



Global Insights, Inc.
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 Marietta, GA 30064
 770-514-7346 Phone 770-514-0872 Fax
 1-888-246-7863 Toll-Free
 info@globalinsights.org
 www.globalinsights.org

- Repeat Family
- Double Placement
- Direct Placement
- Permanent Placement
- Temporary Placement

For Area Representative use only:

Exchange Student _____ ID Number _____ Local Airport _____

Area Representative _____ Date of Home Visit _____ Term/Year _____

HOST FAMILY APPLICATION

(PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.)

FATHER: Full legal name required. If you do not have a middle name, please enter "none."

First: _____ Middle: _____ Last: _____

Birth Date (mm/dd/yyyy): _____ Email Address: _____

Cell Phone: _____ Work Phone: _____

Name of Employer: _____ Occupation/Title: _____

MOTHER: Full legal name required. If you do not have a middle name, please enter "none."

First: _____ Middle: _____ Last: _____

Birth Date (mm/dd/yyyy): _____ Email Address: _____

Cell Phone: _____ Work Phone: _____

Name of Employer: _____ Occupation/Title: _____

HOUSEHOLD:

Street Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Home Phone: _____

List additional persons living in the home, full-time or part-time. (first, middle, last)	Birth Date mm/dd/yyyy	Sex	Living at home	Relationship
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N	

HOW DID YOU LEARN ABOUT GLOBAL INSIGHTS?

- Another host family Neighbor/friend Area Representative
 Another exchange student School/teacher Other (specify) _____

PART A: HOST FAMILY INFORMATION

1. Why does your family want to host an exchange student?

2. Has your family ever hosted an exchange student? No Yes If yes, when?

Was the exchange a success?

3. If there are no teenagers in your home, what opportunities will the student have for association with other teenagers?

4. What experiences have you had interacting with teenagers outside your family?

5. Have any of your family members had experiences with other cultures? No Yes If yes, please list:

6. Which languages, other than English, are spoken in your home?

7. Does anyone in your home smoke? No Yes If yes, Light Moderate Heavy Inside Outside

8. What is your family's religious preferences/denomination/congregation?

9. How often do you attend religious services? More than once a week Weekly Occasionally Never

10. Would you like the student to attend religious services with your family? No Yes If yes, how often?

11. Would you feel comfortable hosting a student who did not attend religious services or services other than your own?
 Yes No Uncertain Comments:

12. What pets, if any, do you have? Please specify if they are inside or outside the house.

13. Would you be willing to host a student who is allergic to animals? Yes No

14. Does anyone in the family follow any dietary restrictions? Yes No If yes, describe.

15. Do you expect the student to follow any dietary restrictions? Yes No If yes, describe.

16. Would you host a student who follows a particular dietary restriction (ex. Vegetarian, Vegan, etc.)? Yes No

17. Would you provide three (3) square meals daily? Yes No

PART B: HIGH SCHOOL INFORMATION

1. Which local high school will the exchange student most likely attend?

Name:		
Street Address:		
Mailing Address (if different):		
City:	State:	Zip:
Telephone:	School Website:	
Contact Person:	Email:	
Approximate School Start Date:	<input type="checkbox"/> Public	<input type="checkbox"/> Private

2. How long does it take to reach the school?

3. How will the exchange student get to school (e.g. bus, carpool, walk)?

4. Would you provide transportation for activities after school or in the evenings, if required? Yes No

5. Which of your family's children, if any, presently attend this school?

6. If applicable, list sports/clubs/activities in which your children participate at school.

7. Does any member of your household work for the high school in a coaching/teaching/administrative capacity?

Yes No Has any member of your household had contact with a coach regarding the hosting of an exchange student with particular athletic ability? Yes No If yes, please describe the contact & sport.

8. What is the approximate size of the student body?

PART C: HOST FAMILY BACKGROUND

1. Has anyone in your family ever been arrested or convicted for any offense other than a minor traffic violation?

Yes No If yes, please explain.

2. Is your family currently receiving any kind of public assistance? (For example, welfare, Medicaid, food stamps, etc.)

Yes No If yes, please explain.

