



Pre Arrival Orientation Summary and Guidance from E & T

Thank you for volunteering to work with us to carry out orientations across the country! E&T is here to support you and provide you with tools to organize a meaningful orientation. As we strive to support volunteers and staff who are leading orientations, we have two goals in mind: ensure that all students and families participate in high quality orientations; and build volunteer capacity so that volunteers can take full ownership of orientations and carry these out at the local level.

To help achieve these goals, we have developed the following guidelines:

- Facilitators follow the E&T curriculum to the best of their ability
- Each orientation meets a minimum length of time, as described in this Orientation Summary
- **All Orientation Coordinators submit sign-in sheets and expense reports to E&T at orientations@yfu.org, (preferably within one week of the orientation)**
- Coordinators and facilitators can participate in collaborative webinars with E&T staff to discuss the content of the orientation. FDs are also welcome to participate.

We are so excited to share the Pre-Arrival orientation curriculum! While we are maintaining our goal of fulfilling the YFU International *Learning Outcomes for Orientation Programs* (LOOP) objectives, we have reduced the time needed for this orientation based on feedback from the field. With this in mind, host families should be strongly encouraged to attend their Post Arrival, alongside their student in order to cover information that was touched on during the Pre- Arrival. The Pre- Arrival is approximately three hours long. There is significant time dedicated to conversations and questions/answer, so some small Pre- Arrival groups may complete the curriculum in less time.

Additionally, as we know that many adults learn best by talking with their peers and having meaningful conversations, thus we have provided structure for discussions throughout the Pre- Arrival. We have inserted **Conversation Starters** to facilitate rich conversations between the participants (with guidance from the facilitator). **Conversation Starters** are indicated with “●” while information for the facilitator to highlight is indicated by “➤”. You will also see on the website some additional sessions that facilitators can include, pending time and audience (newer host families might want more resources and additional tips and training).

Key Themes of the Pre Arrival Orientation

Session 2 and Session 6 - You & YFU and In Safe Hands During these sessions, it is important to actively share information that is necessary to maintain the safety of the student and host family during this exchange experience. Listen closely to what participants are saying in order to correct misconceptions and clarify important information.

Session 3, 4, 5- Cultural Awareness, Realistic Expectations, and Adolescents and Family. These sessions designed to build awareness on culture, and to explore all the dynamics of a teenager from another culture coming to live in one’s home. In these sessions, it is important to help families understand that their

Objectives of the Pre Arrival Orientation

Host families will be able to

Navigate the Host Family Account and identify important host family resources

Apply YFU policies and procedures that promote student and family safety throughout the student’s exchange

Identify challenges faced by adolescents and families in cross-cultural settings

Apply tips and best practices from other host families

family dynamic is going to change and they need to be prepared and use specific strategies so everyone is comfortable and getting along.

Optional sessions

YFU tools- From Visiting to Belonging and **3-5-8: Choice**. This session looks at two tools that YFU uses throughout the exchange experience. As a facilitator, get to know these tools and be comfortable talking about them.

For session # 2- Communication Structure Skit is an interactive session that illustrates how easily the instant communication we have available today can turn a minor incident into a major event.

For Session # 2- Communication Constellation interactively shows the route communication follows using 8 different scenarios.

Planning Your Orientation:

Recognizing that orientations can vary in time, we have provided flexibility within the activities. Session 5 contains two options to enable you to choose the activity that best fits your group. Work with your team to design an agenda that will best suit your group.

Sample Agenda

Session Title	Length in minutes	Sample Time Table using the shorter sessions and includes break and lunch
Session 1 Welcome	:10	9:00-9:10
Session 2 You & YFU	:35	9:10-9:45
Session 3 Cultural Awareness	:25	9:45-10:10
Session 4 Realistic Expectations	:30	10:10- 10:40
Session 5 Adolescents & Family: Maintaining a Balance	:30	10:40- 11:10
Session 6 In Safe Hands	:35	11:10- 11:45
Session 7 Wrap Up	:10	11:45-11:55
Total Time	about 3 hr	9:00 AM – 11:55 AM

Additional Information

- Young alumni can help with orientations: Contact your E&T liaison or Gina Palmisano at gpalmisano@yfu.org to get a list of young alumni in your area who are excited to co-facilitate sessions.
- Entering Orientation dates for all to see: Enter your orientation dates on my.yfu under the Events tab on the home page so volunteers in your local area will be aware of opportunities to help.

Please reach out to the E&T team if you have additional questions about the Pre- Arrival orientations.

- Contact Kristie Rotz at krotz@yfu.org with any questions about orientation planning in Western regions.
- Contact Patti Sanderson at psanderson@yfu.org with any questions about orientation planning in Eastern regions.
- Contact Sandra Holmberg sholmberg@yfu.org to discuss orientations in Great Lakes regions.

Thank you so much for your commitment to organize and lead orientations.