



AJET Handbook

Fukuoka AJET Handbook

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Welcome to Fukuoka AJET!

Hello! If you are reading this, you are now a Fukuoka AJET representative. Congratulations! We hope this handbook will serve as a guide for you during your time on Fukuoka AJET.

What is AJET?

AJET is the Association for the Japan Exchange and Teaching Program. AJET provides information, representation, and support to the 4,000+ JETs residing across Japan. Originally requiring a 3,000 Yen new member fee, AJET is now free and open to all JETs who choose to register at Tokyo Orientation or online.

National AJET

AJET's National Council is the nationwide managing body of AJET. It consists of a Chair, Vice-Chair, Treasurer, CIR Representative, two Translators, Webmaster, and 11 Block Representatives from around Japan. The Chair, Vice-Chair, and Treasurer make up National AJET's Executive Council. Fukuoka is located within Block 10 along with Oita, Saga, and Nagasaki prefectures. The Block 10 Representative for the 2011-2012 year is Amelia Hagen, a Fukuoka JET.

National AJET's responsibilities include helping to organize and to facilitate JET Tokyo Orientation, maintaining the AJET website, running the AJET Internationalization and Teaching Awards every spring, showing exceptional examples of JET involvement within Japanese communities, increasing post-employment opportunities via the Conference for Returning JETs in February, and promoting valuable ways in which to teach English and further internationalization within local areas. More recently, National AJET worked to establish a volunteer database for Tohoku disaster relief, a Couchsurfing group for evacuees, and a nationwide donation effort called 'Man Up for Japan'.

Twice a year, National Council members meet with CLAIR and the three ministries who run The JET Programme (MEXT, MOFA, and MIC) at an Opinion Exchange where AJET presents three topical reports and all parties discuss ways to improve the JET Programme.

More information can be found at www.ajet.net.

AJET Services

Fukuoka AJET is one of the many prefectural arms of National AJET. There are four main ways in which AJET reaches out to the JET network through these prefectural chapters. Fukuoka AJET additionally promotes other JET events in the areas outside of Fukuoka.

1. ***JET Fund*** – JET Fund is a financially supportive channel for Fukuoka JETs who must return to their home country in the case of a family emergency or death in the family. Depending on the number of JET Fund members in Fukuoka prefecture, a JET wishing to go home for a funeral, etc may receive money towards their plane ticket upon presentation of proof. Initial cost is 3,000 Yen and it costs 1,000 Yen each year to renew membership.

The JET Fund is an unusual aspect of Fukuoka AJET as at this time, we know of no other prefectures with a similar program. As mentioned elsewhere in this handbook, the JET Fund will be re-introduced in Fall 2011 with any necessary changes made in time for the 2012-2013 JET year. The PR and Treasurer each have current copies of the JET Fund contract.

2. ***Tatami Timeshare*** – Tatami Timeshare is a network of JETs who can opt to both host other JETs and stay at other JETs' apartments when they travel around Japan. (As of April 2011) Having recently changed its format, Tatami Timeshare has relocated to the Couchsurfing website as a specific group. This move caters to the many JETs who are already part of the Couchsurfing network and prevents the need for these JETs to join a separate organization.
3. ***Peer Support Group*** – The Peer Support Group runs a hotline that is available only during nighttime hours – when other in-person support organizations and systems are closed in Japan. The hotline is anonymous, free of charge, and staffed by JET peers who volunteer their time. JETs needing to talk about anything from culture shock to problems with co-workers are encouraged to call. For those interested, new Peer Support Group volunteers are taken each spring in a competitive selection process. PSG is financed by National AJET and the National Coordinator is a non-voting member of the National Council.
4. ***Event Coordinating*** – Within Fukuoka prefecture, AJET is primarily known for

planning and coordinating events throughout the year. These events are open to all Fukuoka JETs and their friends. At the start of the 2010-2011 JET year, the charity group changed its name to the Fukuoka AJET Charity Group. Subsequently, it now falls under the AJET name. However, the Charity Group plans charity events while Fukuoka AJET coordinates social events. Updates from both entities are sent jointly from the Fukuoka AJET email account.

