

PRESENTED BY THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC
JAPAN-IN-A-SUITCASE (JIS)
INSTRUCTIONS & VISIT REQUEST FORM

(SEE SECOND PAGE FOR APPLICATION FORM)

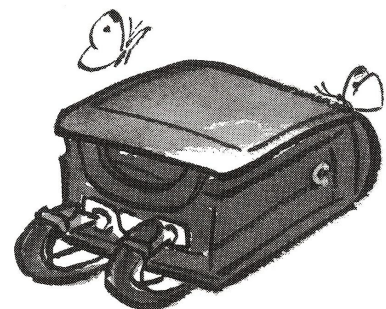


The Japan-America Society of Washington, DC (JASW) is pleased to announce the Japan-in-a-Suitcase program (JiS). This is a free educational outreach program whose purpose is to promote understanding of Japan and Japanese culture among elementary school children in the greater DC area through hands-on activities and demonstrations. Presented by teams of English-speaking and Japanese-speaking volunteers, a suitcase filled with visual aids--picture panels, maps, clothes, schools supplies--is used to illustrate contemporary life in Japan. The Japan-America Society of Washington DC is a 501(c) (3) non-profit, non-partisan, educational and cultural organization.

For Teachers Requesting a JiS Visit

(Please follow instructions carefully)

- 1) Please fill out the application form (see reverse) and return it to JASW within three weeks of the requested presentation date.
- 2) Visits are scheduled on a first-come first-serve basis, so please be sure to indicate a second choice in date if possible.
- 3) Note that visits can be for a single classroom or multiple classrooms (as an assembly). The programs have been prepared for 3rd graders and higher. We prefer to present twice (whether that be two assemblies or two classroom visits) on the day(s) requested.
- 4) The ability to show PowerPoint on a television screen or project it onto a screen is not required but is highly recommended. There are PowerPoint presentations that go along with all the JiS curriculum which help students learn. We will give the handouts for the teachers to review the class.
- 5) Confirm that all areas of the form have been completed, and mail or fax the completed form to the address listed on the top of the application form.
- 6) A JiS coordinator will contact you shortly thereafter to further discuss the visit.





JAPAN-IN-A-SUITCASE (JIS) - VISIT REQUEST FORM

The Japan-America Society of Washington, DC
1819 L Street, NW, 1B Level, Washington, DC 20036
Fax: (202) 833- 2456; Tel: (202) 833-2210
jisdc@us-japan.org



- Applying for (check): Elementary School Middle School Library Festival or other event

PLACE NAME & ADDRESS

ZIP CODE _____

CONTACT PERSON _____ EMAIL ADDRESS _____

DAYTIME PHONE & EXTENSION _____ CELL PHONE _____

FAX NUMBER _____ WEBSITE (IF ANY) _____

- Nearest Metro Station *(Organizers must arrange for volunteers to be picked up and brought back to station)*

STATION NAME: _____ LINE: _____ EXIT: _____

- Type of Visit Requested (choose 1 only)

- Elementary (90 min) Elementary (5 times) Middle (90 min)
- Middle (5 times) Library Festival or other event

- Date Preference for Presentation

1st CHOICE

DATE & TIME : _____

2nd CHOICE

DATE & TIME : _____

※ Note: For five time visits JiS volunteers will come once a week for 5 weeks starting with the date you have indicated here. If there is a problem with the schedule, please contact us so we can pick a new date for some sessions or abbreviate the program.

- Number of Students and Grade Level

1st PRESENTATION: grade(s) _____ Total No. of Students: _____

Teacher's name: _____ Room Number: _____

2nd PRESENTATION (if applicable): grade(s) _____ Total No. of Students: _____

Teacher's name: _____ Room Number: _____

If applicable, please explain how your students have been exposed to Japanese culture.

By submitting this form teachers hereby give permission for the Japan-America Society of Washington, Inc. to use any photographs and/or audio or videotapes taken of the students in the class during the Japan-in-a-Suitcase visit in promotional materials, literature, and articles or otherwise without additional permission or release.