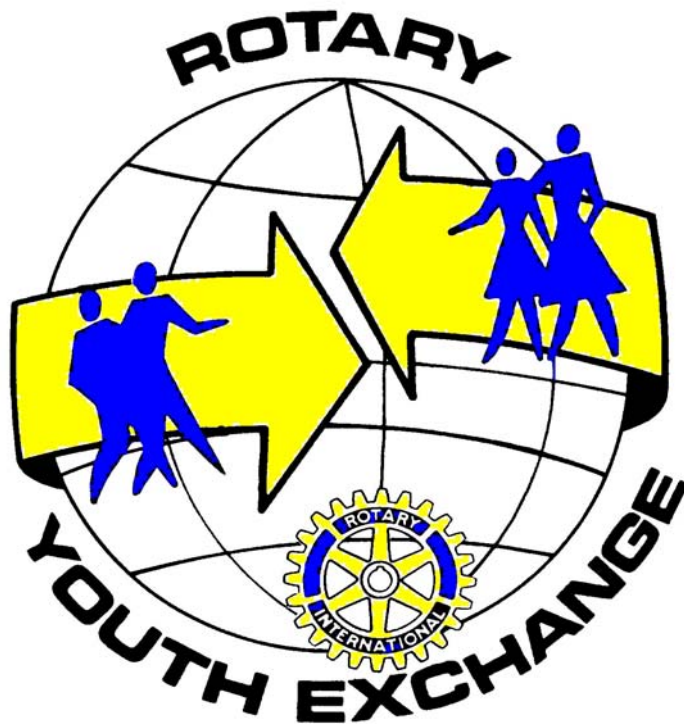


ROTARY DISTRICT 6080

A GUIDE FOR

YOUTH EXCHANGE OFFICERS & COUNSELORS





FORMER INBOUNDS



RYE – THE GREAT DETOUR IN LIFE
AND
AN OPPORTUNITY TO LEARN ABOUT AND FROM
ONE ANOTHER.....

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TRUE FREEDOM

Freedom for a country, for a world, is something that must first begin within the hearts of individuals. For there is a certain kind of personal freedom that comes with the realization that everyone is different and each of us is **UNIQUE** and **SPECIAL** in our own right.

If we can be sure in the differences, if we can learn to embrace diversity and the richness of experience which each of us has to offer, then we can begin to be free and accept ourselves and others - as we are.

(Copied from a banner at the Peace and Reconciliation Museum in Capetown, South Africa)

DISTRICT INFORMATION

Chapter 1 – District Information**Objectives of the RYE Program**

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people, regardless of nationality, desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for themselves and for their children. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds for a lifetime of international understanding.

Rotary Youth Exchange is considered to be the premier exchange program in the world with about 8000 exchanges taking place annually. Our goal is to further international goodwill and understanding by enabling students to study first-hand the cultural differences of people other lands. Rotary Youth Exchange is not funded through the Rotary Foundation, but is operated and funded independently at the District level. Youth Exchange enables students to advance their education by studying for a year in a completely different environment and undertaking the study of courses and subjects not typically available to them in secondary schools in their own country.

We encourage students to broaden their world view by learning to live with and interact with people of different cultures, creeds, and races. By having to cope with life's everyday difficulties in an environment completely different from the one they have grown up in, students mature and learn to understand different points of view. Their newly developed tolerance promotes international goodwill and harmony. Students act as ambassadors by imparting as much knowledge as they can of their own country and its culture to the people and groups they meet during their 11 months abroad. They study and observe all facets of life and culture in their adopted country so that upon returning home to their native countries they can pass on the knowledge they have gained, thereby drawing the world closer together.

Purpose of this Manual

This manual was created to support the Club Youth Exchange Officer (YEO) and Counselor(s), and to assist them in understanding the Rotary Youth Exchange Program. It also will help YEOs and Counselors to understand the U.S. Department of State regulations by which all Youth Exchange Programs are governed. **(See Appendix A)**

While we recognize that there are many different ways to parent a teenager, we have prepared this manual specifically to explain how our program operates. The suggestions that follow are not meant to be dictatorial, but to serve as guidelines to deal with situations created by different cultures, backgrounds, values, and expectations. In our attempt to provide consistency, we have thoroughly explained our positions on a wide variety of topics. (For emphasis, some of the material may be repeated in different sections).

A Host Family Manual, which covers some of the same subjects, will be provided to all host families. Counselors and YEO's are strongly encouraged to read and be familiar with the guidelines given to the host families to assist them in understanding their responsibilities during the year.

The Club Youth Exchange Committee / Job Descriptions

The Club Youth Exchange Committee IDEALLY should consist of **at least three** Rotarians, the Youth Exchange Officer (YEO), the Inbound Counselor and the Outbound Counselor (if the club is sponsoring an Outbound Student.) Unfortunately the YEO and the Inbound Counselor and/or the Outbound Counselor are often the same person. The President of the Club should also be involved in this committee (at least marginally) as he/she is ultimately “responsible” for the exchange.

Typically, when a club has identified at least two people to assume the roles of the YEO and Inbound Counselor or Outbound Counselor, the YEO is responsible for the paperwork and administrative part of the exchanges (both Inbound and Outbound) and for identifying and interviewing host families. The Counselor is primarily responsible for orienting the host families, developing and maintaining contact with the students and families throughout the year and filing monthly reports. Both the YEO and Counselor are responsible for arranging transportation to District RYE events and activities.

Why Clubs Should Identify More Members to Serve on the RYE Committee

It is recognized that clubs with three to five Rotarians committed to the Youth Exchange program have stronger, more sustainable programs and are able to “divide the labor” to avoid “burnout” – a common occurrence with RYE Committees. Additionally it is important to encourage Rotarians who might be willing to serve on the District Committee to “move up in the ranks” and assume District level leadership roles.

Training

All YEO's and Counselors are required to receive annual RYE Training. The District Youth Exchange Committee is responsible for conducting these sessions and offers them on different dates throughout the spring. These sessions are held at various locations in the district to make it more convenient for Club RYE Committee members to attend. In addition, SCRYE (South Central Rotary Youth Exchange) conducts two annual training sessions (one in the summer - at various locations - and one in Tulsa in late January/early February). These meetings serve to meet the annual RYE training requirements.

The District Youth Exchange Committee

DISTRICT CHAIRPERSON / YOUTH EXCHANGE OFFICER (YEO):

The District YEO is responsible for all Youth Exchange activities within the district, including stimulating, coordinating, and promoting club participation in the program. The YEO communicates with Rotary Intl., South Central Rotary Youth Exchange (SCRYE), the District Governor, International Exchange Partners, the district Youth Exchange Committee and with Clubs in developing and maintaining the program in the district. The YEO works with the district committee to identify and define responsibilities and supervises the Administrative Assistant.

OUTBOUND CHAIR: The Outbound Chairperson works with all of the clubs in the district to locate and orient students wishing to participate in the Outbound RYE program. He or she oversees the selection process, recommends country assignments and conducts the orientation sessions for all District 6080 Outbound students before they leave to study abroad. During their exchange, the Outbound Chair continues to monitor the students' progress and safety through monthly reports and by contact with the sponsoring club's Outbound Counselor, the student's parents and other Rotarians, as necessary.

INBOUND CHAIR: The Inbound Chairperson is responsible for coordinating the Inbound Orientation(s) for students and for maintaining contact with all Inbound Students throughout the year. He/she monitors the students' progress and safety through monthly student and counselor reports, and by email, phone, or face-to-face contact with the student, counselor, and/or club YEO. He/she assists with scheduling Inbound Activities during the year and helps to coordinate the RYE Training sessions each year. The Inbound Coordinator also approves all travel requests from Inbound Students and works with the Inbound Counselor to resolve any problems that may arise.

REGIONAL COORDINATORS/TRAINERS: The Regional Coordinators/Trainers are located throughout the District and assist with training RYE Committee Members. They also serve as a resource for clubs in their general area.

TREASURER: The Treasurer is responsible for budgeting and maintaining the funds necessary to operate the program within the District, reporting semi-annually to the YE Committee and District Governor. The Treasurer pays all invoices and collects activity and sponsor fees from the clubs.

ADMINISTRATIVE ASSISTANT: The Administrative Assistant serves as the communication and documentation "hub" for the RYE committee. He or she maintains contact records for all Rotarians, students, and families involved in the RYE program. He/she processes all applications, records and reports student changes of address to the State Dept. ARO, prepares RYE manuals for distribution, and assures that all required documents have been received and archived, and assists with training sessions as needed.

TRANSPORTATION COORDINATOR: The Transportation Coordinator coordinates all travel for Outbound Students; including booking and purchasing tickets and arranging for all return flights. He/she also provides last minute travel instructions for students.

ROTEX COORDINATORS: The ROTEX Coordinators are responsible for encouraging former RYE students to stay involved with Rotary. They maintain a current database of where former students are attending school and try to arrange involvement with clubs in those communities.

DISTRICT 6080 YOUTH EXCHANGE COMMITTEE CONTACT INFORMATION

	800-RYE-6080		
US Toll Free Phone Number:	1-800-793-6080	* Then indicate extension	
International Phone Number:	1-312-895-4984	Fax 1-312-423-1843	
POSITION	NAME	E-MAIL ADDRESS	EXT
District YE Chairman	David Oliver	chair@rye6080.org	26
Administrative Assistant	Johnah Terbovic	admin@rye6080.org	33
Treasurer/Transportation	Stephanie Sherman	stephaniesherman@charter.net	1
Inbound Chairman	Kit Freudenberg	inbound@rye6080.org	28
Outbound Chairman	Chris Rice	outbound@rye6080.org	24
Regional Coordinators:			
Jefferson City Area	Alicia Turner	turnera@ncrpc.com	
Rolla Area	Kent Bagnall	kent@kentjewelry.com	
Fayette Area	Charles Moore	cmoore@rmcfam.org	
Springfield Area	Chris Rice	outbound@rye6080.org	
Lake of the Ozarks Area	Stephanie Sherman	stephaniesherman@charter.net	
Columbia Area	Debbie Oliver	rotex@rye6080.org	
Insurance Resource	Sherry Nielsen	sherry.nielsen.cz0b@statefarm.com 573-374-5656	
ROTEX	Debbie Oliver	rotex@rye6080.org	26
Youth Protection Officer	Nick Mebruer	nick.mebruer@rye6080.org 417-532-3177(w) or 417-532-0222(c)	99

MAIL NON-PAYMENT CORRESPONDENCE TO: (below)

Rotary District 6080 Youth Exchange

c/o Johnah Terbovic
20 Allies Alley
Sunrise Beach, MO 65079

DISTRICT RYE WEBSITE:

www.rotary6080.org/rye.htm

MAIL ALL PAYMENTS TO: (below)

Rotary District 6080 Youth Exchange

c/o Stephanie Sherman
290 Lone Oak Point
Sunrise Beach, MO. 65079

District Calendar of Events

Our District maintains a full calendar of events for exchange students and committee members. Youth Exchange Officers (YEO's) and Counselors, who are responsible for student event transportation, should be familiar with the timelines within these calendars.

The YEO or Counselor must also advise and remind Outbound Parents and Host Parents of these meeting dates to avoid scheduling conflicts. Absence from any event requires the advance approval of either the District Inbound Chairman or Outbound Chairman.

Below is a general calendar. A more specific calendar is maintained www.rotary6080.org/rye.htm.

August	Club Welcome Party recommended to welcome new Inbounds and introduce them to their host families, club members and others.
September – Usually 1 st weekend after Labor Day	Inbound Orientation#1: This is a REQUIRED event for all students. Students arrive on Friday and depart on Sunday. Counselors and YEOs are encouraged to attend. Jefferson City.
Mid October	District Conference: This is a REQUIRED event for Inbounds. Students will be part of the conference program.
Mid November	Inbound Orientation #2: This is a REQUIRED event. It is combined with the annual District RYE Committee Meeting. Counselors are welcome.
Mid November	District Outbound Selection Interviews: Usually conducted in both Springfield and Columbia.
Early December	Outbound Orientation #1: REQUIRED for all Outbounds and their parents. OB Counselors are encouraged to attend.
End of January or Beginning of February	SCYRE Meeting in Tulsa: This is a REQUIRED event for IB Students. Friday thru Sunday. Saturday – YEO/Counselor Training Session.
March or April	Outbound Orientation #2: REQUIRED for all Outbounds and their parents. YEOs and Counselors are encouraged to attend.
March-April Various Dates and Locations	YEO/Counselor Training Sessions: YEOs and Counselors MUST attend one of the sessions. Host Families also welcome.
Late March	PETS/SETS: President and Secretary Elect Training. Some students will be selected to participate.
April	Inbound/Outbound Activity (tentative)
June	3rd Outbound Orientation
July	SCRYE Summer Meeting: Recommended for YEOs/Counselors

THE YEO'S AND INBOUND COUNSELOR'S DUTIES

Chapter 2 - The Inbound Program

Rotary District 6080 has a long and successful history with the Youth Exchange Program. We host between 12-20 Long-Term Inbound Students each year, depending on how many clubs commit to hosting. We work to establish long-term relationships with well operated partner districts around the world. These relationships serve to ensure consistency and quality for our Outbound students, and provide us with a level of confidence in the quality of Inbound Students that we will receive.

The Club YEO, the Club Inbound Counselor, and the “Do It All”

Most clubs that have been successful within the RYE Program have found that sharing duties between various committee members helps to get the job done without causing burnout, which is common when one Rotarian RYE volunteer is expected to “do it all”. Each club may handle things in a slightly different manner, but a successful outline for division of Inbound Program responsibilities within your club will probably look something like this:

- Youth Exchange Officer (YEO): the top-level liaison between the club and the District RYE Committee. The YEO appoints the Inbound Counselor, works with them to find host families, helps to arrange transportation for inbound students to required meetings and events, and insures that required documents/paperwork are completed and returned.
- Inbound Counselor: the facilitator for the Inbound Student and Host Families. Works with Club YEO to locate, approve, and train host families, helps acclimate the student and get them established in the school and community, establishes rapport with student and assists with any difficulties, from family issues to school, etc. Serves as the student’s mentor and friend throughout the year.
- RYE Committee Members: It is suggested that clubs have a committee of 4-5 Rotarians. This helps to distribute responsibilities, encourages more people to be involved with the student and provides the opportunity to develop a sustainable program in the club.

Inbound Counselor Calendar and Overview

The overview on the next page highlights the IB Counselor’s main functions. Duties that are often shared between the Club YEO and Inbound Counselor are noted with an asterisk (*). Note that the Counselor’s role actually spans about two years: one year prior to the student’s arrival (“Year 1” below), plus the actual exchange year (“Year 2”). The duties below are laid out in a basic timeline.

Inbound Counselor Calendar and Overview “*” = Duties shared by Counselor/YEO

Month(s)	Year 1: INBOUND COUNSELOR Preparing for Next Year’s Inbound	Year 2: INBOUND COUNSELOR Activities to Support This Year’s Inbound
June – August		<ul style="list-style-type: none"> ▪ Meet Student at Airport ▪ Host Student for first 3-5 days if possible ▪ Verify, Copy, and Distribute Student’s Documents ▪ Establish Bank Account, Open Safe Deposit Box ▪ Enroll Student in School
September		<ul style="list-style-type: none"> ▪ Provide September Allowance ▪ Meet with Student frequently to ensure adjustment ▪ Continue Host Family Contact to identify any “issues” ▪ Ensure Transportation to Inbound Orientation #1 * ▪ Encourage Student Involvement in School Activities
October	<ul style="list-style-type: none"> ▪ Club Commits to Sponsoring an Inbound the following year* ▪ Club submits Host Club Commitment-Compliance Form 	<ul style="list-style-type: none"> ▪ Confirm Sept. Report; Provide October Allowance ▪ Meet with Student at least 2x during month ▪ Continue Contact with Host Family to ensure all is going well ▪ Ensure Transportation to Fall YE Event/District Conference
November		<ul style="list-style-type: none"> ▪ Confirm Oct. Report; Provide November Allowance ▪ Meet Monthly with Student /Continue Contact with Host Family ▪ Insure Transportation to Inbound Orientation #2 *
December		<ul style="list-style-type: none"> ▪ Confirm Nov. Report; Provide December Allowance ▪ Facilitate Move to 2nd Host Family ▪ Report Change of Address Info to admin@rye6080.org ▪ Meet Weekly with Student to ensure smooth transition ▪ Continue Contact with Host Family ▪ Assist student in making plans for summer or other trips
January		<ul style="list-style-type: none"> ▪ Confirm Dec. Report; Provide January Allowance ▪ Meet Monthly with Student /Continue Contact with Host Family ▪ Make Plans for SCRYE weekend (Jan or Feb) – Student <i>and</i> counselor should plan to attend!
February	<ul style="list-style-type: none"> ▪ Assemble Community Information ▪ Identify First Host Family* ▪ Complete and Return Guarantee Form and other required documents * ▪ Call HF references* 	<ul style="list-style-type: none"> ▪ Confirm Jan. Report; Provide February Allowance ▪ Meet Monthly with Student (report) ▪ Continue Contact with Host Family ▪ Assist student in scheduling return flights
March	<ul style="list-style-type: none"> ▪ Attend Required Yearly YEO/Inbound/Outbound Counselor Training ▪ Establish Communication with Outbound Student ▪ Introduce Applicant to Club * 	<ul style="list-style-type: none"> ▪ Confirm Feb. Report; Provide March Allowance ▪ Facilitate Move to 3rd Host Family ▪ Notify District Committee of return flight itinerary ▪ Follow Up on First Night Questions ▪ Report Change of Address Info to admin@rye6080.org ▪ Meet Weekly with Student (after Host Family move)
April	<ul style="list-style-type: none"> ▪ Continue Communications with Inbound ▪ Try to identify 2nd & 3rd Host Families and complete the required paperwork* 	<ul style="list-style-type: none"> ▪ Confirm March Report; Provide April Allowance ▪ Meet Monthly with Student/Continue Contact with Host Family ▪ Insure Transportation to April YE Event ▪ Make Graduation arrangements if necessary
May	<ul style="list-style-type: none"> ▪ Continue Communications with Inbound ▪ Try to identify 2nd & 3rd Host Families and complete the required paperwork’ ▪ Perform Host Family Orientations 	<ul style="list-style-type: none"> ▪ Confirm April Report; Provide May Allowance ▪ Meet Monthly with Student ▪ Continue Contact with Host Family
June		<ul style="list-style-type: none"> ▪ Confirm May Report; Provide June Allowance ▪ Meet Monthly with Student ▪ Continue Contact with Host Family ▪ Ensure transportation to Year-End YE IB/OB event ▪ Help Plan a Farewell Party for student
July	<ul style="list-style-type: none"> ▪ Set Host Family Schedule ▪ Arrange Monthly Student Allowance Payments 	<ul style="list-style-type: none"> ▪ <i>Call Airline to Verify All Flights 72 Hours in Advance!</i> ▪ Show Formal Appreciation to Club and Community

Club Youth Exchange Officer (YEO) Calendar and Overview

This overview highlights the Club YEO's main functions. Duties that are often shared between the Club YEO and Inbound Counselor are noted with an asterisk (*). Note that a YEO's role for a particular student actually spans about two years: one year prior to the student's arrival ("Year 1" below), plus the actual exchange year ("Year 2"). The duties below are laid out in a basic timeline, while a more detailed explanation of each bullet point can be found in the section that follows.

Month(s)	Year 1: YEO Preparing for Next Year's Inbound	Year 2: YE) Activities to Support This Year's Inbound
July/August		(August) <ul style="list-style-type: none"> ▪ Arrange Transportation to Weekly Rotary Meetings* ▪ Verify Student's Documents * ▪ Confirm Student Transportation to Fall District RYE Meetings *
September		<ul style="list-style-type: none"> ▪ Return Inbound Student Arrival Checklist (<i>very important!</i>) ▪ Arrange/Ensure Transportation to Inbound Orientation #1 ▪ Send RYE Student "Flyer" Home with Rotarians * ▪ Provide update to Club about how student is doing *
October	<ul style="list-style-type: none"> ▪ Inform Club of Budget for RYE Expenses ▪ Ensure that President-Elect Completes and Returns Club Commitment Form (by Oct31) ▪ Appoint Inbound Counselor (and Backup, if Required) ▪ Report Club Contact Info to RYE Committee 	<ul style="list-style-type: none"> ▪ Arrange/Ensure Transportation to Fall YE Event/District Conf. * ▪ Send e-mail to the student's Parents to let them know how student is doing ▪ Schedule Student's PowerPoint Presentation to Club for Spring
November		<ul style="list-style-type: none"> ▪ Arrange/Insure Transportation to Inbound Orientation #2 * ▪ Arrange Student and Host Parent Invites to Rotary Holiday Party
December		<ul style="list-style-type: none"> ▪ Arrange/Confirm Transportation to Winter/Spring Meetings *
January		<ul style="list-style-type: none"> ▪ Arrange/Insure (Required) SCRYE Weekend Transportation (Tulsa, OK)
February	<ul style="list-style-type: none"> ▪ Review/Confirm Arrival of Inbound Application ▪ Distribute Student Info to Inbound Counselor ▪ Complete and Return Guarantee Form and other required documents * ▪ Appoint Backup Counselor (if necessary) * ▪ Identify Local Non-Rotarian Resources * ▪ Start Identifying Host Families 	<ul style="list-style-type: none"> ▪ Assist student in scheduling return flights. ▪ Assist student with arrangements for Rotary trips/year end tours.
March	<ul style="list-style-type: none"> ▪ Introduce Info on Inbound to Club * ▪ Attend RYE Training Session ▪ Ensure that Counselor Attends RYE Training Session – also any other interested Rotarians (It is IMPORTANT to build the RYE committee at the club level) 	<ul style="list-style-type: none"> ▪ Arrange/Insure Transportation to Outbound Orientation #2 – <i>only necessary if inbound student is requested to attend</i>
April	<ul style="list-style-type: none"> ▪ Complete GF and return to District RYE Office 	<ul style="list-style-type: none"> ▪ Coordinate transportation to April Event
May		<ul style="list-style-type: none"> ▪ Present student with "Certificate of Completion" of program ▪ Assist student in obtaining school transcript, if requested
June	<ul style="list-style-type: none"> ▪ Inform all of Arrival Dates ▪ Plan for Language Difficulties * 	<ul style="list-style-type: none"> ▪ Arrange/Insure Airport Transportation Return Flight (and for Tour, if Student is Participating) ▪ Arrange Transportation to Farewell Event
July	<ul style="list-style-type: none"> ▪ Pay Student Activity Fee to District RYE Committee ▪ Plan Transportation to District Events for Year ▪ Prepare & Distribute Emergency Contact List 	<ul style="list-style-type: none"> ▪ Provide Formal Thanks and Club Recognition to Counselors ▪ Ensure that arrangements for transportation to the airport are in place

A SUMMARY

The ROLES of the CLUB YEO and INBOUND COUNSELOR

Generally speaking, the Club YEO is responsible for finding host families, completing most of 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**
- . **Take pictures of host family home, collect HFAs and check the host families’ references**
- . 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**
- . Keep in touch with the host families to monitor how things are going with the student
- . Arrange for second home inspection by different person than who conducted initial in-home inspection
- . 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, 10 Suggestions for a Good Exchange, 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 well
- . 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 AND 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 for 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 Chairperson or Dist. YEO of any problems, travel plans, changes in schedule**
- . **File MONTHLY reports of your interaction with student and host family (online)**

Understanding the Inbound Program

Whether you've been involved in RYE for years, or are new to the program, there's a lot to understand. Along with the timelines on the previous pages, this section is intended to break down the program into bite-sized pieces that you can refer to as necessary.

