

Home Hospitality Best Practices

A toolkit for Global Ties U.S. members and partners



About This Guide

This guide is designed to help Global Ties U.S. members improve, implement, and evaluate home hospitality services and activities. It will cover best practices in attracting home hospitality hosts; ways to engage and motivate home hospitality hosts; and provide practical scenarios, resources, and ideas on how to organize home hospitality services. We hope you find value in this guide, and use it as resource to engage your community in your work.

We understand that each organization may use a different term to refer to the various people and activities involved in home hospitality. For the purposes of this guide, the term “home hospitality” will be used to encompass all home hospitality activities involving a meal, even if these activities take place outside of a traditional home setting (i.e.: at a restaurant, community events hall, school dormitory, park, or another type of space). Likewise, the term “home hospitality host” will be used to refer to anyone who hosts international visitors for a meal, regardless of where the meal takes place.

This guide was created specifically for our members by Uma Trivedi in collaboration with Global Ties U.S. It incorporates information gathered from 41 qualitative interviews with Global Ties U.S. Community-Based Members (CBMs), CBM surveys and guides, and resources from the Office of International Visitors (OIV). All resources cited are indicated in the document.

About This Guide

When business, nonprofit, government, and academic leaders from around the world connect with their counterparts in the U.S. through international exchange programs, the relationships they forge become a powerful tool for addressing some of our biggest global challenges. Since 1961, Global Ties U.S. has been making these kinds of connections possible. As a nonprofit partner of the U.S. Department of State, we sustain a network that coordinates international exchange programs and brings current and future leaders from around the world to communities throughout the United States.

We provide our members—from large, national organizations to smaller, community-based ones serving all 50 states and more than 40 countries—with connections, leadership development, and professional resources, so that they are the strongest, most effective organizations they can be. The leaders who participate in international exchanges—and the communities that host them—benefit from greater knowledge, further understanding, and deeper relationships. These shared experiences result in stronger local communities and a more peaceful, prosperous world. To learn more, visit: www.GlobalTiesUS.org



Contents

Introduction	7
The Basics	8
Defining Home Hospitality	8
Home Hospitality Trends and Challenges	8
Working with Home Hospitality Hosts.....	9
Preparing Individuals for Home Hospitality	16
For Hosts	16
A Word on Social Media.....	19
A Word on Transportation	19
For NPAs	20
For International Visitors.....	20
IVLP Standard Operating Procedures	21
Troubleshooting Practical Scenarios	22
Scenario #1: Issues Involving Inappropriate Behavior ...	22
Scenario #2: Issues Involving the Home Environment ..	23
Scenario #3: Issues Involving Scheduling Conflicts.....	23
Scenario #4: Issues Involving Food	24
Scenario #5: Issues Involving Communications	24
Resource Examples.....	25
Conclusion	43
FAQs	45
Acknowledgments	48



Introduction

Volunteerism and civic virtue are core values in American society, and for the Global Ties Network. Each year, our members collectively engage more than 40,000 volunteers across the country to help facilitate international exchange programs that welcome upwards of 5,000 international visitors to the United States through U.S. Department of State-funded programs such as the International Visitor Leadership Program. Most of these visitors will share a meal with Americans through home hospitality activities provided by local volunteers across the country during their program.

Home hospitality plays a key role in shaping perceptions of who an American is and what America looks like to international exchange participants. In 2018, Community-Based Members hosted more than 7,000 international exchange participants for home hospitality services involving meals.

As a Network, we are aware of the importance of diversity in programming—including but not limited to diversity of age, race, socioeconomic status, beliefs, etc.—and in organizing home hospitality activities. Consequently, we must consider the following questions: how can we best show the diversity of the U.S. to our visitors, and where do we draw the line of tokenizing resources in our community to show diversity that may not exist? There are many places in the U.S. that are quite homogeneous, so how do we strike a balance between showcasing diversity where it might not be so apparent?

According to the [2018 Volunteering in America Report by the Corporation for National and Community Service](#) (AmeriCorps parent organization), 30.3 percent of Americans spent time volunteering through some sort of organization in 2017. While a majority of Americans engage in some sort of volunteer work annually, a [Stanford University study from 2009](#) attributes the following five reasons for a lack of return volunteer engagement:

- Not matching volunteers' skills with assignments
- Failing to recognize volunteers' contributions
- Not measuring the value of volunteers
- Failing to train and invest in volunteers and staff
- Failing to provide strong leadership

These reasons are certainly pertinent when it comes to recruiting volunteers for both home hospitality and for general volunteers in the Global Ties Network. Americans tend to give most of their time to religious groups (32 percent), while about 25 percent volunteer with sports or arts groups. The smallest proportion of volunteers—nearly 20 percent—support education or youth service groups. Home hospitality volunteer opportunities offer a plethora of benefits that may seem obvious to the Global Ties Network, but we should all work on marketing the opportunity as a form of community service with high returns for the volunteers.

There is no doubt that home hospitality is a crowd favorite in most IVLP post-program evaluations. However, visitors have increasingly commented on the demographics of the hosts in comparison to the people they see on the streets. Our motivation for creating this guide is to help CBMs recruit and engage home hospitality hosts who reflect the diversity and demographics of their communities. We hope this guide serves as a resource to show the different tactics that CBMs across the country are employing to create their home hospitality experiences. As such, some of these best practices may not complement each other, but we want to emphasize that there are several approaches in improving home hospitality.

The Basics

Home hospitality enables international visitors to meet informally with Americans. Whether the hosts are families, groups of friends, or an individual person, or if the meal is prepared at someone's home or enjoyed at a favorite local restaurant, sharing a meal is an invaluable opportunity for all participants to learn more about each other's culture, country, customs, and values.

Defining Home Hospitality

The term "home hospitality" can sound like an insider term. When framing the opportunity to volunteers, be explicit about what this activity actually means: i.e. hosting a small group of professionals for a few hours over a meal, not an overnight stay.

The Global Ties Network uses several terms to discuss and differentiate home hospitality activities from overnight homestay arrangements. Examples include:

- Dinner Diplomacy
- Dinner with the Diplomats
- Dinner with the Delegates
- Dinner Hosting
- Home Dinner Hosting
- Dinner Hospitality
- Drive-by Dinner
- Home Hospitality with Citizen Diplomats
- Taste of Home Hospitality
- Just Dinner
- Dinner Diplomats Program

No matter what your organization calls "home hospitality" or where the meal takes place, the idea is the same: to provide an informal opportunity for international visitors to share a meal with Americans and get to know more about each other and the communities they are visiting.

Pro Tip

Emphasize that hosts get to meet people from all over the world from the comforts of their own home or favorite restaurant.

Home Hospitality Trends and Challenges

The main challenge for nearly all CBMs in home hospitality is recruiting hosts. On the whole, CBMs agreed that home hospitality speaks for itself once volunteers and international visitors have the opportunity to experience it.

Another common theme is that volunteers typically represent a more mature demographic, usually upper-middle class adults aged 50+. As a result, we see a need for encouraging more young adults and young families to get involved as citizen diplomats. The Network is evenly split between having a well-established pool of hosts, and therefore not actively seeking new hosts, and organizations with a need to grow their home hospitality pool.

Likewise, the Network is divided on whether hosts should provide transportation for visitors. Those in favor of hosts providing transportation suggest that it provides logistical benefits and saves program costs. Others are hesitant to ask hosts who are busy preparing a meal to also pick up guests.

Working with Home Hospitality Hosts

Home hospitality is a rewarding experience for hosts and participants. But not all home hospitality applicants may be a good fit for your organization. This section reviews characteristics to look for in home hospitality hosts, how and where to recruit new home hospitality hosts, vetting potential hosts, and best practices to keep hosts engaged in your work.

Identifying Home Hosts

Hosts can be anyone with an interest in meeting with international visitors and is open-minded about engaging with people from different backgrounds. Likewise, look for hosts who are able to keep a conversation going, but are also good listeners so that they do not overwhelm the visitors in conversation. Though it is hard to judge, it is important to have a sense of why the host is interested in home hospitality to avoid any uncomfortable situations.

Keep an eye out for any red flags in conversation with hosts. Some examples include proselytization, hesitation with accommodating dietary restrictions, or hesitation about keeping pets away from the dinner.

Pro Tip

Invite potential hosts to shadow an experienced host for a home hospitality experience before they host for the first time. This is also an excellent vetting opportunity to get to know how the potential host interacts with the visitors.

Recruiting Hosts

When reaching out to new hosts, be mindful of how you present your request. It's important to be upfront with your intentions and expectations to be more inclusive of the local community. Emphasize that home hospitality can take place in a variety of spaces. This includes college dining halls and retirement homes. Each host and venue provides a unique opportunity for visitors to see how Americans live.

If your organization is membership-based, consider offering membership through volunteer hours instead of a fee so that you attract those interested in your events and home hosting opportunities, but may be turned off by the annual fee. Or consider offering different membership levels for students and/or young professionals so that they can also become potential home hosts in the future. Alternatively, if your organization is not membership-based, establish a young professional network or board to help diversify the recruitment of new dinner hosts.

Rather than cold calling potential volunteers to become home hospitality hosts, begin by introducing them to your work. Attend networking events and share what your organization does and the opportunities for collaboration. Invite members of the community, including professional resources or leaders from other organizations, to meet with the international visitors when they are in town, or ask these same community members if they have any volunteer opportunities for your program participants; doing so will give community members the opportunity engage with the visitors and potentially draw them into a home hosting opportunity in the future.

- Examples of organizations CBMs have contacted include: The Rotary Club, Kiwanis, religious groups, cultural interest groups, returned Peace Corps Volunteer groups, Fulbright and other exchange participant alumni networks (i.e. Japan Exchange and Teaching Program, Bosch Fellowship), Leadership Tomorrow, school groups, Boy Scout/Girl Scout groups, Toastmasters, United Way, meetup interest groups.

Already have a strong network of hosts? Utilize them to expand your community engagement. Encourage current home hospitality hosts to invite their friends and family who might be interested in engaging with your organization and perhaps even participating themselves as home hosts. Emphasize that home hospitality is an opportunity for visitors to interact with Americans in an informal setting, and therefore it helps to have more locals present. While it may feel like you're asking a lot from your volunteers, they are the best starting point to grow your local network of home hosts.

Looking for other ways to find and recruit potential home hospitality hosts?

Here are a few suggestions:

- | | |
|--|---|
| Tap into the academic community. | Establishing relationships with professors is not only beneficial for potential professional resources, but they may also be interested in home hospitality. |
| Contact the language departments at your local universities and language schools. | Language departments are often looking for native speakers of other languages, so you can market home hospitality as a reciprocal opportunity for home hospitality hosts to interact with an international community. |
| Host an educational event on food diplomacy. | Use the U.S. Department of State's past programs on food diplomacy and even request a speaker from the Office of International Visitors to speak on food diplomacy. |
| Advertise hosting opportunities. | Advertise hosting opportunities on websites like Volunteer Match . |
| Leverage your networks. | Include home hospitality hosting opportunities in your newsletter or social media platforms. |
| Finding home hosts. | Delegate the responsibility of finding home hosts to board members. |

Following is a sample one-pager to help you frame home hospitality opportunities and recruit new volunteers.

Pro Tip

Nonprofits and community organizations are often strapped for volunteers and resources, and it may turn them off from collaborating if the ask is too big. It helps to work with an insider at the organization to spread the word. [Benevity](#) is a great resource for partnering with large companies to recruit volunteers.

SAMPLE HOME HOST ONE-PAGER: GLOBAL MINNESOTA



Dinner Hosting

Global Minnesota members have the unique opportunity to host international visitors for a meal. You don't have to be a world traveler, multilingual, or geography expert to host.

International professionals are invited to the U.S. to meet and exchange information with their Minnesotan counterparts. They often stay in hotels, eat at local restaurants, and explore downtown. By opening your home, you offer a glimpse into everyday American life.

- Dinner does not have to be fancy - have a potluck, backyard BBQ, or catered meal
- Dinners are normally scheduled for Sunday night
- Groups range in size from 1 to 6 visitors
- Background information about the visitors' profession, program, and diet is provided
- Interpretation provided if necessary
- Just like homes around Minnesota, hosts include families, individuals, students, and roommates

HOW TO APPLY

Experience the world right in your home! Please fill out the interest form at globalminnesota.org or email exchanges@globalminnesota.org with questions.

"We are the ones who should thank [Global Minnesota] for the wonderful opportunity to meet some of the brightest and best young people from all over the world."

- Global Minnesota dinner hosts David and Janet Berry

WHAT
Host an informal dinner with visiting professionals from a foreign country

WHERE
Your home!

HOW
Be yourself, be open, and enjoy!

Vetting Hosts

Home hospitality brings the world into your home and requires a level of trust between your organization and the potential home hosts. Establish a vetting process to prevent any red flags down the line. Some ideas include:

Requiring all home hospitality hosts to fill out a form with basic logistical information, such as their address, how many guests they can accommodate, emergency contact information, and whether they can provide transportation (if applicable). It is also a best practice to collect professional and personal interests of everyone present at the dinner.

Connecting with new home hospitality hosts on social media to learn more about hosts who are unfamiliar with your network. LinkedIn or Facebook can serve as a quick way to get to know someone before you engage in an in-depth conversation.

Requiring all home hosts to co-host a dinner at your place or conduct a home site visit before a host has a group over for the first time. If you are conducting a home visit, observe the space that visitors will be exposed to (i.e. the number of people that can comfortably sit at the dining table or in the living room, cleanliness of the home, accessibility of the home, cleanliness of the bathroom, whether the home is smoking/non-smoking, and the types of pets).

Creating a host agreement that outlines your expectations and rules for home hospitality, and require all home hosts to countersign the document. Last but certainly not least, follow up with all home hospitality hosts, visitors, and liaisons to learn how the experience went, especially if it is their first time hosting.

Pro Tip

Hold a home hospitality orientation in conjunction with other organizational events. Briefly introduce what home hospitality is and use it as an open forum for questions. It's a good way to vet potential hosts and see how they interact with your members and international visitors.

Matching Hosts to Visitors

Depending on the situation, it may be helpful to match groups with hosts based on some sort of shared cultural factor or background. For example, pairing a group from a Francophone country with someone who has a background in another Francophone country provides an opportunity to discuss different experiences through the same shared language.

Another consideration when matching hosts and visitors is group dynamics. CBMs should be mindful of any cultural considerations the host may have and notify the group ahead of time so that everyone is comfortable. Likewise, CBMs should check with the NPA and the interpreter or liaison to see if the visitors should be arranged in a specific way based on any special circumstances. One example includes splitting the group up based on gender if it is culturally relevant.

Try to keep home hospitality groups to 2-3 visitors, plus an interpreter, if needed. Having more than three visitors can make the experience feel less intimate. If possible, encourage hosts to have one member of the community for each visitor so that everyone can have a one-on-one conversation. If the group is small enough, it may be preferable to keep everyone together so that they have the same experience. If necessary, look into splitting home hospitality between two nights so that there are enough hosts and interpreters to the ratio of visitors and hosts.

Pro Tip

Keep a list of "super hosts" that you can call on, in case there is a last-minute cancellation or conflict.

Retaining Hosts

Developing relationships with home hospitality hosts is essential to keeping them engaged. From recognizing hosts for their work to engaging hosts in other volunteer opportunities, retaining a strong community of hosts takes time. Here are some ideas from CBMs to show your home hospitality hosts that you appreciate their involvement:

- Thank hosts as soon as possible after their home hospitality activity. While email is fine, a handwritten note or thank you card goes a long way to make the experience memorable for the hosts. Also remember to thank hosts in your newsletters or publications. Continue to show your appreciation by hosting a small reception or including home hospitality hosts in an annual appreciation event.
 - Note: Global Ties U.S. and the U.S. Department of State can also provide thank you notes and cards to send to your hosts—information is [available in the Member's Corner](#) of the Global Ties U.S. website.
- Create a “dinner host of the year award” for the volunteers who go above and beyond, and/or work with your resources and vendors to get small tokens of appreciation to give to your hosts. For example, if you frequently send groups to a cultural site or museum, you may be able to request an in-kind donation of tickets to share with your volunteers.
- Introduce other opportunities that hosts can participate in besides home hospitality. This can include allowing volunteers to go to professional meetings with the group, escorting the visitors to cultural activities on the weekend, or joining the visitors for lunch on programming days. This is especially helpful when there is a lull in home hosting opportunities in your city.
 - Note: if you do allow hosts to go to professional meetings, make sure they are aware that the meetings are for the visitors and to be mindful of their place in that space.
- Invite hosts to events that may align with their professional or personal interests, and if you have any member-exclusive or paid-entry events, consider provide discounted or comped tickets for your hosts.
- Consider offering volunteer hours for home hospitality activities. This can be a great way to attract families with kids and get the kids involved with preparing for home hospitality. For example, 10 hours can be noted for all the work that goes into preparing for home hospitality, including the time it takes to clean the home, prepare the meal, pick up and drop off the visitors, host the actual meal, and clean up afterward.
- Consider avoiding a minimum commitment from hosts. Hosts are great at networking and recruiting other hosts, so it is best to keep them in the loop even if they are not consistently engaged.
- Give home hosts a sense of responsibility by emphasizing the impact they have on visitors. One example is to allow hosts to present visitors with certificates saying that they completed the portion of the trip where they visit your city.

Pro Tip

Some cities have also offered tax deduction letters for frequent hosts to document unreimbursed expenses for hosting dinner home hospitality.

Tracking Hosts

Create a pre-event survey to gauge interest from home hospitality hosts and to help streamline programming logistics and communications. Collect information on whether or not the host has pets, is ADA accessible, and what roles the volunteers are willing to play: are they willing to provide their home/space, transportation, assistance with cooking, entertaining the guests, or setup/clean up, etc. This information can be helpful in organizing co-hosting opportunities.

Additionally, if you are in a pinch for finding hosts, you may be able to co-host a meal so that the responsibility does not fall on one person. You may consider including contact information in your membership directory so that other hosts have the resources to call upon if the need arises. Be sure to include a deadline for responses when sending out a home hospitality request to your volunteers. Google Forms or Survey Monkey are good platforms to use for these surveys, and data can be pulled when needed.

Create a post-event survey for the hosts and visitors to fill out after the home hospitality activity to see how the experience went. The visitor survey will likely have more participation if it is something that everyone is asked to do on paper while they are still in your city. If the group has an interpreter, ask the interpreter(s) to help fill out a collective survey before they group leaves. Interpreters and liaisons may be asked to include this information in their city reports.

If your organization has a data management system (i.e. Salesforce), use it to track home hospitality requests and engagement history. For example, use your database to track when hosts have been used, the number of visitors they're able to host, if they have any preferred program topic areas, if they speak any other languages, etc.

If your organization has interns, task them to create a one-pager about home hospitality. This information is a great marketing tool to recruit new hosts and track your volunteers' involvement history; demonstrate your local impact (i.e. 10 community members hosted 100 visitors from 60 countries last year, etc.), and regularly review the demographics of your host pool.

Following is a sample home host evaluation survey to help you track and assess your program.

SAMPLE HOME HOST EVALUATION SURVEY: GLOBAL MINNESOTA

Professional Exchanges Dinner Host Evaluation

We want to hear from you. Tell us about your dinner hosting experience with international visitors.

Name *

First

Last

Email *

Program or group name of international visitors *

Date of dinner with international visitors

MM DD YYYY

On a scale of 1 to 10, how would you rate Global Minnesota's communication about dinner hosting?

1 = Poor 10 = Excellent

On a scale of 1 to 10, how would you rate your dinner with the international visitors?

1 = Poor 10 = Excellent

Please share your dinner hosting storie(s), feedback, and/or comments.

Submit

Preparing Individuals for Home Hospitality

For Hosts

Set aside time to review expectations and requirements of home hospitality activities. Doing so can help prevent confusion and complications during the meal, and ensure that both hosts and international participants have an enjoyable experience.

For example, encourage hosts to familiarize themselves with the country or countries of the visitors. This can be tricky, as we want the hosts to ask the visitors questions and learn from them, but hosts should be aware of the basic facts of the country, such as its location, the language(s) spoken in the country, etc. You may wish to send links to the CIA World Factbook country pages to your hosts.

Likewise, try to provide home hospitality hosts with information about the visitors and their exchange program itinerary so that they have a sense of exchange program and are prepared to have a conversation about it with the visitors. Wait to send bios of the visitors to the hosts until after the host has been confirmed in order to respect the privacy of the visitors, since the bios may contain their contact information.

Consider creating a checklist for all home hospitality hosts that includes the following information:

Logistics

- Provide the hosts with an emergency point of contact at your organization for the day/time of the activity.
- Confirm the date, time, transportation arrangements, dietary preferences/allergies, and number of guests with the host during the week of the home hospitality activity.
- Explain the role of interpreters and liaisons to the hosts. Remind hosts that interpreters and liaisons are also guests, and hosts should be mindful of facilitating the meal in a way that gives them a chance to eat and allows everyone to participate in the conversation.

Dietary Considerations

- Give your hosts suggestions on where to find ingredients or recipes that accommodate specific dietary needs (i.e. halal or kosher).
- Remind hosts to share what they have prepared and list the ingredients of the meal. If hosts prepare a meal to meet dietary considerations, remind them to explicitly state that the meal meets those requirements.
- Home hospitality does not need to be fancy, but it is important to be culturally sensitive, as some cultures may view cold foods, such as salads or sandwiches, as inconsiderate. This is something that you should be clear about when recruiting new hosts and during training.

Engaging Visitors

- Encourage hosts to involve visitors in the meal preparation and explain that it is culturally appropriate in the U.S. to have “all hands on deck.” It is important to note that in some cultures this explanation is necessary because the visitors may not be accustomed to guests doing the work.
- Recommend a loose format for the dinner. Allow the visitors a few minutes to introduce themselves, then have the hosts introduce themselves briefly before dinner begins.
- Board games are a great way to entertain the visitors and share a new tradition with them. Conversation cards are also a great way to fill any lulls in the conversation.

Following are two sample one-pagers to help you prepare home hospitality hosts. The first is a visual reminder of home hospitality tips for success. The second is a briefing document that outlines key logistical information about the home hospitality run of show, including information about dietary needs, the expected guests, and a short overview of the hosts and attendees.

SAMPLE HOME HOST BRIEFING GUIDE: WORLDDENVER



TIPS FOR A GREAT WORLD DINNER



BEFORE YOU MEET YOUR VISITORS we will send you all available info

LEARN more about their countries by going to www.state.gov/countries

INVITE some friends who work in the visitors' field or are just interested in connecting



UNLESS OTHERWISE NOTED it is all right to offer alcohol, but be sensitive to cultural customs

we will inform you of any **DIETARY RESTRICTIONS** such as vegetarian or halal diets

PREPARE a "typical" American meal or whatever you specialize in – anything that you serve will show the visitors more about American culture



visitors spend most weekdays in **PROFESSIONAL MEETINGS** so this is a unique opportunity for them to talk about their personal lives, cultural norms, and worldviews

ASK what they think of U.S. culture and their program in Colorado so far

TAKING A GROUP PICTURE is a great way to commemorate the evening

THEN SEND IT TO
WorldDinners@WorldDenver.org

SAMPLE HOME HOST BRIEFING GUIDE: GLOBAL TIES AKRON

GLOBALTIES Akron

Dinner Hospitality

Logistics: *The guests will be picked up by the host from the hotel main entrance at 6:45pm to transport to dinner hosts homes.*

Dinner Hospitality: **Guests will arrive at host homes between 7:00pm- 7:15pm.**

Guests: ***Turkey: Mr. [First Name] [LAST NAME]***
[Title], [Organization]

Turkey: Dr. (Ms.) [First Name] [LAST NAME] (preference for halal diet)
[Title], [Organization]

Turkey: Ms. [First Name] [LAST NAME]
[Title], [Organization]

Preference for Group: ***Interpreter:***
No pork or alcohol

Host Family: **Rosemary [Last Name]**
[Address] Akron, OH 44302 [\(330\) XXX-XXXX](tel:(330)XXX-XXXX) ,
(330) XXX-XXXX [\[email address\]](mailto:[email address])

Introduction: Rosemary is a retired elementary teacher from the Akron Public Schools. She is the [title] of [Organization]. She is involved in [Organization 1] and [Organization 2], organizations that preserve architectural and cultural heritage. She is on the board of [Organization 1] and [Organization 2]. Living in the most eclectic and artistic neighborhood in Akron area, Rosemary takes a leadership role in many community events.

A WORD ON SOCIAL MEDIA

The Office of International Visitors at the U.S. Department of State recognizes that Global Ties U.S. members who support international exchanges benefit from publicity related to these exchange programs, and therefore encourages and supports opportunities to highlight people-to-people exchanges and citizen diplomacy.

Below are key points for you to keep in mind when organizing social media coverage of home hospitality. These guidelines are based on the policies and procedures of the Bureau of Educational and Cultural Affairs (ECA), which aim to protect the privacy of participants and foster the open discussion that is vital to exchange programs like the IVLP.

- Remind hosts of the U.S. Department of State's social media guidelines and to share whether not a group has given full media consent. If even a single visitor in a home hospitality group has opted out of media consent, then photos of the entire group should be avoided to prevent any accidental sharing on social media.
- If all visitors have given their consent, encourage home hosts to take photos and videos. Try to take a variety of images rather than just the standard group photo, such as images of guests helping out in the kitchen or playing board games together. These make for great promotional and social media content for CBMs and OIV.
- Request photos, stories, and anecdotes from your hosts to include in your promotional materials and thank you publications. Hosts often keep in contact with the visitors and even visit them in their home countries years after the home hospitality experience. These stories are powerful for recruiting new hosts and testifying to the relationships that international exchanges form between U.S. and international citizens.

A WORD ON TRANSPORTATION

If transportation is not provided by the hosts, then the cost of chartered transportation or an estimate of rideshare or taxi fares should be submitted to the NPA along with the hotel and transportation cost estimates so that it can be included in the proposed budget to the U.S. Department of State.

Make sure to provide enough travel time to the home hospitality. As a rule of thumb, travel time should be no more than 45 minutes to one hour, especially if the visitors are on their own and taking a taxi or rideshare back to the hotel.

For NPAs

Establish transportation funds clearly. CBMs should include a proposed cost of transportation in their proposal to the NPAs. Include rideshare cost options and chartered transportation estimates. NPAs should include transportation costs for home hospitality in the proposed budget to the U.S. Department of State as transportation is not provided by hosts.

Home hospitality requests for multiregional projects, regional projects, and large groups (i.e. 10 or more visitors) should be broken up into city splits. CBMs host multiple groups at the same time and if two groups are in town simultaneously, it places a burden on the hosts.

Be mindful about the dates requested for home hospitality. Home hospitality requests should be made for weekends, as it is difficult for visitors and hosts to make it work on the weekdays. Likewise, be aware if the hospitality request is during a holiday. While we want visitors to experience the festivity of a holiday in the U.S., it can be difficult to get hosts to commit. Notify CBMs at least one month in advance when requesting home hospitality during holidays so that they can reach out to their networks as soon as possible. You may need to get creative with home hospitality during the holidays. One example is to contact the local firehouse and ask if they are willing to host a Thanksgiving dinner or a local shelter where visitors can volunteer and see a holiday meal being served to the community.

Be specific and timely when sending dietary preferences and allergy information. Home hospitality information should be forwarded to the CBMs by the end of the opening day whenever possible so that they have enough time to pass the information to the home hospitality hosts.

When a group requires interpretation, be sure to include all of the interpreters in the home hospitality experience so that the ratio of visitors to hosts is more comfortable. Although liaisons are not required to attend home hospitality with English speaking groups, it may be beneficial to ask them to accompany the groups and serve as a buffer in case there is a misunderstanding between the hosts and the visitors. After all, the liaisons are there to serve as cultural translators.

For International Visitors

Remind visitors that home hospitality is a part of the formal program, and therefore a required activity. It is helpful to provide a short biography of the dinner hosts to the visitors in advance so the visitors get a sense of whose home they are going to. Prepare the visitors for the diverse range of Americans they may encounter during home hospitality. This includes families from different racial or ethnic backgrounds and family structures.

Remind visitors who smoke that they must check with the home hospitality hosts for a suitable location to smoke while at dinner. In some cases, smoking may not be allowed at all during the home hospitality activity.

Remind visitors that all the hosts are volunteers and that they should be polite and cordial to the hosts.

IVLP Standard Operating Procedures

The IVLP Standard Operating Procedures for the National Program Agencies (NPAs) and U.S. Department of State offer the following guidance and definition on home hospitality:

- Home hospitality, homestays, and other planned social activities are part of the formal project and enable participants to connect with Americans outside the professional meetings for a firsthand view of American life. These activities play a key part in demonstrating to participants the openness of U.S. society and give the American hosts the opportunity to learn more from the participants. CBMs, in turn, use these activities to attract, engage, and retain volunteers.
- NPAs should work with the CBMs to arrange home hospitality. During the Administrative Briefing of the project's Opening Session, NPAs discuss and collect a participant questionnaire on dietary preferences, allergies, and pet preferences (SOPs 01/19; 27)
- NPA Program Officers should advise participants that, if they wish, they may present the host with a small gift such as a souvenir from their country or flowers, but a gift is not expected. (SOPs 01/19; 38)
- Complimentary meals provided by home hospitality hosts, professional resources, hotels, or others do not require a meal deduction. (SOPs 01/19; 77)
- If a home hospitality host needs interpretation to communicate with a participant or group of participants, funding for an interpreter should come from project funds. (SOPs 01/19; 89)
- The Collaborative Services Grantee arranges home hospitality in Washington, DC. The NPA will share information about visitors' dietary preferences and other issues with home hospitality arrangers.
- Late cancellations can cause serious problems for the CBMs. The NPAs and OIV should advise participants and I/Ls that home hospitality activities and homestay arrangements are commitments that should be kept. If cancellations are necessary, they should be made as early as possible.

Troubleshooting Practical Scenarios

The following section provides real-life scenarios during home hospitality and how they can be approached. The solutions provided here are by no means the only options, but serve as examples to consider.

Scenario #1: Issues Involving Inappropriate Behavior

Possible Problem: Visitors Make Inconsiderate Comments

A home hospitality host informs you after the meal that the visitors were being inconsiderate, rude, or arguing amongst themselves.

Possible solution: Follow up with the host to get a better sense of what happened during the meal. If interpreters or liaisons were present, ask for their side of the story. Apologize to the host for any misunderstandings that may have occurred and explain to them that this is an isolated incident which should not deter them from participating in the future. Remember to notify your NPA and OIV project teams so that they are aware of the situation and may intervene if necessary.

Possible Problem: Hosts Make Offensive Comments

The visitors or the interpreters and liaisons inform you after the meal that the hosts were being inconsiderate, rude, or offensive.

Possible solution: Apologize to the visitors and emphasize that the hosts do not reflect all Americans. Follow up with the hosts with one of these possible steps:

- Accompany the visitors so you can observe the situation with host and redirect the conversation if needed.
- Ask the host to co-host with a more seasoned and reliable host.
- If necessary, the host may need to be removed from the hosting list.

Possible Problem: Inappropriate Advances

You learn that a visitor or host makes an inappropriate advance on someone during the home hospitality activity.

Possible solution: Speak one-on-one with the individuals involved to find out what happened. Notify the NPA and OIV program teams immediately so that the OIV representative can work through the situation with the visitor. The CBM should remain in constant communication with the host until the entire program team comes up with a plan.

Possible problem: Hosts Proselytize Visitors

The visitors inform you after the meal that they believe a host was trying to spread propaganda.

Possible solution: Seek further clarification from the visitors, interpreters, liaisons, and the hosts regarding the conversation to see if there was a misunderstanding, or if there is a larger pattern with the host in question. If necessary, encourage the host to co-host with a seasoned host or board member in the future so that you can get observe firsthand whether the host should remain on your volunteer list.

Possible problem: Hosts Drink and Drive

You find out that a host has consumed too many drinks during the meal, and then drives the group back to the hotel.

Possible solution: Visitors should call the CBM (or NPA/OIV) emergency contact if they do not feel safe with the host. If visitors do not feel comfortable in the vehicle of the host, they should insist on an alternative form of transportation, such as a taxi, rideshare, or chartered transportation. Visitors should also not hesitate asking the host to use their phone in such situations if they do not have access to their own phone.

Scenario #2: Issues Involving the Home Environment

Possible problem: Cleanliness

The visitors inform you after the meal that they did not feel comfortable in the host's home because of cleanliness or the presence of pets.

Possible solution: Follow up with the host to get a better sense of what happened and if there were any extenuating circumstances that caused the complaint. If necessary, conduct a home visit or encourage the host to co-host with someone next time.

Possible problem: Pets

You learn that pets were present when they should not have been.

Possible solution: Remind the host that pet preferences from the visitors should be taken seriously, as a future visitor may have a serious fear or allergy. They may not feel comfortable speaking up about the issue, so it is best to remain cautious. Make a note for future reference that the host did not keep the pets away

Possible problem: Gender dynamics

The visitors or the host does not feel comfortable with the gender dynamics of the home hospitality group.

Possible solution: Be mindful of organizing home hospitality subgroups ahead of time. When possible, try to balance the visitor and host groups as much as possible. In certain cultural contexts, it makes more sense to separate the group based on gender so that everyone feels comfortable. There may also be cases where hosts are not comfortable with guests of the opposite sex in their home. Make sure to communicate with your hosts to see what will work best. If there is an issue with hosting, suggest that the host co-host, organize a picnic, or take the group to a restaurant.

Scenario #3: Issues Involving Scheduling Conflicts

Possible problem: Hosts Cancellations

A home hospitality host informs you at the last minute that they can no longer host.

Possible solution: Call upon a super-host or a board member to see if they can step in. If someone in your network is available to provide a space, offer to coordinate a potluck if others are able to contribute a dish instead of the space. Notify the NPA and OIV program teams as soon as possible if it looks like the home hospitality is going to fall through. Alternatively, consider arranging a no-host dinner at a restaurant with people from your network so that the visitors can still have some sort of informal interactions with members of your community.

Possible problem: Hospitality Runs Over Time

The host, visitors, or interpreters or liaisons inform you that the home hospitality goes past the time limit.

Possible solution: Visitor, interpreters, and liaisons should feel comfortable speaking up and requesting the activity to end at any point. Hosts should be aware that the visitors have a very busy program, so the meal should only last about two hours. Alternatively, hosts can end the activity earlier, if their guests are overstaying their welcome and the meal portion has ended.

Possible problem: Holiday programming

The home hospitality takes place over a cultural holiday or day of observance for the group (i.e. Ramadan or Passover).

Possible solution: Keep tabs on major holidays and observances across all countries and cultures that you host programs and work with the NPA and OIV program teams to get a sense of the group's preferences for observing a specific tradition ahead of time. Consider pairing the group with a host of a diaspora community or local cultural center so that they can observe their traditions.

Scenario #4: Issues Involving Food

Possible problem: People Don't Eat

You learn that a visitor or host does not eat at the meal.

Possible solution: Approach the visitor or host to find out why they did not eat, then clarify why this may have been the case to the involved parties. In situations like this, there is often a miscommunication about the meal, dietary considerations, or cultural customs, so it is best to get clarity for future reference.

Problem: Dissatisfied Diner

You find out that the visitors are dissatisfied with a local meal or custom.

Possible solution: Listen to the visitors to understand where they are coming from. Avoid being overly defensive and try to explain the history of the meal or custom and its relevance to your community.

Scenario #5: Issues Involving Communications

Possible problem: Introverted Visitors

You find out that a visitor or the entire group is more reserved or shy, impacting the home hospitality dynamics.

Possible solution: There are several factors to consider in this situation. It is possible that an individual is simply shy, insecure about their language abilities, or disengaged. Try to get a sense of the individual or group ahead of time by communicating with the interpreters and/or liaisons. When possible, notify the hosts of the situation in advance of the home hospitality so they can prepare conversation topics or activities.

Possible problem: Stereotypes and Generalizations

You find out that a host is overly eager to speak with the visitors and that they made some generalizations about the visitors or their countries.

Possible solution: Listen to the visitors to get a sense of what the host said. Clarify with the interpreters or liaisons if applicable. Chat with the host and emphasize that you understand that they are well-intentioned, but perhaps their conversation with the visitors may have been misconstrued; in the future, it would be best to ask the visitors more questions and let them share their personal backgrounds or countries.

Possible problem: Mis-Gendering Individuals

You find out that a host was mis-gendering a participant or that a participant mis-gendered a host.

Possible solution: If there was a conflict regarding this situation, it is important to follow up with all of the involved parties and make sure that the proper apologies are given. Make it a best practice to encourage hosts to include preferred gender pronouns in their introductions at the start of the meal and explain why it is important to do so.

Possible problem: Socioeconomic Statements

Visitors are surprised by the socioeconomic status of the hosts and remark on its impact on their home hospitality experience.

Possible solution: Emphasize to the group that the U.S. is made up of many different socioeconomic levels and that one of the purposes of home hospitality is to highlight the diversity in American society. Remind the visitors that all of the hosts are volunteers.

Resource Examples

- **Home Host Intake Forms:**
 - Colleagues International Inc.
 - Meridian International Center
 - Utah Council for Citizen Diplomacy
- **Call for Home Hosts:**
 - Lincoln Council for International Visitors
 - World Affairs Council of Dallas/Fort Worth
 - World Affairs Council - Seattle
- **Home Host Info Guides:**
 - New Orleans Citizen Diplomacy Council
 - Northern Nevada International Center
 - Global Minnesota
 - Gulf Coast Diplomacy

SAMPLE HOME HOST INTAKE FORM: COLLEAGUES INTERNATIONAL



Colleagues
International

HOST AND HOSPITALITY INFORMATION

The following information will be used to provide a brief introduction to our guests in seeking a hospitality or host family placement.

Name(s) of the adults in the household:	
Address:	
Phone(s):	
Primary Email:	Alternate Email(s):
Social media accounts (should you choose to share) such as WhatsApp, Skype, Facebook:	
Briefly describe your /your family's life in the Kalamazoo area as you would wish to share it with your guests. Include any international travel/experience or formal/informal involvements in the area.	
Do you speak any language other than English? If yes, please list.	

<u>List All Family Members</u>	<u>Gender</u>	<u>Age</u>	<u>Occupation</u>	<u>Hobbies/Interests</u>

Smoking allowed indoors? YES _____ NO _____ Allowed outdoors? YES ____ NO ____

Are there guns in the home? NO ___ YES ___

If yes, are they stored safely? YES ___ NO ___

Would you be willing to keep them locked while hosting? YES ___ NO ___

Drinking alcoholic beverages in the home? YES _____ NO _____ No Preference _____

Do you have pets in your household? YES _____ NO _____

If yes, what type of pets do you have? _____

For overnight guests:

Able to accept visually/hearing impaired guests? YES _____ NO _____

Able to accept guests with physical restrictions? YES _____ NO _____

Would a guest have access to a computer in your home? YES _____ NO _____

Is wireless internet available in your home? YES _____ NO _____

Can you host men or women? MEN _____ WOMEN _____ ALL _____

Can you host youth under 18 years old? GIRLS _____ BOYS _____ ALL _____

Are you willing and/or able to provide transportation for guests?

Daytime?

Evening?

Weekend?

THANK YOU FOR YOUR INTEREST AND PARTICIPATION IN HOSTING.

Date submitted: _____

Updated July 2019

SAMPLE HOME HOST INTAKE FORM: MERIDIAN INTERNATIONAL CENTER

MERIDIAN INTERNATIONAL CENTER
Home Hospitality Information Form



HOST INFORMATION										
Last Name				First Name				M.I.		
Street Address							Apartment/Unit #			
City				State				ZIP		
Preferred Phone				E-mail Address						
Alternate Phone				Date of Birth:	Month		Date		Year	
List countries/regions of interest (Top 3)	Countries/Regions			Countries/Regions			Countries/Regions			
Personal hobbies and interest:				Travel experience outside the US:						
Languages										

EDUCATION						
Institution			From		To	
Degree	Major(s)			Minor(s)		
Additional Schooling			From		To	
Degree	Concentration(s)					

CURRENT EMPLOYMENT						
Occupation						
Previous Professional Experience			From		To	

VOLUNTEER EXPEREINCE			
Organization			Responsibilitie s
Organization			Responsibilitie s
Organization			Responsibilitie s

Please direct this application and any questions to the Visitor Services Program Associate at visitorservices@meridian.org

ADDITIONAL MEMBERS IN HOUSEHOLD *if applicable					
Relationship to individual(s)	Roommate(s)	<input type="checkbox"/>	Spouse/Partner	<input type="checkbox"/>	Other
First and Last name(s)					
Phone Number				Email Address	
Date of Birth					
Current Occupation					
Volunteer Experience					
Personal hobbies and interest					
Languages					

EDUCATION					
Institution					
Degree		Major(s)		Minor(s)	
Additional Schooling					
		From		To	
Degree		Concentration(s)			

CURRENT EMPLOYMENT					
Occupation					
Previous Professional Experience					
		From		To	
Please direct this application and any questions to the Visitor Services Program Associate at visitorservices@meridian.org					

SAMPLE HOME HOST INTAKE FORM: UTAH COUNCIL FOR CITIZEN DIPLOMACY**Home Hospitality Host Application**

*Welcome to the Utah Council for Citizen Diplomacy (UCCD).
We are delighted to have you as a new Home Host!*

Home Hospitality is an opportunity for you to invite a group of up to 4 International Visitors from around the world and their interpreter to your home for dinner and conversation. The guests spend a few hours at your home having a meal with you, your family and your friends while having an open discussion about American lifestyle, culture, and customs. Hosting opportunities are listed in UCCD's bi-monthly e-newsletter. Our Visitors are looking forward to getting to know you and spending time with you and your family!

The International Visitors you will be hosting are current or emerging leaders from across the world who come to the U.S. on the Department of State's International Visitor Leadership Program (IVLP). While in the U.S., they meet with professional counterparts and visit U.S. public and private sector organizations related to their field of interest. International Visitors typically travel to four U.S. communities over three weeks, although projects vary based on themes and Embassy requests. Participants travel alone, with others from their home country, or they may be in a group of all different nationalities, depending on the theme.

We appreciate your generosity in offering to open your home to International Visitors! This opportunity is meant to build the relationship between you and your guests, reinforcing long-lasting relationships and a better understanding of one another's countries, culture and viewpoints. Please include the requested information in the application below. Feel free to contact a Utah Council for Citizen Diplomacy staff member with any questions or concerns.

Best wishes,

Events & Outreach Director

**COMPLETED APPLICATIONS MUST BE RECEIVED NO LATER THAN
FIVE BUSINESS DAYS PRIOR TO YOUR FIRST HOSTING DATE**

Instructions for completing this application:

1. Please sign up as a UCCD member to be eligible for Home Hospitality. Membership is free and open to all!
2. Please fully complete all sections of this application in order to be considered for the program.
3. Please include a **short narrative biography** for you and your family that we can share with the Visitors prior to the hosting date. We have found that this background information helps Visitors and Hosts discover similar interests and paves the way for lively conversation.
4. Home Hospitality is powered by volunteers and our Home Hosts are responsible for transportation to and from the **Little America Hotel**. As a new home host, we kindly ask that you electronically sign and date the **Proof of Insurance Letter** provided at the end of this application and provide a copy of the **first page of the driver's car insurance policy**.
5. In order for UCCD to share your Home Hospitality photos and stories with our members on our website, in our newsletter and on social media, please electronically sign the **Media Consent and Release Form** provided at the end of this application.
6. Each adult household member (18 and over) must fill out and sign the '**Background Check Disclosure and Authorization Form**' provided as a separate document on the Home Hospitality page of UCCD's website. You may return the signed forms by traditional mail, email or fax. We appreciate your understanding of this Department of State requirement. At UCCD, we take the safety of our members and International Visitors very seriously.

Application Check List:

Please download, fill out electronically, and email to Pari Kemmick at pari@utahdiplomacy.org or mail it to:

Utah Council for Citizen Diplomacy
1840 S 1300 E
Salt Lake City, UT 84105

- Completed application
- Family biography
- Signed*** Proof of Insurance Letter
- Signed*** Media Consent and Release Form

Once we have received your application, a representative from UCCD will contact you to review your application, start a background check, and answer all your questions.

SAMPLE HOME HOST INTAKE FORM: UCCD CONTINUED

<i>Name of Host(s):</i>	1.			
	2.			
<i>Additional Household Members?</i>	1.		3.	
	2.		4.	
<i>Address:</i>				
<i>City:</i>		<i>State:</i>		<i>Zip Code:</i>
<i>Home & Cell Phone Numbers:</i>	<i>Home Phone:</i>			
	<i>Cell 1:</i>		<i>Cell 2:</i>	
<i>Email Addresses:</i>	1.			
	2.			
<i>Pets?</i>	<i>How many?</i>		<i>What type(s)?</i>	
<i>Foreign Languages?</i>	<i>Who?</i>		<i>What language?</i>	
<i>Countries/regions of Interest:</i>				
<i>Hobbies and Interests</i>				
<i>Professional Interests</i>				

What inspired you to become a Home Hospitality Host?

Have you ever hosted a foreign guest, youth or adult, in your home? If so, please elaborate.

How many guests can you comfortably accommodate?

In your home?

In your vehicle?

Would you be open to hosting a Visitor(s) with a disability?

If so, is your home wheelchair accessible?

Is your vehicle wheelchair accessible?

Please include a short narrative biography for you and your family that we can share with the Visitors prior to the hosting date. We have found that this background information helps Visitors and Hosts discover similar interests and paves the way for lively conversation.

SAMPLE HOME HOST INTAKE FORM: UCCD CONTINUED



Proof of Insurance Letter

UCCD’s insurance carrier company requires that we obtain a copy of your auto insurance in order for you to transport visitors to and from the hotel. Please attach a copy of your auto insurance policy, showing the effective dates and limits of liability (typically 1st and 2nd page of your policy). Your cooperation is much appreciated.

I _____ hereby confirm that I am in possession of a valid, full coverage auto insurance policy.

The purpose of this testimony is to provide the Utah Council for Citizen Diplomacy (UCCD) with proof of insurance coverage in order for UCCD to be able to produce such proof for future legal and insurance purposes.

Signed: _____ Salt Lake City, UT

Date: ____/____/____

Policy Holder's Auto Insurance Carrier: _____

Print Policy Holder's Name: _____

Policy Holder's Address: _____

Policy Holder's Phone Number: (____) ____ - ____

Policy Holder's Signature: _____

Date: ____/____/____



Media Consent and Release Form

I, _____, in connection with the Utah Council for Citizen Diplomacy (UCCD) Home Hospitality program, hereby authorize UCCD to use my image and/or words in connection with the Home Hospitality program and International Visitor Leadership Program.

Additionally, I hereby authorize the Utah Council for Citizen Diplomacy to release, publish, or quote such material, including my name, for promotional purposes including on UCCD’s website, in social media and in printed materials without further notice. Such authorized usage includes news reporting, self-promotion and fundraising, but excludes direct commercial use.

I understand that I may decline to give my consent (by not signing this form) and still continue to participate in Home Hospitality activities without being disadvantaged with respect to those activities.

Host’s Signature

Date

Printed Name

SAMPLE CALL FOR HOME HOSTS: WORLD AFFAIRS COUNCIL - DALLAS / FORT WORTH



On June 17, A multi-national group in town to study science and technology entrepreneurship was warmly hosted for dinner at the home of Mae Spicer.

OPPORTUNITIES:

Countering Violent Extremism - Community Strategies

Sunday, June 30

Countering Violent Extremism - Community Strategies is a group of seven international visitors from seven different countries around the world coming to Dallas/Fort Worth to meet with their professional counterparts to explore community-based efforts designed to build strong community resistance to violent extremism and promote tolerance.

Home Dinner Host Needs: Two dinner hosts to each host a group of 3-4 international visitors.

Promoting Social Change Through the Arts

Monday, July 8

Promoting Social Change Through the Arts is a group of six international visitors from six different countries coming to Dallas/Fort Worth to meet with their professional counterparts to explore the link between cultural engagement and community well-being by focusing on the arts as a vehicle for promoting social change and community stability.

Home Dinner Host Needs: One dinner host to host three international visitors.

A WORLD OF THANKS TO...

June Home Dinner Hosts - Alissa Eason, Christopher Hart, John Wise, Tonne Khabir, Mae Spicer, Adriana Ocampo, Zia Sil and Francisco Sil – for showing Texas-sized hospitality to our international visitors!

Volunteers who attended our June 15th Meet and Greet! What a wonderful opportunity it was to connect and learn more about how to get involved in our International Visitor Program. Special thanks to our International Visitor Program Committee for sponsoring the event.

SAMPLE CALL FOR HOME HOSTS: LINCOLN COUNCIL FOR INTERNATIONAL VISITORS



LCIV International Visitor Dinner Diplomat Request

We are looking for four Dinner Diplomats for international visitors coming to Lincoln on December 9th on an IVLP project involving arms control, disarmament and nonproliferation working at the International Organizations in Vienna or NATO in Brussels. They are only in Nebraska one day and will be visiting USSTRATCOM and the SAC museum before heading to Kansas City for their final stop. Participants from this group are from Australia, Denmark, Greece, Guatemala, Hungary, Japan, Malaysia, New Zealand, Norway, South Africa and Uruguay. All visitors are fluent in English.

*** Required**

Email address *

Your email

Short answer text

Your phone number *

Short answer text

Are you able to serve as a Dinner Diplomat for 2-3 visitors from the following * groups? (Check all that apply)

- Tuesday, September 3 at 6:30 or 7:00pm: Visitors from Canada, Ecuador, India, Italy, and Swaziland
- Friday, September 13th at 6:00pm: Visitors from Argentina, Denmark, Israel, the Netherlands, and New Zealand learn...
- Monday, September 16th at 6:00pm: Delegation of Yazidi's from Iraq. Each dinner will need to be able to accomod ...
- I am unable to host a dinner at this time, but would love to join in on one (we will do our best to accommodate, but it...

Comments/questions?

Short answer text

SAMPLE CALL FOR HOME HOSTS: WORLD AFFAIRS COUNCIL - SEATTLE



Dear Volunteer Hosts,

By the end of August, we will have welcomed 233 international visitors on 19 programs to Seattle in the last three months alone, including journalists from Belarus, youth leaders from Mexico, and interfaith leaders from Iraq. It's been a busy and inspiring summer, to say the least! Looking forward to September, we are excited to offer two opportunities for home hospitality. As always, thank you for being an integral part of our work to bring individuals together to engage in open and candid dialogue, and build friendships that extend beyond borders, language, and nationality.

All the best,
Rachel, Sean, Julianna & Camille

Disaster Preparedness and Emergency Management: A group of eleven government officials, NGO leaders, and professors will visit Seattle to explore best practices in emergency preparedness and community resiliency. We are looking for 3 - 4 hosts to each welcome 3 - 4 visitors to their home for dinner. All visitors speak English.

Dates: Saturday, September 7th or Sunday, September 8th

Countries: Bolivia, Grenada, Guinea, Japan, Malawi, Nepal, Norway, Papua New Guinea, Russia, Tajikistan, Vietnam

Contact: Sign up [HERE](#) to host or contact Camille directly at cadkinsriek@world-affairs.org.

Political Cartooning: A group of eight cartoonists will visit Seattle to explore the influence of political cartoonists in the United States on public opinion and government policy. We are looking for 3 hosts to each welcome 3 - 4 visitors to their home for dinner. Each group will be accompanied by an Arabic language interpreter.

Date: Sunday, September 22nd

Countries: Bahrain, Egypt (2), Jordan, Morocco, Palestinian Territories, & Saudi Arabia (2)

Contact: Sign up [HERE](#) to host or contact Julianna directly at jpatterson@world-affairs.org.

Please note: We will accept responses through Wednesday, August 21st and will reply to all responses by Friday, August 23rd. Thank you for your patience!



SAMPLE HOME HOST INFO GUIDE: NEW ORLEANS CITIZEN DIPLOMACY COUNCIL



NOCDC OVERVIEW AND DINNER HOSPITALITY TIPS & INFO

What is the New Orleans Citizen Diplomacy Council (NOCDC)?

NOCDC is a non-profit membership organization that designs professional appointments, cultural activities, and home hospitality opportunities for foreign leaders who are sent to Louisiana by the U. S. Department of State's International Visitors Leadership Program (IVLP) and other exchanges.

What is Citizen Diplomacy?

Citizen diplomacy is the idea that the individual citizen has the right, even the responsibility, to help shape United States foreign relations. By opening your homes, offices and schools to foreign leaders participating in the IVL Program and other exchanges, citizen diplomats foster international understanding, economic connections and peaceful interaction.

Where are the visitors from?

Our visitors are from all over the world. These current and emerging leaders are selected by our American embassies for their influence in their country and their interest in knowing more about the U.S. Many world leaders, including Anwar Sadat, Edward Heath, Indira Gandhi, Margaret Thatcher, and Tony Blair have participated in the IVLP.

When would I host a visitor(s)?

Visitors are normally hosted in the home for dinner. This way they can learn about American culture in a local home over a meal. You may also take a visitor on a sightseeing tour, or drive a visitor to a professional meeting.

Is this a daily occurrence?

NO! *You may respond to email requests to host a visitor or visitors as often as YOU like.*

Must I speak a foreign language?

NO! *If you do, that's great! If not, you will host English speaking visitors or visitors with interpreters.*

A few tips to keep in mind when hosting:

- Along with the visitor's bio, NOCDC will send any dietary restrictions ahead of time. Plan your menu accordingly and be conservative when serving alcoholic beverages.
- Invite a friend, relative or neighbor to co-host. Friends can help entertain the visitor while you are preparing dinner. This is also helpful when the interpreter/escort does not accompany the visitor.
- If your guest does not speak English and is accompanied by an interpreter, it is easier on the interpreter if you have fewer people.
- The visitors may have an early meeting in the morning, so keep the evening relatively short.
- The guest may give you a gift. It is not necessary to reciprocate unless you have something you think is appropriate that you would like to give.
- Relax and enjoy the evening. Our visitors are here to make American friends. Elegance and gourmet cooking are not the attractions. What they will remember is the warmth of your hospitality.

#

SAMPLE HOME HOST INFO GUIDE: NORTHERN NEVADA INTERNATIONAL CENTER



What is Dinner Diplomacy?

When IVLP or other delegations visit the US, they want to learn about the American people and lifestyle. Have you ever wondered what it's like to live in Turkey? How about in Brazil? What is family life like in Iraq? Senegal? Home hospitality is your opportunity to exchange experiences with people from around the world, right in the comfort of your home. As a dinner diplomacy host, all you need is to prepare a meal and have an open heart!

Why should I become a Dinner Diplomacy host?

When we ask our international visitors about highlights during their stay in Reno, almost all of them say home hospitality was one of their favorite activities. As they meet with locals on a more personal setting, many are humbled by the kindness shown to them. Stereotypes are broken down on both sides, and visitors and hosts begin to find a personal connection. In a matter of a few hours, you not only take part in improving foreign relations by becoming a citizen diplomat, but you may also end the evening by having made new friends that live half way across the world.

What are dinners like? How formal are they, and can I invite my friends or family to join?

Dinners can last anywhere from two to three hours pending your preference. Some families prefer to have a "sit around the table" setting, while others like to have a barbeque or house gathering. As a host, you can decide how you would like to host dinner. You can invite your friends, family, or colleagues—anybody you think would enjoy meeting the visitors, and that visitors would enjoy meeting, too!

How can I apply to become a diplomacy dinner host?

Email Carina Black at cblack@nnic.org about your interest in hosting visitors for dinner and you will be added to our mailing list. You will receive updates about incoming groups and hosting opportunities. If you see a group you're interested in hosting, respond to the contact listed for further information. We will provide you with professional bios of the visitors, information about food allergies, and any other information that may be helpful to you in hosting. Dinners are assigned on a first come first serve basis.

SAMPLE HOME HOST INFO GUIDE: GLOBAL MINNESOTA

Halal Food Information

The Basics:

1. Alcohol and other “intoxicants” are forbidden.
2. Pork and any product containing pig are forbidden.
3. All other meats must be prepared in a halal manner.
4. Halal food will be labeled “halal” or may have this sticker:



Why observe Halal?

Halal meat must come from an animal which is alive and healthy, and is slaughtered in accordance with rules laid out by The Quran. It is to our understanding (as non-halal observers), that the practice of halal wishes to support sustainable, ethically responsible and humane food practices. For example, those who observe halal would prioritize purchasing food items from organizations that are respectful to the environment, workers and animals when farming and slaughtering.

Preparation & Tips:

We recommend that your purchase your meat selection from one of the grocers below. Please keep in mind that even if the main part of a dish is halal, it may not be prepared using forbidden items, like alcohol, lard, or vanilla extract. Be sure to check that all ingredients are halal before use, as some may be unexpected – like vanilla extract (it contains alcohol).

If you are still unsure of the conditions of halal food preparation please ask! You may also serve fish or a vegetarian meal option (both of which are acceptable to guests who observe halal).

Suppliers:

There are several outlets in the Twin Cities area which sell halal food products. They include:

- Halal Mini Market, 410 Cedar Ave, Minneapolis, MN 55454
- Afrik Grocery, 613 Cedar Ave, Minneapolis, MN 55454
- Seward Co-op, 2823 E Franklin Ave, Minneapolis, MN 55406
- Minnesota Halal Market, 1926 Chicago Ave S, Minneapolis, MN 55404
- Towfiq Grocery, 519 University Ave W, St Paul, MN 55103
- Patel Groceries, 1835 Central Ave NE, Minneapolis, MN 55418
- Mississippi Market (3 locations in St. Paul)

You can find a comprehensive listing of halal food suppliers at halalplaces.org.

SAMPLE HOME HOST INFO GUIDE: GULF COAST DIPLOMACY

Team Dinners

If you are interested in hosting a dinner but need some help to make it happen, please let our office know. We have a list of members willing to drive, cook, host, and/or help with cleanup which we've printed in the centerfold of this directory. We would love to add your name to the list and to introduce you to others who are looking for hosting partners.

General Guidelines for Team Dinners

When you receive a hosting request via email and are interested in hosting a team dinner, please:

- 1) Shoot a quick reply email to confirm there is still a hosting need. If there is, the office will put a tentative hold on two or more of the international visitors.
- 2) Once the office gives you the green light, reach out directly to others on the team chart.
- 3) Let the office know whether or not you have created a team and, if you do have one, who is on it. If you can't make a team, that's OK! Just let the office know so we can find alternative hosts.

Halal Recipes

The below recipes are the "go to menu" for member Karen Jurkovich when she prepares to host visitors with a halal diet. Feel free to incorporate them into your own hospitality plans!

Menu by Chez Jurkovich

Dinner

- Roasted Amberjack or Grouper*
- Sautéed Fresh Shrimp*
- Roasted Asparagus*
- Wild Rice
- Arugula Salad*
- Artisan Rolls

Dessert

- Sorbet with Fresh Berries
- Fresh Baked Cookies
- Ghirardelli Chocolates
- Figs and Medjool Dates

*Recipes provided

Roasted Amberjack or Grouper

Ingredients

- 4 to 6 oz. of fish per person
- 1 bunch fresh thyme
- Lemon infused EVOO
- Salt and pepper
- Sliced lemon

Method

Preheat oven to 350

In large baking dish, drizzle lemon infused extra virgin olive oil. Salt and pepper the fish then lay on top of the olive oil. Break apart the fresh thyme and lay it on top of the fish.

Bake for about 20 minutes checking often to not overcook the fish.

Top with a thin slice of lemon and serve.

Sautéed Shrimp

Ingredients

- 3 shrimp per person, preferably royal reds, shelled and deveined
- Butter
- Salt and pepper
- Dash of Trappey's bull sauce
- Fresh lemon juice

Method

Melt butter in a large sauté pan.

Add shrimp and sauté for 3-4 minutes or until done.

Add salt, pepper, and a dash of Trappey's.

Finish with fresh lemon juice.

Serve over wild rice.

Roasted Asparagus

Ingredients

- 1 bunch of fresh asparagus
- Nutmeg (optional)
- Salt and pepper
- Sesame oil

Method

Preheat oven to 350

Wash asparagus and pat dry.

Arrange asparagus in a single layer on cookie sheet.

Drizzle with sesame oil.

Heat in oven for about 10-15 minutes.

Serve.

Arugula Salad

Ingredients

- Box of arugula
- Crumbled feta
- 1/2 a carton of grape tomatoes
- 1/4 of a thinly sliced red onion
- Approximately a cup of cubed fresh watermelon

Dressing

- Salt and pepper
- 1/3 cup of EVOO
- 1/4 cup fresh squeezed lemon juice

Method

Combine arugula, tomatoes, feta, watermelon, and sliced onions in a salad bowl.

Combine dressing ingredients and lightly toss over salad.

Conclusion

Home hospitality is one of the most memorable aspects of international exchange programs for both the visitors and Americans who interact with them. It is also an opportunity for Americans to have an international experience without leaving the comforts of their own homes.

There remains a need for dialogue on creating general guidelines on the expectations for home hospitality—from the perspective of diversity and inclusion—and how we can make it a space for people of all backgrounds to feel comfortable in.

the \mathbb{R}^n is a linear space over \mathbb{R} with the usual addition and scalar multiplication. The inner product is defined by

$$(x, y) = \sum_{i=1}^n x_i y_i \quad (1)$$

where $x = (x_1, \dots, x_n)$ and $y = (y_1, \dots, y_n)$ are vectors in \mathbb{R}^n .

The norm of a vector x is defined by

$$\|x\| = \sqrt{(x, x)} = \sqrt{\sum_{i=1}^n x_i^2} \quad (2)$$

The distance between two vectors x and y is defined by

$$d(x, y) = \|x - y\| = \sqrt{\sum_{i=1}^n (x_i - y_i)^2} \quad (3)$$

The angle between two vectors x and y is defined by

$$\cos \theta = \frac{(x, y)}{\|x\| \|y\|} \quad (4)$$

The orthogonal projection of a vector x onto a vector y is defined by

$$p_y(x) = \frac{(x, y)}{(y, y)} y \quad (5)$$

The orthogonal complement of a subspace W is defined by

$$W^\perp = \{x \in \mathbb{R}^n \mid (x, y) = 0 \text{ for all } y \in W\} \quad (6)$$

The orthogonal decomposition of a vector x into a vector in W and a vector in W^\perp is defined by

$$x = p_W(x) + (x - p_W(x)) \quad (7)$$

The orthogonal distance from a vector x to a subspace W is defined by

$$d(x, W) = \|x - p_W(x)\| \quad (8)$$

The orthogonal distance from a vector x to a vector y is defined by

$$d(x, y) = \|x - p_y(x)\| \quad (9)$$

The orthogonal distance from a vector x to a line L is defined by

$$d(x, L) = \|x - p_L(x)\| \quad (10)$$

The orthogonal distance from a vector x to a plane P is defined by

$$d(x, P) = \|x - p_P(x)\| \quad (11)$$

FAQs

DO I HAVE TO HOST ALONE?

No. Co-hosting should be encouraged. There are a few ways to do this: give the responsibility of organizing the co-hosted home hospitality meal to the primary host so that they can invite their own friends, family, and potential new hosts. Some CBMs are more involved in organizing co-hosting opportunities. It is best to be explicit in your call for home hospitality hosts by offering the option of co-hosting. Co-hosting offers volunteers an opportunity to participate if they do not have the means to host in their own home. Several CBMs mentioned that their younger members often feel they do not have sufficient space or the financial means to host guests on their own. Pairing these volunteers with more established volunteers can help diversify the home hospitality experience for everyone.

HOSTING SOUNDS GREAT, BUT I CAN'T AFFORD IT. CAN YOU HELP?

If cost is a barrier for your hosts, see if community businesses are willing to provide in-kind donations for grocery store gift cards. Check with restaurants to see if they are willing to donate ingredients or even excess food. Some CBMs offer financial assistance to their hosts, with the maximum amount being \$20 per visitor or interpreter. Remember to collect the shopping receipts from the hosts to make sure that everything is accounted for.

Co-hosting is another way to reduce the financial burden of home hospitality. Encourage hosts to work together to create a potluck or to host visitors for coffee/tea and dessert, rather than a full meal. Other potential sources of financial support for home hospitality hosts include creating a specific fund at one of your events or during your annual fundraising campaign aimed at supporting hosts from different socioeconomic backgrounds who may not be able to participate in home hospitality otherwise, or using your organization's unrestricted funds to help subsidize the cost of the home hospitality meal on a case-by-case basis.

If financial assistance is available for your hosts, be sure to set specific limits for what can be reimbursed. Reimbursable funds should only be used toward visitors and interpreters (if applicable). Reimbursable funds can not be used towards the purchase of alcohol. You may wish to reimburse hosts based on the per diem allocation in your city or set a different limit based on the availability of your funds. Remember that program funds can not be used to offset the cost of home hospitality.

I'D LIKE TO BE A HOME HOSPITALITY HOST, BUT I CANNOT HOST VISITORS IN MY HOME. IS THAT A PROBLEM?

No. Home hospitality can take place in a variety of spaces. This includes restaurants, college dining halls, retirement homes, parks, or coffee shops. Each venue is a unique opportunity for visitors to see how Americans live. If home hospitality cannot be hosted in a home due to the size of the space, make a concerted effort to select a space that is unique to your city so that the visitors get a change of scenery. If sending a group to a restaurant is unavoidable, suggest having the visitors start or end at your home for tea, coffee, or dessert so that the visitors still get a chance to see an American home. It's also important to note that home hospitality can take place over other meals besides dinner. If you're having trouble finding home hosts who can commit to dinner, be creative and see if your home hosts can arrange a home hospitality brunch or coffee on the weekends.

WHAT TYPE OF MEAL SHOULD I PREPARE FOR HOME HOSPITALITY?

The food does not need to be fancy, but the menu does matter. The point of home hospitality is for visitors to see how Americans live. Avoid cooking foods from the visitors' home country; they want to experience American food. Some hosts may be apprehensive about their cooking abilities; in such cases, you may suggest something simple like creating a homemade pizza bar with store bought ingredients or preparing a one-pot meal instead of ordering takeout.

the fact that the \mathbb{R}^n -valued function \mathbf{f} is continuous at \mathbf{a} if and only if each component function f_i is continuous at \mathbf{a} . This is a useful result because it allows us to reduce the question of the continuity of a vector-valued function to the question of the continuity of its component functions.

Another important result is the Intermediate Value Theorem for vector-valued functions. This theorem states that if \mathbf{f} is a continuous function from a closed interval $[a, b]$ to \mathbb{R}^n , then the image of $[a, b]$ under \mathbf{f} is a connected subset of \mathbb{R}^n . This is a useful result because it allows us to deduce the existence of solutions to certain types of problems.

Finally, we mention the concept of a path in \mathbb{R}^n . A path is a continuous function \mathbf{f} from a closed interval $[a, b]$ to \mathbb{R}^n . The image of $[a, b]$ under \mathbf{f} is called the path. Paths are important in many areas of mathematics, including physics and engineering.

In conclusion, the study of vector-valued functions is a rich and interesting area of mathematics. It has many important applications and is a fundamental part of many areas of science and engineering. We hope that this book has provided you with a solid foundation in this subject.

As a final note, we would like to thank the many people who have helped us in the preparation of this book. We are particularly grateful to the reviewers who provided us with many helpful comments and suggestions. We also thank the staff of the publishing house for their assistance and support.

We would like to dedicate this book to our families and friends, who have supported us throughout our lives. We hope that you will find this book as interesting and useful as we have found it to be.

Finally, we would like to mention that this book is available in a digital format. You can find it on our website at <http://www.example.com>. We hope that this will make it easier for you to access and use the book.

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