



P143 CHAPERONE HOST MANUAL

PROCEDURES, GUIDELINES AND POLICIES
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P143 CHAPERONE HOUSING COORDINATOR

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The Project One Forty Three (P143) International Orphan Host Program was established in 2009 as an organization to improve the lives of orphaned children. Hosting invites families to welcome orphaned children between the ages of 6-16 into their homes for approximately five weeks during the summer or winter. As of winter 2019, P143 has brought over 2,500 orphaned children to the United States for hosting.

Hosting the adult chaperones is just as important to the program as hosting the children. The chaperones are giving up time with their families in order to escort the children to the States. Host homes should be willing to give the chaperone permission to live as a member of the family during their stay, viewed as an honored guest, but made to feel as comfortable and free as any other member of the household. Most chaperones are gracious and appreciative of your hospitality, not wanting to cause any inconvenience. Many may not be used to travel outside of their country, so it is important for the host family to take the initiative and really reach out to the chaperone to include them in family activities. Consider what you would want your host to do for you if you were the one staying in a foreign country with strangers for several weeks. Hosting a chaperone is great for those people who have the gift of hospitality, a desire to learn of another culture as well as share ours.

How are Chaperones Selected?

In general, each orphanage selects their own chaperones for each trip. This may include an orphanage director, assistant director, social worker or general caregiver. Some chaperones have a choice whether to come on our program or not, others are assigned by their orphanage. Many of our chaperones are thrilled to be here and instantly fit right into the host family and are flexible and happy to “go with the flow.” Others, certainly ones chosen without their full consent, aren’t as easily satisfied and may end up being more of a challenge. None of us can fully know until they arrive as to their attitude toward being here. Multiple chaperones will be chosen from each country and will then be spread out around the U.S. in the various areas where host children are located.

What is the Role of the Chaperone?

The main role of the chaperone is to escort the children to and from America during their travel. Children cannot fly alone to any destination. Once here, most chaperones will take weekly calls from the children assigned to his or her care and file weekly reports with P143 leadership. During the week, the chaperone may take calls from host parents to assist with communication and expectations between the host child and hosting family. P143 will (most likely) provide chaperones with a cell phone as host children are required to call their assigned chaperone weekly in order to maintain contact between the host children and their country representative.

THE BASICS OF HOSTING A CHAPERONE

What is the Cost of Hosting a Chaperone?

There are no direct fees required to be paid to P143 to host a chaperone. Your family should plan to pay for the chaperone when you take them out, so it is possible you will incur some costs along the way. Most chaperones do receive a small stipend from P143 to pay for their own basic needs while here. This is typically given to them in US funds at the airport. You may wish to invite them out for dinner or special entertainment, but do not assume they have unlimited funds to do so. The chaperones do not usually travel with much money. Please be sensitive to this situation.

Accommodation Requirements

Chaperone host homes should provide a chaperone with his or her own bedroom. The chaperone needs to feel as though they have some privacy and a place to have a quiet space, as it can be overwhelming to be surrounded by a language and customs with which you are not familiar. We do not place chaperones in empty homes or apartments for their safety and lack of mobility in getting from place to place with not being familiar with the area. It is fine for them to be alone for a few hours at a time in their host home.

If you are the first host home for the chaperone, be aware that they may sleep through the first couple of days with you, as they are adjusting to the many hours of travel and the time change. Most are completely

exhausted and will just want a shower (you may have to show them how to turn your fixtures on/off) and a bed. It is a good idea to show them their space, point out electrical outlets, closet space, and have a hospitality basket in their room with a few bottles of water and some light snacks (protein or granola bars, oranges/apples, baked chips, chocolate) for them – and then let them know they will be left in peace for however long they need to recuperate from their flight. Let them know your schedule for the next day or so and that you are available when they need you.

Sight-seeing & entertainment

Hosting a chaperone is more than providing accommodations. Our hope is for the chaperone host home to take an active role in seeing that the chaperone experiences some of the host family's community while they are here. Having them confined to a home for days at a time is not an ideal situation for them; they may become bored, lonely and restless. Consider if you have the time to entertain some days yourself and/or if you have local family, friends or church family willing to join with you in seeing that the chaperone sees the beauty of your local area and gets an introduction to the sights, sounds and culture of America.

