

**SISTER CITIES COMMITTEE
OF
THE FOREST GROVE / CORNELIUS CHAMBER OF COMMERCE, OREGON**

ADMINISTRATIVE INSTRUCTIONS

ARTICLE I – COMMITTEE MEMBERS

Section 1. Committee Member Application and Selection

- a. Applications for Committee Membership shall be received at the Chamber in writing or electronically using the form at ADDENDUM A – Sister Cities Committee Member Application Form.
- b. Openings for Committee Membership shall be announced on the Chamber and Cities websites.
- c. Applications may be received, reviewed and voted on by the current Members at any time during a regular meeting or special meeting scheduled and announced for that purpose.
- d. Selection of Member applicants shall be in accordance with the Bylaws, Article IV. Section1 which reads: "...who are: a) residents of, own businesses in or work in the municipal jurisdictional boundaries of Forest Grove and Cornelius, Oregon or b) who reside in the unincorporated area surrounding Forest Grove and Cornelius. No more than two (2) members of the committee can be from b) above. Committee members do not need to be members of the Chamber." Further consideration will be given to applicant's willingness to dedicate time to meetings, delegation visits and any other activities as conducted by the Committee and Cities to further the purpose of the Sister Cities relationships.

Section 2. Term of Membership

- a. Shall be in accordance with the Bylaws Article IV. Section 2.
- b. A new Member who is elected by the current Members at any time mid-year will have the beginning of their term post-dated to the January 1st of the last election cycle year. The Chamber will be updated with a new member roster.

Section 3. Non-voting Representatives and Liaisons

The following may designate non-voting representatives and liaisons to the Committee:

- a. Forest Grove City Council
- b. Cornelius City Council
- c. Forest Grove City Staff

- d. Cornelius City Staff
- e. Pacific University
- f. Forest Grove School District

ARTICLE II - MEETINGS

Section 1. Notice of Meeting

- a. Notice shall be sent out at the direction of the Chair or the Secretary or the persons calling the meeting to each Committee/Sub-Committee Member, each recognized non-voting representative, liaison or participant of the committee, the Executive Director of the Chamber and the City Staff liaisons for both Cities.
- b. Notices shall contain the date, time, location, purpose and proposed agenda of the meeting.

Section 2. Agenda

- a. The Committee Chair will prepare and publish the agenda for each regular and special meeting.
- b. The outline and format at ADDENDUM B – Meeting Agenda Format shall be used for the preparation and publication of all Committee and “Named Sister City” Sub-Committee regular and special meetings.

Section 3. Member Quorum

Unless otherwise required by the Chamber Bylaws, a majority of the Members appearing in person or calling in by phone shall constitute a quorum at a meeting of Members.

Section 4. Minutes

- a. Minutes of all regular and special meetings of the Committee or “Named Sister City” Sub-Committees shall be recorded and approved by a quorum vote of the Members.
- b. The outline and format at ADDENDUM C – Meeting Minutes Format shall be used for the preparation and publication of all Committee and “Named Sister City” Sub-Committee regular and special meetings.
- c. Upon approval, copies of minutes shall be provided to the Chamber Board of Directors, Staff Liaisons to both Cities and any other Member upon request.

Section 5. Voting

- a. If a quorum is present the affirmative vote of a majority of the Members at the meeting entitled to vote on the subject matter shall be the act of the Members. After a quorum has been established at a Members' meeting, the subsequent withdrawal of Members, so as to reduce the number of Members entitled to vote at the meeting below the number

required for a quorum, shall not affect the validity of any action taken at the meeting prior to the departure of the Member.

- b. Each Member shall be entitled to an equal vote on each matter submitted to a vote at a meeting of Members. No proxy votes are allowed. No absentee votes are allowed.

ARTICLE III – POWER AND DUTIES OF COMMITTEE OFFICERS

Section 1. Chair

- a. Shall prepare and distribute agendas and preside at all meetings of the Members.
- b. Shall sign all contracts and other documents as may be needed for the conduct of Committee activities.

Section 2. Vice-Chair

- a. Shall assume the duties of the Chair in the absence of the Chair.
- b. Assume such duties as assigned from time to time by the Members.

Section 3. Secretary

- a. Shall keep records of all agendas and minutes for all regular and special meetings and shall send a copy of each to the Chamber and Cities.
- b. Shall keep a roster of Members including their offices and terms in the format at ADDENDUM D – Roster Format for Sister City Committee Members.
- c. Shall keep a record copy of current Bylaws, Administrative Instructions, contracts and other documents pertinent to the conduct of the Committee.
- d. Shall facilitate the transfer of all records to a newly elected Secretary within 30 days of said election.

Section 4. Treasurer

- a. Be the custodian of all funds of the Committee and Sub-Committees depositing such funds through the Chamber in banks as designated by the Chamber.
- b. Disburse funds only as prescribed by a vote of the Members in accordance with the Administrative Instructions.
- c. In coordination with all Sub-Committee Treasurers, shall maintain copies of all transactions including donations, expenses and receipts.
- d. Shall prepare an annual budget for approval of the Committee and keep copies of the approved final budgets.

- e. Shall submit to the Chamber and each respective City a copy of the approved annual budget.
- f. Shall facilitate the transfer of all records to a newly elected Treasurer within 30 days of said election.
- g. Shall facilitate completion and submission of bank documents and signatures required to transfer account management to the newly elected treasurer.
- h. Shall provide a financial report to the Committee at every regular committee meeting including but not limited to: Account balance, Income and Expenses, and Budget objectives.

