

The Dave Hefner International Exchange Fund, Inc. Awards

To: **Students planning to visit or study in other countries in any of a variety of approved exchange/travel programs.**

Re: Steps in applying for the Dave Hefner International Exchange Fund

1. Make formal application to one or more international exchange programs. This would include United States Information Agency (USIA) or school approved programs.
 - Eligibility information: Applicant's high school must be located in one of the 7 Indiana counties listed below
 - Adams, Allen, DeKalb, Huntington, Noble, Wells, Whitley
2. Contact a staff member (your Americans Abroad Coordinator) or the staff committee within the respective school and secure your application for the Dave Hefner International Exchange Fund Awards.
3. Complete the application under the direction of a staff member or committee from your high school. Each individual school will then review the application(s) and make final recommendations to the DHIEF Board. Notify Sara Quigley of your application and the international program you have chosen, the departure date and financial arrangements. This is particularly important for students who have applied to the IU Honors Program in Foreign Language for high school students.
4. Mail applications to: Sara Quigley
2920 Whitegate Drive
Fort Wayne, IN 46805

info@hefnerinternational.org

Contact info:

Time Table

Each international program has a schedule that the candidate is expected to follow. However, Steps 1, 2, 3, and 4 should be accomplished as early as possible in the months of September, October and November, depending upon the departure date.

Expectations

By granting the award the David Hefner International Exchange Fund does request that each recipient complete an Award Evaluation Form and as able agree to share their ideas regarding the international exchange experience with future applicants.

Use Application Checklist

Completed applications must be received by February 1. No applications can be considered after this date.

Revised December 2019

Application The Dave Hefner International Exchange Fund, Inc. Award

Please type or print legibly and note that we only review applications that have all sections completed when submitted.

Name _____ **Birth Date** _____
Last First M.I

Address _____
Street City State Zip code

Home Phone () _____ **E-Mail** _____ **Current Age** _____

School _____

Grade This Year: () Freshman () Sophomore () Junior () Senior

Current GPA: _____

Family Information

Please list names of each family member, their relationship to you (father, mother, etc.), occupations and ages.

Name	Relationship	Occupation	Age

Personal Information

How do you spend your leisure time? _____

List your school activities _____

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List your community activities

What foreign language(s) have you studied? _____

Has your family ever hosted a foreign exchange student? () Yes () No

If "Yes" from what country? _____

Describe any previous international living, travel or study you have had.

Describe any work experiences (paid or volunteer) you have had.

Explain any health problems that affect you or your immediate family.

Essay

With this application please attach a statement briefly answering the following questions.

- a. Describe yourself as far as personality and interests.
- b. How much have you used the resources in your community to further your interests?
- c. Describe a relationship you have developed over the past few years. How did you meet this person? What attracted you to him/her? How do you see your relationship developing over time? (This can be a teacher, peer, co-worker, etc.)
- d. What experiences have you had that make you want to participate in an international exchange program?

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- e. What do you think you will gain from and offer to an international exchange program?
- f. What experiences have you had that will enable you to be an excellent representative of your school, city and our country?
- g. What contribution do you feel you will make toward international understanding in the future?

Please include **two** recommendations in support of your participation in an exchange program. (One should be from a teacher, counselor, coach, club sponsor, minister or employer and one from the Americans Abroad Coordinator at your school.)

You may include additional information you feel is relevant to your participation. Optional: A recent photo of yourself

If I am selected for this award, I promise to serve as a good ambassador for myself, my family, my school, my city and my country.

Signature of applicant

Date

Note: Only one Dave Hefner International Exchange Fund, Inc. Award is allowed per person.

Application Checklist

- Y Completed Application
- Y 2 Letters of Recommendation
- Y Completed School Recommendation Form
- Y Completed Essay
- Y Photocopy of prior year tax form page 1 with Annual Gross Income line complete. **PLEASE BLACKOUT SSN**

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Dave Hefner International Exchange Fund Financial Data Sheet

Applicant _____

International Exchange Program _____

Household Summary

Since your award is based on need, please provide the following information and be assured that the information will be considered strictly confidential and will only be used to help determine the amount when an award is granted.

Number of dependents in family _____

Father/Stepfather /Guardian net income \$ _____

Mother/Stepmother/Guardian net income \$ _____

What gross income is reported on the prior year tax return? \$ _____

Include a photocopy of prior year tax form page 1 with Annual Gross Income line complete.

By signing I certify that the above information is true and correct.

Signature of parent, stepparent or guardian Date

Estimated Expenses

Visa/Passport \$ _____

Total cost of chosen program \$ _____

Does the fee need to be paid by a specific time?

Yes (Date _____) No

If this does not include transportation, insurance, student expenses while in country, etc., please list expenses separately.

Transportation both ways \$ _____

Insurance (travel, medical) \$ _____

Student expenses for travel in country \$ _____

Personal expenses and incidentals \$ _____

Total \$ _____

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Available Funds

Student Contribution \$ _____

Family Contribution \$ _____

Other (describe) \$ _____

Total Funds Available \$ _____

AMOUNT REQUESTED \$ _____**Scholarship Assistance**

If you are applying for scholarship assistance, use a separate piece of paper to submit your need and reasons for the request.

Description of Trip

School _____ School Phone () _____

Americans Abroad Coordinator _____

Affiliation with Travel Organization (e.g. Voyageur, Cultural Heritage, Alliance, Passport, etc) _____

Description of Trip (check one)

- Educational/Cultural Exchange (includes school experience homestay, sightseeing)
- Sightseeing
- Other (describe)

Country or countries to be visited _____

Dates of Travel _____

Note to Americans Abroad Coordinator

Include a copy of this form along with the student applications for each school-sponsored program.

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**Candidate Recommendation Form
Dave Hefner International Exchange Fund, Inc.**

I have reviewed the complete Dave Hefner Award Application for:

Name of Student

- The student has completed a formal application for one or more USIA or school- approved international programs.
- In my opinion the student exhibits several of the characteristics of a successful candidate for the Dave Hefner Award.
- The amount of funding seems realistic.
- I believe this student would be a good ambassador for the United States, the student’s city and school.

Additional comments relevant to this recommendation:

Signature of Americans Abroad Coordinator

Name of School

Phone _____ Fax _____

Date _____

Note:

A copy of this form should be included with each application submitted by your school.

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To Be Answered by the Parents

Please attach a statement describing your son/daughter, both as an individual and a member of your family. Indicate your personal feelings about his/her participation in an international exchange program. Explain why you believe your son/daughter will be an outstanding representative of your family, his/her school and our country.

What portion of the Participation Fee can you and your son/daughter contribute? The amount you can pay does not generally affect the student's eligibility as a candidate in many programs. However, the Board believes the student, as well as the family, should be contributing to the cost of the program.

Please be reminded that this award is not an entitlement. Money is generally not awarded until the end of April or early May since the Dave Hefner International Exchange Fund, Inc. Board is notified in March as to available funding for distribution,

Complete the attached Financial Information form and submit in a sealed envelope.

Please read and sign the following statement.

I _____ give my son/daughter permission to apply for international
please print name
exchange programs and participate in the Dave Hefner International Exchange Fund program. I verify the information provided on this application is correct.

_____ Date _____
Signature(s) of Parents or Guardian(s)

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