



January 21, 2016

Hello Potential Host Family,

Thank you for your interest in being a host family for the Virginia States' 4-H International Exchange Program. It is a very rewarding experience that produces a friendship that last a lifetime. The Japanese or Korean student lives with your family from July 24 to August 20, 2016. We ask that you pick up your student in Richmond and return them to Richmond on those dates. If transportation to and/or from Richmond is needed, we can work something out, but it really is best for the host family to be at the arrival and departure.

During the students stay, we ask that you provide the student a bed, 3 meals a day, and an opportunity to be part of your family.

The procedure to applying and becoming a host family is to:

1. Go to <http://www.states4hexchange.org/host-families/> and create an account by entering your email address and making up a password. Then complete the online application as well as uploading a family photo. Once you submit it I receive it.
2. Complete a disclosure form for each person 18 or over living in your house during the exchange period; fax it to the States'4-H number on the form, email or mail it to me at the address below.
3. Give the host family reference form to two non-relative individuals to complete and have **them** mail or email it back to me (providing them a stamped, addressed envelope is nice, my address is below.)
4. After a review of these items, there will be a host family interview, where a 4-H representative or I will come into your home and conduct an informal interview. It provides us an opportunity to meet you and see where we are placing the Japanese student. It is best for the whole family to be there for this.
5. Upon finding a good match for your family, a packet of information about your student will be sent to you. You can begin to make contact through sending the student a letter first and then emailing them.
6. There will be a required host family orientation that last an hour or so during the month before arrival. We do this at a number of locations around the state.
7. About a week into the stay we like to get the host families who live near each other together for a host family gathering for a few hours.

If you have any further questions please don't hesitate to call or email me. I'd love to talk to you about this experience. Please feel free to share this information with others who might be interested.

Happy Hosting!

Deb Johnson

Virginia States' 4-H International Exchange Program Coordinator

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