



# HOMESTAY GUIDE

First Third Ministry, Pacific Mountain Regional  
Council

United Church of Canada

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### **Contact Numbers:**

Camp Spirit Homestay Coordinator    Madison Cullen

Camp Spirit Coordinator                Lisa Munro                [lmunro@united-church.ca](mailto:lmunro@united-church.ca)

Camp Spirit Regional Minister        Cathy Cryder            [ccryder@united-church.ca](mailto:ccryder@united-church.ca)

*Please feel free to email us with questions, if a call should be required, let us know a few times and days that work best for you, and we will email back with a conversation time.*

# HOMESTAY GUIDE

## Introduction

This Guide was designed for use by staff of the First Third Ministry, Pacific Mountain Regional Council of the United Church of Canada when arranging homestay accommodations. The policies herein are based on the *Faithful Footsteps* framework published by the United Church of Canada for navigating power differentials in church relationships. In this Guide, you will find a checklist for organizing homestay accommodations along with several resources to accompany you throughout the entire process (i.e., interviewing homestay applicants, letter templates to and from key parties, information forms, etc.).

## Definition of Terms

**Homestay:** the term ‘homestay’ broadly refers to the type of accommodation in which a local resident or family hosts a guest in their home temporarily (from one night up to multiple months). Generally, the guest is seeking homestay accommodations because their work requires that they stay in an area that they do not live, or where the commute time would be unreasonably long. The term ‘homestay’ is also used in this document to refer to the home itself.

**Homestay Guest:** the individual staying temporarily in the homestay.

**Homestay Host:** the individual who owns or rents the homestay home and is hosting the guest(s).

**Local Arrangements Coordinator:** the designated person at the local congregation, such as a Site Coordinator (with Camp Spirit), who acts as a point person in the city/town/village before, during, and occasionally after the homestay.

**Camp Spirit Site Coordinator:** the individual from a Community of Faith that is liaising with Camp Spirit during the preliminary planning phase and the week that Camp Spirit is at their site. Site Coordinators secure and arrange camp space, recruit volunteers, and promote Camp Spirit in their community. This individual works closely with the Camp Spirit Coordinator, Director, and entire Summer Staff team to encourage a strong relationship between the Community of Faith and Camp Spirit as together they seek to serve the Campers, and LIT’s that attend their location.

**Homestay Host Applicant:** person who is applying to be a homestay host.

**Homestay Coordinator:** person who specifically arranges the homestay, communicates with potential hosts and potential guests. The person in this role could be a supervisor or manager who is trying to find one-time accommodations for their employee, or they could be someone who is appointed to arrange accommodations for multiple employees for purposes of a work trip, conference, Camp Spirit, etc. This individual will conduct a screening interview for each Homestay Host applicant.

## Checklist for Arranging a Homestay

*To be facilitated by the Homestay Coordinator*

### **Pre-Work (3-5 months in advance)**

- Determine whether an event will require a Homestay option for participants. If yes, add a *Homestay Request* option to the registration process. Suggestion: registration form could include a dropdown/multiple choice yes/no question; followed by an if yes, please complete the Homestay Guest Information Form.
- Have each Homestay Guest fill out the Homestay Guest Information Forms (*See Guest Information Form in Appendix B*) during the registration process.
- Have each Homestay Guest complete/sign an expectations and guidelines contract during the registration process.
- Contact the Camp Spirit Site Coordinator and request Homestay Hosts for the event.
- Send the completed Homestay Guest Information Form to the Camp Spirit Site Coordinator so that they will know the number of Homestay Hosts needed.
- The Camp Spirit Site Coordinator will recommend people within their congregation to be Homestay Hosts – ideally someone that they already have a relationship with. (*See Positive Host Qualities in Appendix A*)
- The Camp Spirit Site Coordinator will – as per the *Faithful Footsteps* framework – make it clear that there will be careful screening measures. This way, people can remove themselves from the process if they would not be comfortable participating in a screening procedure.
- The Camp Spirit Site Coordinator will inform potential Homestay Hosts of:
  - Approximate dates of stay
  - Number of guests needing accommodation
- The Camp Spirit Site Coordinator will ask interested individuals or families to fill out the Homestay Host Information Application (*see Appendix C*) – with instructions on how to submit the application to the Homestay Coordinator.
- Once the Homestay Coordinator receives the Homestay Host Information Application, they will conduct an in-person or virtual interview (*See Sample Host Interview in Appendix E*) with successful applicants:
  - Ensure that the applicant understands what they are signing up for (*see Guide for Homestay Hosts*).
  - Conduct a tour of the applicant's guest room(s). Check that the guest's space is clean and appropriate. This may need to be done virtually (via Zoom, FaceTime, Skype).
    - If a virtual tour is not feasible, it would also be acceptable to ask the applicants for photos of the bedroom and bathroom.

