

YAEP 2019 APPLICATION PREVIEW

This document is a preview of the application, available at: <https://www.phoenixsistercities.org/youth-ambassador/>. This preview document is not intended to replace the online application form.

Please review the document carefully before beginning your application online as your progress cannot be saved once the form is opened. **You may wish to prepare the headshot, student essays, video response, parent essay, and scholarship portion in advance.** It is highly recommended you type all essay responses in a word document prior to beginning the application.

Should you have trouble accessing the form online, please visit <http://www.phoenixpubliclibrary.org/> for a list of public libraries with public computers.

SECTION 1

Please read the instructions below in full.

Thank you for your interest in the 2019 Phoenix Sister Cities Youth Ambassador Exchange Program!

Applicants are advised that this application process is in the nature of a job application. Answers to essay questions should therefore demonstrate, within the context of the question, why the applicant should be considered for the position of Youth Ambassador.

There is no opportunity to save your responses. It is highly recommended to complete short answer and essay questions in a separate document and copy and paste once ready for submission. A copy of the application is available for preview as a PDF.

Please enter a valid email address to begin work on the Google Form.

DEADLINE

This application must be received in full by 5:00 PM ON THE SECOND FRIDAY IN JANUARY (1/11/19).

Incomplete or late applications will not be considered. You will receive an email confirmation as a receipt for your submission.

ELIGIBILITY

Applicants must be in their Sophomore or Junior years of high school at the time of application and must be residents of the City of Phoenix as determined by council district. To discover your council district, please visit: <https://www.phoenix.gov/mayorcouncil/find-my-council-district>

Applicants must be US Citizens with the ability to obtain a valid US passport. Parents of participants do not need to be US citizens.

Applicants must be willing to serve to any of Phoenix's ten sister cities. Applicants are not given a choice or preference during the selection process to ensure the best possible fit between personality and country.

NOMINATION (Separate Form)

In addition to this application, a nomination form must be submitted on your behalf from a teacher, coach, school counselor, or community leader familiar with your qualities.

Nomination forms are available to a nominating party online at: <https://www.phoenixsistercities.org/wp-content/uploads/2018/09/YAEPNominationFormTemplate-updated-9-7-18.pdf>

Nominations are submitted confidentially by email directly to Phoenix Sister Cities. Nominations must be received by the application deadline. Multiple nomination submissions may lower your score as only the least favorable one is considered.

MANDATORY CALENDAR

Be sure to download and review the Mandatory YAEP calendar at: <https://www.phoenixsistercities.org/wp-content/uploads/2018/06/Proposed-YAEP-2019-Timeline.pdf>.

Finalists for selection, in some cases with an accompanying parent or guardian, must attend certain upcoming meetings, interviews and events listed on the calendar in the months prior to departure, including monthly training sessions and city committee meetings. Missing even one event may result in disqual from the program.

Please note, Youth Ambassadors are hosted abroad for 2-3 weeks in June/early July; dates vary by sister city. The exchange is reciprocated the last 3 weeks of July in Phoenix.

IMPORTANT APPLICATION NOTICES

Phoenix Sister Cities (“PSC”) will disqualify any applicant found to have provided false or misleading information on the application or in interviews.

Applicants selected to serve as Youth Ambassadors and their families will be required to agree to PSC's participation agreements (see signature pages section below). These are legal contracts between participants and PSC.

Hosting a foreign Youth Ambassador is an integral part of the program. Applicants and their families are advised that to determine its ability to fulfill its role as a host family, the family must consent to a home inspection, and all adult residents of the host household will be required to provide necessary information for, and consent to, the running of a criminal background check on themselves. Persons aged 18 or older will be deemed adults for this purpose. Existence of a felony conviction by any adult in the household at any time in the past will be grounds for exclusion of that household to serve as a host family in the program. Results of the background checks are treated confidentially. Failure of an applicant's household to qualify as a host family due to a felony conviction will not disqualify that applicant from serving as a Youth Ambassador.

Unusual circumstances surrounding hosting can be taken into consideration. Please discuss any potential hosting concerns with the Program Manager. Participants are selected exclusively based upon their individual merits demonstrated in the application and interview process.

CONTRACTS

To better understand what obligations come with acceptance to the program, applicants, their families and others wishing to serve as hosts are encouraged to read the agreements before submitting an application.

Copies of BOTH required documents can be viewed online at:

<https://www.phoenixsistercities.org/wp-content/uploads/2017/04/Youth-Amb-Contract-Set.09-27-14.pdf>

AND

<https://www.phoenixsistercities.org/wp-content/uploads/2017/04/200909151339500.YAEP-Host-Contract.pdf>

SOCIAL MEDIA

As part of the application process, applicants must agree to identify any and all of their Facebook, Instagram and Twitter accounts. Rejection of an access request from Phoenix Sister Cities or misrepresentation of your online identities are grounds for automatic rejection of the application.