Ideas for entertaining a chaperone

Here are some suggestions for entertaining your chaperone. Some of these are free and low cost, while other ideas may be pricey in your area. You will need to look for things that work within your family budget.

- Museums/ Art Galleries/ Botanical Gardens
- Orchards, "Pick-your-own-fruit" farm, Local parks
- Go into the downtown areas of major cities – be a tourist for a day
- Aquarium, Zoo, Amusement Parks, such as Six Flags, Go-Cart tracks, Mini Golf
- Movie at the local theater or movie night at home or theater performance/play
- Swimming, Scuba, trip to the lake/boat ride, trip to the beach
- Music concerts (search local radio station websites for free ones) or Sporting Events
- Check the foreign film section of a library to find movies and books in their language
- Walks or bike rides together in the evening around your neighborhood or local park
- Shopping at a large shopping mall, but they also love TJ Maxx, Target and Walmart
- Manicure/pedicure, spa day or makeup makeover at department store just for fun
- Locate a foreign food market in your area so they could find familiar food items
- Popular local attractions (Atlanta examples are Stone Mtn Park, World of Coke)
- Local theme restaurants, like "The Varsity" in Atlanta or Medieval Times Dinner Theater
- Cookout, pool party, coffee/dessert, anything that would invite others over to meet your guest of honor
- Helicopter ride, other treat (have friends with unique jobs, hobbies or connections?)
- Roller skating, Ice Skating, Bowling
- Camping, Canoeing, White Water Rafting, Hiking (visit a local cave or waterfall)
- Go fly kites in summer or tour Christmas lights in winter
- Let them cook for you, gather the ingredients they request and let them loose. Some miss preparing food, be open to new tastes.
- Crafts, pottery painting, scrapbooking, knitting, cross stitch, cake decorating, sewing
- Search online for culture specific events happening locally, such as concerts
- Game Night, card games, charades, Pictionary, games not requiring much English, jigsaw puzzles
- Invite them to attend the gym or exercise classes with you, dance classes, karate, etc.
- Check with your local parks/rec department for low cost adult "classes" being offered in your community
- Car shows, boat shows, home/garden expo's, Dog Shows
- Events at your church, events such as a wedding, graduation, etc.
- Have a computer with internet available, but have your VIRUS protections up to date
- ASK the Chaperone if there is a particular activity that they want to make sure to experience while they are here in America and if there are particular things that they really like to do

If planning travel will result in several hours in a car, check to see if the chaperone typically gets any car-sickness – some may not be used to travelling in a car for long commutes or trips.

The best thing you can do is be yourselves, involve the chaperone in your daily activities and give them a chance to experience your lifestyle. You don't have to have an activity or be on the go every day—but pick just a couple of special things for the chaperone to experience while they are with you. If you work full-time, just do 'life' during the week, getting them to be a part of dinner preparation and nightly rituals, and plan a single event on the weekend along with church attendance. It does not have to be a big production. Anything that you would plan for a friend or family coming to visit, is a good idea. Involve your friends, family and church in this chaperone hosting. Don't go it alone, rally the troops to help you make the most of the chaperone visit and expose them to more than you can do alone.

Individual Chaperone Host Day with other local Host Families

Orphan host families are requested to spend at least one day entertaining a chaperone if they are within 1 hour of your home. This may be an entire day, half-day or weekend. The orphan host family is responsible for scheduling pickup and drop-off with you or the chaperone, if he/she speaks English. The chaperones should not be driving as they do not have a license to drive in this country.

Food Preferences:

Some of the chaperones are eager to try new American foods while others more hesitant. Remember how you would feel traveling to a foreign country and consider if you couldn't ask "what is it?" Americans eat much more than most other countries. Fast-food is generally viewed as very unhealthy – suggestions to have on hand for feeding your guest:

- Various flavored tea bags and coffee options
- Toast, bakery bread with jam for a standard breakfast option
- Take them to the grocery store or foreign food market and let them pick out items to eat
- Cheese, fruit, nuts are good choices
- Baked or Grilled Chicken or Pork are usually preferred over red meats
- Potatoes fixed all types of ways
- Soups and stews
- Scrambled or Hard-boiled eggs

If eating out, take them to a buffet-style restaurant where they can see and pick out their own food, or where they can see pictures of different menu options. Golden Corral and Ryan's has saved many a stressed out host family who couldn't figure out what foods to prepare. Many do not care for desserts and eat their biggest meal late afternoon, between 2 and 4. If you need additional ideas for meals or menu items, you can google a photo of a few meal ideas, or show photos from recipe books or use googletranslate to explain the dish in order to gauge a reaction ahead of time.

