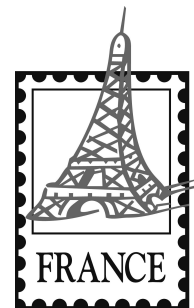


PROGRAM ENROLLMENT BOOKLET

Travel & Family-Stay Program to France

Lyons Township HS ~ Spring 2023



Proposed Itinerary as of 3/22/2022

10 Days ~ Paris & Family Stay

Group ID: **AG15138**

Day 1 22-Mar Wed Depart Chicago for Paris
Depart Chicago O'Hare for Paris; dinner & breakfast on transatlantic flight

Day 2 23-Mar Thu Paris
Arrive in Paris CDG airport; private transfer to hotel. Begin Paris visits on the Île de la Cité : Sainte-Chapelle, Conciergerie. Visit the Catacombes. Explore le Quartier Latin. Group prearranged dinner.

Day 3 24-Mar Fri Paris
Visit la Rive Droite: Musée du Louvre, Jardin des Tuileries, Place de la Concorde, Montmartre (Sacré-Coeur & Place du Tertre), Arc de Triomphe, Champs-Élysées. Group prearranged dinner.

Day 4 25-Mar Sat Paris ~ Family Stay Community
Visit la Rive Gauche including the Musée d'Orsay. Afternoon train or bus to family stay community. Meet host families and begin family stay. Students are placed one per family for maximum immersion.

Day 5 26-Mar Sun Family Stay
This is your time to be immersed in "la vie française," sharing the daily life of your host family

Day 6 27-Mar Mon Family Stay

Day 7 28-Mar Tue Family Stay

Day 8 29-Mar Wed Family Stay

Day 9 30-Mar Thu Family Stay ~ Paris
"Au revoir" to host families. Travel back to Paris by bus or train. Enjoy final Paris visits including la Tour Eiffel and river boat cruise. Evening prearranged group dinner.

Day 10 31-Mar Fri Return to Chicago
Private transfer to Paris CDG airport; return flight; lunch and snack in flight

Inclusions:

- Roundtrip airfare including taxes
- Airport transfer on days 2, 10
- Meet & Assist on day 2
- 3 nights hotel accommodations - centrally located, students 3-4 to a room, and continental breakfast
- 5 nights family-stay arrangements organized by local L&F family-stay coordinator (family meals included)
- Train/TGV on days 4, 9
- 3 pre-arranged dinners
- Local bilingual guide while in Paris
- Metro Allowance for Paris
- Entrance fee allowance (for sites, museums, activities as planned by group)
- Travel medical insurance
- Extensive student and leader preparatory materials

Exclusions:

- Passport or other document costs
- Meals not indicated as included
- Spending money: about \$40/day suggested; less during family stay
- Baggage fees (currently one checked bag is free for overseas travel)
- Any additional costs incurred to fulfill requirements set by the US or destination-country health or government officials regarding COVID-19 testing,

Estimated Price:

\$4045 based on 17-20 students with 2 leaders
\$4095 based on 21-25 students with 3 leaders

Important! Final program price will be determined by number of participants and inclusions requested by group. Prices are based on projected fares and exchange rates and are subject to change due to circumstances beyond the control of Language & Friendship, Inc.

Enrollment:

- Complete your application online - ALL sections
- Teacher approval, parent signature, and initial payment will be required

Deadlines:

Save \$150 off final balance! Enroll by **4/15/2022**
Save \$100 off final balance! Enroll by **6/1/2022**
Final Deadline: Enroll by **9/30/2022**

Be a host family!

Save \$200! Host an L&F foreign student (3 weeks)

For questions or additional information, contact
Elizabeth Martinez: emartinez@lths.net



Eligibility

Students applying for a Language & Friendship program must:

- ✓ complete 2 or more years of French study by the year of travel
- ✓ maintain good academic standing
- ✓ be in excellent health
- ✓ demonstrate excellent behavior
- ✓ conduct themselves in a mature manner, reflecting highly on themselves, their community, their country
- ✓ be committed to the group for the benefit and safety of all

Teacher/leaders may have additional requirements.

Important: Participation in this program is a privilege, not a right. Just as coaches (sports, debate, speech) select their teams, teacher/leaders for this program select students who meet and maintain expectations.

