

**THE HOST FAMILY HANDBOOK:
GUIDELINES FOR CASS
COLLEGES**



GEORGETOWN UNIVERSITY

This manual was produced with support from the U.S. Agency for International Development under contract number LAC-0661-A-00-0039-00.

The Host Family Handbook: Guidelines for CASS Colleges Cooperative Association of States for Scholarships

Introduction and Acknowledgments

For over ten years the CASS Program (and its predecessor organization CASP) has promoted the use of Host Families as an integral part of training international students while in the United States. Host families have contributed significantly to the CASS students' ability to adjust and adapt to U.S. culture, climate, and society. They have aided students with countless hours of attention and moral support, as well as the customary provision of house, home, bed and meals in ways that cannot be measured. These *Guidelines*, which are based on the collective experiences of the Program and on resources beyond CASS, have been assembled by Georgetown University (GU) to provide CASS staff at the College with an additional aide to the selection of host families and the process of working with them.

GU acknowledges many sources for these *Guidelines* without citing each for every idea or statement. In addition to host family materials developed by CASS staff at Georgetown University, the Program is particularly indebted to the following institutions: Edmonds Community College (Lynnwood, WA), Florida Community College at Jacksonville, Mount Hood Community College (Gresham, OR), Youth For Understanding, Rotary International, and the Council on Standards for International Education Travel.

Purpose of the Host Family in the CASS Program

The purpose of the Host Family is (1) to assist the CASS student in the process of adapting to U.S. culture and learning English as a second language while the student is achieving Program and personal objectives; (2) to provide the CASS student with adequate room and board; and (3) to help the CASS student keep focused on his or her scholarship while in the U.S.

The ultimate mission of the Program is for all CASS students to return home as agents of change; as well-rounded, bicultural, and bilingual citizens who will make a difference in the lives of their families, their communities and countries. The host family plays a major role in the realization of this mission.

Summary of Program Policies Regarding the College's Host Family Responsibilities

1. The College must provide all students with proper host family living accommodations **for a minimum of nine (9) months** at the beginning of the program, and preferably for a full 12 months.
 - a. Prospective host families must complete an application. A *Sample Host Family Application* is included with these guidelines.
 - b. Prospective host families must sign the *Host Family Agreement* included with the *Sample Host Family Application*.
 - c. The College must conduct an interview in the prospective host family's home. Refer to the sample *Interview and Home Visit Form* for guidance in conducting the interview.
 - d. The College must follow the criteria for selection of host families found in the *Handbook*.
 - e. The College must obtain a signed *CASS Host Family Reference* form from a minimum of two individuals who are not related to the hosts for each host family selected for the placement of CASS students. See **Reference Check Forms** below.
 - f. The College must conduct a **criminal background check** of each host family applicant and all

household members over the age of 15 (in those states where a juvenile may be charged as an adult). See **Criminal Background Checks** below for details and procedures.

2. The College must provide start-up and on-going host family orientations. A host family orientation should be designed and conducted prior to the students' arrival on campus. Continual orientations with the host families should be designed to provide additional information about the program, to discuss issues and problems which may develop, and to provide families with support. Host family meetings should be held at least monthly.
3. The College must provide a stipend to host families to defer costs incurred in hosting students. Families must never host students without receiving a stipend.
4. The College must maintain thorough, accurate, and continual communication with the host family during the entire period the CASS student is placed with that host family.
5. By the beginning of the CASS student's second year of study, where appropriate, all students should be placed in approved, alternative living arrangements. The College shall continue to monitor these arrangements.
6. The College must provide the CASS office at Georgetown University with a list of the students, their host family's name, address, and telephone number. The list must be updated to reflect changes (including moves to another host family or alternative living arrangements) as they occur.

Promoting the CASS Host Family Program

There are a variety of ways in which to solicit the participation of families within the community. In the past, colleges have posted and given out flyers, made public service announcements, made presentations at local community gatherings (church, fairs, libraries, schools, etc.), and have solicited the help of community membership organizations. The key is to let as many people know of the host-family opportunity as is possible.

GU recommends that the College abide by the standards published by the *Council on Standards for International Education Travel* (CSIET), 3 Loudoun Street, S.E., Leesburg, VA 22075. Accordingly, the CASS office at the College should accurately represent the purposes, activities, and sponsorship of the Program in all promotional materials and activities in a professional and ethical manner.

According to CSIET, "promotional materials should reflect the goals and objectives of the program. When advertising for host families, some key words and phrases to avoid are: Wanted, Urgently Needed!, Anxiously Awaiting, Please Help Us!, This is an Emergency, Don't Let Me Be Homeless..."

CSIET also cites some "key phrases" that are preferable, such as: "A World of Opportunity...; Open your hearts and home...; Host a foreign exchange student...; Reach Across the Borders...; A World of Adventure...; Bring the World into Your Home...; It's a Smaller World...; Welcome Exchange Students...; Discover the World Right from Your Home..."

Continuing with CSIET's standards, the CASS office at the College should "not publicize the need for host families via the public media with announcements, notices, advertisements, etc., that:

- ! are not sufficiently in advance of the student's arrival
- ! appeal to public pity or guilt
- ! imply in any way that a student will be denied participation if a host family is not found

immediately

! identify photos of individual students and include an appeal for an immediate family."

Following are CSIET's guidelines "for use of a student's picture in public media advertisements or in flyers and brochures distributed to the general public. It is permissible to use a picture of a student and to even identify the student as Jose (generic first name only--no last name); however, the College cannot specifically identify that student as needing a home, nor may his/her personal interests be profiled. In addition, the College may not refer to a student's athletic ability or accomplishments."

All promotional materials and activities, according to CSIET, should "distinguish the program [CASS] and the sponsoring organization [USAID] from others operating under:

- ! affiliated or related corporate structures
- ! the same or similar names or symbols"

Selection of Host Families

Prospective host families must complete an application. A *Sample Host Family Application* is included with these guidelines. Families are then interviewed in their homes by a member of the CASS staff at the College. Again, a sample form: *Interview and Home Visit: Instructions to the CASS Program Coordinator* is provided with these guidelines. Assessment of families should be made based upon the "Criteria for Selection of Host Families," described below.

