



BRIDGE KIDS PROGRAMS 2024

BRIDGE Summer Camp

Participation Guidelines

(As of November 2023)

BRIDGE KIDS PROGRAMS

[Vision of APCC]

We, as members of APCC, will become global citizens with an “OMOIYARI” spirit, creating a more peaceful world where the smiles of children abound.

APCC aims to nurture global citizens with a spirit of OMOIYARI (respect and understanding) by providing opportunities for direct cross-cultural interaction among children from a young age, eventually achieving a world filled with joyful smiles of children.

Every year, children who will shape our world in the future not only gather in Fukuoka, but also spread out from Fukuoka around the world. They participate in homestays and various multicultural exchanges, where children experience firsthand differences in culture and language, as well as learning the importance of respecting and understanding each other.

Children, with their flexible minds, curiosity and boundless energy, steadily carry our dreams and hopes towards fruition, opening up endless possibilities in the coming era.

BRIDGE KIDS PROGRAMS is the name for a set of international exchange programs that NPO Asian-Pacific Children’s Convention in FUKUOKA (APCC) provides: the “BRIDGE Summer Camp” and the “BRIDGE Challenge Trip”.

“**BRIDGE Summer Camp**” is a program implemented every summer, to which over 200 eleven-year-old children from around the globe are invited. The participants in this program take part in various interactions, such as sleeping and eating together under the same roof with hundreds of foreign friends, experiencing Japanese school life, and learning the Japanese way of life at a homestay, in a dynamic intercultural environment that turns all of Fukuoka into one big campsite! Through the “**BRIDGE Challenge Trip**”, children from Fukuoka are dispatched across the world during Japanese spring and summer vacation. The children take on challenges in intercultural communication while experiencing the local lifestyle firsthand.

BRIDGE KIDS PROGRAMS are designed to help us overcome all kinds of differences in cultures, customs and generations by promoting mutual understanding through exchange and communication. Not only in other countries, but even within our own borders we find diverse beliefs and values that may be difficult for us to accept. BRIDGE KIDS PROGRAMS encourage us to embrace and understand those differences, and broaden our horizons. If we can connect with each other through this OMOIYARI spirit, our future will be alight with abundant smiles.

Children, who connect the present with the future, are the core of BRIDGE KIDS PROGRAMS, but adults with youthful hearts are also important players. Through “exchange” and “communication”, BRIDGE KIDS PROGRAMS connect people’s hearts, helping to achieve the vision that is captured by our slogan: “We are the BRIDGE.”

What is Asian-Pacific Children's Convention in FUKUOKA / APCC

Asian-Pacific Children's Convention in Fukuoka (APCC) was created as a commemorative event of the 1989 Asian-Pacific Exposition, in celebration of Fukuoka City's 100th anniversary. This civic movement, funded by the local government, donations from corporate sponsors and our Supporters' Association has developed over these 30 years. During its 30th anniversary in 2018, APCC announced a reformation plan and a new name for its projects. APCC has taken a step forward to keep building the bridge of OMOIYARI toward 50 and even 100 years from now.

In 1989, the first APCC was implemented by Junior Chamber International Fukuoka, in partial commemoration of the national convention of the Junior Chamber International Japan. The JCI Fukuoka members who launched this project believed that by providing children a chance to be exposed to diverse values in the world at an early stage of their life – as 11-year-olds – while they are still sensitive and unsophisticated, they could cultivate a sensibility of peace and coexistence with people from different backgrounds. Through the establishment of this project, JCI Fukuoka members were also eager to contribute to enhancing the attraction of Fukuoka as a cosmopolitan city, which historically and geographically has had a key role in exchange between Japan and the cultures of continental Asia. This philosophy has been carried down to the present day by the people in charge, and the programs have been evolving each year with their efforts and improvements.

Since its foundation, APCC has developed from a simple international exchange event into an international educational program involving a number of cities and schools to nurture OMOIYARI global citizens. In 1998, to commemorate the 10th APCC, an international network of former APCC participants, "BRIDGE CLUB" (BC), was founded. BC has branch organizations in a number of our participating countries and regions and they work to promote peace and coexistence between their members and the wider community. When the APCC marked its 20th anniversary in 2008, all the BCs came together and founded the "BRIDGE CLUB International Organization" (BCIO). BCIO has produced APCC Global BRIDGE Leaders who were expected to become the driving force to disseminate the APCC vision and strive to embody it through lively activities as OMOIYARI global citizens. During the same 20th year, APCC started the "Nurturing Project" which was continually conducted for the next decade, to further develop the children of Fukuoka by equipping them with global knowledge and perspectives after they had their first international exchange experience at age 11.

As outlined above, APCC got an early start working on the development of global leaders, a necessity which has now become an urgent national issue. Based on our achievements over the past years, we have expanded the range and aims of this effort. From 2019 we have added new features to our two main programs, "BRIDGE Summer Camp" and "BRIDGE Challenge Trip", and provide even further support for our participants to grow. We promise to create wider opportunities for both children and adults to help them naturally realize the importance and benefits of achieving global competency.