Eligibility criteria as well as Language & Friendship's Program Expectations must be followed in order to maintain eligibility.

Health

The fast pace and strenuous nature of group travel requires high energy, flexibility and resourcefulness. Success depends on being physically, medically and mentally prepared to participate and adapt in another culture.

It is vital that accurate information be given regarding health and behavior and that no information be omitted or misrepresented. Complete information is absolutely essential for the safety and well-being of the individual student as well as for the group.

Language & Friendship may require a Physician's Report and/or an Educator/Counselor Report to determine eligibility and to make sure leaders and host families have essential information.

Students must be able to self-manage medications and health conditions. It is important that teacher/leaders not be expected to take on the responsibility of caring for students who may need more supervision/care than possible when responsible for a group.

Program Expectations

1. I will respect my leader and the members of my group by being on time and participating in all planned activities, including **all pre-trip preparation meetings**. I will thoroughly read the Parent/Student Guidebook.
2. I will make my best effort to speak the country's language. I will show interest, be engaged and be helpful.
3. As outlined in the L&F Communication Expectations, I agree to consciously limit the use of electronic devices so that I can focus on the program, the country, and the people I am visiting.
4. I will be a **safe traveler**: I will keep my passport and money safe in a neck or waist pouch; never venture out alone; stay in a group of 3 or more; not be distracted by technology.
5. I will treat people I meet with respect and discretion, as I am a guest in their country.
6. I will abide by the curfews set by my leader and will remain in my assigned room. I will conduct myself in a manner to keep my general health strong.
7. I agree to act, speak, and dress appropriately, in a manner that is respectful of the culture I am visiting and in a manner that will not attract undue attention. I will not use inappropriate language and will not have inappropriate physical contact.
8. I will not engage in romantic/sexual involvement while abroad.
9. I will not harass or bully my peers or others I interact with during the program.
10. I will not participate in any actions that are illegal either in the U.S. or in the country I am visiting, such as consuming alcohol, using tobacco or other controlled substances, stealing, etc.
11. I will not have my body pierced or tattooed while abroad.
12. I will not drive any motorized vehicle, nor will I be a passenger on a two-wheeled motorized vehicle, while abroad. High-risk activities (climbing, hunting, riding in a private plane, etc.) require prior written permission of my parents.
13. I will be responsible for any loss or damage to any personal or public property and will pay damages. This includes damage to hotels, sites, etc.
14. I will be responsible for having a passport that is valid for my destination/s and any other documentation that is required. I understand that I am responsible for any expenses incurred in obtaining these documents or in replacing them if they are lost.
15. If I have any questions or concerns while abroad, I agree to always first contact my leader, instead of my parents.
16. I agree to abide by all my leader's rules and accept my leader's word as final.

Consequences for not meeting expectations

Prior to departure:

As indicated in L&F's cancellation policy and in the Release signed with the online application, Language & Friendship reserves the right to cancel a student's participation at any time should there be academic, behavioral, or medical issues. Cancellation fees apply.

While abroad:

Consequences, which could be the result of behavior or undisclosed medical conditions revealed while abroad, will depend on the offense/situation and are subject to leader discretion. Action may include any or all of the following:

- Address concern directly with student (may include grounding as a disciplinary measure)
- Collect call home with both student and leader present to explain the issue
- Return home at parent expense
 - *Parents will be required to cover any incurred expenses: student return flight; additional travel/hotel costs for student; any additional in-country travel/hotel costs for leader if travel is required to reach an available airport. Parent(s) must agree for child to fly home alone or to pay for unaccompanied minor service.*

Note: Despite the complication, time, cost, and disappointment involved in sending a student home, it is considered a necessary consequence of broken rules or lack of disclosure in order to maintain the integrity of our program.



Why Travel Abroad?

