



STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS

2024 Outbound Program Terms & Conditions

Please read carefully!

The **2024 Outbound Program Terms and Conditions** as outlined below pertain to the 2024 States' 4-H International Exchange Outbound Programs. States' 4-H International reserves the right to modify these Terms and Conditions at its discretion. When or if changes do occur, States' 4-H will make a new copy of the Terms and Conditions available in an expedient manner.

Application & Acceptance

Applications for the 2024 States' 4-H International Outbound Exchange Programs are due by December 15, 2023. Once you apply and submit your application, you agree to:

- Use your legal first, middle, and last name on your Outbound Application form (Personal Information section) that matches your passport name and airline ticket
- Follow the program deadlines as outlined below
- Adhere to the full **2024 Outbound Program Terms and Conditions**, including the Delegate Code of Conduct
- Notify your State Coordinator immediately if you wish to cancel your program participation

Secondary Selection of Applicants

Some programs may have minimum and/or maximum group size nationwide. In the event that the number of program applications exceeds the hosting capacity in an outbound country, States' 4-H will review and select finalists based upon an application scoring rubric provided to each State Coordinator.

Program Fees & Deadlines

The below table outlines the key program deadlines throughout the year, including payment schedules and document submissions to States' 4-H. In some instances, individual states may set deadlines that are slightly different than the ones listed below. Please check with your State Coordinator for your state-specific deadlines.

Please note that only fully-paid delegates will be allowed to participate in departure orientations and international travel.

| Date Due to States' 4-H | Materials Due to States' 4-H |
|-------------------------|---|
| December 15, 2023 | ➤ Completed Application |
| January 15, 2024 | ➤ First Program Payment ➤ Signed Acceptance Letter |
| April 1, 2024 | ➤ Remaining Program Balance Payment |
| April 1, 2024 | ➤ Passport Scan |
| April 1, 2024 | ➤ Confirmed domestic flight itinerary |

Program fees include:

- Welcome packet; overnight national departure orientation at US gateway city; arrival orientation in host country; portion of chaperone fee (chaperone to delegate ratios vary by program); Accident & Sickness Medical Insurance while overseas; in-country transportation, lodging, and meals while on-program¹; country-specific activities as determined by international partner organizations; overnight national debriefing at US gateway city.

Program fees do *not* include those fees/costs not specifically specified above, including:

- Round-trip US domestic airfare from applicant's home airport to/from US gateway airport; potential unaccompanied minor fees as required by airlines; travel agent booking fees; applicable checked baggage fees; medical appointments prior to travel; vaccinations; applicable passport application fees and/or visa costs; personal spending money; trip cancellation/trip

¹ Lunches during the Nihongo program are not included.



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interruption insurance; additional trip costs (flight rebooking fees, accommodations, meals, etc.) arising from flight cancellations/delays, accidents or illness.

Program Cancellation & Refund Policy

The program cancellation and refund policy outlined below will be strictly adhered to in order to ensure consistency and fairness across all programs and participants.

- a. Application and program payments are non-refundable unless the program is cancelled by States' 4-H.
- b. Should States' 4-H cancel this program due to lack of sufficient participation or for reasons beyond its control which makes it unsafe, illegal or impracticable to carry out the program, States' 4-H will refund each delegate all money previously paid on behalf of that delegate, EXCEPT the application fee and cost of the airline ticket(s). Airline tickets are non-refundable once purchased. It is possible that an airline will provide credits for unused tickets, but this is not guaranteed.
- c. Should an individual delegate cancel their participation for whatever reason after being accepted into the program (acceptance letter will be sent around early January), the following cancellation fees will be applied:
 - No refund of paid program payments or deposits.

It is strongly recommended that the delegate obtain trip cancellation/trip interruption insurance to cover lost deposits/payments and any non-medical expenses incurred due to trip cancellation or trip delays for covered reasons.

Travel Provisions

- A. Domestic Flights
 - a. **Applicants will purchase their own domestic roundtrip air tickets and baggage fees on the designated dates from their home airport to the National Orientation site located at the designated gateway city.** Confirmed flight itineraries must be sent to States' 4-H by April 1, 2024.
 - b. We recommend that you purchase a "changeable" domestic air ticket.
 - c. We strongly recommend that you purchase a "non-stop" flight, if available.
- B. International Flights
 - a. **International flights will be arranged and purchased on behalf of the applicant by States' 4-H in February. The airfare cost plus any applicable taxes and travel agent fees will be charged to the applicant. These costs are non-refundable and non-transferable once issued.** If a delegate or family wishes to **purchase trip cancellation/trip interruption insurance**, it is their responsibility to research and purchase an appropriate plan.
 - b. Flights will be booked using the applicants' **full name** and **date of birth** as indicated in the *Personal Information* section of the Outbound application. It is the applicant's responsibility to **ensure that their name and date of birth exactly matches their passport**. In the event that an applicant does not yet have a passport at the time of application, they should ensure that they apply for one using the *exact* name that they recorded on the application. Any additional airfare and/or ticket change fees that occur as a result of an incorrect name/date of birth are the responsibility of the applicant.
 - c. Applicants **MUST** adhere to the international itinerary purchased on their behalf by States' 4-H. Applicants may not 'extend' their travel or modify their itinerary in any way.
 - d. Applicant's airline miles cannot be used to purchase international flights.
 - e. In the event of an unanticipated world incident (such as an international health crisis, natural disaster, etc.) States' 4-H will make every effort to *delay* international ticket purchasing to continue monitoring the situation and to mitigate potential financial risk to families.
- C. Baggage Policy