By using the "CASS College Check List of Procedures for Host-Family Selection" college staff can assess the steps which they have taken to ensure the selection of committed, quality families.

The College should aim to complete placement arrangements sufficiently in advance of the student's departure from home to ensure adequate time for preparation and orientation of the host family. "Whenever possible," according to CSIET, "a student should be placed with a host family who has made a long-term commitment to host the student prior to the student's departure from his/her home country. In cases where this is not possible, a student may be placed with a short-term host family until long-term arrangements can be made. All short-term families must be selected and oriented according to the same criteria as are long-term families. The short-term nature of the host family placement must be fully disclosed in advance to the student..., and be acceptable to [him/her]. Short-term families may, of course, also be utilized when a host family placement has not worked out and a new family must be found."

Criteria for Selection of Host Families

GU firmly believes that **all family members must:**

- Understand and support the purpose, mission, and objectives of CASS
- Know thoroughly their responsibilities as a host
- Be present for and participate in a personal family interview
- Share enthusiasm and desire for participation in the program
- Want to host the CASS student (one uncooperative member could make for an impossible experience)
- Agree to be involved in the CASS program's host-family activities
- Agree to spend time with the student and to involve the student in their family life
- Be realistic about why they want a CASS student in their home, e.g.,
 - not because they think it is something they should do
 - not as a solution to the family's domestic problem

- not out of a desire for prestige or social acceptance

The family must:

- Complete and submit a host family application (see sample)
- Provide a minimum of two personal references [names, address, phone #s] as to family reputation and character from individuals who are not related to the family
- Ensure it can provide a comfortable and nurturing home and can financially afford to support the CASS student as required
- Ensure it can and will provide adequate space, furniture, physical and emotional support
- Express desire to learn from the student about his or her home country and culture
- Demonstrate congruency of values and lifestyle with the goals of the CASS Program
- Commit to host a student for a minimum of nine months of his or her stay in the U.S.
- Agree to and sign a Host Family Agreement

Qualities to Look for in a Host Family

A heart - large enough to share a portion with a young adult from another land.

A mind - open to the different life and culture that the student will bring with him or her, open to accepting him or her for his/her differences and not only the similarities.

Time - to share with the student, especially in the first days of the visit, before classes begin, and in the early days of the first semester of studies.

A share of laughter and gaiety to shrink the problems which may come up and to strengthen the bonds of communication.

Warmth - an easy affection within the family and respect for all members by all members.

Breadth of interests - a real curiosity about things outside the home. Not necessarily busy or intellectual, for many students will fit into a more quiet and simple atmosphere.

Flexibility - the family must be secure and confident enough to be able to adapt their rules to make room for individuals.

Health - if there is a serious emotional or physical problem in the family the extra strain of adjusting to a student could make for a difficult situation.

Family income - there are expenses involved with hosting and the family must feel comfortable in meeting these.

Room Arrangements - the student must have a bed of his/her own and if he/she shares a room it should be with a person of his/her age and sex who would have similar hours.

Transportation - a student may not drive, so the family must be willing to see that he/she gets to and from the various activities to the best of their abilities.

Religion - differences in religion is rarely a problem, but the family must be prepared to respect beliefs of others and not require participation in their religious life.

Chores - the student should not be treated as a special guest. The student will be one of the family and not receive any special attention. It is expected that the student will perform chores as do the other members of the family.

Reference Check Forms

GU requires that, before permitting a student to reside with a host family, the College request, collect, verify and have on file a minimum of two written references from individuals who are not related to the hosts (telephone references are not acceptable). If the College fails to comply with this provision, such non-compliance shall be deemed to constitute “negligence” by the College for purposes of Article 7 of the subagreement between the College and GU pursuant to which the student is being trained. A *CASS Host Family Reference* form is included with these materials.

NOTE: For families who are hosting students in consecutive Cycles, i.e., a family that has just completed hosting an individual, a positive *Host Family Evaluation Form* signed by the previous student, together with a positive assessment of the family by the CASS staff at the College, will be deemed sufficient. However, if a year or more has lapsed since the last hosting experience, or the College is aware of any changes within the family which may impact its suitability, new references must be obtained.

Policy: No payment will be made to the College by GU until the CASS office at Georgetown University is in receipt of (1) a copy of the completed *CASS Host Family Reference* form completed by every reference for each participating host family, and (2) the name, address, and telephone number of each host family together with the name of their CASS student(s).

Be Careful with the Following Situations

The so called traditional American family is in reality rather hard to define. Clearly, there are many, loving and caring families that may not fit the usual "husband and wife, two kids and a pet" model that is often thought of when the concept of family comes up. Typically, however, the CASS student conjures up an image of a large family (without the pets) and this is the stereotype that he or she brings with him or her to the U.S. The objective of the Program is to try to meet this image while realizing that it may not be possible. However, CASS staff at the College should pay particular attention to some types of family that *might not meet the images commonly held by CASS students*. For example:

- The shift-work family, where hours are extremely irregular and unpredictable.
- The rigid family, i.e. where rules might be inappropriate for a college-aged student.
- The family with problem teens, with severe discipline problems.
- The family with chronic illness.
- The non-traditional family: very young/very old couples and single parent families.
- The family which is overly protective, creating dependencies.
- The family which is overly sympathetic, wanting the student to remain in the U.S.

Based on extensive experience, GU's policy is that CASS staff at the College not place themselves in the position of hosting students, male or female, in their homes, except for very brief periods when circumstances dictate a temporary placement while other host family housing is being found. CASS students are exposed to tremendous stress on a daily basis throughout their stay in the U.S. At the end of the day they need a home that is as free as possible of the pressures they encounter in class and on campus. Although a CASS staff member at the College may be in a position to provide for students in his or her home, doing so may add to the students' stress because of the staff member's position as authority figure, i.e. the person primarily responsible for the students' training. Furthermore, based on experience, *the Program advises Colleges against the placement of students with single hosts of the opposite sex at any time*.

