



# Positive Placements:

Finding Families and  
Placing Students

*Area Representative Training*

*Volume 2*

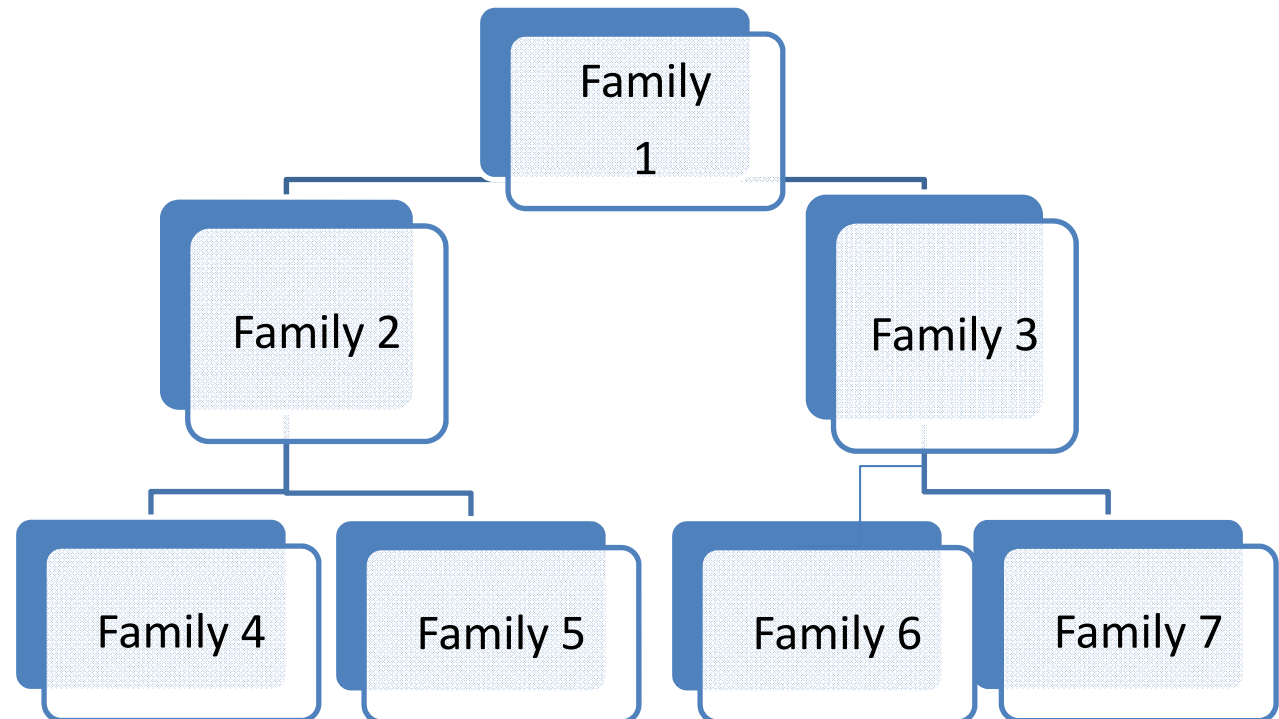
## Where to Start Finding Families: Build a List



Think of four people and ask them if they would be willing to give you the names of two families who would be interested in learning about hosting. They will most likely be able to give you some names to work with today. When you call those two families, ask them if they could think of two other families who would like to learn about hosting. Make your calls, but don't stop there. This is just the first step in the process to find families.

Use the diagram on the right as an example of using one family to expand your networks

It only takes ONE FAMILY to build a large host family network!



