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National Council for International Visitors

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FINAL REPORT

to the

AGENCY FOR INTERNATIONAL DEVELOPMENT

on the

1984 AID MID-WINTER COMMUNITY SEMINAR PROGRAM

submitted by the

NATIONAL COUNCIL FOR INTERNATIONAL VISITORS

April 19, 1985

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INTRODUCTION

The 1984 AID Mid-Winter Community Seminar Program was administered and coordinated by the National Council for International Visitors in compliance with Grant Agreement IA-21492-19-G. This is the first year that the NCIV has been responsible for coordinating the program, which has been in existence for more than 30 years.

Briefly, the goal of the project is to develop a series of seminar programs across the United States which provide AID-sponsored students with diversified educational, social and cultural experiences. The seminars are intended as a break from the academic routine during the Christmas holiday season but should include:

1. an educational program focusing on any of a variety of topics;
2. an orientation to American culture and society; and
3. an opportunity for a home hospitality experience with an American family.

The following report is a final evaluation of the 1984 program. The report consists of three basic parts: 1) a summary which presents evaluation data obtained through the use of written questionnaires; 2) a program report which includes conclusions and recommendations and; 3) a financial report.

Program Scope

Preliminary planning included a two-day workshop for Seminar Coordinators and a half-day briefing for Program Officers.

Twenty-nine individual seminars were conducted in 27 communities (Attachment F). A total of 917 international students from 63 countries were registered to attend; 890 actually participated. Participants were registered by 67 Program Officers from 45 agencies and universities (Attachment G). 17% of the participants registered were female; 33% had attended previous AID Mid-Winter Community Seminars.

EVALUATION SUMMARY

A national evaluation was conducted through the use of written questionnaires and site visits.

Questionnaires

Questionnaires were devised for:
participants (Attachment A)
program officers (Attachment B)
seminar coordinators (Attachment C)
site observers (Attachment D)

Site visits

NCIV staff members, AID staff members and members of the NCIV Board of Directors observed segments of the following seminars:

Atlanta
Chapel Hill
Chicago #1
Chicago #2
Cincinnati
Detroit
Indianapolis
Los Angeles #1
Milwaukee
Minneapolis
New York City
Philadelphia
Salt Lake City
Washington, D.C.

DATA SUMMARIES

A. PARTICIPANT QUESTIONNAIRE

Attachment E contains the tabulated responses to this questionnaire. Participants from 27 of the seminars responded. 718 questionnaires were returned. This constitutes 81% of the participants who attended.

1. Why did you chose this seminar?

The majority of participants (58%) chose their seminar based on the theme. This was true for 21 of the seminars. The sites which were chosen for their theme by the largest percentages of their participants are:

<u>Site</u>	<u>Topic</u>	<u>% who chose this site based on theme</u>
Minneapolis	Citizen Activism/Family	92%
Little Rock	Water Conservation	87%
Dallas	Community Leadership	86%
Syracuse	Management	83%
Boston	Management	81%

31% of the participants chose their seminar based on location. Five sites were selected by the majority of their participants based on location:

<u>Site</u>	<u>Topic</u>	<u>% who chose this site based on location</u>
Los Angeles #1	Cul. Diversity in USA	74%
Atlanta	Role of Elected Official	66%
New York City	Cul/Pol/Bus in NYC	64%
Cincinnati	Vol/Bus/Gov: Balance	61%
Philadelphia	Voluntarism	45%

4% of the participants chose their seminar because of friends/relatives in the area.

4% of the participants indicated the choice was not made by them, but by their program officer or advisor. It should be noted that this choice was not listed on the questionnaire. Participants gave this response by writing it in. In only one of the sites was this the reason for attendance given by the majority of the participants:

<u>Site</u>	<u>Topic</u>	<u>% who had this site chosen for them</u>
Des Moines	Pluralism:Gov/Bus/People	41%

2. Would you be interested in attending a Mid-Winter Community Seminar in the Future?

92% of the participants indicated they would be interested in attending an AID Mid-Winter Community Seminar again. There was only one site for which more than a quarter of the participants reported they would not be interested in attending in the future:

<u>Site</u>	<u>Topic</u>	<u>% who would not attend again</u>
Des Moines	Pluralism:Gov/Bus/People	41%

3. Did this seminar provide a sufficient change from your academic routine?

For the majority of the participants (83%), the seminars provided a sufficient change from their academic routines.

More than a quarter of the participants in four of the sites, however, reported the change was insufficient:

<u>Site</u>	<u>Topic</u>	<u>% for whom change was insufficient</u>
Des Moines	Pluralism:Gov/Bus/People	35%
Syracuse	Management	27%
Cincinnati	Vol/Gov/Bus: Balance	26%
East Lansing	World Understanding	26%

4. How well did the program content relate to its theme?

73% of the participants felt that the program content of their seminar closely followed its theme. The majority of participants in each seminar reported this way. Sites with the highest percentages:

<u>Site</u>	<u>Topic</u>	<u>% who said content followed theme</u>
Minneapolis	Citizen Activism/Family	96%
Boston	Management	94%
Winter Park	Multi-Media Communication	94%
Salt Lake City	Management	91%
Tulsa	American Indian Heritage	91%

21% of the participants felt that the relation between content and theme was sometimes unclear. For ten of the sites this relationship was sometimes unclear for at least a quarter of their participants:

<u>Site</u>	<u>Topic</u>	<u>% who said relationship unclear at times</u>
Cincinnati	Vol/Gov/Bus:Balance	43%
East Lansing	World Understanding	42%
Indianapolis	USA Heartland:Growth	38%
St. Louis	Leadership	33%
Dallas	Community Leadership	32%
Chicago #2	Int'l. Bus. & Finance	29%
Des Moines	Pluralism:Gov/Bus/People	29%
Syracuse	Management	27%
Little Rock	Water Conservation	26%
Washington, DC	Development	25%

3% of the participants felt that the program content of their seminar did not relate at all to its theme.

5. Did the content of this seminar have a professional orientation?

45% of the participants reported that the content of their seminar had definite professional orientation. Sites with the highest percentages:

<u>Site</u>	<u>Topic</u>	<u>% who said content was professional</u>
Boston	Management	81%
Columbia	Business of Agriculture	75%
Tucson	Astronomy/Archeology/Ag.	75%

45% of the participants reported that the content of their seminar had a somewhat professional orientation.

8% of the participants reported that the content of their seminar did not have a professional orientation. Seminar content was reported to be non-professional by more than a quarter of the participants at two sites:

<u>Site</u>	<u>Topic</u>	<u>% who said content was non-professional</u>
Los Angeles #1	Cultural Diversity in USA	52%
New York City	Cul/Pol/Bus in NYC	28%

6. Were enough free time and leisure activities included?

73% of the participants felt that the amount of free time and leisure activities scheduled were about right.

21% of the participants felt that there was not enough free time and leisure activities. For nine of the seminars, over a quarter of the participants felt there was not enough free time and leisure activities:

<u>Site</u>	<u>Topic</u>	<u>% who wanted more free/leisure time</u>
Washington, DC	Development	69%
Philadelphia	Voluntarism	65%
Cincinnati	Vol/Gov/Bus:Balance	48%
Milwaukee	Non-Profit Organizations	45%
El Paso	Ag/Bus/Energy on US-Mex Bor.	40%
Des Moines	Pluralism:Gov/Bus/People	35%
Los Angeles #1	Cultural Diversity in USA	30%
East Lansing	World Understanding	29%
Los Angeles #2	Water Management	27%

6% of the participants felt that there was too much free time and leisure activities. These participants were evenly distributed across seminars.

7. What was the most important part of this seminar for you?

38% of the participants reported that seeing a new aspect of American life was the most important experience of the seminar for them. There were thirteen sites for which this was the most important aspect:

<u>Site</u>	<u>Topic</u>	<u>% for new aspect of American life</u>
Minneapolis	Citizen Activism/Family	96%
Milwaukee	Non-Profit Organizations	65%
Phoenix	Population/Environment	62%
Detroit	Children in America	58%
Cincinnati	Vol/Gov/Bus: Balance	57%
Philadelphia	Voluntarism	55%
East Lansing	World Understanding	52%
New York City	Cul/Pol/Bus in NYC	48%
Salt Lake City	Management	43%
El Paso	Ag/Bus/En on US-Mex Bord.	40%
Atlanta	Role of the Elected Official	39%
Los Angeles #1	Cultural Diversity in USA	39%
Chicago #2	Int'l. Business & Finance	38%

33% of the participants reported that learning new information was the most important aspect of the seminar for them. There were ten sites for which this was the most important aspect:

<u>Site</u>	<u>Topic</u>	<u>% for learning new information</u>
Tucson	Astronomy/Archeology/Ag.	61%
Boston	Management	59%
Dallas	Community Leadership	59%
Columbia	Business of Agriculture	56%
Winter Park	Communication	53%
Des Moines	Pluralism:Gov/Bus/People	47%
Chicago #1	Transportation	46%
Little Rock	Water Conservation	39%
Indianapolis	USA Heartland:Growth	38%
Los Angeles #2	Water Management	35%

23% of the participants reported that meeting people from other countries was the most important aspect of the seminar for them. There were three sites for which this was the most important aspect:

<u>Site</u>	<u>Topic</u>	<u>% for meeting new people</u>
St. Louis	Leadership	55%
Syracuse	Management	47%
Washington, DC	Development	44%

4% of the participants reported that there was some other aspect of the seminar which was for them the most important.

8. What grade would you assign the entire seminar?

48% of the participants gave their seminar an overall letter grade of B.

36% of the participants gave their seminar an overall letter grade of A.

12% of the participants gave their seminar an overall letter grade of C.

3% of the participants gave their seminar an overall letter grade of D.

1% of the participants gave their seminar an overall letter grade of E.

Four of the seminars received an average letter grade of A:

<u>Site</u>	<u>Topic</u>
Detroit	Children in America
Minneapolis	Citizen Activism/Family
Tucson	Astronomy/Archeology/Agriculture
Winter Park	Multi-Media Communication

The remaining seminars received an average letter grade of B.

B. PROGRAM OFFICER QUESTIONNAIRE

Questionnaires were sent to each of the 67 Program Officers who registered participants in the program. Twenty-eight questionnaires were returned. This constitutes 42% of the Program Officers involved. The Program Officers who responded were responsible for registering 55% of the participants who attended. The tabulated data from this questionnaire are reported below. The underlined numbers represent response totals.

1. Have you or your organization programmed participants to the AID Mid-Winter Community Seminars in the past?

15 yes 13 no

How many programmed last year? 449

How many programmed this year? 490

2. Are you following a policy of sending participants annually, as a matter of routine?

14 yes 14 no

3. Did NCIV provide timely information concerning the Seminars?

21 yes 4 no

4. Twenty-nine seminars were offered this year. Please rate the variety.

1 too much 22 about right 1 not enough

5. Would you like to see other themes and/or locations offered in the future?

9 yes 10 no

Future theme/location suggestions:

- 1) more agricultural themes
- 2) more solid agricultural themes
- 3) more agriculture topics: agricultural development, agribusiness, ag. financing
- 4) more skills oriented themes, such as computer applications in business and management
- 5) management
- 6) more management, water and conservation themes
- 7) communications
- 8) more "semi-technical" themes, like environmental & transportation that were offered this year
- 9) more general, culturally oriented themes
- 10) less political science themes (e.g. non-profits, citizen activism) and more cultural themes
- 11) more themes with academic or professional orientations
- 12) more sites in mid-west to west coast
- 13) more sites in big agricultural states

6. Were the seminar coordinators helpful?

21 yes 0 no 6 no contact

7. Based on feed-back from the participants, how would you rate:

	excellent				poor
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
program substance?	7	11	4	3	0
program operation?	6	12	3	4	0

8. Overall, do you feel that the seminars lived up to the participants' expectations?

18 positive response 6 negative response

9. Based on your experience, what was the major reason given by participants for cancelling out of seminars they were scheduled to attend?

- 1) academic - 7
- 2) family obligations - 3
- 3) dissatisfaction with seminar structure and/or content - 3
- 4) financial - 2
- 5) illness - 1
- 6) weather conditions - 1

10. What do you feel was the major reason for the majority of your participants choosing one seminar over another?

- a. location - 12
- b. program or theme - 11
- c. friends/relatives in area - 2
- d. other - 1 (late registration restricted choice)

11./13. Major problems:

- 1) Late notice of participant placement - 12
- 2) Lateness of or lack of clarity in preliminary information sent to participants from site coordinators - 6
- 3) Were not included on original mailing list to receive notice of seminars - 4
- 4) Lack of clarity in cost (room rate, enrollment, meals) information and where/when this money to be collected - 4
- 5) Enrollment by universities that were not the participants' contract agents - 3
- 6) 500 mile restriction - 2
- 7) Lack of clarity in registration form - 1
- 8) Were not able to change participants' assignments or cancel without paying - 1
- 9) Accepting applications after the Nov. 2 deadline meant not enough time for necessary information to get from seminar coordinators to participants - 1
- 10) Participants did not get first choice, even when applied early - 1
- 11) Lack of clarity about travel dates - 1
- 12) Spouse registration requirement was hardship for participant - 1
- 13) Insufficient preliminary information about specifics of each program - 1
- 14) Need to include name of each participant on invoices - 1

12. Major improvements:

- 1) Better overall coordination - 7
- 2) Sufficient early notice to initiate applications - 5
- 3) Better response to questions - 3
- 4) Better themes - 2
- 5) More support from AID for program - 2
- 6) Faster turn around on applications - 1
- 7) Firmer adherence to policies/regulations - 1
- 8) More seminars to choose from - 1

C. SEMINAR COORDINATOR QUESTIONNAIRE

Questionnaires were returned by Seminar Coordinators from 26 of the 29 sites. This constitutes 90% of the Seminar Coordinators. Much of the information gleaned from this questionnaire is seminar specific and highly subjective. Therefore, viewing the data in its entirety is sometimes more informative than looking at summations and tallies. For this reason, all of the raw data are presented below. The underlined numbers represent response totals.

1. Your participant nationality mix was:

<u>Site</u>	<u>About right</u>	<u>Too many from one country</u>
Atlanta	X	
Chapel Hill	X	
Chicago #1	X	
Chicago #2	X	
Cincinnati		X
Columbia	X	
Dallas		X
Des Moines	X	
Detroit	X	
East Lansing	X	
El Paso		X
Indianapolis	X	
Little Rock	X	
Los Angeles #1	X	
Los Angeles #2	X	
Minneapolis	X	
New York City		X
Philadelphia	X	
Phoenix		X
Salt Lake City	X	
Spokane	X	
St. Louis	X	
Syracuse	X	
Tulsa	X	
Washington, D.C.	X	
Winter Park	X	
TOTALS	<u>21</u>	<u>5</u>

2. Please rate motivation and participation throughout the seminar and, if possible, explain why:

<u>Site</u>	<u>Topic</u>	<u>Rating</u>	<u>Comments</u>
Atlanta	Role of Elected Off.	high	Good planning, good weather, good participants.
Columbia	Business of Ag.	high	High interest in topic and in locale.
Little Rock	Water Conservation	high	Good planning, with good variety; high quality participants.
Los Angeles #1	Cul. Diversity in USA	high	
Los Angeles #2	Water Management	high	Good program; good home hospitality experience.
Minneapolis	Citizen Activism	high	Good program variety allowed for both group experiences and individual expression; good home hospitality experiences.
New York City	Cul/Pol/Bus in NYC	high	
Philadelphia	Voluntarism	high	Good diversity of activities.
Spokane	Community Agencies	high	Eager, open participants; good explanation or presentation of program.
St. Louis	Leadership	high	Program interesting to participants.
Syracuse	Management	high	Good group interaction.
Tulsa	American Indian	high	
Winter Park	Communication	high	Theme interesting to all participants; good planning of program with much participant involvement.
Dallas	Community Leadership	high-med	Some participants not interested in topic.
El Paso	Ag/Bus/En-US/Mex Bor.	high-med	Participation high, but motivation medium - participants wanted vacation, not serious seminar program.
Chapel Hill	Management	medium	
Chicago #2	Int'l. Bus/Finance	medium	Interest in theme varied due to diversity of participant backgrounds.
East Lansing	World Understanding	medium	
Indianapolis	USA Heartland:Growth	medium	Lack of group interaction.
Phoenix	Population/Environ.	medium	Lack of interest in theme; more interest in personal issues.
Salt Lake City	Management	medium	Overall good interest, but theme was not technical enough for some.
Washington, DC	Development	medium	Varied according to personal motivation.