Criminal Background Checks

Policy: GU requires that the College conduct a criminal background check of each host family applicant and all household members over the age of 15 (in those states where a juvenile may be charged as an adult), in accordance with applicable state laws, regardless of any previous experience as a host in CASS or any other program, and regardless of whether a background check is on file for the previous year. A criminal background check is defined as a check of arrest records for the past ten (10) years, or whatever is allowable by law. (*Fees related to obtaining this information are reimbursable.*) **No student shall be permitted to begin residing with the host family until the background check of that family has been**

completed, the results reported in writing to the CASS office at Georgetown University, and, where required, GU's approval obtained. If the College fails to comply with this provision, such non-compliance shall be deemed to constitute "negligence" by the College for purposes of Article 7 of the Subagreement between the College and Georgetown University pursuant to which the student is being trained.

The College shall submit to the CASS office at Georgetown University as part of the **Comprehensive Plan** a written statement specifying: (1) At what level the check will be made (i.e., local, state, federal); (2) How checks will be made on applicants that have lived in multiple geographic areas; (3) How applicants will be informed of these procedures; and (4) How applicants will be informed of the findings of the check. After the CASS office at Georgetown University reviews these procedures, it shall notify the College in writing on whether it disapproves the procedures. If the CASS office at Georgetown University issues a disapproval, it shall state its reasons therefor, and the College shall resubmit revised procedures.

Please note the following:

(1) An arrest for the following crimes shall automatically disqualify the host family applicant, regardless of how long ago the arrest occurred:

Violent Crimes, e.g., murder, manslaughter, rape and other sex offenses, assault, battery, robbery, kidnapping, arson, weapons and explosives offenses.

Property Felonies, e.g., burglary, grand larceny, embezzlement.

Drug Felonies, i.e., distribution of or possession with intent to distribute narcotics.

Crimes of Dishonesty, e.g., perjury, fraud.

Extortion.

(2) The following crimes will automatically disqualify the host family applicant if the conviction or arrest occurred within the past five (5) years: possession of narcotics, driving while intoxicated, and the like. If these crimes occurred longer than five (5) years ago, the CASS office at Georgetown University will make an informed decision, after consultation with the College, on whether to place a participant with this family.

(3) For other types of offenses, regardless of when they occurred, the CASS office at Georgetown University has the discretion, after consultation with the College, on whether to place a participant with the particular family.

Other Concerns

- Verify that the family is properly insured. Do policies cover the student for loss in case of fire, accident, auto accident, etc.?
- Investigate possible police records.
- Require monthly meetings - with students and families, potluck dinners.
- Conduct on-going monitoring of the host family situation via regular but casual inquiry of students, visits to home, inquiry of family members, etc.
- Warn of proselytizing.
- Warn of student's/family's rights of privacy.

- Conduct an exit interview or exit questionnaire.

General Host Family Responsibilities

- Provide normal parental guidance and counsel appropriate to young adults.
- Host's primary consideration in hosting a student should be cross-cultural exchange, not monetary gain. Students should not be made to feel that their stay will affect the financial stability of the home in any way.
- Treat the student as a family member; rules, chores, TLC.
- Provide room and board. It is best for the CASS student to have his/her own room. He/she must certainly not be required to share a bed.
- Provide transportation. Note: This may be by bus, carpool, friends, etc. The obligation is to work it out satisfactorily. CASS students are not permitted to drive at any time while in the U.S.
- Explain household rules.
- Understand that, generally speaking, the CASS student is expected to adjust to the host family; not vice versa, though certainly some adjustments are expected whenever one hosts another person.
- Advise the student on finances (but do not give money), social situations, dating, homesickness, language, etc.
- Introduce the student to other people who can ease the student's adaptation to and involvement in the total community.
- Expose the student to local/regional sights, cultural activities, sporting events, etc.
- Be tolerant! and be patient!
[See the *Host Family Application* form for more on this topic.]

Getting the Host-family Involved

One of the best ways of assuring positive host-family experiences for the CASS students, is by sharing program philosophy and mission with the families themselves. An initial orientation with the families is one way in which CASS staff at the College can begin to acclimate the host-family to their significant role within the life of a CASS student. **Policy:** A host family orientation should be designed and conducted prior to the students' arrival on campus. (Note from CSIET: "When a family expresses an interest to host a student and [the CASS coordinator or staff] makes the initial home visit to explain the program, this is not to be considered the 'host family orientation.'") The orientation should attempt to address such questions as:

- What is being a host-family all about?
- What intercultural and language problems or issues may develop?
- What should the host families expect when the student arrives?
- What are the normal phases or adjustments that will be experienced by both the host-family and the student?
- Who should be contacted in case of emergencies or problems, and how does the host-family make this contact?

This orientation should include information on the family and college life, customs, religion and mores of the student's native country, information on the academic program in which the student will be enrolled, and information on potential problems in hosting CASS students and suggestions on how to cope with such problems.

Continual orientations with the host-family should be designed to provide additional information about the program, to discuss issues and problems which may develop, and to provide families with support. **Policy:** Host family meetings shall be held at least monthly. Staff should maintain regular communication

with families and provide support through monthly host-family newsletters, telephone conversations, and gatherings. Host-family members should be encouraged to be involved in program activities through volunteering, planning or hosting activities, driving, and chaperoning events.

Avoiding Problems

Through continued communication with host families and students, problems should be detected before they become larger. One source of trouble in the student/host-family relationship is in differing expectations. Agreements or contracts are excellent tools for avoiding future problems. In this way, expectations are defined from the beginning. This packet of information contains items designed to reduce anxiety for both the host and the students (see *Questionnaire for the CASS Student and Host Family: STARTING OFF RIGHT!* and the "Host Family Agreement" in the *Sample Host Family Application*). Coordinators should be accessible to host-families and to students as much as possible.

Alternate families should be chosen in the initial stages of the host-family selection in the event that a match does not work.

Policy: The College office must maintain thorough, accurate, and continual communication with host families during the entire period the CASS student is placed with a host family. (Again, citing recommendations from CSIET, GU "expects that there be some form of formal documentation of this contact such as a monthly form, written journal, written log, etc. This is not to imply that [CASS coordinators] who see or talk with their students on a daily or weekly basis have to record every interaction. Rather, it is to provide a record for the [CASS office] of the pattern of student and host family adjustments, activities, and relationships through monthly contact with each student and host family.")