This is no ordinary trip!
A **language-focused travel** and **family-stay** program:

- ✓ improves understanding of other cultures and points of view
- ✓ encourages us to see value in differences as well as in similarities
- ✓ creates a real-life opportunity to communicate in the language being studied
- ✓ increases knowledge of current events
- ✓ increases appreciation for history and the arts
- ✓ creates international friendships
- ✓ cultivates the ability to deal with others in a positive and effective manner
- ✓ encourages self-reliance and promotes personal responsibility
- ✓ provides an opportunity to budget money for a worthy goal
- ✓ develops skills to deal with challenges you will experience in daily life
- ✓ contributes to the development of a positive self-concept and greater self-confidence
- ✓ enhances college applications in today's competitive environment
- ✓ expands career opportunities in a global economy

Additionally, traveling with a school group allows students to benefit from teacher experience during pre-program preparation as well as during actual travel time.

Quotes From Past Travelers

I would like to thank L&F for this wonderful experience. I could tell that everything was planned very carefully and everyone was very kind to me. My family stay was amazing!
Walker Stole, Park HS, Livingston, MT

I got to know a whole new culture, not just through the eyes of a tourist, but by living with a family and seeing the inside of the culture. *Olivia Downing, Minneapolis Washburn HS, MN*

I learned that if I do something new, great things can come from it. The experience was priceless.
Katherine Shelkey, Minot HS, ND

Our family-stay coordinator was exceptional - friendly, kind and organized. She clearly cared about each student and family. *Sonya Morrison, teacher, Bellingham HS, WA*

I learned that we are all very similar people, who only happen to speak different languages.
Anthony Skaleski, St Thomas More HS, SD



It doesn't matter what may be going on in the world; people want to believe the best about you. Being able to become friends and share good times without really knowing each other's language perfectly – it was the smiles that said it all.
Julie Arnold, Iowa City HS, IA

I was delighted by the entire experience for my students and most especially by the information, support and assistance that the Language & Friendship team provided.
Paul-Léon Tuzeneu, teacher, Harpeth Hall, Nashville, TN



HOST a student or leader!

PREPARE for your own family stay! Practice makes perfect!

EARN A DISCOUNT/REBATE of \$100-\$200 off your program price, each time you host!

RECIPROCATE! Someone will soon host you! Take the opportunity to give back by hosting a French-speaking or Spanish-speaking student during the winter or summer.

Complete a host family application online. You will be making a real difference in someone's life – including your own!

The best part was seeing how much Corentin enjoyed experiencing life in the U.S. It also helped us as a family pay attention to and appreciate the things we value here.
Carnahan Family, New Berlin, WI

Travel Documents Travelers are responsible for having valid travel documents for the destination country.

U.S. Citizens: Passport www.travel.state.gov/passport Passports must be valid 6 months beyond travel dates.

Non U.S. Citizens: must have a valid passport or travel document and may need one or both of the following:

- visa/s for entry into the destination country/s: You must contact the consulate/s directly for information
- U.S. re-entry permit: You must contact U.S. Citizenship & Immigration Services www.uscis.gov

Travel/Medical Insurance

As a Language & Friendship participant, you will be automatically enrolled in 2 insurance plans:

1) CORE™ Travel Medical Insurance

Medical Expense	\$50,000
Emergency Medical Evacuation & Repatriation	\$1,000,000
Cancellation Benefit*	\$1000
Security Evacuation	\$10,000
Medical & Security Assistance by Zurich Travel Assist	

A link to the description of these and other benefits, as well as limitations and exclusions, is available after you complete Part 1 of your online application on L&F's website.

**Covid-19 is not covered.*

CORE Coverage Notes:

- The Cancellation Benefit applies for an injury or medical condition requiring treatment that prevents travel, or for death, of the traveler or a family member. It takes effect once program cost is paid in full.
- Upgrade Choices: Approximately 3 months prior to your departure you will be able to log in to your Core™ account and, if you wish, purchase upgrades online up until the day before you leave for your international journey.
 - > Upgrade to a plan with higher benefit limits. (Covid-19 included for Medical Expense and Emergency Medevac)
 - > Purchase additional trip cancellation coverage (for cancellation due to injury, medical condition, or death of traveler or family member; Covid-19 not included)
 - > Add baggage and personal effects coverage.
 - > Add extensions of coverage. (Extensions allow you to be covered for travel immediately after your L&F program.)