Fukuoka AJET's History

The 2010-2011 Fukuoka AJET Crew rifled through old papers and forms in an attempt to gather information about the background of AJET in Fukuoka prefecture. In our research, we found that Fukuoka AJET has been fairly inconsistent in recent years. AJET's structure has varied from year to year with a brief MIA period. There is evidence that AJET's structure has relied on separate senior high school and junior high school representatives at times, in addition to both regional representatives, general officers, and one designated Prefectural Representative as National AJET advises in its prefectural AJET template.

As a result, the same Fukuoka AJET group decided to re-structure in order to allocate individual member responsibilities and to increase opportunities for Fukuoka JETs interested in becoming AJET representatives. The position description section elaborates on these AJET representative roles and responsibilities. The new structure also allows for the easier transition of new AJET representatives and provides a foundation for Fukuoka AJET in future years.

Before the acquisition of the charity group in 2010, Fukuoka AJET focused on creating social events, as previously stated. Regarding social activities, past events have been a Halloween fund-raising party, hiking at Mt. Kuju, the Kyushu Olympics, and a beach day among many others. More recently, AJET has concentrated on executing five major events which will be both listed and discussed later in this handbook.

Fukuoka AJET's JET Fund will be 'brought back' at the start of the 2011-2012 JET year. A non-AJET JET Fund Coordinator previously administered it from 2007-2008. The job changed hands during the 2008-2009 year but JET Fund activity appears to have stagnated since the beginning of the 2009-2010 JET year. The original 2010-2011 Fukuoka AJET Crew only consisted of two members and lack of time prevented the handling of the JET Fund for that year. With the addition of more, fresh AJET representatives, Fukuoka AJET is excited to re-introduce the JET Fund and to recruit new members. Updated JET Fund Excel spreadsheets have been uploaded and are now available at the Fukuoka AJET email account.

Fukuoka AJET Position Descriptions

*Please note: ALL AJET representatives should be prepared to help with sign-ups, ticket sales, and the collection of money from JETs in addition to making announcements at monthly meetings. Furthermore, though the Event Coordinators do the bulk of the event planning, input and suggestions should come from ALL representatives.

- A. ***Prefectural Representative (Fukuoka AJET Leader)***: This representative will serve as the overall leader of the group and act as an additional Event Coordinator, if necessary. In the event that a Fukuoka AJET Treasurer cannot be found, he or she will take charge of Treasurer responsibilities while supporting the ECs. The Prefectural Representative will initiate AJET discussions regarding upcoming events and ensure that scheduling and planning are on point. In situations where a decision cannot be reached by the group, the PR will make the final call.

The PR will also be the primary point of contact for Fukuoka AJET, in addition to the contact email address (FukuokaAJET@gmail.com). If the PA liaisons have questions or concerns, they may contact the PR. The PR will lead the Fukuoka AJET Application process and work with the Communications Director to send out notifications to newly selected Fukuoka AJET representatives. This person will provide updates to National AJET's Block 10 representative while regularly checking the Fukuoka AJET email account.

- B. ***Treasurer***: This person is responsible for keeping the official AJET bank book that is home to AJET cash, the JET Fund, and fundraising money from the charity group. Funds should be deposited separately into the joint account under the sub-categories of AJET, Charity Group, and JET Fund. This representative should update the ledger on a monthly basis and make bank transfers as needed. In addition, the Treasurer helps collect money at monthly meetings. This person will primarily work with the Prefectural Representative, the Charity Group Liaison, and the Fukuoka AJET PA liaisons. Periodically, the PA AJET liaisons will ask for ledge updates. Therefore, it is imperative that the Treasurer liaises closely with the PA to ensure transparency between AJET and the remaining Fukuoka JET body.

The Treasurer will receive more specific guidelines and instructions from his/her predecessor. JET Fund information will come from the Prefectural Representative.

