

Youth Exchange Committee Timeline

Education Coordinator & Liaison

JULY

Committee Meeting

AUGUST

Committee meeting (with Inbound student present)

Meet with high school Counselor / Principle and Inbound Student for enrollment and class selection. [Review the Rotary Youth Exchange Guide for School Counselors](#) with the above school administrators.

Contact School to arrange for the outbound recruitment session for students. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.

SEPTEMBER

Committee meeting

Contact the student's school counselor.

Provide the School counselor with the list of Rotary District events that the student must attend.

Make the school aware of all host family changes.

Contact appropriate school Counselor to inform of the Youth Exchange Scholarship.

Contact School to arrange for OB student information meetings in May & September. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.

Contact School to arrange for the outbound recruitment session for September Student / Parent meeting. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.

OCTOBER

Committee meetings

Contact the student's school counselor for general progress report on Student.

Make the school aware of all host family changes.

OCTOBER (Con't)

Give monthly report on the current outbound student at Club Meetings.

Contact Outbound Student after departure once per quarter.

NOVEMBER

Committee meeting

Check the School Website monthly for an update on the Students progress.

Make the school aware of all host family changes.

Contact the student's school counselor

Monthly check the School Website for an update on the Student's progress.

Arrange for Rotary presence at the Exchange student assembly at Cascade High for promotion of inbound host family recruitment and outbound participation.

Contact is to be made on behalf of, and in conference with the Outbound Coordinator.

DECEMBER

Committee meeting

Check the School Website monthly for an update on the Students progress

Make the school aware of all host family changes.

Monthly check the School Website for an update on the Student's progress.

JANUARY

Committee meeting

Make the school aware of all host family changes.

Contact the student's school counselor

Monthly check the School Website for an update on the Student's progress.

FEBRUARY

Committee meeting

Make the school aware of all host family changes.

Arrange for Rotary presence at the International Exchange student assembly at Cascade High. Contact is to be made on behalf of, and in conference with the Inbound, Outbound, & Host Family Coordinators.

Monthly check the School Website for an update on the Student's progress.

MARCH

Committee meeting

Check the School Website monthly for an update on the Students progress

Make the school aware of all host family changes.

Contact the student's school counselor

Monthly check the School Website for an update on the Student's progress.

APRIL

Committee meeting

Have Club & School sign off on the guarantee form from the new inbound students application

Verify and copy the Certificate of Immunization Status form used for school enrollment from the new inbound student's formal application form.

Contact School to arrange for OB student information meetings in May. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.

Contact the student's school counselor.

Monthly check the School Website for an update on the Student's progress

MAY

First committee meeting of the coming Rotary year

Have Club & School sign off on the guarantee form from the new inbound students application.

Check the School Website monthly for an update on the Students progress.

Make the school aware of all host family changes.

Contact with school counselor

Monthly check the School Website for an update on the Student's progress.

Contact appropriate school Counselor to inform of the Youth Exchange Scholarship

JUNE

Committee meeting