BRIDGE Summer Camp

Participation Guidelines

1. Number of Junior Ambassadors and Chaperons invited

APCC invites a delegation of five, including four Junior Ambassadors (JAs) - two boys and two girls - and one Chaperon, from every country/region.

* Due to various reasons, no additional JAs will be invited to the BRIDGE Summer Camp, BKP 2024.

2. Schedule for the "BRIDGE Summer Camp": July 12th (Fri) to July 23th (Tue), 2024

*For tentative schedule, please refer to the "BRIDGE Summer Camp Schedule" on page 12.

3. Slogan: "We are the BRIDGE: We connect dreams around the world."

4. Our Vision:

We, as members of APCC, will become global citizens with an "OMOIYARI" spirit, creating a more peaceful world where the smiles of children abound.

5. Requirements for the BRIDGE Summer Camp Invitation:

We would like to ask you, as our liaison officers, to:

a. Carry out the Selection Process

Carefully select Junior Ambassadors (JAs) and a Chaperon who satisfy the criteria designated by APCC. Please recruit JA candidates from the general public and offer the opportunity to participate in the program to as many children as possible. Select JAs impartially and in good faith, placing a great deal of importance on children's qualifications and motivation for the program. Please also take responsibility for selecting members of the Screening Committee.

*If there is BRIDGE CLUB in your country/region, then we recommend you to include your BRIDGE CLUB President in the screening committee.

b. Submit Documents by their Deadlines

Submit all documents by the appropriate deadlines, as outlined in the "**Annual Schedule**" on **page 13 and 14**.

If you are unable to meet deadlines due to school holidays, etc., please inform the APCC office in advance. If your office delays document submission for an extended period of time without notice, we may be forced to cancel our invitation to your country/region, as this shall cause serious delays in our own preparations.

c. Convey All the Necessary Information regarding the BRIDGE Summer Camp to the Participants and Confirm that they Understand

Make sure to convey all information you receive about the program to the participants.

It is important that the Chaperon be informed about everything related to the program, including the names of the JAs, the standards of behavior expected of them, and the schedule before the group's departure for Fukuoka. Similarly, ensure that all participating JAs and their parents or guardians understand the concepts, rules and regulations of the programs.

d. **Cautionary Notes**

- 1) Regarding the PCR test, APCC will make a final decision in June 2024 based on the current situation of COVID-19. Please note that the expense of the PCR test and medical certificate must be borne by the participants or each Liaison Offices. APCC will not cover it.
- 2) Must adhere to all rules and measures to prevent the spread of any infectious disease including COVID-19 if issued by the Government of Japan.

e. **Orientation Meeting / Training**

Hold preparatory orientation meetings for your JAs, Chaperon, and PAs before they leave their home country (at least 2-3 times) , explaining to them our **vision, purposes, participation criteria, rules** and **schedule of the program** that must be observed during their stay. Please ensure that all participants fully understand the standards of behavior that are expected of them.

- 1) Have members of BRIDGE CLUB or former participants join in the above preparations. Please cooperate with them and make sure the JAs understand more about what they are expected to do after participating in the BRIDGE Summer Camp.
- 2) Hold a training camp before departure if possible so that the JAs get used to staying away from their parents, as many JAs experience homesickness during APCC.
- 3) In the past, we have had some problems regarding menstruation: a female JA was confused by her first menstruation and refused her host family's support. In order to prepare for this situation, please provide all the female JAs with menstruation training, with the support of their Chaperon and parents; for example, give guidance on menstruation and bring some sanitary products from your country, etc. This will help them participate freely, without anxiety, and to get ready to experience Japanese life.

* **You can use the 2023 JA training program from Myanmar as a reference. Here are the links:**

Part 1: <https://youtu.be/zVepALBoy5M>

Part 2: <https://youtu.be/91U-hjIiJYg>

f. **After BRIDGE Summer Camp**

After returning from Fukuoka, please work on a follow-up program for the children to expand on what they have learned through their BRIDGE Summer Camp experience, and help create or support the BRIDGE CLUB in your country/region. Please make sure that the JAs fully understand our vision and have strong interest to continue to act with an OMOIYARI spirit as a global citizen, contributing to the activities of BRIDGE CLUB.

We also would like you to understand the following:

g. **Registration Fee**

The registration fee for each JA is **US \$ 150 and Chaperon is US \$ 200** for BRIDGE Summer Camp participation. Therefore, it will be **US\$ 800** for the whole delegation of five, four Junior Ambassadors and one Chaperon. We will collect the fee in cash in US dollars during the Orientation Camp. We DO NOT accept credit cards or checks. Further details will be announced with the invoice, which will be delivered to you in May, 2024.

* There are two main factors to justify raising the registration fee.

Firstly, due to the global-scale inflation, there has been a significant increase in airfare prices, making it more expensive for us to invite all the delegations to the BRIDGE Summer Camp.

