



## STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS 2020 SUMMER OUTBOUND CHECKLIST For STATE COORDINATORS

**Only fully completed applications and payments received at the States' 4-H office by each deadline will be accepted and eligible to participate.**

### SEND TO STATES' 4-H OFFICE

#### BY DECEMBER 1, 2019

- OB Delegate Application Package
  - Completed Application Form
  - Delegate photo
- 1<sup>st</sup> Payment Deposit

See Application Form for details. Email or fax submissions are preferred, however submissions by mail is acceptable.

Remind delegates who do not have a passport to begin the application process as soon as they receive the acceptance letter from States' 4-H in early January.

\$2,000 for Japan 8-week, \$1,500 for Japan 4-week, South Korea, Norway, Taiwan, Romania and \$1,000 for Costa Rica

The deposit payment will not be cashed until program acceptance in January.

#### BY FEBRUARY 1, 2020

- 2<sup>nd</sup> Payment Deposit

\$2,000 for Japan 8-week, \$1,500 for Japan 4-week, South Korea, Norway, Taiwan, Romania and \$1,000 for Costa Rica

#### BY MARCH 1, 2020

- Copy of Passport
- Medical Form

A copy of the photo & signature page of the signed passport.

Completed by the delegate's physician based on examination occurring within one year of the date of departure. *Note that there is a different medical form for Japan OB delegates.*

**Any medical updates that occur after the medical form is turned in must be immediately sent to the States' 4-H office.**

#### BY APRIL 15, 2020

- Remaining Payment Due

States' 4-H will notify State Coordinators in March of amount.

### TO KEEP IN YOUR STATE OFFICE

*Not all applicants are ready to participate in international exchange programs – these documents should be taken into account when the state reviews and selects delegate(s) for Outbound program participation. States' 4-H may request them for review in case of secondary selection due to maximum group size (i.e. Finland).*

- Confidential Delegate Reference
- Outbound Delegate Interview Form

Delegates give form to 2 individuals to complete and return to the State Coordinator, who will follow up on their references.

State Coordinator will conduct an interview with the potential delegate following guidelines on interview form.