



OUTBOUND COUNSELOR

Responsibilities and Time Line

Each Outbound Student is supported by a number of Rotarians in the District: The Regional RYE Coordinator, the Outbound Coordinator, the District Youth Exchange Officer/Chair (YEO), the Club Youth Exchange Officer and the Club Outbound Counselor.

The Club Outbound Counselor is the “front line” contact for the student being sponsored by a club. He/she serves as the liaison between the student’s parents and the District and plays an important role in helping to ensure that communications are maintained.

The Responsibilities are as follows:

1. **November-December:** Introduce yourself to your student and his/her parents so that they know you are available to provide local support.
2. Some students will have submitted incomplete Long Term Applications. We may ask for your assistance in helping your student to complete his/her application.
3. **December:** The 1st Outbound Orientation will be held in early December. If possible, plan to attend this meeting to learn more about the Youth Exchange Program and get acquainted with your student and his/her parents. This Orientation is **REQUIRED** for students and their parents.
4. Invite your student to attend your Rotary meetings at least once a month.
5. Offer to assist your student to prepare a 15-20 minute presentation.
6. Attend one of the **REQUIRED** Counselor Training sessions in March.
7. **March/April:** The 2nd Orientation will be held in the spring. Again, this Orientation is **MANDATORY** for the students and their parents. Again, you are encouraged to attend.
8. **April-May:** Outbounds are invited to attend the District Conference. If need be, you should assist your student with making transportation arrangements to and from the conference.
9. **May-July:** Throughout the months prior to the student’s departure, you should keep in touch with him/her and his/her parents to make sure they don’t have any questions or concerns. (Most real “issues” will be dealt with by members of the District Youth Exchange Committee) This is also a good time frame to have the student visit your Club to practice giving his/her presentation
10. **July-August:** Prior to your student’s departure, make an effort to meet again, face to face, to reinforce the fact that you are part of the Rotary support network. (Again, any significant issues will be handled by the District Committee.) Maybe plan a special “send off” event at your club meeting. We want the students and parents to know that your club is involved in the exchange.
11. **August-June:** Keep in touch with your student throughout the year. Monthly e-mails are appropriate during the first few months....then every other month is enough. Also, make periodic contact with the student’s parents to make sure they “feel” the support network that Rotary is providing for their child. Keep your club informed periodically about how their student is doing.

*****All Outbound Counselors must submit to a background check.*****

Remember, the District Youth Exchange Committee is always available to assist you.

District YEO: Stephanie Sherman at chair@rye6080.org

Outbound Chairman: Chris Rice at outbound@rye6080.org

Administrative Assistant: Johnah Terbovic at admin@rye6080.org

Inbound Chairman: Kit Freudenberg at inbound@rye6080.org