Secondly, the current valuation of Japanese Yen (JPY) has affected the overall cost of organizing the program, including accommodation, venue rentals, transportation and other expenses. Due to these reasons we have decided to raise the registration fee to ensure the financial sustainability of the program and maintain the quality of the program. Please keep in mind that the registration fee may be subject to annual adjustments every year to accommodate fluctuations in costs.

* This registration fee covers only the administration costs for APCC to arrange accommodation, meals, transportation and insurance during the participants' stay in Fukuoka. Please understand that the actual cost for those services is separate from the registration fee.

h. Financial Support by Voluntary Contribution

Raising funds for maintaining APCC programs has become more difficult each year, so we face financial difficulties. We would like to ask the Liaison Offices for continued financial support. We seek your voluntary donations to provide as many children as possible the opportunity to experience international exchange through BRIDGE KIDS PROGRAMS. These donations are optional, and any amount is welcome. We would be grateful for your sincere consideration of this request.

Donation Collection: APCC Smile Support Project

We have our online donation website. The following link will allow you to donate any amount over 1,000 yen with your credit card. With deep appreciation, your donation will be used to keep our organization running and deliver cultural exchange programs.

For more details, please visit the link below.

【APCC Smile Support Project】 <https://www.apcc.gr.jp/cms/smile-support-project>



i. Cancellation Policy

If any or all of your delegates cancel participation in the BRIDGE Summer Camp for any reason after submission of the "Announcement of Participation", a **Cancellation Fee*** will be charged. The same **Cancellation Fee*** will be applied if a selected participant is replaced for any reason, or if a flight ticket is reissued due to a misspelled name on the submitted documents.

Please note that as soon as you submit the passport copies to the APCC office, our travel agency will proceed to issue your delegation's air tickets.

【Cancellation Fee*】

After submission of "Announcement of Participation"	20 % of the travel fee
From March 31st 2024 until flight ticket is issued	50 % of the travel fee
After flight ticket is issued	100 % of the travel fee

* If any members of your delegation fail to meet Participation Criteria (outlined below in the next subject) or cause trouble during the program, we may be forced to send them back to their home country/region at their own expense. In order to avoid this sort of problem, we

ask that you take the utmost care in the selection and preparation of your participants.

- * If a Chaperon is contracted with any infectious disease such as COVID-19 right before departure and no one is available to replace the Chaperon to accompany JA to Fukuoka, we may have to cancel the entire delegation. In this case, APCC will bear the cancellation fee. But please consult with APCC office immediately.

6. Participation Criteria

I. Junior Ambassador (JA): Conditions for being JAs

a. Age and Background

- 1) Must have been born between August 1, 2012 and July 31, 2013.

*All JAs must be the same age. Please confirm their age by asking their parents to submit their birth certificate to the Liaison Officer, if necessary.

- 2) Must not be of family relation to the Chaperon.

- 3) Should not be of family relation to the Liaison Officer. If a child or a relative of liaison officer is nominated as Junior Ambassador candidate, please make sure he/she goes through a strict and impartial selection process like other candidates.

- 4) Must be able to introduce aspects of their own culture as representatives of their country/region. Since APCC is responsible for managing the travel arrangements and recruiting the host family, please make sure to notify APCC Office if a selected participant does not hold a passport of the nation they are to represent before confirming his/her participation.

*Japanese host families are looking forward to multicultural interaction with JAs. If you want to select a participant of Japanese nationality, please consult with APCC Office.

b. Have a Challenging Spirit

JAs must be personally willing to participate in BRIDGE Summer Camp and have a sincere interest in international exchange. In addition, JAs should be curious about the Japanese way of life and culture and be willing to actively experience it.

c. Japanese Food

Must be willing to try JAPANESE FOOD. We believe that sitting around a table and enjoying meals together is an important opportunity for cultural exchange. We pay attention to each participant's religious restrictions, but we are unable to meet some specific individual needs such as serving halal meat.

d. After BRIDGE Summer Camp

Must be fully aware of our Vision, continue to act with an OMOIYARI spirit as a global citizen and contribute to the activities of the BRIDGE CLUB after participating in the BRIDGE Summer Camp.

e. Must be of sound mind and body

- 1) Must be able to bear the stress of a 2-week stay in an unfamiliar country, away from parents.
- 2) Must handle daily issues independently.
- 3) Must not have severe asthma or allergies that are difficult to control.

*APCC will not be able to provide any care or satisfy special needs for participants with a health issue, including food allergies/intolerances or developmental disorders. Please make sure that

each selected JA can take care of his/her own conditions without assistance from adults. For example, JAs who has food allergies must determine what he/she can and cannot eat by themselves. If the Medical Certificate indicates that the JA has a severe disease, we may not be able to allow him/her to participate.

f. **Please make sure that JAs understand to the RULES as listed below:**

- 1) Do not leave the delegation during your journey to and from Fukuoka, or while staying in Fukuoka.
- 2) Do not take part in activities outside those designated by APCC Office. (ex. commercial transactions, religious missions, private activities, etc.)
- 3) Do not communicate with family and friends back home. (This rule applies for duration of the BRIDGE Summer Camp, including the camp and homestay.)

