



KAKEHASHI PROJECT



Participants' Handbook
- Japanese Americans -





Share knowledge and experience. For our world. For the future.

JAPAN INTERNATIONAL COOPERATION CENTER

As Japan's leading institution for international cooperation with 40 years history of professional services, Japan International Cooperation Center (JICE) has designed and managed a variety of international youth exchange programs extended to more than 80,000 people around the world including our flagship programs such as MIRAI, JENESYS and KAKEHASHI. We are fully committed to ensuring the maximum result of these programs built on our ample experience and broad networks both at home and abroad.

Along with the staff of 287, JICE has 1,087 translators who specialize in 31 languages in total and engage in formulation, investigation, research, implementation and evaluation of projects by using their accumulated experiences and knowledge.

With the motto of JICE, "Share knowledge and experience. For the world. For the future", we are very pleased to see so many participants like Japan and Japanese people and continue to be pro-Japan when they return to their home countries. We will make further efforts to make the project more attractive and effective so that they may spread Japanese good characteristics in their home countries and the world.

Follow our accounts!



Facebook: JICE's International Exchange Programs
<https://www.facebook.com/jice.exchange/>



LinkedIn: KAKEHASHI Project
<https://www.linkedin.com/in/kakehashi-project/>



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1. Outline of KAKEHASHI Project

KAKEHASHI Project

The Ministry of Foreign Affairs of Japan promotes people-to-people exchange programs between Japan and the USA/Canada.

More than 1,000 people are sent to or from Japan each year under the “KAKEHASHI” Project, which means a “bridge” between nations and cultures.



Objectives

- To promote mutual trust and understanding among the peoples of Japan and the USA/Canada, and to build a basis for future friendship and cooperation.
- To encourage an appreciation of Japanese culture, history, society, technology and language.
- To share information and generate worldwide interest in Japan through participants' grassroots networks.

Mandatory Assignments for All Participants

Share Your Experience through Social Media



You are required to share your experience and discoveries in Japan and promote Japan as an attractive destination for travel, study or work by posting on Facebook, Twitter, Instagram, You Tube or other social media during and after the program, especially within three months of the program.

Make Action Plans and Report Implementation



You are required to make action plans on how to share your experience in Japan after returning to your home country and report your implementation to JICE. You will wrap up your findings in Japan and each group will present action plans in the reporting session. Within three months of the program, you will send to JICE an After Action Report on your implementation of the action plans. Posted photos, published articles or reports on disseminating activities will be welcome.

Complete Questionnaires



You are required to complete a questionnaire at the end of the program. Three months thereafter, you will be required to complete an online questionnaire, which will be sent to your email address.

Share your KAKEHASHI experience!

Upload and share your photos and writing during and after your trip to Japan. To help you realize your action plans when you return to your home country, JICE recommends that your group create a public Facebook page where all of you can share your findings with families, friends and peers. Please use the “hash tags” below when you post so that JICE can find your postings with ease.

#KAKEHASHI2019 #KAKEHASHI

#JAPAN #USA #CANADA #JICE



The JICE trip exposed many students to the various tastes of Japanese food culture, like caviar, for the first time.

Ichigo Ichie

Kakehashi Project gives GUSD students a once in a lifetime opportunity to experience Japan

Lois Ramirez, Yearbook Section Editor

November 1, 2018

Erie serenity. It was a moment of silence that still send chills down my bones. In the blazing heat and unbearable humidity, I stood amongst a scene of destruction with my fellow GUSD students as we stared out into the endless ocean. This was no California dream; this is the story of Minamisanriku, Japan and the tsunami whose path of wreckage still lingers today.

The unbelievable opportunity which led our group of GUSD students to Japan in the first place came from the Japanese International Cooperation Center (JICE), an organization created in 1977 by the Ministry of Foreign Affairs. JICE connects with various countries to improve diplomatic and economic relations by providing special trips to Japan to its citizens.




After many long and hot days in Japan, the Kakehashi Project trip came to an end at the Japanese Ministry of Foreign Affairs (MOFA), where we presented on what we had learned in Japan as Kakehashi ambassadors. In our presentation workshop, and then in the actual presentations, we addressed the following questions:

- What did we know before we came to Japan?
- What did we learn as a result participating in this Kakehashi trip?
- What is our "action plan" for when we return to... もっと見る

翻訳を見る



2. Program Contents

Flight information and itinerary will be given separately.

