

START WITH GAPP!

**A TEACHER'S GUIDE
TO ORGANIZING A
GAPP EXCHANGE**



**GOETHE
INSTITUT**



TIMELINE FOR PLANNING YOUR EXCHANGE

AT LEAST ONE YEAR PRIOR TO TRAVEL

Assess interest in your community.
Obtain approval from your school administration.

ONE YEAR PRIOR TO TRAVEL

Find a German partner school and contact your partner teacher.
Establish travel dates.
Clarify terms of exchange (ongoing).
Reserve block of seats (ongoing) or contact travel agent (ongoing).
Make preliminary arrangements for excursions in Germany.

NINE MONTHS PRIOR TO TRAVEL

“Informational” parent meeting.
Establish communication with interested parents.
Parents organize fundraising.

EIGHT MONTHS PRIOR TO TRAVEL

Students may apply, are selected and paired with partners.
Student correspondences begin.
Participate in a GAVE (optional).

SEVEN MONTHS PRIOR TO TRAVEL

Prep sessions with students (ongoing).
Discuss behavioral expectations.

SIX MONTHS PRIOR TO TRAVEL

Students apply for passports.

ONE MONTH PRIOR TO TRAVEL

Final parent meeting
Confirm arrangements with travel agent.
Collect copies of students’ documents.
Complete financial arrangements.
Confirm reservations for excursions.
Secure insurance.

DURING TRAVEL

Enjoy!
Send a postcard to administrators.

AFTER RETURN

Encourage students to correspond with host families.
Continue contact with a GAVE (optional).
Thank program supporters.
Report to administrators/school board.
Evaluate program via GAPP questionnaire (optional).

THREE MONTHS PRIOR TO GERMAN STUDENTS’ ARRIVAL

Prepare for their visit.
Organize parent committees for field trips and activities.
Do initial PR work.
Arrange school visit of German group.

DURING THE VISIT OF THE GERMAN GROUP:

Monitor and adjust!

ABOUT GAPP

Mission statement

The German American Partnership Program (GAPP) is dedicated to creating strong intercultural learning opportunities that forever impact the lives of countless students in Germany and the U.S. Our objectives include the initiation of reciprocal school partnerships between the United States and Germany, inspiring intercultural understanding, promoting German language instruction and motivating personal friendships.

History of GAPP

Since its original inception in 1972 at the Goethe-Institut Boston, GAPP has developed into the largest bilateral student exchange program in the U.S. with any other country. With more than 775 active school partnerships, GAPP remains the strongest youth exchange link between American and German secondary school students.

Welcome to GAPP!

Our team, located at Goethe-Institut New York, is happy to have you on board. The purpose of this handbook will be to assist you in starting a GAPP exchange. Should you have additional questions at any point, please reach out to our team at GAPP@goethe.de.

Join our GAPP teacher forum!

The closed GAPP teacher forum on Facebook, comprised only of GAPP coordinators and our GAPP admin, gives coordinators a platform to exchange ideas, seek recommendations, and converse with one another. You will have to answer a few questions in order to request to join. Once you receive approval from our GAPP admin, you will be good to go.

TABLE OF CONTENTS

Chapter 1

Getting started 4

Chapter 2

Planning your exchange to Germany 12

Chapter 3

Hosting 16

Chapter 4

Prepping yourself and your students for Germany 20

Chapter 5

Cultural differences 24

Chapter 6

Traveling to Germany 28

Chapter 7

Your time in Germany 32

Chapter 8

After your trip 36

Chapter 9

GAVE German American Virtual Exchange 38

Chapter 10

Long-term individual exchange 44

Appendix

..... 50

Imprint

..... 68



GETTING STARTED

In this chapter you will learn about

- your responsibilities as a coordinator.
- GAPP exchange requirements.
- how to find a partner school.
- planning your exchange.
- asking for approval from your school's administration.
- advertising GAPP to students.
- preparing for and hosting a meeting for interested students and their parents.
- selecting students to go on the exchange.



Step 1: Familiarize yourself with GAPP coordinator responsibilities and requirements

GAPP coordinators have the following responsibilities:

- Introducing & implementing the program at the school
- Planning the exchanges and preparing the participants
- Cooperating with parents and out-of-school entities
- Acting as a point of contact for the GAPP office at Goethe-Institut New York
- Documenting & evaluating the exchange for GAPP NY (optional)

GAPP exchanges are bilateral exchanges, meaning that you will partner with a school from Germany. Your German partner school will travel to you, and you to them. In order to be eligible to travel under the auspices of GAPP, **your exchange will need to fulfill the following requirements:**

- Groups travel annually or every other year (reciprocal exchange)
- The duration of the exchange must be at least 14 days.
- A minimum of ten days is to be spent with host families.
- At least five days of attendance at the partner school for part of the school day is required.
- Each exchange should include a theme that is explored throughout the exchange in the form of activities, field trips, or by a project. Alternatively, our GAPP travel journal can also fulfill this requirement. In addition, there is the option of working on a joint project with your partner school for which your German partner teacher may apply for extra funding of up to 1,500 Euro from the Paedagogischer Austauschdienst (PAD), Bonn.
- **Schools without a German program** are encouraged to work with their German counterparts so that the Americans can participate in a crash course in German at their partner school in Germany. This should be documented and turned in to the PAD by the German coordinator after the exchange is complete.



Step 2: GAPP Match: Start a new school partnership

Is your school interested in building a partnership with a school in Germany? Through [GAPP Match](#), you can easily connect with potential partner schools. By registering, you'll be added to our network of U.S. schools seeking collaboration and exchange opportunities. We'll help you identify the right German school to establish a sustainable, meaningful partnership that benefits your students, faculty, and community.

Before you commit to the partnership, contact the school to clarify everyone's needs and expectations. Before choosing a friend to act as exchange partner, consider carefully whether the friendship can also be a professional relationship.

Step 3: Plan your GAPP exchange

Flight

You may use any carrier of your choosing. However, you might want to consider Lufthansa or IcelandAir. For many years, GAPP has had agreements with both airlines that you some flexibility in your arrangements.

Medical insurance - group insurance for GAPP travel

Why have insurance? You just never know what might happen. You could go for years without so much as a scratch. Or you could have one trip with multiple events.

Why do most GAPP coordinators choose a German insurance broker or insurance company?

This insurance reflects the particular needs of your group. They are offered by or through German companies that work within the German health-care system. U.S. insurance, credit card insurance and such are fine for back up and good for insuring items, but insurance with a company based in Germany is recommended and chosen by most GAPP Coordinators.

Who needs it? A group insurance plan (Health, Accident, Personal Liability) must be purchased for all students. It is also advisable to include the GAPP coordinator and any other chaperone as well. In addition, the GAPP coordinator can apply for free Professional Liability & Accident Insurance through GAPP. Enrollment is offered through the GAPP Grant Application.

How does the group insurance plan work? It works as "privat versichert", or privately insured, as opposed to government funded health insurance. Once you purchase the insurance, you will have a group number, contact information and a receipt. Should you need to visit a doctor or hospital, present the paperwork upon arrival. (You absolutely must have this proof.)



Most likely, you will have to pay for the treatment and file a claim to get reimbursed. Please keep all receipts (including medication and transport costs). For reimbursement, you will have to submit the originals with your claim. In some cases, the health care provider and the insurance firm will resolve the situation amongst themselves.

How do you purchase it? You may purchase any travel insurance of your choice. For many years, GAPP groups have used the insurance brokers Bernhard Assekuranz and Klemmer International. They allow payment by credit card or payment by "Überweisung". If not paying with credit card, the easiest method is to provide your GAPP partner with all necessary information and have them complete the forms and pay via bank transfer. You may then reimburse them upon arrival in Germany. (Please note: Deutscher Ring discontinued travel insurance as of 12/31/2015!)

