



*Socially
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A Business and Cultural Exchange



2014

LITHUANIA - USA SCHOOL PARTNERSHIP

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ABOUT

This document is an Addendum to the Lithuania - USA Partner School Plan of January 2014 and includes the following revisions:

- UPREP - Director of Global Programs Updated Contacted Information
- Time Zones - Daylight Saving Fall 2014
- Communication Method / Best time to Skype
- Flight Itinerary Considerations
- Executed MoU - also provided as a separate file
- Releases Needed - Date included

The executed Memorandum of Understanding supersedes the Lithuania - USA Partner School Plan.

It is strongly recommended both schools review the Questions and Answers included in the Lithuania - USA Partner School Plan.

University Prep is committed to developing each student's potential to become an intellectually courageous, socially responsible citizen of the world.

Time Zones - Daylight Saving Fall 2014

Lithuania: Eastern European Time Zone
Washington State: Pacific Time Zone

Lithuania is 10 hours ahead of Seattle with the exception of a daylight saving time overlap which results in a 9 hour difference.

Lithuania : Sun, **Oct 26** at 4:00 AM back to Sun 3:00 AM
USA: **Sun, Nov 2** at 2:00 AM back to Sun 1:00AM

CONTACT INFORMATION

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Communication Method / Best Time to Skype

Both Schools return officially to work on August 25, 2014

Email is the preferred method of communication due to time zone difference however, it should be recognized that status calls via Skype will be beneficial.

UPREP 8/20/14: As for best times to meet via Skype, it will take us a couple of weeks to establish our routine here in our office—we also officially start back to work on Monday, August 25. But, for now, we can be relatively flexible between 8:00 a.m. PST and 4:00 p.m. PST. We'll be able to be more specific once we've started working in the office, but I think we'll generally be able to be fairly flexible. I would imagine and prefer, if possible, that email might be the better option for communication given the time difference. And, if we do use Skype that we'd want to do the calls more toward the earlier end our available time frame so that our counterparts wouldn't need to be working into their evenings. I'm also willing to be available a bit earlier in the mornings if that would ever be helpful.

School Closures

School closures in the first semester when UPREP is not be available:

- September 2, 5
- October 11
- November 1

November 1st is a holiday in Lithuania



FLIGHT ITINERARY

November 5 (VNO - SEA) - November 19, 2014 (SEA - VNO)

Email shared

Below is the most direct option available on August 14th for 11/5/14 - 11/19/14. United/Lufthansa/AirCanada code share, sometimes the price will vary based on which airline to booked even though the flight numbers are the same. ~ \$1275 USD

6:15am VNO	12:15pm SEA	16h 0m , 1 stop FRA
		Best Value
2:05pm SEA	1:30pm + 1 day VNO	13h 25m , 1 stop FRA

Prices from Lithuanian Airline companies may vary, offer student discounts, plus discounts for insurance too.

It is important to remember that the students will be staying with families, will be attending school the upon arrival and early the next morning so the most direct flights support the students and families with the transition and make the most of their USA experience.

UPREP 8/20/14: The tentative flight schedule that you included below seems to be very reasonable and accessible for us on our end of things. Please keep us posted as/if other options are considered.

What are the ideal dates?

Dates: November 5 - November 19. **Flight schedule should be agreed upon by both partners prior to booking and paying for airline tickets.**

What is important to consider when selecting flights?

Flight duration has a significant impact on the adjustment of the participants upon arrival. More direct flights are most supportive of participants ability to adjust time-zones. Longer duration flights are not conducive to a short term visit.

Midweek flights with a maximum of one connection from Vilnius to Seattle Washington with consideration to a reasonable arrival time. Late night arrivals are challenging for the USA hosts and should not be considered. Flights with 2 connections and a short overall duration may be considered.

United, Air Canada, KLM, and Czech Airlines generally provide reasonable alternatives.

ZigZag Travel www.zigzag.lt is often a good choice. It is suggested that someone contact an agent and speak with them directly to 'book' tickets allowing the students to pay directly for the tickets. They will typically hold tickets at a discounted price for students and provide insurance as well.

Flights leave Lithuania and arrive Seattle the same day.
Flights leave Seattle and arrive Lithuania the next day.

EXECUTED MEMO OF UNDERSTANDING

Timeline

Program Dates: November 5 (VNO - SEA) - November 19 (SEA to VNO)

* We understand if due to flight costs the program needs to shift a few days. It would be wonderful to have the group here by November 6 as that is "Cultural Night" at U Prep.

September 15 Zibury's sends U Prep the names, ages, and gender of selected students

* In future, years we would prefer that this happen in May/June before the Zibury school year is complete

September 22 Status conference call between schools

October 1 Zibury's identifies flight options to do a 'booking' and confirm with U Prep prior to booking and paying

October 10 Zibury's confirms airline tickets and insurance purchased and provides "Host Family Intake Forms" (profile forms for each student)

October 22 Status conference call between schools
Draft schedule provided by U Prep

October 27 U Prep host family orientation

October 29 Final schedule distributed by U Prep

November 5 U Prep administrators/host families pick up group at the airport

November 19 U Prep administrators/host families drop off group at the airport

Approved by:

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RELEASES NEEDED

Are there any releases needed to participate in the program?

Yes, with AC's involvement, participants will be asked to sign a Liability and Photo/Media release as well as a Youth Code of Conduct. These documents are in addition to releases required by the two schools.

October 10, 2014: Please email completed releases for the Lithuanian Participants when airline tickets and insurance purchased is confirmed and the "Host Family Intake Forms" (profile forms for each student) are provided to UPREP.

How is AC involved?

The role of AC is to facilitate and support the development of a Partner School relationship. Agreements will be between the two schools. AC representatives may be involved in various activities in support of the students, families and the partner schools. AC will assist in facilitating conversations and making sure tasks are completed in time to recruit host families.

- Before U Prep recruits host families and the visiting group arrives, they communicate with the partner school about a few essential items:
 - Paperwork. The school has students fill out a host family intake form to share with U Prep families, including information about allergies, interests, hosting needs, etc (sample attached).
 - Philosophy and Itinerary. U Prep communicates with the school about the shared vision for the program, to make sure that we are planning a program that will meet their needs and expectations and ours.
- U Prep does a host family orientation prior to the arrival of a visiting group. AC may participate in the meeting to give the host families an idea of the cultural differences they may encounter and how to best make the visiting group comfortable and at the same time immersed in our culture.
- U Prep leads a short orientation with the visiting group upon arrival so they are aware of our differences. AC may assist as requested.
- AC may lead off campus outings with the group or advise U Prep on anything outside of their usual programming that may be beneficial to the program.