

Info Sheet—Volunteer Description Originals:

Please copy on the color paper listed below and copy front to back if there are 2 pages.

- Airport Pickup (copy front and back on blue)
- Bible Study Leader/Helper (copy front and back on red)
- Culinary Missionary-Small Groups (copy front and back on Pink)
- English Conversation (copy front and back on yellow)
- ESL TA/Teacher (copy front and back on gray)
- Friendship Partner (copy front and back on dark purple)
- Holiday Hosting (copy front and back on Orange)
- Mom's Helpers and Children's Helper IMG (copy front and back on lime green)
- Office Volunteer (copy front and back on green)
- Professional Mentoring (copy front and back on cream)
- Temporary Housing (copy front and back on canary)
- Trip Volunteer (copy front and back on Orange) golden rod)

Airport Pickup Information Sheet

International Friendships, Inc.

Vision

Our larger vision is to see international students return home equipped to be effective witnesses among their people. A key element of fulfilling this vision is winning a hearing for the gospel by serving the physical and social needs of internationals. The sooner the international student is served by Christians the better, since the window of time that internationals are most open is usually during their first year in the USA. Airport pickup provides a vital first point of connection. If this step is missed, future contact may be delayed or not made.

When will I be needed?

Although there are opportunities throughout the year, most volunteers are needed during August and September. The peak time of arrival is the last week of August through the second week of September. Usually we are able to let you know about an opportunity for pickup within 1-2 weeks of the student's arrival, although we occasionally have "last-minute" arrivals.

Procedure for Airport Pickup

1. You will receive a call from the IFI office asking your availability for a particular date and time. If available, you will be given all pertinent information: arrival date, student name, airline, flight number, from what city, plus destination of home-stay or temporary housing with the phone number and contact's name. (You can then call the contact if you need directions to the destination).
2. You should verify the arrival time and flight number the day of the pick-up. Airline 800 numbers will be on the back of your "New Student Arrival Information Sheet". We also recommend getting up-to-the-minute info through an online tracking site such as www.FlightView.com.
3. **Due to security measures you will have to welcome the student outside the security check point.** Hold an "International Friendships Welcomes: student's name" sign.. Look for an international student who is looking for someone! If you email the student prior to his arrival, let him know what color of clothes you will wear. If no one approaches you, go to the baggage area and try to find the person. Circulate with your sign and look for someone who appears to be searching for a contact person.
4. If you still do not find the student, attempt paging him/her. Finally, you may attempt to check with the airline office to see if the student was actually on the flight (they will not always release this information).
5. If you are unable to make the connection, do not be discouraged, but realize that you have given yourself in service to God. Please contact the temporary housing host if applicable, and also please inform the International Friendships Office at 294-2434, or 975-5686 (emergency only). You may then go ahead and return home.

An additional note on flexibility...

Serving people can bring great joy. It can also bring frustrations. Sometimes planes are unexpectedly delayed, and the student has misplaced your phone number. Sometimes students miss a connection and are not on the plane. Sometimes the student has communicated to his nationality club about his arrival, and they also send someone to the airport. One must learn to be accepting of these unexpected events. Please do not be discouraged, but know that you have offered yourself in service to God.

Taking the Student to Housing

You may first check to see if the student has not eaten, and if you have enough time you may bring him/her to a fast food restaurant. Then, you will either take the student to temporary housing or to the OSU campus. If temporary housing has been arranged, you will be notified by the International Friendships office prior to your going to the airport. If going to campus, you may take the student first to the Office of International Affairs. This office is located in Oxley Hall, at 1712 Neil Ave. (at the intersection of 12th Ave.). There is metered parking on 11th Ave. or Neil Ave. south of 11th. This office will give the student further instructions. Some families choose to spend more time with the student, helping him/her get to campus departments or offices, as needed. This is not expected, but you are encouraged to do so if you wish.

Important Follow-up Information!

If you take the student to campus housing, please communicate the address to the International Friendships office. Please also give the student an invitation to the IAF or the number to the International Friendships Office since we may be able to help the student in other ways also.

If you feel good about your interaction with the student, you may also want to exchange your own name and address with the student. You may want to call on the student for a get together at another time. If you decide to do this type of follow-up please be sure to let Rich Mendola know at 294-2434, ext. 1.

What about sharing my faith?

Volunteers must be willing to serve without feeling the necessity of sharing the gospel during the short visit, but realize they are part of a larger ministry taking place to these students of which this is just the start. It is not expected that you hide being a Christian. It is expected that you not have an "agenda" that says that you must share with everyone you pick up at the airport. Being very sensitive to the leading of the Holy Spirit is key. Sometimes, the Holy Spirit will use a short expression or even a single word or example to leave a deep impression on the student's heart. If a good conversation takes place, a further meeting with the student could be considered (but not expected).

