



A Members Handbook

For the second year in a row we are publishing A Member's Handbook. This issue is popular—reprinted and given away by program chairs to potential volunteers who are encouraged to go to the website to download their own copy. It may become an updated, annual event. The editor worries about the redundancy, but with current information, new officers and Board members, dates and activities, many changes take place on an annual basis. Each chair has had an opportunity to revise their section. So what you are getting here the best information we can provide about CCIS.

What is CCIS?

The Community Committee for International Students at Stanford, began over sixty years. We are a membership group of volunteers dedicated to supporting the graduate students, post docs, and visiting scholars and their spouses 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. 223 members receive the Communiqué by mail and 122 rely on the website to get it. That makes about 345 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 their 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 responds to the needs of 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.

Community Advisors/ Orientation

September 3 to 19

CCIS volunteers providing information about Stanford, the Bay Area, CCIS and the Bechtel International Center.

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@

PROFESSIONAL LIAISON PROGRAM (PLP)

The full title is Professional Liaison Program for International Spouses, but we just call it PLP. Volunteers may be working or may be retired. Either way, they are a great resource for international spouses in a similar career field! A medical professional, a teacher, an engineer, a start-up

*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

company executive, etc. 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 changing their career when they return to their homeland. The meeting time is variable dependent on the interests of both parties. If appropriate, they may also visit a work site. The Program's goal is an exchange of experience beneficial to both. Henry Lum is chair. Email: plp@.

HOMESTAY

Takes place in August/September before academic classes begin. Some international students arrive to the area before Stanford housing is available and need temporary housing and would like to happily avoid a hotel expense. All internationals receive a welcoming letter from the I-Center. In that packet is an invitation to be hosted by an American family in their home. The hosting period lasts from a few days to as many as five. The hosts are responsible for providing a bed and some meals. CCIS host volunteers treat these international students 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 process and the CCIS Loan Closet. Overall, Homestay partners often like each other so much that the experiences evolve into life-long friendships. Chair: Gregory Williams. Email: homestay@

Other Support

ENGLISH CLASSES

There are about twenty CCIS members who serve as an English Class teacher or substitute. You do not have to be a trained ESL teacher, but you must have some experience in teaching or instructing. New volunteers should describe their experience on their application form. Examples of current classes include "Practical English for Daily Living," "American Customs and Institutions," "American Life and Humor," and "American Idioms and Issues." Co-chairs are MaryAnn Saunders and Lori Reeser. Email: english-classes@.

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, twenty-nine 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. For testimonials from grantees and how to donate, go to: ccisstanfordu.org/volunteers/Spouse-Education-Chair: Gwyn Dukes. Email: spousefund@.

LOAN CLOSET

The Loan Closet, which is in the basement of the Abrams, one of the midrise buildings in Escondido Village, is exactly like its name implies. Before boarding a plane to the U.S. 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. 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

During a three week period 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 information, 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. Chair: Karen McNay. 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 offers a chance 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.

COMMUNIQUÉ

Our quarterly newsletter tells the story of volunteers and internationals. Some of the stories are written by program chairs who often contribute photographs. 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 facilitat-

ing 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 brochures 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

CCIS members are welcome to submit photographs and information about CCIS activities to post on the website. Chair: Carolyn Gannon. Email: webmaster@.

Organizational needs

THE BOARD AND OFFICERS

Nineteen 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 of the Annual meeting and then voted on by the membership at the meeting.

The officers for 2014 – 2015: Karen McNay is president, Carole Hessler is vice president, Carolyn Gannon 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 9 at 6 P.M.

Sunday, February 15 at 6 P.M.

Sunday, May 3 at 6 P.M.

The Holiday Luncheon is

Thursday, December 11 from 11:00 – 1:00, at Michael's, Shoreline.

The Annual Meeting date has not yet been set

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.

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



CCIS *Leadership* President's column

Karen McNay

It is indeed an honor to become the president of CCIS and I am very much looking forward to the coming year. A brief history of my involvement with CCIS....In the mid-1950's my parents were among the early participants in CCIS and very active with the Homestay program. My sisters and I grew up in a home always alive with the many international students and I have been blessed to maintain so many of our family relationships to this day!! When my Mom retired I became the CCIS host family and have had the pleasure to travel around the world visiting many of the wonderful students and their families.

By now you should have received your CCIS Membership Renewal form, updated your information and program choices and returned them to our membership chair Donna Shoemaker. We anticipate approximately 1000 new graduate students and scholars and are looking forward to an extremely busy year beginning with Homestay, Loan Closet and Community Advisors programs in September. Going forward we will continue with Hospitality, English-in-Action, English classes, Friday Morning Coffee and Potluck/Music night programs. At the same time we will be opening the Professional Liaison and Spouse Education Fund programs. None of these programs would be the tremendous success they are without the generous support and time from all of you.

I look forward to meeting and working with each of you and hope to see you at many CCIS events including Potluck/Music Nights, the Holiday Luncheon and Annual Meeting.

Karen

Editor's column

John Heron

The two editions of the Communiqué, paper and web, cover the same stories and contact information. In addition, the edition on the web has a column called "A page for our electronic friends" which will not fit into the regular paper edition. Designed as a resource bank for our members who are working directly with internationals in EIA, Hospitality, English Classes, and Homestay, it covers basic information about Americana: American holidays, superstitions, geography, the organization of American government, the Voter's Handbook and elections, vocabulary and slang, American dialect and pronunciation—even some pictures that don't fit into the paper edition. It is the kind of stuff that qualifies one as culturally fluent.

You can get both editions if you wish. The paper edition you request when you fill out the Member Renewal Form in the summer or during the year you can contact the Membership chair to ask to be put on the list for the paper edition. The electronic version is always accessible through

ccisStanfordU.org

Click on the Communiqué button on the first page.

John



Community Committee for International Students

www.ccisStanfordU.org

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

Executive Board

President, Karen McNay
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Vice President, Carole Hessler
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Secretary, Carolyn Gannon
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Communiqué, John Heron
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English Classes, MaryAnn Saunders & Lori Reeser (email goes to both)
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English-In-Action, Marsha Alper & Carole Hessler (email goes to both)
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Events (Potluck Music), Tina Patel & Ragna Kaehler
events [at] ccisStanfordU [dot] org
Friday Coffee, Gwyn Dukes
coffee [at] ccisStanfordU [dot] org
Homestay, Gregory Williams
homestay [at] ccisStanfordU [dot] org
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hospitality [at] ccisStanfordU [dot] org
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CCIS Communiqué

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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.

Administration

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650/736-9511, sbhutani@

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seans2@

Administrative Assistant

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bcanales@

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 Magdalea Bull, mbull@

or visit the Resource Center for International
Families

Every summer seems to go by more quickly and before we know it, orientation is upon us. Since April we have been issuing immigration documents to new students, both graduate and undergraduate and soon we will have a good sense of how many new students we will welcome in the fall. New international undergraduate numbers are down from fall 2013 but graduate numbers are holding steady. Stanford is still a more attractive place to come and study. Of course, this work goes on while crises in various parts of the world impact travel and study plans. So far we have seen limited impact from the events, even, dare I say it, visa delays seem not to be as prevalent as last year. So soon we will welcome these students. But we are not forgetting our scholars. During the last year Elsa Gontrum has improved significantly the twice a month orientation for new visiting scholars. It has become both a source of practical information and a nice social event where the new scholars can mingle and get to know each other. These orientations have been very well received, and we will continue to enhance them during the next year. We also are considering a similar orientation for new H-1 scholars. It is part of our attempt to reconnect with these scholars on a much more personal level.

Plans for orientation are well developed, both for graduate and undergraduate students. We hope to see you at some events. CCIS is a vital part of orientation, without you the students would not be welcomed in such a warm, positive manner. Although orientation seems to come around much quicker than in the past, we are ready for this exciting event. This year we do so with a certain sadness. Betty Ogawa will be missed. She helped coordinate the welcome for many years and gave freely of her time and enthusiasm. But we know she will be with us in spirit making sure that each new student is greeted with consideration and warmth.

John

CALENDAR

Sept. 3 – 19, 9:00 – 5:00, Community Advisors/Orientation

Sept. 4 – 19, Loan Closet Open in Abrahms basement

Sept. 16, 5:30 – 7:30 P.M., Graduate Reception, Bechtel International Center Courtyard

Sept. 22, Stanford Classes begin

Oct. 3, 10:00 – 12:00, Welcome Friday Morning Coffee, Assembly Room

Oct. 13, 10:00 – 11:30 A.M., Board meeting, Bechtel International Center

Oct. 24, Event's SWAP, exchange at Friday Morning Coffee

November 9, 6:00 – 8:30 P.M., First Potluck of Year, Bechtel International Center

Stanford University
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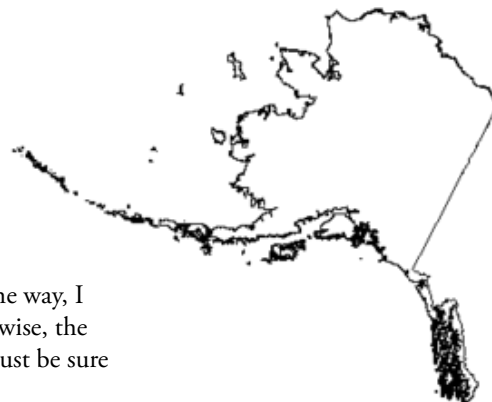


A page *for our electronic friends*

Continuing with geography from the Winter and Spring editions, here's a simple idea that comes as a surprise to many Americans. Whenever we see a map of the United States, Alaska and Hawaii are always crowded down in a corner almost as though they were an afterthought. Only one high school history textbook takes the space to show accurate dimensions of the fifty states and the space between them. There isn't much you can do with the graphic except to say, "Wow! That's interesting." Actually the map does show the distance between the 48, Alaska, and Hawaii. One correction, however, Hawaii is directly south of Alaska, and with a careful look you may notice that this map suggests that North is not centered at the top but off to the side a bit. Check it out on a globe or a Mercator projection which this map is not.

Here is how you can introduce your partner to the size of the U.S.: place your index finger on the end of the chain of the Aleutian Islands and your small finger on the end of the Alaskan Panhandle, that's the south east corner near Ketchikan. While maintaining that gap, slide your hand over the 48 states. You can now mutter, "Wow!"

An even more dramatic demonstration is to exercise a grandchild's skill: cut around the image below for a great measurement template.



Use this one if you want to cut a template. By the way, I cut along the mainland in the northwest. Otherwise, the Arctic Ocean covers too many states of the 48. Just be sure that you include the Aleutian Island chain.