SCHOLARSHIPS

Need-based scholarships are available. Please complete the optional scholarship application on this form to be considered. You must apply for scholarships at the time of your application.

The costs of the program can be found in the information guide provided on the website at <https://www.phoenixsistercities.org/wp-content/uploads/2017/04/EstimatedExpenses.pdf>

STATE DEPARTMENT ADVISORIES: REGARDING TRAVEL TO TROUBLED AREAS

Be aware that the United States Department of State, Bureau of Consular Affairs, publishes travel alerts and warnings respecting travel to troubled areas. These are available online at:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

YOUR APPLICATION IS FOR POTENTIAL TRAVEL TO ANY ONE OF PHOENIX'S SISTER CITIES.

Applicants to become Youth Ambassadors and their families should read the most recent travel alerts and warnings that may have been issued respecting travel to any Sister City. You will be required to certify in the application that you have read the postings, if any.

CONFIRM YOU HAVE READ THE ABOVE INFORMATION IN FULL

SECTION 2

ABOUT YOU

Please fill out the information requested below

- Headshot
 - Upload file
- Last Name
- First Name
- Middle Name
- Preferred Nickname
- Address
- City
- State
- Zip Code
- Mobile Phone Number
- Home Phone Number

- City Council District
 - Please visit: <https://www.phoenix.gov/mayorcouncil/find-my-council-district> in order to find your City Council District
- Gender
- Are you a US citizen? US citizen is required for all program participants (does not apply to parents of program participants)
- Age as of June 1st, 2019
- Date of Birth
- High School
- High School Type
 - Public
 - Private
 - Charter
 - Home-Schooled
 - Online High School
- Current Year in School
- List your Facebook Link
- List your Instagram Handle(s)
- List your Twitter Handle(s)

SECTION 3

FAMILY INFORMATION

Please fill out the information requested below.

- Parent 1 First & Last Name
 - Occupation
 - Mobile Phone
 - Work Phone
 - Email
- Parent 2 First & Last Name
 - Occupation
 - Mobile Phone
 - Work Phone
 - Email
- Siblings Names and Ages (e.g. Mary, 6, Joe, 10)

SECTION 4

YOUR ACTIVITIES

Please complete the questions below. This is your opportunity to tell us how you engage with your community.

Responses may be verified. If a question is not applicable to you or your life, please mark N/A.

Note: Applications are scored based on completion efforts.

1. Detail all recent school and extracurricular activities. Please describe the activity and your specific involvement
 - a. How old were you when completing the activities mentioned above? What was the extent of your involvement (once, weekly, bi-weekly, monthly, annually, etc.) The more detail, the better.
2. Detail all recent community service/volunteering activities. Please describe the activity your your specific involvement.
 - a. How old were you when completing the activities mentioned above? What was the extent of your involvement (once, weekly, bi-weekly, monthly, annually, etc.). The more detail, the better.
3. Detail any additional activities (i.e. job, hobbies, religious attendance, etc.). Please describe the activity and your specific involvement.
 - a. How old were you when completing the activities mentioned above? What was the extent of your involvement (once, weekly, bi-weekly, monthly, annually, etc.). The more detail, the better.

What, if any, foreign language(s) have you studied?

- Please include the level of fluency for the language listed above. There is no minimum foreign language requirement for the program.
 - Native Speaker/Bilingual
 - Full Professional Fluency
 - Conversational Fluency
 - Novice/Beginner
- How many years have you studied the language listed above?
- What, if any, countries have you visited or lived in? Please include the length of the visit, the purpose of the visit, and your age at the time. Failure to include a comprehensive answer (including length, purpose, and age) for each visit may negatively affect the scoring of your application. Mark N/A if this question does not apply to you.
- Have you ever been charged with or convicted of a crime?
- If you answered 'yes' to the above question, please explain.
- If selected as a Youth Ambassador, you will not have the opportunity to select which Sister City you will be visiting. Are you prepared and willing to travel to a destination that is not one you would have selected for yourself?
- Do you understand and acknowledge that if you are selected as a Youth Ambassador, your participation in program-related activities is MANDATORY? A complete list of required event details can be found on the website. Please note, Youth Ambassadors are hosted abroad for 2-3 weeks in June. The exchange is reciprocated in Phoenix the last 3 weeks of July.

SECTION 5

ESSAYS

Answers should not be less than 100 words nor more than 300 words in length. Please proofread your answers. Complete responses will demonstrate your unique perspective and personality.

Applicants are advised that this application process is in the nature of a job application. Answers to essay questions should therefore demonstrate, within the context of the question, why the applicant should be considered for the position of Youth Ambassador.