Thanks!

Thank you for giving of yourself to serve international students and demonstrate the love of Christ. For those students who are wondering, as they travel on the plane, "Who will meet me when I arrive?" your presence (in Jesus' name) will be most welcome and appreciated. You will be their first American friend.

International Friendships
195 Chittenden Ave.
Columbus, OH 43201
614-294-2434

Director of Volunteer Coordination and Administration
Nathan Wylder
614-294-2434
volunteers@ifipartners.org

Website
www.ifipartners.org

Culinary Missionary (Small Groups)

Information Sheet

International Friendships, Inc.

What is a Culinary Missionary?

A culinary missionary is someone who serves international students and the IFI ministry team by assisting with the set-up, food provision, and clean-up of our quarterly potluck/picnics or prepares food dishes for a Friday night Bible study. As groups come and provide and/or serving food this enables our ministry team to focus on leading discussions and building relationships with the students in their groups. It is also a great way to help others in your church or small group catch the vision of international student ministry. Please see the last paragraph on the other side of this page for other small group service opportunities.

What are the benefits for the Culinary Missionary?

- Experience the IFI ministry firsthand
- Have the opportunity to interact with international students from many countries.
- A great way to “test the waters” to see if you would like to become more involved with IFI.

Who should participate?

Groups of 6-20 who want to demonstrate the love of Jesus by serving the international students in this practical way. This is a great opportunity for church fellowship groups, missions committees, Sunday school classes, or just a few friends who enjoy being together to serve in a practical and meaningful way.

What is the commitment?

This is up to you! Our desire is to have groups who would commit to, at the least once a year.

What is a typical time commitment for the volunteer?

Most of the **quarterly potlucks/picnics** are on Friday night, but occasionally on a Saturday afternoon. The start time for set up is usually between 5:45-6:00 p.m. The clean up is usually done by 10-10:30 p.m. We usually have 2 small groups assigned. One does the set up and one does the clean up.

The meals for the **International-American Bible Study** are always on a Friday night. You and your church group arrive by 6:45 p.m. **One person** in the group needs to share their *three-minute testimony on how they met Jesus*. You can leave at 8:15-8:30 p.m. after the meal or you can stay and listen only but don't participate in, the Bible study which ends at 9:30 p.m. The Bible studies meet somewhere near the OSU campus.

How do I know how much food to bring?

For Potlucks and Picnics: Bring a main dish, vegetable side dish, fruit, or bread to feed yourself and your family and an additional 10-12 people. Others will also be contributing to the meal. Your group is not solely responsible for the entire food provision. For main dishes, we encourage you to think “chicken”, “turkey”, or “vegetarian” rather than “pork” or “beef”!

For the International-American Bible study group we need **(2) two** dishes (one vegetarian, one non-vegetarian) to feed 45-50 people.

How do I arrange a date?

For Potlucks and Picnics you may contact Leila, Director of Recruitment and Training at IFI (see numbers below) or visit our web site at: www.ifiusa.org/vlntr/index.htm

For the International-American Bible study group you may contact Maureen Okonkwo, Administrative Assistant to the Executive Director.

What about bringing children?

In most cases it is o.k. to bring children. In some instances childcare may even be provided. It is best to check with the person listed above to see if childcare is available.

What other opportunities are available for me and/or my small group to help?

Quite often there will be other special events for which food is needed. Please make sure you are on our “food” list, so we can contact you as opportunities arise! Also, many of our activities such as hosting a luncheon in your home or garage sale shopping can be done together as a group. Please check our web site periodically for a list of opportunities.

There are other service opportunities for groups that require more contact with students and a higher level of commitment, such as hosting a monthly Culture, Cuisine, and Conversation Gathering. There are also service projects, such as helping to do light clean up inside and around our building. For a list of those opportunities, please contact: Leila Gardner (see below).

International Friendships

195 Chittenden Ave.

Columbus, OH 43201

614-294-2434

www.ifiusa.org

Leila Gardner, IFI Director of Recruitment and Training

recruit@ifipartners.org

English Conversation Partner Information Sheet

International Friendships, Inc.

One of the most felt needs of an international student is to practice their spoken English with a native speaker. This is a wonderful opportunity to both serve a student in an area of felt need and to develop a friendship with someone from another culture.

When will I be needed?

ALWAYS! The largest number of volunteers will be needed at the beginning of the fall quarter at OSU, near the end of September. However, students request conversation partners throughout the year. Usually we have a waiting list of students desiring American conversation partners, so in most cases you can be matched quickly at any time of the year.

How will I be matched with a student?