Exit Survey of Host Family

GU strongly recommends that the CASS staff at the College provide the opportunity to each CASS student to participate in a post evaluation of their experience living in a host family. The College may also wish to include the host family in this process, i.e., the host family evaluates their experience hosting an international CASS student. This should take the form of a written exit interview or a brief survey by the respective parties. A sample *Exit Interview: Evaluation of Host Family* form is included as a part of this Handbook and, when completed, should be kept on file in the CASS office for future reference.

Emergency Situations

The College is responsible for ensuring that adequate plans are in place for dealing with emergency situations affecting the homestay of CASS students.

Explaining Who the CASS Students Are

It is important that host families understand who the CASS students are and where they come from. CASS scholarships are awarded to highly qualified young people from Guatemala, Honduras, El Salvador, Nicaragua, Panama, the Dominican Republic, Jamaica, and Haiti. They pass a rigorous process of recruitment, personal interviews, and competitive selection jointly conducted by in-country Program staff, support networks, and the participating colleges. The typical CASS scholar is 17 to 25 years old, has a high school education, above average grades, and demonstrated leadership skills. He or she comes from a lower income family and is often from indigenous and minority groups. At least half of all participants are women and up to 80% are from rural areas. CASS scholars must commit to return to their home country upon completion of the scholarship and must comply with a two-year in-country residency before they can return to the U.S. for whatever purpose.

The selection of CASS students is highly competitive and the Program strives to ensure that only the best candidates, both academically and in terms of character, are awarded scholarships. Two background checks are made for every CASS scholar. GU does an informal check based on biographical and socio-economic data and references, as well as through support networks maintained in each country. USAID does an extensive background check for each participant, which is a condition precedent for issuance of the J-1 Visa.

Forms

The following forms are included as a part of these guidelines:

- A. *Sample Host Family Application*
- B. *Host Family Agreement*
- C. *Interview and Home Visit Form*
- D. *CASS Host Family Reference*
- E. *Questionnaire for the CASS Student and Host Family: STARTING OFF RIGHT!*
- F. *Cuestionario para el Estudiante CASS y la Familia Anfitriona: ¡COMENZANDO LO CIERTO!*
- G. *Questionnaire pour l'Etudiant CASS et la Famille d'Accueil: COMMENÇANT BIEN!*
- H. *CASS College Check List of Procedures for Host Family Selection*
- I. *Student's Evaluation of the Host Family*
- J. *Host Family's Evaluation of the Student*

Questions:

- 1. Do you have pets in your home? None Dog Cat Other: _____
- 2. Does anyone in your family smoke? Yes No
- 3. Would you permit a student to smoke in your home? Yes No
- 4. Would you permit a student to smoke outside your home? Yes No
- 5. What is the principal language spoken in the home? _____
- 6. Has your family hosted before? Yes No
If yes, please indicate when and with what organization: _____
- 7. Religious Affiliation (if any): _____ How often does your family attend? _____
- 8. Could you accept a student of a different religion? Yes No
- 9. Could you accept a student who did not practice his/her religion at all? Yes No
- 10. Could you accept a student who did not wish to attend services with your family? Yes No

Further Information:

How did you hear about CASS? _____

Please indicate your hosting preferences (if any):

Sex: Male Female Either Countries (list): _____
Length of Stay: _____ months _____ temporary housing
(CASS expects a minimum of nine months.)

Please write a few sentences here to explain how your student will benefit from living in your home:

What are your perceptions of international students?

Describe your perceptions of a CASS scholar's needs and schedules.

Please express why you are interested in having this experience.

References:*

Please list two references who have known your family for at least three years and whom the College may contact.

Name: _____
Address: _____
City: _____
State/Zip: _____
Telephone: () _____

Name: _____
Address: _____
City: _____
State/Zip: _____
Telephone: () _____

* Note: References must not be relatives. Telephone references are not acceptable.

HOST FAMILY AGREEMENT

In consideration of participating as a host family for a CASS college student, I (we) commit to the following terms:

1. All members of the household accept and welcome the student into the home as a member of the family, including him/her in family mealtimes and activities. Students may be asked to help with routine household chores but the assignment of burdensome and time-consuming ones is discouraged since the participants are first and foremost students (not maids or babysitters).
2. Host will provide a clean, healthy, and safe atmosphere for the CASS student. Host will provide a bedroom (generally private), a quiet place to study, and access to public areas of the house, such as the kitchen, living and dining rooms, bathroom, etc. Host shall also provide access to a washer and dryer (if available).
3. Host will have daily conversations in English and listening time available to the student, including answering questions pertaining to homework and social/cultural issues.
4. Host will provide for three meals a day. This does not necessarily mean the host will *prepare* each meal, but food must be clearly available to the student. (E.g., cook the evening meal, and teach student to prepare others.) Allow the student input into the grocery list. Be thoughtful of the student's likes and dislikes.
5. Host will accompany the student one time on the bus route between home and the college campus prior to or on the first day of classes if applicable or if walking or commuting by bicycle to and from campus are not options. In the absence of college vans or regular city bus service, the host will provide transportation by car or carpool to and from the training site on a daily basis. Host should also be willing on occasional evenings or weekends and with appropriate, advance notice, to ensure that the student gets to and from various program activities. *A CASS student is not permitted to drive while he or she is a scholar in the CASS program.*
6. Host accepts responsibility for all utilities except the student's long distance phone bills. It is understood that if the host allows the student to charge long distance calls, the host is responsible for collecting payment for the calls. (The only recourse through the College is that transcripts may be withheld until payment is made.) Suggestions of how to handle long distance phone calls will be offered at the orientation and/or home visit.
7. Host facilitates periodic home visits by CASS staff at the College, including private interviews with the student at times mutually agreed upon in advance.
8. Host understands that any reimbursement of housing expenses may be regarded as taxable income. Please see your tax advisor.
9. Host understands that the CASS program representatives reserve the right to intervene in the case of serious differences and/or to remove a student from the home at its discretion and to request a prorated refund of the homestay period.
10. Host will resolve any differences with the student in the best possible manner. A second recourse will be to contact the CASS office at the College to intervene.
11. Host agrees to notify the CASS office at the College immediately of any changes in the homestay situation (i.e., in case of death, divorce, birth, adoption, marriage, acquiring or losing a pet, etc.). Host agrees to inform the CASS office at the College immediately of all serious personal, health, safety and legal matters regarding the student, and any violation of the CASS *Code of Commitment*. All CASS students are expected to abide by the CASS *Code of*

Commitment and the rules and regulations of the College.