<u>Site</u>	<u>Topic</u>	<u>Rating</u>	<u>Comments</u>
Cincinnati	Vol/Bus/Gov: Balance	med-low	Participants wanted a vacation; seminar attendance was not taken seriously.
Chicago #1	Transportation	med-low	Perhaps content was too technical/specific for some and not technical enough for others.
Des Moines	Pluralism:Gov/Bus/Peo	high-low	Overall high, but varied according to individual motivation.
Detroit	Children in America	high-low	Varied according to personalities and individual motivation.

3. Is this the same program you presented last year?

4. How do you feel about the program content?

<u>Site</u>	<u>Topic</u>	<u>Program</u>	<u>Satisfaction Level</u>
Los Angeles #1	Cul. Diversity in USA	modified	satisfied
Salt Lake City	Management	modified	satisfied
Spokane	Community Agencies	modified	satisfied
Cincinnati	Vol/Bus/Gov: Balance	modified	needs improvement
East Lansing	World Understanding	modified	needs improvement
El Paso	Ag/Bus/En on US-Mex Bor.	modified	needs improvement
Dallas	Community Leadership	modified	needs improvement
Minneapolis	Citizen Activism/Family	modified	needs improvement
New York City	Cul/Pol/Bus in NYC	modified	needs improvement
Philadelphia	Voluntarism	modified	needs improvement
Washington, DC	Development	modified	needs improvement
St. Louis	Leadership	modified	not satisfied
Atlanta	Role of Elected Official	new	satisfied
Los Angeles #2	Water Management	new	satisfied
Chapel Hill	Management	new	needs improvement
Chicago #1	Transportation	new	needs improvement
Columbia	Business of Agriculture	new	needs improvement
Des Moines	Pluralism:Gov/Bus/People	new	needs improvement
Detroit	Children in America	new	needs improvement
Indianapolis	USA Heartland:Growth/Pro	new	needs improvement
Little Rock	Water Conservation	new	needs improvement
Phoenix	Population/Environment	new	needs improvement
Syracuse	Management	new	needs improvement
Tulsa	American Indian Heritage	new	needs improvement
Winter Park	Communication	new	needs improvement
Chicago #2	Int'l. Business/Finance	new	not satisfied

5. Major problems:

with local programming:

- 1) Difficulty in scheduling due to Christmas falling mid-week - 6
- 2) University and business people unavailable for program over holidays - 3
- 3) Difficulty in securing consistently knowledgeable speakers on the proposed theme - 1
- 4) Cancellation by a group on the program - 1
- 5) Topic too diverse, needed to be more focused - 1
- 6) Lack of necessary flexibility in program - 1
- 7) Difficulty in finding enough host families - 1
- 8) Limits imposed by winter weather - 1
- 9) Problems with accommodations - 1
- 10) Logistical problems - 2

with participants:

- 11) Participants not showing, without notification (causes program problems including host family assignments) - 3
- 12) Participants not wanting to participate in home stay experience - 3
- 13) Difficulties with Yemen participants, including non-participation and unpaid hotel expenses - 2
- 14) Participant accompanied unexpectedly by girlfriends/spouses - 2
- 15) Low participant enthusiasm for program - 2
- 16) Dissatisfaction of participants with recreational activities offered - 1
- 17) Lack of punctuality on part of participants - 2
- 18) Participants not serious about attending seminars - 1
- 19) Late arrivals and early departures caused problems with accommodations - 1
- 20) Problems with hotel payment - 1

with National coordination:

- 21) Incorrect participant addresses - 1
- 22) Too many changes from last year - 1
- 23) Lower enrollment than expected - 1
- 24) Lack of cooperation on part of some program officers - 1
- 25) Too much interference from AID in program design - 2

6. Major improvements:

with local programming:

- 1) Better local planning and organization 3
- 2) Improvement in program speakers/activities 6
- 3) Greater community participation in program 1
- 4) Improved accommodations 1
- 5) Better scheduling due to Christmas homestays coming early in the week 1

with National coordination:

- 6) Good support and guidance provided by NCIV 10
- 7) Participant assignment information was received earlier 3
- 8) NCIV collecting participant registrations 2
- 9) Excellent June workshop 2
- 10) Early receipt of seminar grant 2
- 11) Better advance information sent to participants 1
- 12) Better addresses for participants 1
- 13) Good participants and good group composition 5

7a. Do you plan to host a Mid-Winter Seminar next year?

<u>Site</u>	<u>Yes</u>	<u>No</u>	<u>Undecided</u>
Atlanta	X		
Chapel Hill	X		
Chicago #1	X		
Chicago #2	X		
Cincinnati			X
Columbia			X
Dallas	X		
Des Moines			X
Detroit	X		
East Lansing			X
El Paso	X		
Indianapolis			X
Little Rock	X		
Los Angeles #1	X		
Los Angeles #2	X		
Minneapolis	X		
New York City	X		
Philadelphia	X		
Phoenix	X		
Salt Lake City	X		
Spokane	X		
St. Louis	X		
Syracuse	X		
Tulsa			X
Washington	X		
Winter Park	X		
TOTALS	<u>20</u>	<u>0</u>	<u>6</u>

7b. What would you want to do differently next year?

Program:

- 1) Change theme or emphasis of program 3
- 2) Choose a title that better describes the seminar content 1
- 3) Increase program substance 1
- 4) Plan tour of city and orientation to the area earlier in the program 4
- 5) Eliminate program plans for evening of arrival 1
- 6) Provide more evening entertainment activities 3
- 7) Schedule more free time 2
- 8) Schedule more intercultural dialogue and exchange activities 3
- 9) Provide more opportunities for participant discussion 2
- 10) Plan more "hands on" activities 1
- 11) Provide tour guides for all museum visits 1
- 12) Allow more flexibility in scheduling 2
- 13) When possible, schedule activities so that participants have some options to choose from 2
- 14) Plan more balance between numbers of professional and other activities 1
- 15) Spread out professional activities more evenly throughout seminar 1
- 16) Provide better orientation/preparation for participants regarding host family visits 1
- 17) Incorporate discussion of development issues and management skills into program 1

Planning and Logistics:

- 18) Involve student assistants in planning sooner 1
- 19) Involve more organization members in more seminar activities 1
- 20) Distribute a participant information list to participants 1
- 21) Send more complete schedule to participants in advance, and ask them to check leisure activities they want to attend 1
- 22) Ask students to rate program activities as part of the final evaluation 1
- 23) Plan for better timing of home hospitality 1
- 24) Plan for alternate hosts to be available in case of cancellation 1
- 25) Ask participants to contact student assistants at least 15 minutes before a scheduled event if they do not plan to attend 1
- 26) Plan for participants to be picked up at a central point during a specific time for their homestay visits 1
- 27) Hire full time staff person for one month to assist volunteer coordinator 1
- 28) Get commitments from speakers in writing 1
- 29) Collect hotel money before participants arrive 1
- 30) Would like to shorten length of seminar 2
- 31) Would like to lengthen the seminar 1

8. Suggestions/Complaints for AID/NCIV:

regarding organization:

- 1) Programs should not be overly scheduled but should be evenly divided between professional and recreational activities 3
- 2) Need better matching of participants, their interests and levels, to seminars 4
- 3) Participants 4 should not attend seminars in cities where they are living 2
- 4) Provide more opportunity for exchange among coordinators, including follow-up discussion of evaluations 2
- 5) Some questions on participant evaluation forms were confusing to participants 2
- 6) Earlier approval of programs/budgets so program planning can get started earlier 1
- 7) More training and instruction for Program Officers about guidelines, and roles and responsibilities of seminar coordinators 1
- 8) Assign the full number of participants that seminars have planned for and requested 1
- 9) Need a better mix of participants from different countries 1
- 10) Shorten length of seminars 1
- 11) Participation in the programs should not be mandatory 1
- 12) Provide participants with travel insurance 1
- 13) Provide more per diem for participants 1

regarding information flow:

- 14) Need more background information on students 5
- 15) Participants need to receive more advance information about the programs before assignments are made 4
- 16) Need to send the list of assigned participants to coordinators earlier 4
- 17) Need to get information requested from participants back from participants sooner 2
- 18) Need advisor's name and address as well as Program Officer's name and address, if these two people are not the same 1
- 19) Arrival information for participants should be sent to coordinators 1
- 20) Need to receive emergency telephone numbers sooner in order to circulate to necessary program people 1
- 21) Provide proper spelling of participant names on forms 1
- 22) Send better copies of registration forms, with addresses clearly indicated 2

regarding participant preparation:

- 23) Need to explain more clearly to participants what home hospitality obligations are for each program 5
- 24) Do not send participants to seminars they do not want to attend 2
- 25) Establish firm guidelines and follow-through (by docking per diems) for non-participation and non-attendance 1
- 26) Need to clearly explain spouse restrictions to participants so they don't show up unexpectedly 1
- 27) Participants should be instructed to bring traveller's checks, because cashing their personal checks is difficult 1
- 28) Discourage participants from trying to travel to Canada 1
- 29) Instruct participants to take their cameras 1

D. SITE OBSERVER QUESTIONNAIRE

Segments of 14 of the seminars were observed and reported on by 10 site observers. The questionnaires used were prepared as an aid to those conducting these site visits. The responses have not been tabulated and do not appear here. Rather, each questionnaire was examined individually. In addition, a meeting to discuss the observations was attended by 5 of the people who visited 9 of the sites. Observations made at that time are reflected in the following Program Report.

PROGRAM REPORT:

CONCLUSIONS AND RECOMMENDATIONS

Theme Development

An effort was made this year to encourage seminar coordinators to develop themes with a technical focus, themes with management components, and themes with a high level of professional content. This effort has varied results.

Broken down loosely into two groups, 16 seminars were offered with primarily cultural themes and 13 with technical themes. Those themes classified as primarily cultural include topics such as government, volunteerism, community activism and family life. Technical themes include the issues of transportation, agriculture, communication, business and management.

The majority of participants at 21 of the seminars reported that they chose their seminar based on the theme. Clearly, therefore, theme development is an important issue for participants as well as for the seminar coordinators.

How, then, did the participants respond to the themes that were offered to them this year? A look at the five seminars where the largest percentages of participants reported choice based on theme (page 4) shows a mixture of those themes we have labeled cultural and technical (2 cultural, 3 technical). The indication is that both types of themes are important to seminar participants. In addition, participants were asked in the evaluation to give their seminar an overall letter grade. Four seminars received an average letter grade of A; the rest received B averages (page 8). The four which received the highest averages again show a mixture of those with cultural and those with technical themes (2 cultural, 2 technical).

The case for variety in the types of themes offered is also supported by the data collected from the program officers. 79% of the program officers reported that the variety of seminars offered was "about right." They were divided almost equally on the question of whether it is necessary to offer other themes/locations in the future (9 yes, 10 no). Also instructive is a look at the 13 future theme/location suggestions that were made by program officers (page 9). Eight of the suggestions made were for more technical themes, especially in the areas of agriculture and management. However, three of the suggestions were for more general, cultural and academic themes.

The recommendation, therefore, is that while emphasis should continue to be placed on the inclusion of technically oriented themes, it should not be to the exclusion of those which are more culturally oriented. Both types of themes are valid and should continue to be encouraged and fostered.

Program Development

Concerning the issue of professional content, it should be noted that encouraging more professional content in the seminars does not imply an attempt to restrict seminar subject matter. The objective is to provide the

participants with professionally sound programs on whatever subject is chosen. The emphasis on program content or substance is to insure that each seminar has something of substance to offer, and is not simply an extensive sightseeing tour of a particular city or region.

While level of professional content is difficult to quantify, the evaluation data give some indication of the success of the seminars in achieving this goal. 45% of the participants reported that the content of their seminar was professional; another 45% reported that the content of their seminar was "somewhat" professional; and 8% of the participants reported that the content of their seminar was not professional (page 6). Program officers were asked to rate program substance based on the feedback they received from participants (page 9). On a scale of 1 to 5, with 1 being "excellent" and 5 being "poor," the average rating reported was 2.88.

The conclusion to be drawn from this information is that, while the majority of seminars offered something of a professional program, there is definitely a need for improvement in this area overall. The seminar coordinators themselves identified this need in their own evaluations (page 13). When asked about the level of satisfaction they felt concerning their program content, 70% reported that they were "satisfied, but see areas for improvement;" only 19% reported being "completely satisfied;" and 7% reported that they were "not as satisfied as they would like to be."

The task of improving the professional quality of the seminars, however, encompasses more than simply increasing the number of professional activities on the programs. It is a complex issue and one for which NCIV needs to provide more and continued guidance. One aspect, for example, which has been identified as needing improvement and which would enhance the overall quality of the seminars is program cohesiveness.

Program cohesiveness involves the linking together of various aspects of a program by tying them all into an underlying current, or program theme. Cohesiveness is an essential element of good programming. Yet almost every site observer identified this as an aspect which could use some improvement.

The level of program cohesiveness varied dramatically in the different seminars, as is indicated by the data. When asked how the program content of their seminar related to its theme, 73% of the participants indicated that it "followed closely;" 21% reported that the relationship "was unclear at times;" and 3% said that it "did not relate" (page 5). Several seminar coordinators also made reference to the issue when they were asked to indicate what they would want to do differently next year (page 16).

One method by which program cohesiveness can be improved is by scheduling several group discussion sessions throughout the seminars. Every seminar provides time for this kind of wrap-up session at the end of the program, but incorporating it in the program earlier and more frequently could go a long way in tying things together for the participants.

This is an example of the kind of guidance that NCIV should provide to seminar coordinators. NCIV must encourage the identification and discussion of the components that go into quality seminar programs, and be ready to offer concrete suggestions that will result in continually better programs.

Program Balance

The goal of the seminar programs is to provide students with a break from their academic routine while at the same time providing a professional learning experience. Achieving a perfect balance which is absolutely satisfactory to everyone is obviously impossible. However, a look at the data once again shows a wide range in the success of the different seminars in achieving this goal.

When asked if their seminar provided a sufficient change from their academic routine, 83% of the participants said yes, 15% said no (page 5). When asked if enough free time and leisure activities were included in their program, 73% said it was "about right", 21% said there was "not enough" and 6% said there was "too much". More than one quarter of the participants in nine of the seminars reported that the amount of free time and leisure activities were not sufficient (page 6).

A number of the seminar coordinators also identified this as an issue in need of further consideration. Three seminar coordinators made the suggestion that programs should be evenly divided between professional and recreational activities (page 17). When asked what they would want to do differently next year, eight of the comments concerned the issue of how many non-professional activities to include on the program and when to schedule these activities (page 16).

While admitting that it is not an easy task, striving to achieve the right balance and variety is of paramount importance to the success of the programs. This is evidenced by the comments of the seminar coordinators when they were asked to rate the motivation and participation level throughout their programs and to suggest explanations for these levels (page 12). Thirteen of the seminar coordinators rated motivation and participation "high." In trying to define a factor to which they could attribute this high level of interest, six of the seminar coordinators identified factors they described as "good planning" and "good program variety" or "diversity." In addition, a look at the four seminars which received "A" averages from their participants, shows high percentages of participants in these seminars reporting a "sufficient change from their academic routine" and "enough free time and leisure activities on the program."

In conclusion, then, two facts are evident: 1) achieving a good balance between professional activities, recreational activities and free time is crucial to a good program; and 2) this is an area where improvement is needed.

The recommendation is that more time be spent discussing this aspect of program planning during the next Seminar Coordinator Workshop, and that NCIV provide more guidance and assistance to coordinators in how to achieve this goal.

Home Hospitality

Participating in a home hospitality experience with an American family is one of the most important aspects of the entire seminar program. Support for this is evident throughout.

Home hospitality was a lengthy topic of discussion during the meeting of site observers, who reiterated the importance of this component of the seminars. Two of the seminar coordinators who rated motivation and participation in their seminars as "high," indicated that having "good home hospitality experiences" was part of the reason. When participants were asked to identify "the most important part of the seminar for them," 38% reported that it was "seeing a different aspect of American life."

In order for the homestay experience to be a mutually satisfying one, however, it is necessary to prepare participants for the experience. Preparation must include aspects such as providing information about expectations, giving assurances that their own cultural mores will be respected, and explaining why agreeing to participate is a serious commitment. Insufficient preparation of this sort has sometimes resulted in problems with regard to the hospitality aspect of the seminars, including homestay experiences that were not successful.

