



## American Cultural Exchange Service

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# ACES Host Family Application

This application is an introduction of your family and is given to the student. Your frank responses to all questions will be very helpful. Complete all pages in black ink only. Do not use pencil or colored ink. **All questions MUST be answered.** Upon completion, please forward to your Local Coordinator. Thank you!

Local Coordinator \_\_\_\_\_ Student Name/ID # \_\_\_\_\_

Host Parent 1 \_\_\_\_\_ Gender: \_\_\_\_\_  
Last Name First Name Occupation

Host Parent 2 \_\_\_\_\_ Gender: \_\_\_\_\_  
Last Name First Name Occupation

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ / \_\_\_\_\_  
Host Parent 1 Host Parent 2

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email(s) \_\_\_\_\_ / \_\_\_\_\_  
Host Parent 1 Host Parent 2

Please provide the following information for all immediate family members and all others living in the home (other than parents):

Name	Birthdate (mm/dd/yyyy)	Living at home Part/Full Time?	Gender	Relation to Host Parent
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### School Information:

Name of school exchange student will attend \_\_\_\_\_ Distance from home to school \_\_\_\_\_

What means of transportation would normally be used by the exchange student to attend school? \_\_\_\_\_  
... to participate in other activities? \_\_\_\_\_

Which, if any, of your family's children currently attend the same school? \_\_\_\_\_

If you have a child/children enrolled in this school, list any sports, clubs, and activities they are involved in at school:

\_\_\_\_\_  
\_\_\_\_\_

**Community Information:** Population: \_\_\_\_\_ ☐rural ☐suburban ☐urban  
Nearest major city \_\_\_\_\_ Population \_\_\_\_\_ Distance by car \_\_\_\_\_  
How often do you visit this and/or any other nearby city? \_\_\_\_\_  
Briefly describe your greater community to your exchange student (ex: points of historical, cultural or recreational interest).

Describe the family or community conveniences to which the exchange student may also have access (i.e. extra bicycle, community gym, local library, public park with basketball hoop, etc.):

The weather in my area is ...

What clothing do you recommend the exchange student bring? (Please keep in mind the climate and local social expectations of your community.)

**Family Description:** Please check all of the following which describe your family (feel free to add additional descriptions):

- ☐Easygoing ☐Communicative ☐Serious, quiet ☐Strict ☐Individually-oriented ☐Spontaneous  
☐Liberal ☐Conservative ☐Close-knit ☐Family-oriented ☐Routine-oriented  
☐Other (please describe): \_\_\_\_\_

**Family Activities:** Check all of the things in which your family is involved or enjoys.

**Sports**

- ☐Football ☐Baseball ☐Basketball ☐Bicycling ☐Camping ☐Fishing ☐Ice Hockey  
☐Hiking ☐Running ☐Ice Skating ☐Tennis ☐Soccer ☐Swimming ☐Table Tennis  
☐Volleyball ☐Water Skiing ☐Horseback Riding ☐Snow Skiing/Boarding ☐In-line Skating  
☐Martial Arts (specify): \_\_\_\_\_ ☐Others \_\_\_\_\_

**Arts and Entertainment**

- ☐Folk Dance ☐Drama/Theater ☐Music ☐Reading ☐Indoor Games ☐Drawing/Painting  
☐Museums ☐Ballet ☐Symphony ☐Opera ☐Movies ☐Photography  
☐Singing ☐Dance (specify): \_\_\_\_\_ ☐Musical Instrument (specify) \_\_\_\_\_

**Other Activities**

- ☐Chess ☐Computers ☐Cooking ☐Gardening ☐Sewing ☐Crafts: \_\_\_\_\_  
☐Agricultural Club: \_\_\_\_\_ ☐Other \_\_\_\_\_

**Additional Family Details**

What is your family's religion (if any)? \_\_\_\_\_  
How often do you attend services? \_\_\_\_\_  
Does anyone in your home smoke? ☐Yes ☐No *Indoors, outdoors or both?* \_\_\_\_\_  
Describe a typical meal in your home. \_\_\_\_\_

Does your family follow a special diet (vegetarian, kosher, etc.) which would be important for the exchange student to know ahead of time? ☐Yes ☐No *If yes, please describe:* \_\_\_\_\_

Do you expect the exchange student to follow any dietary restrictions? ☐Yes ☐No \_\_\_\_\_

Would you feel comfortable hosting a student who follows a particular dietary restriction (ex: vegetarian, no pork, etc.)? ☐Yes ☐No Describe. \_\_\_\_\_

Please provide a brief description of each member of your family including their interests, responsibilities and relationships with others:

What activities do you do with your local relatives and friends? How often?

