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# Host Club Guidelines

## Navigating This Guideline

### Linked Documents

Throughout the text of this Guideline, references will be made to related documents. Note that when such reference is made, the name of the document will appear in ***bold italic*** text which contains a link to that document. Clicking on the ***bold italic*** text will open a linked .pdf document. These documents can then be printed. The exception to this rule is when the link is to a document created in MS word or PowerPoint. Clicking the link will automatically download the file to your browser, from where it can be opened if the above application resides on your computer. These documents are able to be edited according to your circumstances.

### Glossary

If you know the name of the document you wish to find, at the end of this Guideline, you will find a glossary listing of all the documents linked throughout the text. Clicking on any one item in the Glossary will bring the document into view, and able to be printed. This precludes you having to search through the Guideline to locate a document so you can view / print it.

### Index

The index located at the end of this document lists the linked documents and the pages that they appear within the Host Club Guidelines.

### Short Cuts

- Each topic listed in the Table of Contents is linked to corresponding text within this guideline. Clicking on a topic in the Table of Contents will take you to the relevant text in the Guideline.

- **Returning to the Table of Contents at any time:**

PC using Edge: Use key combination Ctrl + Home

Mac: using Safari: Command (Home) + up arrow (upon return to the table of contents the topic you left is **highlighted**.)

- **To open a linked ***document*** in a new window**

(This keeps the Guideline window active for easy return)

Mac using Safari: Command + Option + Shift + click ***Document***

PC using Edge: Shift + click on linked ***document***

- **To download a linked ***document*****

Mac using Safari: Control + click on ***Document***

PC using Edge: Control + leftclick on ***Document***

# Host Club Guidelines

- **Go to specific Page # in Document**

PC: Ctrl + G, *or* On the Word menu ribbon Home>Find>GoTo

Mac: using Safari does not support this feature, so the Guidelines must be first opened in Preview by the following steps:

After accessing the Guidelines in Safari, move cursor to bottom of screen so that the below shadow window appears.



Click on the above **annotated** choice. This opens the document in Preview as a .pdf. Then press Option + Command + G, which opens the Page Dialog. Enter a page number and click OK.

## Editing Process

This project is ongoing and very fluid, so edit requests are expected and welcome. Since the YE Manual is online, we can make changes easily, making possible an always up-to-date manual.

If you would like to suggest edits or additions simply contact us with your thoughts.

Any edit suggestions can be sent to Gary Schuster at [garymschuster@yahoo.com](mailto:garymschuster@yahoo.com)

Thank You.

Your District YE Website Committee,

Patty Garrett, YE Chair  
Bob Van Balkom  
Duane Monick  
Gary Schuster

## Benefits of Youth Exchange

Each year, Rotary Youth Exchange provides approximately 7000 young people from over 100 countries with the opportunity to experience the cultures, concerns and accomplishments of people in other countries. Through this Rotary program, students are given the opportunity to grow as individuals while their concept of the world expands as well.

Through Youth Exchange, Rotarians seek to provide the best possible environment for the participant. The program enjoys the advantages of more than fifty years of experience and a network of more than 1.1 million Rotarians around the world. This experience and support system ensure the best possible exchange for youth in the program.

But why do we do it? It's all about PEACE.

The Youth Exchange program helps students around the world connect with each other and discover we all have the same wants and desires. We're really not that different from each other and when we're friends, it's hard to engage in conflict. Each student who travels to another country meets many other students, not just from the country they are hosted by, but they also meet exchange students from other countries. They become ambassadors to spread Peace and Understanding. When they return home, they continue through the rest of their lives to be ambassadors for Peace.

Participants return with a broader view of the world and a deeper understanding of themselves. As these young people become adults, many assume leadership roles in their communities and bring to these positions the benefits of their exchange experiences. As a result, Rotary's Youth Exchange program becomes a powerful force in the promotion of world peace and understanding.