After training and application approval, you will be contacted with the name and email address of a student who has requested a conversation partner. You should then contact the student and set up a time and place to meet that is mutually agreeable. Note that it is our practice to match you with a student of the same sex. We also try our best to match you with someone of the same age and interests, although this is not always possible. If you have a preference for any specific culture you may indicate that at the time of your application and we will do our best to honor your request. The large majority of our students are Asian.

What if I am unable to contact the student I have been assigned?

Please remember that you are the “host” to a guest in our country and realize that it can be very intimidating for an international student to make the first contact, especially using a second language. Please do not give up after one attempt; try the student several times, and call them if your emails are not answered. If after these attempts you are still unsuccessful, please contact the IFI office (294-2434) so that we can either facilitate the contact or rematch you with another student.

How long is my commitment?

At least one quarter, or three months. Our hope is that a good friendship would be established and that you would like to continue meeting with the student. However, you may choose not to renew your commitment to the student.

What kind of time commitment is expected?

We ask that you meet with the student on an average of (at least) one hour per week. If your schedules are such that you can only meet every other week, then try to meet for a couple of hours. Or perhaps spending a half-day with each other once a month works best. If you don't meet each week, try to send the student an email just to see how he or she is doing.

Do the students speak English?

Yes, at least to some degree. They are taking classes or working in the Columbus area. Most are students (or spouses of students) at Ohio State University. They mainly want help practicing their conversation skills with a native speaker and having someone gently correct both their grammar and pronunciation.

Do I, as the volunteer, have to speak the student's language?

No. Because they want to learn English, it is not necessary for you to know their language.

Is there any curriculum?

Usually not, unless the student is enrolled in an English as a Second Language program. For the student in an ESL program, there is curriculum used in their classes. You may help them with this as needed, or you may choose to just use natural conversation. IFI offers ESL classes at times during the year, and you are welcome to attend the Saturday morning class with them, but this is NOT a replacement for meeting them one-on-one at another time. Accompanying them to class is an optional extra.

For all students, natural conversation is encouraged. We can provide a sheet of possible conversation topics to get you started. Create your own opportunities: go out for ice cream or coffee, look at photo albums and share stories about your families and life experiences, go to a park for a walk, etc. This is a friendship, as well as conversation practice, so feel free to have fun! If you need some further suggestions, give us a call.

What about sharing my faith?

Your commitment to the student should be that of unconditional friendship and love. Please be sensitive to the fact that the students come from many different cultural and religious backgrounds and may have little or no previous exposure to Christianity. Hopefully over time, you will build a relationship of trust which would be an appropriate context for sharing spiritually. We ask that you not force spiritual discussion but be sensitive to the student and follow the leading of the Holy Spirit. In many cases, the students are very open to such discussions. It is appropriate to naturally include your faith as it relates to your life experiences.

What if I am unable to meet with the student I have been assigned?

Please contact the IFI office to let us know you will not be able to continue. Our desire is to serve the students in the best way possible. If you are unable to continue meeting your student, we would like to be able to match them with someone else so that they may still have the opportunity to meet with an American volunteer.

Can I be matched with another student if mine leaves Columbus?

Definitely yes! We hope that you have such a wonderful experience that you will want to continue with another conversation partner. Since we almost always have a waiting list, we should be able to match you again right away.

International Friendships

195 Chittenden Ave.
Columbus, OH 43201
614-294-2434

IFI Director of Volunteer Coordination and Administration

Nathan Wylder
614-294-2434

volunteers@ifipartners.org

Website:

www.ifipartners.org

ESL Teacher/Teacher Assistant Information Sheet

International Friendships, Inc.

International students are helped with both English listening and conversational skills by being a part of weekly ESL (English as a Second Language) class. Volunteers who are native English speakers and have a desire to help others understand spoken and idiomatic English are needed to serve as teachers and teachers' assistants in these classes.

What are the responsibilities of the teachers and teachers' assistants?

Teachers prepare weekly lesson plans from the materials provided and present them on Saturday mornings. Some collaboration with the coordinator on a weekly basis may be necessary. A mandatory training session is required prior to beginning teaching the class. The TAs help lead small groups of students in discussing what the teacher has presented. The TAs also help with administrative tasks such as class attendance and emailing students.

Do I need any prior teaching experience?

Teaching experience is required to be a teacher, but no experience is necessary to be a teacher's assistant.

What kind of training is provided?

After the initial orientation required for all IFI involvement, teachers and teachers' assistants must attend a training session that familiarizes them with the structure of the classes and with relating to international students. Teaching materials are provided.

What kind of time commitment is needed?

At least one quarter, but a whole academic year is preferred. Classes are held for 2 hours on Saturday mornings during the Fall, Winter, and Spring quarters. You may volunteer for just one quarter. If you are volunteering to be a teacher, then you will need a little time to prepare lessons weekly.

How much English do the students speak?

