Torrance, CA 90503**

Application and letters due December 4, 2017.