# Host Club Guidelines

## Objectives of the Youth Exchange Program

- To further international goodwill and understanding by enabling students to study at first-hand some of the accomplishments and problems of people in other lands.
- To enable students to further their education by studying for a year in a different environment and by undertaking courses of study in subjects not normally available to them in secondary schools of their own country.
- To urge students to broaden their own outlook by learning to live with and meet people of different cultures, creeds and colors and by having to cope with day-to-day problems in a new environment.
- To act as ambassadors for their own countries by addressing Rotary Clubs, community organizations and youth groups in their host countries and by imparting as much knowledge as they can of their own countries to the people they meet during their year abroad.
- To enable students to study and observe all facets of life and culture in their host country so that on their return home they can pass on the knowledge they have gained.

# Host Club Guidelines

## Organization

### Overview of YE – District 5060

Since 1970, the District has been active in Rotary International Youth Exchange. District 5060 is an International District, including south central British Columbia, Canada and central Washington State, USA, a total distance of 558 miles or 893 kilometers. See [District Map](#) for Club locations.

District 5060 is proud of its record of achievement in Rotary International Youth Exchange. It is through the hardworking and sincere efforts of the District YE Committee and the Club YE Committees and host families that the program is so successful. Rotary International and District 5060 continue to support this important program because these fine young people are truly helping to achieve Rotary's overall goal of world peace.

District 5060 is divided into three geographic areas, with about 1/3 of the students in each area. They are:

- Canada North
- Canada South
- USA

### The District Youth Exchange Committee Structure

The [District Committee](#) is under the direct supervision of the District Governor and his Team. The District Governor nominee is the voting member on the District Youth Exchange Committee.

The District Chair is appointed annually by the District Governor and is responsible for all youth exchange activities within the District.

A vice-chair is appointed to step in should the District Chair be unable to serve for any reason. The vice-chair does not automatically become the District Chair at the end of the District Chair's appointment.

The District Chair and Vice-chair oversee the broad areas of Youth Exchange activities as listed below:

- District YE Committee Support
- Inbound Selection & Placement
- Country Coordination and Outbound Selection
- Youth Protection
- Student Orientation & Support

# Host Club Guidelines

The [District Committee \(Viewed in ClubRunner\)](#) list contains the title and contact information for each member. [District Committee Tasks](#) contains a summary of the tasks of each title.

## Club Committee Structure

The club youth exchange officer and committee serve as the liaison between the student and the [District Committee](#). Club presidents are encouraged to appoint Rotarians to the committee who are interested in and committed to youth exchange and to notify the District Chairperson of the name and address of the club youth exchange officer. The Rotarian selected as youth exchange officer should have previous experience in youth exchange at the club level and ideally be willing to serve for 3 consecutive years.

The Appendix contains a detailed [Model Club Committee Structure](#).

A successful committee structure should be made up of more than just the Youth Exchange Officer and Counselor. Refer to the document, [Establishing a Successful Club YE Committee](#) for more insights.

Ideally the committee should consist of the following:

Youth Exchange Officer (Chair): Responsible for planning, implementation and support of all activities involving the sponsoring and hosting of full year Rotary exchange students.

Counselor: Responsible for being a source of information before arrival into this country. After arrival, the counselor is a support person who guides and assists the student.

Social & Information: Responsible for promoting social activities of the inbound exchange students within the Club and general awareness of the student.

Housing & Education: Responsible for arranging for housing, schooling, and support for the incoming exchange student.

Outbound Selection: Responsible for selection and support of the outbound Rotary exchange students.

If the size of your Club does not permit a full committee as outlined above, refer to the above document and arrange into whichever way the human resources of the Club dictates.

Whatever form the Committee takes, the tasks of the YE Committee should include as a minimum the following:

- to ensure that suitable accommodation and host families are arranged for the incoming student.
- Implement district 5060's [Youth Protection Policy](#) within the committee, club, host family, and any other adult having extensive contact with the student. Implementing this policy has been facilitated



# Host Club Guidelines

by the YEAH Administration HUB and Portal.