*Someone who is centrally located is preferable for this position for the sake of accessibility. A Kitakyushu City ALT as Treasurer would specifically not be ideal due to the fact that they cannot attend monthly meetings where the bulk of collection and activity takes place. *

- C. **Charity Group Liaison:** The Charity Group Liaison is preferably already a member of the charity group. This person relays information from the charity group to the other AJET representatives regarding, but not limited to, charity group announcements for use in AJET emails. The CGL will work with the Treasurer regarding the charity group's funds and serve as a point of contact for the AJET PA liaisons. **More importantly, permission to run each and every charity event should be sought from the AJET PA liaisons to guarantee that any bureaucratic issues are addressed and that overall permission is obtained where necessary.** He or she should also communicate charity event dates to Event Coordinators to prevent time conflicts.
- D. **Communications Director:** The Communications Director drafts, edits, and sends AJET emails to JETs in Fukuoka prefecture. This person is also responsible for making flyers and sign-up sheets as well as creating Facebook events, if needed. As this is a public relations position, this AJET representative should also delegate announcement responsibilities to other AJET representatives and personally deliver announcements to JETs in attendance at monthly meetings. The Communications Director would especially work with the Prefectural Representative and Charity Group Liaison in addition to sending information to the PA liaisons for meetings. This person should also check the Fukuoka AJET email account regularly.
- E. **Event Coordinator (two to four – preferably a SHS, JHS/Muni, and Kitakyushu City Representative):** These AJET representatives are in charge of planning and coordinating actual AJET events throughout the year. This includes, but is not limited to, finding venues for parties, buying and/or reserving tickets, and acting as contacts to various restaurants, clubs, and organizations. The event coordinators also decide when events will take place and confirm with the rest of the group. ECs communicate with the Treasurer about necessary costs, funds needed, and bank transfers so that the Treasurer may take appropriate action. In keeping in touch with the Treasurer, ECs should give the Treasurer ample time to make bank transfers before deadlines.

Fukuoka AJET Application Questions

(2011 Fukuoka AJET Application)

Name: _____ Location (where you live): _____

Job-type: _____ Year on JET: _____

Phone Number: _____ Email Address: _____

Please answer the following questions.

1. Why would you like to join the AJET leadership team?
2. Which position are you interested in? Why? Note: You **can** apply for multiple positions.
3. What applicable experiences and skills do you possess in regards to your desired leadership role?
4. For those interested in Event Coordinator positions, what events would you be interested in planning/assisting with this year as part of Fukuoka AJET? (New ideas welcome and encouraged!)
5. What Japanese abilities do you possess, if any?

Fukuoka AJET PA Liaisons

Every year, two of the six Prefectural Advisors in Fukuoka Prefecture are assigned to 'advise' Fukuoka AJET. At least one of these two advising liaisons is a CIR. The role of these PAs is not to 'govern' AJET by any means. Rather, they should be utilized as an additional resource if AJET encounters obstacles during the year. These obstacles may include translation help or ticket procurement.

The PA AJET liaisons should be added to the Fukuoka AJET Google group once they have been decided. In this way, they may be aware of all AJET happenings and can relay this information at monthly Fukuoka PA meetings. Furthermore, receiving AJET email updates allows them to catch any issues that may be present during organization and planning periods. Liaisons may, but not always, proofread AJET email rough drafts but final drafts are at the discretion of Fukuoka AJET representatives.

Prefectural meeting announcements should be sent to the PA liaisons about one week in advance. These should be only meeting-related and are added to the meeting agenda sent out by the PAs to JETs around the prefecture. For example, if AJET is going to be selling party tickets at an upcoming meeting or if charity is going to be doing a clothes drive, this information should be sent to the PA liaisons for the meeting agenda. The Communications Director should gather this information from the PR, Charity Liaison, and Event Coordinators so that it may be sent in a cohesive fashion. Despite this Communications Director task, the Prefectural Representative is still the main point of contact for the PA liaisons.

The Big 5: Annual Fukuoka AJET Events

Fukuoka AJET now successfully carries out five large events that require a lot of organizing and planning. Here they are, listed in their expected order throughout the year.