3. Average Annual Income Range: Less than \$25,000 \$55,001 - \$65,000
 \$25,001 - \$35,000 \$65,001 - \$75,000
 \$35,001 - \$45,000 \$75,001 and Above
 \$45,001 - \$55,000

***The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities.*

4. Do any family members have a psychological or physical disability? Yes No If yes, please explain.

5. List any behavioral or other characteristics of members of the household that could affect the successful integration of the exchange visitor into the household.

PART D: HOST FAMILY PROFILE

1. In what type of community do you live? urban suburban small town rural farm

2. Briefly describe your neighborhood and community.

3. What points of interest are near your area (parks, museums, historical sites, etc.)?

4. Are there areas in or near the neighborhood that should be avoided by the exchange student? Yes No
If yes, please explain.

5. City/Town website:

6. City Population:

7. Nearest Major City:

Distance and Population:

8. Nearest Airport:

Distance:

9. In what kind of home do you live? single family dwelling condominium duplex apartment

10. Briefly describe your home (description of primary rooms, number of bedrooms and bathrooms, fenced yard, etc.).

***Your Host Family Application must include photographs of your home's exterior and grounds, kitchen, student's bedroom and bathroom, and family and living areas.*

11. Describe amenities to which the student will have access (e.g. exercise equipment, billiards table, pool, basketball hoop, trampoline, etc.).

12. Utilities - electric natural gas propane sewer septic well water city water

13. Is the residence the site of a functioning business? (e.g., daycare, farm) Yes No
If yes, please describe.

14. Will the exchange student share a bedroom? Yes No If yes, with whom?

15. Describe the exchange student's room. Does the room provide space for study? Yes No
If no, where will the student study?

16. Describe a typical weekday in your household, including daily routine, meals, chores, etc.

17. Describe a typical weekend in your household.

18. What are some of the regular athletic activities that members of your family enjoy doing or watching?

- | | | | | |
|-------------------------------------|--|-------------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> baseball | <input type="checkbox"/> cycling | <input type="checkbox"/> golf | <input type="checkbox"/> hunting | <input type="checkbox"/> swimming |
| <input type="checkbox"/> basketball | <input type="checkbox"/> fishing | <input type="checkbox"/> gymnastics | <input type="checkbox"/> skiing | <input type="checkbox"/> tennis |
| <input type="checkbox"/> bowling | <input type="checkbox"/> American football | <input type="checkbox"/> hiking | <input type="checkbox"/> soccer | <input type="checkbox"/> volleyball |

What other athletic activities do family members play, coach, or watch?

19. Which of the following recreational activities/hobbies do members of your family enjoy doing?

- | | | | | |
|--|------------------------------------|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> camping | <input type="checkbox"/> computers | <input type="checkbox"/> crafts | <input type="checkbox"/> games | <input type="checkbox"/> shopping |
| <input type="checkbox"/> chess | <input type="checkbox"/> concerts | <input type="checkbox"/> dancing | <input type="checkbox"/> photography | <input type="checkbox"/> TV |
| <input type="checkbox"/> church activities | <input type="checkbox"/> cooking | <input type="checkbox"/> drawing/painting | <input type="checkbox"/> reading | <input type="checkbox"/> video games |

In what other activities/hobbies do family members participate? (include any clubs and/or organizations to which each family member belongs)

20. Do any of your family members sing or play musical instruments? If so, which ones?

21. What personal expenses would the exchange student be expected to cover?

22 Describe your expectations regarding the responsibilities and behavior of the student while in your home (e.g., homework, household chores, curfew (school night and weekend), access to refrigerator and food, computer use (internet, email, etc.) - *(note, these rules can be amended as needed throughout the exchange experience but are requested here to give your student a basic idea of your family rules.)*

(Please note - Global Insights rules strongly suggest that students be limited to no more than one-hour per week of communication with friends and family in their home country. See the Host Family Handbook and HF Rules Workbook for more details, available at www.globalinsights.org.)

PART E: HOST FAMILY REFERENCES

Please list two (2) references we may contact. These references can be work associates, friends, school officials, etc., but not relatives or the local Area Representative. Make sure you fill out the names and addresses completely, including zip codes, and telephone numbers. Your application cannot be finalized until these two references are received. All information collected on the reference forms is *strictly confidential*.