Most of the students speak enough English for basic conversation. They are assigned to classes based on their level of understanding and speaking. You do not need to know any foreign languages in order to assist the students.

Where do the students come from?

The students come from a number of countries in Asia, the Middle East, Europe, and South America; most are OSU students or their spouses.

International Friendships

195 Chittenden Ave.

Columbus, OH 43201

614-294-2434

IFI Director of Volunteer Coordination and Administration

Nathan Wylder

614-294-2434

volunteers@ifipartners.org

WEBSITE: www.ifipartners.org

Cross-Cultural Friendship Partner Information Sheet International Friendships, Inc.

International students are often very lonely and new students may need to get oriented to their new surroundings when they first arrive in Columbus. By inviting an international student to spend some time with you and/or your family and having fun together, the student will feel they have a friend here in Columbus. In return, you and/or your family will be enriched by learning about the students' culture.

How is this different from an English Conversation Partner?

The ECP program partners meet for an hour weekly or 2 hours bi-weekly for English conversation. Although this friendship will certainly benefit the student's grasp of English, this will not be the primary focus. In the Friendship Partner program partners meet monthly for at least 2 hours. The focus is to include the student in you and/or your family's activities.

What time commitment is expected?

We ask that you include your student in an activity that you and/or your family are doing at least once a month. The activity should be at least 2 hours long. However, if you would like to interact with your student more often, that is encouraged! It is also encouraged that you try to maintain the friendship for at least 6 months.

When would I be needed?

All year round! Most international students arrive in the fall, but we have requests for friendships throughout the year.

How will I and/or my family be matched with a student?

After completing a training and having a New Volunteer Application approved, we look at our list of students waiting for partners, and try to find a match with similar interests. The extent to which this is possible depends on who is on the list. If you are a single person, we would only match you with a student of the same gender and near your age. If you prefer a student from a particular country, cultural, or religious background, we will try to accommodate that if possible. The vast majority of students that request our services are from Asia- we almost never receive requests from Europe.

-over-

How long is my commitment?

Since you are only asked to meet one time per month (minimum), we would like to see you continue your relationship with the students for at least 6 months. In an ideal situation a friendship would develop and last until the student or you move away from Columbus.

What if my student returns to his/her home country, or can no longer meet with me?

Then please let us know and we would be happy **to match you with someone else!**

Do these students speak English?

Yes, students must have a minimal grasp of English to be admitted to Ohio State. If they are the spouse of a student their English may not be quite as good. However, as you interact with the student and/or spouse, their knowledge of English will be improved. This would be a side benefit for the student and/or spouse!

What types of activities would be suitable?

If you are meeting with the student one-on-one, then just feel free to hang out – go shopping, take a bike ride, do some cooking, etc. If your whole family is involved, invite the student for a family birthday or cookout, or attend family sports game or concert. We have lots of other ideas, which we'll send along after you have been matched!

International Friendships, Inc

195 Chittenden Avenue

Columbus, OH 43201

PH # 614-294-2434

FAX# 614-298-0434

Web site: www.ifipartners.org

Contact: Nathan Wylder, Director of Volunteer Coordination

volunteers@ifipartners.org

Holiday Hosting Information Sheet

International Friendships, Inc.

How do I sign up?

If you are a new volunteer, please complete an application well ahead of the holiday. Sometimes it takes a while to reach your references, and we don't want you to be disappointed! If you are a veteran volunteer, just call and let us know how many students you would like! The deadline for sign-up (for Thanksgiving hosting) is the Tuesday of the week before Thanksgiving. We are getting more students who want to share Christmas with Americans, but most of our requests are for Thanksgiving.

Is there any training?

Yes! Please call the IFI office or check our website for the next available training.

How do the students find out about this opportunity?

Some students will be part of our Friday night Bible study, but we often open this event to the general international student population at OSU. Many students find out about this opportunity through our website. It is possible that you may host a student with whom this is our first contact. Many students see this as an opportunity to both experience American culture and to see an American home and family.

Can I request someone from a specific country?

Yes, when you sign up, you may indicate any preferences you may have. We will do our best to honor your request, but we cannot guarantee that a student will be available from any given country. The vast majority of students here in Columbus are from East Asia.

How will I be matched with a student(s)?

We try to give you your student's name, email, phone number, and address by at least the Monday before Thanksgiving, a few days before Christmas, or a few days before Easter. However, we always have a few students who sign up at the last minute, and we appreciate volunteers who can be flexible! Most likely the information will be emailed or we will call you. It will then be your responsibility to contact the student with an invitation to your celebration and to make arrangements for transportation.

Contacting the student(s)

You may call or email the student. Email is often the most effective way to contact students. However, a phone call is fine. You may need to try calling several times and perhaps at different times of day. Keep in mind that it may be intimidating for an international to return your call. Please do not give up after one try. If, after several tries, you are still unable to contact and / or make arrangements with the student, please contact the IFI office for assistance or for the name of another student.