- Formulate and submit to the club board of directors a budget to adequately support the program. See [Model Budget & Cash Flow](#)
- Arrange the necessary schooling at a high school.
- Establish contact with the student and his or her natural parents as early as possible so as to assist them in their preparations for the year ahead.
- Arrange for Club members to meet and welcome the student on arrival and to advise the natural parents of safe arrival.
- Communicate with host families so that they and the student will know well in advance when a move to the next home is due.
- Communicate with the Club President and the Club Program Committee so that the student can be included in Club programs as a guest speaker on at least one occasion.
- Ensure that the student attends Rotary meetings as a Club guest on a fairly regular basis and is invited to other special occasions. The student should be introduced at each meeting attended. Many Clubs promote the student providing a weekly report on their activities and involve the student in activities at Club meetings which strengthens their feeling of belonging and often affords visitors the opportunity of seeing and hearing the students.
- Try to arrange for the student to join various youth groups in the community and be the guest speaker where possible, as well as addressing elementary and high school classes.
- Promote interest among as many club members as possible to host the student for a meal, overnight stay, outing or holiday. Some Clubs prepare a hosting roster for members' participation whereby a different member hosts the student for some event each week.
- Create opportunities for the student to address organizations and community groups and to supervise the speaking arrangements by assisting the student where necessary.
- Ensure that a meaningful program of activities is arranged for the student; lack of adequate planning is an adverse reflection on the Club and could be misinterpreted by the student as disinterest and a lack of purpose, which undermines the main objectives of the Youth Exchange Program.
- Remember the student's birthday and celebrate it appropriately.
- Immediately notify the District Chairperson of any concerns of or for

# Host Club Guidelines

the inbound student or host family.

- Perform monthly online student and host family contact reports on the YEAH Portal.
- Arrange an appropriate farewell function at the end of the Exchange period at Club meeting and socially. The ***document Student Farewell Speech Ideas*** should be used to coach the student.

## Club Committee Timeline

Many tasks of the functioning YE Committee are time sensitive. Refer to the ***Model Club Committee Timeline*** to assist your committee to stay on track by incorporating all working aspects of this manual.

## District Youth Exchange Events

See [Event Calendar](#) for list and specific dates of events. For detailed information about the events, go to [Youth Exchange District Events](#).

Inbound students are generally received in August of the year, although occasionally students from the southern hemisphere arrive in January. On a weekend in early to mid-September, a 'District 5060 Inbound and Youth Exchange Officer/Counselor Orientation' is held in Penticton, B.C., and is mandatory for all Inbound students and at least one Rotarian per club. This weekend is critical for the successful completion of the inbounds' exchange year. It is their opportunity to meet their fellow students, the [District Committee](#) and to receive an Orientation to our District. If for some reason the student is unable to attend an orientation must be provided as soon as possible in an appropriate location with District participation.

During October and November, the Inbound students assist in Outbound student selections at the Club and District levels. It is an opportunity for Inbound Students to discuss their Youth Exchange experiences with outbound candidates.

The Outbound Student Orientation is held in April. The Inbound students are included in the presentations and have direct discussions with the parents of the Outbounds. This is an opportunity for the Inbounds to provide information, insights and advice about their country to the Outbound students and their parents.

There are three additional trips during the exchange year. In December, all the Inbound students travel to Vernon, BC to experience "Weekend in the Snow", hosted by the Vernon Silverstar Rotary Club. Activities include sledding and downhill skiing and the students receive a visit from Santa. Country selection occurs on this weekend with certain members of the District Committee participating. YEOs and counselors are welcome to attend this fun weekend.

February again brings the students together for "Weekend in the Mountains" in Revelstoke BC hosted by the Revelstoke Rotary Club. It is the first opportunity for the Inbound students to meet newly arrived inbounds (if any) and the newly selected Outbound students. Outbound orientation activities begin at this weekend. Other activities include inner-tube snow tobogganing, swimming, curling and a student International Night.

The last District function in May or June is the District Conference. Students participate in many of the Conference activities and usually conclude the Conference with their own spirited presentation.

Registration for these event is paid by each Inbound student's hosting club in the One Price Administrative Fee and in the One Price Fare for the two events for Outbound students.