Which plan should you purchase? There are several plans available (liability, accident, health, legal, and luggage). The chart below compares two policies and directs you to the websites. Visit the websites for maximum coverage limits, etc.

Provider	Payment	Benefits	Procedures	Notes
<i>Bernhard Assekuranzmakler GmbH</i>	Transfer Credit card Check	Liability, accident, health Above plus legal Above plus luggage	Present coverage at time of check- in Payment min. 14 days before trip	May file claims online Group minimum of 5 Age 65+ has different insurance
<i>Klemmer International</i>	Transfer Credit card	Liability, accident, health	Present coverage at time of check- in	Age 70+ has different insurance
<i>HanseMerkur</i>	Credit card	Health Above plus liability and accident	Present coverage at time of check- in	Age 65+ has different insurance

When does it need to be purchased? The insurance must be purchased and paid for 48 hours before entering the country. We do NOT recommend waiting that long.
Group Insurance Options: *Bernhard Assekuranzmakler GmbH*, *Klemmer International*, *HanseMerkur*.



Professional liability insurance for teachers

GAPP funds will cover the cost of insurance premiums (professional liability & accident) for up to two accompanying teachers per group. By filling in the section on insurance in the online Grant Application you will automatically be covered through: *Klemmer International Versicherungsmakler GmbH*.

You will not receive a policy number. Your Grant Application is confirmation enough that you applied for this coverage. Once you submit your application you can print out your entries.

In matters of liability or in case of an accident, please contact our German insurance broker and state that you are a GAPP coordinator:

Klemmer International Versicherungsmakler

Tel.: +49 (0) 8041-7606-300

Fax: +49 (0) 8041-7606-350

E-mail: info@klemmer-international.com

Travel & excursions

In order to keep GAPP trips available to all students, we encourage coordinators to keep costs as low as possible. The emphasis should be on the intercultural experience in the host community. It is recommended that you involve your German partner early to organize your stay in Germany, especially when you are first starting out with a new partner school.

Step 4: Seek approval from your administration

Each administration is different, and we advise that you come prepared to answer any question you think your administrator might ask. Here are a few examples:

How much will this program cost our district?

Once you have planned out the trip, you should have a detailed breakdown of the cost for your trip to Germany and any cost that the hosting of the German group might incur. GAPP does not charge for its services. Exchanges within the GAPP Guidelines are eligible for grants.

Will background checks be completed on the host families in Germany and in the U.S.?

No. Short-term group visits are organized and vetted by teachers in both countries, who work closely with the participating families. Oftentimes home visits are made before placing students. School rules apply, if any are in place.



Will the German group need a room available to them at school during their time in the U.S.?

Yes, they would need at least a spot in a room where they can meet every day for an hour in the morning.

How will the German students get meals at school?

Their host parents will provide them with a sack lunch on days that they spend at school. On all other days, host parents may pack them a lunch or they can buy food on their field trips at their own expense.

Are the German students insured? Will American students be insured while in Germany?

Yes. American as well as German students and chaperones must carry liability, health and accident insurance. It is the responsibility of the GAPP coordinator to verify that everyone is adequately insured.

Step 5: Advertise to your students

Use our **START WITH GERMANY** kit to help you promote the exchange to your students, their parents, other teachers, and administrators. Speak with other teachers at your school and ask them if you can go to their classrooms and speak with their students. Go to PTA meetings and speak with parents and teachers alike! Make everyone in the school community aware of this exciting opportunity.

Step 6: Decide how funds for the trip will be collected

Whether you decide to collect the necessary funds through your school, through a travel agent, a volunteering parent, or whether you take it upon yourself is entirely up to you and the rules your school might have in place.



Step 7: Prepare for and hold a meeting with interested students and parents

You have done it! Parents and students alike are excited about the trip, and now is the time to set up an initial interest meeting to speak with them all at once. While convincing the students may have been relatively easy, parents might be apprehensive. If possible, invite alumni of previous exchanges. Be sure to have a presentation prepared. It is advisable to include the following topics:

- **Purpose of the exchange** - It should be emphasized that the focus of this exchange is decidedly on the intercultural experience, and not on sightseeing. The objective is for students to make personal contacts and become familiar with the German language and culture through homestays and partaking in everyday life of the host country.
- **Location of exchange** - Provide the name of the city/town in Germany, and its geographic location as well as the name of your partner school.
- **Housing** - Students will be matched with students from Germany and will live with them and their family for at least 10 days. The matching is done by the partner teachers in cooperation with the families. During the return visit, German students will stay with American families. It is possible to only host and exceptions can be made to travel but not host.
- **Behavior** - That will be expected on the trip. (Alcohol will not be tolerated, for example.)
- **How students will be chosen** - Criteria according to which participants are chosen should be provided before the application form for interested students is handed out.
- **Cost of trip** - Break down the cost of the exchange for the parents. You should share with them what the cost is comprised of, as well as what it doesn't include (ie: meals, souvenirs). You may want to mention that GAPP offers individual scholarships for students with great financial need. Detailed information is available on the GAPP website.
- **Payment** - Describe the payment plan as well as the date in which the entire sum must be paid.
- **Hand out application forms with a set due date.**



Step 8: Select the students that will go on the trip

Students that are going on the trip should be chosen based on criteria that you communicated to the parents. Things to consider are the student's behavior in class, proficiency in the German language (if applicable), grades, and maturity level.

Step 9: Give students registration forms

Those students that are selected will need to provide you with an information form that provides you with their full name, date of birth, passport number (as well as a copy of the passport picture page, allergies, illnesses, as well as any medication the student takes).

When the students turn in their passport copy, you need to make sure that their passport will not expire for at least six months after your return date. If the passport will expire in less than six months, the students will need to go get a new passport before traveling on the GAPP exchange.

You will need all of this information when booking their flight, so make sure the due date allows for a quick turnaround!

PLANNING YOUR EXCHANGE TO GERMANY

In this chapter you will learn about

- matching your students with German students from your partner school.
- booking the flight for your group.
- applying for a grant through GAPP.
- planning the exchange.



Step 1: Partner up

Once you have picked out those students that will get to go to Germany, it's time to work with your German counterpart to match the students. Who will stay with whom during their stay? There is no perfect match, but by having the students fill out forms about themselves and attach their pictures, you and your partner teacher will surely be able to get a good idea of who they might work well with.

Once matches have been made, give your students contact information for their exchange partner. They should contact each other well before the exchange to get acquainted with one another. Now would be a good time to introduce your students to WhatsApp. For those that are unfamiliar, this is a free app that the rest of the world uses to communicate with one another.

Optional: Have students participate in a GAVE exchange to begin to get to know one another. See Chapter 9: GAVE, page 38

Step 2: Book your flight

You may book your flight with any carrier. Your choice of airline has no bearing on eligibility for funding. For many years, GAPP has negotiated terms with Lufthansa and Icelandair that grant GAPP groups favorable booking arrangements regarding payment, routing, changes, deviations and some fare rebates.

