

**ROSE URBAN RURAL EXCHANGE  
SISTER SCHOOL EXCHANGE APPLICATION**  
A Program of  
The Alaska Humanities Forum  
**TEACHER APPLICATION 2008/ 2009 SCHOOL YEAR**

First Name	Middle Initial	Last Name	
Name of School	Certified Teacher <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject(s) Taught:	Number of Students in Classroom
Prep Hour: _____ School Hours: _____AM to _____PM	Grade(s) Taught: _____		
Teacher Current Age _____ D.O.B ____/____/____ SSN _____	How long have you taught at your current school?	Where else have you taught in or outside of Alaska?	
School Mailing Address	City	State	Zip Code
Teacher's Summer Address	City	State	Zip Code
Teacher Work E-mail	Teacher Personal E-mail		
Teacher Work Phone	Home Phone (required)	Cell Phone (if applicable)	
Principal Name	Principal Work E-mail		
School Fax Number	Principal Work Phone	Principal Home Phone (required)	

If you are selected to participate in the sister school exchange, will you be teaching the curriculum in a class room setting or after school?

Do you have a valid driver's license?  Yes  No

As a participating teacher, are you willing to chaperone 5 of your students to your sister school's community for one week as a part of the sister school exchange program?  Yes  No

As a participating teacher, are you willing to host your sister school's teacher and delegation of 5 students at your school/community for one school week?  Yes  No

Are you willing to host a sister school teacher in your home?  Yes  No

If no, what alternative(s) are you proposing? \_\_\_\_\_

What date-range would you prefer to host?

Oct 1- Nov 22, 2008     Jan19-Feb28, 2009     Mar 1-Apr 28, 2009

What date-range would you prefer to travel?

Oct 1- Nov 22, 2008     Jan19-Feb28, 2009     Mar 1-Apr 28,2009

Please list any extra curricular activities you coordinate/sponsor at school, (i.e. sports, clubs, Close Up, Academic Decathlon etc.) and the dates of these activities you anticipate being gone:

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Please list any dates you cannot travel in the spring or fall semesters due to other obligations you must adhere to: (i.e. medical, school conferences, personal reasons, etc)

Dates \_\_\_\_\_

**Please read the attached/enclosed FAQ sheet and answer the following questions:**

1. List the five topic areas that the Rose Urban Rural Exchange focuses on?

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2. Who is required to complete the OCS and Authorization for Release of Information forms?

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3. Who receives copies of your completed assignments? \_\_\_\_\_

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4. When does the teacher and school receive the addendum and substitute reimbursement checks?

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5. What needs to be completed before the actual travel phase of the program?

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6. What does the teacher do with the student and host family application forms?

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7. What forms need to be in the RURE offices no later than three weeks prior to travel?

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**RETURN COMPLETED APPLICATION TO:**  
**Alaska Humanities Forum/Rose Urban Rural Exchange**  
**421 W. First Avenue, Suite 300**  
**Anchorage, AK 99501**

**Phone Number (907) 272-5321 Fax (907) 272-3979**

**e-mail: [dbach@akhf.org](mailto:dbach@akhf.org) or [ksangster@akhf.org](mailto:ksangster@akhf.org)**

We will contact you regarding the status of your application. Date of Application \_\_\_\_\_

**Rose Urban Rural Exchange (RURE) Sister School Exchange**  
**FAQ (Frequently Asked Questions)**

**Question:** What is the Rose Urban Rural Exchange?

**Answer:** The Rose Urban Rural Exchange is a cross-cultural exchange program whose mission is to build understanding between urban and rural Alaskans. The sister school program utilizes a curriculum that incorporates five topics that have typically divided urban and rural Alaskans; subsistence, education, governance, health care and economy. The exchange experience culminates in a travel opportunity for five students and the teacher.