Something towards the end of the Rotary year, the students will gather for a week long activity. (To be Announced)

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In all, the Inbound students attend five District weekend functions. Two of these activities include the selected Outbound students and the opportunity to begin a friendship that will continue the next year in their home country and usually for a lifetime thereafter. Weekends are considered mandatory. School sporting events or travel with host families are not considered as reasons to not attend.

# Host Club Guidelines

## Youth Protection

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact. To this end a District 5060 Youth Exchange [Youth Protection Policy](#) is in place. Incorporated in this policy is the requirement that all parties with extensive contact with students be vetted according to the requirements of Rotary International [Rotary Code of Policy](#) and, in the case of U.S. Clubs, the overlapping U.S. Department of State regulations [Section 62.25](#). Compliance with these numerous requirements is easily facilitated through a website called [Youth Exchange Administration HUB \(YEAH\) & Portal](#). Club YEOs will find that adhering to seemingly onerous regulations is made seamlessly automatic and easy through the use of these sites.

Access to these sites is given to volunteers only after they have been vetted to the level of the above mentioned DoS regulations (U.S.) and Rotary policies.

Rotary International and Rotary International District 5060 are committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the District 5060 Youth Exchange [Sexual Abuse and Harassment Allegation Reporting Guidelines](#). The safety and well-being of students must always be the first priority.

In addition, the U.S. Department of State requires that any of a wide range of detrimental incidents or allegations be reported immediately to that department. The range of the nature of reportable incidents is covered in the [U.S. DoS Reporting Rubric](#).

Prevention is always preferable to having to deal with an actual case of abuse. To that end, alerting all parties involved with our inbounds to the fact that we are sensitive and vigilant is extremely important. This includes discussions with our inbound students themselves that include a [Sexual Abuse Response](#): A Quick guide for Inbound Exchange Students.

### YEAH Data Base System

#### Portal:

Club Youth Exchange Officers and their committees are given access to the Portal when they have been vetted. A notice will be sent with a temporary password to sign on. Upon doing so you will be asked to reset your temporary password with your chosen permanent password.

#### Two access methods:

- The Rotary YEO Portal - YEAH mobile phone application (Youth Exchange in your pocket) allows for basic administration of the functions

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utilized by Club Counselors. Download it from your app store by searching for "Rotary YEO".

•The YEAH Portal – Similar to the Rotary YEO Portal, but accessed via a web browser on your computer.

## Portal Modules:

- Inbound Students
- Outbound Students
- Host Families
- Directory
- Document Library

## Information that you can find on the Portal:

- Student Information (both Inbound and Outbound)
- Volunteer Information
- Host Family Information \*
- Club Information (for those involved in Youth Exchange)
- Directory (of all committee members and club YEOs)
- Library (of documents that a club counselor or YEO might need)
- Insurance Information for inbound students.

\* If a Host Family has not been completely vetted and approved, they will not show up on the list of possible HFs.

## Tasks Performed on the Portal:

- Notification of Student Arrival
- Print Temporary ID Card
- Assign Host Family to a Student. \*
- Monthly Student and HF Reports.
- Submit Host family Visit Report \*\*

\* If a Host Family has not been completely vetted and approved, they will not show up on the list of possible HFs.

\*\* A notice will be sent to you with instructions of when & how to do this.

## HUB

Online YE Program Management data base. District level Youth Exchange Committee members have varying levels of HUB access, depending on their responsibilities.

# Host Club Guidelines

## HUB Modules:

- Long Term Exchanges
- Utilities
- Reference Files
- Administration

## Features:

- Manages Students, Applicants, Host Families, & Volunteers all in one Place.
- Provides historical reference information for Inbounds, Outbounds, & Host Families.
- Progress Indicators to show individual status at a glance
- System-generated email and text messages
- Provides Numerous Useful Reports, plus the ability to export data
- External Integrations with NAYEN Training systems
- Automated Reminders and Alerts
  - Overdue Reports
  - Pending Documents
  - Host Family Violations
  - Pending Documents
  - Volunteer & Host Family Expirations & renewals
  - Upcoming Birthdays
  - Arrivals & Departures

## Host Family Vetting

Upon locating a committed host family, YEOs forward the parent's name and their email address to the U.S. or Canadian youth Protection Coordinator as listed in the **District Committee** list. That District Committee member will initiate and complete the vetting process for that host family. In the initiation stage, the host family will receive an email containing a link to a Host Family Application. Attached to that email will be a **Host Family Vetting Checklist** to give them an idea of the steps in their vetting process.

