

Nagasaki International Association Host Family Registration and Procedures Outline

(Overview)

Article 1.

This document will outline registration and implementation of the Nagasaki International Association's (hereafter 'NIA') Host Family Registration System. The goal of this registration system is to deepen international understanding and widen the international perspective of foreign visitors through having them live with homestay families to receive the opportunity to experience Japanese daily life, and ultimately raise their understanding of Japan.

(Definitions)

Article 2.

The items that follow in this outline will be defined as below.

- (1) Homestay – A person, as a volunteer, for the purpose of increasing mutual understanding, allowing a foreign person to their home to stay for a decided period to live with them and their family.
- (2) Home Visit – A person, as a volunteer, for the purpose of exchange, allowing a foreign person to their home but not to stay the night.
- (3) Host Family – A family that accepts Homestays or Home Visits. Host Family Volunteering is doing volunteer activities as a Host Family.
- (4) Registered Member – The representative of a Host Family, whose name is recorded on the Host Family Registry.
- (5) Guest – A person (or group) who wishes to be introduced to a Host Family for a Homestay or Home Visit.

(About Introductions)

Article 3.

- 1 The NIA will introduce Host Families to Guests.
- 2 After reviewing and approving a received Homestay or Home Visit Application, and receiving the approval of the Host Family, the NIA will put the Guest in contact with the Host Family.
- 3 As a rule, Homestays are not to last longer than one week.

(Requirements to Receive an Introduction)

Article 4.

To receive an introduction to a Host Family, a Guest must be the following.

- (1) The individual must be introduced to the NIA through an organization (such as a local government body, public corporation, educational institution, or private international exchange group) OR must be living in Japan (as an exchange student or technical trainee) and have an interest in Japanese culture, customs, or daily life.
- (2) Any other persons or groups the NIA finds suitable.

(Registration Requirements)

Article 5.

To be accepted as a Host Family, candidate families must fulfill all the following.

- (1) Must not be a single-person household, and must be at least 20 years of age with an address located within Nagasaki Prefecture.
- (2) All members of the family must understand and agree to the Host Family system, and be open to accepting Guests from any country or region.

(How to Apply for Registration)

Article 6.

- 1 Those who wish to become Host Families must submit a Host Family Registration Application (see attached Document 1.) to the NIA
- 2 After the NIA has reviewed the application and found it to be suitable, the applicant will be listed on the Host Family Register.

(Period of Registration)

Article 7.

- 1 The period which Host Families will be on the register will be from the date they are added until March 31st of the decided year, and shall not last longer than two years.
- 2 The NIA will update the Host Family Register once every two years. Once that update is completed, the period to be on the register will be two years.

(Withdrawing Registration)

Article 8.

Host Families will be removed from the register in the event of any of the following.

- (1) The Registered Member asks to be taken off the register.
- (2) When a Host Family fails to fill the requirements in Article 5.
- (3) When the Host Family has been discovered doing something unbecoming of a Host Family.

(Application Procedures)

Article 9.

- 1 Prospective Guests will submit to the NIA a Host Family Introduction Request form (see attached Document 2) no later than three weeks before the requested start date of the visit.
- 2 The NIA will receive this form, and after review, will open applications for Registered Members to accept the Guests, and choose from among those that respond.
- 3 Once the NIA has made a decision, it will inform the Registered Member and the Guest as soon as possible.
- 4 If after the NIA accepts an application for a prospective Guests, but no Host Families respond to the call, the NIA will inform the prospective Guest as soon as possible.

(About the Activities Report)

Article 10.

After a homestay has been completed, the Registered Member will submit an Activities Report (see attached Document 3) to the NIA as soon as possible.

(Personal Information Handling)

Article 11.

- 1 The NIA will not divulge any personal information about Host Families or Guests, nor will they use any gained information for anything other than what is outlined here.
- 2 Host Families and Guests must not divulge any personal information about the other party during the Homestay.

(Insurance)

Article 12.

The NIA will enter all members of a Host Family over 10 years of age into the Volunteer Activity Insurance Plan of the Japan National Council of Social Welfare.