ARTICLE IV – POWER AND DUTIES OF SUB-COMMITTEE OFFICERS

Section 1. Chair

- a. Shall prepare and distribute agendas.
- b. Shall preside at all meetings of the Members.

Section 2. Vice-Chair

- a. Shall assume the duties of the Chair in the absence of the Chair.
- b. Shall assume such duties as assigned from time to time by the Members.

Section 3. Secretary

- a. Shall keep records of all agendas and minutes for all regular and special meetings and shall send a copy of each to the Committee.
- b. Shall keep a roster of Members including their offices and terms in the format at ADDENDUM D – Roster Format for Sister City Committee Members.
- c. Shall keep a record copy of current Bylaws, Administrative Instructions, contracts and other documents pertinent to the conduct of the Committee.
- d. Shall facilitate the transfer of all records to a newly elected Secretary within 30 days of said election.

Section 4. Treasurer

- a. Disburse funds only as prescribed by the Committee in accordance with the Administrative Instructions.
- b. Maintain copies of all transactions including donations, expenses and receipts and provide the Committee Treasurer with a monthly report of transactions.

- c. Shall prepare an annual budget for approval of the Committee and keep copies of the approved final budgets.
- d. Shall facilitate the orientation and education of the newly elected Treasurer with the Chamber's financial recordkeeping processes within 30 days of said election.

ARTICLE V – DUTIES OF CITY STAFF LIAISONS

The duties and responsibilities of City Staff Liaisons shall be dictated in the Memorandum of Understanding (MOU) found at APPENDIX 1 between the Chamber and the Cities.

ARTICLE VI - FINANCIAL RECORDS

Section 1. Budget

- a. Budgets will be prepared for a two-year cycle that includes both the sending and receiving of adult and student delegations. A fiscal year will begin on 1 July and end on 30 June of the following year. Therefore, a two-year budget will be prepared from 1 July to 30 June two years hence.
- b. The Treasurer shall prepare and submit a proposed two-year budget to the full Committee no later than March 1 of odd numbered years.
- c. The Committee shall submit an approved proposed two-year budget to the Chamber Board of Directors no later than April 1 of odd numbered years.
- d. The Committee shall submit a copy of an approved final two-year budget to the Cities no later than May 1 of odd numbered years.
- e. The Treasurer shall use the outline at ADDENDUM E – Budget Format in preparing and submitting a two-year budget.

Section 2. Transactional Accounting and Record Keeping

- a. The Treasurer shall maintain an account of expenses for all activities, events and other transactions.
- b. Individuals requesting reimbursement for expenses must use the form at ADDENDUM F – Request for Expense Reimbursement Form and attach copies of all receipts validating expenses made to the Treasurer within 60 days of expense. Requests submitted after 60 days may be refused by the Committee.

ARTICLE VII – EXCHANGE PLANNING

Section 1 – Planning management

- a. The success of the Sister City relationships and exchanges is dependent on transparent and open communications, collaborative planning and mutual support.

- b. The Sister City Committee and “Named Sister City” Sub-Committees are responsible, in accordance with the MOU (APPENDIX 1), for planning all exchanges including budgets, timelines, schedules, activities, education, etc. All plans will be shared on a periodic as needed basis with the Chamber CEO and President and the respective City Managers.
- c. For purposes of differentiation and clarification, the following terms are defined:
 - 1) Host Family – The family with whom a “sending” delegation member stays during an exchange visit to the Sister City.
 - 2) Homestay Family – The family with whom a “receiving” delegation member stays during an exchange visit to Forest Grove or Cornelius.

Section 2 - Timeline: Two-year cycle

- a. A two-year cycle will be used for planning and budgeting purposes with the intent of covering a complete rotation of both sending and receiving adult and student delegations.
 - 1) Planning begins in the Fall of even-numbered years in preparation for the budget of the following Spring.
 - 2) A two-year budget is prepared in the Spring of odd-numbered years.
 - 3) Example: Planning begins in the Fall of 2020 in preparation for developing a two-year budget that is approved in the Spring of 2021.
- b. September (even-year): Determination of adult delegation exchange theme (e.g. business, agriculture, public art, disaster preparedness, recycling, manufacturing, tourism, history, etc.).
- c. October (even-year): Publicly announce adult exchange, theme and application period.
- d. November 1 (even-year): Application window opens.
- e. December 31 (even-year): Application window closes.
- f. January (odd-year): Application review and interviews; adult delegate selection.
- g. February (odd-year): Purchase airline and other transportation (i.e. rail pass) tickets. (Exchanges dates must be finalized before purchases can occur.)
- h. February – April (odd-year): Adult delegates attend acculturation classes.
- i. April – May (odd-year): Pre-trip adult delegate gathering. Gather and send Delegation Member Information Exchange forms (ADDENDUM I).
- j. May – June (odd-year): Adult exchange trip.
- k. July – August (odd-year): Post-adult exchange gathering and evaluation.