(1) Arrival Orientation

JICE staff will thoroughly explain the schedule, the roles of delegates, and safety precautions, such as health care management and how to respond in the event of a natural disaster or other emergency. Supervisors will be briefed on details of their roles, including how to direct delegates in an emergency and how responsibilities will be shared with JICE staff.

(2) Lectures on Japan

Delegates will attend lectures to enhance their understanding of Japanese politics, society, history, culture and/or diplomatic policy. These lectures will focus on the history of the USA/Canada-Japan relationship, as well as differences in both countries' political and social structures.

(3) Observation of Cutting-edge Technologies (Visits to universities, research institutes, corporations, museums, etc.)

Delegates will observe R&D (research and development) of Japanese state-of-the-art technologies and their practical applications. By observing the craftsmanship practiced in smaller factories, delegates will learn about the spirit of monozukuri ("making goods") and the solid quality of Japanese manufacturing, which are traditional qualities underlying the strength of the Japanese economy.

(4) Discovering Tokyo

We will introduce "Cool Japan" by visiting Asakusa, Harajuku, Akihabara and/or Odaiba. Delegates will find super-modern facilities and businesses, observe historic buildings and traditional cultures that have thrived over generations, and see where anime, fashion and other pop culture trends are born. Delegates will experience a real taste of "Cool Japan" in which the past, present and future all co-exist.

(5) Courtesy Call on Government Officials

Delegates will make a courtesy call on central/local government officials and learn about the Japanese administration system, assembly and election system, economy and industry promotion, education, social welfare, resident services and public announcement systems. They will exchange opinions with public officers on specific policies or common issues, and consider how they compare to policies in their home countries.

(6) Visits to Industries/Companies

Delegates will learn how Japanese industries develop in harmony with regional climate, geography, resources, culture and tradition, and how local government and citizens creatively commercialize and promote their local specialties. Delegates will look at specific initiatives, compare them with their own local industries, and consider how they might be applied at home.



(7) Traditional Culture Experience and Observation of Historic Buildings

Delegates will learn about the spiritual roots of Japanese cultural heritage, and how local people preserve traditions and hand them down to the next generation. They will come in touch with Japanese cultural arts such as tea ceremony, calligraphy, kimono wearing, Japanese drums, zen meditation, Noh and kagura, and other traditional crafts or events.

(8) Observation of Nature and Environmental Protection Efforts

Geography enables Japan to enjoy the natural scenic beauty of its mountains and seacoasts over four distinct seasons. Delegates will learn about environmental protection and how advanced technologies are being used to preserve Japan's beautiful nature features. Along with economic and industrial development, delegates will see how Japan is committed to environmental protection.

(9) School Exchange Program

Delegates will visit a local school and make friends with students in their age group. There will be a welcome event, introduction to Japanese culture, and a thematic presentation, after which delegates will join in on daily classes and club activities. This is a great opportunity for participants to learn first-hand about cultural similarities and differences, and to create new diplomatic ties between Japan and their home country.

(10) Home stay program

Home stay with a host family will enrich delegates' experiences in Japan and deepen their understanding of Japanese daily life. Delegates will enjoy forming bonds with their host family during a 2-night/3-day home stay in a local city. Host families are carefully chosen in cooperation with the host school and the cooperating organization (See Annex 1).

(11) Workshop/Reporting Session

Delegates will workshop their findings and create action plans for when they return to their home country. They will then present their findings and plans to an audience of MOFA officials and JICE staff. Developing action plans will remind participants to continue sharing information about Japan and Japanese culture, help them to remain aware of their connection to Japan, and motivate them to build and maintain bridges between Japan and their home country.

(12) Post-Program Implementation of the Action Plans

Delegates will share their experience in Japan through events, meetings or media publications in their schools, companies or communities, or to their relatives, friends, or peers by posting in Facebook, Twitter, Instagram, You Tube or other social media outlets. They are required to report to the supervisor on their implementation of the action plans three months after the program. Posted photos or published articles are welcome. The supervisor will report post program activities by submitting the After Action Report to JICE.



3. Coordinators

JICE assigns expert staff as coordinators (guides). They are skilled interpreters and well acquainted with your country and Japan, and will help delegates adjust to Japanese life and stay healthy during the program. They also encourage delegates to post their findings on social media.