After a family prospect completes their online application, the club YEO will receive a notice containing instructions to submit a Home Visit / Interview report on line.

Upon submission of the above report, the District Youth Protection Coordinator will initiate a Host Family Orientation. Upon completion of the above the host family and YEO will receive notice that the Family has been approved to host a student.

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## Volunteer Vetting

Club YEOs initiate the vetting of volunteers by forwarding the name and email address to U.S. or Canadian youth Protection Coordinator as listed in the [District Committee](#) list. This task concludes the Club's involvement in vetting a Volunteer.

The Youth Protection Coordinator will initiate and complete the online vetting process for that volunteer.

For details on who must be vetted and what is involved see [Volunteer Vetting Guidelines](#).

## Crisis Management

The health, safety, and security of our volunteers and program participants is our highest priority. For that purpose, a [Management Procedures for Crises and Covid – 19](#) has been developed to serve as an important procedural resource to assist District 5060 volunteers and participants in responding effectively when a crisis occurs. This minimizes risk, and to the greatest extent possible, ensures the safety of all.

A crisis involving Youth Exchange may involve international students hosted in D5060, or D5060 students hosted in international partner Districts. The crisis may involve an individual student or a group of students within a region.

District 5060 provides training related to crisis management for its Youth Exchange students and volunteers at the annual Inbound Orientation and/or once per year through in person or webinar delivery. Certain circumstances may arise that lead to additional training.



# Host Club Guidelines

## Host Families

### Host Family Recruitment

The host Club has an obligation to arrange suitable host families of good character. Generally, two to four host families should be sought for each student. It is not necessary to have the names of all the prospective families available when it is decided to host a student, nor is it essential that all the hosts be Rotarians; in fact Clubs are encouraged to seek non-Rotarian families. However, in the U.S., the first host family must be identified and completely vetted sometime before May before a Visa Application can be issued to the student by this district. Canadian Clubs have no such restrictive timeline.

An excellent source of these host families are those whose children have been or are current Exchange students abroad. Look to the [District Committee](#) for support in this critical aspect of sponsorship.

As a guideline consider asking families of outbound students to host a foreign student for three months, or assist in locating families as per the [Outbound Family Hosting Agreement](#).

When seeking the referral assistance as described above, it is best if the referrers only determine that an interest level exists. Submit a [Hosting Interest Form](#). It is up to a Rotary representative to make a “no-commitment” appointment with the prospective host family to explain the program, expectations, and answer questions, and hopefully obtain a commitment to host. In advance of that meeting, present the prospective host family with a copy of the section in this manual, [Responsibilities of the Various Individual Parties to an Exchange](#).

First and foremost, don't hesitate to ask people if they would be interested in hosting, and if they know of a family that might enjoy hosting an exchange student. Start by asking your fellow Rotarians for leads. If you don't ask, they can't say YES. The appendix contains a [Letter to Exchange Student Alumni – Word Format](#) which could be a good way of asking past participants to Host. This document will download to your browser, can be opened and edited.

Second, when recruiting, look for a variety of families, some with younger children, some with children around the age of the student, and some whose children have already left home. All of these types of families can make excellent host families.

Keep in mind that host families must either live within walking distance to the school or bus route, or they must commit to both morning delivery and afternoon pickup from school.

[A Guide for Host Families](#) is an excellent R.I. publication that will serve as a general introduction to Rotary Youth Exchange and provides an overview of the host family expectations and responsibilities. For a more in depth reference refer to the [Host Family Guidelines](#) section of the Youth Exchange manual.

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## Sources for Host Family Recruitment

### Rotary Club Members:

The Youth Exchange Committee recommends that the exchange student's first host family be with a Rotarian whenever possible. It reinforces the student's connection with Rotary, your Rotary Club, and your Rotary Club Members.

