

The ROLES of the CLUB YEO and INBOUND COUNSELOR (in a nutshell)

Generally speaking, the YEO is responsible for finding, interviewing and orienting host families, completing the **initial** paperwork and helping to arrange transportation for students to various events throughout the year. The Counselor is responsible for actually “caring” for the student, filing monthly reports, keeping in touch with host families and monitoring how the student is doing throughout the year. Many of the tasks below can be shared.

Related to the Club:

- . Introduce the student to the Club and keep members informed about his/her progress
- . Encourage Club members to get involved with the student
- . Arrange for student to attend meetings as often as is practical
- . Make sure the Club Treasurer remembers to provide the student’s monthly allowance
- . Arrange for student to make his/her presentation to your Club (and other Clubs/organizations in area)

Related to the Host Families:

- . **Conduct IN HOME interview of all host families and answer any basic questions they may have**
- . Encourage each family to send short bio’s and photos to the student prior to his/her arrival
- . **Conduct a host family orientation AT A SEPARATE TIME from the in home interview**
- . **Make sure that each adult (over 18) in the household submits a background check form**
- . **Check the host families’ references**
- . Keep in touch with the host families to monitor how things are going with the student
- . Arrange for transfer between families

Related to the Student:

- . Establish contact with student and his/her parents prior to his/her arrival
- . **E-mail student a community profile – including information about the school, weather, etc.**
- . Meet student at airport and spend several days getting acquainted and “bonding”
- . Verify that student’s insurance policy is “in place” (student keeps original insurance card/you keep copy)
- . Retain possession of all important documents – airline tickets, passport, visa, \$400 emergency fund
- . Open checking account (with first payment of monthly allowance) and obtain debit card
- . Review Rotary Guidelines/Rules, Ten Commandments, and first night questions
- . Advise student what to expect during the year, provide student with information on all host families
- . Enroll student in school and assist with class selection
- . Keep in contact with student throughout the year to make sure he/she is doing ok
- . Communicate with student’s parents (esp. during first few months) to update them on how student is doing
- . Remind student to file his/her reports to District YE in home country (most Districts require this)
- . Remember to acknowledge/celebrate “important” dates, i.e. Birthdays, holidays
- . Make travel arrangements for student to attend District functions
- . Help student make arrangements for year-end trip, if necessary
- . **BE A FRIEND TO AND AN ADVOCATE FOR YOUR STUDENT**

Related to the District:

- . **Attend the Counselor Orientation Session**
- . **Make sure your Club has submitted the Host Club Compliance Checklist Form**
- . **Make sure initial paperwork on student is completed accurately and returned in a timely manner**
- . **Submit the Inbound Student Arrival Checklist (online)**
- . **Report when student moves from one family to another (online)**
- . **File Permission to Travel form, or assist host parents to do this (online)**
- . **Advise Inbound Coordinator or YE Chair of any problems, travel plans, changes in schedule**
- . **File MONTHLY reports of your interaction with student and host family (online)**

Recommended Events:

- . Attend the Inbound YE Orientation in September
- . Attend other YE activities throughout the year
- . Attend SCRYE (South Central Rotary Youth Exchange) Gathering in Tulsa in February
- . Attend the District Conference with your student

Items in RED are REQUIRED in order to maintain our certification. Website: www.rotary6080.org