



SPIRAL International Host Family Agreement - Student

The host family agrees to the following requirements, guidelines and expectations:

- All members of the host family agree to host an international student from _____ to _____.
- The host family should agree to go through the background check and reference check process, as well as a home visit by the SPIRAL Student Service Coordinator before the final decision of the placement is made.
- The host family agrees to be the legal guardian for the home-stay student for the duration of his/her stay.
- One or more members of the host family will greet their students at the local airport when they first arrive and will bring them to the local airport on the day of departure.
- A clean bedroom, with bed, linen, and drawers must be provided. The room will be private for the home-stay student, or a student may share a room with a family member of similar age, and of the same gender, with prior approval of the Student Service Coordinator. Each occupant will have a separate bed.
- The home-stay student will receive breakfast, lunch (probably a bag lunch on school days), and dinner, preferably at least one hot meal a day. If the host family chooses to go out for dinner, they will invite or provide for the student's meal. Host families will be responsible for the cost of providing sufficient food for their home-stay student. The home-stay student will pay for his/her own minor personal expenses (e.g. haircuts, specific toiletries), as well as larger personal purchases such as clothing, electronic equipment, etc.
- The host family will provide/organize daily transportation for the home-stay student to and from school. The host family will maintain a safe, fully functioning vehicle, with a current insurance policy.
- The host family will welcome the home-stay student into the family and treat him or her as a member of the family. The host family will involve the home-stay student in the family's recreational activities.
- The host family can expect the home-stay student to live by the family's rules. The host family will clearly explain the house rules and safety concerns from the first day (e.g. shower, faucets, appliances, equipment, security alarm, computer, etc.). The host family will provide clear information to the student regarding emergency exits and procedures.
- The host family should not ask a visiting student to do major house cleaning or baby-sitting. However, the host family is encouraged to ask the home-stay student to keep his/her room clean, clean up after his/herself, and do his/her own laundry.
- The host family should assist the home-stay student with running simple errands such as occasional shopping, post-office visits, or bank errands as reasonable and appropriate.
- Host families assume the risk of allowing the home-stay student to use the family computer in the case of damage caused by viruses from websites, etc.
- Host families are not responsible for the home-stay student's international long distance phone calls. The family may assist the student to purchase phone cards.
- Home-stay students may not partake of tobacco or alcohol products, or illegal drugs of any kind. Any introduction to, offering of, or encouraging the use of said substances will result in removal from the SPIRAL home-stay program.

- Home-stay students are not allowed to drive a vehicle.
- Neither the host family nor the home-stay student should loan money to one another.
- The home-stay student is not authorized to operate or handle firearms or participate in any hunting or gun related activity. Host families who are in possession of firearms must keep them securely locked.
- When the home-stay student accompanies the host family **on local outings**, the host family is expected to pay for the student's expenses. Financial arrangements for more expensive and/or out-of-state travel should be discussed with the Student Service Coordinator in advance. In addition, all travel requests (except for local outings) must be pre-approved by the Student Service Coordinator.
- If the host family will be away from home overnight and the home-stay student does not accompany them, the host family should arrange for suitable alternative housing. The Student Service Coordinator must approve alternative home-stay arrangements.
- Host families should assist their student in obtaining medical attention in the case of illness or injury. Host families are not expected to pay for treatment since students will arrive with medical coverage. The Student Service Coordinator should be notified in the event of an emergency or any situation requiring a visit to a doctor or a clinic.
- A monthly host stipend of \$800 to contribute to the expenses of hosting will be paid to the host family. If the student does not live with the host family for the entire month, the stipend may be prorated. The host family is responsible for submitting an invoice to SPIRAL via e-mail (admin@spiralinternational.org) as of the 15th of each month for the coming month's stipend. **This stipend is considered taxable income** and should be claimed as such on the host family's tax return.
- The host family agrees not to enter into a contract or payment agreement directly with the home-stay student or the student's parents.

SPIRAL International agrees to assure the following requirements:

- SPIRAL will organize a pre-arrival preparation session to help the host family know what to expect when the home-stay student arrives.
- SPIRAL will reimburse the host family for the cost of fingerprinting and performing the background check.
- SPIRAL will purchase medical insurance for the home-stay student.
- SPIRAL will serve as the contact for the host family in case of emergency.
- SPIRAL will provide support for the host family if they need help with translation or cross-cultural communication with the student.
- SPIRAL will check in with both the student and the host family monthly (by phone or email) to make sure that everything is going smoothly.
- SPIRAL will organize occasional gatherings and activities for the host families and the students.

Either party may terminate this agreement by giving thirty days' notice. In addition, if SPIRAL International determines that the home-stay student is in any sort of immediate danger, SPIRAL has the right to remove the student from the home without notice.

We agree to the requirements as well as the guidelines and expectations described in this document.

Head of household, on behalf of the family:

Signature: _____

Date: _____