

JANUARY 26, 2018

EXCELLENT EDUCATION TRAINING

CODE OF CONDUCT MANUAL | MEETINGS | PAPERWORK

This information is not only important to Excellent Education participants, but crucial in reading, understanding, and abiding by our culture, rules, and training.

This material will help you understand how to teach, deal with ambiguity, work with others, and learn a culture different from our own.

Below are training, paperwork, and our conduct manual that will need to be filled out, read, and understood by each due date. If any of the requirements and responsibilities listed below are incomplete, we cannot let you participate in our China summer camp.

Thank you for your cooperation,

Excellent Education

TEACHER'S NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

BEST PHONE NUMBER TO CONTACT YOU: _____

TASK	DUE DATE	DONE	INITIALS
Read, understand, and sign Code of Conduct	ASAP	<input type="checkbox"/>	
Attend Orientation Meeting on January 26 th , 2018	January 26	<input type="checkbox"/>	
Application packet completed & submitted by February 15, 2018	February 15	<input type="checkbox"/>	
Attend meeting in March 2018	March 23	<input type="checkbox"/>	
Attend meeting in April 2018	April 27	<input type="checkbox"/>	
Attend meeting in May 2018	May 25	<input type="checkbox"/>	
Attend Departure & Culture Training meeting in June 2018	June 15	<input type="checkbox"/>	
Passport (if you don't have one)	ASAP	<input type="checkbox"/>	
Program Initial Application Fee (\$250 for new teachers/\$150 for returning teachers)	At time of Application	<input type="checkbox"/>	

TASK	DUE DATE	DONE	INITIALS
Security Deposit (A \$350 Security Deposit will be required after the air ticket has been purchased for you; it will be refunded to you once you arrive in China.)	(March Meeting Date)	<input type="checkbox"/>	
Government Visa Fee - Around \$225 (if you don't have a Chinese tourist Visa)	(April Meeting Date)	<input type="checkbox"/>	
Program Tour Extension (Optional) Three to four day excursions to Beijing and two to three days to Shanghai will be offered prior to and/or following the program. Approximate additional cost for this tour will be around \$650 with almost All-inclusive package.	(April Meeting Date)	<input type="checkbox"/>	
Mandatory Travel Insurance + Liability Waiver Form + Emergency Contact Form	(May Meeting Date)	<input type="checkbox"/>	
Starting this year, to ensure our teacher to follow our Code of Conduct throughout this special trip, a \$500 Behavior Security Deposit (<u>make check payable to "Character Champions Foundation" or CCF</u>) will be required; however, <u>it will be refunded to you once you complete your China trip and return to USA without any major offense to cause negative impact on the professional image of our group.</u> The amount of the deposit applied as a donation due to Code of Conduct violation(s) will be determined after teachers have returned to America. <u>Otherwise, a portion or all of this \$500 deposit will be applied as a donation to the Character Champions Foundation (CCF) to support its mission and projects on Character Education.</u>	(May Meeting Date)	<input type="checkbox"/>	
Watch Chinese Microsoft Sway presentation and learn what to pack/not pack, get your questions answered (Understand well: Many cultural differences shown on the presentation will help you out immensely.) By doing so, you will be confident and ready for this exciting China Trip!!!	June 15	<input type="checkbox"/>	