



**Deadline:**  
**Must Arrive by January 12, 2010**  
**2010-2012**

Before sending the formal application (this document), please notify us of your interest in joining the JOI program by November 30, 2009. We prefer to conduct a preapplication site visit and this would enable us to perhaps schedule a visit before winter break.

To apply to the Japan Outreach Initiative (JOI) program, please complete all three 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. (Address can be found at the end of application.) or (2) mailing the master set by regular mail and emailing a digital copy to mmaruyama@laurasian.org.

**Site Information**

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

Site Telephone \_\_\_\_\_ Site Fax \_\_\_\_\_

Site Web Address \_\_\_\_\_

Authorizing Administrator's Name \_\_\_\_\_ Title \_\_\_\_\_

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

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 below:

Name \_\_\_\_\_ Title \_\_\_\_\_ Tel \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Tel \_\_\_\_\_

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 community has a Japanese population and/or companies, please also include this information. (Should your site be selected, these brochures will then be given to your coordinator during the April 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

- |  |  |
|--|--|
| <input type="checkbox"/> Computer knowledge  | <input type="checkbox"/> Proper Keigo                              |
| <input type="checkbox"/> General teaching experience                                     | <input type="checkbox"/> Japanese language teaching experience     |
| <input type="checkbox"/> Proficient English speaking skills                              | <input type="checkbox"/> Organizational skills                     |
| <input type="checkbox"/> Knowledge about Japanese history                                | <input type="checkbox"/> Professional working experience           |
| <input type="checkbox"/> Positive attitude, open-mindedness                              | <input type="checkbox"/> Sociable                                  |
| <input type="checkbox"/> Volunteer Experience  | <input type="checkbox"/> Ability to liaise with Japanese Community |
| <input type="checkbox"/> Proficiency with classical Japanese culture                     |  |
| <input type="checkbox"/> Knowledge and appreciation of popular Japanese culture          |  |
| <input type="checkbox"/> Any other specific skill/knowledge about Japan/Japanese culture |  |
| <input type="checkbox"/> Other _____   |  |

6b. JOI requires all coordinators have driving experience. Some have more experience than others. 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 coordinator should be aware of?

\_\_\_\_\_

7. What are your organization's purpose 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 the community (Japan affiliated organizations, K-12 schools, community colleges, universities with outreach programs, libraries, service clubs) that would welcome potential coordinator activities (e.g. culture, history, language presentations, current events discussions) in their settings. Could they provide support (media coverage, financial support 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 two 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
  - Envision the activity or event—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 to your staff and to maintain some of the coordinator’s activities after he or she has left the community. (We understand that it is difficult to project three years into the future, especially since it is not known which activities your coordinator will find most success.) Please limit your response to 400–500 words.
- 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). Please limit your response to 400–500 words.

**Deadline: Arrive by January 12, 2010** 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](mailto: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.)

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Designated Supervisor

Print Designated Supervisor’s Name

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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.***