Seminar coordinators were asked to identify the major problems they encountered this year. In this listing, three seminar coordinators reported that no-shows caused problems with host family assignments. In addition, three seminar coordinators stated that participants not wanting to participate in the homestay experience was a problem for them. When asked "how NCIV or AID could make their life easier for next year's seminar," five seminar coordinators indicated a "need to explain the home hospitality obligations more clearly to the participants." Evidently, some "advance work" is going to be necessary to insure that this vital component of the seminar programs is carried out successfully. It is recommended this be done in two ways.

First of all, the program officers need to be alerted to the concern. They should be instructed to encourage their participants to take advantage of this opportunity and to impress upon them the importance of following through once they've agreed to participate.

Secondly, seminar coordinators should be given more guidance on how they can better prepare the participants for the experience. Instruction should be given on how to provide this preparation both during the seminar, and in the advance information that is sent to participants.

Youth Assistants

For every seminar, some of the funds that are available go toward hiring youth assistants. According to the Program Guidelines, these assistants are "college students employed to serve as guides, group facilitators, and to provide general support for coordinators." During the discussion by site observers, the issue was raised of just how vital a role these youth assistants play in carrying out successful programs.

Youth assistants live with the participants and attend all of the seminar activities. They are the ones who are on the scene and who have the closest daily contact with the participants. As college students, they are peers and colleagues of the participants, and are themselves, to a large extent, participants in the programs. In light of this unique position that the youth assistants occupy, their capacity for facilitating the programs is enormous.

Site observers made note of this capacity, and urged that steps be taken to insure that the maximum use is made of this potential.

NCIV, for its part, must emphasize the role of youth assistants and the part they can play in shaping the programs. In addition, perhaps more guidance and suggestions in recruitment techniques would be of value to seminar coordinators. Much helpful information could be gained in this area by simply having coordinators share their ideas and experiences. Another suggestion, which comes from a seminar coordinator, is to involve the youth assistants in the actual planning of the programs at the earliest stage possible (page 16).

All of these ideas need to be discussed during the next Seminar Coordinator Workshop. In addition, it is recommended that NCIV explore the possibility of developing a training seminar and/or training materials specifically for the youth assistants.

Participant Assignments

Assigning more than 900 participants to 29 seminar sites was the most complex task of the overall coordination. The goal in making assignments was to balance concerns of participants, seminar coordinators and program officers, while effecting a workable and efficient assignment procedure. Success in this area was mixed.

Participants were asked to indicate three seminar choices, in order of preference, on their registration forms. Tentative assignments were then made on a "first come, first served" basis. Final assignments, however, were not made until after the November 2 deadline for registrations, in order to take into consideration two additional assignment criteria.

The first of these criteria has to do with group diversity. Seminar coordinators expressed concern during the June workshop that having large numbers of participants from any one country is a factor that encourages divisiveness and obstructs group cohesion and interaction. In determining the final assignments, therefore, a rigorous attempt was made to restrict the proportion of participants from any country in each seminar to no more than 20% of the total. This criterion was observed in all but a few cases, and the evaluation data indicate that continued improvement in this area is both necessary and warranted.

When asked to identify the "major improvements they experienced in relation to this year's seminar," five seminar coordinators reported "good group composition" as a major improvement (page 15). In addition, 81% of the seminar coordinators reported that the participant nationality mix in their seminar was "about right;" however, 19% indicated that there were still "too many from one country" (page 11).

The second additional assignment criterion has to do with the disbursement of participants across seminars. Each seminar site had reported a range in the number of participants they could accept and for whom they had budgeted. The ranges varied greatly, from a low of 20 to a high of 60. On the November 2nd registration deadline, only 73% of the available slots were filled. It

was necessary, therefore, to establish an additional criterion for assignments, i.e., assignments were made to attempt to give each seminar at least the low number in the range of participants they had requested. While this goal was not strictly achieved in every case, it did allow for a wider disbursement of participants across seminars and assured that no seminars had to be cancelled.

The juggling of these three criteria (participant preference, good nationality mix, and minimum registrations) resulted in a large number of participants not being assigned to the seminar they listed as their first choice. However, every participant registered by November 2nd was assigned to one of his/her three choices.

Observing all of these criteria together in the assignment process is important to establishing well-balanced, cohesive and satisfied groups of participants; and this is an important factor in the success of any program. It is therefore recommended that these criteria continue to form the basis for the assignment process in the future.

In addition, the evaluation data suggest there is another factor which needs to be considered in the assignment of participants to certain seminars. The seminars referred to are those which offer more technical information. For five of the seminars that have been classified as "technical," seminar coordinators reported that motivation and participation during the seminars was "medium" or "medium to low" (page 12). For one of these seminars, no explanation was attempted. The other four indicated it was due to a lack or diversity of interest in the topic, because of the diversity of participant backgrounds or educational levels. When asked "how NCIV or AID can make their lives easier for next year's seminar," four seminar coordinators indicated there needs to be better matching between seminars and the interests and levels of the participants assigned to them (page 17).

One way in which better matching of participants to themes can be achieved is by setting enrollment criteria for individual seminars. Before encouraging this, however, it is recommended that the situation be examined more closely by NCIV, AID, the seminar coordinators and the program officers, to determine if this approach is necessary. Perhaps the emphasis should be placed on developing programs so they are general enough to be of some benefit to everyone. On the other hand, if the emphasis is to develop more skills oriented and technical programs, perhaps the only way in which these programs can be truly effective is to identify a specific level of expertise. The solution is not clear. The conclusion, however, is that the issue is important enough to warrant further examination.

500 Mile Restriction

The instructions in the 1984 Participant Programming Announcement include an assignment criterion that restricts participant attendance to seminars that are "within a 500 mile radius." It also explains that exceptions to this rule can be made when there are a limited number of seminars in a particular area, or when the program officer can provide a specific justification for the participant to attend a seminar that is beyond the 500 mile limit.

It is understood that the basis for imposing this restriction is to limit the travel costs incurred by AID on behalf of the participants. For this reason, NCIV applied this restriction only to those AID participants who receive their funding through Master Disbursing (i.e., participants registered by non-billable contractors listed in Attachment G). For all other participants, the decision of whether or not to apply this restriction was left to the discretion of the program officers.

Throughout the project, many questions were raised by both program officers and participants as to the validity of imposing this restriction in the attempt to limit costs. It was pointed out on numerous occasions that air fares do not always correspond to distance travelled. When asked "how NCIV or AID can make their life easier for next year," two of the program officers suggested changing the 500 mile restriction (page 10).

The recommendation is that AID take a closer look at the 500 mile restriction and the reasoning behind it. If the only consideration is cost, perhaps it would be better to establish a dollar figure limit for the travel expenses. On the other hand, perhaps this kind of restriction would be too difficult to enforce and would cause more difficulties for program officers. Perhaps it would be better to divide the country into specific regions and restrict assignments within each region. Or, perhaps, it is not necessary to impose any restriction at all.

In the end, the best solution may be to continue with the present system. It is a relatively easy rule to enforce, and perhaps the exceptions that are allowed make it a sufficiently flexible system. In any event, the conclusion is that enough concern has been expressed to justify taking a closer look at the 500 mile restriction, and providing support for whatever guidelines are established.

Information Flow

A crucial component in the successful coordination of a program such as this is the timely and adequate sharing of information. The process is complicated by the fact that information in this program is shared on many different levels and in many directions. While the evaluation data indicate important improvements in coordination and information exchange in 1984, aspects which are in need of additional improvement are also clearly indicated.

Overall, NCIV received good marks for its coordination efforts and for the content and timeliness of the information that was shared. 75% of the program officers reported that NCIV provided them with timely information (page 8). When asked to indicate "major improvements" in the program this year, nine of the comments referred to improvements in the timing and quality of information provided and seven program officers reported "better overall coordination" (page 11). When seminar coordinators were asked to identify "major improvements," ten referred to the "good support and guidance provided by NCIV" and seven comments made reference to more complete and earlier receipt of information (page 15).

In spite of these improvements, however, a majority of the concerns and problems reported by both program officers and seminar coordinators had to do

with inadequacies in either information content or information flow (pages 10 & 17). A look at three specific problem areas suggests needed changes and further improvements that can be effected by all parties involved.

On the part of NCIV, the major trouble spot, as reported by program officers and seminar coordinators, was the late notification of participant assignments. For the 14% of the program officers who reported that NCIV did not provide them with timely information, this was the major area of concern. When asked to identify "major problems," 43% of the program officers reported that the "late notice of participant placement" caused problems for them (page 10). When asked "how NCIV or AID could make their lives easier for next year," four seminar coordinators also indicated the need to receive the list of assigned participants sooner (page 17).

In the previous section, the assignment process was explained, indicating the factors that made it necessary to determine final assignments only after a majority of the applications had been received, i.e., after the registration deadline. The recommendation, therefore, is to move the deadline for registrations up by two weeks, to the middle of October instead of the beginning of November. It is understood that this does not solve the problem of presenting program officers with their participants' assignments "en masse." However, it does recognize the important issues of distribution and diversity in the assignment process, while giving program officers two additional weeks in which to make travel arrangements.

The second "major problem" indicated by program officers had to do with the information seminar coordinators provided directly to the participants. Six program officers reported that problems were caused because this preliminary information was not received by participants early enough or because the information was incomplete or unclear (page 10).

The information that participants receive directly from their seminar coordinators can play an important role in setting the tone for the seminar, and in preparing participants to be active and interested attendees. The recommendation, therefore, is that NCIV provide more guidance in outlining the information that seminar coordinators should be sending to the participants. One step in this direction would be to encourage seminar coordinators to share their ideas and experiences, as a number of them have already developed and use very complete and descriptive preliminary information packets. In addition, it must be emphasized that this information should be sent to participants as early as possible. Prompt contact with the participants must be considered a priority by the seminar coordinators.

The most important part that can be played by program officers in narrowing the "information gap" is to continue to make improvements in providing background information on their participants. During the June workshop, the seminar coordinators reiterated again and again how important it is for them to receive this kind of information. The information is valuable for many reasons: it can be helpful in matching participants and host families; it is helpful for seminar speakers to know more about the groups they're addressing; and it gives the seminar coordinators and youth assistants a feeling for the groups before they arrive, thereby assisting in some last minute fine tuning of the programs.

The vast majority of participant registrations did arrive at NCIV with some biographical data attached. However, a significant number of them did not. In suggesting ways in which "NCIV or AID can make their lives easier," five seminar coordinators reported they need "more background information on the participants." Program officers need to be made aware of how important this information can be to the success of the programs, and the requirement to provide it needs to be strictly enforced.

Registration & Enrollment Fees

Seminar participants who do not receive their funding through AID Master Disbursing are required to pay an enrollment fee which varies for each seminar (see Attachment G for list of billable organizations). This enrollment fee is the cost of attending the seminars.

In addition to the enrollment fee, there is a registration fee that is collected from participants upon their arrival at some of the seminar sites. This registration fee is collected at the seminars where the payment for accommodations is handled by the seminar coordinators and/or when group meals have been planned as a part of the program. The registration fee, therefore, is used to cover lodging expenses and some meal expenses that are paid for out of participants' per diems.

The lack of standardization in the setting of enrollment and registration fees has caused much confusion on the part of participants, seminar coordinators, and, at times, NCIV. When asked to identify "major problems," four program officers referred to "lack of clarity in information concerning fees and their collection" (page 10).

Most of the diversity in the setting and paying of fees is inherent to the program and will continue. What can be improved, however, is the way in which the information concerning fees is shared with participants and program officers. The responsibility for providing this information in a clear and precise manner rests mainly on NCIV.

Regarding registration fees, however, seminar coordinators must also play a role in providing accurate and complete information. For the seminars at which registration fees will be collected, a detailed explanation (including the amount, the expenses it covers, and how and when it is to be paid) must be included with the advance information which is sent directly to participants from the seminar coordinators.

In addition, it is recommended that seminar coordinators who do not collect registration fees be encouraged to initiate this procedure. The procedure would help to eliminate some of the problems that occur in regard to hotel payments, including unpaid hotel bills. Three seminar coordinators referred to the problem of hotel payments when they reported on the "major problems" they encountered this year (page 14). By collecting the accommodation fees "up front" from the participants, unpaid bills would be eliminated. Also, if participants know in advance exactly how much of their per diem they will be using to pay for accommodations, there will be less anxiety over paying this money.

Whether or not it will be possible to establish registration fees for every seminar will depend, in part, on the arrangements seminar coordinators are able to make with the hotels they use. Either way, the key issue here is to provide the participants, in advance, with as much information as possible about the amount of money they will be required to expend for accommodations and any scheduled meals.

Attendance & Participation Reports

Every seminar coordinator is required to submit an attendance report to NCIV at the end of the seminars. These reports indicate participants who fall into one of three categories: late arrivals, early departures and no shows. This information is collected and relayed to the appropriate program officers, in order to allow them to make adjustments, if necessary, in the amount of per diem that is provided to the participants.

While this kind of feedback is important for the program officers to receive, it is, unfortunately, very limited. It only indicates the amount of time the participant was present at the seminar site, and gives no indication of the amount of time the participant actually participated in the seminar program. Both program officers and seminar coordinators have indicated to NCIV that they believe this kind of information is also important to report. The question, therefore, is how to report this information in a consistent and useful fashion.

The most straightforward way in which this could be accomplished would be for seminar coordinators to keep attendance reports for each activity on every participant. These attendance reports would then be sent directly to the appropriate program officers. With this kind of reporting, however, assuring complete reports for every participant would be critical to the fairness and effectiveness of the procedure. While this may be feasible, it may not be practical. Rather than providing program officers with timely and useful information, it could lead to the creation of an unnecessarily cumbersome paper chase. It is cautioned, therefore, that, before initiating this kind of reporting procedure, the costs and benefits be weighed very carefully.

An alternate procedure recommended for consideration is the development of an official "AID Certificate of Participation." A number of the seminars already award local certificates to their participants, but each seminar has developed its own criteria for the level of participation necessary to receive the certificate. An AID issued certificate could be provided at every seminar for those participants who have met universal and pre-established participation criteria. For example, it could be determined that to receive the certificate a participant must attend at least 90% of the activities included on the seminar program. This procedure, in addition to the current attendance reports, would allow program officers to know quickly which participants had fully participated in the seminar programs. For those participants who did not participate fully and who did not receive certificates, program officers who were interested could call the seminar coordinators for more detailed attendance information.

If this procedure is to be carried out consistently effectively, it would have to be first clearly outlined and then fully explained to participants,

program officers and seminar coordinators. The advantage is that this could be done without a great deal of additional paper shuffling. In addition, the certificates could provide an important motivation for the students to participate fully in the seminar programs, thus improving overall participation.

Seminar Size

During the meeting of site observers, one of the issues discussed at length was seminar size. The number of participants registered at individual seminars ranged from 18 to 59 (Attachment G) The average number of participants per seminar was 32.

The site observers concluded from their observations that the number of participants at each seminar is an important factor in the quality and success of the programs. It was suggested that when the group is too large, group cohesion and unity are not fostered, and the opportunities for group discussion and interaction are limited. It was also suggested that having too few participants may not be cost effective, and does not allow for sufficient participant diversity. The question was raised, therefore, of whether or not there is an optimal size for seminars such as these. While it must be noted that there is no evidence in the data to support the theory, site observers concluded from their observations that the best size for the seminars is from 25 to 35 participants.

Based on these observations, therefore, the recommendation is that seminar size be restricted to a maximum of 35 participants. If this is done, and the total number of seminar participants remains relatively stable, the numbers of participants in the smaller seminars would be brought closer to the recommended minimum of 25. If, on the other hand, the total number of participants is increased, more seminars could be added to the roster, increasing both the diversity of themes available and the number of locations available. In addition, it is recommended that multiple seminars be encouraged in those locations which attract large numbers of participants. This year multiple seminars were successfully planned in both Los Angeles and Chicago, and there are other cities which could easily accommodate more than one seminar.

EPILOGUE

Admittedly, this report does not cover every issue raised during the course of the project. The attempt, here, was to highlight the issues that seem to be of the most concern to the largest number of people. Issues and concerns that have been identified but are not dealt with in this report will not be omitted from consideration in future planning, meetings and workshops. Any comments or questions concerning this report should be directed to the NCIV office.

