



A Members Handbook

Everything You Wanted to Know and More

To the editor's knowledge CCIS has never had a comprehensive Member's Handbook. Our various programs have sometimes developed handouts to explain what they do. Membership and Community Advisors have pamphlets that they distribute to tentative new members or to internationals during Orientation. We have a website that has tons of information on many aspects of CCIS, but no where is there a single publication that tries to tell everything about CCIS. Well, this is an attempt at that. We hope that you don't find it completely boring. Nor do we expect you to clutch it to your heart like a treasured item. On the other hand, we do hope that you will find it a good reference, and who knows, some of you may even enjoy reading it. So, let's get to it.

What is CCIS?

The Community Committee for International Students at Stanford, has been in existence for sixty years. We are a membership group of volunteers dedicated to supporting the graduate students, post docs, and visiting scholars who come to Stanford. While we work in tandem with the staff of the Bechtel International Center, we have our own Constitution, Board, and are financially self-supporting. We share the I-Center building and the staff's commitment to assisting these internationals in their adjustment to America. In becoming a volunteer and a member of CCIS we join with hundreds of others who have been rewarded by becoming friends with internationals.

282 members receive the Communiqué by mail and 110 rely on the website to get it. That makes about 392 members, but the number isn't quite right because often there are two members living in the same household.

CCIS is also a non-profit organization with a 501(c)(3) tax exempt status which means that contributions are tax deductible.

How did CCIS come about?

The story reported by CCIS old-timers

is that in 1953, Warner Warnbrunn, the Foreign Student Advisor at Stanford, came to the conclusion that the international students had many more needs than could be fulfilled by the small professional staff assigned to this work. Pondering the problem he looked at the resources available to him. One of the first was the international graduate students, magnets themselves, who came to Stanford from all over the world. They were interesting, intelligent, creative, and good people with whom to have a conversation. During his previous assignment as Co-Director of the Peninsula School in Menlo Park, Warnbrunn had organized a one-day "UNESCO Conference" for fifth graders to meet with Stanford foreign students to talk about these students' home countries. This experience and his concern with the education of local children was one of the elements that led to the formation of CCIS and particularly to the development of the Homestay Program. The Homestay Program was deliberately planned in such a way that the week's initial stay would provide an opportunity to develop friendships that would last throughout the student's stay at Stanford, and that would provide an opportunity to develop friendships that would provide a new dimension to the lives of children and adults of the host family, which many

times develop into life-long friendships. As the story is told, Warnbrunn formed a committee of people he knew from the community, people who shared his concern to link American families and internationals. Thus Warner Warnbrunn and five women from the community formed the CCIS, the Community Committee for International Students at Stanford.

What are the programs?

CCIS has always responded to the needs of the internationals. That drives our programs. At first, it was for housing. Since Stanford at that time had limited housing available for graduate students CCIS volunteers spend hours calling up apartment managers and



homeowners to find apartments for the increasing number of arriving internationals. A remnant of that experience still exists in our Homestay Program which provides temporary housing for students who arrive at Stanford before housing is available for them.

Our other programs simply grew as needs surfaced.

Individual Partnerships

ENGLISH IN ACTION (EIA)

EIA is our most popular program. Each year around 200 internationals meet in conversation once a week for one hour. There is no standard pattern for an EIA meeting. Each international will have different questions, and each volunteer will rely on their own knowledge and interests. Almost always part of the discussion will focus on vocabulary, slang, and pronunciation as it's being used in the conversation. Volunteers won't have difficulty with this...assuming that they can translate, "He hit a home run when he made his presentation." There are many things to do: look at magazines, talk about traveling in California, or try to figure out why Americans become irritated when people jump the line at a grocery store. It's a conversation. The co-chairs are Marsha Alper and Carole Hessler. Email*: eia@.

HOSPITALITY

Meets less frequently than EIA...perhaps three or four times a year. In this program the volunteer invites an international and possibly their family, if they have one here, to get together. It is a social program to get to know Americans personally. Unlike EIA, language is not a concern. All internationals are welcome...even those fluent in English. Thus a member might meet an Australian or a Canadian. Like a surrogate aunt or uncle, the volunteer becomes a source of local information who may include the international at Thanksgiving or Christmas and will remember their birthday. Carol Hickingbotham is the chair. Email: hospitality@

*All of the email addresses can be reached by prefixing the name of the program, such as volunteer@ to the last part of the address ccisStanfordU.org. It would look like this...

volunteer@ccisStanfordU.org

PROFESSIONAL LIAISON PROGRAM (PLP)

Volunteers may be working or may be retired. Either way, they are a great resource! A dentist, a pharmacist, a teacher, or a graphic designer may want to meet someone from another country who is in the same profession. This is not a job searching program for the international, although some spouses may be considering altering their career when they return to their homeland. The meeting is for a day. If appropriate, they may visit a work site. In any case, the goal is an exchange of experience beneficial to both. Carol Scal is chair. Email: plp@.

HOMESTAY

Takes place in August/September before classes begin. Some students who come here a few days before Stanford housing is available want temporary housing and would like to avoid a hotel expense. In the packet mailed to their home welcoming them to the university, is an invitation to be hosted in an CCIS member's home. The stays last from a few days to as many as five. The hosts are responsible for providing a bed and some meals. CCIS volunteers treat these internationals as they would any guest in their home which includes showing them around the campus, field trips to grocery stores, and introducing them to the Community Advisors Orientation and the CCIS Loan Closet. Homestay partners often like each other so much that a Homestay often becomes a lasting friendship. Although not in 2013, in many years there is an evening barbecue the end of the week. Chair: Karen McNay. Email: homestay@

Other Support

ENGLISH CLASSES

There are about twenty CCIS members who serve as English Class teachers. Some are regulars who work quarter-after-quarter. Others are substitutes who fill in from time-to-time. Many have done this for a long time, and they enjoy it immensely. So, for a volunteer to wait for an opening is not unexpected. In any case, the chairs welcome new volunteers, and changes do occur every year. While the learning of English vocabulary and pronunciation is never forgotten, each teacher creates their own curriculum. Examples include "Learn English Through

American History", "American Customs and Institutions", "Conversation and Beyond", and "Writing Clear English". Co-chairs are MaryAnn Saunders and Lori Reeser. Email: englishclasses@.

SPOUSE EDUCATION FUND (SEF)

Spouses who accompany Stanford's international students, scholars and post-docs have often put their career on hold in order to come here. Acknowledging the challenges they face, 28 years ago the CCIS created the Spouse Education Fund in order to provide small grants (\$100-\$500) to enable spouses to pursue their professional or personal development. These grants have been used at a variety of local institutions, from community colleges to SFSU, SJSU and Stanford's Continuing Studies Program, and spouses report that they have opened new doors to make their time here worthwhile. Applicants specify the use they propose for the funds, and are interviewed by a small committee, which presents the awards in early December for the coming year. Chair: Gwyn Dukes. Email: spousefund@.

LOAN CLOSET

The Loan Closet is exactly like its name implies. Internationals pack their suitcases with all the things they will need at Stanford except household goods: pots and pans, silverware, dishes and glassware, kitchen linens, toasters, irons, or rice cookers. To fully equip even a furnished apartment is an expensive proposition. For \$10 for an individual or \$20 for a couple, they can get what they need at the Loan Closet, which is in the basement of the Abrams residential building in Escondido Village. CCIS needs two things: volunteers to serve in the Loan Closet during the big rush in the fall and contributions of usable household items. Chair: Bob Spears. Email: loancloset@.

ORIENTATION/COMMUNITY ADVISORS

For three weeks in September all international graduate students must come to the I-Center to register their passport and visa for Homeland Security. At this time they attend a workshop conducted by the I-Center staff on Maintaining Your Legal Status. They also are counseled by CCIS volunteers on a whole range of issues: CCIS and what it has to offer, checking and banking, Social Security informa-

tion, obtaining a phone, the Marguerite bus route and schedule, Shopping in the Stanford Area, TB test requirements, the two bus tours to Muir Woods and the Berkeley/San Francisco tour, and the social programs including dinners at the I-Center during Orientation. Co-Chairs: Karen McNay and Betty Ogawa. Email: ca@.

Social activities

EVENTS

This includes the three Potluck/Music Nights in which both volunteers and internationals come to the I-Center for a social evening. For the Potluck everyone brings a salad, an entree, or a dessert. After the dinner, some of the more talented folks entertain us with music, song, and dance. A committee of volunteers organizes these evenings, they also help in decorating and cleaning up afterwards. This committee is also responsible for organizing the Holiday Luncheon and the Annual Meeting in the spring. Co-chairs: Tina Patel & Ragna Kaehler. Email: events@.

FRIDAY MORNING COFFEE

This informal gathering is an ideal way to meet, welcome and orient international spouses and their families to the Stanford area. CCIS volunteers introduce internationals to American ways and culture, help them practice their English conversation skills and inform them about opportunities and resources in the area. We meet every Friday, between 10 A.M. and noon at the I-Center. Chair: Gwyn Dukes. Email: coffee@.

One-man-band department

These jobs are pretty much done by one person, but if you have the interest and time to help, you might contact the chair.

COMMUNIQUE

Our quarterly newsletter tells the story of volunteers and internationals. Some of the stories are written by program chairs who often contribute photographs. Spouses who receive SEF scholarships tell what they will do with the grant. Going beyond CCIS, we sometimes cover spouse and I-Center activities. Chair: John Heron. Email: communique@.

DATABASE AND IT

Dave Gustavson is responsible for all of our IT needs. It is a complex job requiring knowledge and skill. It involves maintaining the server, database and facilitating our email. Chair: Dave Gustavson. Email: database@.

MEMBER SERVICES

Donna Shoemaker has made membership recruiting a big success. She is in continual contact with volunteers and new members and has developed pamphlets to enhance recruitment. She also sends an email to Board members when a volunteer has mentioned an interest in a CCIS program. Chair: Donna Shoemaker. Email: memberservices@.

WEBMASTER

Carolyn Gannon and her husband, Terry, have developed and maintain the website. It is comprehensive, showing our multitude of programs and activities. It's got videos, and pictures, and access to calendars. The best way to find out about CCIS is to go to

www.ccisStanfordU.org

They can always use help with photographs and information about CCIS activities. Chair: Carolyn Gannon. Email: webmaster@.

Organizational needs

THE BOARD AND OFFICERS

Twenty-two members currently serve on the Board. They are nominated to be chairs of specific programs by the president and are approved by the Board. It is not a closed group. Each year new members come on the Board and others leave. According to our Constitution, the Board "shall manage and control all affairs of CCIS." It sets the budget.

There are four officers who are nominated by a committee a month in advance and elected by the membership at the Annual meeting.

The officers for 2013 – 2014: Carolyn Gannon is president, Karen McNay is vice president, Shelagh Auld is secretary, and Raj Khanna treasurer. They can be reached by prefixing president@, vicepresident@, secretary@, or treasurer@ to ccisStanfordU.org.

Membership

BECOMING A MEMBER

Interested people can go to the website, click on the green button "CCIS Membership," and then when that window opens click on another green button labeled "New Member Application." Still have questions? Send email to CCIS Member Services—a link on the website's main page. Donna Shoemaker is ready to answer any questions about membership and our programs.

MEMBERSHIP BENEFITS

Our social functions are a great way to get to know other volunteers and internationals: The Potluck/Music Nights this year are:

Sunday, November 17 at 6 P.M.

Sunday, February 28 at 6 P.M.

Sunday, May 4 at 6 P.M.

The Holiday Luncheon is

Tuesday, December 3 at 11:30 A.M.

The Annual Meeting is

Monday, May 12 at 4:00 P.M.

DUES

CCIS does not require dues, however, we do depend on member donations. Contributions can be safely transmitted via the online Membership application through PayPal using a credit card, or a check can be sent to CCIS 584 Capistrano Way, Stanford, CA 94305. Recommended contribution is \$25 per year.

MEETINGS

Except for the Annual Meeting CCIS does not have regular membership meetings. The Board meets nine times a year. Contact the president if you are interested in attending.

CONSTITUTION AND BYLAWS

The CCIS Constitution is only four pages long, but much too long for this newsletter. A link to a copy can be found on the About page of the website. You will also find a link to the CCIS Guiding Principles on that page. www.ccisStanfordU.org



President's column

Carolyn Gannon



Dr. Shalini Bhutani, Associate Director of the Bechtel International Center, recently told CCIS board members, "This fall's group of incoming international graduate students seemed bigger and more active than ever before." We at CCIS definitely concur!

Community Advisors (the CCIS volunteers who help with orientation) helped a record number of incoming graduate students and scholars. CCIS and I-Center staff served four (not the usual two) I-Center patio dinners to over 100 students each evening. The I-Center's September 17th welcome reception for international students and scholars was so lively and well attended that all food vanished, requiring about 35 additional pizzas to be quickly delivered. Everyone had fun – students as well as food- and beverage-serving I-Center staff and CCIS volunteers alike. We think there were about 600 international students at that event, and there was a definite buzz of festivity.

The energy among students and volunteers really made me realize how fortunate we are. Just for me personally, helping with orientation, assisting in the Loan Closet, meeting with my newly matched Chinese English-in-Action partner who is delightful and working on her second Master's degree, having a Belgium doctor-turned-consultant-in-Africa (now starting his MBA studies) as a Homestay student, and getting together with Nepalese and Ethiopian Hospitality graduate students in Mechanical Engineering and Graduate School of Business, respectively, makes me appreciate what a phenomenal opportunity for stimulating world interaction we have with our volunteer association with the Bechtel International Center at Stanford. In one short month, the possibility of making quite a few lasting personal connections with bright and interesting young internationals is really high due to the CCIS-Bechtel association.

Indeed, we volunteers receive as well as give.