Transportation and Distance

Most students will not have transportation. In most cases, you will need to come to campus to bring the student to your home and then take him/her back after your celebration. Please communicate the expected pick-up and return times to your student. Also, we have found that students who do have their own cars are not comfortable driving a long distance to their host's home. If you live at a distance, please plan on picking the student up.

What if our celebration is out of town?

If you plan to drive a long distance from campus, please explain your plans to the student and make sure that is acceptable to them. If they need time to study, you might suggest they bring books and then offer a quiet place at some time during the day. In the case that a long drive is not acceptable to your assigned student, please contact the IFI office for another match. If you are planning an overnight stay, please let IFI know ahead of time, and we will do our best to match you with a student who would like to do this. This may not always be possible.

Relating to an international student

Sometimes hosts are nervous about how to relate to an international. Relax and enjoy your time with the student. They will be happy to have someone welcome them and open their home. We suggest that you take the attitude of a learner and seek to gain a deeper understanding of a new culture. Please see our additional resource, “Interacting with Your International Friends.”

Are there any dietary restrictions?

When you receive the name of your student, you will also be notified of any dietary restrictions that we are aware of. Usually, if there is a variety of food including vegetarian dishes, there will not be a problem. In general, students from Hindu backgrounds will not eat beef, Muslims will not eat pork (such as ham), and some students are vegetarians. Fortunately, turkey is a safe bet for most. In fact, many international students have never tasted turkey or seen one carved (you will have fun letting them watch and / or participate).

What about sharing my faith?

At this initial stage of meeting the student, please be sensitive to the fact that they may have little or no previous exposure to Christianity. Our hope is that you will have the perspective that you are part of a larger ongoing ministry to the student, as it is more likely that the students who are hosted by our volunteers will come to the IFI Bible Study on Friday nights. Hopefully, over time the student will have the opportunity to build a relationship of trust with you or our other volunteers which would be a more appropriate context for sharing spiritually. We ask that you not force a spiritual discussion but be sensitive to the student and follow the leading of the Holy Spirit. Do practice your normal family traditions such as praying before the meal or sharing what you are thankful for, etc. You might explain to the student that this is what your family does, and share why.

What about contacting the student(s) in the future?

It is our hope that this will be the beginning of a wonderful and mutual friendship. Although not required, you are encouraged to keep in touch with the student. This can be through calls or emails to let them know you are thinking of them, inviting them to your home again, sending cards for birthdays and holidays, etc.

Thank you for your willingness to serve. We hope you will be blessed as you share your holiday with an international student. Your hospitality opens a door for an international student to be touched by the love of Christ!

IFI Director of Volunteer Coordination and Administration

Nathan Wylder

614-294-2434, volunteers@ifipartners.org

www.ifipartners.org

195 Chittenden Ave.

Columbus, OH 43201

614-294-2434

Children's Helper and Mom's Helper for The International Mothers Group (IMG)

Information Sheet

International Friendships, Inc.

What is The International Mothers Group?

The International Mothers Group (IMG) is an outreach to International mothers and their young children. Meetings are held one morning a month at the New Buckeye Village Recreation Center. There are also monthly playgroups and Kindermusik classes as well as field trips and other family activities. Help is needed to watch the children during meetings and for moms to be on a prayer and planning team. Planning prayer meetings are held quarterly. Mom helpers can choose to help prior to and/or during the monthly meetings with the following:

- set-up
- snacks
- calling and emailing moms to remind about meetings
- discussion group leader
- administrative tasks
- speaker
- craft-leader/helper
- clean-up

What are the benefits for the Children's and Mom's Helpers?

- Ministry or missions opportunity during the day for stay-at-home moms, empty-nester moms, and college students.
- You can bring your pre-school age or home-schooled children.
- Be encouraged as a mom by the topics presented and discussed while serving international moms and children from many countries.
- Serve children in a multi-cultural environment. Wonderful training for missions and service projects in international orphanages.
- Your children will be encouraged to develop multi-cultural skills through interaction with children from many different cultures.

Who should participate?

Women **only** please. You must be a current International Friendships volunteer. To become an IFI volunteer you must complete an application and attend a one-time New Volunteer Orientation and Training. You would need to be available during the weekdays (stay-at-home moms, empty-nester moms, college students, and high school age home-schoolers). Also, any pre-school age or home-schooled children are welcome along with their moms.

What is the commitment?

The commitment is to attend monthly IMG meetings, quarterly planning prayer meetings, and to befriend an international mom (mom helpers only) during the meetings and if the situation allows, outside of the meetings as well.

Who should I contact with other questions about the IMG?