FINANCIAL REPORT

In accordance with Article III, Section C of grant agreement IA-21492-19-G, as revised in Amendment No. 1 (Attachment H):

Amount of Grant \$266,550.00

Items of Expenditure

1. Domestic transportation and per diem for workshop participants.	\$15,849.48
2. Incentive Grants for Mid-Winter Community Seminars (Attachment I)	243,651.41
3. G & A at 11.33% of No. 1	1,795.75
4. Domestic transportation and per diem for on-site evaluations by NCIV staff & Board members (see Attachment J for authorization)	1,104.99
5. NCIV Newsletter special edition (see Attachment K for authorization)	3,000.00

TOTAL EXPENDITURES	\$265,401.63

Items of Income

1. Refunds from incentive grants (No. 2 above) that were under budget	\$14,597.01
2. Participant enrollment fees	123,863.00

TOTAL INCOME	\$138,460.01

Balance \$139,608.38

NOTE: The budget for the seminar developed by the Washington International Center was \$8,639. While this figure is not included in the above calculations, it must be considered in the total cost of the project.



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AID Mid-Winter Community Seminar
Participant Evaluation

Theme: _____
Location: _____

1. Why did you choose this seminar?

- Circle one:
- a. location
 - b. program or theme
 - c. friends/relatives in area

2. Would you be interested in attending a Mid-Winter Community Seminar in the future if funding is available?

yes no

3. Did this seminar provide a sufficient change from your academic routine?

yes no

4. How well did the program content relate to its theme?

- a. followed closely
- b. was unclear at times
- c. did not relate

5. Did the content of this seminar have a professional orientation?

- a. yes
- b. somewhat
- c. no

6. Were enough free time and leisure activities included?

- a. too much
- b. about right
- c. not enough

7. What was the most important part of this seminar for you?

- a. learning new information
- b. meeting people from other countries
- c. seeing a different aspect of American life
- d. other

8. What grade would you assign the entire seminar?

A B C D E (circle one)



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AID Mid-Winter Community Seminar Program Officer Evaluation

Your perceptions of the MWCSs and your reading of the participants' reactions to their experiences are most important to our planning for the future. Your responses will be carefully reviewed.

Agency: _____

1. Have you or your organization programmed participants to the AID Mid-Winter Community Seminars in the past? yes no

If so, how many programmed last year? _____
How many programmed this year? _____

2. Are you following a policy of sending participants annually, as a matter of routine?
 yes no (please explain):

3. Did NCIV provide timely information concerning the Seminars?
 yes no (please explain):

4. Twenty-nine seminars were offered this year. Please rate the variety.
 too much about right not enough

5. Would you like to see other themes and/or locations offered in the future? yes no

If yes, please suggest themes and/or locations:

6. Were the seminar coordinators helpful? yes no no contact

7. Based on feed-back from the participants, how would you rate:

program substance?
(excellent) 1 2 3 4 5 (poor)

program operation?
(excellent) 1 2 3 4 5 (poor)

8. Overall, do you feel that the seminars lived up to the participants' expectations? (please comment)

9. Based on your experience, what was the major reason given by participants for cancelling out of seminars they were scheduled to attend?

10. What do you feel was the major reason for the majority of your participants choosing one seminar over another?
 - a. location
 - b. program or theme
 - c. friends/relatives in area
 - d. other _____

11. What were the major problems (if any) that occurred this year in relation to the Mid-Winter Seminars:

12. What were the major improvements (if any) that occurred this year in relation to the Mid-Winter Seminars?

13. How can NCIV or AID make your life easier for next year's Mid-Winter Seminars? Please be specific.



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AID Mid-Winter Community Seminar Seminar Coordinator Evaluation

Theme: _____
Location: _____

1. Your participant nationality mix was:
 - a. about right
 - b. too many from one country

2. Please rate motivation and participation throughout the seminar and, if possible, explain why:
 - a. high
 - b. medium
 - c. low

3. Is this the same program you presented last year?
 - a. entirely new program
 - b. the same basic program, with modifications and additions
 - c. exactly the same program

4. How do you feel about the program content?
 - a. completely satisfied
 - b. satisfied, but see areas for improvement
 - c. not as satisfied as I would like to be

5. What were the major problems (if any) you had in relation to this year's seminar?

6. What were the major improvements (if any) you experienced in relation to this year's seminar?

7. Do you plan to host a Mid-Winter Seminar next year?
 yes no

If yes, what would you want to do differently?

8. How can NCIV or AID make your life easier for next year's seminar?
(please use reverse side)

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AID Mid-Winter Community Seminar
On-Site Evaluation

Site location: _____

Theme: _____

Day/Date of evaluation: _____

Outline the activities in which you participated, including time schedule:

Activity 1:

Activity 2:

Activity 3:

Activity 4:

ATTACHMENT D (continued)

1. How do you rate the theme?

1	2	3	4	5
excellent				poor

2. How do you rate the overall professional content of the activities?

1	2	3	4	5
excellent				poor

3. How do you rate the amount of professional content in the activities observed?

1	2	3	4	5
excellent				poor

4. How do you rate the speakers' abilities to relate/respond to the participants?

1	2	3	4	5
excellent				poor

5. How do you rate the use of field trips during the program?

1	2	3	4	5
excellent				poor

6. Were the participants sufficiently briefed on what they were going to see and why?

1	2	3	4	5
excellent				poor

7. How well did the activities relate to the theme of the program?

1	2	3	4	5
excellent				poor

8. How do you rate the interest level exhibited by the participants?

1	2	3	4	5
excellent				poor

9. Was there an opportunity for group discussion and review of the day's program?

1	2	3	4	5
excellent				poor

10. How do you rate the pace of the program?

1	2	3	4	5
excellent				poor

11. How do you rate the seminar setting (accommodations/meeting rooms)?

1	2	3	4	5
excellent				poor

ATTACHMENT D (continued)

GENERAL COMMENTS:

Use this space to make comments on the following:

The professional content of the activities observed -

The success of the activities in carrying out the program theme -

The interest level of the participants

Use this space to identify any aspect of the seminar (positive or negative) not covered by the questions, or to elaborate upon an answer to one of the questions.

RECOMMENDATIONS:

Use this space to identify ways in which you feel this program could be improved. Give special attention to professional content and appropriateness of theme.

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ATTACHMENT E: Participant Raw Data

1. Why did you choose this seminar?

<u>Site</u>	<u>Topic</u>	<u>Location</u>	<u>Program/ Theme</u>	<u>Friends in area</u>	<u>Other</u>
Atlanta	Role of Elected Official	25	11	1	0
Boston	Management	2	26	3	1
Chapel Hill	Management	?	?	?	?
Chicago #1	Transportation	10	12	0	2
Chicago #2	Int'l. Business/Finance	10	22	1	1
Cincinnati	Vol/Bus/Gov: Balance	14	10	2	0
Columbia	Business of Agriculture	8	21	0	2
Dallas	Community Leadership	3	19	0	0
Des Moines	Pluralism:Gov/Bus/People	4	6	0	7
Detroit	Children in America	5	12	1	0
East Lansing	World Understanding	11	14	4	1
El Paso	Ag/Bus/En on US-Mex Bor.	13	13	3	0
Indianapolis	USA Heartland:Growth/Prog	6	8	0	0
Little Rock	Water Conservation	1	20	1	0
Los Angeles #1	Cul. Diversity in USA	17	5	0	0
Los Angeles #2	Water Management	5	19	0	1
Milwaukee	Non-Profit Organizations	4	14	0	1
Minneapolis	Citizen Activism/Family	2	22	0	0
New York City	Cul/Pol/Bus in NYC	16	8	1	1
Philadelphia	Volunteerism	9	8	0	2
Phoenix	Population/Environment	7	21	1	4
Salt Lake City	Management	7	9	1	4
Spokane	Community Agencies	?	?	?	?
St. Louis	Leadership	10	21	0	1
Syracuse	Management	3	25	0	1
Tucson	Astronomy/Archeology/Ag	9	14	2	0
Tulsa	American Indian Heritage	2	14	3	0
Washington, DC	Development	11	37	2	1
Winter Park	Communication	8	9	0	0
		<hr/>	<hr/>	<hr/>	<hr/>
		222	420	26	30

ATTACHMENT E (continued)

2. Would you be interested in attending a Mid-Winter Community Seminar in the future if funding is available?

<u>Site</u>	<u>Topic</u>	<u>Yes</u>	<u>No</u>
Atlanta	Role of Elected Official	36	2
Boston	Management	32	0
Chapel Hill	Mangement	?	?
Chicago #1	Transportation	23	1
Chicago #2	Int'l. Business & Finance	33	1
Cincinnati	Vol/Gov/Bus: Balance	22	0
Columbia	Business of Agriculture	31	1
Dallas	Community Leadership	18	4
Des Moines	Pluralism:Gov/Bus/People	9	7
Detroit	Children in America	18	1
East Lansing	World Understanding	23	2
El Paso	Ag/Bus/Energy on US-Mex Border	28	2
Indianapolis	USA Heartland:Growth/Progress	15	1
Little Rock	Water Conservation	23	0
Los Angeles #1	Cultural Diversity in USA	23	0
Los Angeles #2	Water Management	24	2
Milwaukee	Non-Profit Organizations	17	3
Minneapolis	Citizen Activism/Family Life	24	0
New York City	Cul/Pol/Bus in NYC	20	4
Philadelphia	Volunteerism	20	0
Phoenix	Population/Environment	34	0
Salt Lake City	Management	22	1
Spokane	Community Agencies	?	?
St. Louis	Leadership	32	1
Syracuse	Management	25	3
Tucson	Astronomy/Archeology/Ag	28	0
Tulsa	American Indian Heritage	19	1
Washington, DC	Development	47	3
Winter Park	Multi-Media Communication	17	0
		-----	-----
		663	40

ATTACHMENT E (continued)

3. Did this seminar provide a sufficient change from your academic routine?

<u>Site</u>	<u>Topic</u>	<u>Yes</u>	<u>No</u>
Atlanta	Role of Elected Official	36	2
Boston	Management	30	1
Chapel Hill	Management	?	?
Chicago #1	Transportation	22	2
Chicago #2	Int'l. Business & Finance	28	5
Cincinnati	Vol/Gov/Bus: Balance	17	6
Columbia	Business of Agriculture	27	4
Dallas	Community Leadership	17	4
Des Moines	Pluralism:Gov/Bus/People	11	6
Detroit	Children in America	15	4
East Lansing	World Understanding	23	8
El Paso	Ag/Bus/Energy on US-Mex Border	26	4
Indianapolis	USA Heartland:Growth/Progress	13	3
Little Rock	Water Conservation	21	2
Los Angeles #1	Cultural Diversity in USA	20	3
Los Angeles #2	Water Management	18	6
Milwaukee	Non-Profit Organizations	18	2
Minneapolis	Citizen Activism/Family Life	21	3
New York City	Cul/Pol/Bus in NYC	18	4
Philadelphia	Volunteerism	17	3
Phoenix	Population/Environment	26	6
Salt Lake City	Management	18	4
Spokane	Community Agencies	?	?
St. Louis	Leadership	29	4
Syracuse	Management	22	8
Tucson	Astronomy/Archeology/Ag	25	3
Tulsa	American Indian Heritage	21	1
Washington, DC	Development	43	8
Winter Park	Multi-Media Communication	17	0
		599	106

ATTACHMENT E (continued)

4. How well did the program content relate to its theme?

<u>Site</u>	<u>Topic</u>	<u>Followed closely</u>	<u>Was unclear at times</u>	<u>Did not relate</u>
Atlanta	Role of Elected Official	30	7	0
Boston	Management	30	1	0
Chapel Hill	Management	?	?	?
Chicago #1	Transportation	19	5	0
Chicago #2	Int'l. Business & Finance	20	10	3
Cincinnati	Vol/Gov/Bus: Balance	13	10	0
Columbia	Business of Agriculture	26	5	1
Dallas	Community Leadership	15	7	0
Des Moines	Pluralism:Gov/Bus/People	10	5	1
Detroit	Children in America	17	2	0
East Lansing	World Understanding	17	13	2
El Paso	Ag/Bus/Energy on US-Mex Bor.	23	6	1
Indianapolis	USA Heartland:Growth/Progress	9	6	1
Little Rock	Water Conservation	17	6	0
Los Angeles #1	Cultural Diversity in USA	15	5	2
Los Angeles #2	Water Management	20	3	3
Milwaukee	Non-Profit Organizations	16	4	0
Minneapolis	Citizen Activism/Family Life	23	1	0
New York City	Cul/Pol/Bus in NYC	13	5	1
Philadelphia	Volunteerism	15	4	1
Phoenix	Population/Environment	23	7	0
Salt Lake City	Management	21	1	1
Spokane	Community Agencies	?	?	?
St. Louis	Leadership	17	11	4
Syracuse	Management	21	8	1
Tucson	Astronomy/Archeology/Ag	24	4	0
Tulsa	American Indian Heritage	20	2	0
Washington, DC	Development	36	13	1
Winter Park	Multi-Media Communication	16	1	0
		526	152	23

ATTACHMENT E (continued)

5. Did the content of this seminar have a professional orientation?

<u>Site</u>	<u>Topic</u>	<u>Yes</u>	<u>Somewhat</u>	<u>No</u>
Atlanta	Role of Elected Official	20	14	2
Boston	Management	26	6	0
Chapel Hill	Management	?	?	?
Chicago #1	Transportation	13	9	2
Chicago #2	Int'l. Business & Finance	12	19	3
Cincinnati	Vol/Gov/Bus: Balance	5	14	3
Columbia	Business of Agriculture	24	7	1
Dallas	Community Leadership	11	10	1
Des Moines	Pluralism:Gov/Bus/People	3	9	3
Detroit	Children in America	11	8	0
East Lansing	World Understanding	2	24	5
El Paso	Ag/Bus/Energy on US-Mex Bor.	16	12	2
Indianapolis	USA Heartland:Growth/Progress	5	10	1
Little Rock	Water Conservation	11	12	0
Los Angeles #1	Cultural Diversity in USA	4	6	12
Los Angeles #2	Water Management	13	9	3
Milwaukee	Non-Profit Organizations	5	13	2
Minneapolis	Citizen Activism/Family Life	8	15	1
New York City	Cul/Pol/Bus in NYC	11	7	7
Philadelphia	Volunteerism	6	13	1
Phoenix	Population/Environment	10	23	0
Salt Lake City	Management	12	9	2
Spokane	Community Agencies	?	?	?
St. Louis	Leadership	14	15	3
Syracuse	Management	9	20	1
Tucson	Astronomy/Archeology/Ag	21	5	2
Tulsa	American Indian Heritage	13	8	0
Washington, DC	Development	27	21	2
Winter Park	Multi-Media Communication	13	3	1
		—	—	—
		325	321	60

ATTACHMENT E (continued)

6. Were enough free time and leisure activities included?

<u>Site</u>	<u>Topic</u>	<u>Too much</u>	<u>About right</u>	<u>Not enough</u>
Atlanta	Role of Elected Official	5	33	0
Boston	Management	1	31	0
Chapel Hill	Management	?	?	?
Chicago #1	Transportation	0	20	4
Chicago #2	Int'l. Business & Finance	5	24	5
Cincinnati	Vol/Gov/Bus: Balance	1	11	11
Columbia	Business of Agriculture	3	28	1
Dallas	Community Leadership	2	20	0
Des Moines	Pluralism:Gov/Bus/People	1	10	6
Detroit	Children in America	1	17	1
East Lansing	World Understanding	0	22	9
El Paso	Ag/Bus/Energy on US-Mex Bor.	1	17	12
Indianapolis	USA Heartland:Growth/Prog.	3	12	1
Little Rock	Water Conservation	1	17	5
Los Angeles #1	Cultural Diversity in USA	1	15	7
Los Angeles #2	Water Management	1	18	7
Milwaukee	Non-Profit Organizations	0	10	9
Minneapolis	Citizen Activism/Family	3	17	4
New York City	Cul/Pol/Bus in NYC	0	19	6
Philadelphia	Volunteerism	0	7	13
Phoenix	Population/Environment	2	29	3
Salt Lake City	Management	1	18	4
Spokane	Community Agencies	?	?	?
St. Louis	Leadership	3	28	2
Syracuse	Management	3	23	4
Tucson	Astronomy/Archeology/Ag	0	26	2
Tulsa	American Indian Heritage	0	21	1
Washington, DC	Development	1	14	36
Winter Park	Multi-Media Communication	1	15	1
		40	522	154