- l. September (odd-year): Publicly announce visiting student delegation exchange and requests for homestay families.
- m. September (odd-year): Begin planning for visiting student delegation exchange. Visiting student homestay family applications and selection.
- n. September – October (odd-year): Visiting student delegation homestay family orientation. Finalize visiting student delegation activity schedule.
- o. October – December (odd-year): Visiting student delegation exchange.
- p. January (even-year): Post-student exchange gathering and evaluation.
- q. February (even-year): Publicly announce visiting adult delegation exchange, theme and request for homestay families.
- r. April (even-year): Finalize visiting adult delegation activity schedule.
- s. May (even-year): Homestay family orientation.
- t. June (even-year): Visiting adult delegation exchange.
- u. July (even-year): Post-adult homestay family gathering and evaluation.
- v. August (even-year): Sister City presentation to Chamber Board of Directors and City Councils.

Section 3. Logistical Arrangements

- a. General logistical planning and support will be done in accordance with the MOU (APPENDIX 1). Delegation specific arrangements are described below in Articles VIII and IX.

ARTICLE VIII – SISTER CITY ADULT DELEGATIONS

Section 1. Exchange Theme

- a. Every two years in the Fall of even-numbered years, the Committee will recommend an exchange theme (e.g., art, disaster preparedness, education, agriculture, history, business, etc.) to the City with which the exchange is to occur and the respective Sister City. Final selection of an exchange theme will be the City.
- b. Delegate selection, exchange agendas and activities will be centered around the theme as much as practical.

Section 2. Sending an adult delegation

- a. Delegate Selection

- 1) Adult Delegates are considered to be official representatives of the respective city that is party to the sister city relationship. Delegates are expected to behave with the decorum of a representative of the city, state and country.
- 2) The Committee shall establish a Delegate Selection Sub-Committee to receive and review applications, conduct interviews and make final recommendations to the Committee and respective City. The Sub-Committee shall consist of:
 - a) Mayor or Mayor designee of the City for which the relationship exists.
 - b) Chamber Board of Directors representative.
 - c) A Resident-at-Large based on the Exchange Theme.
 - d) Two Members of the Sister Cities Committee; unless a Sister City Sub-Committee exists, then only one member of the Sister Cities Committee and e) below.
 - e) A Member of the Sister City Sub-Committee. This person shall also act as the chair of the Delegate Selection Sub-Committee.
- 3) The final selection of delegates for adult exchanges shall be approved by the respective City Council for which the relationship exists. The approved delegation will be formally commissioned by the respective City Council prior to the exchange trip.
- 4) The Cities reserve the right to include the following for each delegation prior to the selection of the balance of the delegation:
 - a) Mayor or Mayor's designee.
 - b) One City Council member.
 - c) One City Staff member depending on the Exchange Theme.
- 5) The Committee will select at-large delegates based on the following:
 - a) A complete application including acceptance of and commitment to the delegation's purpose, timeline, agenda, education, activities, dress code, physical abilities and a signed release of liability. The expectation is that delegate members commit to supporting and participation in the receiving of both adult and student delegations over the two-year cycle.
 - i. Dress code: Refer to the specific cultural guidelines. In general, the code will be Business Casual for formal events and Casual for other activities; no shorts above the knees, tank tops, or clothing that exposes the body inappropriately.
 - ii. Physical abilities: Able to walk 2 miles unassisted; able climb and descend two flights of stairs carrying their own luggage unassisted; unless the other delegation members agree to assist and does not detract from the overall agenda and schedule of the delegation and the homestay family is willing to accommodate the physical restrictions. And other expectations that may impact physical abilities due to cultural considerations.

- b) Resides in or has an affiliation within the jurisdictional limits of the City with whom the sister city relationship exists.
- c) Applicants that contribute to or complement the Exchange Theme.
- d) First time participation in an adult delegation. If there is room for repeat delegates, the priority will be to those with older and fewer trips.
- e) Successful reference check.
- f) Passports must have at least 6 months as of the date of the delegation's return date remaining on the passport before expiration.

b. Application

- 1) The form at ADDENDUM H – Sister City Delegation Member Application Form shall be used and published.
- 2) Application forms shall be available digitally on the Chamber's and City's websites and in hardcopy at the Chamber and City offices.
- 3) Applications must be complete for consideration and submitted by the deadline of December 31 (even-year). The Delegation Selection Sub-Committee reserves the right to reject any incomplete or late application.
- 4) In the event there are more than 12 applicants, the Delegation Sub-Committee has the authority to prioritize and limit selections based on the criteria above in Article VIII, Section 2, paragraph a.

c. Travel Arrangements

- 1) Official Adult Delegation travel dates for all delegate members will be coordinated by City Staff in accordance with the MOU (APPENDIX 1).
 - a) Flight reservations and ticket purchases for official City delegates will be made by City Staff. Flight reservations and ticket purchases for private delegates is the responsibility of each individual. If cost and/or scheduling circumstances dictate, reservations and purchases may be consolidated.
 - b) Rail pass reservations and purchases will be handled in the same manner as flight reservations and ticket purchases.
 - c) Host families are expected to provide local transportation to and from a central meeting point for delegation activities and during periods of "host family time."
- 2) Pre- and Post-Exchange travel arrangements are the personal responsibility of each delegate member and must not interfere with or delay the travel schedule of the delegation as a whole.