1. Fukuoka JET Welcome Party (immediately following Fukuoka JET Orientation)
2. Softbank Hawks Baseball Game
3. A Day Out at Kyushu Basho (Fukuoka Sumo Tournament)
4. Hanami (Cherry blossom viewing party)
5. Fukuoka JET Sayonara Party

Feel free to use the above events as a framework for AJET event planning but don't be shy about introducing new and interesting events and opportunities to the Fukuoka JET community!

Event Coordinator Planning Guide

As previously mentioned, in the last 3-4 years, Fukuoka AJET has established five major events in its yearly rotation. This event planning guide will outline tips and recommendations for carrying out these events as well as a few ideas for upstart events. The guide will also cover what to specifically focus on when planning these events. General tip: Finding a party venue

aside from the usual ones can be tricky – be sure to check out the Fukuoka Now Online Directory and Hot Pepper’s website and/or magazine (both Japanese-only). Please note: The use of the term ‘AJET representative(s)’ refers to, but is not limited to, Event Coordinators who may require miscellaneous assistance from other members of the Fukuoka AJET Crew.

1. ***Fukuoka JET Welcome Party*** – Occurring on the Friday night almost immediately following Fukuoka JET Orientation at Yoshizuka, the welcome party is coordinated in tandem with 2-3 members of the Fukuoka JET Orientation Committee. Sometimes AJET representatives happen to be these same Committee members but this is not always the case. A welcome party favorite has been the Shibafu Beer Garden at the top of the Fukuoka Building across from Solaria Stage in Tenjin. 3,000-3,500 Yen at the beer garden gets each person nomihoudai, yakiniku tabehoudai, and other hot food from 6-10pm. Please refer to the contact information spreadsheet for details.

This is the most popular Fukuoka AJET event with around 100 people in attendance. Attendees may pay at the cash register upon arrival at the rooftop beer garden. However, everyone must RSVP. More specifically, ‘everyone’ means any JETs regardless of whether they are re-contracting or not. Party planners generally assume that about 90-95% of new JETs will attend the welcome party. If planners decide to go with the beer garden, it should be reserved as soon as possible for under the covered portion. Not all of the rooftop area is covered by tents and if it is raining at the start of the event, the reservation WILL be cancelled. Hence, the sooner the reservation is made, the more likely organizers will be able to reserve the covered areas at the beer garden. If organizers are only able to reserve the unsheltered areas, a Plan B should be formulated in advance.

Please keep in mind that a small sub-committee on the Orientation Committee will be working on the welcome party. AJET and this sub-committee should be in contact with each other so that there are no miscommunications. Ideally, both entities should work together so that the year starts off with a bang at the welcome party. One alternative is to have one group plan the welcome party and the other handle the *niji-kai*. Organizing each event also includes researching transport options, directions, maps, and places to stay afterwards (just in case).

2. ***Softbank Hawks Baseball Game*** – From 2008-2010, AJET coordinated a Hawks game in September. The Fukuoka International Relations CIR/Municipal ALT PA had a contact within the Hawks organization and tickets would be procured through him. RSVPs for the event were necessarily required in August and those who RSVP’d for

the event were responsible for paying for their tickets or for finding replacements themselves. JETs RSVP'd by email and then paid at the first monthly meeting of the year in mid-September. Finding people to take tickets for those who suddenly cannot attend is NOT AJET's responsibility. Early RSVPs are especially crucial if the Hawks are having a good season and post-season play looks probable. About 40-50 people usually attend this event with the majority being first-year Fukuoka JETs. A May or June baseball game would also be a solid option as it's an 'indoor' event that would not be affected by rain.

Once Hawks tickets have been reserved, a form in Japanese will be faxed with the necessary bank transfer information. If the Treasurer cannot do the bank transfer, another AJET representative usually pays up front for the tickets during the transfer and is then reimbursed later by the Treasurer. After payment, the tickets will be mailed to the designated AJET representative. If coordinating a September game, this should be done before the first monthly meeting so that tickets may later be distributed at said meeting. In that way, game day is easier for AJET representatives. Under normal circumstances, they should have no baseball tickets to pass out right before the game.