ATTACHMENT E (continued)

7. What was the most important part of this seminar for you?

<u>Site</u>	<u>Topic</u>	<u>Info. learned</u>	<u>Meeting foreigners</u>	<u>New aspect of Am. life</u>	<u>Other</u>
Atlanta	Role of Elected Official	7	9	15	1
Boston	Management	19	7	3	3
Chapel Hill	Management	?	?	?	?
Chicago #1	Transportation	11	3	8	0
Chicago #2	Int'l. Bus. & Finance	10	6	13	1
Cincinnati	Vol/Gov/Bus: Balance	2	10	13	0
Columbia	Business of Agriculture	18	5	11	0
Dallas	Community Leadership	13	2	7	1
Des Moines	Pluralism:Gov/Bus/Peop	8	4	4	0
Detroit	Children in America	4	2	11	0
East Lansing	World Understanding	3	11	16	0
El Paso	Ag/Bus/En on US-Mex Bor.	5	7	12	3
Indianapolis	USA Heartland:Growth/Pro	6	4	3	1
Little Rock	Water Conservation	9	3	5	1
Los Angeles #1	Cul. Diversity in USA	7	4	9	2
Los Angeles #2	Water Management	9	5	8	2
Milwaukee	Non-Profit Organizations	5	1	13	0
Minneapolis	Citizen Activism/Family	0	0	23	0
New York City	Cul/Pol/Bus in NYC	7	2	12	4
Philadelphia	Volunteerism	5	2	11	1
Phoenix	Population/Environment	13	11	21	0
Salt Lake City	Management	8	5	10	0
Spokane	Community Agencies	?	?	?	?
St. Louis	Leadership	5	18	7	3
Syracuse	Management	7	14	6	2
Tucson	Astronomy/Archeology/Ag	17	4	5	1
Tulsa	American Indian Heritage	10	0	10	0
Washington, DC	Development	18	23	16	2
Winter Park	Communication	9	3	4	0
		235	165	276	28

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ATTACHMENT E (continued)

8. What grade would you assign the entire seminar?

<u>Site</u>	<u>Topic</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Atlanta	Role of Elected Official	16	16	4	0	0
Boston	Management	15	15	1	1	0
Chapel Hill	Management	?	?	?	?	?
Chicago #1	Transportation	7	12	3	1	0
Chicago #2	Int'l. Bus. & Finance	10	15	9	0	0
Cincinnati	Vol/Gov/Bus: Balance	4	13	6	0	0
Columbia	Business of Agriculture	14	13	3	1	0
Dallas	Community Leadership	10	5	5	2	0
Des Moines	Pluralism:Gov/Bus/Peop	4	8	0	4	1
Detroit	Children in America	10	9	0	0	0
East Lansing	World Understanding	8	20	1	2	0
El Paso	Ag/Bus/En on US-Mex Bor.	12	14	3	1	0
Indianapolis	USA Heartland:Growth/Pro	3	10	2	1	0
Little Rock	Water Conservation	10	12	1	0	0
Los Angeles #1	Cul. Diversity in USA	5	12	5	1	0
Los Angeles #2	Water Management	5	13	4	3	1
Milwaukee	Non-Profit Organizations	3	14	3	0	0
Minneapolis	Citizen Activism/Family	13	11	0	0	0
New York City	Cul/Pol/Bus in NYC	8	12	5	0	0
Philadelphia	Volunteerism	7	10	2	1	0
Phoenix	Population/Environment	10	21	3	0	0
Salt Lake City	Management	6	11	6	0	0
Spokane	Community Agencies	?	?	?	?	?
St. Louis	Leadership	15	13	2	0	2
Syracuse	Management	4	16	9	1	0
Tucson	Astronomy/Archeology/Ag	17	10	1	0	0
Tulsa	American Indian Heritage	8	11	3	0	0
Washington, DC	Development	18	26	6	0	2
Winter Park	Multi-Media Communication	15	2	0	0	0
		257	344	87	19	6

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ATTACHMENT F: List of 1984 Seminar Sites and Themes

Atlanta, GA	The Role of the Elected Official
Boston, MA	Management: The Case Method for Development
Chapel Hill, NC	Management Models: A Cross-Cultural Perspective
Chicago, IL #1	Transportation Development: Moving People and Products Safely and Efficiently
Chicago, IL #2	A New Perspective on International Business and Finance
Cincinnati, OH	Volunteers, Business and Government: A Delicate Balance
Columbia, SC	The Business of Agriculture
Dallas, TX	Community Leadership
Des Moines, IA	A Pluralistic Society: Government, Business and People
Detroit, MI	The Child in America Today
East Lansing, MI	Adventure in World Understanding: A Look at Mid-Michigan
El Paso, TX	Agriculture, Business and Energy on the U.S.-Mexico Border
Indianapolis, IN	America's Heartland: Growth and Progress
Little Rock, AR	Protecting our First Resource: Water
Los Angeles, CA #1	Diversity: A Cross-Cultural Experience
Los Angeles, CA #2	Water Where There Was None: Making the Desert Bloom
Milwaukee, WI	A Close Look at Non-Profit Organizations
Minneapolis, MN	Citizen Activism and Family Life in Urban and Rural Minnesota
New York, NY	The New York Experience: Cultural, Political and Business Life of the City
Philadelphia, PA	Introduction to Volunteerism in the USA
Phoenix, AZ	Population Explosion and the Environment
Salt Lake City, UT	Management in the Technological Age
Spokane, WA	Community in Action
St.Louis, MO	Lessons in Leadership
Syracuse, NY	The Mechanics of Management
Tucson, AZ	Astronomy, Archeology and Agriculture: Past, Present and Future
Tulsa, OK	American Indian Heritage in an Urban Setting
Washington, D.C.	The Development Process: A Washington Perspective
Winter Park, FL	Multi-Media Communication

ATTACHMENT G: Participant Registration Statistics

The total number of registrations received from non-billable contractors:

TOTAL PIET =	220
AMIDEAST/PIET =	106
AAI/PIET =	75
other/PIET =	39
USDA =	176
CENSUS =	45
AID =	3

TOTAL	444

The total number of registrations received from billable contractors and non-contractors:

Agencies:

AED =	108	John Snow Public Health =	2
Phelps-Stokes =	89	CIDA =	1
SECID =	37	Development Alternatives =	1
Pakistan Project =	16	Experience Inc. =	1
ACDI =	12	ILO =	1
Fellowship Services =	6	Int'l. Human Assistance =	1
spouses =	5	New TransCentury =	1
Delphi =	2	Winrock International =	1
TOTAL			284

Universities:

Univ. of Kentucky =	29	Iowa State =	5
Eastern Michigan Univ. =	27	Pennsylvania State =	4
Oregon State =	27	Univ. of Nebraska =	4
Univ. of Wyoming =	19	Michigan State =	3
Ohio State =	12	Alabama A & M =	2
New Mexico State =	11	Ohio Univ. =	2
Louisiana State =	7	Sam Houston Univ. =	2
Purdue Univ. =	6	Univ. of Florida =	2
Texas A & M =	6	South Dakota State =	1
Texas Tech. =	6	Univ. of Connecticut =	1
Univ. of Illinois =	6	Virginia Tech. =	1
Washington State =	6		
TOTAL			189

ATTACHMENT G: (continued)

Total number of registrations for each seminar site:

Atlanta	39	Los Angeles #2	32
Boston	40	Milwaukee	30
Chapel Hill	30	Minneapolis	26
Chicago #1	26	New York	30
Chicago #2	36	Philadelphia	30
Cincinnati	30	Phoenix	36
Columbia	38	Salt Lake City	30
Dallas	25	Spokane	22
Des Moines	18	St. Louis	37
Detroit	23	Syracuse	30
East Lansing	34	Tucson	38
El Paso	33	Tulsa	23
Indianapolis	22	Washington, D.C.	59
Little Rock	26	Winter Park	41
Los Angeles #1	33		

Total number of participants registered from each country:

Bangladesh	4	Maldives	1
Belize	2	Mali	22
Bhutan	2	Mauritania	5
Boliva	2	Mauritius	1
Botswana	114	Morocco	14
Burkina Faso	18	Nepal	32
Burma	20	Niger	30
Burundi	2	Nigeria	4
Cameroon	11	Pakistan	22
Cape Verde	9	Panama	8
Central African Republic	1	Paraguay	1
China (PRC)	1	Peru	3
Dominica	1	Philippines	7
Dominican Republic	3	Rwanda	3
Ecuador	2	Samoa	1
Egypt	20	Senegal	14
El Salvador	1	Sierra Leone	8
Ethiopia	1	Somalia	35
Gambia	11	Sri Lanka	1
Ghana	1	Sudan	7
Guatemala	2	Swaziland	58
Guinea-Bissau	2	Syria	16
Guinea-Conakry	2	Taiwan	2
Guyana	2	Tanzania	17
Haiti	2	Thailand	4
India	8	Tunisia	17
Indonesia	44	Uganda	2
Jordan	8	Yemen	119
Kenya	45	Zaire	18
Lesotho	45	Zambia	25
Liberia	21	Zimbabwe	3
Malawi	10		

ATTACHMENT H

UNITED STATES INFORMATION AGENCY
AMENDMENT OF GRANT AGREEMENT

The above numbered agreement entered into with Meridian House International is hereby amended, in part, as follows:

I. Article III, Section C is hereby revised to read as follows:

C.	<u>Items of Expenditure</u>	<u>Amount</u>
		\$266,550
1.	Domestic transportation and per diem for Workshop participants. Per diem shall be paid in accordance with established policy of the Grantee.	
2.	Incentive Grants for Mid-Winter Community Seminars to cover expenses such as:	
	a. Rental of conference rooms and facilities.	
	b. Honoraria for speakers and consultants.	
	c. Educational and Cultural events.	
	d. Domestic and local transportation.	
	e. Administrative expenses such as supplies, communications, postage, duplicating and printing and local staff salaries.	
3.	Indirect expenses of the Grantee based on the provisional rate of 11.33% of total costs incurred under Paragraph 1 herein above. This rate is subject to revision according to the final rate agreed upon by the Grantee and the Government Agency having negotiation cognizance for indirect costs with the Grantee, but in no event shall the Agency reimburse the Grantee for any costs which are in excess of the amount awarded under this agreement.	

II. All other terms, conditions and specifications of this agreement shall remain in full force and effect.

BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: Atlanta Council for International VisitorsStreet Address: 330 Peachtree Street North EastCity: Atlanta, Georgia zip code: 30308Seminar Coordinator: James Kindell/Faye McKay office tel: 577-2248
home tel: 378-9996

I. Summary of Operating Expenses

A. <u>Program Costs</u>	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1,750.00	\$ 723.45
2. Expenses of Youth Assistants(s)	1,500.00	1,500.00
3. Space Rental	1,000.00	1,583.28
4. Admission fees for social, cultural, sporting events, etc.	500.00	190.67
5. Speaker/Lecturers	350.00	-----
6. Photos	100.00	24.36
7. Other (Specify) <u>WELCOME RECEPTION</u>	500.00	285.00
<u>FAREWELL PARTY</u>	500.00	208.17
<u>Breakfast</u>	945.00	201.32
Total Program Costs	<u>\$ 1,145.00</u>	<u>\$ 4,716.25</u>
b. <u>Administrative Costs</u>		
1. Office Supplies	\$ 350.00	\$ 500.00
2. Postage, Telephone, Telegraph	400.00	600.00
3. Duplicating and Printing	300.00	424.75
4. Part-time office help	1,200.00	1,900.00
5. Other (Specify) _____		

Total Administrative Costs	<u>\$ 2,250.00</u>	<u>\$ 3,424.75</u>
TOTAL (Program plus Administrative Costs)	<u>\$ 9,395.00</u>	<u>\$ 8,141.00</u>
*RETURNED TO NCIV	1,254.00	

COMPLETE & RETURN TWO (2) COPIES OF THIS BUDGET REPORT FORM BY JANUARY 31, 1985 TO NCIV, 1630 CRESCENT PLACE, N.W., WASHINGTON, D.C. 20009. ANY UNEXPENDED FUNDS REMAINING AT THE CLOSE OF THE SEMINAR SHOULD BE RETURNED WITH THIS REPORT BY CHECK PAYABLE TO MERIDIAN HOUSE INTERNATIONAL.

* We contracted for 45 participants, but received 39. The \$1,254.00 is the fee for 6 participants @ \$209.00

BUDGET REPORT.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: Boston Center for International VisitorsStreet Address: Statler Office Building, Suite 535, 20 Park PlazaCity: Boston, MA zip code: 02116Seminar Coordinator: Jane Bowers office tel: 542-8995home tel: 536-3426

I. Summary of Operating Expenses

A. Program Costs

	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ 1400	\$ 600
2. Expenses of Youth Assistants(s)	1500	1500
3. Space Rental	900	900
4. Admission fees for social, cultural, sporting events, etc.	1000	1000
5. Speaker/Lecturers	1800	2000
6. Photos	100	0
7. Other (Specify) <u>Continental bkfst</u>	750	1200
<u>Reception</u>	250	600
<u>Total Program Costs</u>	<u>\$ 7700</u>	<u>\$ 7800</u>

b. Administrative Costs

1. Office Supplies	\$ 200	\$ 200
2. Postage, Telephone, Telegraph	250	200
3. Duplicating and Printing	350	350
4. Part-time office help	1300	1300
5. Other (Specify) _____		

<u>Total Administrative Costs</u>	<u>\$ 2200</u>	<u>\$ 2050</u>
<u>TOTAL (Program plus Administrative Costs)</u>	<u>\$ 9900</u>	<u>\$ 9850</u>

COMPLETE & RETURN TWO (2) COPIES OF THIS BUDGET REPORT FORM BY JANUARY 31, 1985 TO NCIV, 1630 CRESCENT PLACE, N.W., WASHINGTON, D.C. 20009. ANY UNEXPENDED FUNDS REMAINING AT THE CLOSE OF THE SEMINAR SHOULD BE RETURNED WITH THIS REPORT BY CHECK PAYABLE TO MERIDIAN HOUSE INTERNATIONAL.

BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: International CenterStreet Address: FPG Student Union, UNC-CHCity: Chapel Hill, NC zip code: 27514Seminar Coordinator: Stephen Bennett office tel: 962-5661
home tel: _____

I. Summary of Operating Expenses

A. <u>Program Costs</u>	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1,000	\$ 950
2. Expenses of Youth Assistants(s)	1,000	1,000
3. Space Rental	700	700
4. Admission fees for social, cultural, sporting events, etc.	300	325
5. Speaker/Lecturers	3,200	3,200
6. Photos	100	-
7. Other (Specify) <u>Breakfast</u>	840	1,020
<u>Receptions</u>	700	730
Total Program Costs	\$ 7,840	\$ 7,925
b. <u>Administrative Costs</u>		
1. Office Supplies	\$ 250	\$ 248
2. Postage, Telephone, Telegraph	450	300
3. Duplicating and Printing	650	425
4. Part-time office help	1,500	1,500
5. Other (Specify) _____		

Total Administrative Costs	\$ 2,850	\$ 2,473
TOTAL (Program plus Administrative Costs)	\$ 10,690	\$ 10,398

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: International Visitors Center of Chicago
 Street Address: 520 North Michigan Avenue, Suite 522
 City: Chicago, Illinois zip code: 60611
 Seminar Coordinator: Linda W. Bricker office tel: (312) 645-1836
 home tel: (312) 525-2763

I. Summary of Operating Expenses

<u>A. Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ 860.00	\$ 878.00
2. Expenses of Youth Assistants(s)	1,500.00	1,500.00
3. Space Rental	1,350.00	1,036.65
4. Admission fees for social, cultural, sporting events, etc.	450.00	627.50
5. Speaker/Lecturers	400.00	50.00
6. Photos	100.00	60.00
7. Other (Specify) <u>Welcoming Brunch</u>	440.00	482.98
<u>Farewell Reception</u>	400.00	385.89
<u>Continental B-fast</u>	924.00	924.00
<u>Miscellaneous</u>	100.00	328.66
Total Program Costs	\$ 6,524.00	\$ 6,273.68
<u>b. Administrative Costs</u>		
1. Office Supplies	\$ 200.00	\$ 200.00
2. Postage, Telephone, Telegraph	300.00	250.00
3. Duplicating and Printing	200.00	200.00
4. Part-time office help	920.00	1,554.00
5. Other (Specify) _____		

Total Administrative Costs	\$ 1,620.00	\$ 2,204.00
TOTAL (Program plus Administrative Costs)	\$ 8,144.00	\$ 8,477.68

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: International House of ChicagoStreet Address: 1414 East 59th StreetCity: Chicago, Illinoiszip code: 60637Seminar Coordinator: C. Lester Stermeroffice tel: (312) 753-2272home tel: (312) 241-5665

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 900	\$ 1,007
2. Expenses of Youth Assistants(s)	1,500	1,254
3. Space Rental	500	185
4. Admission fees for social, cultural, sporting events, etc.	800	635
5. Speaker/Lecturers	400	200
6. Photos	100	20
7. Other (Specify) <u>Orientation Recpt.</u>	150	382
<u>Departure Party</u>	400	325
<u>Cont. Breakfast</u>	600	583
<u>Christmas Meal</u>	0	214
<u>Total Program Costs</u>	<u>\$ 5,350</u>	<u>\$ 4,805</u>

b. Administrative Costs

1. Office Supplies	\$ 100	\$ 112
2. Postage, Telephone, Telegraph	100	99
3. Duplicating and Printing	100	21
4. Part-time office help	500	595
5. Other (Specify) _____		

<u>Total Administrative Costs</u>	<u>\$ 800</u>	<u>\$ 827</u>
<u>TOTAL (Program plus Administrative Costs)</u>	<u>\$ 6,150</u>	<u>\$ 5,632</u>

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: International Visitors Center
 Street Address: 105 E 4th Street, Room 421
 City: Cincinnati, Ohio zip code: 45202
 Seminar Coordinator: Enid Watson office tel: 513/241-7384
 home tel: 513/474-2316

I. Summary of Operating Expenses

<u>A. Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ <u>1,300.00</u>	\$ <u>1,009.60</u>
2. Expenses of Youth Assistants(s)	<u>1,500.00</u>	<u>1,000.00</u>
3. Space Rental	<u>350.00</u>	<u>60.00</u>
4. Admission fees for social, cultural, sporting events, etc.	<u>1,000.00</u>	<u>697.75</u>
5. Speaker/Lecturers	<u>300.00</u>	<u>225.00</u>
6. Photos	<u>100.00</u>	<u>167.47</u>
7. Other (Specify) <u>amenities, Reception, Farewell Dinner, Con. Break</u>	<u>2,000.00</u>	<u>1,774.98</u>
Total Program Costs	\$ <u>6,550.00</u>	\$ <u>4,934.80</u>
<u>b. Administrative Costs</u>		
1. Office Supplies	\$ <u>300.00</u>	\$ <u>80.78</u>
2. Postage, Telephone, Telegraph	<u>275.00</u>	<u>66.66</u>
3. Duplicating and Printing	<u>550.00</u>	<u>229.70</u>
4. Part-time office help	<u>600.00</u>	<u>105.00</u>
5. Other (Specify) _____	_____	_____
_____	_____	_____
_____	_____	_____
Total Administrative Costs	\$ <u>1,725.00</u>	\$ <u>482.14</u>
TOTAL (Program plus Administrative Costs)	\$ <u>8,275.00</u>	\$ <u>5,416.94</u>

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: Office of International Services, University of South CarolinaStreet Address: P.O. Drawer DCity: Columbia, S.C.zip code: 29208Seminar Coordinator: James M. Murphyoffice tel: 803/777-7461home tel: 803/771-7322

I. Summary of Operating Expenses

A. Program Costs

	(from	<u>Projected Costs</u>	<u>Actual Costs</u>
	budget proposal)		
1. Bus Rentals		\$ 1200.00	\$ 1186.00
2. Expenses of Youth Assistants(s)		1500.00	1440.00
3. Space Rental		300.00	275.00
4. Admission fees for social, cultural, sporting events, etc.		400.00	400.00
5. Speaker/Lecturers		1000.00	900.00
6. Photos		100.00	131.00
7. Other (Specify)			
	Cont. Breakfast	1358.00	1323.00
	Receptions	700.00	706.00
	Coffee Breaks	250.00	300.00
	Total Program Costs	\$ 6808.00	\$ 6661.00

b. Administrative Costs

1. Office Supplies		\$ 200.00	\$ 242.00
2. Postage, Telephone, Telegraph		275.00	310.00
3. Duplicating and Printing		175.00	214.00
4. Part-time office help		1617.85	1600.00
5. Other (Specify)	10% University	909.56	902.70
	Surcharge		
	Total Administrative Costs	\$ 3177.41	\$ 3268.70
	TOTAL (Program plus Administrative Costs)	\$ 9985.41	\$ 9929.70

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BUDGET REPORT

A.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: DALLAS COMMITTEE FOR FOREIGN VISITORS
 Street Address: 9417 Waterview Rd.
 City: Dallas, Texas zip code: 75218
 Seminar Coordinator: Lorinne Emery office tel: 328-2458
 home tel: 321-1163

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 750	\$ 682
2. Expenses of Youth Assistants(s)	600	300
3. Space Rental	00	00
4. Admission fees for social, cultural, sporting events, etc.	300	393
5. Speaker/Lecturers	1,000	1,135
6. Photos	100	75
7. Other (Specify) ^{party} (a) Get acquainted	50	50
(b) Christmas Eve Parties (8)	150	150
On 12/23 - - - (c) Spec. parties in 3 homes	200	250
(d) Farewell Party	200	375
Total Program Costs	\$ 3,350.00	\$ 3,410

B. Administrative Costs

1. Office Supplies	\$ 150.00	\$ 125.00
2. Postage, Telephone, Telegraph	100.00	150.00
3. Duplicating and Printing	200.00	130.00
4. Part-time office help	600.00	363.00
5. Other (Specify) Gasoline for drivers to take all participants to planes for departure not planned.		150.00
Total Administrative Costs	\$ 1,050	\$ 918.00

TOTAL (Program plus Administrative Costs) \$ 4,400.00 \$ 4,328.00

4,328.00

My check #1648, dated 1/11/85 for \$ 72.00 is enclosed.

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: COUNCIL for INTERNATIONAL UNDERSTANDING

Street Address: 1155 - 28th Street

City: Des Moines, Iowa zip code: 50311

Seminar Coordinator: Dr. Thomas E. Grouling office tel: 515-271-2851
home tel: 515-266-4564

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1,200.00	\$ 1,220.00
2. Expenses of Youth Assistants(s)	1,000.00	1,000.00
3. Space Rental	780.00	763.31
4. Admission fees for social, cultural, sporting events, etc.	400.00	381.25
5. Speaker/Lecturers	1,000.00	850.00
6. Photos	100.00	100.00
7. Other (Specify)		
<u>Cont. Breakfast</u>	<u>675.00</u>	<u>628.49</u>
<u>Reception</u>	<u>200.00</u>	<u>223.64</u>
<u>Amenities</u>	<u>100.00</u>	<u>100.00</u>
Total Program Costs	\$ 5,455.00	\$ 5,266.69

B. Administrative Costs

1. Office Supplies	\$ 200.00	\$ 226.14
2. Postage, Telephone, Telegraph	250.00	164.13
3. Duplicating and Printing	250.00	372.84
4. Part-time office help	700.00	845.60
5. Other (Specify)		
Total Administrative Costs	\$ 1,400.00	\$ 1,608.71

TOTAL (Program plus Administrative Costs) \$ 6,855.00 \$ 6,875.40

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: IVC - Detroit
 Street Address: 1608 Graefield
 City: Birmingham, Michigan zip code: 48008
 Seminar Coordinator: Julie Oldani office tel: 313-647-8060
 home tel: 313-643-4528

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1800	\$ 1500
2. Expenses of Youth Assistants(s)	1000	1050
3. Space Rental	500	633
4. Admission fees for social, cultural, sporting events, etc.	648	1044
5. Speaker/Lecturers	1400	1050
6. Photos	100	154
7. Other (Specify) <u>Continental Brkfst,</u>	832	832
<u>Farewell Party</u>	250	487
<u>Amenities</u>	125	114
Total Program Costs	\$ 6,655	\$ 6,864

b. Administrative Costs

1. Office Supplies	\$ 275	\$ 243
2. Postage, Telephone, Telegraph	200	194
3. Duplicating and Printing	250	223
4. Part-time office help	750	830
5. Other (Specify) <u>gas/mileage/parking</u>	100	127
<u>Committee meetings</u>	300	215
Total Administrative Costs	\$ 1,375	\$ 1,832
TOTAL (Program plus Administrative Costs)	\$ 8,530	\$ 8,696

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Kellogg Center for Continuing Education

Street Address: 8 Kellogg Center, Michigan State University

City: East Lansing, MI zip code: 48824

Seminar Coordinator: Mary Woodward office tel: 517/353-1735
home tel: _____

I. Summary of Operating Expenses

<u>A. Program Costs</u>	(from	<u>Projected Costs</u>	<u>Actual Costs</u>
	budget proposal)		
1. Bus Rentals		\$ 1,350.00	\$ 810.68
2. Expenses of Youth Assistants(s)		1,200.00	3,606.16
3. Space Rental		250.00	-0-
4. Admission fees for social, cultural, sporting events, etc.		800.00	161.50
5. Speaker/Lecturers		50.00	-0-
6. Photos		50.00	-0-
7. Other (Specify) <u>audio/visual</u>		100.00	293.01
		<u>rec/educ. material</u>	
		350.00	
		<u>cont. breakfasts</u>	
		600.00	356.00
Total Program Costs		\$ 4,750.00	\$ 5,227.35
<u>b. Administrative Costs</u>			
1. Office Supplies		\$ 250.00	\$ 47.64
2. Postage, Telephone, Telegraph		425.00	
3. Duplicating and Printing		550.00	217.82
4. Part-time office help		1,500.00	1,258.50
5. Other (Specify) <u>contingency</u>		100.00	
		<u>MSU overhead 32%</u>	
		2,400.00	2,160.42
Total Administrative Costs		\$ 5,225.00	\$ 3,684.38
TOTAL (Program plus Administrative Costs)		\$ 9,975.00	\$ 8,911.73

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: El Paso Council For International Visitors
 Street Address: Chamber of Commerce Bldg., 10 Civic Center Plaza, P.O. Box 9738
 City: El Paso zip code: 79987
 Seminar Coordinator: DIANA MULLER/ GENE MULLER office tel 915/591-4682
 home tel 915/594-2483

I. Summary of Operating Expenses

<u>A. Program Costs</u>	<u>Projected Costs</u>	<u>Actual Costs</u>
	(from budget proposal)	
1. Bus Rentals	<u>\$ 2,200</u>	<u>\$ 1,450</u>
2. Expenses of Youth Assistants(s)	<u>1,500</u>	<u>1,603</u>
3. Space Rental	<u>500</u>	<u>-0-</u>
4. Admission fees for social, cultural, sporting events, etc.	<u>450</u>	<u>555</u>
5. Speaker/Lecturers	<u>1,000</u>	<u>1,025</u>
6. Photos	<u>100</u>	<u>100</u>
7. Other (Specify) <u>Cont. Breakfasts</u>	<u>1,347</u>	<u>1,428</u>
<u>Coffee breaks</u>	<u>100</u>	<u>100</u>
Total Program Costs	<u>\$ 7,197</u>	<u>\$ 6,261</u>
<u>b. Administrative Costs</u>		
1. Office Supplies	<u>\$ 200</u>	<u>\$ 323</u>
2. Postage, Telephone, Telegraph	<u>250</u>	<u>209</u>
3. Duplicating and Printing	<u>500</u>	<u>199</u>
4. Part-time office help	<u>1,500</u>	<u>1,428</u>
5. Other (Specify) _____		

Total Administrative Costs	<u>\$ 2,450</u>	<u>\$ 2,159</u>
TOTAL (Program plus Administrative Costs)	<u>\$ 9,647</u>	<u>\$ 8,420</u>

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PREPARED BY

MR. GEORGE IHORN, TREAS.

BUDGET REPORT

A.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Indianapolis Council For International Visitors, Inc.
 Street Address: 8753 Washington Blvd. E.g. Dr. (317)-846-6806
 City: Indianapolis, IN zip code: 46240
 Seminar Coordinator: Robert Johnson office tel: 873-4800
 home tel: same

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 900	\$ 306.20
2. Expenses of Youth Assistants(s)	880 1,500	690.00
3. Space Rental	550	50.00
4. Admission fees for social, cultural, sporting events, etc.	540	740.00
5. Speaker/Lecturers	500	500.00
6. Photos	100	310.00
7. Other (Specify) <u>Continental Breakfasts</u>	810	748.21
<u>Farewell Party</u>	200	789.55
<u>Amenities</u>	100	
Total Program Costs	4580 5,200	\$ 4133.96 (41 33.96)

b. Administrative Costs

1. Office Supplies	\$ 150 200	\$ 66.05
2. Postage, Telephone, Telegraph	150 300	95.00
3. Duplicating and Printing	225 350	217.35
4. Part-time office help	550 900	
5. Other (Specify) <u>20% Overhead</u>	1137	
<u>Newsletter For host Family</u>		235.00
<u>RECRUITMENT</u>	1,750	
Total Administrative Costs	\$ 2206	\$ 613.40
TOTAL (Program plus Administrative Costs)	6786	\$ 4747.07 4747.36 (47 47.36)

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: ARKANSAS COUNCIL FOR INTERNATIONAL VISITORSStreet Address: 33rd & UniversityCity: Little Rock, Arkansas zip code: 72204Seminar Coordinator: Barbara Stanford office tel: _____
home tel: 224-4020

I. Summary of Operating Expenses

<u>A. Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ 1450	\$ 1176.66
2. Expenses of Youth Assistants(s)	1000	1000.00
3. Space Rental	700	700.00
4. Admission fees for social, cultural, sporting events, etc.	300	100.00
5. Speaker/Lecturers	1000	1000.00
6. Photos	100	75.00
7. Other (Specify) <u>Farewell Party</u>	200	287.50
<u>Continental Breakfasts</u>	500	865.79
<u>Amenities</u>	100	100.00
Total Program Costs	\$ 5350	\$ 5304.95
<u>b. Administrative Costs</u>		
1. Office Supplies	\$ 200	\$ 200
2. Postage, Telephone, Telegraph	200	200
3. Duplicating and Printing	250	250
4. Part-time office help	1600	1600
5. Other (Specify) _____	_____	_____
_____	_____	_____
_____	_____	_____
Total Administrative Costs	\$ 2250	\$ 2250
TOTAL (Program plus Administrative Costs)	\$ 7600.00	\$ 7554.95

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: International Student Service of Southern CaliforniaStreet Address: Hollywood YMCA, 1553 North Hudson AvenueCity: Los Angeles, California zip code: 90028Seminar Coordinator: Lyan Trahan office tel: (213) 467-2187
"Diversity - A Cultural Experience" home tel: (818) 887-5231

I. Summary of Operating Expenses

A. <u>Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ 2,100	\$ 2,100
2. Expenses of Youth Assistants(s)	1,500	1,150
3. Space Rental	425	250
4. Admission fees for social, cultural, sporting events, etc.	1,175	1,050
5. Speaker/Lecturers	800	800
6. Photos	100	200
7. Other (Specify) <u>Breakfasts</u>	1,050	800
<u>Welcome reception</u>	300	250
<u>Farewell dinner</u>	800	850
Total Program Costs	\$ 8,250	\$ 7,450
b. <u>Administrative Costs</u>		
1. Office Supplies	\$ 500	\$ 600
2. Postage, Telephone, Telegraph	650	850
3. Duplicating and Printing	600	750
4. Part-time office help	1,200	1,600
5. Other (Specify) _____		

Total Administrative Costs	\$ 2,950	\$ 3,800
TOTAL (Program plus Administrative Costs)	\$11,200	\$11,250

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BUDGET REPORT

A.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: International Student Service of Southern California

Street Address: Hollywood YMCA, 1553 North Hudson Avenue

City: Los Angeles, California zip code: 90028

Seminar Coordinator: Daphne Sturrock office tel: (213) 467-2187

'Water Where There Was None - Making The Desert Bloom' home tel: (213) 641-6004

I. Summary of Operating Expenses

A. Program Costs

	(from	<u>Projected Costs</u>	<u>Actual Costs</u>
	budget proposal)		
1. Bus Rentals		\$ 2,300	\$ 2,100
2. Expenses of Youth Assistants(s)		1,500	1,300
3. Space Rental		225	175
4. Admission fees for social, cultural, sporting events, etc.		1,175	1,110
5. Speaker/Lecturers		800	700
6. Photos		100	200
7. Other (Specify)			
	<u>breakfasts</u>	1,050	940
	<u>welcome reception</u>	300	250
	<u>farewell dinner</u>	800	725
		<u>Total Program Costs</u>	<u>\$ 8,250</u>
			<u>\$ 7,500</u>

b. Administrative Costs

1. Office Supplies		\$ 500	\$ 600
2. Postage, Telephone, Telegraph		650	850
3. Duplicating and Printing		600	750
4. Part-time office help		1,200	1,600
5. Other (Specify)			
		<u>Total Administrative Costs</u>	<u>\$ 2,950</u>
			<u>\$ 3,800</u>