Co-Directors, International Mothers Group, Gwen Shellhaas, g.shellhaas@ifiusa.org and Joyce Aubuchon, jaubu7737@aol.com . Also, for more information visit: <http://www.ifipartners.org/img.php>

International Friendships

195 Chittenden Ave.

Columbus, OH 43201

614-294-2434

www.ifipartners.org

IFI Director of Volunteer Coordination and Administration, Nathan Wylder

614-294-2434

volunteers@ifipartners.org

Office Volunteer Information Sheet

International Friendships, Inc.

The IFI staff cannot perform their responsibilities fully without the support of office volunteers. This is a wonderful opportunity to help serve international students.

What types of things need to be done?

- Answering phones/ making calls
- Filing
- Library assistance
- Mailings
- Copying
- Graphics (brochures, etc.)
- Entering data into the computer
- Public Relations

What kind of time commitment is involved?

You decide: weekly, monthly, or for a specific task. Extra help is especially needed in August and September when students are arriving for Fall quarter. We especially look for volunteers who can commit to coming in regularly for set hours on a particular day of the week (e.g., every Friday from 9:30 – 12:30). Please let us know when you are available! (We are officially “closed” on Monday, even though some staff are in the office.)

Is training required?

General training and orientation is available and encouraged. You may start as an office volunteer and postpone training until you choose to be involved in a relational ministry with students. Training specific to the office will be provided. Knowledge of computer usage, especially Microsoft Office, is helpful, but not required. Good telephone skills are especially helpful.

Where is the work to be done?

Most work is done at the IFI office, located at 195 Chittenden Ave. (Occasionally, some types of work can be done at home.)

Can I utilize my spiritual gifts as an office volunteer?

Yes, we encourage you to participate as an office volunteer if your spiritual gifts include any of the following:

- Helps
- Administration
- Encouragement
- Discernment
- Creative communication

(over)

Testimonies

“Office volunteers help move IFI forward. They are able to accomplish tasks that help keep work up to date.”
-Office Manager

“Office volunteers help multiply the ministry by helping the office staff to get more done. With their help, the office staff is freer to focus on their areas of responsibility and gifting.”
-Volunteer Coordinator

International Friendships

195 Chittenden Ave.
Columbus, OH 43201
614-294-2434

IFI Director of Volunteer Coordination and Administration

Nathan Wylder

614-294-2434

volunteers@ifipartners.org

Website

www.ifipartners.org

Professional Mentoring Partner Information Sheet

International Friendships, Inc.

International students frequently come to the United States with their career plans in mind. However, few will get the opportunity to interact with Americans who already have experience in their chosen professional fields. This is a wonderful opportunity to serve a student in an area of felt need and to develop a friendship with someone from another culture.

When will I be needed?

Volunteers are often needed the most at the beginning of the fall quarter when many students sign up for activities with IFI. However, students may request professional mentoring partners throughout the year.

How will I be matched with a student?

After training and application approval, you will be contacted with the name and email address of a student who has requested a professional mentoring partner. You should then contact the student and set up a time and place to meet that is mutually agreeable. We will match you with someone with similar career choices and interests as your own. We also try our best to match you with someone of the same age, although this is not always possible. Note that it is our practice to match you with a student of the same sex. If you have a preference for any specific culture you may indicate that at the time of your application and we will do our best to honor your request. However, please keep in mind that the large majority of our students are Asian.

What if I am unable to contact the student I have been assigned?

Please remember that you are the “host” to a guest in our country and realize that it can be very intimidating for an international student to make the first contact, especially using a second language. Please do not give up after one attempt; try the student several times, and call them if your emails are not answered. If after these attempts you are still unsuccessful, please contact the IFI office (294-2434) so that we can either facilitate the contact or rematch you with another student.

How long is my commitment?

At least one quarter, or three months. Our hope is that a good friendship would be established and that you would like to continue meeting with the student. However, you may choose not to renew your commitment to the student.

What kind of time commitment is expected?

We ask that you meet with the student on an average of (at least) one hour per week. If your schedules are such that you can only meet every other week, then try to meet for a couple of hours. Or perhaps spending a half-day with each other once a month is what works best for you and your partner. If you don't meet each week, try to send the student an email just to see how he or she is doing.

Do the students speak English?

Yes, at least to some degree. They are taking classes or working in the Columbus area. Most are students taking classes at The Ohio State University. They would likely enjoy hearing about your profession and asking questions regarding their professional choices. Some may also want help practicing their conversation skills with a native speaker and having someone gently correct both their grammar and pronunciation.

Do I, as the volunteer, have to speak the student's language?

No. Because they want to learn English, it is not necessary for you to know their language.

Is there any curriculum?