3. ***Kyushu Basho (Fukuoka Sumo Tournament)*** – Sumo is held in Fukuoka from mid to late November every year. AJET, and Fukuoka JETs in general, prefer to go on the last Saturday of November, as it's one of the most exciting days at the end of the tournament. However, in the past three years, it has been extremely difficult to obtain enough tickets for those wanting to attend. Ticket availability has been affected by the popular event date as well as sumo record attempts. Due to recent problems in ticket procurement, AJET has considered allowing JETs to reserve tickets for two different dates and *then* obtaining the tickets for these separate dates. In doing this, AJET is more likely to obtain the tickets it needs for the dates it wants. Below, AJET elaborates on why the process for obtaining Kyushu Basho tickets must change.

2008 and 2009 had AJET representatives hurriedly purchasing sumo tickets the day of sumo at convenience store machines. In 2010, Fukuoka AJET opened the Fukuoka AJET Sumo Event up to everyone, including those JETs from neighboring prefectures. The result was over 130 RSVPs and AJET was unable to get its hands on that many tickets for the planned date. This was a mistake in retrospect and resulted in a number of disappointed JETs. AJET could also not have predicted a popular sumo wrestler vying for an important record. In the end, with the help of a CIR Advisor,

AJET did procure 50 tickets at a group discount for the original date and another 25 for a separate date. AJET distributed tickets to the first 50 JETs who RSVP'd and offered full refunds or tickets for the separate date.

As a result, AJET must carefully contemplate whether to purchase a set number of tickets in October first and then sell them to Fukuoka JETs OR to take RSVPs first and then attempt to purchase the tickets. If AJET purchases a set number of tickets first but Fukuoka JETs fail to snap them all up, AJET should probably sell them to other JETs outside of Fukuoka. Again, holding the Fukuoka AJET Sumo Event over two dates (one potentially being the Labor Thanksgiving Holiday in late November) is still an option.

A group discount of 10% is available and group ticket requests are generally taken at the end of September. It is imperative that someone fluent in Japanese calls the sumo ticket office to arrange the group discount sumo tickets so that there are no misunderstandings. Directly calling is essentially the only way to buy the large amount of tickets necessary. Kyushu Basho tickets go on sale at the beginning of October but a group ticket request is necessary beforehand. Fukuoka AJET typically buys 'Esu B' seats that cost around 3,100 Yen each. To ease the collection of funds, AJET may charge slightly more. Depending on AJET's available funds, AJET may also choose to provide its own 100 Yen discount.

One more thing to remember: The dates of Mid-Year Seminar do impact Fukuoka AJET here. If Mid-Year Seminar occurs before the sumo event, AJET can collect money and distribute tickets in Sasaguri. This should be taken into consideration when deciding the sumo event date(s)

Please check the official sumo website which is available in Japanese and English. Specific details regarding group ticket purchases and policies will be posted there. More information, such as the necessary ticket code and the 'on sale' date will be in the convenience store ticket catalogs.

4. **Hanami** – Fukuoka AJET Hanami, or cherry blossom viewing party, is usually held the last Saturday of March or the first Saturday of April. Previously, Ohori Park in Fukuoka City was the scene of AJET Hanami. However, for the past three years 2009-2011, Fukuoka JETs have gathered under the cherry trees at Kokura Castle in Kokurakita-ku, Kitakyushu. Kokura Castle has proven to be a rather central location along with being easy to find. Riverwalk Shopping Complex is a short walk away and

has a grocery store for people needing to purchase food. Yatai, or food vendors, are also around the castle.