There is no opportunity to save your responses. It is highly recommended to complete short answer and essay questions in a separate document and copy and paste once ready for submission.

4. The Youth Ambassador Exchange Program is NOT about giving teenagers an opportunity to see the world. Therefore, what do you think is the program's true purpose?
5. During the hosting portion of the program, what aspects of American culture and of your life as a teenager in Phoenix would you focus on demonstrating to your foreign visitor? Why?
6. Give us an example of a stereotype regarding Americans that you think you may encounter while abroad. How would you address it?

SECTION 6

VIDEO SUBMISSION

Produce a video of yourself answering the following question:

"You are going to be on your own in another country. Your ability to adapt will be tested. Describe in detail a situation or occurrence in your life in which you needed to adapt dramatically in order to succeed in an unfamiliar environment. How did you approach this challenge and what were the results? What did you learn about yourself in the process?"

Prepare your answer in advance and don't "wing it." The video may NOT exceed two minutes in length. It may be submitted in any of these formats: MOV, MP4, AVI, WMV.

If you have trouble uploading your video, you may wish to consider using video compression software/websites to meet the file size limits (10MB).

- Video Submission

SECTION 7

PARENT SHORT ANSWER

Answers should not be less than 100 words nor more than 300 words in length.

There is no opportunity to save your responses. It is highly recommended to complete short answer and essay questions in a separate document and copy and paste once ready for submission.

7. While abroad, your child will be the responsibility of their foreign counterpart's family and may face challenges for which we will have worked to prepare him or her. Why do you think your child would handle challenges well? Are you prepared to give your child the space to respond to challenges on their own?

SECTION 8

FAMILY INFORMATION FOR HOSTING

Notice: Applicants and their families are advised that as a condition of qualification to serve as a host family, all adult residents of the host household will be required to provide all necessary information for, and submit to, the running of a criminal background check on themselves. Persons aged 18 or older will be deemed adults for this purpose. Existence of a felony conviction by any adult in the household at any time in the past will be grounds for exclusion of that household to serve as a host family in the program, but will not necessarily preclude an applicant from selection as a Youth Ambassador. Results of the background checks are treated confidentially.

By submitting this application and signing its signature page (downloadable from the website), you consent to undergo a background check in the event your teenager is selected for the program.

- List all the people living in your home. Please include their name, relation, age, sex, occupation, language(s), and interests.
- Describe applicant's and/or family's previous involvement with Phoenix Sister Cities, if any.
- What is the ethnic or cultural background of the household? This question is for statistical purposes only and does not affect eligibility.
- What is the religious background of the household? This question is for statistical purposes only and does not affect eligibility.
- Would you accept an exchange student who is a smoker?
- Would you accept a student of the opposite sex? Opposite gender counterpart pairings require a separate room, bathrooms may remain shared.
- Would you accept more than one exchange student? IF yes, please list the limit:
 - Yes, 1 additional counterpart maximum (2 total)
 - Yes, 2 additional counterparts maximum (3 total)
 - No (1 total)
- Are you interested in having your application remain on file for future home hosting opportunities?
- If you have pets within your household, please detail the type (e.g. cat, dog, frog) and number.

SECTION 9

ADDITIONAL INFORMATION

The information requested below DOES NOT affect your program eligibility nor will be considered for selection purposes. Any self-reported demographic questions are to assist the program in its future marketing efforts and inclusivity goals.

- Ethnicity. Please select all that apply.
 - White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.
 - Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.
 - American Indian and Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.
 - Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.
 - Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.
 - Two or more races. People may choose to provide two or more races either by checking two or more race response check boxes, by providing multiple responses, or by some combination of check boxes and other responses. For data product purposes, "Two or More Races" refers to combinations of two or more of the following race categories: "White," "Black or African American," American Indian or Alaska Native," "Asian," Native Hawaiian or Other Pacific Islander," or "Some Other Race"
 - Other
- Religious Affiliation, if any.
- Unweighted GPA
- Post-Graduation Plans
 - Attend college
 - Attend vocational school
 - Enter workforce
 - Enlist in the military
 - Other
- Please selection the most attractive aspect of YAEP to you
 - Resume builder (e.g. leadership training)
 - Opportunity to travel abroad
 - Something to do over the summer
 - To be paired with an international 'sibling'
 - Ability to impact the world in a unique way
 - Other

- Program Theme: To better encapsulate a variety of community and city program partnerships during training and hosting, the Youth Ambassador Exchange Program has recently implemented themes to drive some of the activity exploration during the hosting calendar. For example, the 2018 program highlighted several sustainability initiatives in addition to the traditional summer programming.
 - Sustainability
 - Global Business
 - Social Justice & Civil Rights
 - Innovation (e.g. technology, health, science, infrastructure)
 - Arts & Culture
 - Government
- How did you learn about the Phoenix Sister Cities Youth Ambassador Exchange Program
- If applicable, which of your siblings have participating in an international exchange program? Please include their name, the country visited, the sponsoring program, and the year.
- Detail any international exchange students your family had previously. Please include the country, the length of the visit, the sponsoring program, and the year.
- Describe any dietary restrictions or preferences you may have.
- Is the dietary limitation one of the following?
 - Allergy/Medical
 - Religious Restriction
 - Personal Preference
 - Other
- Please list any allergies and medical conditions.
- Detail any medications you are currently taking. Please include the frequency and the purpose.