## Using the Student Application

### THINGS TO LOOK FOR IN THE APPLICATION

#### • WHAT ARE THE OCCUPATIONS OF THE PARENTS?

TARGET PEOPLE WITH THOSE OCCUPATIONS

#### • DO THEY HAVE SIBLINGS?

LOOK FOR FAMILIES WITH CHILDREN THAT AGE

#### • WILL THE STUDENT ATTEND CHURCH?

LOOK FOR FAMILIES WITH THAT BACKGROUND

It is very important to always use the student's application to find helpful information that can assist you with a placement. Look for something that sparks your interest or something that may intrigue a potential host family! Make sure to log on to EXITS to learn about useful info that can assist you with a placement.

Brazilian  
Clubs  
Language  
Classes  
Int'l Clubs

...From Brazil

...Likes to write

Journalism  
teacher  
Newspapers  
Writers/  
Teachers

Piano  
Teacher  
School  
Band  
Orchestra

...Piano Player

...Enjoys outdoors

Active neighbors  
Physical fitness  
teachers  
Gyms  
Campers



**The possibilities are endless!**  
**Be creative!**

# Here is the student profile. See what ideas you can use to help place this student

## STUDENT PROFILE



Name: **Carrilla**  
Sex: **female**  
DOB: **Jul 28**

Age: **17**  
Height: **5'3"**  
Weight: **110**

Smoker: **no**  
Hair: **Black**  
Eyes: **Brown**

Students Letter - Parents Letter - Flight Information

## CITIZENSHIP

Place of Birth: **Mossoro**  
Country of Birth: **Brazil**  
Country of Citizenship: **Brazil**  
Country of Residence: **Brazil**

## RELIGIOUS INFO

Religion: **Catholic**  
Participation: **average**  
Attend with host family: **yes**  
Church groups: **n/a**

## NATURAL PARENTS & FAMILY IN HOME COUNTRY

Father: **Fernandes (45)** Mother: **Monalisa Sales (37)**  
Occupation: **Businessman** Occupation: **n/a**  
Speaks English: **no** Speaks English: **no**  
Siblings: **Priscilla 20 year old Sister Danielle 14 year old Sister Parcino 11 year old Brother**

## ACADEMIC AND LANGUAGE EVALUATION

Band: **no** Orchestra: **no** Est. GPA: **B**  
Last Grade Completed: **10th grade** Years of English: **5** Convallidation needed: **yes**

## PERSONAL INFORMATION

Allergies: **Animal: no Medical Allergies: no Other: no**  
Interests: **computers, movies, music, singing, tennis**

Comments: **Carrilla would like to be an exchange student because she would like to get to know the American culture, and meet people from another country. She enjoys dancing, singing, music, tennis, soccer, and swimming. When she is not in school she spends time with her friends, goes to the beach, watching movies, shops, and spends time with her family. She hopes to share her culture with her HF and also learn from them.**



## Methods of Host Family Recruitment

These suggestions have been used by our Area Representatives all over the country and have proven to be successful for many years.

### *Churches/Synagogues*

Youth Groups  
Youth pastors  
Rabbis/Priests/Ministers  
Newsletters  
Fairs/Special Events  
Speak at a Service  
Women's Groups  
Missions/Conferences  
Flyers  
Posters

### *Community Organizations*

Scouting Organizations  
Women's Groups  
4-H Clubs  
Little League  
Youth Groups  
Garden Clubs  
Lions Clubs  
Senior Citizens Groups  
YMCA/YWCA  
Theatre Groups  
Travel Clubs  
Boating Clubs  
Knights of Columbus

### *High Schools/Colleges*

International Clubs  
Language/Social Studies  
Classroom Presentations  
School Friends  
Student Council  
School Newspaper  
Honor Roll Students  
PTO/PTA  
School Clubs  
Athletic Directors  
Foreign Language Teachers  
Libraries  
Exchange Student Speaks to Class

### *Media*

Local TV Talk shows  
News Releases/Student Events  
Radio Public Service Announcements  
TV Public Service announcements  
Cable TV Ads  
(Work with you regional manager or  
Regional advisor on any of these