Paperwork: A "Beginning to End" Overview

If you aren't already aware of it, you'll soon learn that there's a lot of paperwork and reporting involved in the RYE program. Some of it is necessary for our internal organization and recordkeeping. However, much of it is required by the U.S. Department of State in order to maintain our status as a certified Youth Exchange program. Without certification, we can't participate in youth exchange, so complying with these continually expanding rules is not an option, but a necessity. Since it also provides a good outline for what must be done at the club level, understanding the paperwork requirements of the District YEO and Inbound Chairman will also help you to understand the big picture...

Part 1: Initial Paperwork - Club, YEO and Counselor

Club Commitment/Compliance Form – (APPENDIX B) This is a written commitment to host an Inbound student and a guarantee that your club will accept all the responsibilities of hosting a student. (A Commitment/Compliance form is also required to sponsor an *Outbound* Student.) Your Club will already have submitted this form, so there is nothing you need to do with respect to this. However, you should be aware that your club HAS signed a "contract" to host and "care for" a student.

Each September, all clubs in the District receive a letter from the District Chairman requesting that they commit to hosting an Inbound Student the *following* year (11 months out). This request is accompanied by a Club Commitment/Compliance Form. Although the current president will be out of office by the time their newly committed student arrives, the RYE program's timeline requires commitments at this early date. Your Club's board of directors should take prompt action authorizing the President to sign and return the Club Commitment Form to the District Chairman by October 31. Our program structure, from commitments to our international partner districts to budget and volunteer requirements, is based on these completed Commitment Forms. Clubs that do not file the Club Commitment Form in a timely manner, but later decide they want to participate in the upcoming year, may or may not receive a student, as most exchanges are arranged in the fall of the year. On occasion a one-way exchange (Inbound only) may be arranged later in the exchange process.

On this form, the club may indicate a preference to host either a female or a male student from a particular country. These preferences are generally based upon the make-up of a potential host family or the club's previous hosting history. (Potential Host Parents frequently indicate a preference for a boy or girl - due to siblings of the same sex, etc. – and the District RYE Committee makes every effort – **THOUGH DOES NOT GUARANTEE** - to meet the request.)

The District RYE Committee attempts to rotate the country assignments so that over the course of time, your Club will receive students from a variety of countries. This diversity benefits your Club and community by providing exposure to different cultures and customs with each exchange.

Pay Student Activity Fee – In August, your club president will receive an Invoice from the RYE Treasurer for the “Inbound Student Activity Fee”. This fee helps to cover the costs of the various activities throughout the year. The Club YEO should assist to ensure prompt payment of this fee. **(APPENDIX C)**

Volunteer Applications: All Club YEOs and Counselors are required to submit a Volunteer Application. If you have not already completed one, a copy is available on the District website at www.rotary6080.org/rye.htm. The application should be completed and returned as soon as possible - as directed on the form. The District Administrative Assistant will check references and submit information for a Criminal Background Check (CBC). **(APPENDIX D)**

Criminal Background Checks(CBC) – Our RYE certification requires that all Rotarians and non-Rotarian “Volunteers” (essentially all adults with a formal association with the RYE program who have a specific role in dealing with the students) must submit to a Criminal Background Check before having on-going student contact. Information for the background check (name, date of birth, gender, race and social security number) is collected on Volunteer Applications, Host Family Applications or on a separate form specifically giving permission to conduct a background check. All CBCs are routed through the Youth Exchange Office. **Beginning in 2011, ALL District Committee Members, YEOs, Inbound and Outbound Counselors and host family members over the age of 18 MUST undergo an ANNUAL Criminal Background Check.**

Similarly, a CBC Authorization Form must also be submitted as soon as possible for all other Rotarians or non-Rotarians who, due to their planned involvement with the student, will have **regular, unsupervised** contact with the student.

No one on the RYE Committee actually conducts the background checks. Required information is submitted to an agency that conducts the checks. The RYE Committee is then notified that the person has “passed” or “not passed” the check. The personal information collected is not shared with anyone or used for any other purpose.

Background checks are also required for all host parents, any other adults (18 years and over) living in the host family home while the student is living there, and adult members of the counselor’s family (if the counselor will host the student in their home during the exchange). If the host family has college students who are living away from home, but will return for routine weekend or holiday visits, they must submit to a criminal background check as well.

Part 2: Paperwork

Initially, there is a LOT of paperwork/documentation required in the RYE Program. This paperwork includes information we are MANDATED (by the U.S. Department of State) to have.

The majority of the paperwork will be distributed and collected via e-mail.

Sequence of Paperwork - A Checklist for Inbound Counselors and YEOs

_____ *Host Club Compliance and Commitment Form:* (See Above)

_____ *Volunteer Application:* (See Above)

_____ *Student Application - Distribution*

CAUTION: Student Applications are now considered PRIVATE!

“Full” Applications contain specific information about the student and can no longer be shared with potential host families – UNTIL members of the host family have had Criminal Background Checks, have had their references checked, and have had their in-home interview. Otherwise, all personal information and pictures must be removed from the student’s application before sharing it with potential host families. This is a requirement of the U.S. Department Of State.

The IB Counselor and YEO will be e-mailed a copy of the student’s application. This application will include personal information, a letter from the student, a letter from the parents, pictures, medical and dental reports, school transcripts, a declaration giving permission for health care and two blank Guarantee Forms. Any information provided to families that have not met the conditions above must be edited and all personal information removed.

_____ *Application and Cover Letter to be provided to school* - Print off a copy of the full application to give to the school. A cover letter that provides contact information for district and local Rotarians should accompany the application. **(APPENDIX E)**

_____ *Application to Potential Host Families* - Provide an “abbreviated” copy of the student’s application to potential host families. This application can NOT contain any personal information or pictures.

_____ *Guarantee Forms* The two (2) Guarantee Forms will become the **official documents** that provide information required for the student’s entry visa and need to be executed precisely. In addition to information about the inbound student’s housing arrangements, school acceptance and Rotary Contacts, these forms verify the financial commitment of the club (monthly allowance of \$100-\$150, with \$125 recommended, plus free room and board) arrival airport info, and contact info for the host club president, YEO and first host family. Each host Club YEO or Inbound Counselor is responsible for the timely completion and return of TWO ORIGINALS of this form to our District RYE Office. **(APPENDIX F)**

It is *critical* that these documents are signed in BLUE INK, and that all addresses indicated are *physical* addresses (no PO Boxes). This applies to the high school as well as the host family. In addition, the school needs to provide an official stamp or seal on the GF. Some schools do not have an official seal, but have a stamp that they use to “validate” official transcripts. If your school does not have an official seal, this alternative should work.

Be sure to put the City and Airport Code for the arrival airport – not the name of the airport. For example, instead of “Kansas City International”, you would put “Kansas City, MO (MCI)”.

DEADLINE: Guarantee Forms are due back in the RYE Office no later than April 15th. (sooner is better) Occasionally, however, late receipt of applications from the sponsor country may delay this process. In such cases, the Club YEO ***must*** contact the school before summer vacation begins in order to get the required signatures and official school seal PRIOR to the end of the school year. If the Guarantee Forms are not completed before the end of school, it is unlikely that we will be able to bring the student to the United States on schedule. Given both the anxiety and costs of a year abroad, this is not a good situation for the student, their family, or either district’s RYE program. In short, **IT IS IMPORTANT** that the GF forms (**TWO ORIGINAL COPIES**) are returned as soon as possible. Once the first host family is identified, completing the form is really pretty simple. It just takes a trip to the high school. **Please don’t put it off.**

We cannot begin the Visa application process until we have the TWO COMPLETED “ORIGINAL” GUARANTEE FORMS in our District RYE Office.

_____ ***Emergency Contact Form*** – We are required to provide emergency contact information to all Inbound Students. This document must provide every key contact and resource that the student may need during the course of his/her year. In addition to Club-level contacts, the list should provide contact information for a local doctor, dentist, professional counselor, police and child or sexual abuse hotlines, etc. This form will be e-mailed to the IB Counselor and YEO and should be returned to the District Youth Exchange Office where additional information will be added (Insurance information, Department of State contact information, etc.) to create an emergency card that will then be sent to the student in his/her Welcome Packet. **(APPENDIX G)**

_____ ***Community Profile E-mail:*** We are required to document that you have sent information about your community, school and first host family to your student. A template will be e-mailed to the Inbound Counselor to help with creating this letter. (A copy of this e-mail is required by the U.S. Department of State and must be forwarded to admin@rye6080.org so that we can include it in the student’s file. **(APPENDIX H)**

_____ ***Confirm Student’s Inbound Itinerary*** - It is important that we know WHEN the student will be arriving in the U.S. When you have been advised of the inbound itinerary, please forward this information to admin@rye6080.org.

_____ ***Inbound Arrival Checklist*** – The Inbound Counselor must complete the Inbound Arrival Checklist and fax or mail or e-mail it to the District Youth Exchange Office prior to the first Inbound Orientation in September. This document is a checklist to confirm that the information we had received prior to the student’s arrival matches the paperwork they arrived with (i.e., they have the right type of visa (J-1, multiple entry), have their I-94 Card (which they receive upon entry to the U.S.), have their required emergency cash, PowerPoint or other presentation and return airline ticket/itinerary). This form will be e-mailed to the Inbound Counselor/YEO. **(APPENDIX I)**

_____ ***Host Family Applications (HFA's)*** – Each host family must complete a Host Family Application. *****The Club YEO or Counselor must check the references listed and initial beside the name of the reference to verify that this has been done.***** The HFA must

then be sent to the District Youth Exchange Office. **The HFA for the FIRST host family must be returned at the same time as the TWO Guarantee Forms (GFs) so that the required visa application paperwork can be initiated.**

A HFA will be e-mailed to the Inbound Counselor and YEO or it can be downloaded (in the form of a .pdf document) from <http://www.rotary6080.org/rye.htm>. The host family may complete the application on the computer, then print and sign it (preferred due to legibility), or complete the application with pen when the Interview is being conducted. In either case, **the Inbound Counselor/YEO should collect the HFA, check the references, initial where indicated, sign and then forward it to the District Youth Exchange Office.** A copy of the HFA is included in this manual. **(APPENDIX J)**

Based on the information provided in the HFA, criminal background checks will be conducted on all family members who are 18 years of age or older.

_____ Host Family In-Home Interview and Inspection: We are required to document that each host family has been interviewed **IN THEIR HOME** and that their house was inspected for suitability and cleanliness. Pictures of the home (student's bedroom, student's bathroom, kitchen, family/TV room and outside of house) are also **REQUIRED** and must also be submitted with the Interview/Inspection form. All family members are to be present at this interview. A Host Family Interview/Inspection form should be filled out, dated and then signed by the host parents and club representative. This form must be returned to the District Youth Exchange Office. **(APPENDIX K)**

_____ Host Family Orientation: All host families **MUST** be given an Orientation **AT A DIFFERENT TIME** than the In Home Interview/Inspection. Topics that should be covered are outlined on the Host Family Orientation Form. When the Orientation has been completed, the form should be completed, dated and then signed by the host parents and the Rotary representative. If the Host Family has not already received a copy of the Host Family Manual, it should be given to them at the Host Family Orientation. The Host family Orientation Form must be returned to the District Youth Exchange Office to become part of the student's permanent file. **(APPENDIX L)**

_____ Club Host Family Roster – The Club Host Family Roster is a one page form that is created by the Club YEO or Counselor providing each host family with contact information about Club RYE Committee Members and the other host families. It should be kept current, and copies should also be provided to the student. **(APPENDIX M)**

Part 3: What to do When the Student Arrives

School Enrollment – Stay with your student during enrollment. Try to assess their language abilities, enrolling them in interesting (but not too difficult) classes. They are here to attend school, learn our culture, and do well at the classes they attempt, but they are *not* here to spend all of their time doing homework or struggling with difficult classes. Help them to choose classes where they will meet the most people, have the greatest opportunity to experience our culture, and have fun. English Grammar, US Government, Speech and Drama are usually good classes to consider. **Remember RYE is a CULTURAL exchange.**

High School Graduation - Most students will **NOT** receive credit for this school year or become certified U.S. high school graduates. If the student wants to graduate, an immediate and frank discussion with the counselor about those requirements is important. Some schools are flexible and will allow the student to graduate and/or walk across the stage at graduation. Other schools are not so flexible. Talk to the school officials EARLY in the exchange so there is no confusion or disappointment about this. If the school is willing to give credit for classes, arranging for the transfer of official transcripts would be the first step in this process - but there are likely to be many other requirements (including required classes). Beyond this, the host club is not required or expected to assist an Inbound Student in meeting requirements for a full, certified, US high school graduation and diploma.

Competitive Sports or Academic Teams for Graduated Students - If the student has already graduated in their home country, they will NOT be eligible for most competitive school sports/teams. All graduated Inbounds will be advised of this prior to their arrival. However, it may still be an issue when they arrive. Be sure to discuss this with the school AND the student.

Open a Bank Account and Safe Deposit Box – The Inbound Counselor should assist the student in opening a bank account with a debit card. When opening the account, make sure to specify that the card NOT have overdraft protection and can only be used if there is enough money in the account to cover any purchase or withdrawal. Explain how to use the card. IF the student is going to use checks instead of a debit card, explain how to write checks and explain the dangers (and costs) of being overdrawn. (We suggest debit cards in order to avoid overdrafts and bank fees). In order to open the account, you will need to include yourself as “co-owner” and as an authorized signer on the account. This is because the student does not have a Social Security # and will not be allowed to open the account individually. This account may also be used for any monies transferred to the student by their natural parents - as well as a place to deposit their monthly allowance checks. Check to see if one of your Club members has a banking connection that can provide this account with no service charges. The monthly bank statement should be sent to the Counselor’s home be available online so that activity can be monitored. If the student’s natural parents provided a credit card for your student, help them understand its use in our stores.

Emergency Fund: Each student must come with an emergency fund of \$300. This money is to be used only in the event of an emergency and must be replaced immediately by the natural parents so that the balance remains at \$300. If the student does not have this money upon arrival, the parents should be contacted immediately to arrange for this amount to be transferred to the U.S.

Safekeeping of Documents: In the past we have recommended that the YEO or Counselor keep the student’s passport, visa, I-94 (and other important documents) in a safe deposit box. However, Dept. Of State regulations now require that the student keeps his/her passport, visa, I-94 and insurance card **in his/her possession**. The Counselor, however, should collect the \$300 emergency fund and make color copies of all these other documents to keep in a safe place. If a safe deposit box is opened, have at least 3 names on the account, requiring the presence of at least two Rotarians (examples would be Student, Club YEO, Inbound Counselor, or Club Treasurer) for access to the safe deposit box. Be SURE the student keeps ALL original documents safe!

Insurance: All students will have purchased U.S. based insurances (accident and sickness and liability) prior to their arrival. They should have a copy of their insurance card with them. A copy

of the policies, claims forms and instructions are posted on the District Website for easy access. The policy should be considered an accident and sickness policy and will not cover routine medical expenses such as sports physicals. The policy has a deductible of \$100. **(APPENDIX N)**

Permission for Medical Treatment: The student's application contains a document that gives permission for medical treatment. The YEO should make sure that each host family has a copy of this document and knows where the student should be taken for medical treatment should the need arise. This information will be included on the student's Emergency Contact Card. The original document should be kept in a secure place. **(APPENDIX O)**

Copy and Distribute Important Documents – Make five (5) copies of the student's insurance card and permission for medical treatment. Provide each host family with copies and keep a copy. The student should have the original insurance card. The original permission for medical treatment should be kept with the student's emergency fund. Students and their families may need insurance papers at some point. This will ensure they have what they need in the event medical treatment is required.

Part 4: Ongoing Paperwork - The paperwork doesn't end with the student's arrival.

Inbound Student Monthly Report (submitted by student) - This is *one* ongoing report for which the counselor or YEO is *not* responsible (at least not directly)! All Inbound students must submit monthly reports to our District Inbound Chairman. The students will be reminded by the Administrative Assistant to submit their reports. **(APPENDIX P-1)**

The threat of having their monthly allowance withheld pending their report submission makes completing the report is a high priority. Please help us by having your club treasurer provide the monthly allowance check to the Inbound Counselor, who should then ask the student if they have submitted their Monthly Report before giving them the check. (This topic is discussed with the students during the Inbound Orientation).

There are probably just two exceptions to the above: one is the first allowance check, which should be given to the student by September 1 at the latest. No Monthly Report is due until the last week of September, so this first allowance check is a "freebie"!

The second exception falls around the December holidays. Depending on the Host Family's schedule, with holiday trips, etc, it may be difficult for the student to provide their December Monthly Report prior to the first of the year. In that case, use your judgment, and don't unreasonably withhold their January allowance check.

Allowance Check (provided by counselor) – As stated above, the Club Treasurer must provide this check to the Club Inbound Counselor on a monthly basis, prior to the beginning of the month. At the beginning of each month, the Club Inbound Counselor should verify with the student that they have submitted their Monthly Report, and then provide the Allowance Check. If no report has in fact been filed by the 10th of the following month, the Inbound Chairman will send an e-mail to both the student and the Inbound Counselor, so there is a system of checks and balances. But for the purposes of the checks, we will, at least initially, take the student at their word if they say they have submitted their Monthly Report. If your club provides 10 months of allowance checks, beginning with the September check, then the June check will be the last one that your

inbound student receives- even though he/she may remain in the U.S. for a few weeks in July. So that they can budget accordingly, be sure to let your student know well in advance that June will be their final allowance check.

_____ *Inbound Counselor Monthly Report (submitted by counselor)* – The Inbound Counselor is also required to submit a monthly report. This report should provide details about the contact made with the Inbound Student AND the host family. To simplify the process, the counselor will receive a monthly reminder to file the report. In addition, the Counselor Monthly Reporting Form is available on the District website at <http://www.rotary6080.org/rye.htm>.
(APPENDIX P-2)

While the most comfortable and successful student contact is informal (i.e. stopping for a drink at a restaurant or having a conversation before or after the Rotary meeting), care must be taken that it is done in a setting away from the host family and others. The Student must not be rushed, and must be made to feel free to share his/her thoughts, feelings, and concerns. At least one meeting per month is required, though more frequent contact (perhaps even weekly) is highly recommended during the student's first month in each host family, as well as during any particularly challenging times (such as over the Christmas holidays when your student may be experiencing homesickness.

The counselor should also maintain contact with the Host Family. This is important in order to identify any "issues" as they arise – BEFORE they turn into problems. It is important that Host Families "feel" the support of Rotary and know they have someone to turn to if they have questions or concerns. Details of these contacts should be included in the Monthly Report. **It is also required that one UNANNOUNCED visit to the family is made sometime during the student's stay.** This should be documented in the monthly report.

NEW for 2011! _____ *Secondary Home Inspection* - A second home inspection is required. This should be conducted 30-60 days after the student's arrival and MUST be conducted by someone OTHER than the person who conducted the first inspection. This inspection should be unannounced. **(APPENDIX Q)**

Change of Address Information (submitted by counselor) - When the student moves to a new Host Family, the Inbound Counselor must report the change of address to the RYE Office. We are required to report this to the State Department within 10 days of the move.

Travel Requests (submitted by counselor or club YEO) – The Club YEO and/or Counselor must be aware of the District's Travel Guidelines and enforce having the Travel Request Form completed by the Inbound Counselor or Host Family BEFORE any overnight travel out of the District is allowed. The host parents, Club YEO or IB Counselor and Inbound Chairman must approval all travel arrangements. The safety of the student and our ability to reach them in the event of an emergency is the reason for these requirement. A copy of the Travel Request Form is on the District Website at www.rotary6080.org/rye.htm. **(APPENDIX R)**

Request for Parental Visits (submitted by counselor) – All requests for visits from the natural parents must be submitted to the Inbound Chairman **BEFORE** any plans are made. Visits early in the exchange or during the Holidays will NOT be approved. Inbound Students and their parents have been advised in earlier paperwork that visits are only allowed during the last 2-3 months of the exchange. Honest discussions should determine if the visit is convenient for the

current host family, where the parents will stay and what will be expected during the visit. Parents will often want to take their child out of school to do some traveling. This may or may not be approved. Again, all plans MUST be submitted to the Inbound Chairman for approval.

(APPENDIX S)

If your student intends to have his/her parents arrive for a visit at the end of the exchange year, this must also be discussed with and approved in advance by the Inbound Chairman. End of year visits are generally NOT recommended as the student needs this time to say his/her good-byes to friends and families without the added stress of having to entertain parents. If parents do come at the end of the year, the student and parents should be made aware that the student's involvement with the RYE Program ends **(and insurance is terminated)** when their natural parents take the student away from your community and assume control. This understanding must be obtained IN WRITING.

Summer Bus Tours - SCAT (South Central Ambassador Tours) – OPTIONAL Bus Tours take place in the spring and each June. They will be discussed during the Inbound Orientation. Participation is optional and not all students may be able to afford the cost (usually between \$1,000 - \$2,000). On occasion, a club may choose to underwrite the costs for all or part of the student's trip or assist the student in a fund-raising effort though this is not the norm.

The students and their natural parents will have received information about these tours in the "Inbound Student Welcome Packet" sent to them in April or May, but you should try to determine early in the exchange whether or not your student is interested. If he/she is interested, you should help him/her register as soon as information is sent out to all students. There are currently three tours offered: a 5-6 day trip to Orlando in the spring, a 12-14 day Eastern States in June, and two Western States Tours also in June, and also lasting 12-14 days.

Information about the tours is available at <http://www.youthexchangetours.com>. In addition to the registration form, students must submit a deposit and a release signed by their natural parents. To reduce the number of trips to the airport, the YEO or Inbound Counselor should help arrange carpooling for students in clubs in the same part of the District.

