



## **Sister Cities Lawrence Chaperone Selection Process and Timeline<sup>1</sup>**

Chaperones applying for trips associated with Sister Cities Lawrence must adhere to the chaperone application and selection process as outlined below. The process is also posted on the Sister Cities Lawrence website.

### **General Timeline:**

The process to solicit interest and select chaperones will conform to the following annual timeline:

- March through May:
  - In early March, the chaperone committee chair will contact the head of each sister city friends group to achieve the following:
    - To ensure the head of the friends group has either:
      - Confirmed the chaperone(s) for the upcoming year from the list of approved chaperones
        - NOTE: The chaperone committee chair will maintain a list of approved chaperones for all sister city programs
      - Or in the event that a new chaperone needs to be vetted and approved, the head of the chaperone committee will remind the head of the sister city friends group that they need to solicit interest and provide the names and contact information of any new candidate to the head of the chaperone committee by the end of May.
    - To review the following timeline to ensure alignment.
- June:
  - A member of the chaperone committee will contact each new chaperone candidate to initiate the application process per the guidelines outlined in the approved Chaperone Volunteer Application process.
- July to mid-August:
  - Once the letter of interest and two letters of recommendation are received, interviews will be scheduled and conducted.

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<sup>1</sup> Revision Date: March 17, 2022

- At least two members of the chaperone committee are required to attend every interview.
  - Each candidate is to be interviewed by the head of the committee and the head of the friends group for that sister city.
  - If a pre-existing relationship exists between the head of the friends group or committee chair and the candidate that would compromise or give the appearance of an unbiased interview, then at least one other member of the chaperone committee must take part in the interview to ensure a consistent and unbiased result.
- The Sister Cities Lawrence Chaperone Interview Questions will be utilized to ensure a consistent interview experience for all candidates.
- All interview candidates must complete the Disclosure and Authorization Form prior to departing the interview.
- The chaperone committee chair will complete the background check through IntelliCorp for all candidates who pass the interview.
  - The background check process must be completed in compliance with FCRA guidelines and applicable state law.
  - Background check results will be obtained and reviewed ONLY by select members of the chaperone committee who have completed IntelliCorp training.
- The chaperone committee will identify final candidates for recommendation to the Sister Cities Lawrence Governing Board (SCLGB).
  - Chaperone committee will determine their recommendation for:
    - Lead chaperone
    - Support chaperone
    - Candidates not supported for current year
- September:
  - The chaperone committee will present recommendations for lead and support chaperones to the SCLGB for vote at the September SCLGB meeting.
  - Within one week following September SCLGB meeting:
    - A member of the chaperone committee will contact each candidate to advise them of their status as follows:
      - Selected as lead chaperone
      - Selected as support chaperone
      - Not selected for chaperone
  - Chaperones must then:
    - Pay membership fee to join the Sister Cities Lawrence.

- NOTE: It is the responsibility of the head of the sister city friends group to ensure new chaperones pay their dues.
  - Assist in recruiting students for the exchange as directed by the head of the sister city friends group.
  - Attend meetings for their trip as directed by the head of each sister city friends group.
- October and November:
  - Chaperones help with the student interviews as directed by the head of each sister city friends group.
- December through May:
  - Chaperones help lead meetings/culture classes as directed by the head of each sister city friends group.
- Summer:
  - Trips to each sister city conducted.

**Chaperone Application and Selection Process:**

See details below for Lead and Support Chaperone Volunteer Application processes.



## **Lead Chaperone Volunteer Application**

It is the policy of the Sister Cities Lawrence Governing Board (Sister Cities Lawrence) that group exchanges of youth to our sister cities be accompanied and supervised by adults, which have been previously approved by the Governing Board. Chaperones represent Sister Cities Lawrence, the City of Lawrence and the United States, and should at all times demonstrate the Sister Cities International values of fostering a high level of international cultural respect and understanding.

### **Primary Responsibilities:**

- Chaperones (and trip coordinators) are responsible for, and must be available to conduct, monthly pre-trip orientation sessions for students and parents per the established schedule.
- Lead a delegation of students on a trip to one of the Sister Cities Lawrence.