### *The Neighborhood*

Booth at mall  
Medical/Dental Offices  
Public Bulletin Boards  
Put a sign on your car  
Flyers in neighborhood  
Babysitting Co-ops  
Former Host Families  
Friends  
Family  
Car pools  
Neighbors of Host Families  
Host Family Referrals  
Friends of Your Children  
Co-Workers  
Former Classmates

*Networking with people you  
know will give you the best  
possible placements!*

## How do I place a student?

### *Selecting Qualified Host Families*



#### Does the family...?

- Have a genuine interest in hosting an exchange student?
- Have the emotional and financial resources to accept a teenager into their home?
- Want to provide room, board, and an opportunity to experience life as a member of the family?
- Want to involve the student in family and community activities?
- Want to monitor the student's academic progress?
- Have the willingness to help with transportation?

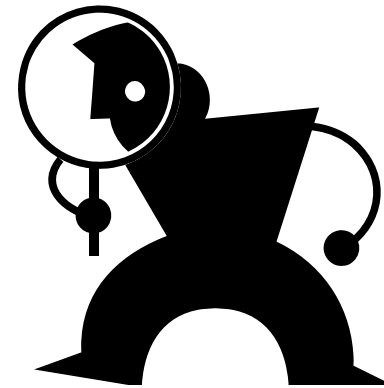
#### Ask yourself:

- Why does the family want to host?
- Have I actually screened all members of the host family?
- Have I conducted thorough reference checks?
- Is this a match for the student and the family?
- Are there any possible obstacles to the success of the placement?
- Have I considered quality before quantity?
- Have I personally visited the home?
- WOULD I FEEL COMFORTABLE HAVING MY CHILD IN THIS HOME?**

***THINK TWICE, PLACE ONCE***

## Possible Red Flags to Watch For

- Poor housekeeping
- Any family member against the program?
- Evidence of substance abuse? (drug or alcohol)
- The family is looking for a maid or babysitter
- The family expects rent or reimbursement
- The family expects student to share a bed
- The family objects to the **Criminal Background Check**
- Religious orientation characterized by rigidity
- The placement might cause financial strain
- Poor eating habits
- A potential change in family situation
- An isolated home
- A single wide mobile home



## **How to Screen Your Host Family**

As a Department of State requirement, it is your duty as an Area Representative to screen a host family. Here are the necessary steps to complete this task.

### **Check at least two references**

Reference checks are an essential part of the placement process. There are two reference sheets that are included in each Host Family Application. It is your responsibility to complete these before any student is placed in a home. Submit the completed reference sheets with the complete Host Family Application.

### **Arrange and conduct an in-home interview**

The in-home interview must be conducted before the placement can be approved. This is done to ensure that the home and family members are suitable. Once the interview is done, submit the completed Confidential Host Family visit form together with the complete Host Family Application, which needs to be in the New York Office within two weeks from the date of the placement.

### **Submit criminal background check forms**

ISE is required by the Department of State to run Criminal Background Checks on all members of the host family 18 years and older. The Family needs to fill in the CBC forms, which can be downloaded from the PDF section of the EXITS database. The host family will be notified of any concerns that may turn up in the Criminal Background check.

It is important to never promise a placement of a particular student before all the required placement documents have been thoroughly checked. All reference information is confidential. Decline any family you feel is unsuitable.

## The Host Family Interview Checking Out the Home



Beware of the family who feels they have something to prove.



Prepare for the Interview

Arrive early and take a look around the neighborhood

Conduct an in home interview and meet all family members

Take your camera with you to take at least 4 color photos to complete the application

Prepare yourself to listen carefully

Keep the interview open

Don't make judgments without listening

Fill out the host family application while you are there

Ask questions respectfully

*Make sure the family knows that this does not mean they will be hosting a student. This is just another step in the process.*



## Ask open ended questions:



Write down all answers

- Why does the family wish to host?
- How are meals arranged in the family?
- How do they feel about a teenager in their house?

