



# STATES' 4-H INTERNATIONAL

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

## States' 4-H 2021 Winter Pen Pal Program *February – May 2021*

### Program Timeline

Recruiting and Selection of Pen Pal Participants:	Now ~ Jan. 31
Matching Information is Distributed to Partners / Partners Distribute Matching Info to Participants:	Feb. 1 ~ Feb. 12
Pen Pal Program Period:	Feb. 15 ~ May 17, 2021

### Program Requirements for International Participants

1. Provide TWO working email addresses. One can be a parent's email address.
2. Be between the ages of 9-18.
3. States' 4-H strongly encourages participants to provide alternative methods of contact when registering (mailing address, phone, App ID).
4. Note: American youth are being asked to write to their pen pal first.

### Frequently Asked Questions (FAQ)

#### 1. How much does this program cost?

There is no cost for participation.

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

- Registration is now open!
- The registration period will end on **January 31<sup>st</sup>** (USA Time).
- Registration link: <https://www.surveymonkey.com/r/7NL7F3H>

If the English on the registration form is too difficult for participants to understand, we would ask our international partners to create a separate translation page to share with the youth who want to apply.

Participants will be asked to provide two working email addresses and have the option of providing additional contact information.



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

We have a large number of US participants already registered to participate. Please share your estimates with States' 4-H if you think the participant number will be greater than 50.

### 4. What if a participant does not receive a reply from her/his American pen pal?

1. States' 4-H requests that the international partner organization first ask the participant to try the alternative methods of contact provided at the time of matching: 2<sup>nd</sup> email, phone number, etc. The international partner organization should also inform States' 4-H that the participant is not receiving responses.
2. If the participant continues to not receive a response within **five days** of trying the alternative contact, States' 4-H will make its best effort to re-match the participant with a new pen pal. Note: re-matching will be done based on availability, participants may not have a second pen pal who is the same age/gender as their first pen pal.

### 5. Who is responsible for what?

#### States' 4-H:

- Provide the online registration site
- Recruit US participants
- Pair international participants with US participants
- Send pen pal match information to the international partners and states. Matching information will include name, age, gender, two email addresses, and any additional contact information
- Follow up with unresponsive US participants and re-match as necessary

#### International Partners:

- Recruit participants
- Send matching information received from States' 4-H to their youth participants
- Alert States' 4-H if participants are not receiving responses; follow up with unresponsive participants from your organization

#### Participating Youth:

- Fill out the registration form
- Communicate at least **twice** per month with their pen pal

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