

## 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.
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

Contact info: [info@hefnerinternational.org](mailto:info@hefnerinternational.org)

### 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.

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

**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

**Family Information**

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

<b>Name</b>	<b>Relationship</b>	<b>Occupation</b>	<b>Age</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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.  
\_\_\_\_\_  
\_\_\_\_\_

Please rate your health ( ) Excellent ( ) Good ( ) Fair ( ) Poor

Explain any health problems that affect your 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?
- e. What do you think you will gain from and offer to an international exchange program?

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- 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.

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Signature of applicant

Date

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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.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of parent, stepparent or guardian

**Estimated Expenses**

Visa/Passport \$ \_\_\_\_\_

Total cost of chosen program \$ \_\_\_\_\_

Does the fee need to be paid by a specific time \_\_\_\_ Yes (when \_\_\_\_\_) \_\_\_\_ 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 \$ \_\_\_\_\_

**Payment Structure**

Student Savings \$ \_\_\_\_\_

Student Income (describe) \$ \_\_\_\_\_

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Family Contribution \$ \_\_\_\_\_

Other (describe) \$ \_\_\_\_\_

Total Funds Available \$ \_\_\_\_\_

**Scholarship Assistance**

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

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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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## Description of School-Sponsored Trips

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 \_\_\_\_\_

### Estimated Travel Budget

Visa or Passport: \$ \_\_\_\_\_

Application fee for Program \$ \_\_\_\_\_

Total cost of Program \$ \_\_\_\_\_

(does this include transportation to/from  
country, insurance (travel, medical, etc.)

Yes  No

Does the fee have to be paid to the Program by a  
specific time  Yes  No

If "yes" please list the date and the fee amount \$ \_\_\_\_\_

If "no" list specific expenses.

Transportation \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Travel with country/countries \$ \_\_\_\_\_

Other expenses (include incidentals  
personal expenses, Please describe. \$ \_\_\_\_\_

### 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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### 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 may 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 ton 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  
exchange programs and participate in the Dave Hefner International Exchange Fund  
program. I verify the information provided on this application is correct.

\_\_\_\_\_  
Signature(s) of Parents or Guardian(s)

\_\_\_\_\_ Date \_\_\_\_\_

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