d. Logistical Arrangements

- 1) Exchange Guidelines. The Sister City Sub-Committee planning the exchange will create and maintain current guidelines for delegation members including but not limited to: Travel documentation, medical documentation, medications, money and money exchange, dress code, weather and travel appropriate clothing, luggage restrictions, dietary restrictions and delegate behavior. These guidelines will be created uniquely for each separate exchange as is appropriate for the Sister City being visited. See ADDENDUM J – Sister City Exchange Guidelines Format.
- 2) Host Family Stay.
 - a) Host Family Stays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the culture and family being visited.
 - b) Breaches of Host Country laws will not be tolerated and may result in early termination from the delegation at the delegate's expense. Other breaches of decorum or behavior will be addressed by the City's senior official representative.
 - c) See ADDENDUM K – Guidelines for Delegation Member Stay with Host Family.
- 3) Gifts
 - a) Official. Official gifts exchanged between Sister Cities will be the responsibility of the respective cities in accordance with the MOU (APPENDIX 1).
 - b) Personal. Individual gift exchanges between delegation members and their host family is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each delegate to purchase and transport any gifts to be exchanged.
- e. Acculturation Education
 - a) The "Named Sister City" Sub-Committee responsible for the planning of the exchange will prepare and conduct classes for delegate members to educate them on the purpose and theme of the exchange and the culture of the Sister City being visited.
 - b) The "Named Sister City" Sub-Committee will develop and coordinate a schedule with date, time and location for each class and provide the schedule to each delegate member. The classes must be conducted between delegate selection and trip departure.
 - c) The following are suggested topics for the classes:
 - a) Exchange Theme and Delegation Member Expectations
 - b) Sister City History and Geography
 - c) Sister City Economy and Demographics
 - d) Sister City Culture and Arts

- e) Sister City Language – beginner-level, introductory, travel words and phrases
 - f) Exchange Theme topics with respect to the Sister City
- 3) Acculturation orientation and training materials can be found at APPENDIX 2.

Section 3. Receiving an adult delegation

- a. Planning Management will be done in accordance with Article VII, Section 1 above.
- b. Homestay Families
 - 1) Application and Approval
 - a) Completed applications must be submitted to the “Named Sister City” Sub-Committee responsible for the exchange by the deadline set and announced by the “Named Sister City” Sub-Committee. Incomplete or late applications may be subject to refusal.
 - b) See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 2) Matching and Selection
 - a) Once applications have been approved, more detailed information will be collected to assist in matching visiting delegate members and the families who will be providing homestay accommodations. This information will be shared with the visiting delegation member prior to their departure from their home country.
 - b) See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 3) Expectations and Guidelines
 - a) Homestays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the people and culture visiting our homes.
 - b) Acculturation classes are designed to ease the experience for both the home stay family and the visiting delegation member. Classes are not mandatory, but are highly recommended. The following are a list of suggested topics for acculturation classes:
 - i. Food and dietary preferences.
 - ii. Personal needs and privacy.
 - iii. Sleeping arrangements.

- iv. Comfort, clothing and laundry.
- v. Formal vs. informal relationships.
- c) See ADDENDUM M – Homestay Family Guidelines
 - i. Emergencies.
 - ii. Delegation host contact.
 - iii. Entertainment during Homestay Family time: places to see or things to do.
 - iv. Transportation per delegation schedule.
- c. Logistical Arrangements
 - 1) Schedule and Transportation
 - a) Schedule.
 - i. A schedule of activities for the visiting delegation will be created and published by the “Named Sister City” Sub-Committee in accordance with the MOU (APPENDIX 1).
 - ii. The schedule will include date, time, location of activity, the primary contact for that activity, the Sub-Committee Chaperone and whether or not a translator is required.
 - b) Transportation.
 - i. The Homestay Family is responsible for ensuring their hosted member is transported to and from the designated central meeting location each morning and evening in a timely manner.
 - ii. The Sub-Committee will arrange for transportation of the entire delegation from the central meeting location to each activity and back to the central meeting location each day.
 - 2) Gifts
 - a) Official. Official gifts exchanged between Sister Cities will be the responsibility of the respective cities in accordance with the MOU (APPENDIX 1).
 - b) Personal. Individual gift exchanges between delegation members and their homestay families is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each homestay family to purchase and present any gifts to be exchanged.

ARTICLE IX – SISTER CITY STUDENT DELEGATIONS

Section 1. Sending Student Delegation

a. Delegation Member Selection

- 1) Members of student delegations are selected by the “Named Sister City” Sub-Committees for their respective Sister City relationships.
- 2) The Committee will select student delegates based on the following:
 - a) A complete application including acceptance of the delegation’s timeline, educational agenda and activities, dress code, physical abilities and a signed release of liability.
 - b) Resides in or attends school within the school districts serving the jurisdictional limits of the City with whom the sister city relationship exists.
 - c) Applicant’s expressed interest through the application essay.
 - d) First time participation in a student delegation. If there is room for repeat delegates, the priority will be to those with older and fewer trips.
 - e) Language proficiency in the culture of the Sister City will be considered.
 - f) Passports must have at least 6 months as of the date of the delegation’s return date remaining on the passport before expiration.
- 3) Adult chaperones for the student delegation must include at least one educator and all must meet the criteria below:
 - a) A complete application including acceptance of the delegation’s purpose, timeline, educational agenda and activities, dress code, physical abilities and a signed release of liability.
 - b) Resides in or teaches within the school district or school serving the jurisdictional limits of the City with whom the sister city relationship exists.
 - c) Successful back ground / reference check.
 - d) Passports must have at least 6 months as of the date of the delegation’s return date remaining on the passport before expiration.

b. Application

- 1) The form at ADDENDUM H – Sister City Delegation Member Application Form shall be used and published.
- 2) Application forms shall be available digitally on the Chamber’s and City’s websites and in hardcopy at the Chamber and City offices. Student applications must contain a short essay of interest and what the student hopes to learn from the exchange experience.

