



Collaboration Agreement

This letter declares _____'s (hereafter referred to as the "partner school") intent to collaborate in the District of Columbia International School (DCI) Voyager Exchange program.

_____,
Name *Role*

will be the main point of contact for DCI, and

_____,
Name *Role*

will be the main point of contact at the partner school.

The goal of the Voyager Exchange is to provide all interested DCI students in good academic standing the opportunity to deepen their target language skills, develop their cultural competency, and build relationships with students abroad. To that aim, DCI expects that the partner school will:

- (1) coordinate the recruitment of appropriate and willing host families to house DCI students at the host families' expense for the duration of the exchange,
- (2) welcome DCI students to attend the partner school full-time for the duration of the exchange,
- (3) assist DCI exchange organizers with the logistics of in-country events and trips for both DCI's and partner school's students,
- (4) organize international travel for the partner school's students, including all insurance and financial requirements, when they come to the US.

DCI will:

- (1) coordinate the recruitment of appropriate and willing host families to house the partner school's students at the families' expense for the duration of the exchange,
- (2) welcome the partner school's students to attend DCI full-time for the duration of the exchange,
- (3) assist the partner school's exchange organizers with the logistics of DC-based events and trips for both DCI's and partner school's students,
- (4) organize DCI's students' international travel, including all insurance and financial requirements, to visit the partner school.

Our plan is to send DCI students to the partner school and host the partner school's students at DCI one time each over the length of an academic school year.

Commitments for the Current School Year

DCI school year start date:



DCI school year end date:

Host families

Both DCI and the partner school agree that the host families must meet the following criteria:

- Have children attending the host school or
- Have a parent working at the host school and have children aged 3-18 living with them
- Provide the visiting student with
 - Three meals a day
 - A separate sleeping room, appropriately furnished
 - A reliable way to get to and from the host school
- Able to include the visiting student in usual household activities, such as holiday events, family dinners, and family activities.

DCI commits to finding ___ spots to host students with host families plus at least one (1) back up family who meets these criteria to host the partner school's students for a visit during the school year specified above.

The partner school commits to finding ____ spots to host students with host families plus at least one (1) back up family who meets these criteria to host DCI's students for a visit during the school year specified above.

Financial Responsibilities

During the school year specified above, both schools agree to the following division of financial responsibilities once a group from a visiting school arrives in the host school's country:

	Paid by visiting school? - marked with an X	Paid by host school? - marked with an X
Transportation to/from the nearest airport and the host school		
Field trips and similar day-time activities during the week		
Entry costs (joint field trips)		
Transportation to/from day trips and the host school (joint field trips)		
Entry costs (visiting school only trips)		
Transportation to/from day trips and the host		



school (visiting school only trips)		
Overnight trips		
Transportation, room and board, activities (joint overnight trips)		
Transportation, room and board, activities (visiting school only overnight trips)		

Unless otherwise stated elsewhere in this agreement, the visiting school will pay for its costs by reimbursing the host school. The host school will send invoices to the visiting school of any payments it has fronted for the benefit of the visiting school's students.

Minimum Insurance Requirements

For participants

Both schools agree that their students and chaperones must have medical insurance that will cover medical emergencies while outside of their home country, and provide proof of that insurance prior to travel

For transportation vendors

When a host school is securing transportation on for a trip where visiting school students will attend, the host school will insure that the transportation provider

- Adheres to local regulations for safely transporting children
- Has proper insurance

Additionally, when reserving buses on behalf of a partner school, DCI will ask for:

- the names of each driver
- the cell phone number for each driver
- a copy of the bus drivers' licenses
- bus tag numbers, VIN numbers, and bus vehicle numbers
- a copy of the bus insurance policy

For lodging

When a host school is securing non-host family lodging for a trip where visiting school students will attend, the host school will insure that the lodging in question

- Adheres to local building codes
- Has the appropriate license to operate as a hospitality provider
- Has proper insurance
- Is in a relatively safe area



Support outside of working hours

The host school will designate at least one (1) host school employee to be “on call” to assist with visiting school emergencies outside of working hours during the visiting school’s visit.

Cancellation

In the event that a school cancels their participation during the time specified above and is unable to host during time specified above, the canceling school agrees to make a good faith effort to continue to support the visiting school with its planned trip by helping to find an alternate host school that is similar to the canceling host school. The canceling host school will reach out to other local schools to find an alternate host school. The canceling host school will help make introductions to alternate host schools to the visiting school.

Exceptions

When a visiting school undertakes an overnight trip without any participation from host school staff or students outside of the host school’s municipality, the visiting school assumes all liability for that activity or excursion. The host school can support if needed only to give clarity on local procedures.

Further Agreements

Both institutions also certify the following:

- We certify that we are compliant with all regulations governing educational institutions in our home countries.
- We certify that all of our employees are required to pass background checks.
- We certify that all of our staff are trained to be mandatory reporters of suspected child abuse.
- We certify that our host families pass background checks.

Signatures

By signing below, both schools agree to abide by the commitments outlined above.

School name

School name

School administrator name

School administrator name



District of Columbia International School

School administrator signature

Date

School point of contact name

Point of contact signature

Date

School administrator signature

Date

School point of contact name

Point of contact signature

Date