4. Accommodations and Meals

- JICE carefully selects accommodations and venues in safe locations with emergency response plans in place.
- High school or college/graduate students of the same gender will share a twin or triple room.
- Supervisors will stay in a single room.
- Meals will be arranged with consideration to personal allergies, religious practices or customs. In rare cases, it may not be possible to guarantee that all special requests can be fully accommodated.

5. Safety

(1) Emergency response (fire, earthquake, tsunami, etc.)

Emergency procedures will be explained to delegates at the arrival orientation. JICE pre-visits and inspects the sites to ensure they can respond in the event of an emergency. We study the evacuation route, procedures, evacuation areas and availability of emergency announcements and food stockpiles in advance. JICE staff, coordinators and supervisors will recheck evacuation routes when the group arrives at a hotel or restaurant. In case of a fire or other emergency, we will promptly instruct the delegates to evacuate the building and take every action necessary to ensure the group's safety.

(2) Response to Medical Problems

JICE checks the availability of emergency medical services in the areas to be visited in advance. In case of illness or injury, the JICE coordinator and supervisor will take the patient to the hospital. JICE staff carry an emergency first-aid kit for cases when immediate response is required. Some JICE staff have a life-saving license which allows them to administer certain treatments and use an AED (automated external defibrillator) on site.

Response to Infectious Diseases (influenza, TB, malaria, dengue, chicken pox, etc.)

- Disposable medical masks are given to the participants.
- Hand sanitizer is provided before meals.
- Body temperature is checked every morning before breakfast.
- Participants with a body temperature higher than 37.5° C (99.5° F) will be taken to the doctor.
- If the flu test is positive, the patient will be separated from the group and moved to a single room at a hotel. The patient will no longer join the program.

(3) Response to Other Incidents

Curfew and Rules for Going Out

JICE sets the curfew at 10:00 p.m. for high school students, 11:00 p.m. for college students or other participants. If delegates wish to explore outside at night, they must get the permission of their supervisor and travel in a group of two or more persons.

Stolen or lost passport or valuables

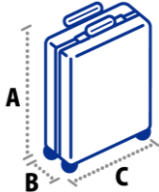
JICE staff will check daily to ensure that delegates are carrying their passports with them at all times. In the event that a passport or any valuable item is lost or stolen, we will immediately report it to the local police and MOFA, and ask the Embassy/Consulate to re-issue the passport quickly.

SOS Card

JICE provides each delegate with an "SOS card" in case it is necessary to ask somebody for help on the street. SOS cards state that the holder needs help, and list the phone numbers of the JICE coordinator and hotel. Delegates are instructed to take the card with them at all times while in Japan.



6. Things to Pack

<input type="checkbox"/>	Baggage	<p>Baggage weight / size allowance International flight check-in baggage . . . 23kg (50lb) Domestic flight check-in baggage . . . 20 kg (44lb) Domestic flight carry-on baggage . . . 10 kg (22lb)</p> <p>(United Airlines) *Size limit of check-in baggage A+B+C ≤ 158cm (62.2 inches)</p> <p>* Size limit of carry-on baggage 9" X 14" X 22" inches additional bag within 9" X 10" X 17"</p> <p>(ANA/JAL) *Size limit of check-in baggage A+B+C ≤ 158cm (62.2inch)</p> <p>* Size limit of carry-on baggage A+B+C ≤ 115cm (45 inches) each side up to W55 × H40 × D25 (22" × 16" × 10" inches)</p> <p>This information is provided for your reference, but limits may vary depending on the airline used. Please check the rules of your airline, as any excess charges must be paid by the participant. Avoiding excess baggage will facilitate smooth check-in at the airport.</p> 
<input type="checkbox"/>	Passport	Essential to travel to Japan
<input type="checkbox"/>	Small Bag	In addition to your suitcase, please bring a small bag (backpack or carryon). When traveling to a local city or staying with a host family, you may only be allowed to bring a small bag. In this event, your large bag will be stored at the hotel or another secure location. In some instances, your luggage may be shipped ahead of you, for example, if you travel to the local city by train. JICE will provide instructions for packing if this is the case.