*To encourage JAs' independence and to allow them to concentrate on making new friends and do intercultural exchange, communicating with family and friends back home (by telephone, e-mail or other means) are prohibited throughout their stay in Fukuoka. Therefore, JAs MUST NOT bring mobile phones, iPods, iPads or other communication devices with them. In case of an emergency, contact should be made through the Liaison Office and APCC office.

- 4) DO NOT bring MORE THAN US\$200 as pocket money. If possible prepare Japanese yen BEFORE leaving your country, because there are some foreign currencies that banks in Japan cannot exchange. Even if banks carry your country's currency, they close on weekends (your arrival may be on a weekend). The delegation will go directly to the Orientation Camp upon your arrival in Fukuoka, so there is not enough time to exchange money at Fukuoka Airport.
- 5) Adhere to the Host Family's rules and schedule during the home stay. Remember that NOT all the host families can speak English fluently, so JAs can deepen their exchange by working to cross the language barrier. **Host families are volunteers.** Try to keep this in mind to better appreciate the efforts of the host family. Please avoid repeated requests to the host family for outings unless the family has offered to go.

g. **Parents or Guardians of Junior Ambassadors**

- 1) Must be fully aware of our Vision.
- 2) Must be willing to support APCC requests, such as submitting requested documents or obtaining the child's passport, etc. and should always be willing to cooperate with APCC.
- 3) Must not accompany their child to Fukuoka.
- 4) Must NOT make any contact with their child or host family during his/her stay in Japan. In case of an emergency, contact should be made through the Liaison Office and APCC Office.
- 5) Must be serious and committed to the payment of the trip cancellation fee if their child cancels participation in the BRIDGE Summer Camp in 2024 for any reason.

Careful judgement, including consideration of parental support, should be used when selecting JAs.

II. Chaperon: Conditions for being Chaperon

- a. **Must be fully aware of our Vision.**
- b. **Must be over 20 years of age but not older than 65 years old.**
- c. **Must be a mature and independent person who is a full-fledged member of society.**
- d. **Must be able to communicate fluently in ENGLISH and interpret for APCC, the Host Families and the JAs.**

* It is crucial that the Chaperon has sufficient communication skills to ensure that the program runs smoothly and without any significant misunderstandings. This is particularly important in the case of a medical emergency.

- e. **Must be of sound mind and body**

- 1) Must be able to bear the stress of a 2-week stay in an unfamiliar country.
- 2) Must handle daily issues independently.
- 3) Must not have severe asthma or allergies that are difficult to control.

* APCC will not be able to provide any care or satisfy special needs for participants with a health issue, including food allergies/intolerances. Please make sure that the selected Chaperon can take care of his/her own conditions without assistance from others. If the Medical Certificate indicates that the Chaperon has a severe disease, we may not be able to allow him/her to participate.

- 4) Must not be pregnant.

If a female Chaperon becomes pregnant after her appointment as a Chaperon, APCC will cancel her invitation in order to secure the safety of the mother and unborn child. In such a case, please contact APCC and select a new Chaperon immediately.

- f. **Must not accompany their family to Fukuoka.**
- g. **Should not to take part in activities outside those designated by the APCC office during the BRIDGE Summer Camp period.** (ex. commercial transactions, religious missions, private activities, etc.)
- h. **Must adhere to their Host Family's rules and schedule during their stay.**
 - 1) Must be willing to stay with a Japanese Host Family. Should be interested in the Japanese way of life and culture, and be willing to actively experience it.
 - 2) **All host families are volunteers.** Try to keep this in mind to better appreciate the efforts of your family.
- i. **Must adhere to the rules of APCC and submit all necessary documents to the APCC office by the appropriate deadlines.**
- j. **Chaperons are allowed to bring and use communication devices such as mobile phones, iPods, or iPads.** However, please keep their use to a minimum at the camp and homestay.
 - 1) There may be limitations to places and times they can be used.
 - 2) To ensure that JAs remain engaged in the exchanges during the BRIDGE Summer Camp, they are prohibited from bringing any communication devices that provide easy correspondence with family and friends at home. We ask that chaperons keep in mind their positions as guardians and role models for their JAs, and that they limit their use of such devices to the

bare minimum.

- k. **Must be able to participate in the Online Chaperons Meeting to be held on April 30 and June 21, 2024.**
- l. **Should be able to support and cooperate with BRIDGE CLUB activities after BRIDGE Summer Camp.**
Please note that Chaperons must be able to supervise and provide assistance for JAs throughout the trip.

III. Peace Ambassador (PA): Condition for being PA

We will announce about the Peace Ambassador program later through the BCIO website. (www.bcio.org)

7. Expenses covered by APCC or the Host Family for the JAs and Chaperons:

- a. Round-trip airfare including airport tax between Fukuoka and the departure airport as designated by APCC. (Please refer to the "List of Airports" on the last page.)
- b. Transportation within Japan as designated by APCC or the Host Family.
- c. Accommodation in Japan or abroad as designated by APCC or the Host Family.
- d. Meals during the entire stay in Fukuoka.