Hanami has traditionally been the easiest AJET event to coordinate because RSVPs are not necessary. Additionally, AJET makes the event BYO Food and Drinks. BBQs are always welcome but in most cases, they are difficult to transport. The event starts around 1pm though one or two AJET representatives will need to get there around 9am to mark a spot with huge tarps. This ensures that there is enough space for everyone to have a good time. In the past, AJET has hung giant flags to indicate where its spot is for people coming late. AJET may choose to have one representative meet JETs at Nishi-Kokura Station. Of course, walking directions and a map are disseminated via email at least one week prior. The most important thing to remember is to have people clean up after themselves and take care of trash. Fukuoka JETs should leave the spot as they found it!

5. ***Fukuoka JET Sayonara Party*** – This annual bash generally occurs on the last Saturday in June. AJET knows returning JETs are busy preparing to leave Japan and are already doing many of their own sayonaras in July so the end of June works best. A venue (either club or restaurant with extra space) that can hold 75-100 people with a bar, dance floor, and room for food tables is optimal. AJET prefers packages that include at least a two-hour nomihoudai (all-you-can-drink) and a buffet of light food items. A course meal would probably be more difficult to pull off with the number of people attending.

AJET representatives should reserve a sayonara party venue in late March or early April to be safe. This is for several reasons. First, desirable locations do book up and everyone should not be left in a lurch. Second, a confirmed venue allows AJET to announce sayonara party information. Subsequently, AJET can sell cheaper (technically face value) early bird sayonara party tickets at the April monthly meeting and slightly more expensive tickets at the last monthly meeting of the year in June. Fukuoka JETs, therefore, have two opportunities to buy tickets. Third, once a sayonara party venue is selected, arrangements can start being made for the *niji-kai*, or after party. Money received from selling the later tickets is split between the Jet Fund and the Charity Group fund.

The *niji-kai* may be sorted later than the actual sayonara party but really no later than one month before the event. For the *niji-kai*, AJET representatives should look

for a club that does a nomihoudai deal. Most places will offer different prices for men and women or have a ticket system. A nomihoudai arrangement is best but if it is not possible, any discount on the regular price is good.

Making a reservation involves calling the venue, most likely in Japanese. Someone fluent in English may be available to ease the stress but this is not guaranteed. AJET will need to provide the desired date, start time, and a rough number of how many people will be in attendance. Don't worry; you can give them an exact number later! Some venues may require that a contract be signed (like at Musk Nightclub) so be sure to have a Japanese-fluent friend available (to check the contract) if the need arises. AJET representatives also scope out venues ahead of time to confirm that there is enough space for eating, dancing, mingling, etc. With a party of this size, club/restaurant managers are usually open to working with AJET to create the best layout for everyone.

Regarding money, AJET chooses a party package that is approximately 3,500 Yen per person. Early bird tickets are sold for 3,500 Yen a piece and later tickets are sold for 4,000 Yen each. This extra money is given to charity and gives AJET a bit of a cushion financially. AJET can decide to use this money to cover snack/discount expenses at later events. Again, the above amounts ease the collection of money after monthly meetings. When selling tickets, AJET will have numbered tickets and forms on which to record the attendee's name and ticket number on the ticket handed out.

On the night of the Fukuoka AJET Sayonara Party, as many AJET representatives as possible should arrive about 30 minutes early to make sure that everything is OK for the party. At least one AJET representative should stand somewhere on the way to the venue to help party-goers find their way. Another should be at the door checking tickets and marking people off the Attendee List. Counting the number of attendees allows AJET to give a final count to the venue so that they can properly charge for the party.

In addition to the five major events, AJET also tries to do 1-2 other events during the year. These change depending on the year. Back in winter of 2008, Fukuoka AJET coordinated a small group trip to Beppu in Oita prefecture. After meeting in Yukuhashi, attendees indulged in several of Beppu's relaxing onsen. In May 2009, Fukuoka AJET held a beach event on a private beach on Nokonoshima in Fukuoka City. Cost was 3,000 Yen per person and included

transport from the Nokonoshima ferry terminal and all-you-can-eat yakiniku. In May 2010, a more low-key BYO Food and Drinks Beach Event was held at a different beach in Fukuoka. A drag show event was also planned in spring 2010. In February 2011, a Valentine's Day Party went down at The Party in Imaizumi, Tenjin. Instant Polaroid shots served as party favors during the red-themed event.