No, however they may request your help with questions regarding their school work or internships. For all students, natural conversation is encouraged. We can provide a sheet of possible conversation topics to get you started. Create your own opportunities: invite him/her to visit your work, go out for ice cream or coffee, look at photo albums and share stories about your families and life experiences, go to a park for a walk, etc. This is a friendship, as well as mentoring so feel free to have fun! If you need some further suggestions, give us a call.

What about sharing my faith?

Your commitment to the student should be that of unconditional friendship and love. Please be sensitive to the fact that the students come from many different cultural and religious backgrounds and may have little or no previous exposure to Christianity. Hopefully over time, you will build a relationship of trust which would be an appropriate context for sharing spiritually. We ask that you not force spiritual discussion but be sensitive to the student and follow the leading of the Holy Spirit. In many cases, the students are very open to such discussions. It is appropriate to naturally include your faith as it relates to your life experiences.

What if I am unable to meet with the student I have been assigned?

Please contact the IFI office to let us know you will not be able to continue. Our desire is to serve the students in the best way possible. If you are unable to continue meeting your student, we would like to be able to match them with someone else so that they may still have the opportunity to meet with an American volunteer.

Can I be matched with another student if mine leaves Columbus?

Definitely yes! We hope that you have such a wonderful experience that you will want to continue with another mentoring partner.

International Friendships

195 Chittenden Ave.
Columbus, OH 43201
614-294-2434

IFI Director of Volunteer Coordination and Administration

Nathan Wylder
614-294-2434

volunteers@ifipartners.org

Website

www.ifipartners.org

Temporary Housing Information Sheet

International Friendships, Inc.

When will I be needed?

Most students begin arriving at the beginning of August and continue to arrive through the beginning of OSU classes at the end of September. The peak time of arrival is the last week of August through the second week of September. We also have a trickle of students arriving year round.

How will I be contacted and matched with a student?

An IFI volunteer or staff will contact you by phone to ask you if you are available for a specific student who has made a request to IFI to be hosted. Sometimes there are several students with different arrival times for you to choose from. Although we make our best effort to give you as much advance notice as possible, there are occasions when last minute housing will be needed. Your flexibility is appreciated.

Student Arrival

As has been arranged by phone through IFI, you or another party will pick the student up at the airport and bring them to your home. Occasionally due to host work schedules, the student may be brought to the IFI office where the host will meet them after work. As the student will have been traveling for a long time, and on a different time schedule, please offer a meal and rest on the first day.

What if the flight is late or connection is not made with the student?

As soon as the IFI office is notified of any changes, you will be contacted with updated information. If someone else is meeting the student at the airport, they will contact you if there are any changes or if they are unable to connect with the student. Occasionally it happens that we are unable to connect with the student at the airport or they have made other arrangements of which we are unaware. Although this is disappointing, know that you offered your hospitality as a service to God. Hopefully you will have an opportunity with another student!

Transportation & Meals & Pets

After an initial rest, the student will need to be able to get to campus during the day to register, look for an apartment, or arrange housing. You should drive them to campus in the morning and pick them up in the evening on the first day. Later, you may be able to orient them to the bus line. Arrangements should be made between you and the student on an individual basis. Meals should also be negotiated on an individual basis. You should tell the student what meals you are willing to provide. They should be able to find food on campus during the day. We hope you will be able to be flexible and work with the student and his/her individual needs. As for your pets, please tell the student in advance (if possible) if you have pets, and hear any concerns they may have. If a student is allergic or afraid, please be sensitive to this. Notify us if there is a real problem.

Length of Stay

This varies from student to student. Some may need one night while others may need several. We have offered the students up to 4 days maximum. We realize that, at times, situations may occur where a student remains in your home longer than expected and that this may be an uncomfortable situation to address. Please do not hesitate to call the IFI office if this occurs, and we can make arrangements to have them move to another host home. We are here to work with you!

Relating to an International Student

Sometimes hosts are nervous about how to relate to an international. Relax and enjoy your time with the student. They will be happy to have someone welcome them and open their home. We suggest that you take the attitude of a learner and seek to gain a deeper understanding of a new culture. Please see our additional resource, "Interacting with Your International Friends."

What about sharing my faith?

At this initial stage of meeting the student, please be sensitive to the fact that they may have little or no previous exposure to Christianity. Our hope is that you will have the perspective that you are part of a larger ongoing ministry to the student as it is more likely that the students who are hosted by our volunteers will come to the IFI Bible Study on Friday nights. Hopefully over time, the student will have the opportunity to build a relationship of trust with you or our other volunteers which would be a more appropriate context for sharing spiritually. We ask that you not force spiritual discussion but be sensitive to the student and follow the leading of the Holy Spirit.