### **Required Experience and Skills:**

- Demonstrated ability to manage trip finances.
- Demonstrated international travel experience.
- Experience working with children and/or teenagers.
- Applicants shall adhere to a high moral and ethical code.
- Applicants should possess and document a demonstrated interest in international cultural affairs.
- Possess a demonstrated interest in Sister Cities Lawrence programs as a dues paying supporter.

### **Preferred Experience, Background, and Skills:**

- Experience supervising, teaching or coaching a large group of youth, for example: as a coach, camp counselor, scout leader or in another similar capacity.
- Two years involvement in Sister Cities Lawrence programs, especially relating to the youth exchanges.

### **Application Process:**

Applicants shall submit a letter of interest and two letters of recommendation from non-family professionals familiar with the applicant.

If selected for an interview the applicant will be interviewed by a panel consisting of members of the Sister Cities Lawrence Chaperone Committee, who shall provide their recommendation to the full Board for its determination. By making application to be a chaperone, an individual agrees to submit to a general background check.

No appointment shall be effective until fully vetted and approved by the Sister Cities Lawrence Governing Board.



## **Support Chaperone Volunteer Application**

It is the policy of the Sister Cities Lawrence Governing Board (Sister Cities Lawrence) that group exchanges of youth to our sister cities be accompanied and supervised by adults, which have been previously approved by the Governing Board. Chaperones represent Sister Cities Lawrence, the City of Lawrence and the United States, and should at all times demonstrate the Sister Cities International values of fostering a high level of international cultural respect and understanding.

### **Primary Responsibilities:**

- Chaperones (and trip coordinators) are responsible for, and must be available to conduct, monthly pre-trip orientation sessions for students and parents per the established schedule.
- Lead a delegation of students on a trip to one of the Sister Cities Lawrence.

### **Required Experience and Skills:**

- Applicants shall adhere to a high moral and ethical code.
- Applicants should possess and document a demonstrated interest in international cultural affairs.
- Possess a demonstrated interest in Sister Cities Lawrence programs as a dues paying supporter and supporter of its scholarship programs.

### **Preferred Experience and Skills:**

- Experience supervising, teaching or coaching a large group of youth, for example: as a coach, camp counselor, scout leader or in another similar capacity.
- Two years involvement in Sister Cities Lawrence programs, especially relating to the youth exchanges.

### **Application Process:**

Applicants shall submit a letter of interest and two letters of recommendation from non-family professionals familiar with the applicant.

If selected for an interview the applicant will be interviewed by a panel consisting of members of the Sister Cities Lawrence Chaperone Committee, who shall provide their recommendation to the full Board for its determination. By making application to be a chaperone, an individual agrees to submit to a general background check.

No appointment shall be effective until fully vetted and approved by the Sister Cities Lawrence Governing Board.



## **DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

***Please Read Carefully Before Signing the Authorization***

### **DISCLOSURE**

In considering you for appointment as a chaperone or other primary leader of a Sister Cities Lawrence youth exchange, Sister Cities Lawrence (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency.

To that end, the Company currently uses the services of IntelliCorp Records, Inc. Should you like to know more about IntelliCorp Records, Inc., they can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.



## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize Sister Cities Lawrence to obtain and rely upon consumer reports or investigative consumer reports in considering me for appointment as a chaperone or other primary leader of a Sister Cities Lawrence youth exchange. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact *my current* employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date

## ***Personal Data***

_____	_____	_____
Last Name	First Name	Middle Name
_____		_____
Current Address		Dates Lived Here
Addresses for the Past Seven Years: (include street, city, state, zip code)		Dates of Residence:
_____		_____
_____		_____
_____		_____
_____	_____	_____
Date of Birth	Other Names Used (including maiden name)	Years Used
_____	_____	_____
Social Security Number	Driver's License #	State
_____	_____	_____
Email address (may be used for official correspondence)		Phone

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

_____	_____	_____
Printed Name	Applicant Signature	Date