

Youth Exchange Committee Timeline

Housing Coordinator

JULY

Committee meeting

Present all Host Families with the Orientation binder and review it with them.

Process all Host Family Volunteers according to the District Youth Protection Policy.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

Arrange for inbound student pick up upon arrival at airport.

AUGUST

Committee meeting (with Inbound student present)

Contact first host family regarding school enrollment, standing by to assist if necessary.

Process all Host Family Volunteers according to the District Youth Protection Policy.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

SEPTEMBER

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Process all Host Family Volunteers according to the District Youth Protection Policy.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

OCTOBER

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Process all Host Family Volunteers according to the District Youth Protection Policy.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

NOVEMBER

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Process all Host Family Volunteers according to the District Youth Protection Policy.

Arrange for and perform orientation of host family.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

DECEMBER

Committee meeting

Secure and orientate second, third and fourth host families as they become available

DECEMBER (Con't)

Process all Host Family Volunteers according to the District Youth Protection Policy.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

JANUARY

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Process all Host Family Volunteers according to the District Youth Protection Policy.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

FEBRUARY

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Process all Host Family Volunteers according to the District Youth Protection Policy.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

MARCH

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Process all Host Family Volunteers according to the District Youth Protection Policy.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

APRIL

Committee meeting

Secure and orientate second, third and fourth host families as they become available

Process all Host Family Volunteers according to the District Youth Protection Policy.

Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

MAY

First committee meeting of the coming Rotary year

Contact District Youth Protection coordinator with names and email addresses for the first host family of student arriving in August. The first host family must be fully vetted before the guarantee form for the incoming student is submitted.

Encourage the first host family to correspond with the coming inbound student.

MAY (Con't)

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal..

Interview, secure, and schedule at least three families to host each student and communicate these arrangements including timelines to the exchange student, host families and the Club.

Arrange for Host Family gifts to be presented at the inbound going away meeting.

Encourage the first host family to correspond with the coming inbound student arriving in August.

Approximate Host Family Schedule:

First: Aug. 15th - Dec. 10th

Second: Dec. 10th - April 12th

Third: April 12th - Apr. 15th

JUNE

Committee meeting

Present first Host Family with Orientation Binder and review it with them.

Process all Host Family Volunteers according to the District Youth Protection Policy.

Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.

Arrange for Host Family gifts to be presented at the inbound going away event.

Before the departure of the student, check to be assured there are no outstanding debts with the school or host family. Confer with Inbound Counselor before that the inbound counselor returns of emergency fund to student if the case of any outstanding debts.