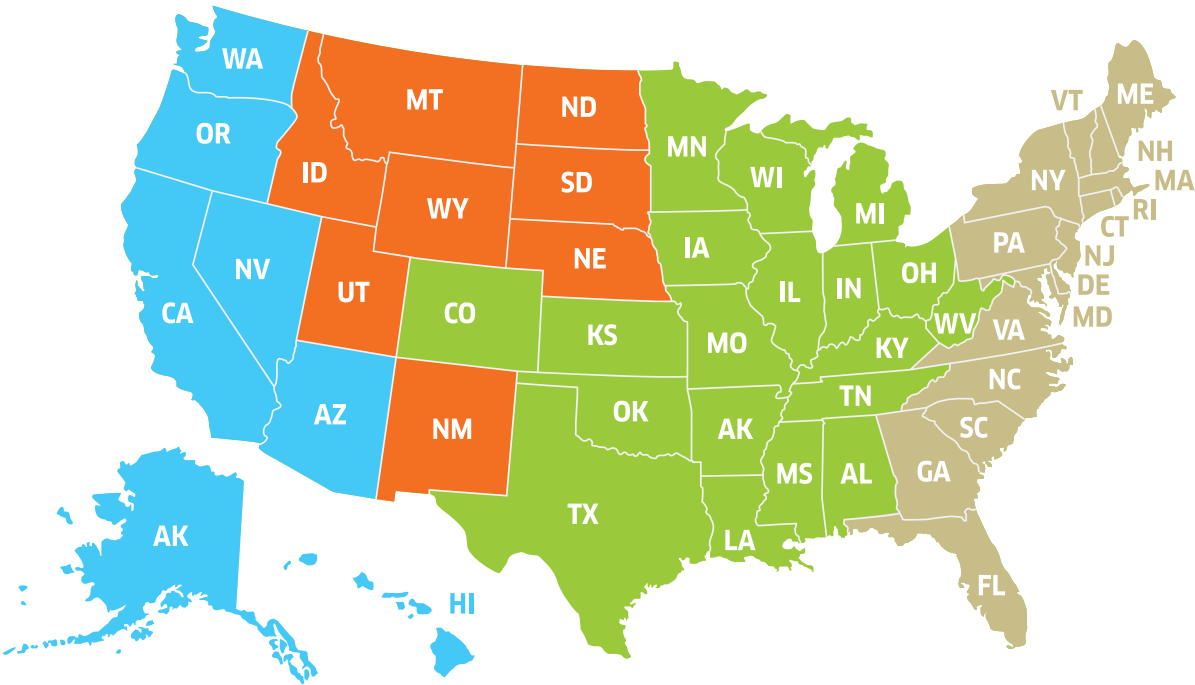
Lufthansa's offer for GAPP groups is only available through the Lufthansa group desk serviced by Objectix. <http://www.objectix.com/gapp.html> Current Icelandair terms are available at or upon request from our office.



Step 3: Apply for a group grant through GAPP

Apply for a grant on our website. Applications are available **at the beginning of each school year** at goethe.de/gapp. GAPP offers teacher and student grants that are calculated using regional flat rates (see overview below). The student grants will be paid as a lump sum reflecting the number of participants.

For groups of 10 or fewer students, GAPP is able to offer a travel stipend for one accompanying teacher and a small amount of funds per student. For groups of 11 or more students, GAPP is able to offer an additional travel stipend for a second accompanying teacher. The amount of funds received depends upon the region in which you live, as seen in the image below. **Please check our website for application deadlines!** We strive to award funds a couple of weeks before you leave on your trip. Once you have submitted your completed application, you will be notified within 10-12 business days after the deadline about the status of your application.



ZONE 1

Teachers: \$710
Students: \$70

ZONE 2

Teachers: \$810
Students: \$85

ZONE 3

Teachers: \$710
Students: \$70

ZONE 4

Teachers: \$630
Students: \$55



Step 4: Plan, plan, plan!

Work with your exchange teacher to decide who will be planning what so that you know what to expect. Keep in mind that the exchange should be focused on cultural exchange rather than a tourist visit.

HOSTING

In this chapter you will learn about

- finding host families.
- preparing for your German visitors.
- creating an itinerary.
- setting up a meeting for host families.



Step 1: Who will host?

Maybe all of the students traveling on your trip are willing and able to host their partner in return. In most cases, there will be a few students who can't do it. It might be that the family simply doesn't have enough room or is dealing with a crisis, or finances don't allow them to support an additional person in their home for a few weeks.

This is where your other students come in. There are students that are not emotionally or financially ready to travel to Germany, but their family is willing to host a German in their home for a few weeks. Announce the need in your German classes and your school and have interested students fill out an application with their family.

Once you have identified host families, invite them to the upcoming meeting for parents/students that will be hosting the German exchange students.

Suggestions of things to keep in mind when choosing host families:

- Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary.
- Make sure that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature.
- Ensure that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency.
- An exchange student may share a bedroom, but with no more than one other individual of the same sex.
- Ensure that the host family has adequate financial resources to undertake hosting obligations.



Step 2: Preparing for the Germans' visit

Once you've partnered your students and found host families, it's time to start planning their visit. According to GAPP Guidelines students spend at least 10 days with their host families. At least five of those days need to be spent at the partner school. This time can be used for the students to shadow their exchange partner, visit classes that have been selected for them, or work on their GAPP theme/project. Work with your administration and colleagues as you plan, and be sure to update all teachers that have agreed to have German students in their rooms once they have arrived.

It's also important for the German students and teachers to have a home base. Whether it is a classroom or part of the media center that is reserved for them, students and teachers should have access to this home base every weekday for the duration of their stay. Even if students are not going to be spending the entire day at school, it is still a place for them to meet with their teachers to discuss the previous day's events. It will likely be the place where their host student drops them off in the morning and picks them up at the end of the school day.

Step 3: Create an itinerary

Check with your administration for field trip procedures, as well as school rules and share them early on with your partner teacher. Some schools don't allow certain trips (ie: water activities). As you plan, also be sure to be in contact with your German partners to ask for their input and to make sure they approve of all activities. Remember, what may be appropriate to you (ie: laser tag) may not be something they approve of. At a recent meeting in Germany, many of the teachers expressed disdain at the mention of laser tag or paintball. Please note that all activities involving violence (ie: a shooting range) are forbidden.

You may opt to plan their visit on your own, or seek help from teachers, parents/other volunteers. This is entirely up to you.



Step 4: Set up a meeting for host families

Once it has been decided who will stay with whom, it's time to host a meeting with the hosting parents and their children. The students who are not hosting but traveling, as well as the students who are traveling but not hosting, need to be invited, along with their parents, and included in all activities.

- It should be made clear that the German students are to be integrated into the family. They are to be treated as a member of the family for the duration of their stay. This means that the guest should be included in all meals and family outings. Even if the family doesn't generally eat three meals a day, it is expected that three meals are available to students while they are in their home.
- Assure families that a solution will be found if a guest student isn't a good fit. For this purpose, it is advisable to have parents on hand that are willing to host should the need for an extra host family arise.
- All parties should be encouraged to contact you with any questions or problem that may arise. Make sure everyone has your cell phone number and e-mail address.
- Give the host parents an itinerary that includes the date and time of the Germans' arrival, as well as all organized activities for the duration of the Germans' stay. Distribute a contact list of all participating families so larger group events can be easily organized.
- Encourage students and parents to create signs to welcome their visitors.



PREPPING YOURSELF AND YOUR STUDENTS FOR GERMANY

In this chapter you will learn about

- holding meetings to prepare for your trip to Germany.
- having students sign a behavior contract.



Step 1: Hold multiple meetings for students traveling to Germany and their parents

Be sure to host meetings, as well as send out e-mail blasts throughout the year for students traveling and their parents. **This will not only allow the group to get to know each other and put the parents at ease, but will also allow time for you to collect the next payment for the trip!** Be sure to inform parents *well in advance* and send ample reminders via e-mail. Below are a few things you should cover in your meeting.

A cell phone will come in handy.

Teachers and chaperones: You will need to be reached by your students and their host families as well as co-chaperones and will need to be on call in case of emergency. Some teachers choose to bring their American cell phone and pay a fee for an overseas plan. If you take this route, you can still communicate with the host school/teachers via WhatsApp. Others choose to have their partner teacher buy a cheap phone for them along with a German SIM card. Neither way is better than the other, just make sure the students, their parents and their host parents know the number so that they have a way to reach you.

Students: Students have the option of either turning their phone on airplane mode and leaving it that way for the duration of the trip (they can use their phone only when they have wifi) or talking to their cell phone company and paying for an overseas plan. Regardless of what they decide, they need to have your number as an emergency contact before you leave for Germany.