12. Host hereby agrees to indemnify and hold harmless CASS (which is defined to include Georgetown University and the College) and its agents, employees, officers, directors, successors, and assigns from any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorneys' fees, arising out of, connected with, or resulting from the negligence, recklessness or intentional misconduct on the part of any member of the host family in connection with having a CASS student in the home.

13. Host waives the right to privacy under the state/federal privacy acts in so far as the CASS program at the College may reveal the host's address and telephone number for the student's business purposes only (students, agencies, doctors, hospitals, etc.)

14. Host agrees not to have or use any illegal substances in the home while CASS students are living in the home.

15. Host understands that the placement of CASS students in host families must be through the CASS staff at the College, realizing that students may request the home and will be placed there within the guidelines of space available and with no more than two students at a time.

16. Host agrees to inform CASS staff at the College of changes to the household members listed on this form (additions or subtractions) so that accurate records can be maintained.

17. Host agrees that moderation is to be used in the consumption of alcohol around CASS students in the home.

18. Host will participate in the College's CASS host-family activities on a regular basis.

19. Host understands that the completion of this agreement and the Host Family Application Form does not assure student placement in the home.

20. Host understands that the CASS program expects that each student will experience other, alternative living situations after the initial homestay, such as dormitory or apartment living during his or her stay in the U.S.

21. Host explicitly consents to a criminal background check (at the local, state or federal level, as requested by CASS) on behalf of him/herself and all adults and children over the age of 15 residing in the home, as listed below:

NAMES: _____

Please understand that your application does not necessarily mean that you will be assigned a CASS student, nor does it commit you to accepting a student.

I (We) certify that the information provided in the Host Family Application above is true and accurate and I (we) have read and agree to abide and be bound by the terms above.

Applicant's Signature

Date

Spouse's signature

Date

Interview and Home Visit Form
(For Use of CASS Staff at the College)

Family Name: _____ Telephone: () _____
Address: _____ City/State/Zip: _____

I. Interview Questions

1) What are some of the reasons why this family wants to host a CASS student?

2) How does the family spend time together? (Describe a typical day -weekday vs. weekend)

3) What are some of the rules, responsibilities and chores they expect of the student?

4) CASS policy prohibits cohabitation and overnight guests while the students live with host families. What else might you want to establish in terms of rules regarding dating and bringing friends home to visit?

5) What does the family believe might be a difficult thing for a student to adjust to while living in their home and how would they address this issue?

Interview Form, p. 2

6) Describe how the family identifies, prevents, and resolves conflict:

7) Describe how the family may work through difficult issues with the student, such as culture shock, homesickness, illness, budgeting (e.g. telephone usage), etc.

8) Are there any household members who suffer from any illness or disability that impacts the home environment for which a student should be prepared before entering the home? Please explain.

II. Living Arrangements & Home Environment for Student

Type of Dwelling: Single Family Home Apartment Townhouse Other (_____)

Will the student share a room? Yes No

If yes, with whom? _____

If yes, please describe the person's personality, likes and dislikes:

Will the student have his/her own study space? Yes No

Will the student have access to the kitchen? Yes No

Will the student have access to laundry facilities? Yes No

Does the house appear neat, clean and inviting? Yes No

Does the family seem financially able to support another family member? Yes No

Interview Form, p. 3

Is the family willing to attend the Pre-Arrival and Post-Arrival Orientations? Yes No

Is the family willing to attend regular Host Family activities? Yes No

Is public transportation available near the home? Yes No

Type: _____

Approximately how far is the home from the college? _____

Is the family willing to provide regular occasional personal transportation to/from CASS program activities?

Could this family host a student with special needs? Yes No

Dietary (vegetarian, diabetic, etc.) Physically Challenged Visual/Hearing Impaired

Different Religion Other _____

Has anyone in the family learned a language other than English? Yes No

If yes, indicate who, what language(s), and the degree of fluency:

What is the principal language spoken in the home? _____

What is the general/usual noise level? _____

Comment on safety (smoke alarms, emergency exits, etc.) _____

Any unusual meal practices? _____

Religious practice? _____

What is the usual bedtime for family members? _____

III. Summary and Evaluation

1) What are your impressions of this family?

2) What kind of student would be comfortable with them?

Interview Form, p. 4

3) Do you have any reservations/hesitations about this family hosting? (i.e., do they present any warning indicators?)

IV. Preferences:

- 1. Student gender ___ male ___ female
- 2. Host has room for how many students ___ one ___ two
- 3. Type of room to offer student(s) ___ private ___ shared
- 4. Host and family members smoke ___ Yes ___ No
- 5. Student can smoke in the home ___ Yes ___ No
- 6. Student's religious preference matters ___ Yes ___ No
- 7. Student's ethnic background is a concern ___ Yes ___ No
- 8. Student's dietary requirement will be a problem ___ Yes ___ No

If you checked "yes" for questions 6,7 or 8, please feel free to explain (optional) _____

V. Logistics:

Prospective Student: _____

Possible Move-in Dates: _____

Family members available to help with move: _____

VI. Materials/Information Given to the Host Family:

"Hosting Central American and Caribbean Students" (brochure): _____

Host Family Roster: _____

CASS Activities Calendar: _____

CASS *Code of Commitment*: _____

CASS Mission and Objectives: _____

Information on HAC: _____

Signature of Interviewer: _____

Date: _____

CASS Host Family Reference

Reference: _____
(Name)

(address, city, state, zip code, telephone)

The _____ family of (address) _____ has volunteered to host an international college student at _____, and has given your name as a reference. Please answer the following questions, keeping in mind how all members of the host family might react to hosting an international student.

1) How long have you known the family and in what capacity?

2) Please describe the general relationships within this family.