Despite these successes, AJET is always looking for new event and activity ideas! As of spring 2010, ideas have included giant Tag and Capture the Flag games, BBQs, cooking classes, festival trips (outside of block events), and a February plum blossom viewing excursion to Dazaifu. Beach events remain in the mix but are sometimes difficult to plan around rainy season. The same goes for Christmas parties. American Thanksgiving dinner is usually covered through block events and separate dinners individually planned by JETs.

Miscellaneous

Fukuoka JET Orientation

This is held on either the first or second Friday of August at Yoshizuka to help orientate new Fukuoka JETs. There is normally an Information Fair scheduled during lunch or at the end of the day. AJET always has a table here and provides information on the JET Fund, Tatami Timeshare, Peer Support Group, and social events. Flyers may be handed out and JET Fund contracts should be available with the necessary explanation. AJET representatives also encourage new JETs to attend the JET Welcome Party later that evening. At least two AJET representatives should hold down the table but one is enough.

Fukuoka JET Publication Responsibilities

Fukuoka JET Website

All Fukuoka AJET representatives are required to submit a photo along with a brief self-introduction for use in the AJET section of the Fukuoka AJET website. These should be sent to AJET's PA liaisons via the Fukuoka AJET email account. AJET representatives may be asked to write post-event blurbs for the Fukuoka AJET website but it is up to the Fukuoka AJET Crew's discretion as to whether they would like to write the reviews themselves or have other event attendees write them. This may also be something the Communications Director would be interested in doing.

The Refill: Fukuoka JET Online Newsletter

Coming onto the scene in Fall 2010, *The Refill* is a refreshing, primarily JET take on life in and around Fukuoka prefecture. In the past, Fukuoka AJET representatives have been asked to create event calendars to be featured in the newsletter. This is on a volunteer basis and should not be considered mandatory. If AJET representatives would like to contribute event summaries for coming months, of course, they are free to do so but this is not a dictated responsibility.

Bank Transfer Information

Account Name: J.E.T. ジェイ イー ティー プログラムノ サンカシャノカイ

In Kanji, サンカシャノカイ = 参加者の会

Kigou (Routing Number): 17450

Bangou (Account Number): 52074191

Bank transfers should be done by the Treasurer but other AJET representatives may be called to do them due to time constraints. AJET's bank account is a Japan Post Office account. This means a bank transfer must be done during the day and not after work. AJET representatives usually do transfers before afternoon meetings so that nenkyu, or vacation time, is not required. A furikomi, or transfer, costs about 500 Yen and you will be reimbursed for this (if it is out of your pocket). To do the bank transfer, you will need the official AJET inkan. Again, the Treasurer will be in possession of this unless otherwise noted.

End-of-the-Year Slideshow

A sayonara slideshow is typically done at the end of the last prefectural monthly meeting in June. Traditionally, the Fukuoka PAs have put this together. In 2008, one PA approached a tech-saavy AJET representative about doing the slideshow and this representative opted to create the slideshow in 2009 as well. JETs were asked to email photos to the Fukuoka AJET email account for the 5-10 minute slideshow presentation. Again, this should not be misconstrued as an automatic AJET responsibility but if an AJET representative is interested in making one for the 2011-2012 JET year, then please have at it! In the future, a suggestion is to have the PAs send out an email looking for anyone around the prefecture who is interested in creating the slideshow. This would also probably increase the quality of the

slideshow.

Handbook Wrap-Up

Hopefully now you have a better understanding of what both National AJET and Fukuoka AJET are and how they function. This handbook will serve as a reference during your time as a Fukuoka AJET representative. An electronic version is available at the FukuokaAJET@gmail.com email address and should be updated by the Prefectural Representative annually so that helpful information stays current. If you have other relevant suggestions, please record them at your leisure and they may be added in the future. Feel free to ask former and returning Fukuoka AJET representatives for advice. Good luck and have fun this year!

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Edited by _____ in _____