- 3) Applications must be complete for consideration and submitted by the deadline of September 30. The Delegation Selection Sub-Committee reserves the right to reject any incomplete or late application.
- 4) In the event there are more than 12 (10 students and 2 adults) applicants, the Delegation Sub-Committee has the authority to prioritize and limit selections based on the criteria above in Article IX, Section 1, paragraph b. and c.

c. Planning

1) Timeline

- a) Begins the year before (even-year) the adult delegation is scheduled to visit the Sister City.
- b) September (even-year): Announcement that a student delegation will be organized for an exchange in June of the following year.
- c) October 1 (even-year): Application window opens.
- d) November 30 (even-year): Application window closes.
- e) December (even-year): Application review and delegate selection.
- f) January – February (odd-year): Purchase airline and other transportation tickets. Rail passes are valid for only 3 months, so their purchase would have to be delayed until 3 months prior to the end date of the exchange.
- g) January – May (odd-year): Delegates attend acculturation and pre-exchange orientation.
- h) May – July (odd-year): Exchange trip.
- i) July – August (odd-year): Post-trip gathering and trip evaluation.

2) Travel Arrangements

- a) Delegation travel arrangements and associated costs for all delegate members will be coordinated by the Sister City Committee.
- b) There will be no deviations from the travel schedule and arrangements allowed by either students or adult chaperones. All arrangements will be on a round-trip basis.

3) Logistical Arrangements

- a) Exchange Guidelines. The “Named Sister City” Sub-Committee planning the exchange will create and maintain current guidelines for delegation members including but not limited to: Travel documentation, medical documentation, medications, money and money exchange, dress code, weather and travel appropriate clothing, luggage restrictions, dietary restrictions and delegate behavior. These guidelines will be created uniquely for each separate exchange

as is appropriate for the Sister City being visited. See ADDENDUM J – Sister City Exchange Guidelines Format.

b) Host Family Stay.

- i. Host Family Stays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the culture and family being visited.
- ii. Breaches of Host Country laws will not be tolerated. Other breaches of decorum or behavior will be addressed by the Delegation's Designated Chaperone.
- iii. See ADDENDUM K – Guidelines for Delegation Member Stay with Host Family for specific details.

c) Gifts

- i. Official. Unless otherwise planned, there will be no expectation of any kind of formal or official gifts presented. If such a decision is made to present a gift, the cost of purchase and transport is entirely the responsibility of the delegation members.
- ii. Personal. Individual gift exchanges between delegation members and their homestay families is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each delegate to purchase and transport any gifts to be exchanged.

d) Acculturation Education

- a) The "Named Sister City" Sub-Committee, in collaboration of educators, is responsible for the planning of the exchange and will prepare and conduct a pre-exchange and acculturation orientation for delegate members to educate them on the expectations of the delegates and the culture of the Sister City being visited.
- b) The "Named Sister City" Sub-Committee will develop and coordinate an orientation that may include such topics as:
 - i. Delegation Member Expectations.
 - ii. Sister City History and Geography.
 - iii. Sister City Economy and Demographics.
 - iv. Sister City Culture and Arts.
 - v. Sister City Language – beginner-level, introductory, travel words and phrases.
 - vi. Exchange Theme topics with respect to the Sister City.

- c) Acculturation orientation and training materials can be found at APPENDIX 2.

Section 2. Receiving Student Delegation

- a. Planning Management will be done in accordance with Article VII above.
- b. Homestay Families
 - 1) Application and Approval
 - a. Completed applications must be submitted to the “Named Sister City” Sub-Committee responsible for the exchange by the deadline set and announced by the “Named Sister City” Sub-Committee. Incomplete or late applications may be subject to refusal.
 - b. See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 2) Matching and Selection
 - a. Once applications have been approved, more detailed information will be collected to assist in matching visiting delegate members and the families who will be providing homestay accommodations. This information will be shared with the visiting delegation member prior to their departure from their home country. Preference will be given to families with children of an age compatible with the students being hosted (middle to high school students).
 - b. See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 3) Expectations and Guidelines
 - a. Homestays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the people and culture visiting our homes.
 - b. Acculturation classes are designed to ease the experience for both the home stay family and the visiting delegation member. Classes are not mandatory, but are highly recommended. The following are a list of suggested topics for acculturation classes:
 - i. Food and dietary preferences.
 - ii. Personal needs and privacy.
 - iii. Sleeping arrangements.
 - iv. Comfort, clothing and laundry.
 - v. Formal vs. informal relationships.

- c. See ADDENDUM M – Homestay Family Guidelines
 - i. Emergencies.
 - ii. Delegation host contact.
 - iii. Entertainment during Homestay Family time: places to see or things to do.
 - iv. Transportation per delegation schedule.
- c. Logistical Arrangements
 - 1) Schedule and Transportation
 - a. Schedule.
 - i. A schedule of activities for the visiting delegation will be created and published by the “Named Sister City” Sub-Committee in accordance with the MOU (APPENDIX 1).
 - ii. The schedule will include date, time, location of activity, the primary contact for that activity, the Sub-Committee Chaperone and whether or not a translator is required.
 - b. Transportation.
 - i. The Homestay Family is responsible for ensuring their hosted member is transported to and from the designated central meeting location each morning and evening in a timely manner.
 - ii. The Sub-Committee will arrange for transportation of the entire delegation from the central meeting location to each activity and back to the central meeting location each day.
 - 2) Gifts
 - a. Official. Official gifts exchanged between Sister Cities will be the responsibility of the respective cities in accordance with the MOU (APPENDIX 1).
 - b. Personal. Individual gift exchanges between delegation members and their homestay families is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each homestay family to purchase and present any gifts to be exchanged.