Always think of the student

- What concerns do they have about hosting?
- What are the house rules for the family?
- How do they feel about hosting financially?

Thank family for their time

- How can they be flexible with another person's eating habits?
- How do they handle behavior that upsets them?
- When going out to eat, who will pay, the student or the family?

## How to Handle Objections From Host Families

“10 months is too long”

We have some students that come for 5 months. That might make you feel more comfortable to try for your first time hosting.

“I don’t have any children living at home”

We have found that these are often very successful placements as you are able to devote your attention to the student. Some students actually prefer being the “only child.”

“I am single/retired”

These are also very successful placements. Single parents make excellent hosts. But single parents without children at home require special approval.

“The economy is bad. I can’t afford to host”

We ask our families to provide a bed and 2-3 meals a day. The student will have spending money from the natural parents to cover personal expenses such as eating out, entertainment, toiletries, phone bills, etc.

“I am not able to transport the student”

Biking, using public transportation, and taking the bus to school are all acceptable options. The student will need transportation on weekends and for special school activities just like your own kids will be doing.

“I am going on vacation”

Take the student with you! If there are extra costs for the student, the natural parents will be contacted. If this is not suitable, the student can stay with another family temporarily.

“I don’t have an extra room”

It is acceptable to for the student to share a room with a person of the same sex and who is within 4 years of age.

“I/we work all day”

This is a common situation. Remember that the student will be busy with school and extracurricular activities

“A friend had a bad experience”

We will be glad to give references from many people who have had good experiences



## **The Placement Process: A Review**

1.)

Set up a host family visit and interview all members of the family thoroughly

- Are they warm and loving?
- Do they have the physical space for another person?
- Is their motivation to host sincere?
- Do all members of the family want to host?
- Are there any potential obstacles?



2.)

- Enter the placement in the EXITS Database
- Mail all documentation to your Regional Manager within 7 days
- Check Placement Checklist to ensure it is complete
- Call the host family and confirm the placement once your manager has verified that the placement has been accepted



3.)

- Complete the host family application during the interview process
- Obtain all signatures, references, the letter and pictures
- Complete the application neatly and in BLACK ink
- Review the application for clarity, spelling, and presentation
- Obtain signatures from all host family members 18 and older for criminal background checks
- Complete the Confidential Host Family Visit Report after the interview
- Obtain written school acceptance immediately
- Fax in CBC and school acceptance to the Regional Director/Manager



4.)

- Carefully match available students to the family
- Overall compatibility
- Room sharing
- Common interests
- Religious Beliefs



This is the Host Family Application. It can be downloaded in the EXITS Database or ordered through your Regional Manager. Please have your host families fill this application out and submit it to your Regional Advisor or Regional Director/Manager upon completion.

HF1

REPRESENTATIVE USE ONLY:

Student Name _____	Student Number _____
International Agent _____	
Program Designation: <input type="checkbox"/> Aug.-Jan. (5 month) <input type="checkbox"/> Jan.-June (5 month) <input type="checkbox"/> Aug.-June (10 month) <input type="checkbox"/> Dec.-Jan. (12 month) <input type="checkbox"/> Other	
Placement Representative Name _____	Placement Date _____
Supervising Representative Name _____	
Address _____	
Telephone (____) _____	Fax (____) _____ E-Mail _____

**HOST FAMILY APPLICATION**

Application Instructions

- Carefully complete this application form. Please type or print clearly using a black ballpoint pen. Your student's family will receive the original application.
- If possible, please attach 4 photos of you, your family, and your home. One family photo should be taken in front of your home if possible. Children's school pictures are fine.
- Return the completed form to the representative who gave it to you.
- Incomplete applications cannot be processed.

Names (first & last)	Date of Birth
Father	
Mother	

Mailing Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Occupation	Part or Full Time	Business Name	Business Phone
Father			
Mother			

Names of children and others at home	Date of Birth	Sex	Relationship

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