3) Please describe how you feel this family would interact with an international scholar in their home.

4) What are the family's strengths in serving as a host family?

5) What are this family's weaknesses in serving as a host family?

CASS Host Family Reference, page 2

6) Do you have knowledge of any instances of conduct or activity by any member of this family which might weigh negatively on your impression of this family's fitness to host an international student?

Please feel free to add any other comments you feel would be helpful to persons selecting host families:

I understand that this information is confidential and will not be shared with anyone outside of the CASS office at the college and The CASS Program at Georgetown University.

Signature

Date

Please return this form to:

**Questionnaire
for the CASS Student and Host Family
STARTING OFF RIGHT!**

To ease the transition of a student into a host family, it is important to cover household expectations (student with host, host with student) early in the homestay - preferably within the first week. The following list contains some expectations and questions to help all parties to this end. The student will receive a copy of this list in his/her own language. In addition to attempting to go over this list orally with the host/student, please write a brief response to each question so that the student may translate the information or obtain help in doing so. (Our thanks to Rotary International for this form and many of the questions.)

Host Family Relationship

- 1) What do I call you?
- 2) Does my host father or mother have any dislikes, such as:
 - ! chewing gum?
 - ! wearing a hat (or curlers) at the table?
 - ! music (and how loud)?
 - ! smoking?
- 3) Do my host brothers and sisters have any dislikes?
- 4) What are the birthdays of my host family?
- 5) Please tell me how to interact with your neighbors or visitors to your home.
- 6) Do you have any pets (dogs, cats, fish, etc.) and, if so, how should I treat them?

Household Responsibilities

- 7) What am I expected to do every day in addition to:
 - ! make my bed every day
 - ! always keep my room tidy
 - ! clean the bathroom every time I use it
- 8) What can I do to assist at mealtimes?
 - ! set the table?
 - ! clear the table?
 - ! help wash the dishes?
 - ! put the dishes away?
 - ! empty the garbage?
- 9) What else can I do to help around the house: cut lawn, help clean, babysit?

Household Procedures

- 10) What is the laundry procedure? Where should I put dirty clothes until wash day?

- 11) May I use the iron, washing machine, dryer, sewing machine, etc. at any time?
- 12) Where may I keep my toiletries?
- 13) When is a convenient time for me to use the shower/bath?
- 14) May I use bathroom toiletries, i.e., toothpaste, soap, etc.
- 15) What time are meals?
- 16) Where can I store my suitcases?
- 17) What time must I get up for breakfast on weekdays? on weekends?
- 18) What is the procedure for posting letters? What address do I use for incoming mail?
- 19) How do I get around: to the college? locally? to the city? to CASS events?
- 20) When we go out as a family, should I pay my own entrance fee, meals, etc.?
- 21) What arrangements should I make for school lunch?
- 22) Does CASS pay my cost of travel to school?

Rules and Personal Conduct

- 23) May I help myself to food and drink (non-alcoholic) at any time, or must I ask first?
- 24) What areas of the house are strictly private?
- 25) May I put pictures and posters up in my room?
- 26) May I rearrange my bedroom?
- 27) What are your rules for me about alcohol and smoking?
- 28) What are the rules for me going out at night and at what time must I be home? Are there curfews for certain members of the family and how does this relate to me?
- 29) May I have friends spend the night? Visit during the day?
- 30) What are the rules about my using the telephone?
 - ! Must I ask first?
 - ! May my friends call me?
 - ! Are there hours when friends should not call me?
 - ! May I make long distance calls? Cost?
 - ! How do you want me to record these calls?
 - ! May I make calls to home? Cost?
 - ! How do I pay you for such calls and by what deadline?

! When does the phone bill arrive?

- 31) May I use the stereo, TV, VCR, computer or other equipment at any time?
- 32) What are your expectations about going to church or other religious events?
- 33) Would you like me to call you at home if I will be more than 30 minutes late?
- 34) Is there anything else you would like me to know?

OTHER:

**Cuestionario
para el Estudiante CASS y la Familia Anfitriona
COMENZANDO BIEN!**

Para facilitar la transición a una familia anfitriona, es importante cubrir las expectativas del hogar (estudiante con anfitrión, anfitrión con estudiante) y anticipar las expectativas preferiblemente dentro de la primera semana. La siguiente lista contiene algunas expectativas y preguntas de tal fin. El estudiante recibirá una copia de esta lista en su idioma. Además de intentar revisar esta lista oralmente con el estudiante/anfitrión, por favor escriba una breve respuesta a cada pregunta para que el estudiante pueda traducir la información u obtener ayuda. [Nuestros agradecimientos al Rotary Internacional por este formulario y muchas de las preguntas].

Relación con la Familia Anfitriona

1. ¿Cómo debo llamarles? ¿Mamá, papá o por su nombre de pila?
2. ¿Qué les disgusta a mi madre o padre anfitriones?
 - ! ¿mascar chicle?
 - ! ¿usar gorra (o rulos para el cabello) a la mesa?
 - ! ¿música (y de qué volumen)?
 - ! ¿fumar cigarrillos?
3. ¿Tienen mis hermanos anfitriones algunos disgustos?
4. ¿Cuáles son las fechas de cumpleaños de mi familia anfitriona?
5. Favor de informarme como interactuar con sus vecinos o visitantes a su hogar.
6. ¿Tienen Uds. alguna mascota (perro, gato, pez, etc.). Si tienen, ¿cómo debo tratarlos?

Responsabilidades del Hogar

7. ¿Qué se espera que haga diariamente además de...
 - ! arreglar la cama
 - ! mantener mi cuarto en orden
 - ! limpiar bien el baño cada vez que lo uso
8. ¿Qué puedo hacer para ayudar en la preparación de la comida?
 - ! arreglar la mesa
 - ! recoger los trastos
 - ! lavar y secar los trastos
 - ! guardar todo después de la comida
 - ! sacar la basura
9. ¿Qué más puedo hacer para ayudar en la casa: cortar el césped, ayudar con la limpieza, cuidar los niños?

Procedimientos del Hogar

10. ¿Cuál es el procedimiento para lavar la ropa? ¿Adónde debo guardar mi ropa sucia hasta el día en que se

lava la ropa?