Ticket Changes for Return Flights – Check your student's return itinerary. It is likely the return date on their ticket will NOT be correct because airlines are not allowed to book flights more than 320 days in advance. Changes to the return itinerary should be made AT LEAST several weeks in advance of any originally specified return date (we recommend making the changes in February or March, when availability is high for summer flights). Sometimes the return flights are rebooked through the travel agent in the sponsoring country, but often students are expected to make the changes themselves. Be prepared to assist your student if necessary. Depending on the class of ticket, there may be no charge to change the ticket date. However, it is possible that there will be a cost to initiate the ticket change. The student should be prepared to pay this cost with his/her debit card. **KEEP IN MIND.....If the change is not made in advance of the currently scheduled return date, the ticket will become invalid and a NEW (and EXPENSIVE) one-way return flight will need to be purchased. YOU DO NOT WANT THIS TO HAPPEN!**

Our Inbounds are told that they should expect to return home within two weeks of the end of school unless they are going on the year-end tour or unless one of the host families specifically

invites them to stay (for example, to travel with the family on a summer vacation). In all cases, the student should return before August 1st, when their insurances will expire.

Because the host family can be put in an uncomfortable position if the student requests an extended stay, be sure to discuss summer plans and expectations with host families before initiating a discussion of return dates with your inbound student.

Once the return date and flight are set, **be sure to provide this information the District Inbound Chairman via e-mail at inbound@rye6080.org.**

Part 3: Year End and Post-Exchange Paperwork

The year is coming to an end, but your responsibilities as YEO/Counselor continue to play an important part in the success of the Program for your student. Here are some suggestions to end the year on a high note:

- A. Return Flight Arrangements: Confirm return flights 72 hours prior to departure.
- B. Luggage Restrictions: Check the airline website to determine baggage weight limits – or be prepared to PAY THE PRICE. Frequently it is necessary to ship any excess baggage by boat, as the cost is great when you exceed airline limits. In the past, international travelers have been allowed 2 bags with a maximum weight of 70 pounds each. However, in recent years, many airlines have tightened their baggage restrictions. Suggest sending winter coats, accumulated gifts and memories home in the spring to help avoid this problem in June or July. If the student doesn't want to take all of his or her things home, encourage donations to charities. (Or maybe some of the items can be used for subsequent exchange students.)
- C. Departure Reporting Requirements: **Be sure to notify the RYE Office when the student has left the country. We are required to report this to the Department of State within 10 days. FAILURE TO DO SO COULD JEOPARDIZE YOUR STUDENT'S ABILITY TO GET A VISA TO ENTER THE UNITED STATES IN THE FUTURE.**
- D. Financial Arrangements: Help your student close his/her bank account and return their emergency fund to them. Before doing so, be sure any medical deductibles have been paid and that the student owes no money to any host parent. Counsel them not to spend all of their money prior to departure so they have funds available in the event something unexpected occurs during their return flight.
- E. Final Club Meeting: Arrange for the Host Parents to attend a club meeting before the student leaves so that they can feel appreciated by the Club and the student. A token gift is appropriate. The student should be given the opportunity to say thank you to your Club for hosting them during their exchange year. This is a good time to check with those host parents to see if they have an interest in being a host parent again in the future, or if they know another interested family for you to contact. Prepare a "Certificate of Completion" or some other document to give to the student commending them for their successful completion of their Youth Exchange Year.

- F. **Feedback:** Visit with your student privately and ask for suggestions on how the Program may be improved, what the student liked and disliked. The student is more likely to be honest and open just before their departure. Please listen carefully for the benefit of the Program. And, PLEASE, share this information with someone on the District RYE Committee.
- G. **Last Goodbye:** Plan on going to the airport with your student for a last good-bye. Remember that you have played an important part in their experience and they will really value your level of care. Determine how much lead-time is required by the airline for security and make sure that your student arrives on time.

Transportation Arrangements and District Events

The host Club YEO or Inbound Counselor are responsible for seeing that all transportation arrangements are made for the student during his/her exchange year. See the general calendar of events earlier in this manual. And, check the more specific dates on the RYE Calendar on the District website <http://www.rotary6080.org/rye.htm>.

Student's Arrival: The Counselor should plan to greet the student at the airport upon his/her arrival. The YEO and members of the host families are also welcome to be part of the "Welcome Party". Flowers or balloons or an American flag and a big welcome sign are a nice touch. REMEMBER TO TAKE PICTURES.

School and Activities: Host parents provide transportation to and from school and events, but strong host clubs provide a support network for their host parents. Hosts will feel secure knowing that they can call on the counselor, YEO, or another host family for occasional help.

Club Meetings and Events: The YEO or Counselor should make arrangements to ensure that the inbound student has transportation to Rotary meetings, etc. (Remember: Any Rotary Volunteer who has **regular, ongoing and unsupervised** access to the exchange student needs to first complete and submit to a background check!)

District Events (plus Arrival/Departure): Some district RYE events are *mandatory* for students, while others are optional. If your inbound wants to attend an optional event, it is your responsibility to make arrangements for them to attend. We arrange these events in order to give students the opportunity to talk with their peers who are sharing a common experience. Students should be allowed and encouraged to participate if they so choose.

Year End Tours – June. If your Inbound student participates in one of the SCAT Tours, you will need to arrange for their transport to and from the airport. Other Inbounds may be on the same trip. Helping to coordinate flights could save resources by allowing carpooling to and from the airport.

Student Departure (June/July) – Again, the YEO or Counselor should make arrangements for the student to get to the airport. Be sure all host families know the flight arrangements, as they may want to attend to see their "son" or "daughter" off. Remember to inform the Inbound Chairman the same day (or the day following) that the student has safely left for home!

Working with Host Families

Locating Host Families

In order for our program to continue to succeed, clubs must find good, “engaged” host families. Effort is required, but the smile on your student’s face will make it all worthwhile!

Begin searching for qualified host families as soon as your Club agrees to accept an Inbound Student. This part of the job takes time and persistence. As the Club YEO, finding and approving these families is your responsibility, but it should be shared with other club members. Assemble a committee, and compare notes on which families in your community might be interested in hosting your student. Rotary International’s policy is that each student should be hosted by at least three (3) families. This means that each family would host for a 3-4 month period. **Suggestions to help find host families are also included in Chapter 4 of this manual.**

The following suggestions may be of assistance to you in soliciting host families:

1. Non-Rotarians **can** be host families. Some clubs use all non-Rotarian families, but having at least one Rotary family (usually the first family) is strongly encouraged.
2. Use previous host families to help recruit new ones, but remember that relying on the same families to host year after year leads to burn out. You’ll find the greatest long-term success by involving many families in hosting.
3. Discuss hosting opportunities at Rotary social events. Spouses are often instrumental in getting their family to host a student, or may know an interested neighbor or PTA member.
4. Consider Rotarians in other Clubs who live in your community. They may want to participate but may feel they can’t because they live beyond the boundaries of the high school serving their home club or their own club is not participating directly in the program. If the family is willing to transport the student to school, living a short distance outside the school boundary can work, though it will require an additional effort and prior approval from the school district.
5. Try to place the student with an experienced host family at first if one is available. The first part of the exchange can be the most difficult due to homesickness and culture shock.
6. Arrange a **mutually agreeable** schedule for transferring the student from one host family to another and stick to it. For three families we suggest Dec. 1st and March 15th, but some first hosts find it better to keep the student through the Christmas holidays.
7. The student **must** stay enrolled in the same school all year.
8. Families of past Outbound Students can also be a great source for referrals.

Working With Your Student

Your primary job as Counselor is to guide the student and to be an interface between the student, the Host Families, Rotary, and your community as a whole. The Inbound Counselor is the one person that plays a direct role with the student throughout their stay. This section provides an overview of the key elements in those interactions.

Developing and Maintaining a Relationship

Making Time for your Student

One of the most important ingredients is time.....both prior to and during the exchange. Exchange students (as do all teenagers) require a lot of time. Initially, spend time getting acquainted with the student and his/her family via e-mail. Having a “relationship” in place prior to the student’s arrival makes the first weeks so much easier!!!

During the first weeks, time is required - sounding out what they like, laying down boundaries and explaining expectations. Most importantly, time must be spent with the student in talking - about new feelings, questions, confusions, insecurities, traditions, and life in general. Your exchange student is dealing not only with a foreign country, food, school, and customs, but also with normal teenage feelings and issues, most likely in the following order of priority: the opposite sex and friends, clothes, food, family and school.

Throughout the year, time is required to ensure that everything is going well and that your student is not having any serious problems. (Minor problems can be expected.) It is important to keep the lines of communication open so that your student feels like he/she can talk to you about ANYTHING. On occasion it might be nice to invite the student to spend the night at your home to allow plenty of time to visit in a casual, safe environment.

The First Day or Week or Shortly Thereafter (Some of this is redundant.....but important)

Here are some suggestions for the YEO/Counselor:

- A. **Meet the flight at the airport:** Include as many of the host families as wish to attend. Do not assume you will recognize your student or that he/she will recognize you. Make a banner, bring flowers or balloons or an American flag. Bring a camera and make sure that someone takes some pictures. This will be the start of a memorable year, and the student will appreciate having some photos of the first meeting. A small gift would be appropriate.
- B. **Phone natural parents:** Ensure that your student IMMEDIATELY notifies his/her natural parents that they have arrived safely and that all is well. Think like a parent. If you don’t call them, they will be calling us! (possibly in the middle of the night!)
- C. **Welcome Party:** After the student has had a few days to recover from jet lag, have a small welcome party to allow everyone to meet your new student. Invite Club members and their families, other high school students, and the other host families. Target the first weekend they are in town. The club should pay for the refreshments, but keep it simple.

- D. **First Meeting(s)**: If your student goes to the host family first, schedule a couple of meetings to establish your relationship with your student. During these meeting you should:
- Complete the Inbound Student Arrival Checklist.
 - Photocopy all documents and keep copies in a secure place. (Student keeps originals)
 - Put Documents in safe deposit box or other secure place.
 - Put the \$300 Emergency Fund in a safe deposit box, in another account or in some other safe place.
 - Discuss sports and activity eligibility and encourage student to find things in which to get involved. (Remember, if your student has already graduated from their school back home, they will not be able to participate in most high school competitive activities - regardless of their age).
 - Discuss the outcome of the Host Family First Night Questionnaire. (**Appendix T**)
 - Review the RYE rules and expectations with your student.
 - Discuss how they will receive their allowance, how much it will be, and that its payment is predicated upon completion of their monthly report. Meeting personally with your student to deliver the check is an excellent way to keep in touch.
 - Open a joint bank account for the student with you as the co-signor.
 - Assist your student in registering for school.
- E. Arrange for your student to present at least two (2) programs to your Club during the year. They should have arrived with a PowerPoint presentation or some other kind of presentation about their home. If they did not bring materials for their presentation, have them contact their natural parents to see if they can provide some of the content. Assist your student in organizing and practicing this presentation and locate the necessary projector and screen for their presentation to your club. The student should not be asked to do this talk within the first month or until they have an adequate command of the English language. Their second presentation should be sometime in the spring. Students should also be given an opportunity to say a few words - “good-byes and thank you’s” at the end of their exchange year.

OUTBOUND PROGRAM RESPONSIBILITIES

Chapter 3 - The Outbound Program

Sending high school students to live and study in another country for a school year is one of the best ways to develop the leadership skills most important to our communities. This chapter contains a number of ideas to help you develop the Outbound RYE Program in your Club. If you need assistance with any aspect of the program, do not hesitate to call on your district Youth Exchange Committee www.rotary6080.org/rye.htm. This group of experienced Rotarians is always available to support you and to help you address circumstances not covered in this manual.

Club Participation in Outbound Program

Each Club has the opportunity to send an Outbound Student APPLICANT to the District Interviews held in November. While it is acceptable for clubs to send multiple applicants to these interviews, the District requests that the sponsoring club rank those applicants prior to the District interviews. If the Club has two or more “qualified candidates”, but cannot afford the fees for more than one student, every effort will be made by the District Committee to locate another Club to “sponsor” the additional student(s). Clubs that sponsor an Outbound Candidate must identify an Outbound Counselor to assist and communicate with the student before, during, and after the exchange. An overview of the duties of the Outbound Counselor/YEO can be found in **APPENDIX U**. The Club must also submit an Outbound Sponsorship Form verifying that they understand the responsibilities of sponsoring an Outbound Student. (**APPENDIX V**)

Outbound Student Commitment Policy

District 6080 encourages clubs to recruit Outbound Candidates from their communities. If your Club decides to sponsor an Outbound student, we request (though do not require) that your Club seriously considers hosting a reciprocal Inbound student. We would also *encourage, but do not require* that parents of Outbound Students serve as host families for Inbound Students.

Promoting Youth Exchange and Selecting an Outbound Candidate

The District recommends that clubs begin searching for Outbound Student applicants before the end of the school year, usually in March or April, as it is more difficult to complete the selection process by mid October if you wait until the fall semester to begin recruiting students.

- A. Finding Candidates: The first step in the selection process is to advertise Rotary Youth Exchange in schools and within the community. Most clubs utilize school counselors and

language teachers to both promote the program and as a referral source for applicants. Stories in the school newspaper about a current Outbound or Inbound may help draw attention to the exchange program and may persuade students to apply. However, be aware that this type of “broadcast announcement” will attract some students who do not “fit the profile” -- requiring clubs to pay closer attention to applicants during the initial screening process. Some clubs publicize and conduct RYE Information sessions at the school or somewhere else in the community. Club members should always be “on the look-out” for qualified candidates.

- B. Eligibility: Students should be at least 15-1/2 and no older than 18-1/2 at the time of departure for the exchange. They may have graduated from high school but must be content to continue to attend high school in their assigned country. The applicants should be ranked in the top 50% of their class, however we recognize that some schools do not rank their students, and that in other schools a student ranked below 50% may actually be more qualified than peers from other schools with higher academic standards. Those applicants should be encouraged to apply and work through the selection and ranking process with the District’s Outbound Committee. **Adaptability is the key word for all students.** We have found that “top ranked” students may not always be able to adapt to life in a small town in Brazil, whereas a C average student may be able to easily adapt depending upon life experiences, maturity, independence, and attitude.
- C. Application Process: Interested students should go online to www.rotary6080.org/rye.htm and complete the Preliminary Outbound Application. **(See Appendix W)** The Preliminary Application, along with a current transcript, should then be sent to the District Outbound Chairman. The District Outbound Chairman will review the Preliminary Application and then forward it, along with an Interview Form and a copy of the transcript to the local club. At the same time, the student will be notified that his/her application has been received and has been forwarded to the club and that he/she should expect to hear from a local Rotarian to set up an interview. General information about the RYE Program, including costs, will also be sent to the student. (If the Club happens to receive the Preliminary Application first, it should be mailed or emailed to the Outbound Chairman at outbound@rye6080.org or faxed to **1-312-423-1843**.)
- D. Club Interviews: Club level interviews with student applicants AND their parents should be conducted prior to October 15. The interview is an opportunity to assess the student’s suitability and to make sure the parents and student have a general understanding of the RYE Program. It is important that Clubs take this interview seriously and only select students that appear to be “well qualified”. Clubs should check with the school counselor to verify that there is positive support for the student. The Club Interview Form should be sent to the RYE Office.
- E. Long Term (Full) Application: Once your Club has “approved” a student, he/she should be told to prepare **2 original copies of the full application**. The Long Term Application is available for download at the District RYE website www.rotary6080.org/rye.htm. The application can be saved if the student has a later version of Adobe Reader. (The latest version can be downloaded at no cost). Caution the student and parents to **READ THE INSTRUCTIONS** before completing the application. Careful attention must be paid to the many details, especially to **obtaining all signatures in BLUE INK**. Note that the student

will need contact information and signatures from a representative of your club before the application can be processed. The application will be returned if the instructions are not followed exactly, causing missed deadlines and extra work for everyone involved. So, please emphasize careful review to assure that every last detail has been included .

- F. The Outbound Chairman should be notified that a student is being advanced to the District level interviews. Immediately after the TWO original applications have been completed and checked by the Club YEO or Outbound Counselor or President, they should be sent to the District Youth Exchange Office for final review prior to the District Interviews in mid November.

District Outbound Selection Process

Prior to the District interviews, the District Selection Committee members will read and become familiar with the information in the Preliminary Applications, or the full application if it has been completed and submitted. In order to avoid any bias or discrimination, the Interview Panel will agree, in advance, upon the questions to be asked of each student and their parents.

At the District Interviews, the student will be interviewed first. The Committee will then ask the student to leave and will talk with the parents. The interview will conclude with a short question and answer session with BOTH the parents and student together. The Committee will be looking for how the parents and student interact and for any significant changes in behaviors when the student is alone as opposed to when he/she is with his/her parents. Current Inbound Students and former Outbound Students may also participate in the Interview Process and provide their insights.

District 6080 cannot guarantee students the country of their choice. There are a finite number of exchanges available with each country and these are dependent on the number of Inbound Students hosted by our district. Some countries are more popular and appealing than others. Students should understand that the “exchange experience” will be just as valuable in Europe as in South America, or Asia. Each applicant will be asked to list their top five country choices, and can typically expect to be assigned to one of those.

The most important traits for success are flexibility and adaptability.

- Does the student have the desire to adapt to a different language, culture, food, and way of life?
- Do they have an interest in learning the language by immersing themselves in the culture?
- Will this student be a good ambassador for the ideals of Rotary, for our community, school and country?
- Will the applicant be flexible in accepting a country assignment? If an applicant is **ONLY** willing to accept a specific country, he or she has missed the point of the Program and may be rejected.

- Most importantly, is this student a person you would be willing to host in YOUR own home?

Selection Committee

The District Selection Committee will use a rating system that “scores” both the responses to the questions asked and various other factors during the interview. At the end of the interview process, the scores will be tallied and the students will be ranked. The Committee will tentatively assign students to their preferred countries based on their order in the ranking.

If the applicant has a handicap, please discuss this factor with the District Outbound Chairperson **IN ADVANCE** to determine if an exchange would be feasible for that student. In many cases an exchange may be possible. However, applicants and their parents should understand that most host districts will **NOT** provide special accommodations for students with “special” needs. Unlike the United States, “special services” are not mandated in most other countries.

Once the tentative country assignments have been made, the students will be notified first of their conditional acceptance into the Rotary Youth Exchange Program and second of their country assignment. This notification usually occurs within days of the interview.

Completing the Long Term (Full) Application

If the student has not yet completed the 2 original copies of the full application, he/she must do this immediately. Each application must be complete in every detail. These applications are legal documents that are used to secure State Department Visas, Entry Permits, etc., and are the basis for all transactions with foreign governments and immigration personnel.

- The two original applications must be identical and should be typewritten. Please remind the student that the PDF version can only be saved if they have a more recent version of Adobe Reader. Page 1 must have a smiling color photo of the student in the proper size as specified on the application.
- All signatures on the applications must be **IN BLUE INK**. No stamps or copies of signatures are acceptable.
- Using the Application Checklist, the Club YEO or Outbound Counselor must review the student’s Application for completeness. The application is very detailed, and all required sections must be completed before the application is sent to the RYE Office.
- The preferred deadline for receipt of the completed applications (2 copies) is November 1st. Late or improperly completed applications can significantly delay the placement process, and may result in the candidate not being assigned to his/her country of choice. Applications that are significantly delayed, seriously flawed or illegible may cause the student to be dropped from the Program.

Preparing Your Outbound Student

Helping Outbound Candidates prepare for their year abroad is the highest priority of the District Youth Exchange Committee. There is so much information to convey in such a short time, that we consider it essential that each student and at least one parent attend all Outbound Orientations. Failure to attend these sessions may result in students being dropped from the program.

After the District Committee has notified the Club YEO that the student has been conditionally accepted, the YEO/Outbound Counselor should begin to help prepare the student for their year abroad. Following is a partial list of how the student should begin to prepare for their exchange and how your Club can help:

- Students should begin preparing a PowerPoint or AV presentation - about family, pets, activities, community, Rotary Club, school, and our state. A picture of the Grand Canyon would not be as representative of life in Missouri as would the Gateway Arch or some other regional feature. You should help your student prepare this presentation and allow him/her to make this presentation to your club sometime in the spring, well in advance of his/her departure. This will give your club the opportunity to provide valuable feedback for the student and allow him/her to improve the presentation.
- Include your student in several Rotary meetings to give him/her the opportunity to learn more about Rotary, and your Club in particular. Assist the student in developing interpersonal skills in communicating with members of the Club.
- Advise parents that at least one of them should have a valid passport in the unlikely event they would need to go to the host country to bring their child home. All passports must be valid for at least 6 months AFTER the return date for the student.
- Encourage your student to obtain CDs or a language program and develop the habit of **studying the language of their assigned country**. Consider getting a tutor. Your student will have a MUCH better exchange if he or she arrives with basic conversational skills.
- Provide your student with 5-6 Club Banners to present while on his/her exchange.

Outbound Orientations

Your student and his or her parents MUST attend the Outbound Orientation sessions. The orientations combine training from Rotarians familiar with the program, question and answer sessions with past Youth Exchange Students and their parents, and specialized guest speakers. You are welcome and encouraged to attend.

Preparing to Depart

It might be nice to have a farewell party - nothing elaborate – just fun.

Make sure your student understands that you are expecting correspondence during their exchange year. Reinforce the need for them to submit monthly reports to the district Outbound Chairman and periodic reports to your club. You should share these reports with the Club, as a whole.

The communication should not be just one way while your student is abroad. Keep the lines open with letters about what your club is doing, forward your club's newsletters, and make sure that you receive information from the student's parents on how they think things are going. If problems appear to be developing, do not delay contacting the District Outbound Chairman.

Outbound Fee Structure

District 6080 operates on a Flat Fee System. This means that ALL students pay a flat fee for their exchange, regardless of which country they have been assigned. The Flat Fee generally runs from \$4,000- \$5,000. A \$150 Application Fee is due at the time of the first Outbound Orientation.

The Flat Fee includes the following:

- . Round trip airfare and one change of itinerary
- . Medical and Liability insurances
- . Rotary Blazer, name badge, exchange pins, business cards, US Flag, Missouri Flag
- . Any required language and orientation camps
- . Orientation Meetings and Materials
- . District Conference Fees
- . Postage and Administrative Expenses
- . Rebound Orientation and Participation in other events during the first year back home.

Items that are NOT covered in the Flat Fee are: luggage, cameras, clothing, physical exam, passport and visa fees, year-end tours, school uniform, cell phone, gifts for families.

Termination of an Outbound Exchange

It should be understood that a student's acceptance is **CONDITIONAL** until the Youth Exchange Committee is confident that he/she will be a good "ambassador" for our Country, our State, our community and for our Rotary District. All students will continue to be observed throughout the orientation process, at Club meetings and at District Activities. If you or any of the committee members has "concerns" about a student, these concerns will be discussed directly with the student and his/her parents to try to address the concerns and to "resolve" any issues.