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- Ask the prospective host why they want to be a Homestay Host. The answer should instill confidence that they are responsible and interested primarily in being of service.
- Watch for attitudes that do not align with the imperative of providing safe accommodations to youth and young adults while in the Homestay Program.
  - Examples of inappropriate attitudes: defensiveness, ‘skirting’ around the question or not answering directly, lacking personal insight/awareness, showing no interest in the Homestay Guest’s work, or appearing to be primarily interested in the financial re-imburement aspect.
- If the interview is not positive:
  - Thank the applicant for their time and let them know that you will be following up by email within a week’s time.
  - Send an email informing applicant that their services will not be needed. (*See Appendix F – Sample Email: Services Not Needed*)
- If the interview is positive:
  - Inform the potential Homestay Host that you will be following up with the references included in the application form.
- If feedback from references is positive:
  - Request Criminal Records Search with Vulnerable Sectors Check for all individuals living in the home over age 18 (at least 2 months prior to homestay, to allow for processing time)

### **Make the Matches (6 weeks – 2 months prior to homestay)**

- Ensure that the Homestay Host can accommodate dietary needs and allergies of Homestay Guests.
- Minors (17 or younger) and adults (18+) cannot stay in the same homestay.
- If guests are sharing a bedroom, ensure that they have separate beds.
- Match Homestay Guests with Homestay Hosts.
- Email *Homestay Host Contract Letter* (*see Appendix G*) to Homestay Hosts to confirm the dates and details of their homestay. Email contains the date that the signed contract must be returned by.
  - Attach the *Guide for Homestay Hosts*
  - Include confirmation of Dates and Fees.
- Receive signed contract from Homestay Hosts as confirmation of the homestay.
- Send letter (*See Appendix I*) to Homestay Guests.
  - Attach the *Guide for Homestay Guests*

**Reminders for Homestays (48 hours before homestay)**

- Send reminder email to Homestay Hosts
- Send reminder email to Homestay Guests.

**Follow Up After Homestays**

- Follow-ups after the homestay serve two purposes:
  1. to evaluate the homestay process and identify weaknesses and strengths.
  2. to keep hosts and guests accountable. It is important that both Homestay Hosts and Homestay Guests are aware that the other will share openly after the stay is over. As recommended by Faithful Footsteps, this serves as a proxy for regular “supervision.”
- Homestay Coordinator will send letter (*see Appendix H – Sample Letter to Host – After*) with link to online feedback tool to Homestay Hosts
- Homestay Coordinator will send letter (*see Appendix J – Sample Letter to Guest – After*) with link to online feedback tool to Homestay Guests

**A Note on Host Compensation**

Suggested compensation for 2024: \$40 per night

Homestay Hosts will be reimbursed for transporting Homestay Guest over 100 kms return trip on initial pick-up and final drop off (i.e. at airport, bus depot, ferry terminal). Mileage reimbursement preapproval form can be found in the Appendix (*see Appendix K*)

## Guide for Homestay Guests

### 1. Arrivals, Departures, and Travel

- 1.1. Your Homestay Host will provide transportation to and from the airport or designated meeting point for the next destination.
- 1.2. Your Homestay Host will show you the walking route if the work/event location is within a 15-minute walk of the homestay. If the walk is longer than 15 minutes, your Homestay Host will show you how to confidently take public transit. If public transit is not an option, the host will arrange to drive you to and from work each day.
- 1.3. Homestay Guests may request occasional, but limited, trips to the store only for necessities (i.e., period products, sunscreen, toothbrush, etc.) – provided guest makes the request in a reasonable timeframe. Homestay Guests are not permitted to ask hosts for any other detours to or from work each day.
- 1.4. When being driven to and from work each day, Homestay Host will drop guest off at the Camp Spirit site at 7:55 am daily and pick staff up at 4:35 pm daily (with the exception of the first day of Camp Spirit at each site when drop off will be at 7:25 am and pick up will be at 4:05).

### 2. Safety

- 2.1. All Homestay Guests, regardless of age, are required to be in their homestay by 10pm each night. Inform your host of when you will be home (*after work and/or if you go out in the evening*) and let them know if that time changes. At the beginning of the homestay, the host will orient their guests to the surrounding community, offering helpful information regarding safety of different areas of the community.
  - 2.1.1. Guests aged seventeen and under are not to go out in the evening without agreement from the host.
- 2.2. Homestay Guests will receive their own key or door code to the home when they first arrive. Guests will return the key to the host at the end of their stay. For safety reasons, guests must lock the door each time they leave.
- 2.3. Homestay Guests are not permitted to bring friends or co-workers to the home unless approved by the Homestay Hosts.

### 3. Your Homestay Home

- 3.1. Each guest will have their own bed with linens, pillow, and towels. The bed may be a traditional mattress with bed frame, or it may be an air mattress or foam mattress. If sharing a bedroom, it will be with other First Third Ministry Staff or event participants; not another member of the home.

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- 3.2. Homestay Guests must abide by quiet hours in the home from 10:00pm to 7:00am, unless otherwise specified by the Homestay Host.
- 3.3. Homestay Guests will have access to all communal areas, such as the living room and kitchen.
- 3.4. Homestay Guests will have access to a bathroom. Guests can shower for 10 minutes daily, being mindful of the conservation of energy and water.
- 3.5. Homestay Guests will turn off the lights in their room when not in use.
- 3.6. Homestay Guest will not consume alcohol, smoke, or vape any substance in or near the premises of their homestay – regardless of their age. Also, Homestay Guests cannot possess or use any non-prescribed, illegal drug.
- 3.7. Homestay Hosts will not assign chores, child supervision, or any other household task to the Homestay Guest. Guests are responsible for keeping their own room tidy. Guests will tidy up after themselves when preparing a snack or meal. Guests will assist with clean-up after dinner.
- 3.8. Homestay Guests are permitted to do laundry in the home; one load once per week.

### **4. Food**

- 4.1. Homestay hosts will provide ample ingredients for guests' breakfasts and snacks.
- 4.2. Hosts will prepare dinner for guests each day.
- 4.3. Homestay Guests will inform Homestay Hosts by 9am if they will not be home for dinner in the evening.
- 4.4. Homestay Guests are limited to the hours of 7 am – 8 pm for breakfast and snack preparation and clean up, so as not to disturb the household.

### **5. Follow-ups**

- 5.1. For ongoing program evaluation, both Homestay Guests and Homestay Hosts will offer feedback after the stay is complete.



## Guide for Homestay Hosts

### **1. Transportation**

- 1.1. Homestay Hosts will provide transportation for Homestay Guests to and from the airport, or other designated meeting point if not traveling by air.
  - 1.1.1. Homestay Hosts that provide transportation for Homestay Guests over 100 km return trip will be reimbursed at a rate of \$.45/kilometer. Mileage claims will be reimbursed based on prior approval. Contact your Camp Spirit Site Coordinator for this form.
- 1.2. The Homestay Host will show each Homestay Guest the walking route if the work/event location is within a 15-minute walk of the homestay. If the walk is longer than 15 minutes, Homestay Hosts will show Homestay Guest how to confidently take public transit to the work/event location. If public transit is not an option, the host will arrange to drive the Homestay Guest to and from work each day.
- 1.3. Guests know that they are not to request that you drive them places other than their work/event location, unless it is for necessities (i.e., period products, sunscreen). Homestay Hosts must try to accommodate trips for necessities – provided Homestay Guests make the request within a reasonable timeframe.

### **2. Safety**

- 2.1. Homestay Hosts will provide Homestay Guest with a key or door code to enter the home. Guests will return the key to the host at the end of their stay. For safety reasons, guests must lock the door each time they leave.
- 2.2. Camp Spirit's expectation is that their staff will not be out past 10pm. Expect your guests to inform you of when they will be home, and let you know if that time changes. At the beginning of the homestay, the Homestay Host will orient their Homestay Guests to the surrounding community, offering helpful information regarding safety of different areas of the community.
  - 2.2.1. Guests aged seventeen and under are not to go out in the evening without agreement from the host.
- 2.3. Guests know that they may only bring friends to the homestay if the Homestay Host approves it.
- 2.4. Non-household members, regardless of age, are not permitted to stay overnight in the home while you have a homestay guest. Allowances can be made on a case-by-case basis for adult children of the homeowner, if they can provide a recent Police Information Check to the Camp Spirit Site Coordinator.

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### **3. The Home**

- 3.1. Provide each guest with their own bed, pillow, linens, and towels. A bed may be a traditional mattress with a bed frame, an air mattress or foam mattress so long as it can be made with sheets, blankets, and pillows.
- 3.2. In situations where there will be two guests, you may arrange for them to sleep in the same room as long as they have separate beds.
- 3.3. Guests expect there to be quiet hours from 10pm to 7am, unless discussed otherwise with you. Do your best to be mindful of this as well so that the daily routines of all parties are respected.
- 3.4. Share the home wi-fi information and password with your guest.
- 3.5. Guests should have full access to communal areas of the home such as the living room and kitchen.
- 3.6. Hosts are not permitted to assign chores, child supervision, or any other household task to the homestay guest. Guests will tidy up after themselves when preparing a snack or meal and will assist with clean-up after dinner.
- 3.7. Guests should be permitted to do laundry in the home; one load once per week.

### **4. Food**

- 4.1. Homestay Hosts will provide ample food ingredients for guests so that the Homestay Guest can prepare breakfasts and snacks.
- 4.2. Homestay Hosts will prepare dinner for their Homestay Guests.

### **5. Follow-ups**

- 5.1. Both Homestay Hosts and guests will offer feedback after the stay is complete, for the purpose of ongoing program evaluation.

### **6. Compensation**

- 6.1. For 2024, Homestay Hosts will be paid \$40/night for each Homestay Guest, which will be paid upon completion of the homestay.
  - 6.1.1. If a Homestay Host requires a cash advance to purchase groceries before the Homestay Guests arrive, arrangements can be made with the Homestay Coordinator or the Camp Spirit Summer Administrator. The amount of the cash advance will be deducted from the payment following completion of the homestay. Cash advance requests must be made a minimum of 3 weeks prior to the arrival of the Homestay Guests.

## Frequently Asked Questions

### 1. What must I do if there is an emergency?

- Contact First Responders if necessary. Follow all directions from local first responders.
- Call the Camp Spirit Site Coordinator in your Community of Faith, immediately following the call to the First Responders. If the Homestay Guests are travelling with a responsible adult mentor or supervisor, your Homestay Hosts will be provided with a cell phone number for this individual.
- If a call to First Responders is not required, please contact the Camp Spirit Site Coordinator immediately.

### 2. What house rules are reasonable?

Guidelines for Homestay Hosts and Guests cover the main topics that may be considered house rules (i.e., food prep, curfew, household chores, quiet hours, etc.). If there are house rules that are not covered in the Guidelines for Homestay Host that you would like to discuss, please contact Cathy Cryder, Camp Spirit Regional Minister at [ccryder@united-church.ca](mailto:ccryder@united-church.ca).

### 3. What must I do if a homestay guest becomes sick during their stay?

Guests should stay in their room and notify their Homestay Host by phone/text. Next steps can be determined together. Contact the Camp Spirit Site Coordinator if deemed necessary.

### 4. What should I do if I am struggling with the behaviour of one of my Homestay Guests?

First, a conversation with the Homestay Guest might be all that is needed. If the behaviour continues following the conversation, or if you feel concerned that a conversation with the guest is not possible, please contact Cathy Cryder, the Camp Spirit Regional Minister or Coordinator at [ccryder@united-church.ca](mailto:ccryder@united-church.ca).

## Appendix/Other Resources

### A. Positive Host Qualities

Share this list with the Camp Spirit Site Coordinator when they are searching for homestay hosts. These are questions that they can ask themselves to reflect on if these positive qualities are present.

- They have demonstrated the capacity to be appreciative, respectful, and interested in the lives of youth and young adults.
- They are 2SLGBTQIA+ affirming. Hosting an openly queer guest would not cause any concern for the guest's comfort or safety.
- They are welcoming and hospitable.
- They are responsive – rather than reactive – in a crisis.
- They attempt to communicate effectively.
- They view learning as a two-way street.
- They will be curious about what the staff are doing at the First Third Ministry Event or Camp Spirit, open to engaging with staff in the evening, and also able to accept when a staff member may need quiet, alone time to process and prepare for the next day.
- They are compassionate, understanding, patient and kind.
- They are involved with the local community and ideally, the congregation.
- They are knowledgeable about the city/town.

### B. Sample Guest Information Questions

This information should be provided (for each guest) to the Camp Spirit Site Coordinator.

First and Last Name \_\_\_\_\_ Gender \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies (including pets) \_\_\_\_\_

Dietary Restrictions (i.e., vegan, gluten-free, etc.) \_\_\_\_\_

## C. Sample Guest Homestay Behaviour Contract

### **TRANSPORTATION:**

- I understand that my Homestay Host will show me the walking route if the work/event location is within a 15-minute walk of the homestay.
- I understand that if the walk is longer than 15 minutes, my Homestay Host will show me how to confidently take public transit.
- I understand that if public transit is not an option, my Homestay Host will arrange to drive me to and from work each day.
- I understand that I may request occasional, but limited, trips to the store only for necessities (i.e., period products, sunscreen, toothbrush, ibuprofen, etc.) I will not ask hosts for any other detours from/to the work/event location.

### **HOMESTAY HOUSEHOLD:**

- I understand that my Homestay Host will not assign me chores, child supervision, or any other household task. However, I will keep my own room tidy. I will also tidy up after preparing a snack or meal and will assist with clean-up after dinner.
- I will confirm and abide by all house rules, but I will not hesitate to speak with a leader at the event or work supervisor if I am unsure or uncomfortable about anything.
- I will abide by quiet hours in the home from 10:00pm to 7:00am, unless otherwise specified by the Homestay Host.
- I will limit myself to the hours of 7am – 8 pm for food preparation and clean up, so as not to disturb the household, unless otherwise specified by the Homestay Host.
- I understand that my Homestay Hosts will provide ample ingredients so I may prepare my own breakfasts and snacks.
- I understand that I will have access to a bathroom and that I can shower for 10 minutes daily, being mindful of the conservation of energy and water and the homestay quiet hours.
- I will turn off the lights in my room when not in use.
- I understand that I am permitted to do laundry at the homestay; one load once per week unless otherwise arranged with the Homestay Host.

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- I will only bring friends or co-workers to my homestay if I have prior approval of the Homestay Hosts.
- I understand that my Homestay Host will prepare dinner for me each day and I will inform Homestay Hosts by 9 am if I will be late or not be home for dinner in the evening.
- If my Homestay Host is not dropping me off and picking me up from work, I will inform my host of when I will be home (*after work and/or if I go out in the evening*) and let them know immediately if that time or my plan changes.

**GENERAL EXPECTATIONS:**

- If I am under the age of seventeen, I will not go out in the evening without agreement from my Homestay Host
- I will return to my homestay by 10pm each night. If for some reason I am unable to do so, I will contact my Homestay Host immediately or make prior arrangements to adjust the time of my return.
- I will not consume alcohol, smoke, or vape any substance in or near the premises of my homestay – regardless of my age.
- I will not possess or use any non-prescribed, illegal drug while traveling with CW or PMRC First Third Ministry.
- I understand that the cost of all personal necessities, snacks outside the homestay, and special activities (not related to Camp Spirit) are my responsibility and will ensure that I have my own spending money for day-to-day expenses and necessities.
- I will not borrow money or motor vehicles from my Homestay Host.
- For ongoing program evaluation, both Homestay Guests and Homestay Hosts will offer feedback after the stay is complete.
- I will report any issues of concern with my Homestay Hosts to Event Coordinators and to my parents/caregivers.
- I will remember to say, “please” and “thank you”

Homestay Guest’s Name (Printed): \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
Signature location date

## D. Host Information Application

Fillable PDF:



Host Information  
Application.pdf

Applicant's First and Last Name \_\_\_\_\_ Gender \_\_\_\_\_

Street Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Applicant's Date of Birth (DOB) \_\_\_\_\_ Occupation \_\_\_\_\_

List other members living in your home:

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Pets in the home: please provide the number, name, size, and breed

Dogs: \_\_\_\_\_ Cats: \_\_\_\_\_ Other: \_\_\_\_\_

Guest rooms

1) Location: \_\_\_\_\_ Bed size: \_\_\_\_\_ Bathroom: shared \_\_\_\_\_ or private \_\_\_\_\_

2) Location: \_\_\_\_\_ Bed size: \_\_\_\_\_ Bathroom: shared \_\_\_\_\_ or private \_\_\_\_\_

3) Location: \_\_\_\_\_ Bed size: \_\_\_\_\_ Bathroom: shared \_\_\_\_\_ or private \_\_\_\_\_

Do any of the household members smoke? Yes \_\_\_ No \_\_\_

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Do you follow any dietary plans or have any food restrictions in the household? (i.e., vegetarian, gluten-free, etc.) \_\_\_\_\_

What diets would you be able to accommodate? (i.e., vegan, vegetarian, celiac, etc.) \_\_\_\_\_

Would you be able to accommodate life-threatening allergies to things like cucumber or peanuts? \_\_\_\_\_

Please provide us with the names, email address, and cell phone number for two references. *One reference would be part of the Community of Faith, and one would be leader/responsible adult/employer outside the Community of Faith. Please, no family members.*

Reference #1:

Name: \_\_\_\_\_

Relationship to Host: \_\_\_\_\_ How many years have they known you? \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Reference #2:

Name: \_\_\_\_\_

Relationship to Host: \_\_\_\_\_ How many years have they known you? \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***Include Guide for Homestay Hosts here so that applicants know what is expected of them***



## E. Sample Host Interview

This template offers questions to follow when interviewing hosts, but feel free to deviate and customize this to your situation as you deem necessary.

Re-cap the responsibility of Homestay Hosts.

**Taking on this responsibility means that you will have guests living full-time in your home, commuting to and from their work. Each guest will need their own bed, food for breakfast and dinner, and full access to the communal areas of your home.**

- **How do you think your/your family's lifestyle fits with this responsibility?** (look for if they understand the scope of the role)
- **Why do you want to be a homestay host?** (Look for an attitude of serving the community. If they are looking for companionship/to ease loneliness, they are not the right fit)

View the guest's space.

**Can you show us the bedroom and bathroom that the guest(s) would use?**

- There are separate beds for each guest.
- The bedroom area appears clean, comfortable, and safe.
- The bathroom appears clean, comfortable, and safe.

Next steps.

**The rate that we are able to offer our homestay hosts for the 2024 year is \$40 per night, per guest. Is that okay with you? Camp Spirit will also pay you \$.45 per kilometer if you are required to travel more than 100 kms return for the original pick up and final drop-off at the airport, ferry terminal or bus depot. Is this okay with you?**

**Are you willing to provide Police Information Checks for all individuals that live in the home over the age of eighteen?** Camp Spirit will provide reimbursement for Police Information Checks if the individual ends up being a Homestay Host.

## F. Sample Email: Services Not Needed

Dear \_\_\_\_,

Thank you so much for applying to be part of the United Church of Canada's Homestay Program. We wanted to follow up and let you know that your services will not be needed at this time. There is a complex mix of factors required to make the right Homestay match between guests and hosts, such as dietary considerations, location, weekly schedule, etc. In our effort to ensure the most comfortable fit for both our homestay guests - as they live and work away from their home - and our homestay hosts - as they welcome strangers into their home and daily routines - we sometimes have to turn folks away, even if they are interested in hosting.

We greatly appreciate the time that you put aside and your willingness to serve the community.

Please feel free to reach out to Cathy Cryder, Camp Spirit Regional Minister at [ccryder@united-church.ca](mailto:ccryder@united-church.ca) if you have any questions.

Sincere Regards,

Madison Cullen  
Camp Spirit Homestay Coordinator  
[madisonacullen@gmail.com](mailto:madisonacullen@gmail.com)

## G. Homestay Host Contract Letter – Before

Dear \_\_\_\_\_,

Thank you for being part of the Camp Spirit Summer Staff Homestay Program! By offering a room in your home, you are providing an essential home base for Camp Spirit Summer Staff while they work within your community.

Your guest(s) name: \_\_\_\_\_

To communicate with your guest during their stay, their phone number is: \_\_\_\_\_

The dates of their stay will be: \_\_\_\_\_

To pick up your guest, please meet them on [date and time] at:

Building name

1234 Street

City, BC A1B 2C3

On your guest's date of departure [date and time], please drop them off at:

Building name

1234 Street

City, BC A1B 2C3

Please thoroughly review the *Guide for Homestay Hosts* prior to your guest's arrival. Please consult the Guide if questions arise. Your guest has received a copy of the Guide as well. Hopefully, this will limit confusion around expectations and responsibilities.

In case of emergency during the homestay, please contact the Camp Spirit Site Coordinator for your church:

Name of Camp Spirit Site Coordinator: \_\_\_\_\_

Contact Information: \_\_\_\_\_

If your Homestay Guests are traveling with a supervising adult or mentor, please contact them:

Name of Adult Supervisor or Mentor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

*Homestay Guide*

You will be paid \$40 per night for each Homestay Guest that you host. The payment will be made by Electronic Funds Transfer upon the completion of the contracted stay. Total payment for this contract: \$40 x # of Guests x # of nights Guests are hosted.

If Homestay Host travels more than 100 km round trip to pick up or drop off Homestay Guests, you will be reimbursed at a rate of \$.45/kilometer. A mileage claim form will be submitted for pre-approval at the time of Contract Submission.

Your feedback will be enthusiastically welcomed at the end of the homestay. So, if you notice things that we could do better or things that worked very well, please let us know. We will read your feedback carefully. If you would prefer to offer feedback verbally, please email: Cathy Cryder, Camp Spirit Regional Minister ([ccryder@united-church.ca](mailto:ccryder@united-church.ca)) to arrange a time to talk.

Please sign and return this document to the Camp Spirit Homestay Coordinator by email.

By signing below, I acknowledge that I have read and understand the provisions set forth in the *Guide for Homestay Hosts* and agree to host the above-mentioned guests on the above-mentioned dates.

Homestay Hosts Name (Printed): \_\_\_\_\_ Location: \_\_\_\_\_

Homestay Hosts Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## H. Sample Email to Host - After

Dear \_\_\_\_\_,

Thank you again for being part of the Camp Spirit Summer Staff Homestay Program! We hope you had an enjoyable experience hosting **NAME OF GUEST 1** and **NAME OF GUEST 2**.

Now is the time when we invite you to share feedback on your experience. Any advice or concerns that arose from your experience will help us to adapt our materials for future events. You will also have the opportunity to opt-in to being contacted for future homestays with the United Church of Canada. Please **CLICK HERE** to fill out this brief survey and share your thoughts. If you would prefer to provide feedback verbally, please contact Cathy Cryder at [ccryder@united-church.ca](mailto:ccryder@united-church.ca) to set up a time to chat.

With Gratitude,

Madison Cullen  
Camp Spirit Homestay Coordinator  
[madisonacullen@gmail.com](mailto:madisonacullen@gmail.com)

## I. Sample Letter to Guest - Before

Dear \_\_\_\_\_,

As part of the Camp Spirit Summer Staff Homestay Program, you have been matched with the following Homestay Host.

Name of Homestay Host: \_\_\_\_\_

Homestay Host's phone number to contact them during the homestay: \_\_\_\_\_

The dates of your stay will be: \_\_\_\_\_

Address of home:

1234 Street

City, BC, A1B 2C3

Please thoroughly review the Guide for Homestay Guests prior to arriving at the home. Your host has received a copy of the Guide as well. Hopefully, this will limit confusion around expectations and responsibilities.

In case of emergency during the homestay, contact the Camp Spirit Site Coordinator for the church you are working at for the week.

Name of Site Coordinator: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Your feedback will be enthusiastically welcomed at the end of the homestay. So, if you notice things that we could do better or things that worked very well, please let us know. We will read your feedback carefully. If you would prefer to offer feedback verbally, please email: Cathy Cryder, Camp Spirit Regional Minister ([ccryder@united-church.ca](mailto:ccryder@united-church.ca)) to arrange a time to talk.

Have an amazing week!

Madison Cullen  
Camp Spirit Homestay Coordinator  
[madisonacullen@gmail.com](mailto:madisonacullen@gmail.com)

## J. Sample Email to Guest - After

Dear \_\_\_\_\_,

Thank you again for being part of the Camp Spirit Summer Staff Homestay Program! We hope that you had a positive experience with **NAMES OF THE HOMESTAY HOSTS**.

Now is the time when we invite you to share feedback on your experience. Any advice or concerns that arose from your experience will help us to adapt our materials for future events. Please **CLICK HERE** to fill out this brief survey to share your thoughts. [link to feedback tool]

With appreciation,

Madison Cullen  
Camp Spirit Homestay Coordinator  
[madisonacullen@gmail.com](mailto:madisonacullen@gmail.com)

## K. Homestay Mileage Reimbursement Preapproval Form

Fillable PDF:



Mileage  
Reimbursement Preap

HOMESTAY MILEAGE REIMBURSEMENT PREAPPROVAL FORM			
DATE	DETAILS (From ____ to ____) Pick Up or Drop Off	# OF KMs	TOTAL (# OF KMs X \$.45)
TOTAL			
Homestay Host Name (Please Print):		Homestay Host Address:	
Homestay Host Signature:		Date:	
Approval by:		Date:	