2) STARR Trip Insurance

Trip Cancellation	\$2,000
For injury, sickness, death of you or a family member; being quarantined; theft of passport/visa; terrorist attack in city on itinerary	
Trip Delay	\$2,000
For a Common Carrier delay of 12 or more hours caused by inclement weather or equipment failure, or delay due to unannounced strike or natural disaster. Covers unused non-refundable expenses prepaid for trip; up to \$150 per day for meals, lodging; additional cost to join your trip	
Trip Interruption	\$2,000
If your program is interrupted while you are on it by being quarantined, by theft of passport/visa; by strike of Common Carrier service for 48 hours.	

NOTE: Travelers may want to consider purchasing additional insurance to cover cancellation for reasons not covered in the two insurance plans included above, such as CFAR (Cancel For Any Reason). This type of insurance is available only on an individual basis and normally has to be purchased within 14-15 days of enrollment in a trip. The following website, and others, offer options: <https://www.insuremytrip.com/travel-insurance-plans-coverages/coronavirus-travel-insurance/>

Travel Safety

Sharing the belief that it is essential to proceed thoughtfully as we organize our programs, Language & Friendship regularly monitors the website of the U.S. Department of State, which issues information regarding travel abroad, as well as the websites of the Centers for Disease Control and the World Health Organization.

In addition, we are in frequent communication with our extensive network of teachers and other contacts overseas who inform us of each region's political and general climate firsthand.

Websites for further information:

<https://travel.state.gov>

<https://www.cdc.gov/>

<https://www.who.int/>

Limited Travel Advisory Protection

Language & Friendship provides the following limited protection for all L&F travelers:

If an official U.S. Department of State Travel Advisory Level 3 or Level 4 for the destination country is issued or in effect within 90 days of departure, L&F will work with local teachers and partners abroad to assess local conditions and determine the potential effects on the group. L&F reserves the right to proceed or to cancel a program based on its assessment.

If L&F cancels a program due to a Level 3 or Level 4 Advisory, refunds to travelers will be determined by amounts refunded to L&F by airlines, hotels, and other suppliers, less administrative costs. While it is not possible to predetermine an exact refund amount, L&F pledges to make every reasonable effort to maximize the refund to pass along to participants.

Payment Policy

Initial Payment (with online enrollment)

- Payment is required for enrollment to be processed.
- Fundraising may not be used for the initial payment.
- Participants applying after the group's enrollment deadline are required to submit the amount of all payments to date + late enrollment fee (see below)*.

Payment Methods

- By credit card or debit card:
 - ✓ online payment when logged in to your Language & Friendship account online
 - ✓ option to authorize recurring payments
- By check, cashier's check, or money order:
 - ✓ payable to Language & Friendship
 - ✓ school/group name + student name in memo line
 - ✓ mail directly to Language & Friendship office
 - ✓ allow up to 10 days for checks to be processed
- More frequent smaller payments or fewer larger payments are fine as long as the minimum amount due by each date is maintained.

Fees

- Late payments and late/incomplete materials incur a \$40 fee and may jeopardize a student's participation in the program
- Travelers more than 10 days behind on payments will be cancelled from the program. See Reinstatement note to right.
- Enrollment after group deadline*:
\$40 + all payments to date + possible additional airfare

Final Program Price / Final Payment

- Final program price is based on actual number of travelers and inclusions requested by group.
- Any adjustments will be indicated in a final billing sent approximately 3 weeks before final due date.
- Any earned discount will be credited when the final payment is due.

Note

- Mark your calendar with the payment dates.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified pay schedule.

Payment Schedule		
Apr 15 2022	\$400	<i>if early bird</i>
Sep 30 2022	\$400	
Nov 1 2022	\$1098	<i>also viewable</i>
Dec 9 2022	\$1098	<i>on your L&F</i>
Jan 16 2023	\$1099	<i>online account after enrollment</i>
Total of scheduled payments reflects the projected program price.		
	\$4045	based on 17-20 students with 2 leaders
	\$4095	based on 21-25 students with 3 leaders
	\$3045	based on 26-30 students with 3 leaders