Application processing fees will not be refunded after a student has been accepted into the program. However, under *some* circumstances, a portion of these fees *may* be returned to the student and club depending on the amount of expenses that have already been incurred on the student's behalf. It should be made clear to everyone that students are not *fully accepted* until their departure in August. The committee reserves the right to terminate an exchange at any time if the student has conducted him or herself in any way detrimental to the program or unbecoming as a student ambassador. Additionally, after further observation, students deemed to be too immature to benefit from the program will also be asked to withdraw and apply the subsequent year. Possible refunds will be considered on a case by case basis if the student is asked by the district committee to withdraw from the program.

Chapter 4 - Working with Host Families

A universal challenge for Rotary Clubs involved in the Youth Exchange program is finding families willing to host an Inbound Student. Hopefully you will find some of the following points helpful in the search for host families in your community.

Who Should Host?

The biggest barrier to becoming a host family is “fear of the unknown”. Informing the prospective host family about the benefits of the program and their responsibilities as host parents helps to break down this barrier.

There is no “perfect” family situation that makes for a good host family. The most important ingredient of a good host family is the willingness to show love and understanding to the student and make them feel like they are part of the family. Other traits:

- Host parents do not need to be Rotarians.
- It is not necessary to have children the same age as the hosted student. This helps with the adaptation to a new culture, but is definitely not required.
 - Successful host families have been older couples whose own children have grown-up and left home.
 - Younger couples with small children, or no children, or children in a variety of age categories.
 - Families with children the same general age as the student, but with diverse interests.
- It is acceptable for the host family to be a “single parent” as long as the student is of the same gender. However, this will require an even greater commitment by the parent, as there is no one else in the family with whom to share the responsibility.
- Know that the parents will support and enforce the RYE rules and guidelines and will not treat the student as a guest in their home. It goes without saying that the family should be of good moral character and be well regarded in the community.

Finding Host Parents

1. NEVER coerce or “guilt” a family into becoming a host family. This will only create problems later if they are not doing it willingly from the beginning.
2. Use previous host families to assist you in recruiting other host families. They have first-hand knowledge and would not be regarded as “selling” the program in an official capacity. Don’t rely on the same families to continue to host students. Try to spread it around among many of your interested current or past Club members and the community.
3. Discuss hosting opportunities at Rotary social events as well as at your weekly club meetings. The spouses will often be instrumental in getting their families to host a student or may know an interested neighbor or PTA member.
4. Place an article in the school newspaper before in the spring encouraging students who are interested in other cultures to talk to their parents about hosting.
5. **Get permission to address the foreign language classes** about the RYE program and ask if any student is interested in discussing having a student live with their family for 3-4 months. If a club in your city is hosting an inbound student, he or she will probably be glad to accompany you to speak with the class. Also, former Outbound students are usually to help with presentations, and may already know people at the school.
6. The student must stay enrolled in the same school all year. This generally means that all host families need to live within the boundaries of that school district. Families just outside those lines who can commit to problem-free transportation may also be considered.
7. **Families of current and former Outbound Students can be a great source of assistance.** Many of these families feel an obligation to participate in the program because of the opportunity that was provided for their own child or children.
8. Make personal “opportunity calls” on families that you or your committee feel would make good host families or be interested in supporting the program. Personal one on one contact works MUCH better than standing up in a Rotary meeting asking for host families.

Discussing the Advantages of Hosting a Student

Your first visit with a prospective host family should be to provide information and answer basic questions. Review the responsibilities and benefits of the program below and provide them information about the student they may be hosting. Be sure to include the children in the interview. They must be happy at the prospect of having a host brother or sister or it will not work out well. It is the wife who frequently takes on most of the responsibilities of hosting; she is the one that may be spending more of her time with the student, so ensure that both the husband and wife are in agreement on hosting.

Assure the prospective host family that they will have the full support of the local Rotary Club and the YEO/Inbound Counselor during the time they are hosting the student. Emphasize that should

problems arise, every effort will be made to resolve the situation in a manner that is mutually agreed upon and beneficial. Some advantages you can mention when discussing the program are:

- The opportunity to share their home and love with a person from another country and culture.
- The opportunity to learn about another culture from the hosted student.
- Developing a broader outlook on world affairs by helping a student understand our culture and customs.
- Developing a life-long friendship with a person from another country.
- Participate in Rotary's efforts to promote friendship and understanding between nations.
- The opportunity for children to begin learning about other languages and to assist the Inbound Student in becoming more proficient in English.

Begin your search for families immediately upon making a commitment for an Inbound Student. Although there are no guarantees, the District Youth Exchange Committee does try to accommodate the club's request for a specific gender of student as host families are often "better suited" for either a boy or a girl. Once the student's application has been received (usually in the late winter or spring) a copy of **non-specific portions** of the application should be distributed to potential host families for further consideration. **(Full name, contact information, other personal information and pictures must not be shared with a potential host family until they have undergone a criminal background check and the In Home Interview has been completed.)**

It is important to finalize host family commitments quickly, (before April 15th if at all possible) as our district requires that the application papers be "turned around" within 30 days. This is a short time, so advance preparations should be made accordingly.

Paperwork Required from the Host Families

It is the responsibility of the YEO/Counselor to educate and train host families so they understand the workings of the RYE program. Once it is determined that the family is interested in hosting, the following steps **MUST** be followed:

- All host families **MUST** be interviewed **IN THEIR HOME**. The YEO/Counselor is responsible for conducting this In-Home Interview/Inspection, taking photos and completing the required document verifying the meeting. **(APPENDIX K)**
- The host family **MUST** complete the Host Family Application (HFA). (A HFA is available on the District website.) The Counselor or YEO should then call (and initial where indicated) the references listed on the application before submitting the application to the RYE Office. **(APPENDIX J)**
- As part of its sexual abuse policy, Rotary International requires that all persons over the age of 18 that live in the household or that have regular contact with the student

submit to a background check. Rotary takes its responsibility of safeguarding all students very seriously.

- All Host Families MUST receive a Host Family Orientation. This must be conducted SEPARATELY from the In-Home Interview. Documentation must be provided to the RYE Office. **(APPENDIX L)** District Mentors may be able to help you with this Orientation if you need assistance. ASK.

Other Host Family Issues and Discussions

- **Move Dates** - Agree on dates the student will move from one family to the next.
- **Interaction** - Suggest that host parents attend and interact with other families/students/RYE Committee Members at the various events during the year.
- **Understanding the Student's priorities** – The Rotary Club is ultimately responsible for their student, and should become well acquainted with him or her. The host family's privacy should to be respected, but everyone needs to understand that the student's first scheduling "priority" is attendance at district RYE events - followed by any Club activities. These events take precedence over the family's calendar (with rare exception). The current host family has second priority followed by former host families, other Rotarians, and then by the student's new friends. The student's natural parents may be consulted on different issues, but the Youth Exchange Program has the final authority over the student during his or her stay.
- **Avoiding Scheduling Conflicts** - Review the District calendar of events and discuss transportation requirements and suggest what arrangements will be fair for all parties. Families should be advised not to schedule activities that will conflict with the District events. **District Youth Exchange events have a greater priority than all other activities** - including Homecoming, football games, Prom, etc. With proper advance notice to the District Inbound Chairman, arrangements and compromises MAY be made to allow the student to attend "special" school or community events.
- **Medical Treatment and Permission for Treatment** - The student's application contains a statement from the natural parents releasing their guardianship and establishing **guardianship** with Rotary and the current host parents to make all decisions related to schooling, medical treatment, and social activities. This form, in addition to the student's Insurance ID Card, should be taken along on any trip taken by the family and student so that emergency (medical) decisions can, if necessary, be made by the host parents and be accepted by the authorities.
- **Rules** - Review the Rotary and District rules and guidelines that each student must abide by during his/her stay. **(APPENDIX X)**
- **First Night Questions** - Stress the importance of **each family** utilizing the First Night Questionnaire. **(APPENDIX T)**

- **Language/School** - Discuss the need for the student to improve his/her English skills and the importance of his/her attending and making an earnest and continuous effort at school. Also, discuss “The Guidelines for a Successful Exchange”.
(APPENDIX Y)
- **Back-up Host Family** - Discuss having a “back-up” family for the student so that in the event a problem develops the student will have a place to stay until it is resolved. This back-up family will also provide a place for the student if the host family needs to leave town temporarily and cannot take the student along. Many times a former host family or counselor will be willing to serve in this capacity.
- **Financial Responsibilities** - Review the policy requiring students to pay for their long distance telephone calls. Discuss the calling plans available, phone cards, etc.
(APPENDIX Z) Also discuss that the student – not the host parents - is responsible for any costs related to participation in sports, school dances, graduation ceremonies, etc.
- **Misunderstandings** - Many times, what appear to be problems are only misunderstandings and can be resolved easily if caught soon enough. Discuss the symptoms of homesickness and what measures can be taken to combat this frequent problem.

In conclusion, finding host families requires effort on the part of the YEO/Counselor and committee. We know that families rarely beat down the door to become hosts. However, with the proper approach and preparation, the job can become easier. Prospective families are out there if you are willing to make the effort to sell them on the idea!

Keep in mind that not all families will make good host families - even if they have expressed an interest in the program. It is important to have a selection process or criteria established for host families, just as it is important in the selection of an Outbound Student. Apply the rule of, “Would I let my own child live with this family?” Finding good families for your student helps to prevent potential problems in advance. Do not place the student in a family if you are not convinced they would be a “good” host family. Doing so may result in the student having to be moved from the family or being miserable while living in that environment.

Inviting a stranger into your home for 3-4 months requires a special type of person - and host families ARE special people. They provide love and understanding to a young, impressionable stranger who may not even be able to speak our language. Consider how your Rotary Club can give host families the highest recognition for their contributions.

INFORMATION FOR HOST FAMILIES

Chapter 5 – The Host Family View Point

Hosting a high school student from another country is a challenge – and an opportunity. It is an opportunity to get in touch with a young person and share his/her hopes and ambitions. The hosting experience can enrich the lives of everyone involved.

In the broader sense, the host family will share in the experience of a student learning about American culture and customs. At the same time the family is learning about the culture and customs of another country they are also gaining a better understanding of our American culture and how it differs from others. It is through this experience that all participants learn tolerance and share in the promotion of international understanding and fellowship.

This chapter provides information from the host family perspective. The better informed the family is, the more enjoyable the relationship with their student.

Program Rules

Rotary has established rules that all students must agree to follow as a condition of their exchange. A copy of the D6080 Rules and Guidelines is included for your review. **(APPENDIX X)** These rules may need to be reviewed with the student several times during the year to assure that the conditions of the exchange program are clearly understood.

The Rotary International rules include provisions that are common to most young people:

- Obey the Laws of the USA - If found guilty of violating any law, a student can not expect assistance from either their sponsoring country or Rotary Club, nor from our local Rotary. The student will be returned home as soon as the legal authorities release them.
- For reasons of safety, and because their insurance is not valid if driving, no student may drive a motorized vehicle or participate in a driver's education program.
- Stealing is prohibited, no exceptions. Students caught stealing will be returned home immediately.
- Smoking is not allowed. District 6080 is a SMOKE-FREE program. Students agree not to smoke as a condition of being accepted into the program.

- Visits by natural parents and siblings require district approval. **(APPENDIX S)** An approved visit may only take place during the last quarter of the year and during a school break. Visits are not allowed during major holidays, even if occurring during a school break.

Other guidelines include:

School

- While attending high school, all students must attempt to pass every class and participate in school activities.
- Host parents should be willing to monitor the study habits of the student. Be aware of any language problems that may result in poor performance in school and assist the student with school assignments.
- If a school bus is not available to your student, it is the responsibility of the host parents to arrange for safe transportation to and from school on a daily basis.
- If the student participates in after school activities the host parents must arrange for safe transportation from school to home. However, before signing up for sports or other on-going activities that require significant transportation commitments, students should first discuss their interest with their counselor, who will discuss it with the host parents.

Travel Guidelines

Some travel restrictions apply to exchange students. It is important that students abide by the following guidelines when traveling outside of their host community. These guidelines may vary slightly from other Rotary districts but have been developed after many years of experience. All travel plans outside the district must be communicated to and approved by the Inbound Chairman using the travel request form available on the District Website. **(APPENDIX R)**

- Travel within the district is permitted with host parents, for authorized Rotary club or district functions and for school sponsored activities but **ONLY with proper adult supervision**. Travel outside of the District or State (Senior trips, etc., must be approved by the District Inbound Chairman, host club, and the host family. The student's natural parents/legal guardians must approve extended trips in writing exempting Rotary Youth Exchange of responsibility and liability.
- Students may not travel alone or accompanied only by other students except to and from school or within the local community.
- All overnight travel outside of the community/District requires prior approval by the Club Youth Exchange Officer/Inbound Counselor **and** the District Inbound Chairman. This includes any sleepover with any other exchange students not living in the same community. **NOTE: Any requests for co-ed sleepovers will be denied.**
- The Inbound Coordinator **MUST** be informed of and have the opportunity to discuss and approve plans for:
 - a) Any visits from the natural parents. **(Boy/girlfriend visits will be denied.)**

- b) Extended travel, especially if during scheduled school days.
 - c) Travel that will interfere with an organized and scheduled activity of the District.
 - d) Airplane flights - all flights require prior written consent from the natural parents. Contact information for an approved adult with whom the student will be staying must be provided and approved by the natural parents in addition to district officials. Students are NOT allowed to fly in private aircraft due to lack of insurance coverage.
- o Students are not allowed to travel to or through the cities of St. Louis or Kansas City unless accompanied by an adult of at least 25 years of age. We require this person to be a responsible adult. If in your opinion, the suggested driver is not, please don't approve the trip. This guideline includes travel by:
 - a) Bus - all buses require a chaperone, even school bus trips.
 - b) Car trips with drivers under the age of 25 years – only short, local trips are ok.

The District has developed these travel guidelines with the safety and well being of the students in mind. **We must honor our pledge to the natural parents to safeguard their children.** We recognize that we exceed their expectations of guidance and care in some cases.

Additional Program Guidelines

- o **All students must attend the scheduled District Youth Exchange meetings.** The dates of these meetings are known far in advance and host families should be advised not to make family plans involving the student that would conflict with these dates. Only the District Inbound Chairman may excuse a student from attendance at these meetings and that approval will be granted only for very special circumstances. These dates are always posted on the District RYE website. www.rotary6080.org/rye.htm.
- o All students are expected to make a **presentation** (PowerPoint or other) several times during their exchange year. Each student is also encouraged to present a program about their country and the Rotary Youth Exchange experience to local groups and schools.
- o **The YEO from the host Rotary Club has direct responsibility for the student.** Any questions concerning what a student may do should be referred to the Club YEO for consideration first. Calls to the District Inbound Chairman are also welcome.

Guidelines for Host Families

Hosting Rotary Clubs are responsible for selecting families who are members in good standing in the community and who are willing to assume the responsibility for hosting an exchange student.

No two exchange experiences are exactly alike, but we have found that if the host family abides by the guidelines, the experience will prove to be a good one for both the family and the student.

1. **Provide an environment of love and understanding.** This requires that the host family treat the student as they would one of their own children, not as a house guest or visiting tourist.
2. **Provide housing accommodations.** A separate bed is required and a separate room is preferred, but not required. If a student is sharing a room with another member of the family, that member must be of the same gender, and enough space should be provided for the student to store their belongings. A private area to study or write letters is also preferred.
3. **Provide meals, including a sack lunch, if hot lunch is not provided at the school.** The Host Family is responsible for funding the cost of lunch at school. The “rule of thumb” is that if you would buy the meal for your own child, you would do the same for your “hosted student”. If this is a financial burden, the Club YEO should help resolve the issue.
4. **Make the student feel a part of the family.**
 - a. Assign normal household chores consistent with those performed by the other children in the family.
 - b. Do not expect the student to be a babysitter for small children in the family. Occasional babysitting is reasonable, but not to the exclusion of other activities. This is not an “au pair” or nanny program.
 - c. Set curfew times. **It is advisable for all the families hosting the student during the exchange to agree on curfew times so they will be consistent with moves from one family to the next.**
 - d. Recommend that families keep electronic equipment such as TV’s and computers out of the student’s bedroom, as these devices will allow them to isolate themselves from family activities.
 - e. Remember special days for the student such as birthdays, graduation, Christmas, etc. Also, make the student aware of the special days for the host family to avoid embarrassment should they forget. Additionally, help your student remember the special dates of their natural family.
5. **The YEO/Counselor should meet the student upon arrival at the airport.** Ideally, the student should spend the first 3-5 days with his/her counselor, getting acquainted and becoming familiar with the surroundings. The counselor will be the PRIMARY, STABLE contact for the student throughout his/her year and it is important that a strong, comfortable relationship be developed.
6. **The YEO/Counselor should be actively involved in getting the student registered in school.**
 - a. Be aware of any **difficulties with the language/reading** and assist the student in registering for appropriate courses. We generally recommend that students take English GRAMMAR, Speech and either American History or American Government. English as a Second Language (ESL) classes may be an option in

some high schools, but be aware that administrators will likely resist using this resource for exchange students.

- b. Encourage the student to immediately **become involved in school activities** such as choir, sports, drama, etc. IF transportation arrangements can be made.
 - c. Encourage **your student to take school seriously**. Grades should be as good as the students' innate ability and grasp of the language. The student should make an effort in all classes. This is not a "free year". Conversely, the student has not come on this exchange to spend all of their time doing homework and studying. A balance is necessary to create a positive school and family experience.
 - d. **Monitor performance**. Host parents or the counselor should be encouraged to visit with the teachers to assure that all school requirements are being met and that the student has the ability to comprehend the materials. If necessary, cancel one class in favor of one better suited to the student's abilities and interests. Conversely, because most Rotary Youth Exchange students are academic achievers, and WANT to learn the material thoroughly, they should be cautioned not to make too many demands on their teachers' time at the expense of their fellow students. This is a big concern in many Missouri schools that have large student to teacher ratios due to budget constraints, and can be viewed negatively by teachers and administrators.
 - e. Send a copy of all **school reports** to the District Inbound Chairman.
7. **Let the host family know that the student's \$300 emergency fund is in a secure, but available place should it be needed**. Provide copies of the student's insurance card and Permission for Medical Treatment to each host family. Since students are now required to keep originals of their important documents in their possession, suggest that host family find a secure place in the home for these (passport, visa, I-94).
 8. **Suggest that the student carry a copy of their passport and visa - in addition to their Insurance ID Card – with them at all times**. The original passport and visa should be left at home where it is accessible but safe. It is also helpful for the student to carry a high school photo ID card to help with identification in stores when writing checks, etc.
 9. **Transportation is always an issue for exchange students**. Because students cannot drive at any time during their exchange, encourage them to make transportation arrangements at least a day or two in advance.
 - a. School related transportation is the responsibility of the host parents.
 - b. Arranging transportation to District RYE conferences and meetings is the responsibility of the YEO and/or Counselor.
 - c. If your student is invited to visit another student within the district, we suggest that the host parent of that student arrange transportation, or at least split the chore. Visiting is lots of fun, but it is a privilege, not a right.
 - d. Carpooling for District events: Ask the Inbound Chairman for contact information for other clubs and host families and see if rides can be shared.

- e. The host family must approve of all drivers providing transportation for the student. If they would not allow their own child to ride with the driver, please urge them to not allow your student to either.

The Four D's

Because we are dealing with individuals and different cultures, no two experiences are ever quite the same. We have found that many students experience a degree of difficulty coping with culture shock, new surroundings and a new language. Listed below are some of the situations that may occur and suggestions on how to deal with them. This is by no means a complete list, nor does every student experience every situation discussed. The four "D's" are the primary rules governing the program and are discussed in the following points.

Dating and Romantic Attachments

Contrary to what the student may think, romantic attachments don't just happen. The student, with help from the host parents and YEO, can avoid these entanglements. Our policy may be stricter than what you have for your own children regarding dating. Rotary prohibits developing a strong romantic attachment by the student, i.e. going steady (or the current word for exclusiveness) or becoming engaged. This is not only to protect the exchange student from emotional hardship when they must return to their home country, but could also have significant legal ramifications. Our stance is that if your student concentrates on one individual, they will avoid other contacts and cultural events that could help make their experience as an exchange student more rich and complete. This is the first "D" referred to in the rules.

- Remind the student that at the end of the exchange year they are going to return home (alone) even if they are "in love".
- Encourage group outings. This way the student will develop many "boy" and "girl" friends, but no steady relationship with one person. If asked to go to the movies or other events, suggest being part of a larger group. If one person persists in seeking a relationship, insert parental influence to cool things off to "friendship" level. Always know who is out with your student and avoid the less desirable influences.
- We want, and actually expect our students to attend Prom and other social functions that typically require a "date". We urge the host family to help identify friends and groups to join so the experience will be fun and not romantically charged. Encourage your student to find an American date and not depend on their friends from the RYE program. The experience will be diminished if there is not an American involved to help the student participate and understand our traditions and customs.
- Explain that a steady boy/girl friend will interfere with their ability to fully experience the benefits of the program and will also interfere with their responsibilities to the program. Experience has shown that when a steady relationship occurs, the student wants to spend all of their free time with that person and neglects their host families, Rotarians, school, and the responsibilities of the RYE program.

- If your student does go on a date, spend time with them emphasizing that RYE expects our definition of no sex to apply in their case. Too many young students have made the mistake of thinking that they can ignore this “D” and have found out the hard way that we will send them home for violating this rule.
- Students are also not allowed to be involved in any “boy/girl” sleepovers, including but not limited to any small or large group. This rule also applies to sleepovers with other exchange students.

Drinking

It is not at all unusual for our Inbounds to be quite experienced with drinking alcoholic beverages due to lower drinking ages and different expectations in their native cultures. This is the second BIG “D” in our rules. Each student and their parents have agreed in writing that the RYE rules prohibit them from drinking any alcohol during their exchange year. Host parents are the first line of defense in this potentially problematic area.

- Reject the idea that it’s ok to drink if nobody knows.
- Limit access to beer and wine in your home during their stay.
- Allow only the most trustworthy student to attend a party that they know or suspect will have alcohol available. Apply the tough love rule again. If they do attend the outing, provide transportation and a “bail out” phrase that the student may use to call you at any time to signal that you need to come and pick them up when they are in danger or an uncomfortable situation. Make sure your student understands the concept of “guilt by association”. Also make sure your student understands that he/she is NEVER to get into a car with someone who has been drinking.
- If it is customary for the host family to offer a glass of wine with a special meal, then the same offer may be made to the student. Limit it to one glass. If you would offer a beer to your son on your own patio after mowing the lawn, it is reasonable to make that same offer to your RYE son. However, that does not take away the responsibility for breaking the law for underage drinking. This student must not be allowed to leave the home afterward so the host parent can ensure their complete safety. It is always better to just say no and leave it at that. If your family attends a party of friends where alcohol is available, the answer is a resounding NO to any drinking.

