

## HOST FAMILY PROGRAM FAMILY CHECKLIST

### **CREATE YOUR ACCOUNT ON GUESTBOOK**

Click <u>HERE</u> to create your account.

### □ COMPLETE YOUR PROFILE ON GUESTBOOK

Once you have created your account on Guestbook, you need to complete 3 sections of your profile to become visible for students from France. The more information you provide in your profile, the more likely you'll be to be found by a student with the right profile for your family.

□ Main information

Answer all questions. Provide a detailed description of your family in the "Introduce yourself and your family" form field.

□ Family members

Click on "Add family member" to add each family member living in your house (including yourself). Answer all questions about each family member.

Pictures and videos

Photos and videos are very important for a student to get a first idea of the host family. Add many photos of your family, your house, your backyard, your pets...

Don't forget to include photos of the bedroom and the bathroom the student will be using in your house. A video is a great addition to your profile. Just grab your phone and make a quick video introducing yourself and your family before uploading it in this section.

□ Availabilities

Click on the dates when you are able to host and mark them as "available". Your profile will only be visible for students who want to come during the periods when you are available to host.

Our detailed user guide to complete your profile on Guestbook is available <u>HERE</u>.

# ARRANGE A MEETING AT YOUR HOUSE WITH OUR LOCAL REPRESENTATIVE

It is important for La Route des Langues USA to have a personal relationship with each host family and see where the student will be hosted.

Contact Nicolas Duhaut our local representative to plan a meeting: <a href="https://losangeles@laroutedeslangues.com">losangeles@laroutedeslangues.com</a>

### □ READ AND SIGN THE HOST FAMILY TERMS & CONDITIONS

The Host Family Terms & Conditions can be downloaded from our website: click <u>HERE</u>. Once read and signed, please email the document to <u>losangeles@laroutedeslangues.com</u>

#### **OBTAIN A LIVESCAN BACKGROUND CHECK**

Request a copy of the criminal history of all adults living in your house including yourself. Follow the procedure described on this website: <u>https://oag.ca.gov/fingerprints/record-review</u>

Once obtained, send the LiveScan Background Check results to <a href="https://osangeles@laroutedeslangues.com">losangeles@laroutedeslangues.com</a>

### □ PROVIDE TWO RECOMMENDATIONS

Provide us with the names and contact information for two people we can contact as recommendations for you and your family (friends, colleagues...)