Time in the host family

Encourage your students to really integrate themselves into the host family. They are only with their hosts for a short time, and these are connections that could potentially last a lifetime. They can use their phones when they get home. **Encourage students to be present and avoid using their cell phones during mealtimes.**



Don't overpack!

Students that have never traveled abroad may have a tendency to overpack. Let your students know that they will be able to wash their clothes at their host family's house. Remind them that they will be traveling by train and will be expected to carry their luggage up and down stairs. A week's worth of clothing should suffice.

Alcohol VERBOTEN

Students need to be reminded that although the legal drinking age in Germany for beer and wine is age 16, all students, regardless of age, traveling on the trip will adhere to U.S. rules, and will therefore **not be allowed to drink**. Set consequences as you would in your classroom and stick to them. Speak with your partner teacher to insure they speak with their students and parents.

Remind students that even if they are not drinking, photos of them holding alcohol of any kind should not be posted on social media. Explain to the students and their parents that posting alcohol on social media could put future exchanges to Germany (and even your job) in jeopardy. Have this conversation with your partner school as well so that everyone is on the same page.

Step 2: Have students sign a behavior contract

Request that your students sign a contract outlining behavior expectations. **This contract should outline expected behavior, including school attendance, guidelines on academic performance, expectations on use of acquired language skills, prerequisite and future course requirements, and information on any assignments and/or projects which are required, and statements outlining policies on alcohol consumption, operation of motor vehicles and the use of electronic devices.**

You might also want parents to sign this agreement, which serves as documentation that all parties were informed of the program's expectations and consequences of misbehavior.



CULTURAL DIFFERENCES

In this chapter you will learn about

- various cultural differences that your students should be made aware of.



Cultural differences will become apparent on your exchange and invite you to explore Germany with an open mind. They are a part of the exchange experience and also provide the opportunity to get to know new routines or perspectives. For example, in every region or Bundesland (federal state) a different dialect is spoken and there are different traditions and foods to discover. Below are some cultural differences that you can point out to your students to prepare them before their trip. Some of the following cultural differences vary of course from family to family and also depend on the area you are traveling to.

Item 1: The metric system

Becoming familiar with the metric system before you travel can be of great help. It is helpful to have a basic understanding of what a kilometer, meter, kilogram, and liter are as well as the temperature which is measured in Celsius.

Item 2: Electrical appliances

Electricity in Germany is 230 Volt-50 cycle. In the U.S. it is 120 Volt-60 cycle. German electrical sockets are the round prong type. Be sure to buy a couple of adapters before you depart from the U.S. Do not bring blow dryers or hair straighteners, unlike most electronic devices that are made with international travel in mind those appliances do not adapt to the different voltage and easily burn out.

Item 3: Doors

Most Germans close room doors. Knocking on a door before entering is recognized as very polite and you will hear a friendly invitation like “Herein bitte” or “Komm rein” shortly after. Besides the privacy a closed door provides, it helps maintain a certain temperature and saves energy. In Germany, oil, gas, electricity and coal are more expensive than in the U.S. Saving energy is not only environmentally friendly, but a matter of economics, please turn off lights, radio, television, etc. when you leave the room.

Item 4: Window shades

For the same reasons the doors are closed, window shades are pulled down at night. Less heat escapes and occupants are assured of privacy.



Item 5: Environmental concerns

Germans are very keen on recycling and on using resources efficiently. This does not mean that the numbers of showers you take will be restricted. However, you should be considerate and take short showers.

Due to the German awareness of the importance of conserving energy, you will also find many people walking or taking their bike instead of using their car. Many cities, as well as smaller communities, have an effective system of public transportation.

Please be mindful of the amount of laundry you produce. Germans do not always have clothes dryers and hang drying can take a couple of days, depending on the garment. The majority of Germans recycle. In some cities there are even fines for improperly sorted garbage.

The color code:

- YELLOW** identifies lightweight packaging (any kinds of plastics or light metals, e.g. cans, plastic cups, tetra packaging).
- BLUE** stands for packing made of paper and cardboard.
- BROWN** stands for organic waste (waste that can be composted).
- GRAY** means residual waste, waste that cannot be recycled.
- RED** stands for hazardous waste, like batteries etc.
- GLASS** is to be sorted according to its color.



Usually a household has 3 to 4 different garbage bins: one for plastics; one for paper; one for glass; one for residual garbage; occasionally even for bio-waste.

Beverages are usually purchased in boxes of 'Mehrwegflaschen' - returnable bottles. Once they are empty, they are returned to the local supermarket. You pay an extra 25 cents on cans and smaller bottles, which you also get back once you return the container back to the store.

Item 6: Meals

Many families use mealtime as a social event. Don't be surprised if they get together for three meals a day. You can usually expect a hot meal at lunchtime. Punctuality is important. If you are not planning on eating with the family, be sure to make prior arrangement so that the family is not sitting around the table waiting for you. If an emergency should arise, telephone your host



family to let them know why you have been delayed. In many cases, prayers are not said at the table. You might also find yourself in a family where a saying before the meal is done. Respect the custom.

You should wait to be offered a seat at the table. Even at family meals people wait until everyone has been served to start eating. It is customary to say 'Guten Appetit' or 'Mahlzeit' before starting to eat. Be prepared to taste local dishes. When you are done eating, put your silverware on your plate to signal that you are done.

Most refrigerators in German homes are smaller than American ones. Be sure to get permission before helping yourself.

Item 7: Water

Drinking fountains are not common in Germany and cold drinks are usually served without ice. If it is very hot out, sometimes it will be served with a couple of ice cubes. Be prepared to purchase water. Germans love sparkling water, or 'Mineralwasser.' It is not customary to order tap water, or 'Leitungswasser' in a restaurant. Go ahead and order 'ein stilles Wasser,' or still water.

Item 8: Public restrooms

You will have to pay to use a public restroom, so have a Euro in your pocket for this purpose.

Item 9: New people

If you are a guest in someone's home, it's a nice gesture to bring along a gift. This could be an uneven number of flowers, chocolate, or a small gift you brought from home. Be prepared to shake hands whenever you meet people.

Item 10: Data protection

Germans take data protection very seriously. When Posting about your exchange on social media, kindly ask your host family for permission before posting any photos or information that includes them. Germans are less likely to share private moments online than their American counterparts.

Visit goethe.de/GAVE for resources and lesson plans to help introduce students to Intercultural Communication before they travel.

TRAVELING TO GERMANY

In this chapter you will learn about

- things to remember when you and your students arrive at the airport.



Step 1: Ask to see your students' passports

Upon arrival at the airport, ask each individual student to show you his or her passport.

We recommend on checking for the physical document, assurances that they carry passports (or visa, if applicable) or presenting photocopies will not suffice. The sooner you are aware of any missing documents, the more time you will have to rectify the situation.

Step 2: Make sure students have their most important items in their carry-on

Remind students that things such as their wallet/purse, medication, etc. need to be in their carry on. If their luggage should get lost, it may take several days to retrieve it. They will be happy to have their most important items on hand.

Step 3: Have a system for keeping track of baggage and documents

Identify all baggage with a distinctive, brightly colored string or ribbon, so that everyone can easily identify the groups' suitcases, and nothing gets left behind. Limiting the amount of luggage to one suitcase and one carry-on backpack per person simplifies the tracking and management of luggage. After disembarking, have each student check for his/her luggage, money and passport before proceeding to the next stage of your trip.

Have each student carry an itinerary of the trip, giving flight numbers and departure times for each flight. In the event that one of your students gets separated from you in a busy airport, this will be vital information needed to find the group again.