Driving

The third “D” prohibits the driving of any motorized vehicle. This includes, but is not limited to snowmobiles, jet-skis, motorcycles, cars and trucks, farm tractors, and boats. The practice of having a student use a riding lawnmower must be carefully considered from the training and safety aspects before you allow them to help mow the lawn.

Students are not allowed to obtain a drivers license here. In certain circumstances a student may be allowed to take the drivers’ education class to meet State graduation requirements, but they may **NEVER** participate in the “behind the wheel segment”. Students coming to America who already

have a license are still completely prohibited from driving at any time. Remember, we have been asked to honor the parents' expectations that their child will be kept safe during this exchange. Be very aware that their **medical insurance is void if the student is driving**. This is a potential liability concern for Rotary.

Drugs

The final "D" is very definite in its application. All illegal drugs must be avoided completely. Host parents are also requested to monitor the use of prescription drugs for potential abuse. A student with a medical problem should arrive in the USA with enough of their prescription drugs to last the year. With the ease of obtaining drugs such as pot, methamphetamine, etc., parents must be extra vigilant, and always know where students are going and with whom they are associating. Not only could there be the possibility of legal entanglements, but any student found breaking this rule will be sent home immediately. Rotary cannot interfere with the court system and will not intercede in a drug offence.

Downloading and Decorating:

Although not listed as one of the 4 "BIG" D's, students are not allowed to download anything on to a host family's computer without specific approval. Obviously, downloading pornography is NOT allowed.

Students are not allowed to get tattoos or piercings during their exchange year.

Additional Situations

Homesickness

It is typical for students to become homesick sometime during the first three months after arrival. Homesickness is a very normal emotion and the student should not be made to feel guilty about missing their family, friends, and way of life back home.

Symptoms of homesickness may include crying or moping around the house, wanting to be alone, wishing to go home, not liking school or being able to make new friends, loss of appetite, and reluctance to communicate. Causes may be due to excessive contact with friends and family back home via telephone and e-mail, as well as the obvious separation from everything familiar. Tough love dictates an evenhanded approach to limiting the use of both phones and computers to once a week or even less frequently until the problem recedes. Paying close attention to your student during this time is important, and plenty of one-on-one care may be necessary.

Recommended solutions include keeping the student busy and involved, and limiting contact with their former "world". Discuss their feelings in an empathetic manner and allow some time for them to work out the problem by themselves. Provide distractions to help get their mind off the problem.

Culture Shock

This phenomenon will occur as the student is confronted by differences in language, surroundings, food and customs, and education. Parents may notice the development of some of the stages of culture shock including initial excitement and euphoria followed by irritation, hostility, or aggression leading to uneven school performance, then gradual adaptation, and eventual adjustment to the new culture. Host parents may also notice their student exhibiting such symptoms as withdrawal, excessive sleeping, bouts of crying, loss of concentration, and tension with others. This will be an ongoing process of developing increased cultural awareness, learning how to deal with it, learning new skills and eventually adapting. Culture shock is not a one-time event, but rather is a process of subtle immersion into our culture. Host parents are encouraged to read about Culture Shock in the back of the Host Family Manual.

Explain and discuss the cultural differences with your student. Remind them that these are a necessary part of their learning experience. No one is intentionally trying to change the student, but they are UNINTENTIONALLY being “programmed” to be like Americans by everyone they meet. One of the “benefits” of the exchange is to actually experience these differences, and learn to assimilate them into their behavior patterns - biculturalism. The key to solving culture shock is helping students adapt to new ideas and changing their old habits. Challenge them to point out all the differences and then discuss which ones merit a closer look. Encourage them to take on new chores that perhaps were done by a maid back home. Be able to listen and explain what America is all about and that our sense of nationalism is not out of control. Explain that our culture has a somewhat prudish viewpoint about sex and hiding our bodies from public sight so that they can feel comfortable within our moral boundaries.

Language problems

Problems with the language are most likely to occur with students from South American and Asian countries. However, all students will have some difficulty adjusting to our language, especially our slang terms. Don't change your manner of speaking; just speak to them as adults, but help the students by speaking more slowly at first. This is important because the student will be translating in their mind what you are saying, and going back and forth between English and their native language. Also, many Europeans are taught British English that we all know is quite different than American English. These translations take time and concentration; so don't be surprised if the student does not like to carry on long conversations when they first arrive. Show plenty of patience and offer lots of help with words and phrases common to us but foreign to the student. You will find that they will be thinking in English within 3-4 months, but likely will need some prompting during their entire exchange. When they start to dream in English, you know that they have adjusted.

If language continues to be a problem, we suggest employing the services of a tutor or ESL teacher who will spend time daily with your student. Many Asian students, Japanese, Thai, etc., can read and write English quite well but have had very little practice speaking at all. We have also found that having the first host family work with the student using little sticky notes with the English and native word stuck to various objects around the house can be very beneficial. Be sure to explain slang terms and swear words so they don't get into trouble by using them inappropriately. They will learn these words anyway, so don't hide your head in the sand, just deal with them promptly.

If someone in the family speaks the student's native tongue, refrain from using it until the student proves to be proficient in English. Allowing them to avoid practicing English is not doing them a favor as the world around them demands that they communicate in English. The student who will not try or is a slow learner will tend to be withdrawn from their new world and will place a greater burden on the host families.

Personality Conflicts



What appears to be a personality conflict can many times be due to a lack of communication. If the student is to become part of the family, it is necessary to communicate the family rules, expectations, and customs to the student. This process begins with the First Night Questions. After reasonable attempts have been made to improve communication between the student and host family and the problem still persists, the host family should request the assistance of the YEO/Counselor to mediate the issues. In the worst cases it may become necessary to place the student with another host family, but this decision should not be made without considerable thought and consultation with the current family!

Parental Visits

Visits by parents and siblings can either be a wonderful experience or a major challenge. The District requires prior approval from the Inbound Chairman for all visits. If the student has not been a stellar performer, doing poorly in school, etc. the request for a visit may be denied. This denial may also be made at the request of the Club or host parents. An approved visit may only take place during the last three months of the year.

Parental visits will not usually allowed during holidays, because they tend to conflict with family and community activities. The student MAY be allowed to miss school to go traveling with their parents, but this MUST be approved IN ADVANCE by the Inbound Chairman.. No host parent is required to provide lodging or meals for a visiting natural parent. However, meeting with the parents of your student is encouraged and can be a truly rewarding experience too.

If the student plans to travel with his or her natural parents at the conclusion of the exchange year, (not recommended) the District requires the natural parents to provide a written release from the Program. We will need to know the date and location of eventual departure to report to the State Department. Students staying in this country with expired visas could potentially jeopardize our program.

Lack of Involvement

A lack of involvement in family activities and school functions leads to apathy and poor performance, and frequently results in chronic homesickness. Prevent this from happening by encouraging the student to become involved in all family activities and to participate in extracurricular activities at school, church, youth groups, and by doing community service. Volunteering at the local hospital or retirement home can be a positive experience as long as the time commitment does not affect the student's ability to complete school assignments on time, or unnecessarily burden the host family. Always encourage group activities so the student keeps busy and meets as many people as possible. The student who comes directly home from school to watch

TV or play on the computer is headed for an unhappy exchange. Remember, these students are no different than many American teenagers; they need to be entertained and directed down the right path. Don't give up if you don't see positive results right away.

Sibling Rivalry

Host brothers and sisters may become as close as natural brothers and sisters, but some sibling rivalry can occur. Many times the exchange student and host siblings will not become best of friends (each will go their own way). Don't expect too much and don't force your natural child to "take care of" the exchange student. Approach this as opening a door to opportunity for the child to expand their horizons and suggest that they consider what it would be like to trade places with the student. With this approach sometimes the doors to the clique will be opened at least a crack, and hopefully your student knows how to do the rest.

- Prior to the student's arrival in the home, discuss with the children, the role they will play in hosting the student.
- Give the children and the student ample time to get acquainted. Don't force or ignore the issue. If the student is sharing a bedroom, help establish roommate rules and try not to upset the child's comfort level to the extreme.
- Establish bathroom rules and expectations.
- Treat the student the same way as you treat your natural children, and avoid "special status" or "house guest" treatment. If the other kids do chores, so should the student. However, the student is not here to be a servant for the family either. Only reasonable occasional babysitting and typical chores should be expected.
- The host family will probably be doing some things for the student that they would not do for their own children. Things such as providing transportation when they are old enough to drive, inviting guests to the house to meet the student, attending special functions for the student, etc. will need to be explained to the children so they understand why this "special treatment" is necessary.

Communicating with Home

We need to ensure that the natural parents do not feel shut out of their child's life, so encourage the student to communicate regularly to their family back home. That being said, most students will correspond with home too often when they first arrive and everything is new. Then, once they become busy and are settled into school and with the new family and friends, they sometimes forget about writing to their parents. Host parents need to assure that the student is not spending too much – or too little - time on the computer communicating with home.

Help your student maintain a scrapbook for the events and outings they experience during their year here so they can share it with their friends and family upon their return home.

Phone calls home are made at the expense of the student. If the student is using the house phone, monthly payment should be expected from the student to the host parent to cover these calls. Many students now use SKYPE to communicate with home. This technology is great IF it is not overused.

We suggest limiting calls during the early period of the student's year because they tend to promote or prolong homesickness. Phone calls to home are acceptable for emergencies or special occasions such as Christmas, birthday, or anniversaries. If the student is calling a girl/boy friend back home we suggest cutting that off, as they will continue to pine away for that contact and not make new friends here. Once again we suggest drawing upon the tenets of "tough love" if necessary. **(See Appendix M)**

Working

Although children of the host family may be allowed to work, exchange students are not allowed to hold a job when participating in the Rotary Youth Exchange Program. This means that your student may not go to work at McDonald's or at any job where they would receive payment requiring a W-2. Cash payments for the odd babysitting job with the next-door neighbor are acceptable, but be sure that these activities do not absorb too much of their time. If they run out of money, they must contact their natural parents and have them send extra funds.

Financial Responsibility

The host family is not responsible for expenses related to clothing (including sports gear), trips, gifts, prom, graduation or individual recreational activities. These expenses are the responsibility of the student and their natural parents.

- It is reasonable that the host family should provide the minor necessities such as soap, toothpaste, shampoo, and laundry detergents.
- When the family dines out, the student should not be expected to pay for their own meal. Likewise, if the family goes to a movie the student should be included just like the other children.
- The student will receive a monthly allowance of \$100-\$150 from the Club. This money is intended to cover the expenses that they may incur when out with friends and other students (food, movies, bowling, etc.). Some students who would not otherwise have been able to afford the summer bus tour have managed to save their expense money, and with additional help from the club, have been able to participate.
- The YEO/Counselor is responsible for seeing that the student receives their allowance promptly each month.
- Help your student avoid lending or borrowing money. If money is borrowed the host parent should urge the student to contact their natural parents for the funds to pay back the money as soon as possible.

Student Illness

If your student falls ill it is the host parent's responsibility to excuse them from school attendance. If necessary, seek appropriate medical attention. Always file an insurance claim promptly using the Counselor's address as the contact address. Have your student pay the deductible fee to the doctor's office.

If a serious problem develops, the Club YEO should inform the Inbound Chairman. If a student should die or be involved in a serious accident during their exchange year, the District YEO will put the District Crisis Plan into action.

The student's application contains a statement from the natural parents releasing their guardianship and establishing guardianship with the current host parents to make all decisions such as schooling, medical treatment, and social activities. This form should be taken along on any trip the family and student take together so emergency decisions can be made by the host parents and be accepted by the medical or legal authorities.

Youth Protection Issues and Policies

There is a possibility that your student could become the victim of physical or emotional abuse. The safety of our students is our greatest concern, and it is critical that any alleged assault or abuse be reported immediately to the proper authorities.

Rotary International and District 6080 have developed a comprehensive sexual abuse and harassment policy – a summary of which is included in the next section of this manual.

Resolution - Changing Families Early

At times, certain issues arise between students and their host families that cannot be resolved. Although it can sometimes be a very awkward situation, it is not unheard of for a student to change host families ahead of schedule. As this is a very serious step to take, changes should not take place until all avenues of resolution have been explored and no other options exist. **The Host Family and Student should both be prepared carefully for this move in order to minimize damage to the reputations of the Family, Student, and to our exchange program.**

Here are several reasons where changing host families is acceptable:

- ✓ A death or serious illness occurs in the host family;
- ✓ A change in the financial circumstances within the host family;
- ✓ Damage to the home due to a natural disaster or fire;
- ✓ The host family is relocating out of the school district due to work;
- ✓ The host family is requesting that the student be moved;
- ✓ Irreconcilable differences between a student and the host family.

There are also many issues that are considered **not** to be significant enough to warrant changing host families although it is always within the power of the Club YEO to direct a change whenever it is deemed necessary. Here are some of those possibilities:

- ✓ The student complains that the placement is too rural;
- ✓ The student refuses to adjust and adapt to the host family;

- ✓ The student is too attached to a previous host family;
- ✓ The student is unwilling to share a bedroom;
- ✓ The student desires to be in another school, city, or state;
- ✓ The student desires to be closer geographically to a friend or relative;
- ✓ The student is dissatisfied with the school they are attending;
- ✓ No public transportation is available;
- ✓ The student is unhappy with the presence or absence of host siblings.

If the student does not appear to be making an effort to adjust to what they believe is a difficult situation, the Inbound Chairman will become involved. Often a discussion with the Inbound Chairman or with the student's natural parents will create an incentive for the student to make more of an effort to adapt. If the situation becomes a crisis, the District may decide that the student should be sent home, but that is the last thing we ever want to happen with any exchange student.

Religion

Each student will arrive with his or her own cultural values and religious beliefs. Each host family will also have a set of beliefs and may or may not practice a religion. These two ideologies may not mesh well. Never demand that the student attend a church where they are not comfortable. Never make any attempt to sway a student away from their own religion to accept that of the host family. Offers to provide transportation to a church of the student's choice are very appropriate, but if the student wishes not to attend at all, we must abide by that decision. If the student is of the same religion as the host family, no pressure should be applied to get the student to follow the practices of the family. Religion must be a personal choice at all times. Encouraging the student to visit diverse religious organizations and experience their beliefs is another way for them to view the wide diversity of our country. Again, please remember never to force a student into any religious practice.

Host Family Conclusion

Until you have been a host parent it is difficult to describe the feelings of love and friendship that can develop between host parents and their exchange student "son" or "daughter". In a very short period of time, this stranger becomes a member of the family, and the relationship can last a lifetime. Host parents assumes the parental responsibilities of the natural parents, and because of this level of responsibility, there is a bond created between the two sets of parents centered on their mutual concern for the student.

By treating the student as part of the family with all the privileges and responsibilities that accompany that relationship, the student becomes a permanent part of your family, not just a visitor. You share in the experiences of the student as they learn about our society and family life, while at the same time the host families learn about their country, family, customs, and beliefs. It is an education that cannot be purchased or acquired any other way.

Hosting has its responsibilities, joys, sorrows, and problems, but the rewards far exceed any difficulties. The greatest sorrow of the hosting experience is saying goodbye when the student moves on to the next family or returns home, but the relationship that has developed lives on.

SEXUAL ABUSE RESPONSE POLICY AND PROCEDURES

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International and District 6080 are committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

As a Rotary Youth Exchange Student, your welfare is extremely important to us. We have prepared this document for your safety. Please read it carefully. This information may help you better understand what sexual abuse and harassment are and help you protect yourself by preventing potential abusive situations before they happen. In the unlikely event that you are subjected to sexual abuse or harassment, this document will help you understand what you can do about it. Please share this information with your parents so that they also know that we are committed to your safety and protection.

STUDENT PROCEDURES

If you are sexually or physically abused or harassed or are accused of sexually or physically abusing or harassing another person, you should follow this procedure:

1. Report the situation immediately to the person with whom you feel most comfortable.
 - The local host Rotary Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair, any member of the District Youth Exchange Committee, or the District Governor.
 - If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
 - Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.
2. If appropriate action is not taken when you report the situation, report it again and continue reporting it until someone takes you seriously. Make sure that it is understood that you are serious.
3. When you are uncomfortable with someone else's behavior, and you think it is sexual in nature, please trust your judgment and report it to someone else.

ALLEGATION REPORTING GUIDELINES

If you report an allegation of abuse or harassment, these are the guidelines the Rotarians will follow.

1. When receiving the report from you, they will:
 - Listen attentively and stay calm. They will acknowledge that it takes a lot of courage to report abuse. They will listen and be encouraging.
 - Protect you. They will first ensure your safety and well-being. They will remove you from the situation immediately and from all contact with the alleged abuser or harasser. They will reassure you that this is for your own safety and that it is not a punishment.
 - Get the facts, but not interrogate you. They will ask you questions that establish what was done and who did it. They will reassure you that you did the right thing in telling them about it.
 - Be non-judgmental and reassure you. They will not be critical of anything that has happened or anyone who may be involved. They will assure you that the situation was not your fault and that it was brave and mature to report what happened.

- Assure privacy but not confidentiality. They will explain that they will have to tell someone about the abuse or harassment to make it stop and to ensure that it doesn't happen to other students.
 - Record. They will make a written report of their conversation with you as soon after talking with you as they can. They will include the date and the time that they talked with you. They will use your words and will record only what you told them.
2. They will report this information as soon as possible to the hosting Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair or the District Governor providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
 3. They will avoid gossip and blame. They will not tell anyone about the report other than those required by the guidelines. Care must be taken to protect your rights as the victim and the rights of the alleged offender during any investigation.
 4. They will not challenge the alleged offender. The adult to whom you report will not contact the alleged offender because the investigation must be left entirely to law enforcement authorities in cases of abuse. In cases of non-criminal harassment, the District Student Protection Officer and the District Governor, who are responsible for the investigation, will contact the alleged offender after you have been moved to a safe environment.
 5. They will follow-up. After appropriately reporting the allegations, Rotarians will follow up to make sure steps have been taken to address the situation.

DEFINITIONS

Sexual Abuse: Refers to engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

- Non-touching offenses (such as verbal intimidation, or other indirect suggestions with which you are uncomfortable).
- Indecent exposure (unwelcome revealing of sexual body parts such as breasts or genitals).
- Exposing a student to sexual or pornographic material.
- Sexual assault.

Sexual Harassment: Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or to groom their victims. Examples include, but are not limited to:

- Sexual advances; sexually negative words or phrases used to insult someone, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies or prowess.
- Verbal abuse of a sexual nature.
- Displaying sexually suggestive objects, pictures or drawings.
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Note: More detailed procedures are provided to the Rotarians responsible for students and the Youth Exchange Program and are available upon request from interested parties.

Prepared for Rotary District 6080 Youth Exchange Students

ROTARY INTERNATIONAL - OFFICE COMMUNICATION

TO:

FROM:

DATE:

SUBJECT: Youth Exchange Incident Report

Instructions: Complete the following questions as thoroughly as possible. If a question does not apply to this situation, please enter "NA". Incident reports should be emailed to youthexchange@rotary.org. Please continue to update Youth Exchange staff as further information develops.

1) Date and Time of incident report to RI	
2) Name, Title, and Contact Information of incident reporter	
3) Districts: Sending & Hosting	
4) Clubs: Sending & Hosting	
5) Alleged victim: Name & Age	
6) Is the youth in a safe place? (RCOP 2.110.3.3) Where is the youth now?	
7) Description of incident including the specific allegation	
8) Alleged offender: Name Relationship to the youth who has reported the incident Role in the program If Rotarian, club name	
9) Location of alleged incident (including event, city, state/province, country)	
10) Has the alleged offender been removed from the youth program while investigation is performed? (RCOP 2.110.3.3)	
11) Date and time of alleged incident	
12) Has the sending district been informed of the incident? When? By whom?	

<p>13) Have the legal guardians been informed of the incident? When? By whom?</p>	
<p>14) What support services have been offered to the youth? What services is he/she receiving and who is providing them? (RCOP 41.080.15)</p>	
<p>15) Was anyone present at the time of the incident other than the youth and alleged offender?</p>	
<p>16) Who reported alleged incident to the district/club? When was it reported?</p>	
<p>17) Who in the district/club has been informed of incident?</p>	
<p>18) Have the district program chair, district governor and district protection officer been informed of the incident?</p>	
<p>19) Has the alleged incident been reported to local law enforcement/child protective services? (RCOP 2.110.3.4)</p>	
<p>20) Is the incident being investigated by police/protective services?</p>	
<p>21) Have any official charges been filed? If so, what are the charges?</p>	
<p>22) What will be the district/club's next steps in the handling of the incident? (RCOP 2.110.3.2)</p>	
<p>23) What assistance, if any, is being requested from RI?</p>	

APPENDIX A

U.S. Dept of State Exchange Visitor Program Regulations

§ 62.25 Secondary school students.

(a) *Purpose.* This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) *Program sponsor eligibility.* Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations: (1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and (2) Which are United States citizens as such term is defined in §62.2.

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and (

3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) *Program administration.* Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(4) Place no exchange student with his or her relatives;

(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

(6) Make no monetary payments or other incentives to host families;

(7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;

(8) Make certain that the exchange student's government issued documents (*i.e.* , passports, Forms DS–2019) are not removed from his/her possession;

(9) Conduct the host family orientation after the host family has been fully vetted and accepted;

(10) Refrain, without exception, from acting as:

(i) Both a host family and a local coordinator or area supervisor for an exchange student;

(ii) A host family for one sponsor and a local coordinator for another sponsor; or

(iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (*i.e.* , twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) *Student selection.* In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F–1 or J–1 visa status.

(f) *Student enrollment.* (

1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

(i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and

(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS–2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated “written English language summary” of the exchange student’s complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS–2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) *Student orientation.* In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;

(2) A copy of the Department’s welcome letter to exchange students;

(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;

(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and

(6) An identification card, that lists the exchange student’s name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department’s Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student’s placement.

(h) *Student extra-curricular activities.* Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

(1) Authorized by the local school district in which the student is enrolled; and

(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) *Student employment.* Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must:

(1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.* , field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) *Host family orientation.* In addition to the orientation requirements set forth in §62.10, sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) *Host family placement.*

(1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) *Advertising and marketing for the recruitment of host families.* In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) *Reporting requirements.* Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

DISTRICT 6080 HOST CLUB COMMITMENT FORM & INBOUND COMPLIANCE STATEMENT

The _____ Rotary Club agrees to host an Inbound Rotary Youth Exchange student during the coming RYE year (approximately August to the following June/July) We would prefer: Male [___] Female [___] Either Sex [___] from: Country Preference [_____] The District Committee will attempt to accommodate these preferences in a first come first served basis. However, no guarantees can be made.

