**ROTARY DISTRICT 6360**

**YOUTH EXCHANGE PROGRAM**

**Club Responsibilities for**

**Hosting an Inbound Student**

**To Host an Inbound Student, a Rotary Club must formally approve support. The factors to support the program are:**

* To have a club member serve as a Youth Exchange Officer (YEO)
* To have a club member serve as a Youth Exchange Counselor (YEC)
* Assist with transportation to/from Rotary District Youth Exchange events (quarterly).
* To provide financial support of approximately $1,000 for the year.
  + $75 -- $100/month (9 months) to the student for spending money = $675 - $900
  + $250.00/student for Inbound Orientation Camp (held in late August/early September)

**What are the YEO responsibilities?**To coordinate the efforts to secure one – three host families for each student and to work with the student for a successful experience.

The YEO must be a Rotarian and must be vetted through the CSRYE system with background check, references check, Youth Protection Awareness Training, know the US Department of State Rules and Regulations for youth exchange program, and Volunteer Training. (All are completed online.) After being vetted the YEO:

* Facilitates each Host Family through application process, background check procedure, initial home visit with interviews, first night information, and follow-up home visits.
* Manages the transition from one Host Family to the next.
* Submits all forms authorizing the student with the club and school to the District.
* Reviews all information about the student. Serves as a resource to the student and host family.
* Assist with the resolution of any issues that may arise with the support of the district Rotary Youth Exchange team.
* Makes sure all monthly reports by student and Youth Exchange Counselor are submitted timely.
* Note: The YEO cannot serve as a Host Family.

**How to recruit Host Families? What's the best method?**  Club members through their social, professional, family, and community networks seek families to host. See attached list. NOTE: Host Families do NOT have to be Rotarians.

**Important Information about Host Families:**  Each family

* must submit an application (online through Central States Rotary Youth Exchange CSRYE)
* must submit at least two (2) persons references that are non-family,
* must have a criminal background check for each person over 18 in the family (online through CSRYE)
* will submit photos of their home including bedroom and the bathroom the student will use (part of online application)
* be trained in how to protect students (online through CSRYE)
* be trained in how to host a student. (online and in-person)

The YEO will make an initial visit to the home to evaluate if the home meets acceptable standards; another member of the club will visit the home within 30 days after to student arrives. All visits are documented.

**What are the responsibilities of a YEC?** The club YEC meets monthly (at a minimum) with the student. The person is a person that the IB student can openly share concerns, thoughts, problems and any questions regarding their IB experience. The YEC facilitates as needed, keeping confidential any information as appropriate. This person helps to alleviate any problems before the situation gets out of hand. The YEC completes an online monthly online report. The YEC should also be a Rotarian and of the same gender as the IB student. The YEC is vetted through the CSRYE system with background check, references check, Youth Protection Awareness Training, know the US Department of State Rules and Regulations for youth exchange program, and Volunteer Training.

**Next Steps**

     a.  Club commitment to host -- notify District Chair, Margie Haas

Deadline:  Notify by April 30

     b.  YEO completes online volunteer application, background check, DoS training;  Club seeks YEC to work with IB student after student arrives.

     c.  Club actively seeks 2 host families -- Host family completes online application;  works with YEO on application with pictures;  One Host Family must be identified prior to arrival. The second host family can be identified by November 30, for second semester.

     d.  Upon assignment of student, YEO completes Guarantee form (Club president signature and High School Principal signature), other checklist items.  Deadline:  May 31.

**Our Commitment to Your Club**

* District 6360 Inbound Team will work with your club YEO on processing of all required items.
* District 6360 RYE Team will provide training and information for YEO, YEC, and Host Families.
* District 6360 RYE Team will actively support the club and the Inbound student throughout the year.