REFERENCE #1

Name:

Street and/or P.O. Box:

City:

State:

Zip:

Home Phone:

Cell Phone:

REFERENCE #2

Name:

Street and/or P.O. Box:

City:

State:

Zip:

Home Phone:

Cell Phone:

PART F: HOST FAMILY AGREEMENT

We, the undersigned, hereby apply to Global Insights for selection as a Global Insights Host Family for the purpose of hosting a high school exchange student in our home. We acknowledge that our final selection as a host family is not guaranteed but is contingent upon Global Insights's evaluation of our suitability to serve in this capacity. To assist in this process, we agree to give Global Insights the information contained in this application, as well as any additional information Global Insights may reasonably require.

If selected as a host family, we acknowledge and agree to the following:

1. We understand that hosting does not implicate any type of legal guardianship or similar relationship with our student. Global Insights takes responsibility for the student while in the United States and the student's natural parents retain legal guardianship for the student.
2. We agree to provide our student with a safe and nurturing environment; and treat him/her as a member of our family. We will provide our student with room and board, with his/her own bed. If the student will share a room, we understand it must be with a child 12 or older.
3. We will provide the participant with meals (including materials for making a sack lunch for school and meals eaten as a family in restaurants), and accept everyday expenses incurred by having the student in our home, understanding that he/she is required to receive support from natural parents in the amount of \$250-\$350 per month for personal expenses. Under no circumstances are we to lend money to our student or to borrow/accept money from our student.
4. We agree to seek medical attention for our student when needed. We understand that medical expenses will be paid by our student's insurance policy or our student (if services rendered are excluded from the insurance coverage). We understand that we should not lend our student money for medical expenses or sign documents that obligate us to be responsible for medical expenses. Further, we understand that students and their natural parents are responsible for any other student personal expenses, including phone bills, entertainment costs, academic fees, etc., and that Global Insights cannot be responsible for payment of such expenses.

5. We will provide or help our student arrange transportation to and from school and reasonable extracurricular activities, understanding that our student is NOT allowed to drive any motorized vehicle. We also agree to require our student to wear a seat belt when traveling in a motorized vehicle.
6. We will ensure that our student attends and takes full part in Global Insights activities and orientations during the exchange, and agree to attend orientations (mandatory) and activities held for host families, whenever possible.
7. We expect our Global Insights student to be a full family member inasmuch as it is possible. We understand that our student has been raised in a family and culture different from our own and we will work to resolve misunderstandings and to solve problems as they occur.
8. Understanding the importance of maintaining open communication, we will make a committed effort to work with our Area Representative and will ensure that our family and our participant have contact with the local Area Representative on at least a monthly basis, as required by the US Department of State, and be as flexible as possible in arranging time in our schedules to meet with or talk with our Area Representative. We will notify our local Area Representative (AR) immediately of any concerns or problems that arise during our exchange experience, behavioral or academic, so he/she can assist in resolving any issues. We will contact our Area Representative in case of any emergency involving our student. If we are unable to reach our Area Representative, we will contact the Global Insights National Office at 1-888-246-7863
9. As part of their selection process, we understand that students and their natural parents have agreed to rules and guidelines regulating participant behavior, as outlined in “Standards of Conduct” (pp. 14-19 of the student application, copies of which are located in the Student and Host Family Handbooks). To prepare for the hosting experience, we agree to familiarize ourselves with the above mentioned document, as well as the Host Family Handbook, the US Department of State’s “Criteria for Teenage Exchange Visitor Programs”, and other orientation material provided by the local Area Representative and Global Insights. We further agree work together with Global Insights in following the terms and provisions of these documents, including issues regarding student safety, travel, computer/phone usage, and natural family visits.
10. We agree to notify our Area Representative if there are significant changes to our initial application (members of the household change, relocation, change in telephone numbers or email, etc.) We also certify that all information regarding any criminal history, history of drug/alcohol or sexual abuse (including any cases investigated by the Department of Social Services) or the like for any members of our household have been disclosed on the Host Family Application. If any such issues arise during the course of the exchange, we agree to inform Global Insights immediately. We also understand that all household members 18 and over must submit to a criminal background check (see instructions below).
11. We further agree to cooperate with the Global Insights organization and its’ representatives and we understand that Global Insights and/or its’ representatives shall have the final authority in all decisions concerning student placement, rules and discipline, length of time a student remains in any home or area.
12. We understand that Global Insights will assist our family and our participant in having a successful hosting experience. However, we realize that Global Insights and its local Area Representatives have the authority to move the participant to another family if such a move is determined by Global Insights to be in the best interest of the student and/or host family. We further agree that should we, at any time, wish to divest ourselves of the responsibility of hosting, we will give Global Insights adequate notice (a minimum of 2 weeks) to find a replacement family.

