

## **IMPORTANT NOTICE FOR PARTICIPANTS**

### **“KAKEHASHI Project -The Bridge for Tomorrow- (Youth-Exchange Project with North America)” Short-term Invitation Program: U.S.to Japan**

As of March 2014

“KAKEHASHI Project -The Bridge for Tomorrow- (Youth-Exchange Project with North America)” (hereinafter the Program) is a new initiative which provides for a fully funded 10-day study tour to Japan. The Program is carried out by the implementing Partner and its subcontractors.

The purpose of the program is to encourage greater understanding between the youth of Japan and the United States and to foster long-term and ongoing interest in one another by providing firsthand experiences with the culture of the other.

This Program of travel in Japan includes a host school visit, as well as a homestay for high school/junior high school students only (university-level participants will not have a homestay, but will have a school visit).

Participating U.S. schools will agree to identify a total of 1 or 2 chaperones and 23 or 24 students meeting a set of selection criteria as set forth by the Program. Participant schools also are expected to host for 4 days, 3 nights, 23 students and 2 chaperones from Japan who will come to the U.S.in the near future. (University groups are not requested to arrange a homestay.)

Please note this information is subject to change.

#### **1. The Program Includes:**

- (Roundtrip air transportation to and from the nearest major commercial airport and Japan.) Participants will depart from designated commercial airports and arrive at Narita International Airport in Tokyo. Return flights will depart from Narita International Airport and return to the original designated airport.
- Surface travel to and from the international airports and accommodations in Japan.
- All meals (breakfast, lunch and dinner) as per tour itinerary
- All train and bus travel expenses as per tour itinerary.
- All entrance fees to special attractions as per tour itinerary.

- Orientation session upon arrival in Japan.
- Travel insurance subsidy.
- Study tours and site visit/study tour .Please note that NO ONE will go near the areas established as Restricted Zones in Fukushima, due to the nuclear accident. Participants will also not engage in any activities that could in any way be construed as dangerous.
- Visits to a Japanese school.
- A bilingual guide to accompany the group throughout this experience

## **2. The Program Does Not Include:**

- Surface travel expenses to and from the commercial airport in the U.S.
- Non-lodging costs incurred at hotels or other lodging (movie and internet rental, room service, laundry, telephone calls, etc.)
- Excess baggage or overweight baggage fees.
- Passport (and visa if necessary) fees.
- Certain food costs including snack and drink costs during the study tour. (Japanese meals may be smaller in portion than U.S. meals. Those with heartier appetites may require more frequent snacking.)
- All personal expenses, such as long distance telephone calls at the host site, postage to mail packages back to the U.S., are each participant's responsibility.
- Access to personal email accounts or the internet in Japan. Participants may use internet cafes at their own expense.
- Personal purchases (gifts, souvenirs, etc). Expenses will vary depending on the spending habits and budget of each participant.

Note: With the exception of personal purchases, participants will need approximately \$20-30 per day to cover the expenses noted above. Credit cards can be used to purchase items at department stores; cash is the only accepted method of payment at most small and medium-sized shops. The use of credit or debit cards to withdraw funds in Japanese yen is convenient in Tokyo, but will be time-consuming and inconvenient in other cities where it is best to use traveler's checks or U.S. dollars to purchase Japanese yen.

### **3. Special Requests:**

It is not possible for the Program to honour special requests such as single hotel rooms or dietary needs. The Program study tour participants will adhere to rooming assignments made by the Program and are encouraged to experience Japanese culture and cuisine during the study tour.

### **4. Requirements for Participants/Chaperones**

(1)Based on the purpose of this Program stated 1. Above, the participants/chaperones are expected to be those who are living in the U.S. Each participating group needs to consult with their local Consulate-General of Japan if the group would like to include a participant without U.S. citizenship but with a U.S. Green Card in this program. Participation of participants/chaperones not holding U.S. citizenship but holding a Green Card will be decided by the Ministry of Foreign Affairs of Japan. Anyone who does not hold the U.S. citizenship or the U.S. Green Card cannot be included in this program.

(2) The participant/chaperones' side needs to undergo necessary procedures for obtaining a visa, if necessary, or for any other arrangements, after the Ministry of Foreign Affairs of Japan accepts the participation of the participant/chaperone.

(3)Anyone who has already participated in the KAKEHASHI Project or other invitation programs promoted by Japanese government cannot be included in this program.

