

HBSCA STUDENT EXCHANGE POLICY– Revised 11/6/2017

1. Co-Directors: The 1st and 2nd Vice Presidents of the Hermosa Beach Sister City Association will serve as Co-Directors of the Student Exchange Program. It will be the responsibility of the Co-Directors to include each other in communication with participants in the program. In the event that they are unable to agree on matters of policy, the President of the Association may be asked by either Co-Director to facilitate resolution.
2. Numbers: The maximum number of US exchange students will be fifteen (15), with one additional ambassador student. The number of US students going to Loreto in the spring will determine the number of Loreto students invited to visit the US in the summer. Therefore, the Loreto students visiting the US in the summer will be the same students who hosted the US students who visited Loreto in the spring.
3. Ages: The HBSCA Student Exchange Program is for students in the seventh and eighth grades (US) **and** between the ages of 11-14. The Loreto Committee may request special exemption for a 15-year-old student to participate from the HBSCA Vice Presidents/Program Directors.
4. Required Hosting: US Families/Students applying to be accepted in the student exchange program do so with the understanding that they **MUST** host a student in the summer from Loreto. Students who cannot (or are not sure if they will be able to) host a Loreto student in the summer will not be considered for the student exchange program. Parents of participating students must agree in writing to host a Loreto student in the summer.
5. Required Participation: US Families/Parents applying to participate in the student exchange program do so with the understanding that they are expected to participate in the weekly activities during the visit from Loreto. Such participation shall include, but not be limited to, planning, organizing, chairing, attending and hosting one or more of the planned activities.
6. Prioritizing: “First-time” US and Loreto students will have priority in the selection process. Also, Hermosa Beach students will have priority over students from the neighboring cities of Redondo Beach, Manhattan Beach and other nearby cities. Repeat students are welcome to apply but will only be accepted if there are openings once the first-time student positions have been fulfilled. The HBSCA prefers first time students from Loreto as participants but the Loreto Committee shall determine their own prioritization policy.
7. Number of Chaperones: There must be one (1) adult chaperone for every five (5) students (or fraction thereof) for both US and Loreto students. It is desirable that at least one female chaperone be included if there are both male and female students.

8. US Chaperone Policy: The maximum number of US chaperones for whom the HBSCA will pay airline tickets is three (3). Once three chaperones have been selected, any additional US adults wishing to serve as chaperones will be responsible for their own expenses (such as airfare, hotel & food in Loreto and Disneyland tickets in the US). Housing in Loreto for the first three chaperones will be provided by guest families. Additional chaperones and any chaperones that prefer to stay in hotels are welcome to do so, provided they pay their own associated expenses.
9. Loreto Chaperone Policy: The maximum number of Loreto chaperones for whom the HBSCA will bear the expense for events/outings (i.e., Disneyland and other activities) is three (3), except in the case of a married couple, and then the maximum is four (4). Any additional chaperones from Loreto will be required to pay their own expenses (which could possibly include hotel if private homes are not available).
10. Duties of the Co-Directors of the Student Exchange Program include, but are not limited to:
 - a. Recruit and select students from 7th and 8th grade schools in Hermosa Beach and other nearby school districts;
 - b. Collect money and fees associated with the student exchange activities from program participants;
 - c. Whenever possible, both Co-Directors shall participate as a chaperone in Loreto and in SoCal;
11. Budget Considerations: The HBSCA Student Exchange budget is a fixed amount established each year as part of the adoption of the annual budget. The Co-Directors are tasked with the responsibility of allocating the approved budgeted funds for expenses both in Loreto and the US. All expenses shall be submitted with supporting receipts and documentation for reimbursement or pre-payment (depending on the nature of the expense), and the VPs shall report periodically to the HBSCA board regarding student exchange activities and expenses.