TOTAL (Program plus Administrative Costs) \$ 11,200 \$ 11,300

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: International InstituteStreet Address: 2810 W. Highland Blvd.City: Milwaukee, WI zip code: 53208Seminar Coordinator: Denise Koenig/Terese Thompson office tel: 933-0521
home tel: 344-7805

I. Summary of Operating Expenses

A. <u>Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ 1,100.00	\$ 671.00
2. Expenses of Youth Assistants(s)	1,500.00	1,200.00
3. Space Rental	900.00	803.58
4. Admission fees for social, cultural, sporting events, etc.	250.00	895.00
5. Speaker/Lecturers	100.00	105.00
6. Photos	620.00	100.00
7. Other (Specify) <u>Welcome Reception</u>	750.00	580.00
<u>Orientation</u>	630.00	729.36
<u>Continental Bkfst.</u>		690.64
Total Program Costs	\$ 6,750.00	\$ 5,774.58
b. <u>Administrative Costs</u>		
1. Office Supplies	\$ 200.00	\$ 200.00
2. Postage, Telephone, Telegraph	150.00	150.00
3. Duplicating and Printing	120.00	120.00
4. Part-time office help	1,650.00	1,650.00
5. Other (Specify) _____		

Total Administrative Costs	\$ 2,120.00	\$ 2,120.00
TOTAL (Program plus Administrative Costs)	\$ 8,870.00	\$ 7,894.58

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Minnesota International Center
 Street Address: 711 East River Road
 City: Minneapolis, MN zip code: 55455
 Seminar Coordinator: Robert Handschin office tel: 612/373-3200
 home tel: 612/774-1431

I. Summary of Operating Expenses

A. <u>Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ 1,040.00	\$ 697.00
2. Expenses of Youth Assistants(s)	1,500.00	1,500.00
3. Space Rental	500.00	493.00
4. Admission fees for social, cultural, sporting events, etc.	728.00	600.00
5. Speaker/Lecturers	300.00	900.00
6. Photos	100.00	25.00
7. Other (Specify) <u>Continental breakfasts</u>	726.00	86.00
<u>Volunteer mileage/park</u>	315.00	471.00
<u>Reception, luncheon</u>	600.00	600.00
<u>Equipment rental</u>	50.00	50.00
Total Program Costs	\$ 5,859.00	\$ 5,422.00
b. <u>Administrative Costs</u>		
1. Office Supplies	\$ 200.00	\$ 227.00
2. Postage, Telephone, Telegraph	275.00	262.00
3. Duplicating and Printing	200.00	221.00
4. Part-time office help	1,065.00	1,255.00
5. Other (Specify) _____		

Total Administrative Costs	\$ 1,740.00	\$ 1,965.00
TOTAL (Program plus Administrative Costs)	\$ 7,599.00	\$ 7,387.00

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BUDGET REPORT

A.1.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: International Center in N.Y.
 Street Address: 119 West 40th Street
 City: New York NY 10018 zip code: 10018
 Seminar Coordinator: Stephanie Rosenblatt office tel: 212 921 8488
 home tel: 212 586 0017

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 850.-	\$ 600.00
2. Expenses of Youth Assistants(s)	1,000.- *	770.00
3. Space Rental	850.-	475.00
4. Admission fees for social, cultural, sporting events, etc.	2,500.-	1,650.00
5. Speaker/Lecturers	700.-	550.00
6. Photos	-	-
7. Other (Specify)	200.-	220.-
	1,500.-	1,600.-
Total Program Costs	\$7,600.00	\$6,115.00

b. Administrative Costs

1. Office Supplies	\$ 350.-	\$ 350.-
2. Postage, Telephone, Telegraph	425.-	425.-
3. Duplicating and Printing	325.-	325.-
4. Part-time office help	450.-	450.-
5. Other (Specify)		
Total Administrative Costs	\$1,550.-	\$1,550.-
TOTAL (Program plus Administrative Costs)	\$9,150.-	\$7,665.-

7,415.00

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* my one guide was hospitalized on 12/21, 84. I was unable to get a refund for the hotel room due to the group rate I was able to secure.

BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Philadelphia Council for International Visitors
 Street Address: 34th & Civic Center Boulevard
 City: Philadelphia, PA zip code: 19104
 Seminar Coordinator: Mary Carroll Heldring office tel: (215) 823-7263
 home tel: (215) 688-3241

I. Summary of Operating Expenses

A. <u>Program Costs</u>	(from	<u>Projected Costs</u>	<u>Actual Costs</u>
	budget proposal)		
1. Bus Rentals		\$ 1,600.	\$ 1,410.
2. Expenses of Youth Assistants(s)		1,000.	1,000.
3. Space Rental		500.	500.
4. Admission fees for social, cultural, sporting events, etc.		1,400.	1,380.
5. Speaker/Lecturers		1,600.	1,600.
6. Photos		100.	100.
7. Other (Specify)			
Farewell Party		500.	511.
Cont. Break		1,120.	1,160.
Audio/Visual		100.	125.
Total Program Costs		\$ 7,920.	\$ 7,786.
b. <u>Administrative Costs</u>			
1. Office Supplies		\$ 300.	\$ 300.
2. Postage, Telephone, Telegraph		400.	397.
3. Duplicating and Printing		400.	414.
4. Part-time office help		1,000.	1,250.
5. Other (Specify)			
Volunteer Driving			300.
Tips, parking			
Total Administrative Costs		\$ 2,100.	\$ 2,661.
TOTAL (Program plus Administrative Costs)		\$10,020.00	\$ 10,447.00

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BUDGET REPORT

A.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: World Affairs Council of Phoenix

Street Address: 401 N. 1st Street Room 233

City: Phoenix, AZ zip code: 85004

Seminar Coordinator: Ellen Corkhill office tel: 602/ 254-3345
home tel: 602/ 840-0864

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1800.00	\$ 1016.00
2. Expenses of Youth Assistants(s)	1500.00	1000.00
3. Space Rental	350.00	350.00
4. Admission fees for social, cultural, sporting events, etc.	500.00	650.00
5. Speaker/Lecturers	250.00	50.00
6. Photos	100.00	100.00
7. Other (Specify) Farewell Party	1300.00	1095.00
Cont. Breakfasts	500.00	650.00
Grand Canyon		1310.00
Total Program Costs	\$ 6300.00	\$ 5891.00 6221.00

b. Administrative Costs

1. Office Supplies	\$ 215.00	\$ 200.00
2. Postage, Telephone, Telegraph	290.00	250.00
3. Duplicating and Printing	225.00	180.00
4. Part-time office help	850.00	650.00 850.00
5. Other (Specify) Tips		150.00
Total Administrative Costs	\$ 1580.00	\$ 1430.00 1630.00
TOTAL (Program plus Administrative Costs)	\$ 7880.00	\$ 7321.00 7651 7851.00

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: INTERNATIONAL VISITORS-UTAH COUNCILStreet Address: The Westin Hotel Utah - Main at South Temple StreetsCity: Salt Lake City, Utah zip code: 84111Seminar Coordinator: Peggy Weiler office tel: 801/532-4747
home tel: 801/466-4231

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1,200.00	\$ 1,084.60
2. Expenses of Youth Assistants(s)	1,000.00	450.00
3. Space Rental	500.00	660.40
4. Admission fees for social, cultural, sporting events, etc.	2,000.00	1,875.00
5. Speaker/Lecturers	1,500.00	1,500.00
6. Photos	100.00	151.20
7. Other (Specify) <u>Continental Breakfast</u>	800.00	978.10
<u>Orientation Buffet</u>	400.00	480.80
<u>Farewell Dinner</u>	800.00	945.00
Total Program Costs	\$ 8,300.00	\$ 8,125.10

b. Administrative Costs

1. Office Supplies	\$ 150.00	\$ 150.00
2. Postage, Telephone, Telegraph	50.00	50.00
3. Duplicating and Printing	50.00	60.00
4. Part-time office help	1,200.00	1,250.00
5. Other (Specify) <u>Completion</u>		105.63
<u>Certificates</u>		
Total Administrative Costs	\$ 1,450.00	\$ 1,615.63
TOTAL (Program plus Administrative Costs)	\$ 9,750.00	\$ 9,740.73

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Spokane International Exchange Council

Street Address: N. 6028 Fleming

City: Spokane, Washington zip code: 99205

Seminar Coordinator: Susan Stannard office tel: 509/455-4484
home tel: 328-4631

I. Summary of Operating Expenses

<u>A. Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	<u>\$ 900.00</u>	<u>\$ 650.00</u>
2. Expenses of Youth Assistants(s)	<u>1000.00</u>	<u>1000.00</u>
3. Space Rental	<u>150.00</u>	<u>0.00</u>
4. Admission fees for social, cultural, sporting events, etc.	<u>750.00</u>	<u>750.00</u>
5. Speaker/Lecturers	<u>1300.00</u>	<u>920.00</u>
6. Photos	<u>100.00</u>	<u>75.00</u>
7. Other (Specify) <u>Breakfast, welcome</u>	<u>700.00</u>	<u>1263.00</u>
<u>& farewell parties</u>	<u>400.00</u>	<u>100.00</u>
<u>amenities</u>		
Total Program Costs	<u>\$5300.00</u>	<u>\$ 4758.00</u>
<u>b. Administrative Costs</u>		
1. Office Supplies	<u>\$ 150.00</u>	<u>\$ 125.00</u>
2. Postage, Telephone, Telegraph	<u>150.00</u>	<u>150.00</u>
3. Duplicating and Printing	<u>200.00</u>	<u>222.00</u>
4. Part-time office help	<u>600.00</u>	<u>600.00</u>
5. Other (Specify) _____		

Total Administrative Costs	<u>\$1100.00</u>	<u>\$ 1097.00</u>
TOTAL (Program plus Administrative Costs)	<u>\$6400.00</u>	<u>\$ 5855.00</u>

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: WORLD AFFAIRS COUNCIL OF ST. LOUIS, INC.Street Address: Inn-at-the-Park Hotel, 4630 Lindell Blvd.City: St. Louis, Mo. zip code: 63108Seminar Coordinator: Ruth Bialson office tel: 314/361-7333
home tel: 314/533-1422

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 3,250.00	\$ 1,885.00
2. Expenses of Youth Assistants(s)	800.00	800.00
3. Space Rental	100.00	
4. Admission fees for social, cultural, sporting events, etc.	500.00	780.00
5. Speaker/Lecturers	100.00	48.50 (Meals)
6. Photos	50.00	
7. Other (Specify) <u>Orientation Party,</u> <u>Souvenirs to each partici-</u> <u>pant, Farewell Party</u>	600.00	758.00
Total Program Costs	\$ 5,400.00	\$ 4,271.50

b. Administrative Costs

1. Office Supplies	\$ 175.00	\$ 189.50
2. Postage, Telephone, Telegraph	250.00	284.00
3. Duplicating and Printing	100.00	166.25
4. Part-time office help	750.00	850.00
5. Other (Specify) <u>Badges, signs,</u> <u>etc.</u>	20.00	48.40
Total Administrative Costs	\$ 1,295.00	\$ 1,538.45 1538.15
TOTAL (Program plus Administrative Costs)	\$ 6,695.00	\$ 5,809.95 5809.6

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: THE INTERNATIONAL CENTER OF SYRACUSEStreet Address: 500 South Warren Street - Hotel SyracuseCity: Syracuse, New York 13202 zip code: 13202Seminar Coordinator: Ms. Carol Pouliot office tel: 315-471-0252
home tel: _____

I. Summary of Operating Expenses

<u>A. Program Costs</u>	<u>Projected Costs</u> (from budget proposal)	<u>Actual Costs</u>
1. Bus Rentals	\$ <u>665.00</u>	\$ <u>705.00</u>
2. Expenses of Youth Assistants(s)	<u>1500.00</u>	<u>1500.00</u>
3. Space Rental	<u>935.00</u>	<u>935.00</u>
4. Admission fees for social, cultural, sporting events, etc.	<u>450.00</u>	<u>450.00</u>
5. Speaker/Lecturers	<u>375.00</u>	<u>200.00</u>
6. Photos	<u>100.00</u>	<u>100.00</u>
7. Other (Specify) <u>Breakfasts</u>	<u>1230.00</u>	<u>1230.00</u>
<u>Orientation Lunch</u>	<u>480.00</u>	<u>480.00</u>
<u>Open House & Farewell Party</u>	<u>400.00</u>	<u>300.00</u>
Total Program Costs	\$ <u>6135.00</u>	\$ <u>5900.00</u>
<u>b. Administrative Costs</u>		
1. Office Supplies	\$ <u>245.00</u>	\$ <u>245.00</u>
2. Postage, Telephone, Telegraph	<u>325.00</u>	<u>300.00</u>
3. Duplicating and Printing	<u>345.00</u>	<u>345.00</u>
4. Part-time office help	<u>1655.00</u>	<u>1655.00</u>
5. Other (Specify) _____	_____	_____
_____	_____	_____
_____	_____	_____
Total Administrative Costs	\$ <u>2570.00</u>	\$ <u>2545.00</u>
TOTAL (Program plus Administrative Costs)	\$ <u>8705.00</u>	\$ <u>8445.00</u>

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BUDGET REPORT

A.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Hospitality International of Tucson (H.I.T.)
 Street Address: Aztec Inn, 102 N. Alvernon Way
 City: Tucson, Arizona zip code: 85711
 Seminar Coordinator: Dr. Waldo K. Anderson office tel: (602) 621-7714
 home tel: (602) 327-7092

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1,800.00	\$ 1,851.50
2. Expenses of Youth Assistants(s)	700.00	632.00
3. Space Rental	250.00	257.52
4. Admission fees for social, cultural, sporting events, etc.	450.00	384.00
5. Speaker/Lecturers	500.00	548.32
6. Photos	100.00	48.04
7. Other (Specify)		
<u>Cont. Breakfasts</u>	500.00	400.32
<u>International Dinner</u>	650.00	691.64
<u>Receptions</u>	300.00	350.59
Total Program Costs	\$ 5,250.00	\$ 5,153.91

612.04

b. Administrative Costs

1. Office Supplies	\$ 200.00	\$ 142.20
2. Postage, Telephone, Telegraph	275.00	344.36
3. Duplicating and Printing	425.00	433.29
4. Part-time office help	1,075.00	1,325.00
5. Other (Specify)		
Total Administrative Costs	\$ 3,975.00	\$ 2,047.79

(347.30)

2047.79

TOTAL (Program plus Administrative Costs) \$ 7,225.00 \$ 7,201.76

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BUDGET REPORT

A.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAM

Name of Center: Tulsa Council for International Visitors

Street Address: 616 S. Boston

City: Tulsa, OK zip code: 74119

Seminar Coordinator: Michele Palin office tel: 918-585-1201 x 262
home tel: _____

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 1500	\$ 1106
2. Expenses of Youth Assistants(s)	1000	1000
3. Space Rental	1207	1462
4. Admission fees for social, cultural, sporting events, etc.		
5. Speaker/Lecturers	1100 1110	1035
6. Photos	100	100
7. Other (Specify)		
<u>Welcome Reception</u>	400	365
<u>Cont. Breakfast</u>	995	915
<u>AV Rental</u>	200	260
<u>Farewell Banquet</u>	800	450
Total Program Costs	\$ 7302 7312	\$ 6693

b. Administrative Costs

1. Office Supplies	\$ 250	\$ 438
2. Postage, Telephone, Telegraph	500	310
3. Duplicating and Printing	450	296
4. Part-time office help	1400	1890
5. Other (Specify)		

Total Administrative Costs \$ 2600 \$ 2914 2934

TOTAL (Program plus Administrative Costs) ~~\$ 9902~~ 9912 \$ 9627

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BUDGET REPORTA.I.D. MID-WINTER COMMUNITY SEMINAR PROGRAMName of Center: Mid-Florida Council for International Visitors, Inc.Street Address: P.O. Box 1311City: Winter Park, Florida zip code: 32790Seminar Coordinator: JOHN C. BERSIA office tel: 305/647-3059
home tel: same

I. Summary of Operating Expenses

A. Program Costs

	Projected Costs (from budget proposal)	Actual Costs
1. Bus Rentals	\$ 2,714.00	\$ 2,714.00
2. Expenses of Youth Assistants(s)	1,000.00	1,000.00
3. Space Rental	300.00	300.00
4. Admission fees for social, cultural, sporting events, etc.	3,893.00	3,893.00
5. Speaker/Lecturers	800.00	800.00
6. Photos	100.00	100.00
7. Other (Specify)		
<u>cont. breakfast</u>	<u>282.00</u>	<u>282.00</u>
<u>farewell party</u>	<u>200.00</u>	<u>200.00</u>
<u>amenities</u>	<u>100.00</u>	<u>100.00</u>
Total Program Costs	\$ 9,389.00	\$ 9,389.00

b. Administrative Costs

1. Office Supplies	\$ 125.00	\$ 125.00
2. Postage, Telephone, Telegraph	380.00	380.00
3. Duplicating and Printing	850.00	850.00
4. Part-time office help	1,805.00	1,805.00
5. Other (Specify)		

Total Administrative Costs	\$ 3,160.00	\$ 3,160.00
TOTAL (Program plus Administrative Costs)	\$ 12,549.00	\$ 12,549.00

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UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D. C. 20523

ATTACHMENT J

December 17, 1984

Phil Uncapher, Training Director
NCIV
Meridian House
1630 Crescent Place, NW
Washington, DC 20009

Dear Phil (and Sherry):

We have reviewed the drafts of the four different evaluation forms - by the participants, the seminar coordinators, the program officers and the observers/evaluators - for the 1984 MWCSS and have suggested a number of changes which we turned over to you a week or so ago. Each of the questionnaires should be accompanied by or have an introductory statement to explain or reiterate the objectives of the assessment.
(I am enclosing some additional comments, just received, for consideration as appropriate.)

