

CHICAGO HOSTING FAMILIES

build your future with us

www.chicagohostingfamilies.org

Em: chgohostfamilies@gmail.com

Lincolnwood, IL 60712

LOCAL COORDINATOR AND CHF CONTRACT FOR ACADEMIC YEAR PROGRAM 2019-2020

LOCAL COORDINATOR INFORMATION

YOUR COMPANY: NAME _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

EMAIL: _____ WEBSITE _____

INDEPENDENT CONTRACTOR APPLICATION ACADEMIC YEAR PROGRAM

PRELIMINARY SCREENING

*Compensation: This is an independent contractor role with a monthly based pay structure. **The Local coordinator** receives **\$200 for each student** placed with hosting family. If the **Local Coordinator** works with the Agency , the coordinator will receive **\$100 /month** until the student is dismissed from the hosting family. However full payment is direct deposited into Chicago Hosting Families account (U.S. currency) at the time the student arrives in the country, U.S. It is agreed that the family information will not be released until this binding contract is signed and dated.*

***Chicago Hosting Family Local Representative** A Local Representative must have the initiative and perseverance to build a network of connections with the student and family. Specifically, a Local Representative must recruit host families and keep a binding relationship with the family. Recruiting techniques often include cold calling, follow up monthly emails, monthly home contacts including family photos, communicating with schools regarding grades and other concerns, and other creative measures. Because this is a business of relationships, a Local Representative's network tends to grow over time.*

Local Representative's efforts: Chicago Hosting Family Representative will make sure that hosting family provides a safe and loving household not far from the school , transportation to and from school, 2 meals per day and a private quiet room with bed and dresser. WIFI included.

Organization Skills: Paperwork submission is **Chicago Hosting Families** method of complying with our regulations and keeping the student's family in touch with the students well-being and safety. This can be time consuming and requires attention to detail, organization, and timeliness.

Changes in Family Household: If the student is not happy with the hosting family , **Chicago Hosting Families** has two to three weeks to replace the family. Compensating the family for the time that the student remains.

Criminal Background Checks are mandatory , which will include any violations.

Local Coordinator agrees to a binding contract with **Chicago Hosting Families** for a hosting family for an international student _____to attend

Students name

_____(company name)or the school term of _____

(Company name)

CHICAGO HOSTING FAMILIES

(Program Manager) Date

Charisse Parham (Executive LC) Date

Local Coordinator Date