Our Club affirms that we will:

- Appoint a Club Inbound Counselor to serve as the student's friend and mentor throughout the year.
- Appoint a Club Youth Exchange Officer to assist with paperwork requirements, finding host families, etc.
- Ensure that the Counselor and YEO attend the REQUIRED District coordinated training that covers the rules and guidelines of the program, the District Youth Protection Policy, and how to respond to any allegations of abuse.
- Budget Club Funds for the IB Counselor or YEO to attend the annual SCRYE (South Central Rotary Youth Exchange) Meeting in Tulsa, Oklahoma in Jan/Feb. (Approximately \$400)
- Use District provided forms for screening and selecting host families. (Host Family Interview/Inspections, Host Family Applications, BSA Criminal Background Checks, etc).
- Conduct in-home interviews/ inspections of each family and separate host family orientations.
- Ensure that all hosting is voluntary and check the references listed by the host family.
- Ensure that all host families receive an orientation that includes information about program administration and rules and training related to abuse and harassment awareness and prevention.
- Ensure that each inbound student is provided with at least two (preferably three) host families.
- Provide the student information about the 1st Host Family, Community and School prior to his/her arrival.
- Ensure that the Counselor will NOT serve as a host parent unless a secondary counselor is appointed and trained to assume the role of counselor during that time.
- Ensure that student is a full time student at a local high school and monitor student's academic record.
- Ensure that the counselor has MONTHLY contact with both the student and the host family and submits monthly reports on both.
- Ensure that transportation is arranged for student to attend all REQUIRED events.
- Provide a monthly subsidy to the student of between \$100 - \$125.
- Pay any additional fees (not to exceed \$300) to cover the costs of ALL Inbound events and activities

Club President or President Elect: _____ Date: _____

President's or President Elect's E-Mail: _____

Inbound Counselor (if known) _____ Phone: _____

Inbound Counselor's E-Mail: _____

**Please fill in the information above and return this form NO LATER THAN NOVEMBER 1ST
Scan and e-mail to: admin@rye6080.org or FAX to 1-312-423-1843**



Congratulations!!!! And, Thank you.....for your club's decision to host a Rotary Youth Exchange Student this year. We are confident that "your" student will bring a "new dimension" to your club and to your community and will further Rotary's goals of building bridges of understanding and friendship.

As you are probably aware, the Youth Exchange Committee provides numerous opportunities for the Inbound Students to get together throughout the year. We have found that the students really appreciate and "need" this time together.....to talk, to "compare notes", to discuss common challenges and to just have fun! These gatherings also provide opportunities for Rotarians and host families to become more involved with the youth exchange students and program. We would encourage and welcome you and members of your Club to participate in some of these activities.

Additionally, these gatherings provide members of our committee the opportunity to observe the students, reinforce the rules and assist the students if they are having any problems or "issues".

The GENERAL Activity Schedule for the coming year is as follows:

- September: First Inbound Orientation Weekend
- October: District Conference
- November: 2nd Inbound Orientation
- January/February: SCRYE Meeting in Tulsa
- March/April: Final Inbound Event (TBD)

We hope that you will encourage members of your club to "get involved" with your student and take advantage of the opportunity to learn a little more about another culture and to share a little more of ours with him/her.

Below is a statement for the Activity Fee for your student. We would ask that you please forward it to your club Treasurer for immediate payment.

Inbound Activity Fee: **\$300**

Student's Name & Country: _____

Hosting Rotary Club: _____

Please fill in the blanks and mail a check made out to: "*District 6080 RYE*" to:

District 6080 RYE
c/o Johnah Terbovic
20 Allies Alley
Sunrise Beach, MO 65079

Volunteer Application

Rotary District 6080 Youth Exchange

Counselor: Please return to:
Rotary District 6080 Youth Exchange Office
 20 Allies Alley
 Sunrise Beach, MO 65079
(312) 423-1843 FAX or admin@rye6080.org

CLUB NAME	DATE JOINED	STUDENT'S NAME (If known)	
APPLICANT INFORMATION GENDER: [] M [] F RACE:			
FULL NAME (first, middle, last)		FULL NAME SPOUSE (first, middle, last)	
RESIDENCE STREET ADDRESS	CITY	State	ZIP
EMAIL ADDRESS			
HOME PHONE	OFFICE PHONE	CELL PHONE	
EMPLOYER		YOUR POSITION	
WORK CONTACT	PHONE	NUMBER OF YEARS EMPLOYED	

GENERAL INFORMATION
INDICATE BRIEFLY YOUR REASONS FOR WISHING TO PARTICIPATE IN ROTARY YOUTH EXCHANGE:

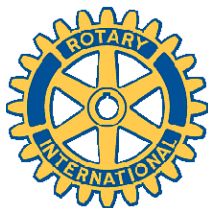
YOUTH-RELATED VOLUNTEER EXPERIENCE			
ORGANIZATION NAME	YOUR POSITION		
DIRECTOR'S NAME	DIRECTOR'S E-MAIL	PHONE	
ORGANIZATION NAME	YOUR POSITION		
DIRECTOR'S NAME	DIRECTOR'S E-MAIL	PHONE	

3 PERSONAL REFERENCES (CAN NOT BE RELATED)			
NAME	RELATIONSHIP		
STREET, CITY, STATE, ZIP OR E-MAIL ADDRESS			PHONE
NAME	RELATIONSHIP		
STREET, CITY, STATE, ZIP OR E-MAIL ADDRESS			PHONE
NAME	RELATIONSHIP		
STREET, CITY, STATE, ZIP OR E-MAIL ADDRESS			PHONE

PRIOR RESIDENCE (IF LESS THAN 5 YEARS AT CURRENT ADDRESS)			
RESIDENCE STREET, CITY, STATE, ZIP		HOW LONG AT THIS ADDRESS?	
PREVIOUS EMPLOYMENT INFO (IF LESS THAN 5 YEARS AT CURRENT EMPLOYER)			
PREVIOUS EMPLOYER	CONTACT NAME	PHONE	YRS EMPLOYED
<p>Waiver/Consent/Release: I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the Rotary District 6080 Youth Exchange program or its affiliates. I further certify that I understand that Rotary District 6080 Youth Exchange program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in the Rotary District 6080 Youth Exchange program, and I fully consent to such investigations. In consideration of my acceptance and participation in the Youth Exchange program, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and District, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit or participation in the Youth Exchange program. I further agree to conform to the rules, regulations, and policies of Rotary International, the Rotary District 6080 Youth Exchange program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the Rotary District 6080 Youth Exchange program or its affiliates, or at my option. I understand and agree that the Rotary District 6080 Youth Exchange program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause. I acknowledge that I have read and understand the above affidavit, waiver, consent and release, and that I sign this form voluntarily.</p>			
APPLICANT'S NAME (PLEASE PRINT):		APPLICANT'S SIGNATURE:	
APPLICANT SOCIAL SECURITY #:	DATE OF BIRTH:	CURRENT DATE:	
BACKGROUND CHECK APPROVED []		DATE APPROVED:	
IF SPOUSE WILL BE DIRECTLY INVOLVED IN YOUTH EXCHANGE ACTIVITIES PROVIDE THE FOLLOWING:			
SPOUSE'S NAME (PLEASE PRINT)		SPOUSE'S SIGNATURE:	
SPOUSE'S SOCIAL SECURITY #:	DATE OF BIRTH:	CURRENT DATE:	
BACKGROUND CHECK APPROVED []		DATE APPROVED:	

**Social Security # and Date of Birth will be used for background checks ONLY.
This information will be discarded and will NOT be shared with anyone else.**

E



Rotary District 6080 Youth Exchange

20 Allies Alley
Sunrise Beach, MO 65079
US Toll-Free: 800-793-6080
Fax: 312-423-1843



Dear High School Principal, School Superintendent and/or Guidance Counselor:

Thank you for agreeing to accept a Rotary Youth Exchange student in your high school next year.

For your review and permanent records we are providing you a copy of the student's complete application including immunization records, transcripts (and a summary thereof, in English) and documentation of how many years the student has already completed in school.

Included are two copies of the student's Guarantee Form. We need for you to complete Section F (Schooling Guarantee) on BOTH of these forms, as we are required to have TWO ORIGINALS of this document. Please remember to include the school seal, use the school's PHYSICAL ADDRESS (Not P.O. Box) and use blue ink for all signatures.

Below is the contact information for Rotarians who will be part of your student's support network.

Local Rotary Counselor: _____
Rotary Club President: _____

Inbound Chairman: Kit Freudenberg: 1-800-793-6080 Ext 28, inbound@rye6080.org
District Youth Exchange Chairman: David Oliver, 1-800-793-6080 Ext 26, chair@rye6080.org
District Administrative Assistant: Johnah Terbovic, 1-800-793-6080 Ext 33, admin@rye6080.org

Please contact any of the Rotarians listed above if you have any questions or concerns about how our student is doing in school - or if issues arise of which you think we should be aware.

District 6080 Rotary Youth Exchange is a CSIET accredited program as a result of being a member of the South Central Rotary Youth Exchange, Inc. Our program is administered by Rotarians in your community with support from district committee members throughout the state of Missouri. Our program is also certified by Rotary Youth Exchange that has been in existence since 1929, and is one of the most well respected exchange organizations in the world.

We continually strive to provide a positive experience for students, teachers and administrators.

Thank you for helping us to promote Rotary's goal of world peace and understanding.

In the Spirit of Rotary,

David Oliver
Youth Exchange Chairman
chair@rye6080.org

Kit Freudenberg
Inbound Chairman
inbound@rye6080.org

Johnah Terbovic
Administrative Assistant
admin@rye6080.org



Rotary District _____

Applicant Name	
----------------	--

Long-Term Exchange Program

Section E: Guarantee Form and Visa Application

Full Legal Name as on passport or birth certificate (<i>use uppercase for your FAMILY name; e.g., John David SMITH</i>)			Name You Wish to be Called		<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address – Street		City	State/Province	Postal Code	Country
Postal Address (<i>if different</i>) - Street		City	State/Province	Postal Code	Country
E-mail Address		Home Phone Number		Mobile Phone Number	
Place of Birth (<i>City, State/Province, Country</i>)			Citizen of (<i>Country</i>)		Date of Birth (<i>e.g., 01/Jan/1999</i>)
Sponsor Rotary District	Host Rotary District	Host Country	Arrival Airport in Host Country (<i>name and abbreviation</i>)		

(A) APPLICANT GUARANTEE I, the applicant named above, agree to do the following: (1) Purchase round-trip air travel before I depart my home country; (2) abide by the rules and decisions of the program, accepting advice and supervision of my hosts; (3) attend all orientations and trainings offered by my sponsor and host districts and clubs; and (4) not request permission to stay in my host country, and return home after completion of my exchange.

(B) PARENT/LEGAL GUARDIAN GUARANTEE We, the parents/legal guardians of the above named applicant, agree to do the following: (1) Pay all costs of transportation, passport, and visa; (2) pay costs for health and accident insurance; (3) pay for clothing for the applicant's welfare and any uniforms required; (4) pay additional costs as circumstances arise, e.g., provide an emergency fund, if required by host district, under control of the host Rotary club/district to be returned at completion of the exchange if not used; (5) attend orientation meetings; (6) abide by program rules and follow host district policy on visiting the applicant while he/she is abroad.

The Undersigned **APPLICANT** and **PARENTS/GUARDIANS** hereby agree to the Applicant's and Parents'/Guardians' Guarantee (A and B) and that the applicant is permitted to travel to the host district, live with approved families for up to one year, and attend secondary school.

Signed (Applicant)		Date (e.g., 01/Jan/2006)			
Signed (Father/Guardian)		Date (e.g., 01/Jan/2006)	Home Phone	E-mail	
Signed (Mother/Guardian)		Date (e.g., 01/Jan/2006)	Home Phone	E-mail	
Witness (Sponsor Rotary club representative)		Date (e.g., 01/Jan/2006)	Home Phone	E-mail	

(C) ALTERNATIVE EMERGENCY CONTACT IN HOME COUNTRY, OTHER THAN A PARENT/GUARDIAN

Name			Relationship		
Home Address – Street		City	State/Province	Postal Code	Country
E-mail Address	Home Phone Number		Business Phone Number		Mobile Phone Number

(D) SPONSOR CLUB AND DISTRICT ENDORSEMENT

The Rotary Club and Rotary District specified within this section, having interviewed the applicant and his/her parents/legal guardians and having reviewed the student's application and related documents, hereby endorse the student as qualified for Rotary Youth Exchange and recommend to host clubs and host districts the acceptance of this student. The District agrees to provide adequate orientation to the student and parents before the student's departure.

Sponsor District #		Sponsor Club Name			Sponsor Club ID #	
Name of District Youth Exchange Chair		Name of Sponsor Club President		Name of Sponsor Club Secretary YEO		
E-mail Address of District Youth Exchange Chair		E-mail Address of Sponsor Club President		E-mail Address of Sponsor Club Secretary/YEO		
Signature of District Youth Exchange Chair		Signature of Sponsor Club President		Signature of Sponsor Club Secretary/YEO		
Date	Home Phone Number	Date	Home Phone Number	Date	Home Phone Number	

Applicant Name	
-----------------------	--

(E) HOST CLUB AND DISTRICT GUARANTEE

The Rotary Club and Rotary District specified within this section will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance as specified below. The host Rotary District agrees to ensure adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.

Host Country		Host Club Name		Host Club ID #	
Host District #	Monthly Allowance US \$	Arrival Airport in Host Country		Airport Code	
Name of District Youth Exchange Chair		Name of Host Club President		Name of Host Club Secretary YEO	
E-mail Address of District Youth Exchange Chair		E-mail Address of Host Club President		E-mail Address of Host Club Secretary/YEO	
Signature of District Youth Exchange Chair		Signature of Host Club President		Signature of Host Club Secretary/YEO	
Date	Home Phone Number	Date	Home Phone Number	Date	Home Phone Number

(F) HOST CLUB COUNSELOR (required)

Name			E-mail Address		
Address – Street		City	State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number		Fax Number	

(G) SCHOOLING GUARANTEE

(To be completed by the school the applicant will attend in host country.) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.

Name of School		Phone Number	Fax Number	Date School Starts	
Address – Street		City	State/Province	Postal Code	Country
Affix School's Stamp or Official Seal	Name and Title of School Official		Signature		
	E-mail Address		Date (e.g., 01/Jan/2006)		

(H) FIRST HOST FAMILY (required)

Name of Host Father		Host Father's E-mail Address		Business Phone	Mobile Phone
Name of Host Mother		Host Mother's E-mail Address		Business Phone	Mobile Phone
Host Family Home Address – Street		City	State/Province	Postal Code	Country
Home Phone Number	Names and Ages of any Other Adults in the Home				

Student: Please submit this form with the rest of the completed application to your local Rotary club or district. Your information will be shared with Rotary International. It will only be used for official RI business and not sold to or shared with third parties, unless required by law to be released.

Host District: Please return two originals of the completed Guarantee Form to the Sponsor District, as below:

Sponsor District: Please mail one copy of the fully completed Guarantee Form to Rotary International, as below:
Youth Exchange Rotary International One Rotary Center 1560 Sherman Avenue

APPENDIX G: EMERGENCY CONTACT INFORMATION

We are required to provide all Inbound Students emergency contact information PRIOR to their arrival.

STUDENT'S NAME:

HOST CLUB:

Name of Club President:

E-mail Address:

Home Phone:

Work Phone:

Cell Phone:

Name of Club YEO:

E-mail Address:

Home Phone:

Work Phone:

Cell Phone:

Name of Inbound Counselor:

E-mail Address:

Home Phone:

Work Phone:

Cell Phone:

Name of Local Doctor:

Work Phone:

Name of Local Dentist

Work Phone:

of Local Public Health Dept:

Preferred Arrival Dates for student:

**We prefer students to arrive 7-10 days before the start of school.

Please give a 4-6 day date range so that there is some flexibility in booking flights.

COMMUNITY PROFILE TEMPLATE

Use this to create Welcome E-mail to Student

H

Dear <Your Student's Name>,

Introduce yourself to your student.

(Create letter that includes the following information)

Host City:

Location in State:

Population:

Primary industries:

Additional Information (parks, recreation, special interests, libraries, other):

Transportation:

(If possible, provide websites for the community, school, etc.)

Host Rotary Club:

Number of Members:

When Your Club Meets:

Other Information about Club:

1st Host Family (Name, address, phone, e-mail):

of Children in Family – including ages:

Occupations of Parents:

Family Hobbies and Interests:

Attach pictures you took during the In-Home Interview and Inspection

Name of School:

Number of Students in School:

When School Starts:

Information about school (classes, extra-curricular activities):

Probable grade of enrollment:

Website of school:

Where and When you want your student to arrive (give a 4-5 day date range and include airport codes)

(Create a closing that provides information about your role as counselor and how you will be assisting student during the first week and throughout the year.

Sign your name and provide your contact information

When you send this e-mail to your student, send a copy to admin@rye6080.org so that we have this first communication in our records. WE MUST BE ABLE TO DOCUMENT THAT YOU PROVIDED THIS INFORMATION TO YOUR STUDENT PRIOR TO HIS/HER ARRIVAL.

Appendix I: Inbound Arrival Checklist

This is a copy of what must be submitted within one week of the student's arrival. The form is included in the Host Club Welcome Packet.

Student Name _____ Country _____

First Host Family: _____

Address: _____ City _____ Zip _____

Telephone: _____ Email: _____

Rotary Club of _____ YEO _____

YEO/IB Counselor Email: _____ Phone: _____

Date of Passport expiration; _____ Date of Visa expiration _____ Type- J-1? Yes No

Date Student Arrived: _____ Is Visa Marked "M" for Multiple Entries: Yes No

Control # from Form I-94 _____ Port of Entry & Date _____

Did the student arrive with the required \$400 emergency cash? Yes No

Where do you intend to safeguard the passport, visa, return ticket, and emergency cash?

Airline Ticket Information:

Airline: _____ Ticket #: _____ Return Date: _____

Most tickets will have an arbitrary return date. Actual flights will need to be scheduled later.

If the second and third host families have been identified, please include their information:

Second Host Family:

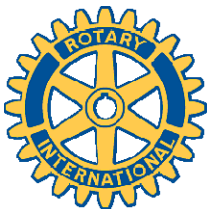
Address: _____ City _____ Zip _____

Telephone: _____ Email: _____

Third Host Family: _____

Address: _____ City _____ Zip _____

Telephone: _____ Email: _____



Rotary District 6080 Youth Exchange

20 Allies Alley, Sunrise Beach, MO 65079

US Toll-Free: 800-793-6080

Fax: 312-423-1843



Dear Potential Host Family:

We want to thank you for your willingness to share your home (and your hearts) with one of our Inbound Students. We have found that these students are generally intelligent, mature, interesting, and adventuresome young adults who bring a wonderful new dimension into the homes of their host families. We hope that you find hosting one of our students to be a positive experience and we appreciate your willingness to help us achieve Rotary’s goal of world peace and understanding, by building this “bridge of friendship” with a student from a different country.

Rotary is committed to providing a safe environment for all students who participate in the Youth Exchange Program. For that reason we take the selection of host families very seriously. We require all potential host families to complete an in-depth Host Family Application (HFA), provide references and agree to criminal background checks. In addition, a Rotary Volunteer will visit your home to conduct a personal interview and take pictures. And, after you have been accepted as a host family, he/she will provide you with a comprehensive orientation and give you a Host Family Manual, which provides general information and addresses a variety of issues that may come up during the exchange. He/she will also maintain routine contact with you – and your student - throughout the time you are hosting to ensure that the experience is a positive one for both your family and the student.

We realize that filling out this application will take some time and may seem to be somewhat intrusive. However, we are **required** by the U.S. Department of State to collect this information and follow specific procedures to retain our certification to operate our Youth Exchange program.

Once we have received your application, checked your references and conducted criminal background checks of all members of your household over the age of 18, you will be provided with a copy of your student’s full application. We would encourage you to begin communications with him/her as soon as possible.

Please know that we (the District Youth Exchange Committee, your student’s Inbound Counselor, and the members of the host Rotary Club) will all be available to assist you throughout the year.

If, at any time, you have questions, please feel free to contact any of us.

In the Spirit of Rotary,

David Oliver

District Youth Exchange Chairman

chair@rye6080.org

Kit Freudenberg

District Inbound Chairman

inbound@rye6080.org

Johnah Terbovic

District Administrative Assistant

admin@rye6080.org

Service Above Self, He Profits Most Who Serves Best.

HOST FAMILY APPLICATION- ROTARY DISTRICT 6080

Student's Name: _____ Rotary Club _____

Hosting Preference: ___ 1st (Fall) ___ 2nd (Winter) ___ 3rd (Spring)

Gender Preference: M F Either Rotary Club Contact's Name: _____

Host Mother: (Full Name, as appears on driver's license)		Rotarian: Y / N
Email:		Mobile Tel:
Level of Education:		
Employer:		Job Title:
Work Contact:		Telephone No:
Host Father: (Full Name, as appears on driver's license)		Rotarian: Y / N
Email:		Mobile Tel:
Level of Education:		
Employer:		Job Title:
Work Contact:		Telephone No:

Is this a single parent household? Y / N

Home Mailing Address:	Physical Home Address (if different from mailing address):
Home Telephone:	Is the residence the site of a functioning business? e.g. Daycare, Farm (Yes/No) If so, describe:

If children or others living in the home work full time, please indicate employer, job title and point of contact on reverse.

List all children:					
Full Name	Gender	DOB	Level of Education	Profession	Living in Home?
_____					FT /PT /No
_____					FT /PT /No
_____					FT /PT /No
_____					FT /PT /No
List FULL name and other information for all other persons living in your home:					
Full Name	Relationship	DOB	Level of Education	Profession	Living in Home?
_____					FT /PT
_____					FT /PT

Have you hosted a student before: Y / N Will your child be an Outbound student when you are hosting? Y / N

Language(s) spoken in the home? _____

List number and type(s) of family pets? _____

Describe relevant behavioral or characteristic traits of any household member that could affect the successful integration of the exchange visitor into the household. _____

Family Activities: List activities/sports and special interests for each family member: (e.g. camping, hiking, dance, crafts):

Organizations and clubs to which your family belongs: _____

Describe your expectations regarding the responsibilities and behavior of the student while in your home (e.g., homework, household chores, curfew (school night and weekend), access to refrigerator and food, drinking of alcoholic beverages, driving, smoking, computer/Internet/E-Mail)

Religious affiliation: (**not required**): _____ I would prefer to keep my religious affiliation private. (Y / N)

Would your family be willing to host a student whose religious beliefs were different from yours? (Yes / No)

Of note, a host family may want the exchange visitor to attend one or more religious services or programs with the family. The exchange visitor cannot be required to do so, but may decide to experience this facet of US culture at his/her discretion.