11. ¿Me permite usar la plancha, la lavadora, máquina de coser, etc., a cualquier hora?
12. ¿Adonde debo guardar mis artículos de tocador?
13. ¿Cuál es la hora más conveniente para que use la ducha/bañera?
14. ¿Me permite usar los artículos de tocador, es decir, la pasta de dientes, el jabón, etc.?
15. ¿A qué hora se sirve la comida?
16. ¿Adónde puedo guardar mi maleta?
17. ¿A qué hora debo levantarme para el desayuno entre semana? ¿En los fines de semana?
18. ¿Cuál es el procedimiento para enviar cartas?
19. ¿Cómo hago para viajar: a la universidad, localmente, a la ciudad, a los eventos CASS?
20. ¿Cuándo salgamos con mi familia, debo pagar mis propios gastos (entradas, comidas, etc.)?
21. ¿Qué arreglos debo hacer para el almuerzo en la universidad?
22. ¿Paga CASS mis gastos de transporte a la universidad?

Reglas y Conducta Personal

23. ¿Puedo servirme la comida y bebida (no-alcohólica) en casa a cualquier hora, o debo primero pedir permiso?
24. ¿Cuáles áreas de la casa son estrictamente privadas?
25. ¿Puedo colgar pósteres y fotos en mi cuarto?
26. ¿Puedo reorganizar mi cuarto?
27. ¿Cuáles son las reglas sobre beber alcohol y fumar?
28. ¿Cuáles son las reglas para salir en la noche y a qué horas debo estar en la casa? ¿Existen horas de llegada para ciertos miembros de la familia? ¿Cómo me afectan esas reglas?
29. ¿Me permiten invitar a mis amigos a pasar la noche en casa?
30. ¿Cuáles son las reglas respecto al uso del teléfono?
 - ! ¿Debo pedir permiso primero?
 - ! ¿Me pueden llamar mis amigos?
 - ! ¿Hay horas cuando mis amigos no me deben llamar?
 - ! ¿Me permite hacer llamadas de larga distancia? ¿Cuál es el costo?
 - ! ¿Cómo quieren que apunte estas llamadas?

- ! ¿Me permiten hacer llamadas a mi casa? ¿Cuál es el costo?
- ! ¿Cómo le pago por tales llamadas y hasta cuando?
- ! ¿Cuándo llega la cuenta del teléfono?

31. ¿Me permiten usar el equipo de sonido, televisión, VCR, computadora, etc. a cualquier hora?
32. ¿Cuáles son sus expectativas respecto a asistir a la iglesia u otros eventos religiosos?
33. ¿Les gustaría que llame a casa si me atraso más de 30 minutos?
34. ¿Hay algo más que les gustaría que sepa?

Questionnaire pour l'étudiant CASS et la famille d'accueil **COMMENÇONS SUR LE BON PIED!**

Pour faciliter la transition de l'étudiant à sa famille d'accueil, il est très important d'expliquer les prévisions de la maison (l'étudiant vers la famille et la famille vers l'étudiant) tôt durant le séjour - de préférence pendant la première semaine. La liste qui suit contient des prévisions et questions pour aider tout le monde à atteindre ce but. L'étudiant recevra une copie de cette liste dans sa langue maternelle. En plus de réviser cette liste oralement avec l'étudiant/hôte, écrivez s'il vous plaît une courte réponse à chaque question pour que l'étudiant puisse traduire l'information ou obtenir de l'aide pour le faire. (Nous remercions *Rotary International* pour ce formulaire et pour la plupart des questions).

Relations avec la famille d'accueil.

- 1) Comment puis-je vous appeler?
- 2) Est-ce-que mon père ou ma mère d'accueil préfère que je ne fasse pas:
 - mâcher du chewing-gum?
 - porter un chapeau (ou des rouleaux) à table?
 - écouter de la musique (et le volume)?
 - fumer?
- 3) Est-ce-que mes frères et soeurs d'accueil ont des préférences?
- 4) Quels sont les anniversaires de ma famille d'accueil?
- 5) Indiquez-moi comment communiquer avec vos voisins ou visiteurs.
- 6) Avez-vous des mascottes (chiens, chats, poissons, etc.) et comment dois-je les traiter?

Responsabilités domestiques

- 7) Que dois-je faire en plus de:
 - faire mon lit tous les jours
 - maintenir ma chambre en ordre
 - nettoyer la salle de bains chaque fois que je l'utilise
- 8) Que peux-je faire pour assister aux repas:
 - faire la table?
 - débarasser la table?
 - aider avec la vaisselle?
 - ranger la vaisselle?
 - sortir la poubelle?
- 9) Que puis-je faire d'avantage pour aider dans la maison: couper le gazon, aider à nettoyer, garder les enfants?

Procédures Domestiques

- 10) Quelle est la marche à suivre pour le linge? Où dois-je mettre mon linge sale?
- 11) Puis-je utiliser le fer à repasser, la machine à laver et sécher, machine à coudre, etc. n'importe quand?
- 12) Où puis-je mettre mes toilettries?
- 13) Quel est le temps idéal pour utiliser la douche/bain?
- 14) Puis-je utiliser les toilettries qui sont dans la salle de bains (dentifrice, savon, etc.)
- 15) A quelle heure sont les repas?
- 16) Où puis-je garder mes valises?
- 17) A quelle heure dois-je me réveiller pour le petit-déjeuner durant la semaine? les weekends?
- 18) Quelle est la marche à suivre pour poster des lettres? Quelle adresse dois-je utiliser pour le courrier?
- 19) Comment fais-je pour me déplacer: à l'université? dans les environs? à la ville? aux activités CASS?
- 20) Quand on sort en famille, dois-je payer pour mon entrée, repas, activités, etc.?
- 21) Quelles dispositions dois-je faire pour le déjeuner à l'école?
- 22) Est-ce-que le programme CASS paye mon transport à l'école?