SECTION 10

OPTIONAL SCHOLARSHIP APPLICATION

Early application is strongly encouraged to ensure full consideration for limited funds. Any scholarship awarded will be applied to reduce the costs for which the applicant is responsible.

Scholarship applications are kept confidential. Contents will be shared only with the program staff and selection committee.

Scholarship applicants will be notified of awards if and when applicant is selected for participation in the Youth Ambassador Exchange Program.

Please read the scholarship application instructions carefully and complete all required steps in full. Incomplete scholarship applications will not be considered.

Phoenix Sister Cities reserves the right to verify the accuracy of the information provided on all applications.

IMPORTANT: *Funds are limited, and no amount of scholarship is assured. Scholarship applications MUST be submitted with this program application in order to be considered.*

INSTRUCTIONS

Federal Tax Return:

- To be considered for scholarship, you must submit a copy of your federal tax return for last year (filed this year). Do not send state returns.
- The applicant named above must be listed as a dependent on the tax return.
- Personal copies of the tax return will not be accepted. The copy must be a transcript from IRS.

Transcripts are easy to obtain from IRS. They are available free of charge.

- Online at: <http://www.irs.gov/Individuals/Get-Transcript>
- Or at any IRS office. Find the IRS office closest to you at: <http://apps.irs.gov/app/officeLocator/index.jsp>

Mail or hand deliver the tax transcript to:

Phoenix Sister Cities
ATTN: YAEP
200 W Washington St, 20th Floor
Phoenix Arizona 85003

Supporting transcripts must be RECEIVED no later than 4:00 p.m. on the third Friday in February (2/15/19).

Requests for scholarship will NOT be considered if no IRS transcript is received or if the supporting transcript is received after the deadline.

- **PARENT OR GUARDIAN:** Enter the Name(s) of the Taxpayer(s) shown on the federal tax return.
- **TOTAL INCOME:** Enter the Total Income shown on the federal tax return. (If the tax return you filed was a form 10-40, enter the amount shown on Line 22. If the tax return you filed was a form 1040A, enter the amount shown on Line 15).
- **FAMILY SIZE:** Enter the total number of exemptions shown on Line 6D of the federal tax return.
- **SIGNATURE PAGES:** Once you have completed the scholarship form below, please sign the scholarship signature pages, found at: <https://www.phoenixsistercities.org/wp-content/uploads/2018/09/Scholarship-Signature-Page.pdf>
 - ORIGINAL HARD COPIES of the scholarship signature pages must be RECEIVED no later than 4:00pm on the third Friday in February.
 - Note: these are different from and in addition to the application signature pages referenced in the application instructions and in the next section.
- **CERTIFICATION:** By submitting the above scholarship information and supporting federal tax return transcript, applicant and applicant's parent(s) or legal guardian(s) certify on penalty of perjury that the above information provided is true and correct to the best of their knowledge and belief.

SECTION 11

APPLICANT SIGNATURE PAGES

Please download, review, and sign the following documents: <https://www.phoenixsistercities.org/wp-content/uploads/2018/09/Application-Signature-Pages.pdf>

IMPORTANT NOTE: Original, hard copies of the signed signature pages are due at the Finalist Information Session scheduled for February 4, 2019.

Failure to produce original, hard copies of the above listed signature pages will prevent you from selecting an interview slot and moving forward in the selection process.

SECTION 12

NEXT STEPS

Thank you for applying to the 2019 Youth Ambassador Exchange Program. The Selection Panel will review applications immediately following the January deadline.

You may be curious about the next steps. You will be contacted regarding your status for each of the following rounds:

- Round 1 (2/1/19): Application Review Announcements (evening)
- Round 2 (2/2/19): Group Interviews Announcements (evening)
- Round 3 (2/4/19): Finalist Information Session (mandatory for applicant and one parent/guardian)
- Round 3 (2/8-9/19): Individual/Parent Interviews (announcements made within one weeks of interviews)

Additional program FAQs are provided on the website. Please do not hesitate to contact the office should you have any additional questions or concerns.