

# Youth Exchange Committee Timeline

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## Inbound Counselor

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### **JULY**

Committee meeting

Become familiar with the rules of the program.

Establish contact Student prior to arrival to communicate the supporting role for the student that you have.

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Develop a close relationship, becoming a go-to confidant, and source of support for the student. (ongoing)

Return the Student's reserve fund, checking with the Host Family Coordinator regarding any outstanding student debts.

### **AUGUST**

Committee meeting (with Inbound student present)

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Be acquainted with the rules of the program contained in District literature.

Make plans for attending the September District club YE member training in Penticton.

Arrange for the method of students allowance with the club Treasurer to be dispersed at Club meetings.

Establish an emergency fund for the student with yourself and the Youth Exchange Officer as cosigners along with the student.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

## **SEPTEMBER**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Establish an emergency fund for the student with yourself and the Youth Exchange Officer as cosigners along with the student.

Check that the Student has return airline tickets.

Inbound Orientation (Penticton): Attend with Student. Check for student passport and Canadian Visa if required.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

Establish contact with Student's parents, informing them of the student's progress. (Bi- Monthly)

## **OCTOBER**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

Contact Student's parents, informing them of the student's progress. (Quarterly)

## **NOVEMBER**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

## **DECEMBER**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

Contact with Student's parents, informing them of the student's progress.

## **JANUARY**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

Contact with Student's parents, informing them of the students progress.

## **FEBRUARY**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal.

Contact with Student's parents, informing them of the student's progress.

Coordinate with the Education Coordinator regarding Rotary presence at the Exchange student assembly at Cascade High for the purpose outbound recruitment.

## **MARCH**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Assist student in rebooking the flight extending their stay until at least the week of July 15<sup>th</sup>.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

## **APRIL**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

Contact Student's parents, informing them of the student's progress. (Quarterly)

Establish contact new Student arriving in August to communicate the supporting role for the student that you have.

## **MAY**

First committee meeting of the coming Rotary year

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

## **JUNE**

Committee meeting

Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.

Become familiar with the rules of the program.

Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal

Debrief current Inbound student and solicit input student and Counselor for program modification.