Règlements et Conduite Personnelle

- 23) Puis-je me servir à la nourriture et boissons (non-alcooliques) n'importe quand, ou dois-je demander d'abord?
- 24) Quels secteurs de la maison sont strictement privés?
- 25) Puis-je mettre des posters et des photos dans ma chambre?
- 26) Puis-je réarranger ma chambre?
- 27) Quelles sont les règles générales pour boire alcool et fumer?
- 28) Quelles sont les règles générales pour sortir le soir et à quelle heure dois-je être de retour? Est-ce-que certains membres de la famille doivent être de retour à une heure précise et est-ce-que ceci me concerne?
- 29) Est-ce-que mes amis peuvent rester coucher? Visiter durant la journée?
- 30) Quelles sont les règles générales pour utiliser le téléphone?
 - Dois-je demander votre permission d'abord?
 - Est-ce-que mes amis peuvent m'appeler?

- Y-a-t-il des heures où mes amis ne peuvent pas m'appeler?
- Puis-je faire des appels de longue distance? Coût?
- Comment devrais-je noter ces appels?
- Comment paye-je pour ces appels et avant quelle date?
- Quand arrive la facture du téléphone?

31) Puis-je utiliser la chaîne stéréo, la télévision, l'ordinateur et autres appareils n'importe quand?

32) Quelles sont vos préférences pour assister à l'église et autres activités religieuses?

33) Voudriez-vous que je vous appelle si je vais être plus de 30 minutes en retard?

34) Y-a-t-il autre chose que vous voudriez que je sache?

REMARQUES:

CASS College CHECK LIST of Procedures for Host-Family Selection

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Are homes visited and families interviewed prior to selection?	___	___	___
2. Has the school prepared orientation materials and conducted orientation sessions with the families prior to student arrival?	___	___	___
3. Are there written agreements/contracts with the families?	___	___	___
4. Is there an agreement/contract on file for each host family?	___	___	___
5. Is there a completed Host Family Application on file for each family?	___	___	___
6. Are there at least two completed Host Family Reference forms on file for each host family where CASS students are placed?	___	___	___
7. Were the Host Family Reference forms sent to The CASS Program at Georgetown University with the name, address, and telephone number of each host family, together with the name of their CASS student?	___	___	___
8. Is there a housing coordinator in addition to the CASS Coordinator?	___	___	___
9. Are all students placed into families immediately upon arrival?	___	___	___
a. One student per family?	___	___	___
b. If <i>no</i> to "a" above, maximum of two students per family?	___	___	___
c. Are all students placed with families other than CASS staff?	___	___	___
10. Do both staff and students feel that all families are within reasonable distance of campus?	___	___	___
11. Are arrangements for transportation satisfactory to families, students, and CASS staff?	___	___	___
12. Do students have access to campus facilities beyond the regular class schedule?	___	___	___
13. Is English the language of communication in all homes?	___	___	___
14. Are arrangements for meals satisfactory to all?	___	___	___
15. Are there alternate families available in case a sudden change is needed or the family will be away for a while?	___	___	___
16. Are procedures in place for changing host families if necessary?	___	___	___

HOST FAMILY'S EVALUATION OF THE STUDENT (Confidential)¹

DATE: _____
FAMILY NAME: _____
ADDRESS: _____

TELEPHONE: _____
STUDENT'S NAME: _____

To assist this office in continuing its mission of placing responsible international students with our host families, it is requested that you provide this office with an evaluation of the student who just moved out of your home.

I/we enjoyed the student:

Very much _____ OK _____ A little _____

The student talked with me/us:

Yes _____ No _____ Sometimes _____

The student respected my/our privacy:

Yes _____ No _____ Sometimes _____

Please explain: _____

The student was involved with the family:

Yes _____ No _____ Sometimes _____

Did the student get along with the family:

Yes _____ No _____ Sometimes _____

Please explain: _____

Did the student attempt to integrate with his/her environment?

Yes _____ No _____ Sometimes _____

¹This sample document was provided by the Housing Coordinator at Edmonds Community College.

Please explain: _____

Did the student ask to have his/her friends over?

Yes _____ No _____ Sometimes _____

Did the student ask for help with his/her homework:

Yes _____ No _____ Sometimes _____

Did the student respect the use of the home phone:

Yes _____ No _____ Sometimes _____

Was the student willing to learn how to use the appliances in the home?

Yes _____ No _____

Did the student inform you in a timely fashion when s/he was not going to be home for dinner?

Yes _____ No _____ Sometimes _____

Was the student loud and boisterous?

Yes _____ No _____ Sometimes _____

If your host family had pets, how did you like the pets?

Were there any problems with the student that you could not solve?

Yes _____ No _____

Please explain: _____

Would you recommend this student to live with one of your friends:

Yes _____ No _____

Comments:

(Printed Name)

(Signature)

STUDENT'S EVALUATION OF THE HOST FAMILY (Confidential)²

DATE: _____
FAMILY NAME: _____
ADDRESS: _____

TELEPHONE: _____

To help our office find the best host families for the international students, it is requested that you check the appropriate boxes below and make any comments that you wish regarding your experience with this host family.

I enjoyed my family:

Very much _____ OK _____ A little _____

My host family talked with me:

Yes _____ No _____ Sometimes _____

My host family allowed me to have my privacy:

Yes _____ No _____ Sometimes _____

My host family allowed me to invite my friends over:

Yes _____ No _____ Sometimes _____

My host family included me in their activities:

Yes _____ No _____ Sometimes _____

My host family allowed me to use the phone and other household appliances:

Yes _____ No _____ Sometimes _____

I enjoyed living with other students in the same home:

Yes _____ No _____

My host family was helpful with my homework:

Yes _____ No _____ Sometimes _____

²This sample document was provided by the Housing Coordinator at Edmonds Community College.

My host family was helpful with my transportation problems:

Yes _____ No _____ Sometimes _____

How was the transportation from your home to the college?

Good _____ OK _____ Poor _____

Was there enough food to eat?

Yes _____ No _____

Overall, were your household arrangements satisfactory?

Yes _____ No _____

If your host family had pets, how did you like the pets?

Liked them _____ OK _____ Did not like them _____

Would you recommend your host family to one of your friends?

Yes _____ No _____

What are some of the good points about your host family that you would recommend to your friends:

Comments:

(Printed Student's Name)

(Signature)