### **5. Role of the Chaperone:**

The chaperones are the liaisons between administrators of the Program and individual participants. Communication and correspondence with participants will be distributed through the chaperone. It is also the chaperone's responsibility to represent their group during each phase of the Program. Specific chaperone responsibilities also include coordinating all pre-departure preparation and learning, preparing participants to understand social customs of Japan and Japanese host families, serving as chaperone to her or his own participants throughout the entire two weeks in Japan, and coordinating the post-tour final report.

The chaperones will also, whenever possible, host Japanese students or adult chaperones. They will also need to help facilitate the hosting process for the exchange delegation, which will include 23 Japanese students and 2 adult chaperones University groups are not requested to arrange a homestay.

### **6. Role of the Participant:**

The Program study tour is a cultural study program. Participants should expect to spend a lot of time before, during, and after the tour on study-related activities. This includes preparing for the trip, completing entry sheets and evaluations, attending meetings, and participating in discussions as scheduled.

All participants are expected to participate in all activities during the Program, including those arranged by their host schools and families. Participants are also expected to behave according to directions given by the implementing partner, their staff, their chaperones, and the faculty and administration of the host schools. Participants are expected to show consideration to other participants. Specifically, participants are expected to observe the rules listed on the following page. Participants are also expected to provide their lead chaperone with a summary of their comments and impression.

## **7. Role of the Administrators:**

The Implementing Partner and its subcontractors are responsible for making program arrangements. The study tour portion of the Program begins with the departure of the Japan-bound flight and ends upon completion of the return flight home. The Implementing Partner and its subcontractors cannot be responsible for events beyond its control, such as (without limitation) acts of God, war, weather, strikes or government restrictions, currency fluctuations, nor in the absence of its own negligence, for personal injury or property damages caused by persons not controlled by the Implementing Partner or its subcontractors such as (without limitations) airlines, bus companies, railways, hotels, and all its suppliers. No responsibility is incurred by the Implementing Partner or its subcontractors for loss of passport, airline tickets or other travel documents, or damage/loss to baggage or personal belongings (at any time). The Implementing Partner and its subcontractors are not responsible for flight delays, missed flights, long layovers, or any expenses related to such delays which are beyond administrators' control.

Special events occurring in either Japan or at home may influence the regular operation of the Program (championship games, religious celebrations, political events, music festivals, etc.). On these occasions, air service, accommodations, and other services may be limited or extremely expensive. The implementing Partner reserve the right to find alternate accommodations and services.

## **Rules**

- Participants must follow the instructions of their group's leaders (Japanese guides and chaperones), and the group must travel together. Participants must always be accompanied by their chaperone(s) unless given permission by said chaperone(s).
- All Japanese laws must be obeyed while in Japan.
- All participants must follow the instructions of group's leaders (Japanese guides and chaperones) during the Study Tour. Since each group will be traveling

according to its own itinerary, it is necessary that the chaperones to check in with guides at the beginning of each Study Day.

- All participants must take part in activities that are scheduled for the whole program, including activities and classes provided by the host school and families. No private itineraries outside the approved schedule are allowed during the study tour.
- The Program's Study Tour is first and foremost an educational experience and, as such, only participants, chaperones, and Administrator-approved guides are allowed to participate. Non-participant relatives and friends of participants are not allowed to accompany or "shadow" the Program.
- Participants must be punctual for all activities.
- While in Japan, participants serve as cultural ambassadors for the U.S. They must, therefore, behave with courtesy in all public locations, including places of lodging, and wear clothing that is modest and neat. Respectful conduct is especially important at the disaster area, temples and shrines, memorials, and places of quiet contemplation.
- Participants may choose to bring personal stereos for the plane ride to and from Japan. However, once you deplane, these items should be packed away for the duration of the study tour. Visiting a new country is an experience in observing, listening, being aware, and being sensitive to everything around you.
- Likewise, use of skateboards, scooters, roller blades, etc. by participants is prohibited at all times.
- Foul, demeaning, and rude language and behavior is not acceptable. Participants should be more polite than they might ordinarily be and take more time to listen.
- Participants must abide by and adhere to the Japanese host schools' rules.

The behavior of the participant is the responsibility of each individual. When disciplinary action is required, it is the responsibility of the participant's chaperone(s) to give the appropriate directions. If a participant does not exhibit suitable behavior, or does not follow the directions of her/his group representatives or of guides, the participant will be sent home immediately at her/his expense.

(END)