If you don't ask, they probably won't tell...

DO ask the chaperone if they need to go to a particular store or need to pick up any supplies. Be sensitive to their needs. Most chaperones will not voluntarily tell you things until they are asked. Once asked, you may see their face light up and information will flow about a certain store he/she would like to go to or a certain food they would like to eat.

Length of Hosting Period

The hosting period is typically 4-5 weeks but there are some longer European programs in the summer. Chaperone host homes are needed nationwide. For our European programs, we prefer to not move chaperones more often than once a week, as it is hard for them to pack and move more frequently than that or they feel they are living from a suitcase the duration of hosting. You may host a European chaperone for as little as 1 week or as long as 4 weeks, depending upon what your schedule allows. Our Colombia program is different in that it **REQUIRES** families hosting children from Colombia to host their child's chaperone in their home for a minimum length of time, typically at least 2-4 nights at a minimum. However, additional chaperone hosts may be needed

in and around those Colombia host families. Typical timeframes for winter hosting is mid-December to mid-January. Typical timeframes for summer hosting is late-June to early- August.

COMMUNICATION DURING HOSTING

Communication with P143

P143 uses email before and during the host program as our primary means of communication. **We may email you to relay information to the chaperone.** If you feel a chaperone has serious concerns or complaints, or if you have questions as to what you can or can't do with a chaperone, please contact the P143 chaperone coordinator directly.

Communication with hosted children

P143 provides most all the chaperones with a cell phone. The hosted children are required to contact their assigned chaperone at least weekly, sometimes more if the chaperone or orphanage requires it. In general, we tell the host families not to leave a message on the cell phone or text, as we know the chaperones may not understand initially how to check voicemail or text messages. In some cases you may need to assist the chaperone in understanding their cell phone functions and setting up voicemail if you are their first host home.

Communication via the computer

If you have a family computer, encourage the chaperone to read emails and to communicate with family and friends online, especially if they don't speak English. They may become increasingly lonely and feel isolated as time passes – especially if they are new to travelling. Hearing from friends and family will help lift spirits. Consider having their family call your home, especially if one of them speaks English, as it's another opportunity to make sure you aren't overlooking any needs. Skype is free to use and free to download and it's possible they know how to use Skype to communicate free of charge over the internet.

Communication with YOU

The language barrier can be by far the greatest challenge in hosting a chaperone, for you and for the chaperone. Some chaperones speak a limited amount of English, but others do not. Plan to spend some time using a translation website or app to build a friendship between you and the chaperone. Google translate, <http://translate.google.com/>, is great. Try as hard as you can to include them in family conversations so they don't feel left out. Homesickness will be a very real thing. Another option would be to seek out people in advance that speak Russian, Latvian, Ukrainian or Spanish. You may also contact a local orthodox church or local university for guidance on seeking out trustworthy people who speak the language.

OTHER MISCELLANEOUS TOPICS FOR HOSTING

Chaperone travel during host program

If you or friends/family are traveling during the hosting period and are willing to take the chaperone along, just let us know. We have allowed chaperones to travel to nearby states, to see the ocean, etc, while here on hosting because someone was willing to take them along and had room for them. That's a great treat for a chaperone, to see more than one city. If you aren't traveling, but someone around you is and is willing to take them along, just let us know and P143 can issue approval.

However, if at any time a chaperone lets you know that he or she needs to leave your home, be moved, be taken to the airport but you have not been notified first by P143 - contact your chaperone host coordinator immediately. It's possible the chaperone is planning unapproved and unscheduled trips without P143's knowledge and it could become a logistical nightmare if we need his or her assistance only to find he or she is no longer staying in their scheduled host home.

Chaperone Medical Insurance

P143 provides medical insurance for every chaperone. The chaperone will receive this card at the airport. A medical deductible may be necessary if an emergency arises. The chaperone should keep this information with them at all times as you never know when he or she might need it.

