

# **Kumamoto YMCA Kamitori Center Japanese Practice Club Agreement**

Kamitori Center serves the community as an open, multicultural organization and provides as many people as possible with a place to participate in conversation practice. Upon sign-up, we kindly ask both parties who will be volunteer members for conversation practice and who wish to practice Japanese to keep the following “promises”. We would very much appreciate your cooperation in operating this Japanese practice club smoothly without any trouble and in providing a great opportunity for all participants to share in the fruitful experience of international exchange.

Kamitori Center  
Acting Executive Director, Tokiko Oya

## **1. YMCA membership fee**

We request the payment of an annual membership fee, 1000yen, upon sign-up and upon renewal of the membership at the beginning of a fiscal year (A fiscal year starts in April and ends at the end of March, the next year.) Even if you sign up in the middle of a fiscal year, we still ask you to pay the same amount.

Membership fee is mainly used for:

- Purchasing insurance for volunteers
- Stamps and envelopes to send mail from YMCA
- Covering utility costs
- Covering communication expenses, including phone calls

## **2. Matching for conversation practice**

Kamitori Center staff and volunteers delegated and certified by YMCA will conduct the matching (pairing) for conversation practice every March as a general rule.

Upon sign-up, we will ask you to fill in a questionnaire about the day(s) and time(s) you would like to have practice and other necessary information used for matching. However, please note and understand that your requests cannot always be honored.

We do not accept any requests based on the following topics regarding matching:

- Country of origin
- Gender
- Age

## **3. Scheduling**

Kamitori Center introduces you to a possible conversation partner who can practice with you on the day and the time as you have requested. Once the matching is completed, we arrange the first meeting for practice. We suggest that you can have the conversation practice with each other at a fixed date and time. If you feel necessary to practice once two weeks, we suggest that you can confirm with your partner, and then call YMCA to tell the receptionist about the rest of the date.

## **4. Teaching materials**

We can provide you with recommended materials for conversation practice. If you are interested in using them, please let us know at the reception desk.

## **5. Other policies**

Please comply with the following terms in order to avoid any possible trouble:

- 1 conversation practice should be approximately 60 minutes long.
  - Conversation practice should be held at Kamitori Center.
- We strongly recommend that you do not have conversation practice outside of Kamitori Center. In case anything goes wrong when you have practice outside of Kamitori Center, you must take full responsibility.
- Please call YMCA as soon as possible when you are going to be late or if you need to cancel a practice.

When you want to rest, please call YMCA and tell the receptionist about the rest of the date at least three days before (except closed days)..

\*About the business days and the closed days, please check the calendar. We strongly recommend that you can check the calendar with each other in the beginning of each month. In addition, YMCA will be closed at 18:30 on no lesson days, so you should finish your conversation practice before 18:30.

### **Kamitori Center Business hours (to call)**

Monday-Thursday (lesson days): 10:00-21:30

Friday: 10:00-18:30    Saturday: 8:30-17:00    Sunday:12:30-17:30

\*On no lesson days, we are open 10:00-18:30. Please check the year calendar for when we have lessons or not.

- Please keep your own private information safe by not giving out your phone number, address, email address, etc. In case anything goes wrong when you disclose such information, you must take full responsibility for your actions.
- Membership will be dissolved for the fiscal year in the following cases:
  - ①If you are absent twice in a row without prior notice.
  - ②When we can not reach you at your registered telephone number for more than 2 weeks.
  - ③Other than those listed above, in any case the director of Kamitori Center feels it is necessary.

\*In the unlikely event that you wish to dissolve the matching due to any trouble, please consult with Kamitori Center.

### **Kumamoto YMCA Kamitori Center**

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