Do you have any other friends or relatives that visit frequently? (ex. son away at college who visits for holidays)

Describe a typical weekday in your home. A typical weekend.

### International Experience

Primary language spoken at home: ☐English ☐Other (list): \_\_\_\_\_

Do any family members speak a foreign language? ☐Yes ☐No *If so, which?*

Has anyone in your family lived, traveled, or studied abroad? ☐Yes ☐No *If yes, please describe:*

Has your family hosted an exchange student before? ☐Yes ☐No *If yes, please describe:*

### Your Home

Do you live in an apartment or a private house? \_\_\_\_\_

Is your home the site of a functioning business (Ex: daycare, farm, etc.)? ☐Yes ☐No *If yes, please describe:*

Describe your home and neighborhood to your exchange student: \_\_\_\_\_

Will the exchange student have his or her own bedroom? ☐Yes ☐No *If not, with whom would the student share a room?* (Please note that a separate mattress for the student is required but a separate room is not.)

Please describe the room to your exchange student. Does it have a place for the student to study?

How do you access the internet in your home? ☐Wifi ☐Data/Cellphone ☐Wired/Ethernet ☐Other: \_\_\_\_\_

Does your family have any pets? ☐Yes ☐No *If yes, please list what type, how many, and indicate if they are kept indoors or outdoors:* \_\_\_\_\_

### **Host Family Guidelines**

The following is intended to serve as a guideline for family rules the student must follow and responsibilities the exchange student must undertake as an active son or daughter in your home. Please take the time to consider carefully what should be included, and please be as detailed as possible.

Curfew: Weeknight: \_\_\_\_\_ Weekend: \_\_\_\_\_

Household Responsibilities/Chores:

Identify additional expenses expected to be covered by the exchange student. (i.e. toiletries, special foods, eating out at restaurants, family outings, entertainment, movies, etc.)

Family Expectations and other Guidelines/Rules:

Why would you like to host an exchange student? What role do you envision for an exchange student living in your home?

**Please answer the following questions. This page will NOT be shared with your student.**

1. How did you learn about the *ACES* program? \_\_\_\_\_
2. Have you spoken with a school coach about hosting an exchange student? ☐Yes ☐No  
If yes, describe the contact and sport: \_\_\_\_\_
3. Have you chosen to host an exchange student solely based on their athletic ability? ☐Yes ☐No
4. Does any family member have a disability or serious medical condition? ☐Yes ☐No  
If yes, please explain: \_\_\_\_\_
5. Has anyone in your family had contact with any child protective services agency in the past? ☐Yes ☐No  
If yes, please indicate when and for what reason(s): \_\_\_\_\_
6. If you hosted an exchange student in the past, which organization did you host through and when? \_\_\_\_\_
7. Has any family member been charged with a crime? ☐Yes ☐No  
If yes, please explain: \_\_\_\_\_

### **References**

Your length of time in the present community: \_\_\_\_\_. List a **minimum of two local references** (not relatives) who can be contacted. (Please note that the information we receive from references will be kept strictly confidential.)

Reference Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of years known: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of years known: \_\_\_\_\_

Alternate Reference: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of years known: \_\_\_\_\_

Alternate Reference: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of years known: \_\_\_\_\_

Please answer the following questions. This page will NOT be shared with your student.

### **Employment**

ACES is required by the U.S. Department of State to collect employment and income information from potential host families. The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities. If employed, an employer contact name **must** be provided. If self-employed, simply write your own name.

Does any household member work for the high school (ex: coach, teacher, administrator) ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Host Parent 1: Are you employed? ☐ Yes ☐ No If yes, please answer the following.