Step 4: Inform your students of customs and passport checks

When you leave the airport in Germany, you may not even notice that you have gone through customs. Generally there are two paths as you leave the customs area. One is marked “Nothing to Declare,” while another leads you to a customs agent. Typically a student on a GAPP tour will have nothing to declare and can follow the “Nothing to Declare” exit into the general public area of the airport.

Returning to the U.S. is a different story. There are also relatively strict provisions as to what can be brought back to the United States, such as food and alcohol. While most students will not have claimable items, it is wise to be aware of the regulations before purchases are made.

Passport checks in both countries will have separate lines for citizens and non-citizens. Students need to make sure they follow the signs for “non-EU citizens” and “United States citizens.”



YOUR TIME IN GERMANY

In this chapter you will learn about

- discussing smaller problems with students before they become bigger problems.
- collecting passports.
- offering German language instruction in homeroom for your students.
- having your students keep a journal.
- Having your students present on American life while at school in Germany.



Step 1: Make students familiar with the school

Since students will be visiting the German school for the first time, it is important that they are shown around, just as you did for the German students when they came to the U.S.

Students need to know where the important things in the school are located, including: the office, the computer room, the bathrooms, homeroom, the teachers' room, and the lounge area where the upper-level students meet. The German partners can often give a tour, but it is a good idea to have the German teacher do an orientation tour on the first day of school as well.

Step 2: Have a home base

It is important to establish a meeting place for the group. (Just as the German group has a home base during their stay in the U.S., you will also need one in Germany). Meet with students at a designated place each morning during the week before they scatter. Use this time to check in with your students. Talk to as many of your students as possible and ask them how things are going for them and their friends. Oftentimes you will hear about an issue from another student, as some are too shy to share their own problems with you.

As soon as there is a small problem, deal with it so it doesn't become a bigger problem. Work in close contact with your German partner teacher/s and inform them of issues that arise so solutions can be found quickly.

Step 3: Offer German language instruction for your students

For schools with German programs: Language training during homeroom can take many forms. Each homeroom session should begin with a chance for students to ask questions about situations they encountered the day before. As students went about their day, what did they learn? What language elements did they feel they needed but did not have? These quick tutorial sessions can relate to vocabulary and/or grammar. The teacher(s) should continue making the students more comfortable with the language they need for everyday living. Topics for the lessons could include "Meine Gastfamilie," "In der Schule," "Lebensalltag", and "Freizeit".



For schools without German programs: Discuss possibilities with your German partners in advance. A crash course in German can be organized for the students, whether it's taught by one of your partners, or some of their students. This should be documented and turned in to the PAD by your partner school after the exchange is complete. Even learning a few basic phrases will be appreciated by the locals, and it will allow your students to feel more at home in the target culture.

Step 4: Have students document their experiences

You may want to encourage your students to keep a journal and to spend some time each day recording their observations and feelings. A block of time for writing and reflecting could be allotted during homeroom.

Students may need help identifying differences and appreciating them. The journal might include interviews with host family members, descriptions of houses, rooms, and a typical school day. Observations about excursions and memories of friends could also be recorded.

There is an excellent GAPP Travel Journal with many ready-to-use handouts that you can print out.

Step 5: Students as experts

Another wonderful way of involving the American students in the German school is to have them become experts on a topic of interest to the Germans, that they can then present to an English class at the partner school. Working in groups of two, the students prepare a topic before they leave for the GAPP exchange and arrive in Germany ready to share their information. The American students tend to get excited in their topics and enjoy being able to explain something about their country. The German students enjoy hearing a different viewpoint. The discussions following the presentations can also be very interesting and a good opportunity for students to exchange thoughts about such topics.



American students to choose their own topics. Possible topics might include:

- American teenage life
- American slang
- American holidays
- American sports
- American Indian tribes
- American food (e.g., how to make chocolate chip cookies)
- The prom, homecoming, pep rallies and other American school events.

Step 6: Preparing for the trip home

The day before you fly back home, ask to see the students' passports. Check them again at the airport before departure to ensure that everyone still has them on hand. This will take a lot of stress out of your departure and travel back to the U.S. The same rules as for traveling to Germany apply for the trip home. Students should keep their most important items in their hand luggage and abide by the same rules as for the flight to Germany.

AFTER YOUR TRIP

In this chapter you will learn about

- promoting your exchange
- filling out GAPP surveys



Step 1: Fill out GAPP surveys

While it is certainly not required, GAPP uses the quotes and other data that we collect from our surveys to promote GAPP exchanges as well as improve them. Student, teacher, and parent surveys are all available for you to fill out on our website.

Step 2: Promote your exchange

When you get back from your GAPP exchange, you will need to start recruiting for the following year! Ask former exchange students to present in your classes, and in colleagues classes as well. Hearing about another student's personal experiences in Germany is certainly the most compelling way for students to learn about GAPP exchanges. Have interest forms ready to go, because you are going to have a waiting list next year!

From all of us at GAPP:

DANKE SCHÖN!

GAVE German American Virtual Exchange

In this chapter you will learn about

- how to use the GAVE program
- the components of a GAVE exchange
- the resources available to you for conducting a virtual exchange
- how to get started.



What is a GAVE exchange?

GAVE (German American Virtual Exchange) is a program from GAPP that allows U.S. students to exchange with their peers in Germany online, from schools with or without plans to travel. Over several weeks, students complete various activities individually, in partners, and small groups, based on a chosen exchange topic and come together to expand and reflect on what they learn about their peers and the partner country.

A GAVE can be done as a stand-alone exchange or be used as an introduction or extension of an in-person exchange.

GAPP provides all needed materials, access to a data protected online exchange platform, Immerse U, and access to grant funds to purchase technology and software to support and enhance the virtual exchange. All materials are available on goethe.de/GAVE.

Who can participate in GAVE?

GAVE materials are available at no cost and can be used by teachers and students at any level of German language. German language proficiency is not a requirement. GAVE materials are available in both **Language Exchange** and **Cultural Exchange** tracks. Students who participate in a Language Exchange will complete one 'Get to Know You' activity and at least one 'Exchange' activity in German. Available topics are currently designed for middle and high school level students.

What are the components of a GAVE?

GAVE exchanges are designed to be completed virtually within 4-6 weeks between partner schools in the U.S. and Germany. You may choose to extend your project or complete more than one topic each year for a more in-depth exchange experience.

A GAVE is made up of 4 phases: a one-week **Introduction Phase**, a one-week **Get-to-Know-You-Phase**, a several-week **Exchange Phase**, and a final **Reflection**.



What are the Components of a GAVE? *(continued)*

In the **Introduction Phase** you will prepare your students for the exchange by speaking with them about data protection and providing them with information about their exchange partner. In this week, students are also encouraged to begin communicating with their partner using an agreed upon communication tool.

In the **Get-to-Know-You Phase**, students will participate in 2 activities with their exchange partner from the chosen exchange topic. In a Language Exchange, all students will participate in one activity in English and one activity in German.

In the **Exchange Phase**, partners will work with 1-2 other student-partnerships to form mixed groups to complete 2 or more exchange activities from the chosen exchange topic. Exchange activities are work intensive and will result in an end product.

At the end of the exchange students will meet and discuss their exchange experience working together in a teacher-guided **Reflection**.