Spiritual Influence

If you are comfortable, invite your chaperone to attend church with you while here. They are not obligated to, of course, but don't fear exposing your chaperone to your beliefs. If you have a chaperone who is Orthodox, consider taking them to an Orthodox church if they desire. There are usually foreign-speaking Orthodox churches near the larger cities.

Airport Arrival

We will send you information via email on your chaperone assignment and their travel information as soon as we know it prior to arrival. Please be aware that schedules can change quickly with international travel, so flexibility is very important. A delayed or missed flight on the front-end of their trip can cause hours of delay in arrival.

We would love for you to pick up your chaperone at the airport if it's your schedule allows. If you cannot, please let us know so we can arrange transportation to your home. The chaperones will have traveled upwards of 24-hours by the time they arrive. Some will have also traveled by car/bus/train just to get to the airport ahead of 24-hours of air travel. Be prepared for exhausted chaperones and realize they have been under physical and emotional strain caring for multiple children. Expect them to be quiet their first day/night. Don't be alarmed if they don't make much conversation on the ride home. Have patience and show care and kindness until they get to know you just a little bit. They are just as nervous as you are.

Suggested Items to bring to the Airport for Arrival:

- Camera or Video Camera
- Welcome poster/balloons/flowers
- Flight information (emailed to you ahead of time)
- Cheese, fruit, water bottles, sausages/crackers and nuts are good choices
- Your cell phone – is it turned on? Charged up? Do we have your correct cell number?

ONE designated representative in each city will arrange to meet the flight/escort the kids and chaperones to a designated area. Do not attempt to get a gate pass to meet up with your chaperone, wait with the P143 group. Specific group details will be included with flight information and distributed by P143 representatives.

We will take photos of every host child and their family before they are allowed to leave the airport, so we can document that every child arrived to their approved host family. Jump in and have your family's photo taken with the chaperone before leaving the airport as well. Be prepared to be the last to leave, as host children and/or host families will be asking questions of the chaperone. Also, ask your chaperone if they have baggage to claim and make sure you have all bags before leaving the airport.

Transfer from Host home to Host home

If your chaperone will not be staying with you for the duration of the program (4-5 weeks), and will be transferring to another home, we will provide you with the schedule of when the moves will take place and the contact information for the homes before and after yours. It will be your responsibility to work with the next host home to determine a pick-up/drop-off point and time for the chaperone on the designated date. This is a GREAT opportunity to meet others involved in the program! It is also very helpful to the family after you to email or call them ahead of time and provide them some insight to your guest (activities they have already done, food likes/dislikes, etc.) so that they can be best prepared and make a smooth transition. Possibly meet the new family for a meal or activity and socialize for a bit to break the ice and make the move easier for the chaperone.

Airport Departure

We ask that you bring your chaperone to the airport for departure, if at all possible for you. If you cannot, please let us know so we can arrange transportation for the chaperone and their luggage to the airport. Everyone, hosted children and chaperones, are to arrive at the airport at least three (3) hours prior to the time of their departure. Staying in America is, of course, not legal for an adult chaperone or host child.

If you are the final host home for the chaperone, determine if you need to be on the lookout for additional luggage for your chaperone. Or, if friends/family ask how they can help you, suggest a sturdy piece of luggage for the chaperone to take home, perhaps a 26-28" rolling suitcase with a sturdy handle and good wheels.

Chaperones are able to take ONE carryon and ONE checked suitcase home, but the weight limit for the checked bag is usually 50 pounds. We ask that you assist the chaperone by weighing the luggage PRIOR to leaving your home in order to avoid a BAD surprise when you weigh the bags at the airport and have to be remove items due to being over the weight limit. When it's time to pack, try to explain to your chaperone about restricted liquids. If you are not a regular air-traveler, you can check your local airport website for the liquid restrictions for carry-on baggage. In addition, you may wish to write a note and/or send a photo or small gift to remember your family.

CAN WE COUNT ON YOU?

Hosting a chaperone is a great opportunity for those with the gift of hospitality, a desire to learn of another culture and share ours from the comfort of your home. Chaperones can quickly come to feel like a member of your extended family. If you are interested in serving as a Chaperone Host for an upcoming program, please complete our chaperone host interest form at:

<https://forms.gle/G3HnXqrcGoSmcGw37>

**FOR MORE INFORMATION ABOUT OUR PROGRAM
VISIT WWW.P143.ORG**