<input type="checkbox"/>	Cash	<p>Accommodation, transportation, meals and admission fees in Japan will be paid by the program. Bring some cash in yen so that you can buy snacks, drinks, personal goods or souvenirs. Larger stores and national chains will accept credit cards, but many smaller shops and restaurants still only accept Japanese cash. It is possible to buy yen at Narita/Haneda airport, but it is a good idea to purchase yen before you leave for the trip in case your flight is delayed and there is no time to change money at the airport.</p> <p>For your reference : bottle of juice = 160 yen or above, key chain = 300 yen or above, international phone card = 1000 yen or above</p>
<input type="checkbox"/>	Amenity Kit	Shaving kit, toothbrush, comb etc. may not be equipped at accommodation.
<input type="checkbox"/>	Stationery	Notebook, pen, pencils, etc.
<input type="checkbox"/>	Medicine	Your daily medications (remember to declare medications on your application form to ensure that they can be legally brought into Japan.)
<input type="checkbox"/>	Cellular / Mobile phone	Upload your photos and texts to social media
<input type="checkbox"/>	Camera	Always ask the subject's permission if you wish to photograph a person.
<input type="checkbox"/>	Laptop PC	Useful in the Workshop (making Power Point slides etc. for the short presentation at the Reporting Session). One PC for the group should be ok.
<input type="checkbox"/>	Towel	Small towel or bath towel may be handy in homestay.
<input type="checkbox"/>	Watch	You must be punctual.
<input type="checkbox"/>	Thermometer	You will take your body temperature every morning.
<input type="checkbox"/>	Umbrella / Rain wear	You should expect one or more rainy days.
<input type="checkbox"/>	Food / Snacks	You may want to have ready-to-eat food in case you do not eat Japanese meals. Note that there are restrictions on bringing certain meats, fruits or seasonings into Japan.
<input type="checkbox"/>	Gifts	<p>Giving a gift (omiyage) is not mandatory, but small gifts make people smile and can help to start a conversation. Some people you meet in Japan may give you an omiyage. It may be a good idea to bring some small gifts, such as candies or postcards that represent your school or hometown.</p> <p>Some groups present the government/school/company that they visit with a gift such as:</p> <ul style="list-style-type: none"> · Picture book or promotional goods from their school/organization/home town, or · Specialties from their region, such as edible goods that can be shared among people.

□	Clothes	<p>You are advised to wear “business” or “business casual” attire (or uniform) when visiting government offices, educational institutions or companies.</p>   <p>You may wear casual clothes while doing cultural activities, touring, homestay or on other occasions. In winter, or to adjust yourself to air conditioned rooms, bring warm clothes with long sleeves and long pants.</p>   <p>The following are <u>NOT</u> advised ;  <i>T-shirts, No sleeve top, Short pants, Blue jeans, Dresses or clothes with too much skin exposed</i></p>
□	Shoes	<p>Shoes should cover both your toes and heels. Sneakers and athletic shoes are fine. Sandals or high heels are not appropriate.</p>    

Refer to the chart below to prepare suitable clothes.

	Clothes	Average Temperature		
		Tokyo	Hiroshima	Kyoto
Spring March-May	Light jacket, light sweater, long-sleeved tops, etc.	13.6°C/56°F Max : 18.5°C/65°F Min : 5.1°C/41°F	14.7C/58°F Max : 19.7°C/67°F Min : 9.9°C	13.8°C/57°F Max : 19.3°C/67°F Min : 9.0°C/48°F
Summer June-August	Light and short-sleeved clothes (cardigans, shawls or blazers are handy)	27.1°C/81°F Max : 31.6°C/89°F Min : 23.9°C/75°F	27.1°C/81°F Max : 30.8C/87°F Min : 23.8C/75°F	26.0°C/79°F Max : 30.8°C/87°F Min : 22.1C/72°F
Autumn September-November	Light jacket, light sweater, long-sleeved tops, etc.	17.4°C/63°F Max : 21.5°C/71°F Min : 14.0°C/57°F	18.3°C/65°F Max : 29.0°C/84°F Min : 14.2°C/58°F	18.0°C/64°F Max : 22.9°C/73°F Min : 13.9°C/57°F
Winter December-February	Overcoat, thick sweater, etc.	6.1C/43°F Max : 10.6°C/51°F Min : 2.0°C/36°F	5.2°C/41°F Max : 9.7°C/49°F Min : 1.7°C/35°F	5.5°C/42°F Max : 10°C/50°F Min : 1.9°C/35°F

* JICE provides each group with a portable Wi-Fi box with enough capacity for participants to access the internet. Most Japanese hotels have Wi-Fi service. If you decide to rent a Wi-Fi box for your own use before the trip (because the Wi-Fi box is usually kept by the supervisors), arrange to have it delivered to the front desk of your first hotel in Japan (not to the airport), and tell them your name and arrival date. Please confirm these arrangements directly with the hotel, as JICE does not act as a go-between for these transactions.