Materials available on goethe.de/GAVE

Preparation Phase Materials

Includes a blueprint of the procedure for executing a GAVE, student introduction forms, and a detailed list of Online Teaching Tools

Exchange Topic Materials

Lesson plans and interactive student worksheets for ‘Get to Know You’ and ‘Exchange’ activities, in German and English

Reflection Materials

A list of reflection activity ideas and an interactive form to help students reflect on their experience

Optional materials

GAVE Journal

An interactive document with prompts students can use to regularly connect with their partner

Intercultural Communication Training

A series of activities to introduce ideas of intercultural communication to students



GAVE exchange topics

The following student-centered exchange topics are available to download on goethe.de/GAVE:

- Everyday Life *Alltag*
- Bullying *Mobbing*
- Shopping/Sustainability *Shopping/Nachhaltichkeit*
- Diversity *Diversität*
- Sports *Sport*
- Capitalism/Socialism *Kapitalismus/Sozialismus*
- Food *Essen*
- Music *Musik*
- Transatlantic Politics *(available in English only)*
- Music and Protest *(available in English only)*
- Career and Technical Education *(available in English only)*

Each topic includes lesson plans and student worksheets for 8 ‘Get to Know You’ activities and 8 ‘Exchange’ activities. For each topic in the language track, half of the activities are provided in English and half in German.

Special topics

GAPP also occasionally offers special topics for limited time periods. Keep an eye on our website for new topics, challenges, special events, and more.



Getting started

Step 1: Partner up

If you do not yet have a partner school, you can register with *partnerschulnetz.de*. When searching you can sort schools that are available for virtual exchange.

Step 2: Register

Complete the registration form on *goethe.de/GAVE* to tell us about your plans for a GAVE exchange. You can also submit the cooperation agreement for a Technology Stipend.

Step 3: Exchange

Follow the steps provided in the **GAVE Blueprint for Teachers** found in the Preparation Phase materials and communicate often with your partner teacher to make sure the students and the exchange remain on track. Make adjustments as necessary and contact us with any questions at *gapp@goethe.de*.

Step 4: Evaluation and participation certificates

When you have completed your exchange, gather some samples of your students' work and complete the Documentation Form on our website to let us know the details of your completed exchange and to receive participation certificates for your students.

Please also take some time to complete the **Teacher and Student Surveys** to help us to continue to improve the GAVE program.



LONG-TERM INDIVIDUAL EXCHANGE

In this chapter you will learn about

- what a long-term individual exchange is
- how to support students on long-term exchange in the U.S. or Germany
- resources provided by GAPP for families, coordinators, and students
- deadlines for applications



What is a Long-Term Individual Exchange?

Students having experienced a short-term GAPP exchange in the U.S. or Germany may wish to spend a longer time at their partner school to get an even deeper understanding of the language and culture of the country. GAPP students may do this by participating in a long-term exchange where they will live for a semester or school year with a host family while attending classes at the GAPP partner school.

GAPP, Inc. is designated by the U.S. Department of State as an authorized visa sponsor organization of the “Exchange Visitor Program” for secondary school students, allowing GAPP to sponsor students from Germany who are visiting their GAPP partner school in the U.S.

Note: We sponsor visas **only** for those students from Germany, who are visiting their GAPP partner school in the U.S.

A visa is not required for U.S. students wishing to have a long term exchange in Germany, and GAPP does not track or organize U.S. students on long-term exchange in Germany. See *Supporting GAPP Students on Long-Term Exchange to Germany* on page 48 for more information on what interested students need to know about a long-term exchange in Germany.

Long-Term Exchange for German GAPP students

German students wishing to visit their U.S. GAPP partner school for a semester or school year, are required to have a J1-visa, which may be eligible for sponsorship from GAPP.

To be eligible, the student must:

- have travelled on a GAPP short-term exchange
- plan to stay in the U.S. for at least 5 months, and no longer than one year
- have not completed more than eleven years of study and will continue with school upon returning.
- be between the ages of 15 and 18 ½, as determined by the program start date
- have sufficient proficiency in the English language.



Supporting GAPP Students on Long-Term Exchange in the U.S.

As an American GAPP Coordinator you will work with the German GAPP coordinator, travelling student, student's host family, your school administration, and GAPP to coordinate all necessary documentation for the obtaining of a Visa and tracking the student while they are in the U.S.

HOW IT WORKS

STEP 1

German GAPP coordinator/partner recommends student to the U.S. partner.

STEP 2

Confirm exchange is allowed by your school district policy.

STEP 3

Find a Host family. This may be the same family that the student stayed with when they were in the U.S. previously or you may have to find a new family. *See Chapter 3: Hosting for tips on finding and preparing host families.*

The GAPP Coordinator or a relative of the student may not act as host of a German exchange student.

Once you have found an interested family to host the student, please conduct an in-person interview with all family members residing in the home. A criminal background check will also be required of all residents of the host family's home (over age 18).

STEP 4

Request the J-1 visa application package from GAPP. The application package includes detailed information for supporting a long-term exchange, including: terms and conditions, fees, additional costs, program activities, etc.

You can request the application from GAPP's office in New York by emailing gapp@goethe.de

Note: Only the **U.S. or German GAPP coordinator** may request the Visa application package from GAPP.



STEP 5

Submit J-1 Exchange Visitor application to GAPP. This application should be submitted 3-4 months before the exchange is to begin. GAPP charges a \$900 non-refundable application fee per J-1 Exchange Visitor application, paid by the student's family.

GAPP cannot guarantee sponsorship. Only 5 of applicants per school are accepted per school year.

STEP 6

Support the German Student's Arrival. To prepare the student for arrival in the U.S. and for their exchange experience, inform the German student of registration and immunization procedures of the U.S. High School and about any specific school rules, e.g. dress code etc.

Support the German Student in putting together their schedule and explain about specific programs (AP classes, honors classes, varsity sports) at the U.S. High School.

STEP 7

Maintain contact and submit monthly Program Reports to GAPP. After arrival and throughout the time that the student is in the U.S., you should provide support to the exchange student while they are adapting to the new environment.

You are required to maintain contact with the student and host family and must verify this on a specified report form that you will submit to GAPP monthly.

Within 60 days of the student's arrival you must also have a School Official (not the GAPP Coordinator) complete the Program Report.

As the GAPP Coordinator, you also have the right to terminate the stay of an exchange student at any time.

Note: You will receive a complete list of responsibilities and rights with the application package.

STEP 8

After the exchange: Students will submit a one-page survey at the end of their stay to GAPP. Once received we will send the student a certificate.



Supporting GAPP Students on Long-Term Exchange to Germany

GAPP does not act as an exchange organization for U.S. students on long-term exchanges to Germany. Any student wishing to study abroad at their GAPP partner school in Germany does so on a mutual agreement between the partner schools.

U.S. students do not need Visas when travelling to, or on long-term exchange in Germany. Students wishing to study at a secondary school in Germany, are however required to obtain an *Aufenthaltserlaubnis* (residence permit) at the *Ausländerbehörde* (aliens department) local to where they will be staying in Germany.

To participate in a long-term exchange in Germany and obtain an Aufenthaltserlaubnis (residence permit), Students must

- be in possession of a valid passport (must remain valid at least six months longer than the intended stay),
- have a *Letter of Acceptance* from the principal of the German school, to show when applying for a residence permit. The German GAPP Coordinator may assist you in requesting this from the school,
- have a *Letter of Support* from their guardian as proof of sufficient funds to secure their stay in Germany.

For more details on this process and other tips for students wishing to travel to Germany for a long-term Exchange, please email gapp@goethe.de to request an Information booklet.

Deadlines

For students wishing to participate in a long term exchange in the U.S., we recommend that the application process is started at least 3-4 months before the start of the term.

For Fall semester or full school year exchanges, the deadline for applications is May 15.

For Spring semester only, the deadline is October 15.

Please check our website www.goethe.de/GAPP for exact deadlines.

Resources



GAPP Emergency Hotline – GAPP offers a 24-HR Emergency phone number to German families with students participating in long-term exchanges. This number will be supplied in the application package for applying families, and is only to be used in emergencies.

For all other questions or inquiries pertaining to GAPP exchanges, please contact **GAPP's NYC Office** at **212.439.8700** or email gapp@goethe.de.

Visa rules and details of the 'Student Exchange Visitor Program' in the U.S.