* Personal expenses are the responsibility of the individual.

Note: The following expenses will NOT be covered by APCC.

- 1) Domestic transportation fees between the participants' homes and the designated airport.
- 2) Expenses incurred in obtaining a passport and/or visa.
- 3) Any other personal expenses, including incidentals such as communication expenses.
- 4) Spending money for the JAs and Chaperons.

* During homestay, there might be chances that Chaperons will have time on their own due to their host families' conditions such as their work schedule. In those cases, the Chaperon is expected to bear his/her own expenses like travel costs or incidental meals out.

8. Insurance for injury and illness during the BRIDGE Summer Camp:

- a. Each participant will be covered by an insurance policy provided by APCC.
- b. Insurance will cover all injuries and illnesses incurred during their stay.
- c. The coverage will begin when the participant leaves the designated airport, and runs continuously until he/she arrives back at the airport upon completion of the APCC.

* While emergency injuries are covered, routine dental treatment and pre-existing conditions such as asthma are NOT covered by this insurance policy. Any expenses incurred or medication for pre-existing conditions will be covered by the individual, not by APCC. If the participant has medication he/she currently takes for a pre-existing condition, please have him/her bring it to Japan.

9. Additional note

Every year we have several delegations that have nits or head lice. APCC has to pay a lot of money to the Marine House because they have a policy that if someone is found to have head lice or nits, you will be charged for the cost of cleaning the room. Therefore, we would like the Liaison Office to pay attention to this and if found on any selected JA/Chaperone then please exterminate them before joining the APCC program in July. Please note that if we find that you have not done anything to exterminate the nits or head lice, we may ask you to pay for the cost of cleaning your delegation's room at Marine House.

10. Inviting Body: Asian-Pacific Children's Convention in FUKUOKA (APCC)

1-4-13-6F, Maizuru, Chuo-ku, Fukuoka, 810-0073, Japan

TEL: (+81)- 92-710-6102 FAX: (+81)- 92-710-6103

E-mail: office@apcc.gr.jp Website: <https://www.apcc.gr.jp>

Invitation Allocation Chart

The chart below lists invitation numbers from each country/region. Please refer to your country/region's allocated number of participants.

No	Country/Region Name	JA	Chaperon	No	Country/Region Name	JA	Chaperon
1	People's Republic of China	4	1	26	Independent State of Papua New Guinea	4	1
2	Republic of Korea	4	1	27	Solomon Islands	4	1
3	Hong Kong	4	1	28	Republic of Palau	4	1
4	Taiwan	4	1	29	Republic of Vanuatu	4	1
5	Republic of Singapore	4	1	34	Federated States of Micronesia	4	1
6	Republic of the Philippines	4	1	35	Republic of the Union of Myanmar	4	1
7	Kingdom of Thailand	4	1	37	New Caledonia	4	1
8	Malaysia	4	1	39	Kingdom of Tonga	4	1
9	Republic of Indonesia	4	1	40	Republic of Maldives	4	1
10	Socialist Republic of Vietnam	4	1	41	Tuvalu	4	1
11	People's Republic of Bangladesh	4	1	43	Cook Islands	4	1
12	Kingdom of Bhutan	4	1	46	Kingdom of Cambodia	4	1
14	Islamic Republic of Pakistan	4	1	50	Guangzhou (China)	4	1
15	Republic of India	4	1	51	Ipoh (Malaysia)	4	1
16	Lao People's Democratic Republic	4	1	52	Oakland (USA)	4	1
17	Federal Democratic Republic of Nepal	4	1	53	Busan (Korea)	4	1
18	Mongolia	4	1	54	Atlanta (USA)	4	1
19	Democratic Socialist Republic of Sri Lanka	4	1	56	Jiangsu (China)	4	1
20	Commonwealth of Australia	4	1	57	Dalian (China)	4	1
21	New Zealand	4	1	59	Republic of Peru	4	1
22	Hawaii (USA)	4	1	60	Ho Chi Minh (Vietnam)	4	1
23	Republic of Fiji	4	1	61	Kyrgyz Republic	4	1
24	Republic of Kiribati	4	1		Total	180	45

- Among the total number of participating JAs in each country/region, the total number of boys and girls must be the same.

BRIDGE Summer Camp Schedule (Tentative)

As of November 2023

July, 2024	Day	JAs & Chaperon
12	Fri	Arrival → Orientation at Marine House
13	Sat	
14	Sun	
15	Mon	Orientation Camp
16	Tue	One day School Visit/ CSR Activity* (pm) Meet Host Families
17	Wed	Homestay / Attend school with host friend
18	Thur	Homestay / Attend school with host friend
19	Fri	Homestay/ We are the BRIDGE Festival 2024* To Be Confirmed
20	Sat	Homestay
21	Sun	Departure (Evening)
22	Mon	Departure
23	Tue	Departure

*Some delegations will join "One day School Visit Program" before meeting host family. Other delegations will spend more time at the camp or visit other sites in Fukuoka.