* A Japanese conversation guide (Nihongo Kaiwa-cho) will be provided upon arrival in Japan.

* DO NOT agree to deliver anything to Japan on behalf of a third party (such as gifts for someone’s friends or relatives in Japan). Even if you did not know the contents of the package, you may still get in trouble or face criminal charges.

7. Health Care



(1) Temperature Check

Take your body temperature on the departure day, fill out the Medical Interview Sheet (Annex 3), and hand it to your supervisor/group leader at the airport. If the following apply or the Medical Interview Sheet is not submitted, the participant is required to stay home and cancel their participation in the project.

- Body temperature is 38° C (100.4° F) or above
- If body temperature is between 37.5° C (99.5° F) and 38° C (100.4° F) or any of the following symptoms apply, supervisors/leaders, in consultation with a doctor if available, will decide if the participant should travel to Japan and give him/her instructions accordingly.

Symptoms: Feverish/chills, Cough/difficulty breathing, Sore throat, Stuffy nose/runny nose, Headache/muscle ache

(2) Insurance

Participants must be able to function independently with minimal assistance required to join all scheduled activities, which will include extensive walking and stair climbing. Those with pre-existing mental or physical conditions must declare them and submit a doctor's certificate (and/or a letter of consent) stating they can participate in the program. The travel insurance provided by JICE (see below) does NOT cover chronic diseases (diagnosed or undiagnosed), dental diseases or pregnancy. Patients will need to pay these medical expenses on their own, which could be expensive. If you have a pre-existing condition, you may wish to look into purchasing supplemental insurance.

Insurance	Coverage	Amount (10,000 JPY)
Accident	Death Benefit	1,000
	Physical Impediment Benefit	1,000
	Medical Expense	1,000
Sickness	Medical Expense	1,000
Rescuer's Expense		300
Personal Liability		5,000
Mitsui Sumitomo Insurance Co., Ltd.		

(3) Medicine

As Japanese law prohibits bringing in certain types of medicine (including over-the-counter drugs that are legal in the US/Canada), or limit the quantity that can be brought in, it is essential that participants inform JICE in advance of all medications they are taking so that we can confirm their legality. Please fill out the application form completely, listing all medical conditions and medications.

8. Emergency Contact

JICE Headquarters : [0081-3-6838-2730](tel:0081-3-6838-2730) (Monday-Friday, 9:30-18:00, Japan Time)

For emergency only. Do not call to confirm your arrival or departure.

9. Other Rules and Notes

- * Follow the instructions of the supervisors and JICE staff.
- * Strict punctuality is required.
- * Take care of your valuables (money, passport, etc.) on your own. Any loss or damage to personal property will NOT be covered by the travel insurance provided by JICE.
- * Smoking and drinking alcohol are prohibited during the program.
- * The schedule is fixed. You will not have time to meet your relatives or friends living in Japan.



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Web Links

Visit the following websites and learn more about JAPAN!

1. We Are Tomodachi (Vol.31)

<https://www.japan.go.jp/tomodachi/2018/spring-summer2018/index.html>

“We Are Tomodachi” is an official online magazine that introduces Japan’s attraction and its deep multifaceted ties with the rest of the world to our country’s friends (*tomodachi*) across the globe.

The feature topic in the Spring Summer 2018 issue is G20 Summit Meeting. Japan recently announced that on June 28 and 29, 2019, Osaka will host the G20 Summit Meeting while eight other cities throughout Japan host the related ministerial meetings. In this Spring/Summer Issue, we showcase the appealing qualities of each of the host cities through interviews with their leaders.

This issue also features a Japanese Olympic medalist who performs with the world-famous circus group Cirque du Soleil, based in Canada, the G7 host country.

Additionally, we introduce an ambitious 83-year-old Japanese woman who has developed an iPhone app, an innovative small-to-medium enterprise that is successfully automating small-lot manufacturing by digitalizing workers’ skills, and the projects that local towns are undertaking in preparation for Rugby World Cup 2019 and the Tokyo 2020 Olympic and Paralympic Games.