Cancellation Policy

- The participant/parent must send written notice of cancellation directly to Language & Friendship via e-mail or fax.
- Language & Friendship reserves the right to cancel a student's participation should there be academic, behavioral or medical issues, including failure to abide by Program Expectations. Cancellation fees apply.
- Cancellation fees apply to anyone forced to cancel due to lack of documentation (e.g. passport, visa, etc.).
- Refunds are processed within 30 days and made in the form of a check written to the person/s making payments on the account.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified cancellation schedule.
- Reinstatement after cancellation incurs a \$40 fee + all payments to date + possible additional airfare. Reinstatement cannot be confirmed until flight and land arrangements are secured.
- For cancellations related to L&F's Limited Travel Advisory Policy, refunds may take longer as extra time is needed to make the contacts necessary to determine how much can be recovered.
- Administrative costs are incurred from the beginning of the process for the time-intensive planning, preparation and reservation of inclusions in a linguistic and cultural immersion program. In addition, suppliers require non-refundable deposits in order to secure rates. For these reasons, the cancellation fee schedule is in place. (See Value Statement for more details.)

Cancellation Schedule	
<u>Date</u>	<u>Cancel Fee</u>
Before 9/30/2022	\$100*
10/1/2022 - 11/7/2022	\$300**
11/8/2022 - 12/7/2022	15% of program price
12/8/2022 - 1/16/2023	40% of program price
1/17/2023 - 2/14/2023	60% of program price
After 2/14/2023	100% of program price
*Non-refundable registration fee	
**Non-refundable registration fee + application processing fee + program planning fee	
<i>See Value Statement for more information.</i>	

Timeline - At a glance



PROGRAM DESIGN & ENROLLMENT

10-20 months prior to departure

- L&F coordinator works with teacher/organizer to determine educational goals & program inclusions
- Travelers enroll via the L&F online enrollment system
- L&F follows up on health or other information as needed



DEPOSITS & RESERVATIONS

6-9 months prior to departure

- L&F pays deposits for air & hotel contracts
- L&F confirms plans with family-stay coordinators abroad



PREPARATION & PLANNING

Post-enrollment to departure

- Upon enrollment, L&F shares access to educational preparation materials
- Teachers schedule meetings to cover essential preparation topics
- L&F works with teachers to plan details such as reservations for sites, activities, and pre-planned meals
- L&F makes additional deposits to suppliers as required



FINAL PAYMENTS & CONFIRMATIONS

65 days prior to departure travelers make their final payment

- L&F confirms final details and makes final payments due to suppliers
- L&F prepares detailed itinerary for leaders



TRAVEL & POST-PROGRAM SUPPORT

- L&F supports leaders and travelers throughout the program and 24/7 from departure to return
- L&F provides follow-up to help travelers fully process the experience

VALUE STATEMENT

Language & Friendship is not a travel agency in the traditional sense. First and foremost, we consider ourselves an educational organization that provides students with a **linguistic and cultural immersion program** that goes beyond a trip that can be arranged on one's own. We've spent the last 30+ years building strong relationships with our partner teachers and coordinators in other countries, so we can provide, what we consider, to be life-changing experiences. When travel is enhanced by the ability to communicate and be immersed in the life of a host family, the growth in character and skills opens doors to a future of greater possibilities.

Phase 1 ~ Program Design & Enrollment

Design - The design of your L&F program begins before you enroll. Your language teacher reaches out to one of Language & Friendship's expert Program Coordinators to design a custom program that meets your group's needs. We incorporate your teacher's educational goals, such as specific cities or sites studied in class, and couple the itinerary with maximum use of the target language that is most intensely achieved during your family stay portion of the program.

The itinerary planning is very time-intensive as our staff Program Coordinator works with the teachers to determine the length of the program they would like to offer their students (number of nights of family stay and hotel), how extensive or limited with distance/regions, preferred sites or activity reservations, how many pre-arranged dinners to include, etc. Getting estimated prices from our partners abroad and agreeing on the budget is a very time-consuming but essential process that allows us to present a more accurate price so that everyone knows the financial commitment up front. This means much time and energy are invested in creating your custom program before it is even presented to you!

Enrollment - Part 1: When you fill out your application online, you will see that we ask for information about you, your health, and your family along with a letter and photos to be shared with your prospective host family. Why? The health data is pertinent to making sure you are in good physical and mental health to immerse yourself in a language and culture that is new to you. It is also needed to notify your group leader and host family of any health conditions or medication they should be aware of in case of an emergency. The letter and photos help with the matching process for the family stay. When Part 1 is completed, L&F's online process notifies your teacher to review the information. The teacher then confirms that you meet the eligibility requirements and that your letter to the host family adequately reflects your language proficiency.