(Incurred Expenses)

Article 13.

- 1 Registered Members will not receive remuneration for their work and all costs associated with picking up and sending off the Guest, food, and lodging will be borne by them.
- 2 The costs of all (but not limited to) activities, transportation, and calls abroad shall be borne by the Guest.

(Obligation)

Article 14.

Host Families and Guests must do their best to ensure that no accidents happen during the Homestay or Home Visit.

(Disclaimer)

Article 15.

Compensation for Host Families that incur damages during a Homestay or a Home Visit will be limited to the amount paid by the insurance outlined in Article 12.

(Other Issues)

Article 16.

All other issues not expressly decided here will be decided on an as needed basis.

Addition: These rules shall be in effect as of 1 June 2011.

Addition: These rules shall be in effect as of 15 November 2017.

(別紙様式1)

ホストファミリー登録申込書

(Document 1)

Host Family Registration Application

公益財団法人長崎県国際交流協会ホストファミリー登録制度運営要綱を理解の上、次のとおりホストファミリーへの登録を申し込みます。

I hereby apply to be registered on the Nagasaki International Association's Host Family Registry and do so after having read and understood the Registration and Procedures Outline of this program.

申込み日 平成 年 月 日
Application Date: (YY//MM/DD) (/ /)

フリガナ					年	月	日
氏名 Name		性別 Sex	男・女 M F	生年月日 Birthday	Y	M	D
					(歳)		
					(Y.O.)		
住所 Address	〒				職業 Work		
電話番号 TEL	(自宅)(H) (携帯)(M)		FAX				
E-mail	ホストファミリー等の募集やお知らせを、Eメールにてご連絡します。 お持ちの方は必ずご記入ください。 We will inform Host Families about requests from Guests through email. Please write your email address below. (PC) (携帯)						
会話が可能な外国語があればご記入ください Please list which foreign languages you speak. <input type="checkbox"/> ある (語) (語) (語) (語) <input type="checkbox"/> なし (None)							
◆ 受入の動機 (What interested you in having a Homestay or Home Visit Guest?)							
◆ 受入に際しての希望 (ご自由にお書きください) What are your aims for hosting a guest? (please write whatever you like)							
受入可能な期間 (How long are you willing to have a Homestay guest?) <input type="checkbox"/> 1~3日程度(1-3 days) <input type="checkbox"/> 1週間程度(1 week)							

寝室として提供できる部屋 Rooms you can provide for a guest	<input type="checkbox"/> 和室 Japanese Room (室 / # of rooms) <input type="checkbox"/> 洋室 Western Room (室 / # of rooms) <input type="checkbox"/> 家族と同室 rooms with your family (和室 • 洋室) Western Japanese
ペット Have pets?	<input type="checkbox"/> 飼っている (種類 Yes (type:)) <input type="checkbox"/> 飼っていない No
喫煙 Smoking	<input type="checkbox"/> 吸わない (<input type="checkbox"/> 訪問者が吸ってもかまわない) No don't mind if guest does <input type="checkbox"/> 吸う Yes

家族構成 (同居家族のみ) Family Members					
(フリガナ) (Katakana) 氏名 Name	続柄 Relationship	年齢 Age	職業・学校名 (具体的に) Occupation/School	会話可能な外国語 Languages they speak	趣味等 Hobbies and Interests
()					
()					
()					
()					
()					
()					

◆自宅付近の略図（目印となる建物及びバス停などをご記入ください）

Please draw a simple map of the area surrounding your home (including any buildings that could be used as landmarks).

最寄の駅又はバス停（ ）より徒歩約（ ）分

() minutes to the nearest bus stop or train station, which is ()

※この登録申込書にご記入いただいた事項は、必要に応じて依頼者にお知らせいたしますので、ご了承ください。

Please understand that the NIA will inform Prospective Guests about what is written on this application form.

ホストファミリー紹介申込書

Host Family Introduction Request Form

公益財団法人長崎県国際交流協会ホストファミリー登録制度運営要綱を理解の上、次のとおりホストファミリーの紹介を申し込みます。

I hereby apply to be introduced to a Host Family on the Register operated by the Nagasaki International Association and understand the Registration and Procedures Outline of this program.

