

ACADEMIC VOLUNTEERS and HOST FAMILIES

Fall 2017

Dear Waddell Family,

Thank you for your interest in the Academic Volunteer (AV) program at Waddell. As many of you know, the AVs at Waddell play a vital role in our school, providing our teachers with much needed assistance and our children with a second native speaker in the classroom. Our AVs are essential in the 2nd – 5th grades where CMS does not provide an assistant.

Our volunteers come to Waddell through partnerships with overseas universities and via word-of-mouth from former AVs. One of the major reasons we are able to attract so many outstanding AVs to our programs is that as part of the internship, we (the Waddell community) agree to provide housing for the AVs – offering not only an internship – but the chance to be part of a family.

During the 2016-17 school year our families hosted 29 AVs from universities across France, Japan, China, and Germany. For the 2017-18 school year we expect the AV program to continue to grow to near 40 AVs - with volunteers coming to work with our all four of our elementary language programs! It is our hope that through the continued growth in the volunteer program we will see our list of partner universities and referral network expand - resulting in more AVs – and of course, the need for more host families!

We have several pages that may help answer the most common questions regarding hosting. The informational pages along with the questionnaires will give you an idea of what you should consider before agreeing to host – and what we are looking for when pairing AVs and families.

To be added to our host family roster, please complete the questionnaire and return it via e-mail (academicvolunteer@waddellptso.org). We place AVs continually and we will

reach out to families throughout the year as we receive information on arriving AVs. When we find an academic volunteer that looks like a match for your family, we will e-mail you and provide basic information on the volunteer, including dates and any special notes. If we have a letter from the AV to prospective host families we will share as well. We will provide similar information (i.e. lovely family, 3 children ages 5, 7 and 9, 2 dogs, non-smoking, vegetarian) to the volunteer. Once both you and the volunteer feel comfortable with the recommended match, we will introduce everyone via e-mail and help work out any details regarding the volunteer's arrival and stay in Charlotte.

Finally, if you have expressed interest in hosting and have not already done so, please complete the attached questionnaire. It will help with the screening process and will prevent us from forming an unsuitable match, such as having a family with dogs host a volunteer who is allergic to dogs. Please e-mail me at academicvolunteer@waddellptso.org if you have any questions or concerns.

Thank you,

Cat McClain

PTSO Academic Volunteer Coordinator

Things to Consider Before Becoming a Host Family

1. Most of our AVs stay a minimum of 2 weeks and a maximum of 14 weeks. Think about the maximum length of time you are comfortable having an additional person in your home.
2. The AVs will be at Waddell during the school day. In the evenings they will be part of your family. How will this impact your daily routine?
3. Our AVs do not pay to stay with the host family - are you comfortable taking care of all meals and the additional household expenses that will occur as a result of their stay, i.e. higher grocery bill, etc.? Although they do have their own spending money and pay for all incidentals, they are, for the most part, simply another member of your family.
4. Many AVs will be working on lesson plans and are required by their home school to submit a research paper and project upon returning to university. As a result, having a private bedroom is an important consideration when trying to place many of the AVs.
5. The AVs are an important part of our school staff during their stay and are expected to be at school before the start of class each morning. If your volunteer will not ride the bus to school with your child, would you be able to ensure that the AV would arrive at school on time each day?
6. What do you normally do on the weekend? Will it work to have an extra person to 'tag along'?
7. Please remember, the AV is here to volunteer at Waddell. Although your volunteer will most likely offer to babysit some and help around the house, she/he will not be able to replace your regular childcare arrangements.
8. Do you have to host to support the program? Although hosting is a huge help, some families do not have space to do so and there are other ways to show your support! Do you have an extra ticket to a basketball game? A play? The Museum? – Invite an volunteer to join you! Are you going to Atlanta for the weekend – and have room for one more? Offer to take one of the AVs!
9. Still not sure? Please do not hesitate to call/text or e-mail me with questions or concerns to academicvolunteer@waddellptso.org or 704.293-7730.