LANGUAGE & FRIENDSHIP - ABROAD PROGRAM - VALUE STATEMENT (CONTINUED)

Enrollment - Part 2: Once your teacher has reviewed your application, you will receive notification to log back into your online account, along with your parents, to electronically sign the final agreements and make your deposit. This important step is also to confirm the official passport name of the traveler and verify that everyone (traveler and parent/s) is aware of the expectations, terms and conditions of the L&F program. The enrollment process involves significant L&F administrative time to ensure a successful program for everyone involved. This includes a thorough health review process as well as a review of the questionnaires and family stay letters. This also serves as a time to gather additional information as needed to support teachers and students.

Phase 2 ~ Deposits & Reservations

Spring break and the summer months are high season for travel and in order to secure space on flights and in hotels, we must make reservations far in advance to accommodate groups. Group arrangements differ significantly from individual arrangements that can be done on one's own. Agreements for groups are made between L&F and specific group departments of airlines and hotels. These agreements are negotiated and require a lot of back and forth communication between the suppliers and L&F to agree on the best arrangements to fit within the budget. Deposits are required to guarantee space and price for these services.

In addition, L&F Program Coordinators work with our Family-Stay Coordinators abroad to determine which communities or schools are able to welcome the group. A great deal of communication is required to support our Family-Stay Coordinators as they receive the student questionnaires, letters and photos, and spend time finding properly vetted host families - always bridging cultural differences. This is where having skilled staff is especially important as they are fluent in the language and culture having had personal experience living or working abroad.

Phase 3 ~ Preparation & Planning

The key to a successful program is preparation. L&F provides access to online materials as well as a Parent/Student Guidebook that addresses key topics for students and their parents to prepare for travel and the family stay. Teachers are provided with a Leader Guidebook that includes a timeline for meetings with students and parents, group management and safety procedures, language and cultural activities, and other extensive resources. These materials have been developed by our staff of educators over many years of experience and are continually updated as we adapt to current times.

These comprehensive preparation and planning materials are essential and provide valuable education and tools, not only for the specific program abroad, but also for future use as students navigate other challenges and experiences.

Participation in periodic preparation meetings scheduled by your teacher is required for everyone's benefit. Teachers dedicate their time to cover L&F materials and share their own valuable experience in these meetings.

During this time, your L&F Program Coordinator continues to work with your teacher to plan details such as site reservations and excursions, arranging guides for visits, selecting the type of food/restaurant for pre-planned meals, and discussing their goals for the group. In addition, L&F makes further deposits to suppliers as required.

Throughout the process, your L&F Program Coordinator sends monthly e-mail reminders and updates to each traveler and parent/s.

Phase 4 ~ Final Payments & Confirmations

Final payments are due to suppliers and work continues on final details leading up to the departure.

Your L&F Program Coordinator confirms reservations and times for all flight and ground transportation, hotel, site and activity reservations, and details for family-stay arrangements. A very detailed daily itinerary is prepared for each group leader with specific instructions for each day to ensure the program goes as smoothly as possible.

Phase 5 ~ Travel Support & Post-Program Follow-up

Prior to your departure, L&F checks your flight status to be sure departure goes as planned. Starting on departure day, L&F closely monitors your travel program and is available for support 24/7. If issues arise, L&F works with teachers and local contacts to find solutions. L&F uses various online tools to stay in touch with teachers for frequent updates.

Upon return, L&F collects surveys from travelers and teachers and uses this feedback to help in our efforts to continually improve all aspects of our programs

L&F also provides activities for teachers to share with their travelers to help them fully process their experience. Guidance to contemplate and understand the complexities of the cultural differences and personal growth that may have occurred during the program is a critical aspect of the L&F experience and the support provided to teachers and travelers.

Instructions for Enrollment

Set aside time in advance in order to complete these steps on time!