Annual Schedule (Tentative) Nov. 2023 – Sep. 2024

This schedule is a guide to the documents and information that will be sent to the Liaison Offices. It also outlines documents which must be completed and returned to APCC office. The participating countries/regions must submit the documents below before the deadlines designated by APCC.

If you cannot possibly meet the deadlines, please let us know in advance, both the reason for the delay and the exact date by which you will be able to get the documents to us. Delays cost APCC both time and money and if you fail to return the documents promptly, we will be unable to organize and provide the necessary arrangements for the program.

Date/ Deadline	Documents and Information to be Sent by the APCC Office	Documents and Information to be Sent to the APCC Office
Nov 20, 2023	<E-MAIL> <input type="checkbox"/> Letter of Invitation <DOWNLOAD> <input type="checkbox"/> Participation Guidelines <input type="checkbox"/> Announcement of Participation *1 <input type="checkbox"/> APCC Liaison Office Information Sheet *2 <input type="checkbox"/> APCC Disciplinary Policy for Liaison Office *19 <input type="checkbox"/> APCC Global BRIDGE Partnership *20	
Nov 28, 2023	<NEW> < Online Meeting with Liaison Officers, 11:00- 12:00 JST >	
Dec 20, 2023		<input type="checkbox"/> Announcement of Participation Form <input type="checkbox"/> APCC Liaison Office Information Sheet
Jan 22, 2024	<DOWNLOAD> <input type="checkbox"/> Selection Report *3 <input type="checkbox"/> Name List 1 & 2 *4 <input type="checkbox"/> Written Oath and Consent (For JA + Parent or Guardian / For Chaperon) *5 <input type="checkbox"/> Consent to Submitting Personal Information *6 <input type="checkbox"/> Information Sheet (JA / Chaperon) *7 <input type="checkbox"/> Medical Certificate *8 <input type="checkbox"/> Dietary Restriction Survey *9 <input type="checkbox"/> Marine House Meal Request Form *10 <input type="checkbox"/> Information and Guidelines for Performance Preparation <input type="checkbox"/> Performance Check Sheet *11 <input type="checkbox"/> Information about 'APCC for education' *12	
March 06, 2024		<input type="checkbox"/> Selection Report <input type="checkbox"/> Name List 1 & 2 <input type="checkbox"/> Written Oath and Consent <input type="checkbox"/> Consent to Submitting Personal Information
March 12, 2024	<DOWNLOAD> <input type="checkbox"/> Planning Booklet of BRIDGE KIDS PROGRAMS 2024 <input type="checkbox"/> Junior Ambassador Handbook *13 <input type="checkbox"/> Training Process Report *14	
March 31, 2024		<input type="checkbox"/> Copy of each participant's PASSPORT *18 <input type="checkbox"/> Information Sheets for JAs and Chaperon <input type="checkbox"/> Medical Certificate (completed by a doctor) <input type="checkbox"/> Dietary Restriction Survey <input type="checkbox"/> Completed Marine House Meal Request Form <input type="checkbox"/> Completed Performance Check Sheet

		Important Selected participants cannot be replaced after this date. Any replacement made might incur a cancellation fee. Please refer to page 5, "i. Cancellation Policy" for details.
April, 2024	<AIRMAIL + E-Mail> <input type="checkbox"/> The necessary paperwork for VISA applications* ¹⁵ (Only for the countries which need a visa to enter Japan)	
April 30, 2024	<NEW> <Chaperons Meeting I, 11:00-12:00 JST>	<input type="checkbox"/> Video submission for 'APCC for education'
May, 2024	<E-Mail> <input type="checkbox"/> Invoice (in JPY) *Total amount of "Registration Fee" of all the participants in the delegation	
June 14, 2024	<E-MAIL> <input type="checkbox"/> Itinerary for each country/region <input type="checkbox"/> Matching List with Host Families <input type="checkbox"/> Host Family Introduction Sheets <DOWNLOAD> <input type="checkbox"/> Schedule of BRIDGE Summer Camp <input type="checkbox"/> Chaperon Manual* ¹⁶ <input type="checkbox"/> Health Check Form* ¹⁷	
June 21, 2024	<NEW> <Chaperons Meeting II, 11:00-12:00 JST > <input type="checkbox"/> Information sharing and Guidance	<input type="checkbox"/> Completed Training Process Report
Beginning of July, 2024	<From the Travel Agency & APCC> <input type="checkbox"/> Final itinerary and confirmation <input type="checkbox"/> Delivery of Airline Tickets	
One week before departure	<E-MAIL> Final Confirmation	
The day before departure		<input type="checkbox"/> Health Check Form *Please observe and report each participant's condition for two days before departure.
BRIDGE Summer Camp: July 12th – July 23rd		
During the program		<input type="checkbox"/> Make the payment of Registration Fee (Cash payment in Marine house)
Upon arrival		<input type="checkbox"/> Safely Back Email* ²¹

Explanation of the Documents

- ※ We will provide all required forms in either Word or Excel format over the internet (APCC download site). We request the documents and forms to be typed, not handwritten, so that we can ensure the information we receive is recorded accurately.
- ※ Please fill out the forms completely either by the participant him/herself or with someone's help in his/her presence. *There was a case in the past that the participant wasn't aware of the contents of the forms he/she supposedly filled out.