ARTICLE X – COMMUNICATIONS

Section 1. Official Correspondence and Communication

- a. All official correspondence and communication with respect to a Sister City relationship is the purview and responsibility of the respective City which has established the relationship.
- b. Such communication will include, but may not be limited to:
 - 1) Delegation invitation and theme announcement to sister city.
 - 2) Delegation date planning and selection.
 - 3) Official public announcement of upcoming exchanges.
 - 4) Official travel arrangements for elected officials.
 - 5) Official delegation welcome remarks.
 - 6) Official dinner invitations.
 - 7) Official dinner remarks.
 - 8) Official gift exchange.

Official correspondence and communication of the type listed above will be copied to the Sister City Committee Chair for purposes of communication and planning in accordance with the MOU (APPENDIX 1). The intent here is to facilitate planning and provide clarity in a timely manner to ensure success for all Sister City exchanges.

Section 2. Committee Correspondence and Communication

- a. Delegation exchange planning correspondence and communication between Sister City Committees, the respective City Staffs and Sister City Delegations will be considered informal and is the responsibility of the Sister City Committee or “Named Sister City” Sub-Committee.
- b. Such communication will include, but may not be limited to:
 - 1) Agenda and activity planning and arrangements.
 - 2) Host Family and Homestay Family applications and matching.

Section 3. Community Communications

- a. Websites: It is the responsibility of the Sister City Committees and Sub-Committees to provide information regarding Sister City exchanges, events and activities to both the Chamber and the Cities for posting on their respective websites.
- b. Social Media: Use of Social Media for posting information is permitted, but is the responsibility of the Sister City Committee and Sub-Committees. If at all possible, such social media postings should be coordinated with the Chamber and City.

ARTICLE XI – CHAMBER / CITY MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding between the Chamber and the Cities will be reviewed by the Sister City Committee every two years in odd numbered years to ensure all aspects of the memorandum are clear, understood and being followed. Any recommended changes will be submitted to the Chamber and both Cities for approval. See APPENDIX 1 – Memorandum of Understanding.

LIST OF ADDENDUMS:

- A. Sister Cities Committee Membership Application Form
- B. Meeting Agenda Format
- C. Meeting Minutes Format
- D. Roster Format for Sister City Committee Members
- E. Treasurer's Report Format
- F. Budget Format
- G. Request for Expense Reimbursement Form
- H. Sister City Delegation Member Application Form
- I. Sister City Delegation Member Information Exchange Form
- J. Sister City Exchange Guidelines Format
- K. Guidelines for Delegation Member Stay with Host Family
- L. Homestay Family Application and Information Exchange Form
- M. Homestay Family Guidelines

LIST OF APPENDIXES:

- 1. Memorandum of Understanding (MOU)
- 2. Acculturation Orientation and Training Materials

ADDENDUM B – MEETING AGENDA FORMAT

SISTER CITY COMMITTEE

MEETING AGENDA

1. CALL TO ORDER:
2. DETERMINATION OF QUORUM:
3. ADDITIONS/DELETIONS:
4. APPROVAL OF MINUTES:
5. FINANCIAL REPORT AND APPROVAL: (As applicable.)
6. LIAISON REPORTS: (As applicable.)
 - a. Chamber –
 - b. City –
 - c. Other –
7. OLD BUSINESS:
8. NEW BUSINESS:
9. NEXT MEETING:
 - a. Date –
 - b. Time –
 - c. Location –
10. ADJORNMENT:

ADDENDUM C – MEETING MINUTES FORMAT

SISTER CITY COMMITTEE

MEETING MINUTES

MEETING DATE:

MEETING LOCATION:

MEMBERS PRESENT:

MEMBERS ABSENT:

1. CALL TO ORDER:

2. DETERMINATION OF QUORUM: Yes / No

3. ADDITIONS/DELETIONS:

4. APPROVAL OF MINUTES:

5. FINANCIAL REPORT AND APPROVAL: (As applicable.)

6. LIAISON REPORTS: (As applicable.)

a. Chamber

b. City

c. Other

7. OLD BUSINESS:

8. NEW BUSINESS:

9. NEXT MEETING:

10. ADJORNMENT:

ADDENDUM E – TREASURER’S REPORT FORMAT

SISTER CITY COMMITTEE

TREASURER’S REPORT

**RESTRICTED FUND BALANCE DETAIL – SISTER CITIES
ALL TRANSACTIONS**

Type	Date	Num	Name	Memo	Amount
3101 – Restricted Funds					
3113 – FB – Sister Cities					
Deposit					
Invoice					
Check					
Bill					
Total 3113 – FB – Sister Cities					
Total 3101 – Restricted Funds					
TOTAL					

NOTE: The above format is a computer-generated format from the financial software used by the Forest Grove/Cornelius Chamber of Commerce.