Carolyn

Potlucks and Holiday Parties

Historically social activities have always been a part of the I-Center's open door. In the very beginning, it was a place to stop in for a cup of coffee, a bit of conversation, or just a chance to read an out-of-town, or out-of-country, newspaper. Times have changed. Today Stanford has an immense number of places to stop for nourishment of both food and friendship, and people have an instantaneous connection to the world via the internet. Today the I-Center is filled with classes, meetings, lectures, and big-screen broadcasts of World Cup Soccer and international cricket...even in the middle of the night when the games take place on the other side of the world. Thus the I-Center has less the feel of an English club, although if you peek into the Post Room you can still get a whiff of its heritage, and more of a very busy place. The closest CCIS gets to an old fashioned, general social event is the Potluck/Music Night.

Fortunately for nostalgia sake, it takes place downstairs in a building that was constructed as a fraternity in 1917. You can look at the ceiling or gaze out the bay windows and feel like you have slid back into another time. When everyone brings food and then are entertained by people in the gathering, you realize that we still have much to offer each other.

Our Holiday party has morphed from an old fashioned Christmas gathering with tree and a roaring fire to a nice luncheon at Michael's at Shoreline. The food is good and the speeches by internationals are fascinating. You don't want to miss out.

(See the calendar on page 5.)

Community Committee for International Students

www.ccisStanfordU.org

Please substitute these characters for the email symbols.: @ for [at] and . for [dot].

Executive Board

President, Carolyn Gannon
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Vice President, Karen McNay
vicepresident [at] ccisStanfordU [dot] org
Secretary, Shelagh Auld
secretary [at] ccisStanfordU [dot] org
Treasurer, Raj Khanna
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associates [at] ccisStanfordU [dot] org
Communiqué, John Heron
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Community Advisors, Karen McNay & Betty Ogawa (email goes to both)
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Database/IT, Dave Gustavson
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events [at] ccisStanfordU [dot] org
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coffee [at] ccisStanfordU [dot] org
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homestay [at] ccisStanfordU [dot] org
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hospitality [at] ccisStanfordU [dot] org
Loan Closet, Bob Spears
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Director's column

John Pearson



Here is an alternative approach to hiding addresses from spammers: Please add the staff member's prefix to the general address:

@stanford.edu.

Thus it would look like lipsum@stanford.edu.

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Overseas Resource Center

Scholarships for study and research

Abroad

ISIC cards and passport photos

Information 650/725-0881

Diane Murk, Manager, 650/723-0856, dmurk@

Programs for Spouses/Partners & Families

Send email to Karin Baage
kbaage@

or visit the Resource Center for International
Families

We have just finished another very successful welcome to new international students, both graduate and undergraduate. When I say we I mean Bechtel and CCIS. It is, in the very best sense of the word, a collaborative program. Without the many CCIS members who greet the new students (and indeed their families and new scholars) then our entire orientation program would be poorer indeed. This fall we made a number of changes to international graduate orientation by offering workshops over two weeks rather than having them all in one week. We also offered more bus trips and changed the welcome reception from the end of orientation to earlier. And what a result we had. I don't think we have ever had a larger turnout for a welcome reception. We had to make emergency runs to the campus pizza cafe to ensure all the students were fed. A great event. CCIS members also became involved in international undergraduate orientation and we welcome their enthusiasm for the new frosh. We hosted events for the numerous family members of international frosh and hope to broaden these offerings in 2014. Finally, we are also seeing more success with our regular orientation meetings with new J-1 scholars. The twice monthly morning meetings are now longer and we can offer refreshments and have more inclusive orientation.

As for numbers--well all such numbers are not completely accurate but are based on our estimation during orientation. Stanford welcomed over 160 new international frosh and approximately 950 new international graduate students, both all time high numbers. The top five countries for new international graduate students were China, India, Korea, Canada and Singapore. And the same five countries were the top five for new international undergraduates. 77 international students reported they were bringing a total of 141 dependents. The top academic program for new international students: MBA.

So the increased numbers explain why, during orientation, rooms were full, volunteers were kept busy and all the program offerings were well received and attended. CCIS really makes this welcoming atmosphere possible and we hear this so many times from the students. We thank you so much and look forward to a new academic year.

Best wishes
John

CALENDAR

October 25, Friday Morning Coffee: Swap and Halloween

November 11, 10 A.M., Board meeting, Bechtel International Center

November 17, 6 – 8:30 P.M., First Potluck of Year, Bechtel International Center

December 3, 11:30 – 1:00, Holiday Luncheon, Michael's, Shoreline

December 6, Spouse Education Funds Award Reception, Bechtel International Center

January 7, English Classes begin Winter quarter

January 13, 10 A.M., Board meeting, Bechtel International Center

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