Identify those personal expenses expected to be covered by the student: _____

The Home: Describe your home (e.g. single family, condominium, duplex, apartment etc) and describe primary rooms and bedroom. Photographs will need to be taken of your home and must include the exterior and grounds, kitchen, student's bedroom, student's bathroom and family and living areas (Note: photographs are **required** by the U.S. Dept. of State).

Number of bathrooms: ____ Will Student share a bedroom (Yes / No) With whom?: _____

Describe the Student's Bedroom: _____

Indicate amenities to which the student will have access: ____ computer ____ internet ____ phone ____ refrigerator

Diet: Does anyone in the family follow any dietary restrictions? (Yes / No)

If Yes, describe: _____.

Do you expect the student to follow any dietary restrictions? (Yes / No) If Yes, describe:

Would you be willing to host a student who follows a particular dietary restriction (vegetarian, etc)? (Yes / No)

Are you willing to provide three quality meals daily – including providing for lunch at school? (Yes / No)

School: High School the Student will attend: _____ Private or Public

Physical Address: _____ Telephone _____

Name and Email address of School Official: _____

Approximate size of school: _____ Approximate Distance between School and your home: _____

Approximate start date of school: _____ How will the student get to school: (e.g. bus, carpool, walk) _____

Which of your children will attend the school in which the exchange student will enroll? _____

List sports/clubs/activities that your children participate in at the school: _____

Does any member of your home work for the high school in a coaching/teaching or administrative capacity? (Yes / No)

If yes, describe: _____

Has anyone in your home had contact with a coach regarding the hosting of this student related to athletic ability? (Yes / No)

If yes, please describe the contact and sport: _____

Would your family be willing to provide transportation for extracurricular activities after school/ in the evenings? (Yes / No)

Community: In what type of community is your home: (e.g. urban, suburban, rural, farm) _____

Website for your community: _____ Approximate population: _____

Briefly describe your neighborhood and community, including points of interest (parks, museums, historical sites, etc):

Areas near your home to be avoided? _____

Nearest Major City: _____ Distance: _____ Population: _____

Nearest Airport: _____ Distance: _____

How did you learn about being a host family? _____

Why are you interested in hosting an exchange student? _____

The local Rotary Volunteer will assist you if there are any portions of the application about which you are unsure.

CONFIDENTIAL

Average Annual Household Income: (please check one) The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals a day and transportation to and from school activities.

_____ Less than \$25,000 _____ \$25,000-\$35,000 _____ \$35,000-\$45,000 _____ \$45,000-\$55,000
_____ \$55,000-\$65,000 _____ \$65,000-\$75,000 _____ \$75,000 or above

Does anyone residing in the home receive any kind of public assistance? Y / N If yes, describe on reverse side.

Criminal History:

Has any member of your household ever been charged with any crime? (Yes / No) If so, explain on reverse side.

Has member of you household ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? (Yes / No)

If Yes, describe in full on reverse side. Indicate date(s) of crime(s) and in which city and state each took place.

The following information is required in order to conduct reference checks and criminal background checks on **all members of the household, who are 18 years or older**. This information will remain confidential and will not be shared with anyone.

Waiver/Consent/Release: I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect the application unfavorably, if disclosed. I understand that any omission of facts or misrepresentations will result in my elimination form consider for any volunteer position with the Rotary District 6080 Youth Exchange Program or its affiliates. I further certify that I understand that Rotary District 6080 Youth Exchange program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person. I waive any right to assert that such an investigation or request constitutes and invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in the Rotary District 6080 Youth exchange program, and I fully consent to such investigations. In consider of my acceptance and participation in the Youth Exchange Program, I, to the full extent permitted by law, hereby release and agree to save hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and District, and of Rotary International, from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with the application or participation in the Youth Exchange program. I further agree to conform to the rules, regulations and policies of Rotary International, the Rotary District 6080 Youth Exchange program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the Rotary District 6080 Youth Exchange program or its affiliations, or at my option. I understand and agree that the Rotary District 6080 Youth Exchange Program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause. I acknowledge that I have read and understand the above waiver/consent/release and that I sign this form voluntarily.

Host Father's Signature: _____ DOB: _____

Host Father's Social Security Number: _____

Host Mother's Signature: _____ DOB: _____

Host Mother's Social Security Number: _____

Other Adult's Signature: _____ DOB: _____

Other Adult's Social Security Number: _____

Other Adult's Signature: _____ DOB: _____

Other Adult's Social Security Number: _____

THREE PERSONAL REFERENCES FOR YOUR FAMILY: (Cannot be relatives or current Rotarians)

Name:	Relationship	Contact Information-Phone or E-Mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN HOME INTERVIEW AND INSPECTION and PHOTOS (new in 2011) – D6080



Host Mother: _____ Host Father: _____

Rotary Club: _____ Student to be Hosted: _____

Overall Condition of Home: Very satisfactory Satisfactory Not Acceptable

Facilities inspected: Bathroom Kitchen Laundry Family Room Bedroom

Will student have: Own bedroom Own Bathroom Own closet Study area

If not, describe the arrangements: _____

Will student have access to a computer and internet in home? Y N

Other Comments: _____

Does family have an Outbound Student? Y N Has family hosted a student before? Y N

Work schedules: _____

School Transportation arrangements: _____

Possible special trips during student's stay: _____

Were all family members present at interview? Y N

If not, who was missing? _____

Signature(s) of Host Parent(s): _____

Inspected By: _____ Date: _____

(Counselor's or YEO;s signature)

Both the Host Parents and the Person conducting the interview/inspection must sign this form.

This Interview does NOT suffice as the HOST FAMILY ORIENTATION.

The HOST FAMILY OREINTATION must be conducted at a separate time - AFTER the references have been checked, the background checks completed and the In Home Interview/Inspection has been completed.

REQUIRED PHOTOS OF HOME:

Exterior of home Kitchen Student's bedroom Bathroom Family room

These photos must be forwarded – along with this form - to the RYE office at admin@rye6080.org



Host Family Orientation Outline/Documentation

This Orientation can NOT be conducted until AFTER the In Home Interview/Inspection and until the background checks have been approved.

IB Student: _____ Host Family: _____
Please print

Rotary Club: _____ Year: _____

The following topics should be covered during the Host Family Orientation.

General Comments:

- Modern RYE Program started in 1972
- Now Over 7000 students from over 80 countries participate in program annually
- All YE Programs are regulated by Department of State, thus numerous REQUIREMENTS – including IN HOME interview, photo of home, background checks, orientation sessions, monthly contacts
- Student will have 12- month medical insurance policy upon arrival
- Student will have \$300 emergency fund to cover unexpected expenses, medical deductibles, etc.
- Student generally spends 3 ½ months with each family – move dates mutually agreed upon

Counselor Duties:

- Student usually stays with counselor first to get acquainted
- Counselor will enroll student in school, open bank account, make introductions to club, etc.
- Counselor will have MONTHLY contact with student and with host family
- Counselor is student’s friend and mentor and is host family’s resource if problems arise

Discussion Items:

- Ok to initiate communications with student (and parents) prior to hosting
- Use Host Family Manual as resource
- First Night Questions – in manual DO THIS!!!!
- Treat like one of the family – chores, meals, etc.
- Include student in family life – do not allow student to isolate him/herself
- Telephone calls and internet access – establish guidelines
- The Four “D”s – drinking, driving, dating, drugs (also downloading and decorating – i.e. tattoos and, piercings)
- Driving – students are not allowed to drive ANY kind of motorized vehicle (i.e. go carts, waverunners, ATVs)
- School – students are expected to make an effort in ALL classes. Failing grades are NOT acceptable
- Religion – do not require church attendance, but invite student to participate
- Medical Insurance – authorization for treatment is part of Long Term Application – Emergency fund can be used to pay deductibles. Student is covered by U.S. based insurance.
- Money – student will have monthly stipend from club and probably a credit card from home.
- Host families are expected to provide school lunches for student and treat student as other children in household
- Employment – formal employment not allowed – babysitting, mowing yards, ok
- Smoking – not allowed, application should state that student does not smoke

- Traveling – guidelines in Host Family Manual – student can travel with other students in local community - travel outside community must be with recognized school group or adult - **independent travel is not allowed - all travel out of area must be approved IN ADVANCE by YE Committee – travel request form available online**
- Host families are NOT expected to pay for prom clothing, senior pictures, graduation announcements, activity fees
- Parental visits – parents may want to visit during last part of exchange - visit must be approved
- District Activities – September Orientation, October and November events, other events later in year
- Flexibility to Share Student – families should be willing to share their student with other host families and counselor – families should be sensitive to not interfering with current host family activities
- Youth Protection Policy – Rotary is committed to creating and maintaining the safest possible environment for all YE students. It is the duty of all Rotarians, host families and volunteers to safeguard, to the best of their ability, the welfare of the student. Students will receive training on how to respond to any situations where they feel threatened or unsafe.
- District/Club support – advise host families that you are available to assist should problems arise. Contact information for District RYE Committee members is in Host Family Manual. Also, calendar of events.
- All host families will be expected to complete a Post Hosting survey.
- Questions?????

You should also provide the following to each family:

- (a) Host Family Manual
- (b) Contact information for Inbound Counselor and Club President

Please put a check mark in the following boxes and sign below:

- Yes, we have received an Orientation covering the topics listed above.
- Yes, this orientation was conducted **separately** from the In Home Interview/Inspection.
- Yes, we received a Host Family Manual and contact information for Club Rotarians

Date Orientation was Conducted: _____

* _____
Husband's signature

* _____
Wife's signature

* _____
Rotarian's signature

The Club YEO or Inbound Counselor should sign, scan and e-mail this form to admin@rye6080.org
Or
Mail it to: Rotary 6080 Youth Exchange, Johnah Terbovic, 20 Allies Alley, Sunrise Beach, MO. 65079
Or
FAX to 1-312-423-1843

Appendix M - Club Host Family Roster

Rotary Club of _____

Student Name: _____ Period of Exchange _____

Student's email: _____

The following host families will be hosting our Inbound Student and will be responsible for them during this Rotary Exchange Year:

1st Host Family Information

Arrival Date: _____

Name: _____

Address: _____

City, State, Zip _____

Home Telephone: _____

Email address _____

2nd Host Family Information

Move-In Date: _____

Name: _____

Address: _____

City, State, Zip _____

Home Telephone: _____

Email address _____

3rd Host Family Information

Move-In Date: _____

Name: _____

Address: _____

City, State, Zip _____

Home Telephone: _____

Email address _____

Youth Exchange Counselor

Name: _____

Address: _____

City, State, Zip _____

Home Telephone: _____

Email address _____

Inbound Chairman : Kit Freudenberg, Phone: 1-800-793-6080 Ext. 28

Outbound Chairman: Chris Rice, Phone: 1-800-793-6080 Ext 24

District Chairman: David Oliver , Phone: 1-800-793-6080 Ext. 26

District Website: www.rotary6080.org/rye.htm

Appendix N: Insurance Information

Rotary District 6080 requires both a one-year medical insurance policy AND a liability policy that is paid for by the student's natural parents prior to the student receiving his/her visa. The medical insurance coverage is an accident and sickness policy. It is designed to cover unexpected medical expenses but does not cover routine sports physicals or similar elective expenses. The coverage is effective from August 1st through July 31st or from the time the student leaves their home country until they return home after their stay in the U.S. *Be sure that the student returns home before their coverage expires.* Below is contact information for the insurance company. Complete policy information is available on the District website at www.rotary6080.org/rye.htm.

ID Cards were issued to the students when the insurance was purchased and they will be advised to carry them at all times. **Claims** should be submitted promptly using the Club Counselor's address for follow up reference purposes.

Claim forms and Instructions are available on the District Website. If you are confused about how to file a claim, contact the RYE Insurance Coordinator.

Insurance Information for District 6080 Students who are covered by U.S. based CMI-MEDEX Insurance

District 6080 provides Youth Exchange participants with Accident & Sickness and Personal Liability insurance, administered by CMI Insurance, MEDEX Global Solutions.

Documents posted on the RYE website are:

- Accident and Sickness Policy
- Liability Policy
- General Claim Instructions
- Accident & Sickness Claim Form
- MEDEX Services and Contact Information

Any general questions should go to Amy Spadaro:

Amy Spadaro
Client Relations Manager, Scholastic
CMI Insurance, MEDEX Global Solutions
aspadaro@medexglobal.com
p: 410 308 7920 | tf: 800 586 0753 | f: 410 583 8244
web: medexglobal.com

Specific claim questions should be directed to the claim office of ACI:

Administrative Concepts, Inc. (ACI)
994 Old Eagle School Road Suite, 1005
Wayne, PA 19087-1802
Telephone: 610-293-9229, 888-293-9229 Fax: 610-293-9299

There is also a claim section on CMI's web site:

<http://www.cmi-insurance.com/claims-information.aspx>

On that page are the claim office details as well as a link that can be used to inquire electronically about claim status. Claim forms and instructions are also available there.

Ted Persons
Regional Sales Director, Scholastic
CMI Insurance, MEDEX Global Solutions
tpersons@medexglobal.com
p: 410 308 7935 | toll free: 800 586 0753|f: 410 583 8244
web: medexglobal.com

DEFINITIONS AND EXAMPLES:

DEDUCTIBLE: The part of any medical expense that is **NOT** covered by the insurance company. The amount student is required to pay **BEFORE** the insurance company will cover any expenses.

CO-INSURANCE: This represents a percentage of expenses for which the student is responsible **AFTER** the deductible has been paid.

In the case of the Rotary Youth Exchange District 6080, the deductible and co-insurance vary depending on if the medical treatment relates to an **INJURY** or an **SICKNESS**.

For a **covered INJURY**, the policy has a **\$25 deductible PER injury** and then covers 100% of the first \$5000 of treatment. If your expenses for a particular injury are more than \$5000, the deductible increases to \$100 deductible, and then covers 80% of the covered expenses.

For a **covered SICKNESS**, the policy has a **\$100 deductible** and then the insurance will pay for 80% of any additional covered expenses.

In this policy, once the combined deductibles and remaining 20% co-insurance out of pocket expenses reach \$2,500, all covered expenses are paid at 100% up to the maximum medical expense limit of \$500,000 per condition.

EXAMPLE 1 - STUDENT VISITS THE DOCTOR THREE TIMES BECAUSE HE/SHE IS SICK. EACH VISIT COSTS \$100.

1ST Visit: Student pays the entire \$100, which is the annual deductible.

2nd Visit: The insurance company pays 80% - \$80 and student pays 20% - \$20.

3rd Visit: Insurance company again pays 80% - \$80 and student again pays 20% - \$20.

EXAMPLE 2 – STUDENT GOES TO DOCTOR WITH BROKEN ANKLE

Student pays \$25. The rest of the costs **up to \$5000** will be paid by insurance company.

If the cost is more than \$5000, student will have to pay an additional \$75 PLUS 20% of any additional costs up to \$2500.

[ADDITIONAL INSURANCE RESOURCE](#)

***PDG Sherry Nielsen serves as the Insurance "Resource" for District 6080 students. If you have questions about any insurance issues, she can be reached at:

*** **SHERRY NIELSEN – STATE FARM AGENT – 573-374-5656**

Applicant Name	
----------------	--

DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Exchange. Should I, as a student, be selected for an exchange, I agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.

We attest that we have read and understand the Statement of Conduct for Working with Youth. We understand that all Rotarians and host families are expected to have read and understand this statement as well. I understand that, if selected for an exchange, I will be provided with training and written material on abuse and harassment and that this information will include the contact information of the person I should contact if I encounter any form of abuse or harassment.

The undersigned applicant attests that I am of good health and character, understand the importance of the role of a youth ambassador as a Rotary Youth Exchange student, and will, to the best of my ability, maintain the high standards required of a Rotary Youth Exchange student should I be chosen to represent my sponsor Rotary club and district, school, community, state/province, and country. I further state that all the material contained in this application and the attached documents are true and accurate to the best of my knowledge.

PERMISSION FOR MEDICAL CARE AND RELEASE OF MEDICAL RECORDS AND LIABILITY

We, the parents/legal guardians of the applicant, and I, the applicant, HEREBY AUTHORIZE the release of medical information on application pages 'Section C: Medical History and Examination,' acquired in the course of the examinations by the physician and the dentist.

We, the parents/legal guardians of the applicant, and the applicant, if of legal age, who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is overseas as a Rotary Youth Exchange student:

- In the event of accident or sickness, we/I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We/I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We/I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- Permission is granted for immunizations required for school registration.
- In the case of elective surgery, we/I request that we/I be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary district, Rotary club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

Applicant (print name)	Signature
Mother/Legal Guardian (print name)	Signature
Father/Legal Guardian (print name)	Signature
Witnessed in the presence of Sponsor Club Representative (print name)	Signature

Dated this _____ Day of _____ Month, _____ Year.

Alternative Emergency Contact in home country, OTHER THAN A PARENT/GUARDIAN

Name		Relationship			
Home Address – Street		City	State/Province	Postal Code	Country
E-mail Address	Home Phone Number	Business Phone Number	Mobile Phone Number		

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses, partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual and emotional abuse.

Adopted by the Rotary International Board of Directors, November 2006

Appendix P-1 - Inbound Student Monthly Report

INBOUND STUDENT MONTHLY REPORT

Please respond to the questions and return this report as an e-mail or as an attachment to:

BOTH inbound@rye6080.org **AND** admin@rye6080.org

Please respond with **more** than just "yes" or "no" or "good" type answers. We want more DETAILS!

Student's Name:

Date of Report:

Host Family's Name:

How are things going with your host family?

How are things going in school?

What activities or sports are you participating in?

What activities have you done with friends or family?

Did you meet with your counselor this month?

Where did you meet and what did you talk about?

Did you attend any Rotary meetings this month?

Did you receive your allowance from your counselor ON TIME?

What was the best thing that happened to you this month?

What was your biggest challenge this month?

Are you feeling more confident in your English?

Are you enjoying your exchange experience?

Are you having any problems?

Appendix P-2 - Inbound Counselor Monthly Report

INBOUND COUNSELOR MONTHLY REPORT

Please respond to the questions and return this report to both **BOTH** inbound@rye6080.org **AND** admin@rye6080.org

Date:

Student's Name:

Counselor's Name:

Date of Meeting with Student:

Location of Meeting with Student:

Details of Meeting with Student:

Overall, how do you think Student is doing?

Name of Host Family:

Date of Contact with Host Family:

Mode of Contact with Host Family:

Details of Contact with Host Family:

Is the Family having any "issues" with Student?

Do you think host family is enjoying the hosting experience?

Appendix Q: FOLLOW UP IN HOME INSPECTION

This inspection **MUST** be conducted by someone **OTHER** than the person who conducted the initial In Home Inspection/Interview.

Rotary Club: _____

Host Family Name: _____ 1st Family 2nd Family 3rd Family

Student Being Hosted: _____

Overall Condition of Home: Excellent _____ Good _____ Fair _____ Poor _____

Cleanliness: Excellent _____ Good _____ Fair _____ Poor _____

I certify that I have visited the home of the host family and find it to be acceptable.

Date: _____

Rotarian's Name: _____

Rotarian's E-mail: _____

Please return this form to the RYE office at admin@rye6080.org

Appendix R - Travel Request Form

**Please fill out this travel request for ALL overnight travel out of the District.
Then send it to BOTH**

inbound@rye6080.org and admin@rye6080.org

The Inbound Chairman will review the request and approve or deny.

Travel Request

Student's Name:

Person Submitting Request:

E-mail of Person Submitting Request:

Purpose of Trip:

Contact Information

Responsible adult with whom student will travel:

Cell Phone Number of Responsible Adult:

OR

E-mail of Responsible Adult:

Student's Cell Phone:

Itinerary

Departure Date:

Date of Return:

Trip Itinerary:

Transportation

Vehicle Information (model and color of car & license #)

OR

Carrier Information (airline and flight numbers and times)

Comments

Other Comments about trip:

Appendix S - Parental Visit Approval Request

Parental Visit Request Form

Visits of the Inbound students' biological parents and/or other relatives must be approved IN ADVANCE by the District Inbound Chair. Visits can only take place during the last 3 months of the exchange. The following guidelines will apply:

- *Do not finalize a parental visit plan before obtaining the required approvals.*
- Approved visits should take place ONLY in the last quarter of the exchange year.
- The Host Parents are not obligated to house or entertain the visiting parents.
- Students MAY be allow to miss a limited number of school in order to travel with their parents.
- If the parents come at the end of the exchange period to take their son or daughter traveling before returning to their home country, a written agreement must be completed releasing Rotary from responsibility for the student. The student's medical insurance coverage will be terminated once the natural parent assumes control of the student.
- **Boy or girl friend visits will be denied.**
- Unaccompanied sibling visits should be carefully examined and defined before approval will be granted.

Student Name: _____

Host Rotary Club: _____

Dates of Proposed Visit: _____

Approved by Host Family: _____ Date: _____

Approved by Youth Exchange Officer: _____ Date: _____

Approved by District Inbound Chairman: _____ Date: _____

SEND THIS REQUEST FOR A PARENTAL VISIT TO inbound@rye6080.org.

Appendix T - First Night Questions

These questions are suggestions only. You and your host family should discuss everything that you think is important. We suggest you discuss the items most important to you as soon as possible. When you are in a new place with little language skill, it is best not to assume anything, but rather, to ask. The simplest questions may be the most important, such as “where is the bathroom”? Come back to other questions as they seem necessary.

Note: If your student’s English skills are marginal, please go to: http://yeoresources.org/First_Night_Questions.htm for translations of these questions into other languages.

- 1 What would you like me to call you? Should I call you “Mom”, “Dad”, given (first) name, or something else?
- 2 What are my daily responsibilities while living in your home:
 - a. Make my bed?
 - b. Keep my room neat and clean?
 - c. Clean the bathroom after I use it?
 - d. Other?
- 3 Are there other chores around the house that you would like for me to help with?
- 4 What is the procedure for cleaning clothes? Where do I keep dirty clothes until they are to be washed? Do you want me to do my own laundry? If so, please show me how to do this.
- 5 Where can I keep my bathroom accessories?
- 6 When is the best time for me to use the bathroom on weekday mornings (to get ready for school)?
- 7 When is the best time for me to shower or bathe?
- 8 Is there anything special about using the bathroom I should know (such as how to use the shower)?
- 9 May I use the family’s shampoo and tooth paste or should I buy my own?
- 10 If I need an item from the store, can I ask you to purchase it for me and then pay you back for the cost? Or, should I make arrangements to get to the store myself.
- 11 When are mealtimes?
- 12 Do I have meal time responsibilities (such as setting or clearing the table, washing or drying dishes, or disposing of the garbage?)
- 13 May I help myself to food and drinks at any time or should I ask first?
- 14 May I use kitchen appliances such as the microwave, dishwasher or stove?
- 15 What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?
- 16 What time should I get up on school days? Will I have an alarm clock or will you wake me up?
- 17 What time should I get up weekends and holidays?
- 18 What time should I go to bed on school nights? Weekends?
- 19 What time should I be at home on school nights if I go out?
- 20 What time should I be home on weekends if I go out?
- 21 What is your rule on entertaining friends?
- 22 May I have friends stay overnight?
- 23 Can I invite friends to the house during the day? After school? When no one else is home?
- 24 If my plans change, how do you want me to notify you?
- 25 May I ask you for assistance to understand my homework assignments?
- 26 May I rearrange the furniture in my bedroom?