Employer name: \_\_\_\_\_

Job title: \_\_\_\_\_

Employer contact name: \_\_\_\_\_

Host Parent 2: Are you employed? ☐ Yes ☐ No If yes, please answer the following.

Employer name: \_\_\_\_\_

Job title: \_\_\_\_\_

Employer contact name: \_\_\_\_\_

## Hosting Checklist

The U.S. High School/Homestay Program gives High school students from foreign countries the unique opportunity to live as members of American host families and attend local high school for one semester or one academic year. By being immersed in American society, foreign students and Americans gain a deep and lasting understanding of the United States and the student's home country, which in turn promotes global understanding for the exchange student, host family and community.

The signature below of host parent(s) indicates our family understands and agrees to the following:

- ✓ We understand the responsibilities of hosting an exchange student.
- ✓ We are not related to our *ACES* Local Coordinator.
- ✓ We will submit our background check online within 5 days of submitting our application to *ACES*, or have included our authorization for *ACES* to submit the criminal background check on our behalf. We acknowledge it is our responsibility to inform *ACES* of all material changes including, but not limited to, change in address, people living in our home, finances, employment and criminal arrests.
- ✓ We will inform *ACES* immediately if anyone 18 or over moves to the home and will submit background check information if/when any of our children turn 18 while the student is living in our home.
- ✓ We will prepare for our student's arrival by reviewing the Host Family Handbook and attending the Host Family Orientation. We will complete the online orientation provided by *ACES* before the student arrives.
- ✓ We will provide our exchange student with his/her own mattress in the form of a separate bed, bunk beds or trundle bed.
- ✓ We understand lunches purchased at school are the student's responsibility. We are able to provide 3 square meals in the home and are financially able to host an exchange student. We understand if the student chooses to purchase food outside of the home (lunch purchased at school, going out to a restaurant, etc.) it is at his/her own expense.
- ✓ We will provide a safe and caring environment.
- ✓ We will not allow money to change hands between our exchange student and any family members. This includes loaning money to the student and borrowing money from the student.
- ✓ We are not receiving needs-based government subsidies for food or housing (Ex: welfare, food stamps, etc).
- ✓ We understand our student has been raised with different family expectations, religion and culture. We will work with our student to resolve misunderstandings when they occur. We will notify our Local Coordinator if any issues arise so that he/she may assist us.
- ✓ We understand that visits by members of the student's biological family or by friends from his/her home country are not permitted. Any visit during the program must have the prior written permission of *ACES* program officials. We understand that we are not expected to host any of our student's visitors.
- ✓ We understand that our student may, with host family permission, travel out of town overnight with our family, the school, church or other program-approved group. If no one is in our home during the student's travel, we will inform our Local Coordinator of contact information in case of emergency.
- ✓ We understand that our student must have permission from *ACES* for any other travel. We also understand that our student will need *ACES* permission to travel internationally while on the program.
- ✓ In the unlikely event that our student needs to be moved, we understand that it may take up to 2 or more weeks for *ACES* to find a new home.
- ✓ We understand and grant permission to *ACES* and its partners to use photographs, articles, quotations, and other materials in which we may appear for promotion or publicity of this or future programs.

**Signature**

**Print Name**

**Date**

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*ACES does not discriminate against potential host families on the basis of race, color, national origin, creed, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status and will follow all State Department, CSIET, and ACES regulations in the screening and selection of students and host families.*

## Submit your Criminal Background Check Information!

It's as easy as 1...2...3!

1. Go online to [www.exploretheworld.org](http://www.exploretheworld.org)
2. Click the tab "CBC" on top right of the web page (CBC link can also be found on the bottom left). This will take you to a secure website. *The password is **aces2010**.*
3. Follow the instructions.

Note: Under the Personal Information Section, there will be an option to upload an image of the front of your Driver's License or State ID in order to pre-populate the information boxes. This is optional and not required. You may simply type the required information into the fields provided and proceed.

\*If you have previously completed a Criminal Background Check for *ACES*, you may notice changes to the system, simply follow the prompts provided.

Please call 1-800-661-2237 with any questions