Signature of Parent _____ Date _____

Signature of Parent _____ Date _____

After completion of this form, save a copy for your records and email a copy to info@globalinsights.org. In addition, print out an original to sign and give to your local Area Representative, along with your host family pictures (using pp. 11-12 of this form). Please understand that your application does not confirm the placement of a student in your home. Likewise, your application does not commit you to becoming a host family.

Thank you for your interest in Global Insights!

Global Insights, Inc.

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Marietta, GA 30064

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FREQUENTLY ASKED QUESTIONS REGARDING CRIMINAL BACKGROUND CHECKS

On the next two pages, you will find copies of the “Volunteer Disclosure and Authorization Release Form.” Global Insights is required to run a criminal background check on all household members, 18 and over, including those living part-time in the household. You have the option of completing the forms below and giving them to your local Area Representative, thereby authorizing Global Insights to run the background checks. Alternatively, after obtaining a password from your local Area Representative, you may go to our online portal at www.intellicorp.net, enter the pertinent information, and authorize the check yourself. If you choose to use the online portal, you may leave pages 9-10 blank.

Why does Global Insights require background checks?

In May 2006, the US State Department revised its regulations for Secondary Programs to include criminal background checks for all staff, field representatives, and host families. Such a requirement has been standard for many years with other youth based organizations, including the YMCA, Boy Scouts, Girl Scouts, youth sports clubs, school administrators, and day care centers. These measures will continue to support our policy to ensure the health, safety, and welfare of our participants.

When does the background check need to be run and who will be checked?

Host family background checks must be completed before the student arrives to begin his/her program. Checks on Global Insights staff and Area Representatives must be run on a yearly basis and be conducted before that person has any contact with students.

Who conducts the background check and what is done with the data collected in the search?

Global Insights works with Intellicorp Records, Inc, a company that conducts background checks. When you submit the following forms, or the electronic authorization online, Intellicorp conducts a national criminal file search. This search will access information from the department of corrections, state criminal records, county court records, sex offender registries, and other criminal records databases. This search will not reveal any credit or financial information and it is compliant with the federal Fair Credit Reporting Act (FCRA) guidelines. Upon completing this search, Intellicorp passes on the results to our organization. If a criminal background check reveals a criminal history for an individual, the results will be reviewed and evaluated by our national office. We are screening for offenses that would be relevant to providing a safe environment for the student. Generally, we are most concerned with crimes against persons, specifically sexual and/or violent offenses. However, each case will be reviewed individually and final determination for eligibility to host will be made by the management of Global Insights. If any records (other than minor traffic violations) appear on the background check, Global Insights will contact you.

Who will have access to my information?

Only the management of Global Insights will have access to the results of background checks. This information will not become public knowledge. Only with your explicit permission would some information be provided to the natural parents of the student you would like to host.

How will my privacy be protected?

Global Insights recognizes that its need to investigate a criminal history must be balanced with the need to protect an individual's privacy. Global Insights, together with state and federal laws, recognizes the individual's right to privacy and prohibits our employees and others from seeking, using, or disclosing personal information except within the scope of their assigned duties. Criminal history information will be used only for the purpose of evaluating the person or person's ability to work with or host exchange students.

How far back does the check for criminal convictions go? Will the report include all convictions?

The criminal history that is reported through the national criminal file search is usually a 7 to 10 year history, depending on the state.

What infractions would exclude a person from participating on the Global Insights program?

No person convicted of a felony may participate in this program as an employee, contractor, volunteer, or host. Misdemeanor convictions of a non-violent nature will be reviewed by the Global Insights staff for final adjudication and fair treatment.

How long does it take for Global Insights to make a decision based on the findings of the criminal background check?

