



STATES' 4-H INTERNATIONAL

Global Citizenship & Cultural Immersion Programming for 4-H Aged Youth

States' 4-H 2020 Summer Pen Pal Program

Connect with States' 4-H Youth from Around the Globe this Summer!

Our Pen Pal Program runs from June - August 2020!



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Date: May 1, 2020

To: State and Local Coordinators

States' 4-H 2020 Summer Pen Pal Program Outline

Thank you for your interest in the 2020 States' 4-H Summer Pen Pal Program. The following information is an outline of the program's structure, responsibilities, timeline, and goals.

- 1) **Program:** This program will run from June – August of 2020. It is open to anyone interested, not just 4-H youth, who are between the age of 12 - 18. This program is completely free and there is no charge to participate at this time.
- 2) **Registration:** Interested youth may sign up for the pen pal program by filling out a registration form. Please provide the following registration form to your interested youth participants. <https://www.surveymonkey.com/r/7Q3DJVJ>.
- 3) **Matching:** States' 4-H will conduct the matching process by reviewing the information received on the registration forms and pairing the youth with an appropriate match to the best of our ability. Finalized matching information will be sent to each state in one Microsoft Excel file in early June. You will need to distribute the matching information to your youth participants.
- 4) **Letter Writing:** Youth participants are tasked with exchanging a letter or message (via their preferred communication method) to their match at least once per month.
 - States' 4-H requests that US youth initiate first communication.
 - It will be the participants' responsibility to fulfill the commitment they made when signing up for the program. We will not monitor or enforce their communications. This will be a program run in good faith of the youth who sign up.
 - States' 4-H will suggest a topic of the month and a list of other writing ideas to help foster ideas of what to write if they want to use it. It is optional. (See page 5 for examples).
- 5) **Summary Report:** At the end of the program (end of August-early September) the youth participants are requested to send a "one-page summary" report in their native language about their new friend to their designated organization. States' 4-H will collect the reports for US participants. They can send their completed reports to exchange@states4h.org.
The reports should contain the following information:
 - Share details about their new pen pal friend (just a few paragraphs and any pictures they may have received and are approved to be okay to share).
 - Share anything they learned or felt impacted them personally during the pen pal program.
- 6) **Evaluation:** A post program evaluation for all US participants is currently in development.



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Program Timeline

Planning and Preparation Stage:	~ end of April
Recruiting and Selection of Pen Pal Participants:	May 1 ~ June 5
Online Registration Open:	May 1 ~ June 5
Matching Information is Distributed to States / States Distribute Matching Info to Participants:	June 8 ~ June 12
Pen Pal Program Period:	June ~ August
Report from Participants Due:	end of August ~ beginning of September

Frequently Asked Questions (FAQ)

1. How much does this program cost?

This program will currently be operated free of charge to anyone interested who meets the age requirements.

2. When will the online registration site will be open?

We have an online registration website ready for our US participants using SurveyMonkey.

<https://www.surveymonkey.com/r/7Q3DJVJ>

We aim to open up registration starting on May 1st 2020 and closing registration on June 5th 2020.

3. Is there a limit to the number of participants who can apply?

We don't have any limit in mind at this time. In the event there is an imbalance in participant numbers, we may look into double-pen pal matches as a solution. We want to do our best to ensure anyone who wants to participate will have the opportunity to do so.

4. Will youth participants be guaranteed a pen pal from the countries they select on their registration form?

Matches may be limited based on the number of applicants we receive from our international partners, and partner participation in the program. We will do our best to match all youth with one of their top 3 country preferences if possible.



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5. Who is responsible for what?

States' 4-H:

- Provide the online registration site, matching process, and collection of US youth reports at the end of the program.
- Pair international participants with US participants.
- Send pen pal match information to the international partners and states. Matching information will include Name, Age, Gender, Email, and any additional contact information provided.

State and Local Coordinators:

- Recruit participants.
- Send matching information received from States' 4-H to their youth participants.
- Encourage US youth to initiate first communication with their match.

Participating Youth:

- Fill out the registration form.
- Communicate at least once per month with their matched pen pal.
- Write a one-page summary report in their native language at the end of the program and send it to their designated organization.

Please feel free to contact us with additional questions or further clarifications about any of the above-mentioned items.



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SurveyMonkey Registration Form Questions for US Youth

<https://www.surveymonkey.com/r/7Q3DJVJ>

- 1) Please enter your email address. (an email is required for important program communications from your state)
- 2) Please enter your first and last name.
- 3) Please select your age.
- 4) Please select your gender.
- 5) Please select your state.
- 6) Are you a member of 4-H? (being a member is not a requirement to participate)
- 7) Have you participated in any States' 4-H exchanges in the past?
- 8) Please select the top 3 countries you are interested in having a States' 4-H pen pal exchange with. (note: country matches may be limited based on availability)
- 9) Please select your preferred communication methods.
- 10) Please enter your contact information for your preferred communication methods. (this information will only be shared with your match)
- 11) Please select 5 hobbies/interests that you most identify with.
- 12) Additional notes/requests may be listed here.
- 13) By signing up, I agree to communicate at least once per month with my pen pal match during the 3-month summer program.

Example Ideas for Letters and Topic of the Month Suggestions

Share photos of family, friends, hometown, hobbies, etc.!!

Favorite things.

School life.

Family/Family life in their country.

Pets.

Clubs/Activities/Hobbies.

Future dreams/Aspirations.

Food/Drink (swap traditional recipes).

Their hometown.

Travel.

Their Culture.

TV/Music/Movies/Art (Anime).

Weather/Nature.

How their country is governed (for older youth).

Host country's history and culture (for older youth).

Host country's education system (for older youth).