*1. Announcement of Participation

Please fill out ALL questions. If you leave any questions blank or if the answers do not meet our requirements, we may find you are not sufficiently motivated toward APCC projects and may reconsider the eligibility of your country/region's participation in the BRIDGE Summer Camp. Please submit your **Announcement of Participation by the designated deadline (December 20, 2023)**. If we are not able to receive this document before the deadline, we may have to cancel your participation in the BRIDGE Summer Camp.

*2. APCC Liaison Office Information Sheet

All the materials and items for the BRIDGE KIDS PROGRAMS will be sent to the postal address and e-mail addresses recorded in "APCC Liaison Office Information", to the attention of the Responsible officer / Liaison officer. Contact is usually made through e-mail to the Liaison Officer. Please submit this form even if your office has not changed from the previous year. Also, when the liaison office or the person in charge has changed, please inform us of the new information immediately. We request that you assign at least two officers and fill out his/her information on the sheet. Please keep in touch with the APCC Office at all times.

*3. Selection Report

We request that you fill this form out to ensure us that the selection process has been done fairly and impartially. It also helps the APCC office and the host families to have some idea of the type of children who will be visiting Fukuoka and why they were selected.

*4. Name List 1 & 2

Please fill out the full name, sex, date of birth and other required items accurately. Make sure there is no difference in name and the birth date between the Name List and the participants' PASSPORTS, otherwise, they may not be allowed to check in at the airport. Based upon this information, APCC will match the participants with Host Families, and arrange flight reservations and visas. In case the participants are changed for any reason, please let us know immediately.

*5. Written Oath and Parental Consent (For JA + Parents or Guardians / For Chaperon)

*6. Consent to Submitting Personal Information

We request all the JAs, their parents or guardians and the Chaperon to sign the Written Oath, Media Release / Waiver of Liability, and Consent to Submitting Personal Information, noting the terms of agreement for participating in BRIDGE Summer Camp. Please carefully read and understand before signing. If they do not understand English, please translate completely for their full understanding. We would also like to have a simple essay from the Chaperon to see their eagerness. Please fill in the second form and turn in with the Oath and Consent.

***7. Information Sheet**

1. Fill out completely either by JA or their parent
2. Paste 1 photo on the top right of the sheet.
3. The document size should be A4.
4. Fill in the introduction section with family picture for the host family. Please ask the JA to write the message to the host family either in English or Japanese.

***8. Medical Certificate**

1. Must be completed by a qualified physician, not a participant or his/her parent.
2. Write in English. Write in **BLOCK LETTERS** for us to easily read.
(In case of an emergency, this form will become essential for assessment of the child's condition)
3. Each paper must have the signature of the doctor and the examination date.
4. The document size should be A4.

Please be sure to list all allergies or symptoms that require medical attention. **Please be aware that we cannot accept his/her participation in the BRIDGE Summer Camp if he/she has a serious illness or allergies that require extra support for handling the condition(s)** (such as being cautious to avoid certain ingredients when serving meals, taking medicine, using special medical equipment, and so on). When selecting participants, please carefully take their health into consideration. Liaison Officers should always be aware of participants' physical condition.

***9. Dietary Restrictions Survey**

1. Fill out completely either by JA or their parent.
2. Fill out the food items section accurately with foods that he/she cannot eat because of allergy or religious relief. Please make sure that this document is not inconsistent with (8) Medical Certificate.

***10. Marine House Meal request form**

We have meal options at the Marine House. Please fill in the form selecting the meal option that meets each participant's preference. **Once the request form is submitted, we cannot accept any change.**

<IMPORTANT>

When you submit the above documents, please confirm there is no contradictory information between (7) Information Sheet, (8) Medical Certificate, (9) Dietary Restriction Survey and (10) Marine House Meal request form.

***11. Performance Check Sheet**

The Performance Event 'We are the BRIDGE Festival 2024' will be held during the BRIDGE Summer Camp which involves all of the participants. We require each delegation to prepare a short performance showing traditional culture from their home country. This is an opportunity for the delegations of all the participating countries and regions to share their own culture with the citizens of Fukuoka. We request your cooperation in preparing for this event. Please check the document carefully and let us know the details of your delegation's presentation on this sheet.

***12. APCC for education**

The main objectives of APCC for education, launched on 2021, are to promote international understanding in the field of education and to give many opportunities to children via various means. We would like 2024 JAs to be a part of education video project. Details of video project will be shared with you later in January.