U.S. Department of State website: j1visa.state.gov/programs/secondary-school-student

Information on Long-Term Exchange to Germany booklet

To request a booklet for your students, please email gapp@goethe.de.

Policies for U.S. travelers in Germany

German Embassy in Washington, DC: www.germany.info



APPENDIX

A	Checklist for your GAPP Exchange	51
B	GAVE Checklist	53
C	Activity ideas for the Germans' Visit	55
D	Student Information Form	56
E	Release and Agreement	64
F	Behavior Contract 1	65
G	Behavior Contract 2.....	66
H	Permission for Student's Picture to Appear on the GAPP Exchange Program Website	67

The following forms are samples, GAPP does not hold legal responsibility for their contents.

GAPP Schools are responsible for the coordination of all aspects of an exchange, including all forms provided to students and host family participants.

CHAPTER 1: GETTING STARTED

Make yourself aware of the GAPP requirements:
14 days minimum stay, 10 days minimum stay with the host family,
of which 5 days minimum stay at partner school
Find a partner school on [GAPP Match](#).
Draft a plan:
Consider the flight, medical insurance and excursions.
Ask for approval from your administration:
Come prepared and be able to answer questions.
Advertise to your students.
E.g. with the free “Start with Germany” starter kit from GAPP
Decide how funds for the trip will be collected.
Either through your school or a travel agency
Give a presentation for interested students and their parents.
Give students a registration form.
Ask for full name, date of birth, passport number, copy of passport picture page,
allergies, illnesses and medication.

CHAPTER 2: PLANNING YOUR EXCHANGE TO GERMANY

Partner up! Ask students to fill out forms about themselves
(partner with your exchange partner)
Book your flight. Consider Lufthansa and Iceland Air
Apply for a group grant through GAPP via our website and
don't miss the deadline!
Apply for individual scholarships on behalf of students as needed.
Plan both sides of the exchange together with your exchange teacher!

CHAPTER 3: HOSTING

Find host families. Consider students who can't host and students who can't travel.
Remember to reserve a “home room” for your exchange partners.
Create an itinerary in consultation with your administration.
Set up a meeting for families that are hosting and don't forget to include those
students/families who are not hosting, but have a child travelling.

CHECKLIST

FOR YOUR GAPP-EXCHANGE (continued)

CHAPTER 3: HOSTING (continued)

Plan host meetings: Communicate that the host students should be treated like a family member, find “emergency parents”, hand out itineraries, plan welcome signs, share your cell phone number.

CHAPTER 4: PREPPING YOURSELF AND YOUR STUDENTS FOR GERMANY

Hold meetings for students traveling to Germany and their parents:
Collect the next payments, discuss cell phones, packing, cultural differences etc.
Have students sign a behavior contract.

CHAPTER 5: CULTURAL DIFFERENCES

Prepare your students for cultural differences which are part of the exchange experience.
Consider topics such as environmental concerns, nudity and public restrooms.

CHAPTER 6: TRAVELING TO GERMANY

Ask to see your students’ passports – physically!
Make sure students have their most important items in their carry-on.
Limit amount of luggage to one carry-on backpack and one suitcase per student.
Have students carry an itinerary of the trip.

CHAPTER 7: YOUR TIME IN GERMANY

Organize a tour of your German school.
Have a home base where you meet with your students.
Offer German language instruction for your students during homeroom.
Have students keep a journal documenting their experiences.
Have your students present a topic on American life in one of the English classes in Germany.

CHAPTER 8: AFTER YOUR TRIP

Promote your program to recruit students for future exchanges.
Fill out the GAPP surveys (optional).

PLANNING PHASE

Go to [GAPP Match](#), if you do not have a partner school.
Click on Virtual Exchange.

Meet virtually with the coordinator of your partner school to decide:

- number of students that will participate
- duration of the exchange (4 or 6 weeks)
- exchange topic and specific activities
 - 2 Get-to-Know-You Activities
 - 2+ Exchange Activities
- the platform(s) to be used for the exchange

Assign each student an exchange partner.

- Have your students fill out the “All About Me/*Infos über Mich*” form provided in the Preparation Phase materials, so that students can be partnered based on interests.

Form mixed groups for the exchange activity portion of the exchange.

Choose Platform(s) for all activities and communication.

INTRODUCTION PHASE (WEEK 1)

Speak with students about data protection and digital diplomacy.

Provide approved contact information to students for their exchange partner. They are aware that they should communicate with their partner at least once per week, via e-mail, WhatsApp, social media, etc.

Inform students which topic(s) will be discussed during the exchange.

Inform students which platforms will be used for the exchange.

GET-TO-KNOW-YOU-PHASE (WEEK 2)

Assign students two activities that allow them to get to know one another better.

- For Language Exchanges: one in German and one in English.

Inform students which platforms will be used for the activities.

EXCHANGE PROJECT PHASE (WEEK 3-6)

Assign students at least 2 exchange activities.

- For Language Exchanges: at least one of the activities should be in German, and at least one should be in English.

Assign 2-3 student-partnerships to small groups for the exchange activities.

Inform students which platforms will be used for the activities.

REFLECTION (WEEK 4 OR 6)

Have students complete the reflection form.

Coordinate a meeting to discuss the results of the exchange.

EVALUATION AND CERTIFICATES

Submit documentation of the exchange to GAPP via the Documentation form on goethe.de/GAVE.

Complete teacher survey.

Have students complete student survey.

C - IDEAS FOR ACTIVITIES FOR THE GERMANS' VISIT

OFFICIAL VISITS

- School board
- City council
- Mayor's office
- Local press and media

SCENIC ATTRACTIONS

- Museums
- Aquariums
- Zoo, wild animal park
- Natural attractions

SCHOOL ACTIVITIES

- Sports events
- Dances
- Talent shows

HOME ACTIVITIES

- Pizza parties - Make your own!
- Video night
- Board game night
- American dessert night:
Rice Krispy treats, pies,
banana splits, brownies,
chocolate chip cookies,
s'mores

INDUSTRY

- Manufacturing plants
- Farming
- Forestry
- Food processing
or restaurants
- Environment

ETHNIC DIVERSITY

- Try different cuisines.
- Cultural festivals in the area

CONTRASTING ENVIRONMENTS

If living in a suburban area, visit farms and ranches.

OUTDOORS ACTIVITIES

- Miniature golf
- Water park
- Hiking
- Biking
- Hayride and/or campfire
- River rafting or tubing
- Picnic or barbecue
- Scavenger hunt/road rally

Designed to show local historic and scenic locations as well as to acquaint students with local businesses and services. Use a cell phone to document the activity. The route should be well-planned, with set times to begin and finish. Prizes can be awarded later, if desired.

SPORTS

- Attend sporting eventss
- Invite professional teams to send a representative or video
- Play baseball or football
- Go bowling
- Go swimming
- Visit a sports complex

1 PERSONAL DATA

First and Last Name

Sex Grade Date (MM/DD/YY) / /

Place of Birth

Address 1 (Number, Street)

Address 2 (City, ZIP)

E-mail

Religion

Photo

Father's First and Last Name

Father's Occupation

Mother's First and Last Name

Mother's Occupation

Brothers (Number/Ages) /

Sisters (Number/Ages) /

Emergency Phone Numbers

Phone (XXX-XXX-XXXX)	from to (hrs)	Name of Person at Number	Relation to Applicant

The information contained herein will be used to select a host family that best approximates your personal way of life. It is therefore essential that the information you present is sufficiently detailed so as to give us a true picture of yourself, even though we must also ask you to write concisely and not exceed the space provided.

Please remember that the best selection can be made only if your responses to the following questions are absolutely candid.

Information concerning special health needs is crucial if prompt, effective action is to be taken in an emergency. All information will be treated confidentially.

2 PERSONAL HABITS AND PREFERENCES

RELIGION

Do you attend services regularly?

YES

☐

NO

☐

Is religion an important part of your life?