- 27 May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
- 28 Where can I store my suitcases?
- 29 May I use the stereo, computer or TV?
- 30 What dates are the birthdays of family members?
- 31 What is the telephone number here? How do I contact you in an emergency when I am not here?
- 32 How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want me to track my telephone call expenses?
- 33 If there is a computer with Internet access in the house, what are the rules about access to the Internet and e-mail? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
- 34 May I receive telephone calls from my friends? Are there times of the day when calls are not acceptable?
- 35 What is the procedure about sending and receiving mail (letters and packages)?
- 36 Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.
- 37 What is the address here so I can ask someone to help me find my way home in the event I get lost?
- 38 What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc) Are there times or places it is unsafe for me to walk alone? Are there rules about traveling with friends?
- 39 What transportation is available for shopping or going to movies?
- 40 What are your expectations for me about going to church or other religious institution?
- 41 If I have a problem with the family or a family member that is bothering me, how do you want me to handle it?
 - a. Write a note to you explaining it
 - b. Ask for a face-to-face discussion with you
 - c. Tell my Rotary counselor
 - d. Keep it to myself and live with it

(Note: In the interest of student safety, students are instructed to address any problem that they feel requires attention. They should address the problem directly with the person most involved, if appropriate, and if and they feel comfortable and safe doing so. Otherwise, they are always expected to take it to another person, whether it is their Rotary counselor, Youth Exchange Officer, the Inbound Chairman, a district-level RYE person, or a non-Rotarian contact.)

- 42 What do I do about school lunch? If there is an expense, who pays: me, you, Rotary?

Note: Unless a club has specifically designated additional funds (beyond those specified in the Guarantee Form) for the student's school lunch, the student is not to be expected to pay for their own meals. Many schools cover the cost of exchange student's lunches. If your school does not, the counselor and host parents should discuss this to insure that this expense is handled by someone *other than the student.*)



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: David Oliver 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

ROTARY CLUB: _____ **OB Student:** _____

Club and District Checklist & Compliance Statement for OUTBOUND Students

SPONSORING CLUB RESPONSIBILITIES:

- The Club will conduct a thorough interview of the student, the parents and then the student and parents together prior to recommending the student to the District level interviews. (Questions will be provided by the District Committee)
- The Club will only advance those students that they feel are well qualified.
- The Club will appoint an Outbound Counselor for the Outbound Student.
- The OB Counselor will submit a Volunteer Application Form.
- The OB Counselor will submit to a Criminal Background Check.
- The OB Counselor will attend a counselor training session (in the spring) and will agree to carry out the tasks as generally defined in the Outbound YEO/Counselor Duties form. (see attached)
- The Club will pay a \$150 sponsorship fee for the Outbound Student

Please fill in the blanks below and return via e-mail to confirm that your club understands and accepts the responsibilities of sponsoring an Outbound Student as outlined above.

Club President Elect _____ Date: _____

Outbound Counselor _____ Date: _____

Outbound Counselor Address: _____

OB Counselor E-mail and Phone: _____

SPONSORING DISTRICT RESPONSIBILITIES:

- The District will require all students to submit an approved long term application.
- The District will provide documentation of the interview and questions asked.
- The District will document that all OB students and their parents have been oriented.
- The District will ensure that all students are aware of the Youth Protection Policy and provide training about how to handle issues of sexual, emotional or physical abuse.
- The District will provide each student with an Emergency Contact ID card.
- The District OB Coordinator will submit to a Criminal Background Check.
- The District will provide verification that all OB students are covered by approved insurances.
- The District will have a copy of student's itinerary.
- The District will be able to document monthly contact with the OB student.
- The District will ask the student to verify routine contact with the Host Club Counselor.
- The District will verify that OB student is attending school full time in the host country.
- The District will conduct a debriefing for students upon their return.

District Youth Exchange Chairman:

Date:

Please fill out the information above the line and return via e-mail to me at admin@rye6080.org.

OR, you can mail the form to:
Rotary 6080 Youth Exchange
c/o Johnah Terbovic
20 Allies Alley
Sunrise Beach, MO 65079
OR, FAX to 312-423-1843



Rotary International Youth Exchange

District 6080 Rotary Youth Exchange Office:

20 Allies Alley, Sunrise Beach, MO 65079

1-800-793-6080 web: www.rotary6080.org/rye.htm



Appendix: W - Preliminary Application (return before Oct. 15th)

Read Carefully: If you are interested in participating in the Long-Term (academic year) Rotary Youth Exchange Program, you are invited to **complete this preliminary application** and submit it, along with a **copy of your most recent high school transcript** via email to the Rotary Youth Office at admin@rye6080.org and to the Outbound Coordinator at outbound@rye6080.org. Applications and transcripts can also be printed out and mailed to the address above.

Once the District Youth Exchange committee has received your preliminary application, it will be forwarded to your local Rotary Club. You will then be contacted by one of its members for a preliminary interview. Both you and your parents should plan to attend this interview. If it is determined that you have the qualifications necessary to be an exchange student, the local Rotary Club will then recommend that you be invited to participate in the District selection interviews in November. You should immediately start filling out the full application, which is due in the District Youth Exchange Office by November 1st.

As a general rule, Youth Exchange students have outgoing personalities, are mature for their age, are usually in the top 30% of their class, and are involved in volunteer/community service activities. It is helpful to have studied a foreign language, but language skills are NOT a requirement. However, you should be prepared to commit to undertaking an **intensive** language learning program once your host country and language have been identified. Additionally, it is important that your parents are supportive of your desire to spend a year abroad.

Restrictions: Our program is open to all high school students who will be between the ages of 15 ½ and 18 ½ on August 1st of the year they depart for their exchange. (A VERY LIMITED number of countries will accept a student older than this.)

Suggestion: Prior to making your decision to apply for the Rotary Youth Exchange Program, you should discuss how this will affect your high school status with your school counselor. Some schools WILL give some academic credit for your year abroad, others will NOT. You may need to take correspondence or distance learning courses to make up for credits you might be missing.

IF YOU ARE FILLING IN THIS FORM BY HAND, PLEASE MAKE SURE YOUR WRITING IS LEGIBLE!!!!

Today's Date:

Student's FULL Name:

Address:

City, State, Zip:

Home phone (w. area code):

Student's CELL phone:

Email address:

Date of Birth:

Current Age:

Do you have a Passport?

If so, what is the expiration date?

High School you are attending:

Current grade in school:

Approximate Grade Point Average or Class Ranking:

High School Counselor's name, phone number, and email address:

Have you taken any language courses? (Language, #years):

How did you hear about Rotary Youth Exchange?

Extra-curricular activities and accomplishments:

Personal Hobbies and Interests:

My future goals are:

The Countries we **may** be able to arrange exchanges with this year are: **Belgium, Brazil, Colombia, Ecuador, France, Germany, Italy, Japan, Kyrgyzstan, Mexico, Peru, Spain, Switzerland, Taiwan, Thailand, Turkey and Ukraine.** (It is also likely that only **one** student will be sent to each of these countries, so we encourage you to be **FLEXIBLE** and remember that an exchange in ANY country will be a life-changing opportunity.)

List your top FIVE choices of where you would like to go on an exchange

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

Please note that we do not exchange with English Speaking Countries. Also there is no guarantee that we can arrange an exchange with any particular country as exchange partners vary from year to year.

Do your parents support you in your quest to become an exchange student? Yes No Unsure

Has your family ever hosted a Rotary Youth Exchange student before? If so, whom & when?

Would your family consider hosting an inbound student for 3-4 months during your stay abroad?

Yes No Unsure

If not, would your parents commit to finding other host families to host your Inbound counterpart? (If you are selected, it is likely that your sponsor club will be required to host an Inbound student in exchange.)

Yes No Unsure

Parents' and/or Legal Guardians' Names, Addresses, Phone Number & email contact information:

Save a copy of this application. Then, send it and a copy of your most recent high school transcript as an e-mail attachment to admin@rye6080.org AND outbound@rye6080.org OR you can print off the application and mail it, with your transcript, to the address at the top of the 1st page.



Rotary International Youth Exchange

Rotary District 6080 Youth Exchange Office

20 Allies Alley, Sunrise Beach, Missouri, 65079 U.S.A.

International Voice/Fax: +1-312-895-4984

U.S. Toll-Free Voice/Fax: 800-RYE-6080 (800-793-6080)

www.rotary6080.org/rye.htm



RULES & CONDITIONS OF EXCHANGE FOR INBOUND STUDENTS TO D6080

Rotary District 6080 welcomes you as a Rotary Youth Exchange Student to Missouri, USA! The following pages list the Rotary International Program Rules and Conditions of Exchange, as well as supplemental rules for our District that you and your parents must agree to. **PARENTS and STUDENTS should Sign where indicated on the 2nd page. Then scan and e-mail this document to admin@rye6080.org by July 1st.** These documents must be in our possession upon your arrival.

EXCHANGE YEAR -- This is a school year program (generally mid August to June). You are expected to complete the entire school year and make an effort to succeed in all classes - even if you have graduated at home. No early return is permitted except in the case of a family crisis or emergency. University preparation and academic testing are NOT considered valid reasons for an early return.

RETURNING HOME -- Unless you are involved in a Rotary-related year-end trip, travel in the U.S. with your host family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Inbound Chair), you will be expected to return home within 7-10 days from the last day of school. Any costs associated with an early return will be the responsibility of the student and his natural parents.

GRADUATION/CREDIT FOR CLASSES -- You must not expect to receive a diploma or to graduate from high school in the U.S., although a transcript (courses taken and grades achieved) will generally be provided by most U.S. high schools. There is no guarantee of class availability or that any classes taken during the exchange will transfer back to your home school in your home country. RYE is considered a cultural exchange, not an academic exchange. Policies are established by each individual school district. It is your responsibility to communicate with your home school and your U.S. school to obtain documentation of your academic record.

ATHLETIC PARTICIPATION -- You may or may not be allowed to participate in high school sports. These rules are dictated by the Missouri Department of Education. If you have already graduated from high school in your home country, you will NOT be eligible to participate in competitive, varsity, high school sports in the United States.

FAMILY VISITS -- All family visits must be approved in advance by your host District Rotary Inbound Chair, your host Rotary Club, and your Host Family. Do not assume that visits will be approved or that your host family will be willing to host your family. This may be an inconvenience for them. If your natural parents or other relatives plan to visit you during your exchange, please note that this is only acceptable during the last three months of your stay - but NOT during the last two weeks of the exchange. It shall be understood that any visits should be to meet the student in his/her usual host surroundings and not an opportunity to travel throughout the United States.

SCHOOL RECORDS -- In order to comply with U.S. laws, before your departure for the U.S. you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved) translated into English.

VACCINATIONS / IMMUNIZATIONS -- Each State in the U.S. establishes its own requirements for the vaccinations which you **MUST** have before you can attend school. A copy of the requirements for Missouri have been included in your Welcome Packet. You (or your doctor) should compare the immunizations listed on your long term application with this list. If you are missing any immunizations, you should get them immediately and remember to bring documentation of any additional immunizations not listed on your application. **The actual DATES (month, day, and year) of ALL vaccinations in a series must be listed.**

INSURANCE -- All inbound students are required to purchase U.S. insurance through CMI, unless insurance from your sponsoring district is approved in advance of the exchange. Bring your insurance card with you. (You will receive this when you have purchased the insurance.)

TRAVEL ARRANGEMENTS --

- Discuss and agree upon a mutually convenient arrival date with your first host family and counselor. You must arrive in time to begin school. Make your travel plans directly to the airport of your final destination as indicated in your Guarantee Form.
- Be sure to allow **AT LEAST TWO HOURS** between connections when entering the U.S. (Going through Immigration takes time!!!!)
- You may **NOT** stop to visit friends or relatives in the USA or anywhere else in the world either coming or going and **MUST** travel by the most direct route.
- Your parents may not accompany you to the USA.
- Provide the District Youth Exchange Chair, your counselor and your host family, the arrival date, time, airline, and flight numbers.

EMERGENCY FUND -- An emergency fund of **U.S. \$400.00** is required by our Rotary District and will be under the control of the host Rotary Club or counselor. This will be returned to you at the completion of the exchange if it is not used. Emergency funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses.

SAFEKEEPING OF DOCUMENTS -- Your passport (including J-1 Visa and I-94 Form), return flight itinerary or airline ticket, and \$400.00 emergency fund money will be held for you by your host Rotary club counselor for safekeeping during your exchange year.

ROTARY OBLIGATIONS -- There will be numerous Rotary Club and Rotary District mandatory functions during the year which you will be expected to attend. **Rotary commitments take priority above all other activities.** Show an interest and volunteer to get involved with Rotary activities. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.

YOUR ROLE AS AN AMBASSADOR -- You are expected to do your best to maintain a positive attitude throughout the exchange year and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host families and assume the duties and responsibilities normal for a student of your age. **REMEMBER – YOU ARE REPRESENTING YOUR COUNTRY!**

STRICT RULES AND CONDITIONS OF EXCHANGE -- Violations will result in the student's immediate return home.

DRUG PARAPHENALIA -- You are not allowed to possess or use illegal drugs or have any drug-related paraphernalia in your possession. Medicine prescribed to you by a physician is allowed.

DRIVING -- All Driving, including driving recreational or other motorized vehicles is prohibited.

ALCOHOL -- Purchase, possession, use, or being under the influence of alcohol by anyone under the age of 21 is **ILLEGAL** and prohibited.

ROMANTIC ATTACHMENTS -- Sexual relations, or steady dating – to the exclusion of others – is not allowed. Casual dating with a group is acceptable. If it is felt you are becoming too “attached” to someone, you will be asked to discontinue the relationship.

DECORATING - PIERCINGS & TATTOOS -- The piercing or tattooing of any part of your body during your exchange year is prohibited.

DOWNLOADING OF PORNOGRAPHY -- No pornography is permitted.

TOBACCO -- District 6080 is SMOKE-FREE. In addition, the purchase of tobacco products by anyone under age 18 is **ILLEGAL** and is prohibited.

TRAVEL -- This is a cultural exchange, **NOT** a travel exchange. You **MUST** follow the rules below when traveling outside your host Rotary District. Under **NO** circumstances may you make your own travel arrangements and expect them to be approved. Also, in District 6080, no travel outside of the United States is permitted during the exchange year.

APPROVED TRAVEL:

- Travel with host parents.
- Travel with host Rotary Club.
- Travel with recognized school classes or school groups.
- Travel with recognized church or youth groups.
- Travel with Rotarians.
- Travel with friends of host family age 25 and over if approved by the Inbound Chairman.
- Travel to Rotary District & Multi-District events, and Summer Bus Tours.

You and your host family **MUST** advise your host District Rotary Youth Exchange Inbound Chair of any overnight travels outside of the District. You must also provide a complete itinerary of where you are going, means of transportation, where you will be staying and emergency contact numbers. If you are invited on a trip, make sure you understand the costs involved – do not assume that someone else will pay your expenses.

LAWS OF MISSOURI & U.S. -- You are expected to obey the Laws of the Host Country. If you are found guilty of violation of any law, you should expect no legal assistance from your sponsoring Rotary Club or your sponsoring country. You will be returned home after you have been released by the authorities and any legal action has been concluded.

LANGUAGE -- Students are expected to make a serious effort to learn English prior to their arrival. Unacceptable English language skills may require tutoring. Any necessary tutoring is at the expense of the student's natural parents or guardians. If it is felt that you are not making a genuine effort to learn the language, it may be decided to terminate your exchange.

TELEPHONE / E-MAIL -- Use of the telephone, computer, and internet are at the discretion of your host family, within overall guidelines established by your host Rotary District. You are responsible for all charges you generate by such use. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. If it is felt that you are abusing these privileges your usage may be terminated. Use your good common sense.

EMPLOYMENT: Students are not allowed to accept any employment during their exchange.

ROTARY AUTHORITY -- You will be under the Hosting District's authority while you are an exchange student. Parents must avoid authorizing any extra activities or travels without the prior approval of the host club and district.

PROBLEMS -- Occasionally “issues” come up during the exchange. It is your responsibility to try to resolve any problems by first contacting your counselor, then the club YEO and then the District Inbound Chairman – **IN THAT ORDER**. Circumventing this procedure can create hard feelings and result in the issue becoming more complicated and difficult to handle. Open and honest communications are critical.

GENERAL HEALTH -- We assume your general mental and physical health is what is stated on your application. If medical issues arise that were present prior to your arrival but that were not disclosed, it will be at the club's discretion to return you to your home country.

GUIDELINES & CONDITIONS -- All other host Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

We have read and understand the above Program Rules And Conditions Of Exchange, and will abide by them.

Violations will result in District Review and Restrictions. Severe/constant disregard of rules will result in the termination of the exchange.

Student Signature _____ Date _____

Father's Signature _____ Mother's Signature _____

PLEASE SIGN, SCAN AND RETURN THIS PAGE TO admin@rye6080.org NO LATER THAN JULY 1st. (revised 03-10)

Appendix Y



GUIDELINES FOR A SUCCESSFUL EXCHANGE

For ROTARY YOUTH EXCHANGE STUDENTS

1. Take the Initiative in Adapting to Your Host Family

- a. Find out and willingly conform to family rules and customs
- b. Volunteer to help around the house. Keep on volunteering even in the face of rejection, until it is clear that your assistance is not wanted.
- c. At least try any strange food. Rejection of meals prepared by the host mother can become a very sensitive issue. Volunteer to prepare foods typical of your own country.
- d. Keep your room clean and do whatever other duties are assigned to you. Your goal should be to create as little extra work as possible for others in your family (usually your host mother)
- e. Say "Thank You" whenever someone does something for you. Appreciation goes a long way to softening the impact of the "increased" workload due to your presence.
- f. Express interest in your host family and town and local "sights".

2. Be a Serious Student (You are a Student, NOT a tourist!)

- a. Take school seriously. Do your homework. Participate in class as much as possible.
- b. Remember you are an extra "challenge" for your teachers. Express appreciation for their understanding and extra assistance.
- c. Join appropriate school activities, clubs and groups. It is a good way to make friends.
- d. Make a positive impression on the school by conducting yourself as an "ambassador".

3. Establish Good Relations with Your Host Rotary Club

- a. Meet and become friends with your Rotary Counselor. He/she can help with problems and contribute to enriching your exchange experience.
- b. Attend as many Rotary meetings and functions as possible.
- c. Respond positively to invitations to speak to all types of groups and organizations.
- d. Respond positively to Rotarians who want to include you in an activity and get to know you.
- e. Be sure to be appreciative of your Rotary Club for their sponsorship.

4. Try to Understand and Appreciate your Host Country's Culture and Values

- a. Try to learn as much as possible about your "new" country.
- b. Ask questions of your host families, counselor, teachers and friends.
- c. Take interest in whatever your acquaintances want to "share" with you.
- d. Try to fit in to both adult and well as youthful social situations.

5. Reflect and Communicate your Country's Culture and Values

- a. Answer all questions as best you can. Be honest but not confrontational. Share information about how you live your life on a daily basis.
- b. Show pride in your country, but not to the detriment of any other country. Be respectful of all other countries and cultures.

6. Don't Try to Convert the Natives

- a. Be an Ambassador of "Good Will". The exchange of ideas of knowledge is encouraged, but your role is not to change their minds and practices (religion, capitalism, social practices)

7. Don't Make Unfavorable Comparisons Between Your Country and Your Host Country.

- a. Things are merely different – not better or worse

8. Practice the Utmost Courtesy to Everyone

- a. Always ask permission – don't assume you have it. (family, Rotary, school)
- b. Say "Thank You" and Write Thank You Notes
- c. Adopt the host country's social practices

9. Be Happy with your Lot as a Rotary Exchange Ambassador

- a. Don't envy other exchange students, who may be in nicer or bigger houses or who may be better entertained. Remember that every experience is different.
- b. Be happy with your own unique experiences and opportunities.

10. Do the Right Thing

- a. You know the difference between right and wrong. As an ambassador for your country, everything you do will directly reflect upon your country. The impression that people will have of your country will depend upon you

AND

HAVE FUN!!!!

Appendix Z - Telephone Information: International Calling

If you have not reviewed the "First Night Questions" with your student, please do so. Part of the questionnaire deals with use of the telephone. Make sure your student understands your wishes.

Calling Cards:

Many students bring international calling cards with them, but be aware that not all cards purchased in the US work well. Investigate carefully before purchasing a prepaid calling card. The U.S. Post Office sells phone cards that work in most countries.

Internet Phone Calling:

With the proper phone equipment and software on both sending and receiving computers, free international calls can be made using the internet. These Voice Over Internet Protocol (Voice over IP) systems are becoming more popular. Software includes Skype and others. www.skype.com

Call Frequency:

Frequently students arrange to have their natural parents call once or twice a month, sometimes once a week - typically on Sunday at a specified time, and the students and host families get used to this routine. In these cases students rarely make outbound calls. The end of the year may be an exception with pre-departure planning, and they need to understand that large telephone bills can be an unwelcome surprise when received by the host family after they have departed.

Financial Responsibility:

Some families encourage their student to call home whenever they wish, but be sure that you develop an understanding initially about who is expected to pay for the calls. In most cases, if the student is adjusting well they don't spend a great deal of time on the telephone. In an example, several years ago a student in Oklahoma ran up a \$4,500 bill during the early part of her exchange. Needless to say, the host family who was unprepared for this surprise.

International Calling Plans:

If you have the proper calling plan, long distance to foreign countries is often not that much more than long distance within the United States, but it does vary from country to country. We strongly suggest that you investigate an international calling plan before your student arrives. These are available through most long distance carriers, and the base cost for these plans can be as little as \$3 - \$4 per month. Be sure to ask about the rate per minute to your student's home country. Once you have the plan set up, you should advise the student that they are free to make calls within whatever limits you feel are appropriate. The plans can normally be cancelled when no longer needed.

Calls to Cell Phones:

Note: Calls terminated at CELL PHONES in other countries can cost significantly more than calls to land line phones, so be sure to ask your carrier if there will be an additional cost for these calls.