1. Review Eligibility, Health, and Program Expectations (page 2)

2. Complete your application online:

- **Use the link in the e-mail OR invitation from your teacher**
- **Go to languageandfriendship.com**
Click on login/register and create your account.
Username should be an e-mail address of the student. Parent e-mail(s) will be requested in the online application and parent(s) will receive all communication along with the student, but the traveler e-mail should be the username. Make note of the username and password as you will need it to access travel information and make payments.

E-mail (Username) _____ **Password:** _____

- **Log into your new account and click on “Join A Group” using Group ID**

AG15138

- **Complete each section of Enrollment Materials:**
 - ✓ **Traveler Information**
 - ✓ **Family Information**
 - ✓ **Health Information**
 - ✓ **Profile Photo** - school id or passport-type photo
 - ✓ **Family Stay Questionnaire** - *in destination language!*
 - *Indicate your interests and what you hope to learn and share*
 - ✓ **Family Stay Photos** - *one of your family + one of yourself in a favorite place or doing a favorite activity*
 - ✓ **Letter to Host Family** - *in destination language!*

Plan ahead for your teacher to review a draft of your letter to your host family.

- a. **Before entering online, write a draft of your letter on your own using L&F’s Letter-Writing Guidelines** (see page 7; also available online)
Be creative! Have your letter make a statement about who you are.
- b. **Have your teacher review your letter and make suggestions for improvements**
- c. **Type your letter in your online account** - *Note there is a 250 word minimum / 500 maximum!*

3. Click “Submit” to send your online application to your teacher/organizer for review

- When your teacher has reviewed your application, you will receive an e-mail from your teacher
- asking any questions OR
 - approving you to proceed to step 4

4. Finalize your application online WITH YOUR PARENTS

- **Review summary of your application** - *Make sure all sections are accurate.*
- **Read the Release Terms & Conditions and Final Agreements**
 - ✓ **Name Verification** - *Make sure complete legal name is correct, as it will be on passport.*
 - ✓ **Agreement to Obtain Documentation**
 - ✓ **Permission to Participate**
 - ✓ **Confirmation of Materials Read**
- **Student AND parent must sign electronically**

5. Make your initial payment

- See Payment Policy and Payment Schedule on page 5 for amount

Traveler and parent(s) will receive an acknowledgment e-mail from Language & Friendship when your application has been processed.

Letter-Writing Guidelines

This vocabulary is intended to be helpful, not to create a form letter.
Be creative! Have your letter make a statement about who you are.

FRENCH

SPANISH

1. Beginning your letter

Dear family
Thank you for inviting me...

or

Thank you for your hospitality

*Chère famille,
Merci beaucoup de m'inviter chez vous.
C'est gentil à vous de m'inviter.
Je vous remercie d'avance de votre
hospitalité.*

*Querida familia,
Gracias por recibirme en su familia.
Tengo muchas ganas de conocerles.
Les agradezco de antemano su
hospitalidad.*

2. You and your family

My name...
My age
Sibling names, ages
- younger? older? pets? describe them!
Parents and their professions
What your family does together
- special traditions, vacations

*Je m'appelle...
J'ai...ans.
frères, soeurs
chat/chien
Mon père/ma mère...
Avec ma famille...
Pendant les vacances...*

*Me llamo...
Yo tengo ...años.
hermano/a
gato/perro
Mi padre/mi madre...
Con mi familia...
Durante las vacaciones...*

3. Describe where you live

- your school, city, state, area
- geography, climate, industries, pastimes, history

J'habite à...

Yo soy de...

4. What you like to do – Describe what you enjoy doing alone, what you enjoy doing with friends, what you like doing at school.

On the weekends...
With friends...
Sports (I like to play/I play)
Instruments
Other activities
My favorite subjects
In the future, I'd like to...

*Les week-ends...
Avec mes amis...
J'aime jouer / je joue au...
Je joue de...
J'aime lire ..
A l'école, j'aime le français...
Plus tard, je voudrais...*

*Los fines de semana...
Con mis amigos...
Yo juego...
Yo toco...
A mí me gusta leer...
Me gusta la clase de español...
Me gustaría estudiar/ser...*

5. What you hope to learn from your host family – What are you curious to learn about your hosts and about their country?

I would like to learn...
I would like to improve...
I'm curious about...