フリガナ (Katakana) 名 前 (Name)	性 別 (Sex) <input type="checkbox"/> 男性 <input type="checkbox"/> 女性 (M) (F)	写 真 Photograph
国・地域名 (Nationality or Area)	生年月日 (Date of Birth) (YY/MM/DD) 年 月 日	
住 所 (Address)		
電話番号 (Telephone number)	Eメールアドレス (E-mail address)	
在籍学校名、職業 (School name or Occupation)	日本語会話能力 (Japanese Conversation) <input type="checkbox"/> よくできる <input type="checkbox"/> ふつう <input type="checkbox"/> あまりできない (Good) (Fair) (Poor)	
日本語と母国語の他に話す言語 (Foreign languages you speak other than Japanese)		
希望の内容 ◆ Desired Dates		
<input type="checkbox"/> ホームステイ (Home stay)		
第1希望日 年 月 日 () ~ 年 月 日 () (First Choice) (YY) (MM) (DD)		
第2希望日 年 月 日 () ~ 年 月 日 () (Second Choice) (YY) (MM) (DD)		
<input type="checkbox"/> ホームビジット (Home visit) ※宿泊を伴わない訪問		時間帯 (Time) <input type="checkbox"/> 午前 <input type="checkbox"/> 午後 (Morning) (Afternoon)
第1希望日 年 月 日 () (First Choice) (YY) (MM) (DD)		
第2希望日 年 月 日 () (Second Choice) (YY) (MM) (DD)		
簡単な自己紹介を書いてください (Please write a self-introduction)		
趣味 (Hobbies)		

※裏もあります (Please write the reverse side)

ホストファミリーに希望がありますか？ (Do you have any particular requests for your host family?)
食べないもの／飲まないもの (Please write any food or drink restrictions you have.)
アレルギーの有無 ※ペットの動物やその他に対して (Please write any allergies you have.)
宗教 (Please write your religion.)
タバコ (Do you smoke?) <input type="checkbox"/> 吸う (Yes) <input type="checkbox"/> 吸わない (No)
ホームステイの経験 (Do you have prior Homestay experience?) <input type="checkbox"/> ある (Yes) <input type="checkbox"/> ない (No)

その他希望があれば、記入してください (If you have any other requests, please write them here.)
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家族や友達と一緒に参加したい人は名前を書いてください

(If a family member or friend will participate with you, please write their information here.)

名前 (Name)	男/女 (M/F)	年齢 (Age)	続柄 (Relation)	電話番号 (Telephone number)

(公財) 長崎県国際交流協会記入欄 (To be filled out by the NIA)

ホストファミリー 氏名 Host Family Name	連絡先 Contact Information
実施日 ホームステイ / ホームビジット Dates Homestay / Home Visit	
年 月 日 () ~ 年 月 日 () YY/MM/DD (/ /) ~ (/ /)	泊 日 Total Nights ()
待合せ詳細 Meeting Details Date 月 日 () Time : に Place	で待ち合わせ
ボランティア保険 Volunteer Insurance <input type="checkbox"/> 加入済 Yes	備考 Comments

(別紙様式3)

(Document 3)

ホストファミリーボランティア活動報告書

Host Family Volunteer Activity Report

提出日 平成 年 月 日

Submission Date: (YY/MM/DD) (/ /)

種類 (Category)	<input type="checkbox"/> ホームステイ (Homestay) <input type="checkbox"/> ホームビジット (Home Visit)
登録者名 (Registered Name)	
依頼者名 (Guest Name)	
活動日 (Dates)	平成 年 月 日 ~ 平成 年 月 日 (YY/MM/DD) (/ /) - (/ /)

●主な活動内容についてご記入ください。

(Please write about the content of the homestay/visit)

●活動中に起こった困ったことや、それにどのように対応したか、また、喜ばれたことなど、体験談や感想をお聞かせください。

(Please write about what was difficult or what went well during the homestay/visit. If you have any concerns, please write them here.)

以上

ご報告ありがとうございました (Thank you very much!)