**Question:** When do schools travel?

**Answer:** Teachers and principals must communicate on travel dates based on each school's preferences and calendar. The RURE program requires certain activities in the curriculum must be completed as well as the pre-travel orientation for selected students before the requested travel date tickets are purchased. If this is not complete, the travel will be postponed. Both schools need to complete the curriculum activities and turn in required paperwork before either can set travel dates. **Travel black out dates include: 1 week before/after winter break; 1 week before or after spring break. All travel must be completed by each school by April 28, 2009.**

**Question:** How long and where do we stay?

**Answer:** The actual travel period is a one week (seven days). The teacher and the students are hosted in individual homes unless circumstances do not allow otherwise.

**Question:** How will we know our students will be placed in safe homes?

**Answer:** The program screens all host families through the Office of Children Services (OCS) and Motznik Computer Services. Each member living in the household over the age of eighteen is required to undergo a background check and must complete an authorization form & release of information form. The forms are included in the sister school kit and are also available on our website [www.roseurbanruralexchange.org](http://www.roseurbanruralexchange.org). The forms, along with the travel request form, need to be completed and in our office before we can set your travel date or purchase tickets.

**Question:** What is the financial obligation to the school, teacher, students and hosts?

**Answer:** All travel costs are covered by the Exchange. Teachers receive a \$1000 addendum for their time and efforts after completing all necessary paperwork in compliance with the MOU. The cost for substitute coverage during the traveling teacher's absence is also underwritten by the exchange. RURE provides the host families with a \$150 urban / \$200 rural stipend to offset food costs and activities that the families plan for their guest. When applicable and with approval RURE will cover the costs of pre-approved educational field trips with our business credit card, otherwise the school and teacher provide the initial payment and we will reimburse when all receipts are submitted (**no receipts=no money**).

- Question:** When do the teacher and school receive the addendum and substitute reimbursement?
- Answer:** The addendum is payable upon receipt of the following: 1) faxed lesson assessments (6 of them); 2) pre- and post-tests by classroom sent to ISER; 3) teacher and student post-exchange assessment and evaluation forms; 4) video tape recording of the traveling students' presentation to the control group classroom or other audience. The teacher and/or school is responsible for invoicing RURE for both the teacher addendum and substitute reimbursements.
- Question:** Who selects the students who will travel?
- Answer:** The school and teacher select their students based on their own established criteria. The chosen students become research ambassadors (RA's) of your school and community.
- Question:** Are there specific forms that the students and their parents need to complete in order to participate?
- Answer:** Yes! The required forms are provided to you in the sister school kit and are also available on our website [www.roseurbanruralexchange.org](http://www.roseurbanruralexchange.org). The forms need to be completed and in our office no later than three weeks prior to your requested travel dates otherwise your travel date and ticket purchase will be delayed.
- Question:** What does the teacher do with the completed student and host family application forms?
- Answer:** The teacher mails or faxes the completed student and host family forms to their sister school coordinator three weeks prior to traveling.
- Question:** Who is responsible for recruiting and selecting the host families?
- Answer:** The school and teacher.
- Question:** Who is responsible for scheduling activities for the visiting students?
- Answer:** The sister school coordinator, teacher and school work together in coordinating activities for the visiting students. RURE covers the cost for pre-approved educational activities (see sample MOU on program website) and stipends given to 'tradition bearers' who work on projects with the students.
- Question:** How much time does it take to complete the curriculum?
- Answer:** The lessons were designed to allow you to incorporate them into your regular lessons if you so choose to do so i.e. a writing assignment, creating a social study quiz, creating a math graph etc. We have allocated approximately one week per lesson activity. There are six lessons, pre-printed pre and post tests as well as a knowledge survey on attitudes and perceptions. The curriculum must be completed before either school travels!
- Question:** What do teachers do with their lesson assessments after each activity?
- Answer:** Lesson assessments at the end of each activity should be faxed or mailed to your Sister School Coordinator at RURE.

**Question:** Who takes the pre- and post- tests?

**Answer:** The pre- and post-tests are given to your control group/classroom and your traveling students (if they are different).

**Question:** Who is the control group?

**Answer:** The control group is the classroom that will hear the traveling students' presentations when they return.