HOST FAMILY QUESTIONNAIRE

Family Name -	Date
Hosting Information	
Primary Waddell Program:	German <input type="checkbox"/> French <input type="checkbox"/> Mandarin <input type="checkbox"/> Japanese <input type="checkbox"/>
Please indicate your interest (may select both)	Regular Host <input type="checkbox"/> Weekend Host <input type="checkbox"/>
If interested in being a regular host family, please indicate maximum length of time you are willing to host (minimum is 2 to 3 weeks)	4 weeks <input type="checkbox"/> 8 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> 16 weeks <input type="checkbox"/> Full School Year <input type="checkbox"/>
We are willing to host:	Female only <input type="checkbox"/> Male only <input type="checkbox"/> Either <input type="checkbox"/>
Are you willing to host an volunteer from a different language program than indicated above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Family Information	
Parent(s):	
Child/Children: Please list name, age (if not in school) or grade and language program for each child. If not Waddell please list the school (i.e. South Meck).	
Address	
Preferred phone number	
Preferred e-mail address	
Housing Details	
Do you have a private bedroom for an volunteer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does anyone in your home smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to host someone who smokes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pets: Please indicate all pets (include size for dogs)	

HOST FAMILY QUESTIONNAIRE (part 2)

Please fill in repeating questions again!!! Thank you.

Family Name	Date
Dietary Considerations	
Does anyone in your family have special dietary considerations (i.e. vegetarian, vegan, gluten-free, food allergies, etc)? If possible, please be specific.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to host an volunteer with special dietary considerations (i.e. vegetarian, vegan, gluten-free, food allergies etc)? If yes, please be specific.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transportation	
How do your children get to and from school?	Carpool <input type="checkbox"/> Bus <input type="checkbox"/> Other <input type="checkbox"/>
Will the volunteer be able to use the same transportation to travel to and from school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If carpooling or other, are you able to ensure the volunteer is at school by 8:05 am each day?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to drive your volunteer as needed or do you have a car the volunteer may use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
General Information	
Is there anything you can think of that it is important for an volunteer to know before being placed in your home?	
Please describe your typical weekend.	
What are your favorite family activities?	

What We Tell the AVs!

Dear Volunteer,

Welcome to your exciting experience working at Waddell Language Academy and living with an American family. We want to make this a memorable and positive experience for you, your host family, and the school. Therefore, we will provide some information that might help you to adjust to the American culture. We also want to ask you some questions to get to know you and understand your needs and plans. You will find these questions in the included questionnaire.

First, your host family is as excited, curious, and delighted as you are. You will be a member of the family for the duration of your stay – and maybe even beyond. You do not pay your family to stay with them, but please help your host family when you can:

- **Be polite. In the South, people are very welcoming, friendly, and politically correct.**
- **Be tidy. It is a matter of respect to clean up after yourself.**
- **Help with homework, especially with foreign-language homework. The children will benefit from your help, and the family will be very appreciative.**
- **Offer to babysit once in a while. Give the parents leisure time occasionally. They work very hard.**
- **Accept invitations to family events, activities, and trips. You will have the opportunity to learn about American life.**
- **If your internship exceeds 4 weeks, be prepared to be placed with two or more families during your stay.**

For some families you may be their first native language contact apart from our school teachers. They will want to learn more about you, your family, your country, and your life.

There are some very easy ways to share your culture:

- **Introduce yourself to your host family in a letter before you come to the United States.**
- **Bring treats for the children – maybe consider bringing a local specialty.**
- **Bring pictures that show your life, your family and friends, your hometown.**
- **Cook your favorite meal for the family. Consider bringing ingredients that you cannot get in America, if it can pass the baggage check.**

- Be willing to answer questions about yourself and your country.

At school, most of our teachers have been away from their home country for an extended time. They are also curious about what is going on in your country.