Applicants are required to bring only **one** checked bag during international travel. All checked baggage fees incurred on domestic and/or international flights are the responsibility of the applicant.
- D. Passport Information



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Applicants must have a passport that is valid for at least 6 months after their intended return date. Applicants under 16 years of age must apply in-person. More information can be found at the following link: <https://travel.state.gov/content/travel/en/passports/apply-renew-passport.html>

E. Unaccompanied Minor Fees on Domestic Flights

Based upon their age and the airline requirements, in some instances applicants may incur Unaccompanied Minor fees during their domestic travel. While these policies vary by airline, the general policy is that a traveler is considered an "Unaccompanied Minor" if they are **under the age of 15** and are *not* traveling with anyone 18 years of age or older. Unaccompanied Minor fees are approximately \$150 each way. Any Unaccompanied Minor fees incurred during the participation in a States' 4-H Outbound Program are the responsibility of the applicant.

Adult Chaperones

- S4-H will provide adult chaperone(s) for every 10 delegates to escort the group on international flights and will be in country during the entire stay. For international flights that involve a connection, a minimum of two chaperones will accompany the group of delegates on the flights. Additionally, our international partners have adult staff/volunteer in country during the entire stay.
- The designated lead chaperone for each country will be an adult of at least 25 years of age who has experience working with youth and has passed a criminal background check within the past two years. All other chaperones may be 19 years of age or older who have experience working with youth and have passed a criminal background check within the past two years.
- Please note that no chaperone is provided on the domestic flights going to and from the orientation site located at the U.S. gateway city.

Safety Guidelines

While under the sponsorship of States' 4-H, covering the time period when the participant departs his/her home state until he/she returns to his/her home state, the participant may *not* participate in any high-risk activities, including but not limited to, the following:

- hunting
- paintballing
- mountaineering & rock climbing
- scuba diving
- jet-skiing
- snorkeling
- bungee jumping
- hang gliding
- glider riding
- parachuting
- parasailing
- hot air ballooning
- sky diving
- driving
- motorcycle/motor scooter driving/riding
- operating motorized lawn equipment
- operating farm equipment
- driving/riding motorized recreational vehicles
- driving/riding all-terrain vehicles
- horse racing
- spelunking

International Health Coverage

Applicants will be provided with Accident & Sickness Medical Insurance **during international travel**. This coverage is considered secondary coverage and will supplement any primary sickness and accident insurance that the applicant may already have. This insurance provides coverage for accidents, injuries, or illnesses that occur and are treated while the delegate is out of the Home Country. The insurance coverage is limited to a \$250,000 maximum medical expense per person. The applicant is responsible for any medical expenses above and beyond, including coverage determined to be in excess of *reasonable and customary*, as defined by the insurance provider. **Program insurance does *not* cover preexisting conditions nor the treatment of mental and nervous disorders, nor does it cover medical expenses arising out of participation in a high-risk activity as noted in the "Safety Guidelines" section above. The delegate and his/her parents/guardians are advised to read the full text of the insurance policy to fully understand the coverage, limitations and exclusions.**



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Vaccinations & Health Precautions

States' 4-H requires that all applicants have routine vaccinations² completed prior to travel. In the event that a specific vaccination(s) is required for entry into a country of travel, applicants must also receive that appropriate vaccination prior to international travel. For all other vaccinations, States' 4-H recommends that applicants consult their physician and follow the guidance of the Center for Disease Control (CDC) for their destination country. In the event that an applicant does not receive their routine vaccinations due to personal or medical reasons, they must complete a vaccination waiver form prior to international travel.

Please note that some international partners organizations, airlines, and/or governments may require specific vaccinations for international travel, such as a COVID-19 vaccine. In addition, they may require a negative COVID-19 PCR test for entry and mask-wearing during travel. In such cases, a vaccination waiver may not be accepted.

Host Family Placement

States 4-H relies upon our International partner organizations to follow a prescribed procedure in placing our delegates with a volunteer host family who have been screened, interviewed and received an orientation by their organization representative.

International partner organizations make every effort to successfully place delegates with host families. In rare cases, delegates may have substantial medical conditions that present unique challenges and/or require unique knowledge or experience on the part of the host family to ensure the delegates' safety and well-being while abroad. In rare cases, medical conditions may result in late placement or non-placement of the delegate if the care required is above and beyond what a host family can be expected to provide. In the case of specific medical conditions and/or allergies, States' 4-H will request additional supplemental medical information as required by our partner organizations.

In their application, applicants may request to be placed with a specified host family in their preferred country of travel ("docking request"). While every effort will be made to place the delegate with the requested host family, please note that this placement is not guaranteed.

Please note that for the Argentina program, there will be no host family placements. Delegates will be placed in lodging accommodations in Cordoba that has been properly vetted by our local partner organization for safety, security, and comfort. Members of opposite genders will *not* share rooms.

Program Evaluations

At periodic intervals throughout the program, States 4-H may administer program evaluations to assess participant outcomes and identify ways to improve future programming. Participants must complete all program evaluations as part of their participation in the States' 4-H Outbound Programs.

We have read and understand the above terms and conditions and agree to them.

| | | |
|---------------------------------|--------------------------------|-------|
| _____ | _____ | _____ |
| Signature of delegate | Print delegate's name | Date |
| _____ | _____ | _____ |
| *Signature of legal guardian #1 | Print legal guardian #1's name | Date |
| _____ | _____ | _____ |
| *Signature of legal guardian #2 | Print legal guardian #2's name | Date |

*In the case of divorced parents, one legal guardian signature is sufficient.

² Routine vaccinations include MMR, Chickenpox, Polio, DTP, TB