

Youth Exchange Committee Timeline

Committee Chairman (YEO)

JULY

Organize agenda, preside over, and produce minutes for the monthly YE Committee meeting.

Process all Volunteers according to the District Youth Protection Policy.

Implement district 5030's *Youth Protection Policy* within the YE committee, club, and any other adults having extensive contact with the student via the YEAH data base.

Enter data for new Inbound Students onto the YEAH database.

Establish what is expected of the inbound and outbound student by the committee, and communicate this to the Student before arrival.

Verify with the incoming Student, their arrival date, destination Airport (not port of entry), flight number, and time.

Alert YEAH administrator of departing Student's exchange termination at end of stay.

AUGUST

Committee meeting (with Inbound Student present)

Establish what is going to be expected of the inbound student by the Club

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

Preside over the Inbound Student's Club Orientation

Complete data entry and upload documents for the arriving Rotary inbound Student onto the YEAH site

Perform arrival checks and procedures for newly arrived inbounds.

Notify Rotary and Dept of State of the arrival of new inbounds through the YEAH Database.

SEPTEMBER

Committee meeting

Attend the district youth exchange officer orientation meeting in Penticton.

OCTOBER

Committee meeting

NOVEMBER

Committee meeting

DECEMBER

Committee meeting

District interviews

JANUARY

Committee meeting

Encouraged to attend Revelstoke “weekend in the Mountains”

Revelstoke (Weekend in the Mountains Feb.): Verify and register inbound student attendance and transportation.

FEBRUARY

Committee meeting

MARCH

Committee meeting

Register Inbound Student & Self for Outbound Orientation in March - April.

APRIL

Committee meeting

MAY

First YE committee meeting of coming Rotary year

Recruit Club YE Committee members for the coming Rotary year.

MAY (con't)

District conference

Plan coming year's meeting agenda (Place & Time)

Review committee responsibilities

Contact the District Youth Protection coordinator with names and email addresses of all new Y.E. Committee volunteers for the coming Rotary year.

JUNE

Committee meeting

Encourage and schedule attendance of Committee member's attendance at District YE events

Submit budget for new Rotary year to Club Youth Service Director

Process all Volunteers according to the District Youth Protection Policy. **U.S. Clubs** enter documentation via the YEAH data base site.

Review & confirm committee members for coming year.

Establish what is going to be expected of the inbound and outbound student by the club.

Plan for Committee Chair training/ succession.

Vet all Youth Exchange Committee members as per the Districts Youth Protection Policy.

Train YE committee members how to use the YEAH Data Base as it relates to Youth Protection.

Collect expense vouchers from committee members and submit to Club treasurer for reimbursement.