The Student's Search for Housing

Although you are not required to assist with the student's search for housing, you are welcome to do so. Here are a few helpful suggestions to get the student started. We suggest the student call either the Office of International Affairs at 292-6101 (Oxley Hall, 1712 Neil Ave), the Off- campus Housing Services at 292-0100 (15 E. 15th Ave., at the back of the old Long's bookstore), or On-campus Housing at 292-8266 (located at 350 Morrill Tower). These are all administrative offices of OSU. The student can also try their department or the OSU Student Association for students from their home country for suggestions. International Friendships generally just deals with temporary housing. For help finding permanent housing, we would refer the student to the OSU resources above.

Follow-up

Remember that YOU are our link to the new student after they have moved onto campus - please help us to stay in touch by providing their new location information to us! **PLEASE BE SURE TO GET THE STUDENT'S NEW ADDRESS AND PHONE NUMBER** when they move and send or call this information to our office. We can then send them information about our events. You may give the student more information on International Friendships such as an invitation to our Friday night Fellowship.

Although not required, we encourage you to give the student your phone number and address and make an effort to keep in touch and let them know you are thinking of them.

Thanks

Thank you for your willingness to serve. We hope you will be as blessed as we are in meeting and loving these students. It is truly a joy and privilege to be used in God's work of reaching the world! Please be sure to fill out our evaluation form if you have a praise or a concern. May God bless you.

International Friendships

195 Chittenden Ave.
Columbus, OH 43201
614-294-2434

Nathan Wylder
IFI Director of Volunteer
Coordination and Administration
volunteers@ifipartners.org

614-294-2434,

[WEBSITE: www.ifipartners.org](http://www.ifipartners.org)

Trip Volunteer Information Sheet

International Friendships, Inc.

What is Trip Volunteer?

A trip volunteer assists an International Friendships Inc. staff person and/or Trip Coordinator. IFI offers international students trips that may be day, overnight, or week-long trips. The role of Trip Volunteer is that of friendship and conversation with students, and in some cases you may be needed to drive a van. Our trips can best be described as a short-term mission trip. Although you will not be leaving the U.S. in most cases (unless we cross over to Niagara Falls, Canada), your role will be that of a cross-cultural missionary as you interact with the students.

Where does IFI take international students when they go on trips?

We take students on trips to various locations that are of interest to them. In some cases there is a sleeper bus used and in other cases vans are driven by volunteers and staff.

- Niagara Falls, NY
- Chicago, IL
- Washington, D.C.
- Out West
- Hocking Hills (OH)
- Florida

When are these trips taken?

The trips are taken during the students' breaks from OSU classes. Typically we take students on the overnight trips that are further away during the spring break in mid-March, summer break in mid-June, during the summer, or before classes start in late September. These trips usually start on a Saturday after finals and end on Wednesday of the next week. The only exception would be the Out West trip which is longer in length. It usually lasts ??? days. Also, occasionally we will do a weekend trip to Hocking Hills which starts on a Saturday in early Oct. and ends on the Sunday.

The day trips are almost always taken on Saturday. These trips go to such places as Amish Country, Hocking Hills, The Air Force Museum, etc. Help is almost always needed with driving for these trips.

What is the cost of these trips?

The cost of the trips is usually low. The students stay in the homes of Christians or "camp out" at churches. The volunteers can stay in Christian homes if there are enough families that open up their home. Or volunteers can stay in a hotel at their own cost. The cost of trips usually includes the travel, accommodation, entrance fees, and most meals.

What should I expect to be doing during these trips?

The format for the overnight trips usually include helping with driving, or sitting and talking with students when someone else is driving. Frequently students who take the trips have been in IFI Bible studies before, and may have questions about God and the Bible. Also, there may be a group devotional in the morning that may prompt questions. Students may ask you to pray for or with them.

You should expect to visit some interesting places with international students and see things from their perspective. You should expect that students may not be as time-conscious as you are. The itinerary for the trip may go off of the planned schedule at times due to so many people to coordinate, cultural differences, or miscommunications that may occur. If you take the posture that this is a short-term mission trip and give God your personal agenda and determine to be His servant regardless of whether your own desires are met, you will have a very rewarding and fruitful trip!

Who should participate?

Those who would like a short-term cross-cultural mission trip experience without leaving the United States! You must have a flexible schedule and be able to take time off work for the duration of the trip. You should have a servant heart and be flexible with regard to time. **If you commit to helping in any way with a trip, it is very important that you keep that commitment. It is very difficult to find a substitute trip helper at the last minute. If we don't have enough drivers, then it will mean that, at the last minute, students will have to be told they can't go. This hurts our Christian witness.**

Who should I contact with other questions or to get started by helping with a trip?

International Friendships

195 Chittenden Ave.

Columbus, OH 43201

614-294-2434

www.ifipartners.org

IFI Director of Volunteer Coordination and Administration

Nathan Wylder

614-294-2434

volunteers@ifipartners.org