***13. Junior Ambassador Handbook**

This is the document for Junior Ambassador. It contains the necessary information that JAs and their parents must understand. Please download the document after you received and then distribute to the JAs.

***14. Training Process Report**

Please send us your total training program for JA (what you have done and what you are going to do before the departure, including training for the parents and the chaperon).

***15. The necessary paperwork for VISA applications**

APCC will prepare the necessary documents (List of Visa applicants, Letter of Guarantee according to the format provided by MOFA Japan, Letter of Invitation, Itinerary etc.) to apply for a visa for those participants who need it to enter Japan. As soon as you receive the documents, please fill in Visa application form and print it out. Then please submit them to the Japanese Embassy in your country as early as possible so that you receive your visas in time.

***16. Chaperon Manual**

This document contains all the information that Chaperon must understand. Please share the document after you received it from APCC office.

***17. Health Check Form**

Please observe and report each participant's condition for two days before departure.

***18. Copy of the Participants' Passport**

AS SOON AS participants are selected, please make sure they begin working on PASSPORT PROCEDURES. We still see numbers of JAs & Chaperons who cancel participation at the last minute due to the delay of passport procedures. This results not only in high cancellation fees but also in each Host Family's disappointment. In order to secure airline seats for your delegation under the correct names, please send us copies of all participants' passports together with their information sheets by March 31st, 2024.

***19. APCC Disciplinary Policy for Liaison Office**

If any misconduct should occur, it will be dealt according to this policy. Please carefully read this document and be fully aware of the responsibilities and the consequences of violating the APCC regulations.

***20. APCC Global BRIDGE Partnership**

The details of the "APCC Global BRIDGE Partnership" which were announced and signed during the 25th APCC Commemorative Ceremony and renewed during the 30th Anniversary Celebration. Please read and understand overall picture and the new strategic direction of APCC.

***21. Safely Back E-mail**

As soon as your delegation arrives back safely, please let APCC know by e-mail.

List of Airport

The following list is of airports designated by the APCC. If you wish to change your airport this year, please let us know immediately. The flight schedule will also be changed accordingly.

(Country/ Region)	(Airport)
01. People's Republic of China	Beijing Capital International Airport
02. Republic of Korea	Incheon International Airport
03. Hong Kong	Hong Kong International Airport
04. Taiwan	Taiwan Taoyuan International Airport
05. Republic of Singapore	Singapore Changi Airport
06. Republic of the Philippines	Ninoy Aquino International Airport
07. Kingdom of Thailand	Bangkok Suvarnabhumi Airport
08. Malaysia	Kuala Lumpur-Subang International Airport
09. Republic of Indonesia	Jakarta Soekarno-Hatta International Airport
10. Socialist Republic of Vietnam	Noi Bai International Airport
11. People's Republic of Bangladesh	Hazrat Shahjalal International Airport
12. Kingdom of Bhutan	Paro Airport
14. Islamic Republic of Pakistan	Islamabad International Airport
15. Republic of India	Bombay Chhatrapati Shivaji Airport
16. Lao People's Democratic Republic	Wattay International Airport
17. Federal Democratic Republic of Nepal	Tribhuvan International Airport
18. Mongolia	Chinggis Khaan International Airport
19. Democratic Socialist Republic of Sri Lanka	Bandaranaike International Airport
20. Commonwealth of Australia	Melbourne Airport
21. New Zealand	Auckland International Airport
22. Hawaii	Honolulu International Airport
23. Republic of Fiji	Nadi International Airport
24. Republic of Kiribati	Tarawa Bonriki Airport
26. Independent state of Papua New Guinea	Port Moresby Jackson Airport
27. Solomon Islands	Honiara International Airport
28. Republic of Palau	Koror Airai Airport
29. Republic of Vanuatu	Port Vila Bauerfield Airport
34. Federated States of Micronesia	Kosrae International Airport
35. Union of Myanmar	Yangon Airport
37. New Caledonia	Tontouta Airport
39. Kingdom of Tonga	Fua'amotu International Airport
40. Republic of Maldives	Male Hulule International Airport
41. Tuvalu	Funafuti International Airport
43. Cook Islands	Rarotonga International Airport
46. Kingdom of Cambodia	Phnom Penh International Airport
50. Guangzhou (China)	Guangzhou Baiyun International Airport
51. Ipoh	Kuala Lumpur-Subang Internatinal Airport
52. Oakland	San Francisco International Airport
53. Busan	Gimhae International Airport
54. Atlanta	Hartsfield-JacksonAtlanta International Airport
56. Jiangsu (China)	Shanghai Pudong Internaitonal Airport
57. Dalian (China)	Dalian Zhoushuizi International Airport
59. Republic of Peru	Jorge Chávez International Airport
60. Ho Chi Minh	Ho Chi Minh City International Airport
61. Kyrgyz Republic	Manas International Airport

APCC

Asian-Pacific Children's Convention in FUKUOKA

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