

Torrance Sister City Association
Application for Position of 2024 Adult Leader
www.torrancesistercity.org

1. Full Name:
2. Address:
3. City/State/Zip:
4. Mobile Phone:
5. Email address:
6. Passport Expiration Date:
7. Profession/Occupation:
8. Employer:
9. Education:
10. Activities & Interests:
11. Foreign Travel:
12. TSCA Involvement:
13. Community Involvement:
14. Cover Letter - indicate how you learned about the program your and connection to Torrance (work or resident)
15. Reasons for wanting to be Adult Leader: (Attach separate page - 150 words or less.)
16. Resume (2 pages maximum)
17. References: Two letters of reference from individuals who are not related to applicant and verify experience working with high school students.

Adult Leader Job Description and Responsibilities

The adult leader position is one with substantial responsibility and commitment which includes the following:

1. Attend monthly association meetings and actively participate in TSCA programs during the year prior to your trip to Kashiwa, including the Alumni

Reunion and all scheduled activities for student applicants, such as the Cherry Blossom Festival and Bunka-Sai.

2. Serve on the Student Selection Committee the year of your trip.
3. For Bunka-Sai, our primary fundraiser, work with Volunteer Chair to set your delegate parents' shifts. With students, oversee all signage for the festival and provide general support, including set-up and breakdown assistance. Supervise and participate with students in sales of Hourly Drawing Raffle Tickets.
4. Attend all trip orientation meetings and the association meeting when post-trip reports are presented to the board members.
5. Plan a group song, skit or dance with your students to be performed in Kashiwa and Torrance.
6. Provide direction, guidance and counseling to your students prior to, during and after the trip to Kashiwa. Serve as the official adult representative of the student group in Kashiwa and other cities on the trip.
7. Be prepared to participate in structured activities from morning to evening in hot, humid weather. Activities may include sports, climbing stairs and walking long distances.
8. Take photos/video documenting the trip and work with students to create a 7-8-minute video presentation for the Sayonara Banquet in August in Torrance.
9. Participate in the August Activities planned for the Kashiwa delegation. Required events are the Welcome Banquet, Sayonara Banquet and shopping day. Participation on the overnight trip is highly encouraged.
10. Host the Kashiwa adult leader or a Kashiwa student in your home for one hosting period in August.
11. Submit materials (like the schedule of Kashiwa activities and post-trip reports) to the Historical committee (by October 1).
12. Write thank you notes to all pertinent parties (host families, chair of Torrance Committee in Kashiwa, etc.).
13. Participation in TSCA activities after the trip include, but not limited to:
 - Serving as Advisor to the Student Club
 - Serving as a member of the Student Selection Committee the year after your trip, and helping secure student delegates for various committees.
 - Serving as the junior chairperson of the Orientation Committee the first year after your trip, and as the senior chairperson of the Orientation Committee the second year.
 - Chairing the Student Game Booth at Bunka-Sai the year after your trip.
 - Provide guidance and support to the incoming Adult Leader.

Agreement of Applicant:

I presently reside or work in Torrance and will be at least 26 years of age at the time of the trip in July 2024. I have read this application and if I am selected as the 2024 TSCA Adult Leader I will commit myself to fulfilling the duties and responsibilities required.

Signature: _____ Date: _____

Mail the completed application, resume and two signed reference letters to:
Torrance Sister City Association
c/o Community Services Dept.
3031 Torrance Blvd. Torrance, CA 90503
Attn: Adult Leader Program

Application, resume and reference letters due: December 1, 2023