- Bring a book as a gift for the classroom library that you are assigned to.
- Check out the Science and Social Studies curriculum for your assigned grade level and bring (online) information that might support the instruction (e.g. websites, learning programs, foreign language videos for children) or just information about good books. <http://www.dpi.state.nc.us/acre/standards/support-tools/>. Do you know any effective foreign language resources from your country for teaching Math? Any interesting chapter books that children in your country currently love to read? You do not have to buy the resources. We simply appreciate the information.
- Bring any new teaching ideas that you think are worth sharing.

VERY IMPORTANT: You are entering the country on a tourist visa. The purpose of your trip is to visit a family that you have been in touch with for an extended time. Provide the host family's address as your primary address during your stay at customs. **DO NOT** mention that you are an volunteer. If you do, you will most likely be sent back to your country on the next available flight.

Please do not hesitate to contact Bernd Nuss (bernd.nuss@cms.k12.nc.us) for questions about the school or Cat McClain(academicvolunteer@waddellptso.org) for questions about host families or school from parent perspective.

We are looking forward to having you here!

VOLUNTEER QUESTIONNAIRE – for host family

Name	
getting here and away	
arrival:	(month/day/year)
departure:	(month/day/year)
How many weeks and days?	weeks: days:
Are those dates already confirmed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what time do you arrive at the airport?	time: a.m./p.m.
... and what time is your departure?	time: a.m./p.m.
getting around	
Will you rent a car during your stay?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you have to rely on someone to drive you around? (<i>Public transportation ... not so good.</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you be willing to take a school bus to get to school and back home again?	Yes <input type="checkbox"/> No <input type="checkbox"/>
where to stay	
Which grade level would you prefer to work in?	<input type="checkbox"/> Kindergarten – 2. grade <input type="checkbox"/> 3. grade – 5. grade <input type="checkbox"/> 6. grade – 8. grade (only very limited option)
Do you smoke or chew tobacco?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you tolerant to smoke in the house?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consume alcohol?	never <input type="checkbox"/> moderately <input type="checkbox"/> other <input type="checkbox"/>
Do you have any dietary restrictions? (allergies, vegetarian, no pork, etc.) Which?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you plan to prepare your own lunch for school or do you plan to eat in the school cafeteria?	own lunch <input type="checkbox"/> school cafeteria <input type="checkbox"/>
Are you O.K. with pets? (e.g. large dogs)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any pet related allergies? Which?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you be willing to share a room with another volunteer?	
Do you have any special hobbies or skills? (outdoor activities, music, crafts, etc.)	
Do you plan to travel on weekends?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any planned destinations?	
Anything that would be important for your host family to know about you?	

VOLUNTEER QUESTIONNAIRE – for host family

In order for us to find the best matches possible, please enclose a letter to prospective host families describing your interest and your expectations about your visit to Charlotte.

VOLUNTEER QUESTIONNAIRE – for school

Please fill in repeating questions again!!! Thank you.

Name	
getting to school and back again	
Which day would be the first day of your internship?	(month/day/year)
Which day would be the last day of your internship?	(month/day/year)
How many weeks and days?	weeks: days:
Would you probably need a school bus pass?	Yes <input type="checkbox"/> No <input type="checkbox"/>
all formalities	
<u>placement preferences</u>	
Which grade level would you prefer to work in?	<input type="checkbox"/> Kindergarten – 2. grade <input type="checkbox"/> 3. grade – 5. grade <input type="checkbox"/> 6. grade – 8. grade (only very limited option)
Which subjects do you study?	
<u>placement confirmation</u>	
Do you need a formal confirmation for your university? (mailed letter with school logo and stamp)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you need an informal confirmation for your university? (email)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you already received your confirmation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Which would be the mailing address, in case you need a formal confirmation?	
<u>type of internship</u>	
Does your internship include a minimum of teaching hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, how many?	number of hours:
Does your university require a report/assessment written by the assigned classroom teacher at the end of the internship?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would such a report require a special format prescribed by your university?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Anything else that the school should know about you?	