YES

☐

NO

☐

SMOKING

Do you smoke?

NO

☐

OCCASIONALLY

☐

A LITTLE

☐

A LOT

☐

If your host family wished to do so, would you be willing to reduce this amount?

YES

☐

NO

☐

Do you object to others smoking around you?

YES

☐

NO

☐

HOUSEHOLD CHORES

Do you have to do specific chores at home?

YES

☐

NO

☐

If so, what are they?

JOB

Do you have a part-time job?

YES

☐

NO

☐

If so, what do you do?

ANIMALS

Do you like animals?

YES

☐

NO

☐

To which animals do you object?

Do you have pets at home?

YES

☐

NO

☐

If so, what kind?

Are you allergic to any animals?

YES

☐

NO

☐

If so, to which?



3 YOUR SPARE TIME

Please describe your spare time activities:

4 TRAVEL EXPERIENCE

Have you ever visited foreign countries?

YES☐

NO☐

If YES, which foreign countries have you visited? For how long and for what purpose?

Country	Duration	Purpose



4 TRAVEL EXPERIENCE (continued)

What were the main impressions that you formed from these trips? What do you feel you learned from these trips?

Have you ever been a guest in the home of a foreign family?

YES☐

NO☐

If YES, where, when and for how long?

Country	Year	Duration

5 STAYING WITH YOUR HOST FAMILY

Would you mind sharing a room with your host partner?

YES

☐

NO

☐

What expectations do you have about participating in this exchange program?

What do you hope to achieve by staying with your host family and residing in the country you visit?



6 THE VISIT OF YOUR EXCHANGE PARTNER

What do you expect from you exchange partner when he/she comes to visit you?
What should he/she be interested in?

A large, solid light blue rectangular area intended for the student to write their responses to the questions above.

Will your exchange partner have a room to himself/herself
or will you share a room?

PRIVATE

☐

SHARE

☐

7 INFORMATION CONCERNING HEALTH

GENERAL

Do you have any special requirements or restrictions pertaining to your health?

YES

☐

NO

☐

If yes, what are they?

MEDICATION

Do you have to take any medication regularly?

YES

☐

NO

☐

If so, which medication?

How often?

Why?

ALLERGIES

Do you suffer from an allergy?

YES

☐

NO

☐

If so, to what?

What must be done in case of an allergy attack?

7 INFORMATION CONCERNING HEALTH (continued)

DIET

Do you have to follow a special diet?

YES

☐

NO

☐

If so, please, describe.

8 FURTHER INFORMATION

Further information which you consider to be important.

I have given this information to the best of my knowledge and conscience. I have not withheld anything which could be of importance in selecting my exchange partner and host family, which might jeopardize my own security or that of the entire exchange group or which might otherwise undermine the success of the exchange program.

Place and Date

Signature of Applicant

CONFIRMATION OF PARENT(S) OR GUARDIAN

First and Last Name, Place and Date

Signature of Parent or Guardian

I, the undersigned agree to the following understandings:

1. I agree to release and from, and not to hold such parties responsible for, any claims, demands, liabilities and causes of action arising out of, or connected to personal injury, illness, death or property damage resulting from any cause whatsoever. I agree to indemnify, defend and hold harmless the above named from any damage resulting from events over which they exercise no control, such as Acts of God, strikes or government restrictions. I further agree to indemnify, said parties from any claims, liabilities, cost or expenses arising out of personal injury or property damage that I either cause or contribute to while participating in the German American Partnership Program (GAPP) exchange between and and from any financial obligations which I may incur of my own behalf.
2. The right is reserved to make changes to the exchange program for the safety, comfort, or convenience of members of the exchange group, whenever in the sole judgment of , such changes are deemed necessary. The right is further reserved to refuse to accept or retain any person as a member of this program either prior to departure or during the course of the exchange visit.
3. No responsibility is incurred by for loss of passport, airline or train tickets, or other documents, or damage to luggage or any personal belongings.
4. If I become ill or incapacitated, may take actions necessary for my safety and well-being, including securing medical treatment and transporting me home at my own expense. I fully release and from any liability for such action as may be taken on my behalf.
5. This agreement will be governed by the laws of the

Name Student	Signature Student / Date
I, the parent or legal guardian of the above student, have completely read and fully understand the foregoing "RELEASE AND AGREEMENT" and agree to be bound thereby, and to cause the above student to comply therewith.	
Name Parent or Guardian	Signature Parent or Guardian / Date
Name Notary Public	Signature Notary Public / Date

Address of GAPP coordinator or chaperoning teacher

In consideration of your agreement to act as Teacher/Chaperone for my child

Name of Child

during the trip to Germany, I do hereby agree to hold you, your heirs, executors and administrators free from any and all liability, and do hereby for myself, my heirs, executors and administrators waive, release and forever discharge any and all rights and claims for damages which I or my child may have or which may hereafter accrue to me, or my child arising out of or in connection with you in your capacity as Teacher/Chaperone or with your participation in any activities during the trip to Germany.

I shall indemnify you against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding or potential proceeding arising out of the acts whether negligent, or intentional of my child during the time which you are acting as Teacher/Chaperone on the trip to Germany. I shall advance to you any defense expenses in any such proceeding.

I do hereby declare myself to be physically and mentally sound and am capable of entering into this agreement.

Name Parent or Guardian

Signature Parent or Guardian / Date

My son/daughter Name of Child

has my permission to participate in the following high school student exchange to Germany.

Address of your German Partner School

from MM / DD / YY to MM / DD / YY .

This trip is school-sponsored and provides the usual supervision by the accompanying teacher.
The undersigned understands and agrees with the **RULES AND CONDUCT CODE** as follows:

EXPECTED BEHAVIOR

1. The student will attend school as specified by the teacher.
2. Mature, courteous, thoughtful behavior and conduct of highest quality is expected at all times.
3. The student is expected to obey all rules and safety precautions established by the teacher during the travel and group activities.
4. The student must report any absence from his/her host family for more than a day.
5. The student understands that alcohol is not to be consumed at any time during the exchange.
6. The student is not allowed to drive a car in Germany. Any driving will be considered as the illegal operating of a motor vehicle and will be reported to the local authorities.
7. Use or possession of drugs or illegal narcotics will result in the participant's immediate return to the United States at the expense of his/her parents. In the case of arrest (for the above), the student becomes the total responsibility of his/her parents.

Name Parent or Guardian	Signature Parent or Guardian / Date
Name Student	Signature Student / Date

H - PERMISSION

FOR STUDENT'S PICTURE TO APPEAR ON THE GAPP EXCHANGE PROGRAM WEBSITE



While on the GAPP exchange in Germany from / / , we will be periodically taking pictures and reporting on what is happening in Germany. We will upload this to our web site for the parents to keep up with what we are doing.

My son/daughter has my permission to have his/her picture taken and displayed on the GAPP portion of the school's web site.

I hereby agree that my son's/daughter's picture and/or name may be shown on the school's web site.

Name Parent or Guardian	Signature Parent or Guardian / Date
Name Student	Signature Student / Date

NOTARY

Subscribed and sworn to before me in presence, this day / of

Notary Public in and for the

My commission expires / /

Name Notary Public	Signature Notary





Konzeption/Concept Design, Umsetzung/Implementation, Redaktion/Editor
GAPP

Künstlerische Gestaltung/Creative Design
Géza Schenk, GGS Communication LLC - ggscommunication.llc@gmail.com

Recycling Bild/Recycling Picture
Jenna Hagenloch

Herausgeber/Publisher
GAPP - German American Partnership Program
c/o Goethe-Institut New York
30 Irving Place
New York, NY 10003
United States of America
Phone: +1 212.439.8717
E-Mail: GAPP@goethe.de
Website: goethe.de/GAPP

In cooperation with:



Supported by:



