



Members' Handbook

For the fourth year in a row we are publishing a Members' Handbook. We have updated this information to reflect new officers and board members, dates and activities, and many other changes taking place throughout the year.

What is CCIS?

The Community Committee for International Students at Stanford began over sixty years ago. We are a membership group of volunteers dedicated to supporting graduate students, post docs, visiting scholars, and their families 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 member of CCIS, we join with hundreds of others who have been rewarded by becoming friends with people from around the globe.

Current CCIS membership stands at over 300 people. 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 Warmbrunn, 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, Warmbrunn 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, Warmbrunn formed a committee of people he knew from the community, people who shared his desire to link American families and internationals. Thus Warner Warmbrunn and five women from the community formed the CCIS, the Community Committee for International Students at Stanford.

To learn more about the history of this great organization, check out our timeline, a link to which can be found on the CCIS home page. <http://ccisstanfordu.org/index.htm>

What programs are offered?

CCIS responds to the needs of internationals; that's what drives our programs. At first, it was the need for housing. Since Stanford at that time had limited housing available for graduate students, CCIS volunteers spent 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 university housing is available for them. Our other programs developed and evolved as needs surfaced. Our programs are as follows:

INDIVIDUAL PARTNERSHIPS

ENGLISH IN ACTION (EIA)

It's a conversation! One of the most popular CCIS programs is English in Action. Each year about 200 internationals meet once a week for an hour with a volunteer partner for casual conversation. Each international will have different questions about the English language and about American culture. Through conversations with their partners, the

internationals will refine their skills. Very often friendships develop that last beyond the year. Sixty minutes per week can make a huge difference in their Stanford experience. Volunteers are welcome to apply throughout the year for EIA. 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 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. The Program's goal is an exchange of experience beneficial to both. Depending on the interests of the PLP members, optional PLP class activities could include invited speakers, tours, vocabulary development, and presentation skills. Mothers are invited to bring their children to these classes. Henry Lum is chair. Email: plp@

**All email addresses can be reached by prefixing the name of the program, such as volunteer@ to the last part of the address: ccisStanfordU.org. For example: volunteer@ccisStanfordU.org*

HOMESTAY

Takes place in August/September before academic classes begin. Some international students arrive in the Bay Area before Stanford housing is available, and they need temporary housing. 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, introducing them to the Community Advisors Orientation process and the CCIS Loan Closet. Overall, Homestay hosts and their student guests often like each other so much that the experiences evolve into life-long friendships. Chair: Philip Berghausen. Email: homestay@

OTHER SUPPORT

ENGLISH CLASSES

There are about sixteen 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." MaryAnn Saunders is the chair of this program. Email: english-classes@

SPOUSE EDUCATION FUND (SEF)

Spouses who accompany Stanford's international graduate students, scholars and post-docs have often put their careers on hold in order to come here. Acknowledging the challenges they face, thirty 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 can be used at a variety of local institutions, from community colleges to SFSU, SJSU and Stanford's Continuing Studies Program. Spouses report that their grants have opened new doors to make their time here more personally

rewarding. In the fall, applicants specify the use they propose for the funds, and are interviewed by the SEF committee. Awards are presented in early December for use in the coming year. For testimonials from grantees and instructions on how to donate, go to: ccisstanfordu.org/volunteers/SpouseEducation. Chair: Dolly Verplank. Email: spousefund@

LOAN CLOSET

The Loan Closet, located in the basement of Abrams mid-rise in Escondido Village, provides household items for the kitchen: dishes, glassware, pots, pans, flatware & some small electrical appliances; for the bedroom; sheets, blankets, pillows, & towels to Stanford graduate students, post docs, and visiting scholars for their time here at Stanford. There is a one-time charge of \$20 for a single person & \$40 for a couple or family. This fee covers participants for their entire time at Stanford, so if their needs change, they can come back, return items they are not using and select others. We ask that participants return all items that are still in good condition when they leave Stanford. Our busy season is during Orientation, September 7 - 22, 2016. We are looking for item donations at any point during the year, and volunteers to man the Loan Closet during Orientation. 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, banking, obtaining a drivers license, Social Security information, mobile phone options, 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. This year orientation will run from Sept. 7th to Sept 22nd. We always welcome new volunteers. Chair: Karen McNay. Email: ca@

SOCIAL ACTIVITIES

EVENTS

Events offer an opportunity for both volunteer members and internationals to come together at the I-Center to socialize and develop new friendships. Past events have included Potluck Music Nights, Dance Night, Pi/Pie Night, an Ice Cream Social, and a Picnic on the Oval. This year, the committee will organize a variety of exciting events including an Ice Cream Social, Valentine's Night, and Picnic on the Oval. Volunteers are always needed for set-up, clean-up, registration, and activities — a great way to get involved, stay connected, and meet new people. Chair: Judi Chun. Email: [events@](mailto:events@ccisstanfordu.org).

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 and a team of international spouses welcome newcomers and create a sense of community where they can learn about local customs and culture, practice English conversation and find out about opportunities and resources in the area related to their special interests. We meet every Friday from 10 AM to 12 noon at the I-Center. Chair: Gwyn Dukes. Email: [coffee@](mailto:coffee@ccisstanfordu.org).

ADDITIONAL DEPARTMENTS

COMMUNIQUÉ

Our quarterly newsletter tells the stories 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. Chairs: Karin Meiswinkel and Amanda Preece. Email: [communique@](mailto:communique@ccisstanfordu.org).

SOCIAL MEDIA

2016 marks the first year that CCIS will have a presence on social media. The creation of a page on Facebook will allow CCIS and its members to share and promote a variety of programs and activities created to support the Stanford International Community. Chair: Michelle Laker. If you have a photo or story that you'd like to share, please email [SocialMedia@](mailto:SocialMedia@ccisstanfordu.org).

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@](mailto:database@ccisstanfordu.org).

MEMBER SERVICES

Member Services, led by Donna Shoemaker, is the center point of CCIS member communications and new membership recruiting. Potential new members may contact Donna to learn about the variety of activity options offered by CCIS. If a current volunteer has a question, a suggestion, or a request, Donna will find the right person for help. She has written a handbook for CCIS Board Members with an eye to succession planning and continuity of processes. Additionally, Donna published international student and volunteer brochures to encourage greater student participation and continued membership growth. Contact: [memberservices@](mailto:memberservices@ccisstanfordu.org)

WEBMASTER

Carolyn Gannon and her husband, Terry, develop and maintain the website, which can be found at www.ccisStanfordU.org. It is a comprehensive resource, showing our multitude of programs and activities. It includes videos, pictures, and access to calendars, as well as an extensive timeline of CCIS history.

CCIS members are welcome to submit photographs and information about CCIS activities. Chair: Carolyn Gannon. Email: [webmaster@](mailto:webmaster@ccisstanfordu.org).

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 also sets the budget.

There are four officers who are nominated by a committee a month in advance of the Annual Meeting, then voted on by the membership at the meeting.

CCIS Membership

BECOMING A MEMBER

Interested individuals can go to the website, click on the green button "CCIS Membership," and complete a "New Member Application." Still have questions? Send an 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 annual Holiday Luncheon will be held on December 1, 2016 at Michael's at Shoreline.

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

A copy of the CCIS Constitution and the CCIS Guiding Principles can be found at www.ccisStanfordU.org.

Spouse Education Fund awards 28 grants

by Gwyn Dukes

The Spouse Education Fund is currently receiving notes of thanks from the 28 spouses who received SEF grants to support their further studies or professional and personal development. The grantees want the donors to know how much their grant has meant to enrich their experience here. Mariana Barraza Llorens, who received a grant in the name of Josh Alper, wrote:

"This grant has allowed me to explore a new topic: compassion and ways to cultivate it."

I am very thankful for the opportunity provided by the SEF. The idea of supporting spouses who come to Stanford with their partner is wonderful. It has allowed me to learn and develop something new which will help me not only in my professional life but also in personal terms. Having the opportunity to "attend school" and the chance to meet other people in the class was very motivating."

In addition to the Josh Alper grant, awards were made in the names of several former CCIS volunteers – Marianne Dieckmann, Jane Reber, Betty Ogawa and Connie Barthold, thanks to donations to the SEF honoring them. This

year two new grants were created by Sheng Chen, an alumnus who wished to honor his English in Action partner, who became his mentor and longtime friend. The 2 new grants are named after Chen's cross cultural education program, JOYN.

The 2015 SEF grantees came from 16 countries and included 27 women and one man.

The Stanford Continuing Studies Program donated waivers to 4 classes, and the CCIS supported a total of 10 grantees to take classes in the Continuing Studies Program. Other institutions attended include Foothill, UC Berkeley extension, the Pacific Art League, Palo Alto Art Center, Johns Hopkins (online) and the Goethe Institute.

The grantees took courses in a wide variety of subjects, including project management, authentic leadership, chemistry, calculus for business and economics, European regulatory affairs, energy policy, and climate and art. Two SEF grantees used their support to attend professional conferences where they were giving presentations.

Each of the grantees has asked us to relay their profound thanks to the CCIS and the donors who made their studies possible. Thank you all for adding a significant experience that has opened doors to learning and new friendships.

CCIS is now on Facebook!

Former Communique co-editor Michelle Laker has kindly agreed to set up and maintain a Facebook page to keep everyone updated about CCIS programs, events and more. Be sure to visit our page at facebook.com/ccisatstanford.



Find us on:
facebook®

Events Calendar

Aug. 11 - 3:30 pm to 5:30 pm
Ice Cream Social, Bechtel I-Center Courtyard

Sept. 7-23 - Monday to Friday
• Community Advisors/Orientation
9 am to 5 pm
(Needed: volunteers for morning and afternoon shifts)

• Loan Closet open Monday to Friday
Basement of Abrams mid-rise in Escondido Village (Needed: household items, volunteers for three-hour shifts)

Sept. 26 - Stanford Classes begin

Sept. 30 - 10 am to noon
Friday Morning Coffee Welcome Event
Bechtel I-Center Assembly Room

Oct. 10 - Board meeting,
Bechtel International Center

Dec. 1 - Holiday Luncheon
11:30 am to 1 pm
Michael's at Shoreline

Summer Bus Trip: Kirgin Cellars by Donna Shoemaker

During the summer, Bechtel offers day outings for students who are still on campus. Seven volunteers responded to a request for chaperones for this event. The first to respond were long-time Homestay volunteers Greg Urganst and Pamela Baird of Mountain View, pictured on the left. The winery is Kirgin Cellars in Gilroy. Pam and Greg said, "We had a great time and enjoyed the company of amazing Stanford students and researchers. We had the opportunity to explore a new winery for us and enjoy some excellent and unique wines. The flowers on the grounds were incredible." Thank you, Pam and Greg! The other six responders are on the list for future day trips. If you are interested in helping with a short-term event like this, let us know at memberservices@CCISstanfordU.org.



Picnic on the Oval

The Picnic on the Oval, June 1, 5-7 pm, was a fun and successful new event. It took place on a sunny, breezy day and blankets laden with picnic fare were in colorful abundance. Everyone seemed to enjoy sharing the variety of dishes and tasty treats. The event was attended by about 40 people, including families, CCIS volunteers and board members, internationals, as well as many people who were completely new to CCIS events. There was a cake to top off the festive atmosphere. People seemed to enjoy the opportunity to use the "photo booth" exhibited in one of the photos. In addition, there was more than one serious frisbee game, including an extreme frisbee specialist as well as a novice 10-year-old. Several groups, including CCIS members and internationals alike, stayed on past the posted 7pm ending time.