Global Insights staff reviews all criminal background checks and will make the final determination regarding suitability of the individual(s) for the purpose of being an Area Representative or host family within 5 business days.



**INDEPENDENT CONTRACTOR/VOLUNTEER
DISCLOSURE AUTHORIZATION AND RELEASE**

I have applied for Independent Contractor and/or Volunteer Service or I am currently an Independent Contractor and/or Volunteer with Global Insights. I understand that in connection with my application for Independent Contractor and/or Volunteer Service, Global Insights, their agents, assigns or any other authorized third parties (collectively, the "Investigators") may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History (collectively, the "Information"). However, unless my position involves handling money or having access to monies and/or other transferable monetary instruments, my Credit History will not be checked.

I understand that Global Insights may rely on any part or all of the Information in determining whether to extend an offer of Independent Contractor and/or Volunteer Service to me, or in determining my eligibility for Independent Contractor and/or Volunteer Service. I further understand that if any adverse action is taken by Global Insights, or if Global Insights chooses not to extend an offer of Independent Contractor and/or Volunteer Service to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check is being performed due to State Department Regulations by Investigators as part of the process to evaluate me prior to Independent Contractor and/or Volunteer Service or for Continued Independent Contractor and/or Volunteer Service, and is not conducted for any purpose other than in connection with my Application for Independent Contractor and/or Volunteer Service or determining my eligibility for Continued Independent Contractor and/or Volunteer Service.

I have read this Independent Contractor and/or Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for Independent Contractor and/or Volunteer Service or for Continued Independent Contractor and/or Volunteer Service, and to re-run the background check as needed during my voluntary affiliation with Global Insights. I hereby release any and all Investigators and Global Insights from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my Application to Global Insights. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing my Social Security Number is not optional, I understand that it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Applicant Signature Date

Printed First Name Middle Last Date of Birth (Month/Day/Year)

Social Security Number Former Last Names (if applicable)

Current Address: _____
Street City State Zip

Former Address: _____
Street City State Zip

___ CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check above. This report may include character and reputation information obtained through personal interviews.

**INDEPENDENT CONTRACTOR/VOLUNTEER
DISCLOSURE AUTHORIZATION AND RELEASE**



I have applied for Independent Contractor and/or Volunteer Service or I am currently an Independent Contractor and/or Volunteer with Global Insights. I understand that in connection with my application for Independent Contractor and/or Volunteer Service, Global Insights, their agents, assigns or any other authorized third parties (collectively, the “Investigators”) may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History (collectively, the “Information”). However, unless my position involves handling money or having access to monies and/or other transferable monetary instruments, my Credit History will not be checked.

I understand that Global Insights may rely on any part or all of the Information in determining whether to extend an offer of Independent Contractor and/or Volunteer Service to me, or in determining my eligibility for Independent Contractor and/or Volunteer Service. I further understand that if any adverse action is taken by Global Insights, or if Global Insights chooses not to extend an offer of Independent Contractor and/or Volunteer Service to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check is being performed due to State Department Regulations by Investigators as part of the process to evaluate me prior to Independent Contractor and/or Volunteer Service or for Continued Independent Contractor and/or Volunteer Service, and is not conducted for any purpose other than in connection with my Application for Independent Contractor and/or Volunteer Service or determining my eligibility for Continued Independent Contractor and/or Volunteer Service.

I have read this Independent Contractor and/or Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for Independent Contractor and/or Volunteer Service or for Continued Independent Contractor and/or Volunteer Service, and to re-run the background check as needed during my voluntary affiliation with Global Insights. I hereby release any and all Investigators and Global Insights from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my Application to Global Insights. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing my Social Security Number is not optional, I understand that it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Applicant Signature Date

Printed First Name Middle Last Date of Birth (Month/Day/Year)

Social Security Number Former Last Names (if applicable)

Current Address: _____
Street City State Zip

Former Address: _____
Street City State Zip

___ CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check above. This report may include character and reputation information obtained through personal interviews.



HOST FAMILY PHOTO ALBUM

Student ID#:

Student Name:

Use these pages to attach photographs of your family, pets, home, student's bedroom, neighborhood, etc., to familiarize your exchange student with his/her new family and community. Include captions describing each photograph.

Student ID#:
Student Name:

