

Lawrence Sister Cities Advisory Board Guidelines for the Selection Procedure of Student Applicants

Approved February 14, 2007.

Guidelines Purposes:

The student selection procedure should be as fair as possible and students should know the standards by which they are selected. The purpose of the guidelines is to aid those who select the students applying for the Lawrence Sister Cities' travel programs to Eutin, Germany and Hiratsuka, Japan.

The selection of students for exchanges trips will generally be made by the chaperones of that trip, and representative(s) from the appropriate Friends group.

Criteria Used for Selection of Student Delegation to Hiratsuka

- Application is turned in on time and accurately filled out.
- Students not having gone on this trip before are given priority to those who have.
- Students who are older and, therefore, have less time to go are given priority over younger students who have more years of opportunity.
- Student's involvement in activities either at school or within the community should be considered.
- Letters of reference from adults will be reviewed.
- Review input from adults who may interact with this student.
- Student's response to essay will be evaluated in terms of content, spelling, and overall tone.
- Grade point average should be considered.
- Student agrees to attend all preparatory sessions or have parent or guardian attend if unable to attend.
- In order to provide a balanced mix of students the following will be considered: grade level, male or female, school attended or home school.
- The mix of scholarship applicants and non-scholarship applicants will be reviewed.
- Previous travel experience will be reviewed.

Criteria Used for Selection of Student Delegation to Eutin

- Students must have some knowledge of German. This will usually be defined as either one or two years of German taken at either high school. In the case of private school students or home-schooled students, an assessment will be made by a qualified German teacher.
- Application is turned in on time and accurately filled out.
- Students not having gone on this trip before are given priority to those who have.
- Students who are older and, therefore, have less time to go are given priority over younger students who have more years of opportunity.
- Student's involvement in activities either at school or within the community should be considered.
- Letters of reference from adults will be reviewed.
- Review input from adults who may interact with this student.
- Student's response to essay will be evaluated in terms of content, spelling, and overall tone.
- Grade point average should be considered.
- Student agrees to attend all preparatory sessions or have parent or guardian attend when absent.

- In order to provide a balanced mix of students the following will be considered: grade level, male or female, school attended or home school.
- The mix of scholarship applicants and non-scholarship applicants will be reviewed.

Possible Rubric for Friends Groups

Student:	School:	Grade:
Phone:		
Evaluator:	Date:	Gender:
Item	Score (1-4)	Notes
Application accurately completed on time		
1 st or Repeat trip		
Age of Student		
Activities		
Letters of referenced		
Input from adults		
Essay		
GPA		
Attendance @ sessions		
Scholarship?		

Travel experience		
Summary / Recommendation Rating		