CCIS SWAP Event

The CCIS quarterly SWAP on June 29 attracted a big crowd. Offered at the Friday Morning Coffee once each quarter, the SWAP is a chance to give away things you no longer need and pick up items shared by others. It's especially popular with people who have just arrived, or are just leaving, and those with growing children.



CCIS *Leadership*

President's column

Karen McNay

Wow...how rapidly summer disappears and we are already hard at work on the 2016-17 school year. Once again we anticipate a very busy Fall 2016. Phil Berghausen is already busy matching Homestay hosts with the new graduate students and would always welcome new volunteers. September is a particularly busy month when Community Advisors will welcome approximately 600 incoming international graduates, serving up four evening dinners, organizing two bus trips and helping with the Welcome Reception before the start of classes on September 26th. The Loan Closet will be open daily from Sept. 7th – 22nd to help incoming internationals equip their apartments. They are always looking for new or gently used kitchen ware and small appliances. Both the Hospitality program and English-in-Action will begin matching hosts and students and would happily welcome your participation. Our ongoing programs including English Classes, Friday Morning Coffee, the many social events, the Spouse Education Fund and Professional Liaison will continue. If you have not already received your annual Membership Renewal form you can expect it in the very near future. Please make sure to update your program interests and return the form to us at your earliest convenience. Please feel free to contact Donna Shoemaker at: memberservices@ccisstanfordu.org with any questions you may have. She is always happy to be of assistance. An early save the date is December 1st for our annual Holiday Luncheon. More info to follow. As always, your enthusiasm and support are what make our programs work and I look forward to seeing you as we begin our 64th year of CCIS!



Editor's column

Amanda Preece & Karin Meiswinkel

Summertime and the living is easy... a line from a classic song of the 1930's Gershwin era comes to mind. Life on campus is hushed and quiet, lying in wait for the hustle and bustle of the school year to begin anew in September. Meanwhile, we savor the tranquility of the sunshine days of summer, playing, vacationing, relaxing and recharging our batteries for the faster pace of life that will soon resume. This summer issue offers a refreshed and updated Members Handbook that serves as a valuable tool for current information about CCIS in the wake of the new school year, along with featured articles and pertinent dates. As we, Karin and Amanda, embark as a new team as the current co-editors of the Communiqué, we look forward to your support and an exciting year at hand.



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www.ccisStanfordU.org

Please add the board member's prefix to
the general address: @ccisStanfordU.org

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Changing of the Guard for the Director of CCIS

By Karin Meiswinkel



CCIS wishes to extend great appreciation and acknowledgment to John Pearson for his invaluable 30 years as director of Bechtel International Center. His expertise and service was applauded at a reception held at Bechtel International Center on June 16th with a delightful array of food and beverages to enhance the occasion. While many sang his praises, John remains the official unparalleled raconteur with his ability for telling stories and tales. He was made an official member of CCIS and given a one time grant in appreciation. His presence shall not be absent in spite of his retirement.

It is now CCIS's extreme pleasure to announce that Shalini Dev Bhutani, previous Associate to John, will be replacing him as the new director of the Bechtel International

Center. Shalini comes with a most impressive set of credentials and extensive experience in a variety of fields. She has always been one hundred percent supportive of CCIS, dedicated to its cause, and has worked hard to maintain an "open door" policy, while diligently resolving any conflicts in a timely manner. CCIS extends a very warm welcome to Shalini and feels most fortunate to have this wonderful and accomplished woman serving as the new director. Everyone can look forward to reading her published director's column in the Fall Issue of the Communiqué. Her title is as follows:

*Shalini D. Bhutani, PhD
Executive Director, Bechtel International
Center
Assistant Vice Provost, Student Affairs*

