**Culver City Sister City Committee**

**Student and Adult Exchange Forms**

Additional items required for participating individuals

- **Host Family Application**
  
  All interested, potential and participating families shall complete this application to indicate during the two-year commitment preferences related to adult visitors, chaperones or students.

- **Adult Chaperone Application**
  
  Interested adults applying to chaperone a youth exchange must complete this application

- **Adult Chaperone Waiver, Release and Indemnity Agreement – Emergency Medical Authorization for Participation in the Voluntary Excursion**
  
  To be completed and signed if accepted to chaperone

- **Student Exchange Application**
  
  This form must be completed by parents on behalf of their Middle/High School student in order to be considered for a student exchange

- **Confidential Referral Form**
  
  Three referrals are required by each student applying to go on an exchange trip. Two references are to be provided by applying chaperones and modified to suit

- **Student/Adult Information Sheet**
  
  This form is sent to the hosting country and must be completed within one month of acceptance into the Exchange Program as a traveler

- **Emergency Contact Information**
  
  Must be completed as part of the exchange packet for all travelers going on an Exchange Trip.

- **Certificate of Health (3 pages)**
  
  MUST be completed by parent and student’s physician/health provider

- **Student Release, Waiver and Medical Release forms (2 forms)**
  
  Both must be completed and signed by parent/guardians. Release of Liability form must be notarized.

- **Photo Release**
  
  Promotional activities, Facebook, website and traditional media

  **AND:**  
  - Proof of Health Insurance
  - CCSCC membership
  - Passport Copy
  - Deposit
  - Balance

aney This list may not be complete and depends on the particular exchange and requests from our Sister Cities.

**NOTE:** Group tickets cannot be purchased until we have ALL participants’ photocopies of the signed inside page of the Passport. The second priority piece is the Student/Adult Information Sheet that we send to the hosting country for matches.