*Je voudrais apprendre...
Je voudrais améliorer...
Je suis curieux de / curieuse de...*

*Me gustaría aprender...
Me gustaría mejorar...
Tengo curiosidad de...*

6. What you will teach/share with your host family – Let your family know what you can share with them.

I will show you...
I will tell you...
I will teach you...

*Je vais vous montrer...
Je vous dirai...
Je vais vous apprendre...*

*Yo les mostraré...
Yo les diré...
Yo les enseñaré...*

7. Ask your host family questions

Where do you live?
What things does your family like to do?

I look forward to meeting you!

*Où habitez-vous?
Quelles activités votre famille
aime-t-elle faire?
J'ai hâte de vous connaître!*

*¿Dónde viven?
¿Qué cosas les gusta hacer en
familia?
¡Estoy ansioso/a por conocerlos!*

8. How to end your letter

Thank you for letting me be
a part of your family
I'm so excited for this experience!

Closing
Sign your name!

*Merci beaucoup de m'accueillir
comme membre de votre famille.
J'attends cette expérience avec
impatience!
Amicalement / Amitiés,
[Jamie]*

*Muchísimas gracias por dejarme ser
parte de su familia durante unos días
¡Estoy muy ilusionado/a con esta
experiencia!
Atentamente,
[Jamie]*

Note that your letter needs a minimum word count of 250 and a maximum of 500!

Language & Friendship's Mission

Your Passion. Our Mission.

Our mission is to serve language teachers and their students and to promote global citizenship through quality educational programs including short-term travels, language-immersion family stays, and hosting opportunities.

Vision

We value knowledge of other languages and cultures, an eagerness to improve communication skills, and a curiosity for learning. By encouraging growth and curiosity through hosting and travel, we help others develop an awareness of our roles as world citizens and move in the direction of a more peaceful world.

Family Stays ~ Why & How?

The Family Stay: One can always be a tourist; a family stay is a unique opportunity to experience the language and culture in a personal way.

Family-Stay Coordinators: L&F is fortunate to have had many years of building strong relationships with dedicated teachers and coordinators abroad who organize the family stays. Like the teachers we work with in the U. S., they want their students and communities to have international friendships that broaden horizons and increase cultural understanding. They find families in their own schools and communities and personally meet each of the families in their homes to discuss the goals of the program. They are present for the duration of the stay, working with the host families, the American teacher, and the students in case of any questions.

Host Families: Host families **volunteer** to welcome a student into their home because they believe it will be an educational experience for their whole family. Just as in the U.S., host families are diverse in ethnicity and socio-economic level, yet alike in their openness and wholeheartedness. Families don't mind language mistakes! They are happy to help students express themselves and hope their student will be willing to try. Matches are based on interests and needs of both host families and students, with *one student per family* so that each has the benefits of an immersion experience.

You: The success of your family stay depends a lot on you – on your interest, openness, and willingness to give of yourself. L&F and your teacher will help you prepare for this rewarding adventure!

Language & Friendship's Staff

Experience

Language & Friendship – our name says it all. At L&F we do what we do out of our love of languages, cultures, and a passion for travel. Our lives have been enriched by friendships formed through travel and living abroad, as well as by foreign students we have hosted.

Language & Friendship has a staff with more than 100 years of combined experience in intercultural and educational programs. Staff experiences include: advanced degrees in foreign languages; teaching experience at all levels; personal family-stay experiences; living abroad; leading students abroad; working at places such as Concordia Language Villages and other student travel programs.

Heritage

Language & Friendship, Inc. was created in 1988 by Naomi Thomsen to offer maximum personalized service and custom-designed programs.

Naomi passed away in 2004. We are dedicated to carrying on her passion for languages and friendships, and we invite you to share this journey.

Recognition

Naomi Thomsen, our founder, was presented in 2004 with the **Chevalier dans l'ordre des Palmes Académiques**, the French government's highest honor to those who have advanced the cause of French culture and language.

Language & Friendship, Inc. was granted the **Pro Lingua Award** in 1992 by the Minnesota Council on the Teaching of Languages and Cultures. This award recognizes outstanding service to and support of linguistic and cultural education by a person or organization from outside the language teaching profession in Minnesota.

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