FUNDRAISING AND DONATION INCOME

TRANSACTIONAL FINANCIAL REPORT – SISTER CITIES

Date	Transaction	Debit	Credit	Balance	Notes
	Deposit	\$	\$	\$	
	Withdrawal	\$	\$	\$	

ADDENDUM F – BUDGET FORMAT

**SISTER CITY COMMITTEE
BUDGET – FISCAL YEAR 20XX**

3113 – Sister Cities

3113/100 - Adult Delegation

	<i>Budget Amount</i>	<i>Chamber Funded</i>	<i>City Funded</i>	<i>Committee Funded</i>	<i>Balance</i>
<i>3113-110 -Activities</i>					
3113-111 - Entrance Fees					
<i>3113-120 – Decorations</i>					
3113-121 - Welcome					
3113-122 - Formal Dinner					
<i>3113-130 - Food</i>					
3113-131 - Breakfast					
3113-132 - Lunch					
3113-133 - Dinner					
3113-134 - Snacks					
3113-135 - Beverages					
<i>3113-140 - Gifts</i>					
3113-141 - Official City					
3113-142 - Delegates					
<i>3113-150 - Supplies</i>					
<i>3113-160 - Transportation</i>					
3113-161 - Bus Rental					
3113-162 - Gas					
3113-163 - Parking					
3113-164 - Trimet Passes					
<i>3113-160 - Other</i>					
SUBTOTAL	\$ -		\$ -		\$ -

3113-200 - Student Delegation

	<i>Budget Amount</i>	<i>Chamber Funded</i>	<i>City Funded</i>	<i>Committee Funded</i>	<i>Balance</i>
<i>3113-210 - Activities</i>					
3113-211 - Entrance Fees					
<i>3113-220 - Decorations</i>					
3113-221 - Welcome					
3113-222 - Formal Dinner					
<i>3113-230 - Food</i>					
3113-231 - Breakfast					
3113-232 - Lunch					
3113-233 - Dinner					
3113-234 - Snacks					
3113-235 - Beverages					
<i>3113-240 - Gifts</i>					
3113-241 - Official City					
3113-242 - Delegates					
<i>3113-250 - Transportation</i>					
3113-251 - Bus Rental					
3113-252 - Gas					
3113-253 - Parking					
3113-254 - Trimet Passes					
<i>3113-260 - Other</i>					
SUBTOTAL	\$ -		\$ -		\$ -

3113-300 - Committee Operations

	<i>Budget Amount</i>	<i>Chamber Funded</i>	<i>City Funded</i>	<i>Committee Funded</i>	<i>Balance</i>
<i>3113-310 - Memberships</i>					
<i>3113-320 - Postage</i>					
<i>3113-330 - Supplies</i>					
<i>3113-340 - Other</i>					
SUBTOTAL	\$ -	\$ -	\$ -		\$ -

TOTAL	\$ -	\$ -	\$ -		\$ -
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ADDENDUM G – REQUEST FOR EXPENSE REIMBURSEMENT FORM

**SISTER CITY COMMITTEE
REQUEST FOR EXPENSE REIMBURSEMENT**

Date: _____

Name of Requester: _____

Type of Expense: Adult Delegation ____; Student Delegation ____; Committee Operations ____

Purpose of Expenses: _____

<i>Category of Expense:</i>	<i>Item Description:</i>	<i>Quantity:</i>	<i>Cost:</i>
Activity			
Decorations			
Food			
Gift			
Supplies			
Transportation			
Other (Describe Use)			
TOTAL			\$ -

Form Instructions: Reimbursement requests must be approved by the Sister City Committee. Please include the original receipts with the form. When turning in a request for reimbursement, you must place the expense into one of the categories listed above. Any requests without this information will not be paid until this is done correctly.

Official Committee Use Only:	
Paid by:	
Date:	
Check #:	

ADDENDUM H – SISTER CITY DELEGATION MEMBER APPLICATION FORM

SISTER CITY DELEGATION MEMBER APPLICATION FORM

- Copy from Forest Grove City website.
- Must include a check box for Adult or Student applying.
- Must include expectation statement that if approved, the delegate will commit to supporting the sister city program for a full two-year cycle through participation, fundraising or hosting.

ADDENDUM I – DELEGATION MEMBER INFORMATION EXCHANGE FORM

DELEGATION MEMBER INFORMATION EXCHANGE FORM

NOTE: This form is located on the City of Forest Grove website (www.forestgrove-or.gov).

SISTER CITY EXCHANGE GUIDELINES

This needs more development...country specific.

1. Exchange purpose.
 - a. Sister City delegations exist to foster cultural exchanges
2. Delegation decorum and dynamics.
 - a. This is a delegation, not individual tourism; group participation is expected.
 - b. Individual needs will be respected, but cannot detract from the delegation's purpose and agenda.
 - c. Common courtesies are
3. International Travel.
 - a. Group dynamics – Follow designated group leader; accountability (buddy system); stick together
 - b. Documents – U.S. Passport with proper visas at all times
 - c. Luggage – No more than 1 medium size suitcase and 1 carry on per person
 - d. Clothing – Comfortable; walking shoes
 - e. Money – Exchange pre-departure; ATMs and fees; airport foreign currency exchange and rates; credit cards
4. Host Country Domestic Travel.
 - a. Documents – U.S. Passport with proper visas at all times
 - b. Clothing – Comfortable; weather dependent
 - c. Schedule – Be on time

ADDENDUM K – GUIDELINES FOR DELEGATION MEMBER STAYING WITH HOST FAMILY

DELEGATION MEMBER GUIDELINES

This needs to be developed...culturally specific.