You have in fact an additional facet in the evaluation system by encouraging the individual communities to continue their own evaluations as in the past.

Since we are dealing in fairly large numbers, narratives may be hard to use well. Nevertheless, I would like us to encourage the 29 coordinators and the program officers sending the participants to say a few words about anything they feel strongly about.

As we agreed, in order to achieve good programs for a better image of the MWCSS, we need to know as much about all of them as we can realistically observe or evaluate by persons not directly involved in the arrangements. It is, therefore, very helpful that six NCIV Board members are ready to help assess the programs in their communities. According to your memo, it will be Robert Hefty in Detroit, Dwight Williams in Salt Lake City, Peter Foley in New York City, Sally Dadko in Boston, Jill Bulthuis in Chapel Hill, and Adrienne Medwar in Los Angeles (both seminars). Their interest and participation are bound to be important contributions.

The new Phoenix program looks very promising, and might well serve as a model for others.

I recognize the value of having you, Phil, backstopping everything from Washington. Dick Calhoun will cover the two seminars in Chicago plus one in Minneapolis and another in Milwaukee; I will cover Philadelphia and DC; Sherry, Indianapolis and Cincinnati; and Elizabeth Scott, Atlanta.

All the best to all of you, especially for the rest of 1984 but also throughout the new year. Merry Christmas.

Sincerely,



Otto Schaler

MEMORANDUM

FEB 14 1985

TO: S&T/IT, Dona Wolf, Director
THRU: S&T/IT/RS, Richard F. Calhoun *RF*
FROM: S&T/IT/RS, Otto Schaler *OS*
SUBJECT: Promoting Substance and Attendance of MWCSs

This is to follow up on the discussion of last evening at Meridian House regarding an issue of the NCIV newsletter to focus on the 1984 MWCSs and to improve content and attendance of the 1985 ones.

The NCIV staff is prepared to do this and estimates the total costs would be around \$3,000, including distribution to participants, contractors, NAFSA and NCIV network members, Training Officers, grantees, etc. The issue which would contain many pictures, discuss program values and programmatic changes being proposed to enhance and strengthen future MWCSs, would be in the regular NCIV newsletter series.

The line of credit authorized NCIV of \$255,000 for the 1984 MWCSs has residual funds to fully cover such an expenditure which, we believe, is in accord with the purpose of this allocation, given the great importance of soliciting and obtaining the cooperation of NCIV affiliate volunteers in order to undertake the seminars next year.

Recommendation: That you approve NCIV preparation of the NCIV Newsletter issue focusing primarily on the Midwinter Community Seminars.

APPROVED: *Dona Wolf*

DISAPPROVED: _____

DATE: 2/15/85



ADVENTURE IN INTERNATIONAL UNDERSTANDING NEWSLETTER

APRIL 1985

MID-WINTER COMMUNITY SEMINAR EDITION



Mid-Winter— A match for all seasons

"Christmas may be eleven months away on the calendar, but for many organizations serving international visitors, the holiday season entails such extensive preparations that program planners start... (again) as soon as they've had a chance to take stock of holiday efforts just completed." Thus began an article in the Winter 1964 issue of the COSERV Newsletter. There followed an account of the experiences shared twenty-two years ago by AID participants and NCIV communities which had provided ten day to two week training seminars over the winter holiday break. From Ann Arbor to Dallas, from San Francisco to Kansas City and Philadelphia came the reports of these valued hours and days. Many of the past seminar themes have a familiar ring. "The American Family and Community Life," "Urban Life and Municipal Government," as do the responses of those long ago participants. Enthusiasm for the seminars has been echoed again and again over the quarter century in which AID and NCIV community organizations have cooperated in this joint "Adventure in International Understanding." Speaking for himself and his predecessors now many years removed, one of the 1984 participants summed up the experience this way. "I learned that despite a great difference in traditions, cultures, and economic well-being, the basic human feelings are the same everywhere."

It is to this unique adventure shared annually by NCIV communities and AID Participants in Development from around the world that this issue of the Newsletter is devoted.

During the last week of December, 1984, nearly 900 international students, AID Participants in Development, from 63 countries, traveled to 27 communities across the United States to begin their ten-day Mid-Winter Community Seminar programs. Plans for the seminars and the elaborate preparations that make them possible had been underway both in the NCIV office and in the communities for many months. Because 1984 was the first year of NCIV overall coordination of the project, project staff and AID colleagues had been busily at work since May revising guidelines, preparing forms, and briefing seminar coordinators and program officers about the procedures to be followed in conducting the programs.

In June, a two-day workshop for seminar coordinators was held in Washington, D.C. and a briefing for program officers took place in August. Throughout the summer, program themes and budget proposals submitted by interested communities were reviewed, revised and finally, 29 sites were approved. In the fall, participant registrations were accepted and staff members reviewed each one with an eye to placing every applicant in a seminar appropriate to his or her area of interest and compatible with the individual's stated preferences. At last, in late fall, placements were announced.

In assuming responsibility for coordinating the Mid-Winter Community Seminars, NCIV's primary goal was to provide increased support to all

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The National Council for the American Indian (NCIV) is a private, non-profit organization... community organizations and national programs... coming to the United States... Belmont, 8224 N.W. Washington, D.C. 20002 (202) 332-1022



Seminars offer wide array of activities and information

Lectures by officials from local governments, state farm bureaus, social service agencies, and private industry; field trips to dairy farms, community centers, and sewage treatment plants; discussions on water management, international trade, and child welfare programs; tours of museums and historic landmarks, square dancing in Cincinnati, and a sleigh ride in Detroit! All this provides just a glimpse of the diverse topics and events that made up the 1984 AID Mid-Winter Community Seminar Programs.

Twenty-nine program themes were offered with subjects ranging from community leadership to multi-media communication. As in the past, many seminars revolved around topics such as voluntarism, community and family life in America, private enterprise and cultural diversity. In addition, this year saw the inclusion of some seminars with more technical and focused subject matter.

Seminars with themes related to agriculture and water management issues filled up quickly and received rave reviews from participants. Management was another important topic this year. Four of the seminars were built specifically on a management theme, and many of the other programs included a management component. Focusing on issues like this is important because of their relevance to the overall training and education of the participants. Most of these students return to their countries to assume leadership roles, in which they will need to be good managers as well as trained specialists.

But whatever the program theme, or however technical the subject matter, the single most important and unique feature of these programs remains, quite simply, what the AID participants and their American host communities learn about each other. How do we govern ourselves and what is our culture? How do social agencies fit into our society and what determines our lifestyles? What problems do we identify in our world and what are we doing about them? In one form or another, all of the seminars address these questions. And by providing this first-hand look at our lives and institutions we take a significant step on the road to world understanding.

NCIV interviews AID/OIT

Q What experiences did you have on your site visits to various 1984 Mid-Winter Community Seminars? What were your strongest impressions?

A Calhoun: I saw a lot of enthusiasm and dedication on the part of NCIV affiliate people. The participants were absolutely delighted with their seminar experiences. There was, of course, some individual criticism relating to specific problems but the overall reaction was very positive.

Schaler: Although the subject matter was basic, many benefits result from "hands on" experience. Visitors are given the opportunity to participate in an activity that they had only heard or read about previously.

Calhoun: I witnessed a good example of that. The visit to a Federal Reserve Bank not only generated an excellent discussion on international finance but the participants also learned a good deal about the operations of the bank in this field.

Q What are the highlights of the seminars from the visitors point of view?

A Calhoun: The homestay experience created universal enthusiasm among participants. This was a valuable opportunity for participants to gain insight into American customs and family life.

Schaler: That's very true. Most visitors must concentrate on their studies during their stay in the United States and have little time to become acquainted with American families. Home hospitality during seminars is definitely a high point of their visit.

Another interesting aspect is how involved participants become at the local level—in politics, in economic development, in urban renewal—and how eager they are to be of service to their temporary communities. In Spokane visitors helped hospital volunteers hand out gifts on Christmas day; in Boston they served Christmas dinner at the Salvation Army.

Calhoun: Professors at the University of Minnesota led a session on American family values and problems. The discussion on such subjects as

divorce, teen suicide, and religious values was so active that it continued on the bus back to the city. The visitors really welcomed the opportunities to discuss such major problems faced by U.S. communities.

Q How has the seminar program changed over the years?

A Schaler: In recent years there has been greater emphasis on substantive themes and more effort to relate program content to the seminar theme. Host communities have developed resources they can call upon. We are striving for the highest degree of professionalism possible. Our workshops for seminar coordinators are designed to increase that professionalism and to train the community coordinators to properly apply training methodologies.

Q Does the need for tightly woven seminar themes mean that the task of planning a seminar will be more complex for community leaders?

A Calhoun: Yes. It is difficult to select a theme that is both interesting to the community and attractive to participants from different professional fields. The necessary resources for theme development must be available locally. This year the themes that focused on management and communication skills proved to have broad applicability to participants who will return to their countries to jobs that require these skills. The themes were also of interest to the local communities and the resources necessary to do the job were available. Interest in these seminars was very high.

Q How do you view the role of student aides and do they receive special training for the Mid-Winter Community Seminars?

A Calhoun: Student aides play an extremely important role in the seminars. They help establish the mood and



Otto Schaler (left) and Richard Calhoun

Biographical Sketch

Otto Schaler, Project Manager, AID, has been active in international training/education exchange for many years on behalf of the U.S. Government and, prior to that on the faculty of the School of International Service of The American University of Washington, D.C. He has lived in Germany, where he was born, in Japan while serving on the staff of General MacArthur, and as American Cultural Attache in Nigeria and in Turkey. During several years in private industry, working for Henry J. Kaiser and also for his own public relations firm, he concentrated on cross cultural communications. Mr. Schaler is one of the founders and directors of the World Population Society.

Richard Calhoun, currently Assistant Director of The Office of International Training, joined AID in 1964 as a management analyst. As a U.S. Foreign Service Officer, he served in Japan as the Third Secretary of Embassy from 1958-60. He went on to teach in Chicago public schools after serving in the U.S. Army occupation of Japan. Post-graduate fellowship work in education administration was done at the University of Chicago; he received his M.A. from the University of Pittsburgh and his B.A. from North Central College. He was born and raised in the Chicago area.

tone of the seminar and keep things going. More importantly, they make the participants feel at home, relaxed enough to sit down and chat informally with the aides. Selecting an outgoing, energetic, and sensitive personality is more important than a formal training program.

One other thing I've noticed is that the overall spirit of the seminar is an important key to its success. I visited with one group this year and found that the seminar included an evening home reception. There was good food and good conversation; a real spirit of joyfulness permeated the entire evening.

Q The number of potential seminar participants grows each year. Do you anticipate changes in future seminars based on new directions that AID may be taking?

A **Calhoun:** The number of participants coming to the U.S. for training is certainly growing. We would like to have more of them participate in seminars. At present, we do not deal directly with the participants who are handled through contract agencies. We would like to sell the seminars as a worthwhile professional and cultural learning experience to the program officers from these agencies. If we can successfully sell the seminar idea to

both program officers and participants, we will need to increase the number of future seminars. The ideal seminar size of 20 to 30 participants allows for a culturally diverse yet cohesive and manageable group. This may mean having two separate seminars in some areas, as we did this year in Chicago and Los Angeles.

Schaler: Another point should be noted here. The seminar creates a wonderful PR opportunity for the affiliate to shine in the community. It is an ideal vehicle for gaining public understanding, support and enthusiasm for the entire program. The seminars represent a recruiting opportunity for community organizations. Individuals who become involved in this one event may become regular members of local CIVs.



NCIV assumes coordinator/administrator role

(Continued from page 1)

involved in the program—from coordinators to program officers and participants. Some new procedures and renewed attention to certain already existing regulations helped to bring greater clarity and unity to the program. Stress was placed upon the development of substantive themes and program content—an important emphasis that will be continued in future years.

Also, by virtue of its new role, NCIV was able to address some of the troublesome issues that had been raised by seminar coordinators at their June workshop. For example, NCIV served as the agent for collection of enrollment fees for participants thus eliminating one responsibility that had been handled previously at individual seminar sites. The most significant innovation undertaken for the 1984 seminars was the implementation of a national evaluation process involving participants, coordinators, program officers, AID staff, and NCIV board and staff. Evaluations of the 1984 seminars will play a key role in the formulation of the 1985 Seminar Coordinators Workshop scheduled for June 13-14, 1985. The Workshop proved to be so valuable to all concerned that it will become a regular feature of the planning phase and all prospective coordinators will have the opportunity to benefit from the meeting.

For AID and NCIV, 1984 was a year of transition. Preliminary feedback thus far indicates that the transfer of stewardship of Mid-Winter Community Seminars from AID to NCIV has been smooth. Credit for this belongs to all involved; AID, local communities, project staff and programming agencies. All can look ahead to better and better programs for future generations of AID participants we hope to serve.





"For the first time in my life, I lived with a family which does not have the same culture, language and diet as mine."

"It was an extraordinary experience. I learned that despite a great difference in traditions, cultures, and economic well-being, the basic human feelings are the same everywhere."

Dear Mid-Winter Community Seminar Friends:

Working on the AID Mid-Winter Community Seminars has been a very rewarding experience for the project staff at NCIV. Not only have new procedures been developed to facilitate communication between NCIV and AID, but communication within the NCIV network has been strengthened.

The Mid-Winter Community Seminars have also been a learning experience for all parties involved. For AID, the 1984 seminars presented a chance to look at the program from a different perspective since this was the first year an outside organization (NCIV) coordinated the entire undertaking. The NCIV office learned about the manifold issues involved in directing a project of this size, and the community organizations learned to expect additional examination and questioning of proposed budgets and programs.

In the future, emphasis will continue to be placed upon determining the proper balance between greater professionalism in seminar theme development and the cultural and social activities that are so vital to the foreign visitor in understanding the American people. Also, there will be an ongoing need to look carefully at seminar budgets and at financial management practices. Certainly the appropriate relationship between high/low cost programs and events will have to be identified.

Vital as are these concerns for substantive programs and sound accounting practices, at the heart of each community seminar is the essential core of volunteer time and talent. Were it not for the 12,760 hours of uncompensated, volunteer time and close staff involvement, such a program as the Mid-Winter Community Seminars could not exist. To all those who gave something of themselves this year, participants have already offered the most significant congratulations. Many have already told us, "We'd like to come back next year." What better measure of success is there?

Philip C. Uncapher

