



Deadline:
Must Arrive by January 12, 2012
2012-2014

Before sending the formal application (this document), please notify us of your interest in joining the Japan Outreach Initiative (JOI) program by November 30, 2011. We prefer to conduct a preapplication site visit and early notification enables us to schedule a visit before winter break.

To apply to the JOI program, please complete all 3 pages of this application, answer the essay questions, attach a CV (no more than 3 pages) and photo of the supervisor, and annual report (or a list of annual activities). Please also include letters of support from at least three community organizations you expect the coordinator to serve during her/his tenure with your organization. You may apply either by: (1) mailing the master set (including original signatures) and 2 additional sets of all items to The Laurasian Institution; OR (2) mailing the master set by regular mail and emailing a digital copy to mmaruyama@laurasian.org.

Site Information (Please type in the gray boxes.)

Site Name _____

Site Address _____

Site Telephone _____ Site Fax _____

Site Web Address _____

Authorizing Administrator's Name _____ Title _____

Designated Supervisor's Name
(If different from above) _____ Title _____

Designated Supervisor's Work Address
(If different from above) _____

Designated Supervisor's Work Tel _____ Designated Supervisor's Work Fax _____

Designated Supervisor's E-mail _____ Designated Supervisor's Cell Phone _____

Please respond to the following:

1. If supervisor speaks Japanese, how fluently?

- Native Beginning Intermediate Advanced

2. How long has the supervisor been involved in Japan-related activities? _____ years

3. Does this site have access to staff who speak Japanese other than the supervisor?

- Yes No

If yes, please list on next page:

Name _____ Title _____ Email _____

Name _____ Title _____ Email _____

4. Providing housing for the coordinator is a program requirement. Please list some housing options available to you for this purpose.

5. Attach brochures about your community/surrounding region. If your community has a Japanese population and/or companies, please also include this information. (If your site is selected, these brochures will be given to your coordinator during the May orientation in Tokyo.)

6a. Please rank (as many as you prefer) the qualities in the JOI coordinator that would enable your organization to best address the objectives of your organization. 1=most important quality

- | | |
|---|--|
| _____ Computer knowledge | _____ Knowledge of current events |
| _____ General teaching experience | _____ Japanese language teaching experience |
| _____ Proficient English-speaking skills | _____ Organizational skills |
| _____ Knowledge of Japanese history | _____ Professional working experience |
| _____ Positive attitude, open-minded | _____ Sociable disposition |
| _____ Volunteer Experience | _____ Ability to liaise w/Japanese Community |
| _____ Proficiency with classical Japanese culture | |
| _____ Knowledge and appreciation of popular Japanese culture | |
| _____ Any other specific skill/knowledge about Japan/Japanese culture | |
| _____ Other _____ | |

6b. JOI requires all coordinators to have a driver's license. Some coordinators have more driving experience than others. Please check which case fits your situation:

- Driver needs to be confident driving on busy freeways and congested urban streets.
 Driver needs to be competent but driving is less challenging than in urban areas.

6c. Are there any weather-related driving conditions the coordinator should be aware of?

7. What are your organization's purposes and objectives and how would these be addressed or augmented by the presence of a JOI coordinator? Please limit your response to 400-500 words.

8. How can the activities of the coordinator be diversified in order to serve and involve the whole community? Please list six organizations in your community (e.g. Japan affiliated organizations, K-12 schools, community colleges, universities with outreach programs, libraries, service clubs, museums, etc.) that would welcome potential coordinator activities (e.g. culture, history, and language presentations, current events discussions, and cultural demonstrations) in their settings. Could these organizations provide support (media coverage, financial support ranging from mileage to larger donations, or introduce the coordinator to others in the community)? Please limit your response to 400-500 words. (Please collect letters - emails are fine - from at least three of these "supporting" organizations.)

9. Attach a two-year plan of activities for the coordinator (it is understood that this is a tentative outline). Highlight **one** of these activities by providing the following details:
- Name of Activity or Event
 - Objective and how activity supports your organization's mission
 - Audience and age group
 - Outline of the activity or event— briefly, what could it look like?
10. One of JOI's goals is for the hosting site to expand its Japan programming with the addition of the coordinator, and to maintain some of the coordinator's activities after he or she has left the community. Please explain which potential coordinator activities might continue in your area after the coordinator's departure (limit your response to 400-500 words). Although it is difficult to project 3 years into the future, please address the questions below in your response.
- What can you envision now as your plan to continue outreach activities with Japan after the term of the coordinator expires?
 - What could be some sources of financial assistance to sustain the coordinator's activities in the future?
11. Please tell us about yourself (why you are in this field, interests, strengths, et cetera; limit your response to 400-500 words).

Deadline: Arrive by January 12, 2012 A complete application includes the following: this application form, responses to the essay questions, CV (no more than 3 pages) and photo of the supervisor, at least three letters of support from other community organizations, and organization's annual report (or a list of annual activities).

Mail the master plus two sets to: The Laurasian Institution, Attn: The JOI Program, 12345 Lake City Way NE, #151, Seattle, WA 98125

OR

Email one set to mmaruyama@laurasian.org and mail one original set to the above address.

By signing this form, we confirm that we have read the program information and policies and agree to abide by them. We also confirm the accuracy of the information provided. (Please sign below.)

Designated Supervisor Signature

Print Designated Supervisor's Name

Authorizing Administrator (if different from Supervisor)

Print Authorizing Administrator's Name

The Japan Outreach Initiative is a program of The Japan Foundation Center for Global Partnership and The Laurasian Institution.