2. Highlighting JAPAN (Vol. 122 July 2018)

<https://www.gov-online.go.jp/eng/publicity/book/hlj/20180701.html>

“Highlighting JAPAN” is an official monthly online magazine to promote understanding of Japan for the people around the world, with variety of themes such as “Safety First,” “The World of Japanese Cuisine,” “Living Heritage”.

July’s issue is “The Evolution of Japonism.” Japanese arts and crafts, cinema, fashion, Zen practices and even gardening have shaped new art and craft styles in the West and influenced thinkers and thrilled audiences everywhere. Known broadly as Japonism, this cultural wave continues to rise.

3. Japan Video Topics

<https://web-japan.org/jvt/index.html>

Japan Video Topics offers various aspects of Japanese culture, nature, science and technology, etc. Narration is provided in English, French, Spanish, Chinese, Arabic, Portuguese and Japanese. The videos have been provided for various TV networks in the world so that they can be broadcast for free.

4. JICA's World (July 2018)

<https://www.jica.go.jp/english/publications/j-world/1807.html>

JICA's World is the quarterly magazine published by JICA. It introduces various cooperation projects and partners along with the featured theme. The latest issue features "South Africa".

5. SDGs NOW! 17 Goals to Transform Our World

<https://www.youtube.com/watch?v=WXpZ-b4Qskg>

This video introduces the overview of the SDGs that will transform our world and Japan's efforts toward the achievement of the SDGs.

6. niponica (No.24)

<https://web-japan.org/niponica/niponica24/en/index.html>

niponica is published in seven languages (Arabic, Chinese, English, French, Russian, Spanish, and Japanese) to introduce to the world the society and culture of Japan today. The title niponica is derived from "Nippon," the Japanese word for Japan.

No.24 Special Feature: Japanese Festivals Throughout the Year

For centuries, festivals have been essential to the fabric of Japan. They are held to thank the god for the blessings of nature and to express hope for good health. Unique festivities and rituals give each festival day a special meaning.

7. Videos on Japan's Foreign Policy

Japan's Efforts toward Connecting and Prospering the World for Free and Open Indo-Pacific

https://www.youtube.com/watch?v=J6WtVi_-edE

These videos introduce Japan's foreign policy. The latest video shows Japan's support for stability and prosperity of the international community, improving connectivity between Asia and Africa by realizing a free and open Indo-Pacific region.

8. Sharing Japanese experience and solutions to reduce disaster risk

https://www.youtube.com/watch?v=zM5V751_pcl

Japan has been and will keep working side by side with local partners to build safe and resilient communities. In Banda Aceh, Indonesia, in 2004, thousands of buildings and houses, as well as infrastructure, were destroyed by a tsunami all at once. To meet Indonesia's heightened needs for disaster risk management, Japan has been working together with Indonesian communities to share its experience and know-how. Japan is committed to sharing its lessons from the past earthquakes with the international community so as to reciprocate their support and contribute to minimizing the impact of future disasters.

Home Stay Program

The home stay program is one of the highlights of KAKEHASHI Project. It is a good opportunity to meet real Japanese people, experience the kind of daily life that you don't get to see in the media, feel the warm welcome of omotenashi (Japanese hospitality) and develop close relationships with Japanese people from different generations. Your host family is looking forward to meeting you, and you will be welcomed as a family member as well as an important guest.

1. Schedule

- (1) One night/two days or two nights/three days.
- (2) Participants will receive an orientation on homestay, including information on Japanese customs and how to behave in a private home.

2. Matching Rule

- ✓ Two or more participants of the same gender will be placed together with a host family.
- ✓ Supervisors and JICE staff will stay in a nearby hotel.
- ✓ If there is an uneven number of men, a male participant may stay with a host family by himself.
- ✓ If there is an uneven number of women, a female supervisor may be asked to join a female participant in staying with a host family.

3. Requirements for Host Family

- ✓ Must have one or more adults who are responsible for accepting the foreign guests.
- ✓ May accept female guests only if there is a female family of the same age or older.
- ✓ Must disclose their household information (family members, occupation, pets, etc.).
- ✓ Must provide transportation between their home and the designated meeting place.
- ✓ Must update JICE on their guests' status during the stay (by phone, when JICE staff visit the family, in emergency situations, etc.).

* Cooperating schools/organizations carefully choose host families that meet a set of strict criteria.

