

# ARLINGTON SISTER CITIES ASSOCIATION

## DIGITAL PEN PAL PROJECT

### Our Sister Cities

Aachen, Germany

Reims, France

Ivano-Frankivsk, Ukraine

San Miguel, El Salvador

## GUIDELINES FOR TEACHERS

1. **Reach out** to ASCA to learn more details.
2. **Ensure permission** from your school.
3. **Distribute waivers** for students as needed.
4. **Confirm** participating students & dates.

**Let the exchange begin!**

## HOW IT WORKS

Arlington students connect with students in one of our Sister Cities by exchanging digital, PDF letters and an asynchronous video letter.

The exchange is monitored and supported by a language teacher and an ASCA member.

The sister city chosen is based on teacher interest and availability.



Email the Arlington Sister City Association for more information:

Dr. Alyssa Bivins, ASCA Education Task Force Chair  
[abivinsearlingtonsistercities.org](mailto:abivinsearlingtonsistercities.org)

# EXAMPLE SEMESTER SCHEDULE

## PHASE ONE: GETTING TO KNOW EACH OTHER

Arlington students and students from the Arlington Sister City each exchange a first set of letters. ASCA provides guidance as to the basic content to include in the first letter.

## PHASE TWO: STARTING A CULTURAL EXCHANGE

Students exchange a second set of letters. ASCA provides guidance on follow-up content and monitors dates.

## PHASE THREE: BUILDING CULTURAL CONNECTIONS

Students each record a video “letter” for their penpal about life in their city. The teacher reviews them, then shares the files with the teacher in the other city. An optional fourth letter can then also be exchanged afterwards.

## PHASE FOUR: REFLECTING ON EXPERIENCES

Students each make a short slideshow about their pen pal experience and present it to their class. The “winning” presentation can be posted on the ASCA website!

*Additional option:* Students can participate in a chaperoned Zoom call with the entire pen pal group.

## ON SAFETY

- ASCA provides guidance on the exclusion of sensitive information from the pen pal letters.
- Written letters are PDFs and video letters are mp4s all of which are only exchanged between the home language teachers and the organizing ASCA member. Therefore, student content is always monitored.