ADDENDUM L – HOMESTAY FAMILY APPLICATION AND INFORMATION FORM

HOMESTAY FAMILY APPLICATION AND INFORMATION FORM

NOTE: This form is located on the City of Forest Grove website (www.forestgrove-or.gov).

ADDENDUM M – HOMESTAY FAMILY GUIDELINES

HOMESTAY FAMILY GUIDELINES

NOTE: This form is located on the City of Forest Grove website (www.forestgrove-or.gov).

ADDENDUM M – HOMESTAY FAMILY GUIDELINES (CONT.)

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MEMORANDUM OF UNDERSTANDING

between

The Forest Grove / Cornelius Chamber of Commerce

and

The City of Forest Grove and The City of Cornelius

Preamble

The Forest Grove / Cornelius Chamber of Commerce, The City of Forest Grove and The City of Cornelius (Parties) enter into this Memorandum of Understanding (MOU) for the management and execution of Sister City relationships between the Parties and officially recognized and acknowledged cities of other nations that desire a mutual relationship with the cities of Forest Grove and Cornelius in the State of Oregon, a state of the United States of America.

The Parties agree that this arrangement is for promoting good will and cultural understanding with peoples of other countries for the mutual benefit of all concerned. The Parties further agree that the terms of this MOU are non-binding, but support will be provided in as much as resources are reasonably available. A Sister City relationship established by one City does not bind the other City for support. If both Cities mutually agree that a designated Sister City relationship is in the interests of both Cities, then support will be mutually agreed upon. For The City of Forest Grove and The City of Cornelius (Cities), this support is contingent upon their respective Council's approval. For The Forest Grove / Cornelius Chamber of Commerce (Chamber), this support is contingent upon approval of the Chamber Board of Directors.

Terms

A. Sister City Relationship

1. Establishing a Sister City Relationship – It is the expressed purview of the Cities to seek, select and establish an official relationship between their respective Cities and a city from another nation.

2. Management of Sister City Relationship - The Cities will work collaboratively with the Chamber's Sister City Committee to manage the exchange of delegations and all related travel, activities, events, educational venues and fundraising efforts.

B. Chamber Responsibilities

1. The Chamber will organize and support a Sister City Committee(s) with the expressed purpose of managing and facilitating any Sister City relationships that the Cities establish.
2. The Chamber will establish and maintain Bylaws and Administrative Instructions for the Sister City Committee(s). These Bylaws and Administrative Instructions will be coordinated with the respective Cities for accuracy and approved by the Chamber Board of Directors.
3. The Chamber will maintain the funds of the Sister City Committee in accordance with the Chamber's Bylaws and Operating Policy and provide a record of the budget and balance statement to the Cities on a quarterly basis.
4. The Chamber will solicit Chamber membership support for the Sister City activities and events in keeping with the Chamber's Mission of community service.
5. If the Sister City Committee seeks to obtain membership in the Sister City International organization, the Chamber will fund a proportional share of the annual membership dues for Sister City International. (e.g., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3).
6. The Chamber's Sister City Committee will be responsible for the following:
 - i. Recommending exchange visit themes.
 - ii. Planning adult and student delegation exchange visits including all activities, events, education and logistics.
 - iii. Planning travel for student delegation exchange visits.
 - iv. Adult and student delegation member application reviews and selection recommendation.
 - v. Organizing and conducting any fundraising events in support of student delegations.

C. Cities Responsibilities

1. The Cities will establish official Sister City relationships with cities of other nations.
2. The Cities will also:
 - i. Review for accuracy the Sister City Bylaws, Administrative Instructions and Budgets.
 - ii. Approve adult delegation exchange themes.
 - iii. Approve recommended selection of adult delegation members.
 - iv. Approve funds in accordance with paragraph C.3. below.

3. The Cities will provide budgeted funds in support of official adult and visiting student delegations, activities and events related to established Sister City relationships. The Cities will fund:
 - i. The travel of any City elected official or staff member selected to be a member of an adult delegation.
 - ii. Any official gift to be presented to a Sister City or as part of an official adult delegation.
 - iii. Transportation for visiting adult Sister City delegations.
 - iv. If the Sister City Committee seeks to obtain membership in the Sister City International organization, each City will fund a proportional share of the annual membership dues for Sister City International. (e.g., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3).
4. The Cities will provide a staff liaison to the Sister City Committee to attend meetings and provide administrative support for official functions as outlined below:
 - i. Travel arrangements for official adult delegation exchanges.
 - ii. Posting of exchange visit activities and events on the Cities' websites.
 - iii. Posting a link to the Sister Committee meetings, agenda and minutes to the Cities' websites.
 - iv. Purchase of official gifts.
 - v. Official invitations for adult delegation exchange activities and events.

Agreed to and approved by:

_____ Date: _____
 President, Board of Directors
 The Forest Grove / Cornelius Chamber of Commerce

_____ Date: _____
 City Manager
 The City of Forest Grove

_____ Date: _____
 City Manager

The City of Cornelius

APPENDIX 2 – ACCULTURATION ORIENTATION AND TRAINING MATERIALS

As the acculturation materials are developed for each Sister City relationship, copies will be maintained as part of this appendix.