* JICE instructs host families on rules, procedures and etiquette for accepting foreign guests.

4. Safety Check

- ✓ JICE provides participants with one mobile phone per host family. They may use this to call JICE staff or supervisors, who will be on standby at a nearby hotel 24 hours a day.
- ✓ JICE staff or supervisors will call all participants on the first night, and pay a visit to check in on some of the host families the following day.

5. Supervisors' Responsibility

- ✓ If called, supervisors must respond to the participants and arrive at the home stay site as needed within one hour.
- ✓ There are no activities scheduled for supervisors during the home stay. They may go out at their own expense, but must remember that they are on call and required to attend to the participants if necessary.

After Action Report

You can download the excel format at <https://www.jice.org/exchange/en/involved/>
The password to open the format is “jiceaar”.

Please send a report to kakehashi@jice.org after implementing the Action Plans.

No. <input style="width: 50px;" type="text"/>			
After-Action Report			
Program Title	KAKEHASHI Project	Country	
Group			
Current Occupation/School			
Name			
Action Title			
Implementing Date	DD/MM/YYYY ~ DD/MM/YYYY		
Summary			
Media①		URL①	http://
Media②		URL②	http://
Media③		URL③	http://
Media④		URL④	http://

Medical Interview Sheet before Flight to Japan

NAME Mr. / Ms. _____

COUNTRY _____ Group Name _____

(Note) Answer according to your current condition, excluding symptoms caused by chronic disease or seasonal allergies.

Questions	YES	NO
(1) Feeling feverish or chilly	<input type="checkbox"/>	<input type="checkbox"/>
(2) Coughing or breathing with difficulty	<input type="checkbox"/>	<input type="checkbox"/>
(3) Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
(4) Stuffy or runny nose	<input type="checkbox"/>	<input type="checkbox"/>
(5) Headache or muscle ache	<input type="checkbox"/>	<input type="checkbox"/>
(6) Had contact within 10 days with a person who has a confirmed, suspected or probable case of Influenza or other infection.	<input type="checkbox"/>	<input type="checkbox"/>
(7) Had a fever or any of the above (1) - (5) symptoms within 10 days.	<input type="checkbox"/>	<input type="checkbox"/>
(8) Name of sickness and medicine taken, if any, for the above (1) – (5). You do not have to include the medications declared in the Entry Form. <input type="checkbox"/> Name of sickness (_____) <input type="checkbox"/> Name of medicine (_____)		
(9) Body temperature today _____ °F or °C		

I certify that I have completed this sheet myself, and that my answers are true and correct.

Date : / / Time : : Signature : _____

*Please hand this sheet in to your supervisor / leader.

Instruction to the supervisor / leader

If the participant has one of above symptoms (1) – (5), please decide if he/she should travel to Japan (in consultation with doctor if available), and give him/her instructions accordingly.

Anyone with a body temperature over 38.0°C (100.4° F) shall not travel to Japan.

Please hand all the Medical Interview Sheets to JICE staff upon arrival in Japan.

What to do on Departure Day

1) Departure from Airport in the US

Arrive at the hub airport 2.5 - 3 hours before the international flight time. Check in at the airline counter 2 - 2.5 hours before your boarding time with your passport and receive your boarding pass. Ask what to do at the transit airport, if anything, and confirm that your checked baggage will go directly through to Japan.

2) Meeting at Narita / Haneda Airport

After exiting immigration, baggage claim and customs, you will find JICE staff with “KAKEHASHI” signboards in the arrival lobby. They will help you with procedures such as money exchange, and take you to the hotel by a chartered bus. Hand in your Medical Interview Sheet to your supervisor.



Contact in the United States

NTA AMERICA – LAS VEGAS

OFFICE HOURS: **9:00 a.m. – 5:30 p.m.** (Pacific Standard Time)

PHONE NUMBER: **702 - 733 - 1501** (during office hours)

Weekend and Night Emergency: **1-800-598-3877** or **310-954-6866** (Emergency Staff Mobile)

English and Japanese operators are available. Tell the operator you are a part of “KAKEHASHI program” and your departure date and time.

Emergency Contact in Japan

NTA JAPAN - TOKYO

Mr. RYO TAKEUCHI : **+81 - 80 - 3434 - 7979**

Ms. ERI HANDA : **+81 - 70 - 1297 - 4983**