- After notification by **District Committee**, announce at a scheduled meeting who the new inbound student will be and where they are from.

Place a notice in your Club bulletin about the new inbound student along with a summary of host family obligations. (see "Responsibilities of the Various Individual Parties to an Exchange")

- Circulate the **Hosting Interest Form** along with the Student Info Flyer and the Inbound Student Application at the next three Club meetings.
- Place the Inbound/Outbound Counter Display with Student Info Flyers at the sign-in table.
- Meetings and events that include spouses of Rotarians is the single best way to recruit host families, so exposure of the student to these events is critical.
- Inviting potential host families to the student's welcoming party is a sure way of securing hosting commitments from Rotarians and non-Rotarians alike.

Recognizing the host families at a farewell program at a Club meeting given for the student is not only appropriate but also self-serving in assuring repeat hosting (customers), the aim of any good marketing program. The exchange program will stay alive in your Club only if its members are exposed to the excitement that these young people can share and the satisfying experiences of those who have been rewarded by their commitment of time and effort to host.

- FOLLOW-UP: Contact all members of your club indicating an interest in hosting the exchange student.

### Schools

One of the best sources outside of the Club for developing host family leads are school. Contact should be made with the school principal and the department heads for counselors, language teachers, and any other teacher recommended by the school principal. Look for contact persons within each school that can be an advocate for the Rotary Youth Exchange Program. Appointments to give a short presentation can be set with department heads individually or with the whole department.

Language Teachers: Families of students enrolled in the language programs at your high school are good candidates. Ask the language department leader how you can get the word out to students and families. Encourage the language department leader to hold an evening international exchange student informational meeting, on campus, for students and parents. Talk up both being an exchange student, as well as hosting one.

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School Counselors are another valuable resource.

School Newsletters: Most schools send out a school newsletter to the parents. These may or may not be combined with the monthly PTSA newsletter. All schools usually send out a summer mailing in August to all registered students and their parents. This packet is one of the most heavily read of all the mailings sent by the schools. Ask them to include a Student Info Flyer on the new inbound student.

School Web Pages: Most schools have a Web Page. Check with the school principal to see if you can place information on this medium for both outbound applicants and host families.

International Assembly: Some schools hold the assembly of the whole student body, giving the exchange students an opportunity of attending to present their countries. Ask the principal for an opportunity to present Rotary Exchange at the assembly and permission to set up an informational table after the assembly. Staff it with a Rotarian, a Rotex member, a rebound student, and a current exchange student. This is also a good time to see if students might be interested in having their families host.

FOLLOW-UP: Keep a sign-up list of all interested persons and recontact.

School Newspapers: Most will want you to pay for an ad. However, if the outbound student writes an article while on exchange or if one of the staff of the paper writes an article on the rebound student or current inbound student, there is a good chance it will get published. Include information on applying to be an outbound student or to host an exchange student as a trailer to the article along with a Rotary Contact Person from your club and their phone number.

School Informational Meetings: Sponsor an exchange student informational meeting for outbound student candidates. At this meeting ask if there is anyone who would be interested in hosting an exchange student in their home.

FOLLOW-UP: Keep a sign-up list of all people attending and give them a follow-up call within one week after the meeting.

## Families and Friends of Outbound Student

Past Rotary host families from two or three years earlier are excellent prospects. Their oldest child may now be in college, and there is probably an available bedroom. The youngest child may be of a similar age as the exchange student

Past host families from programs other than Rotary. The majority of host families from all programs have a very good experience.

Families of friends of current host sisters and brothers are fertile ground. Teens seem to travel in groups. Ask current host teens and parents which of their friends might want to participate in the future.

Families whose teens are active in such non-profit organizations as the YMCA

# Host Club Guidelines

and Boys & Girls Clubs are a good place to look.

Families that travel internationally show interest.

## Churches:

Ask who in your Club would be willing to set up a short meeting with you and their minister, priest, rabbi, etc. Present the Rotary Exchange Program to them and ask for their assistance in recommending good host families for this year's exchange student. Ask if they would include this information in one of their church bulletins.

Contact the Interfaith Network in your community. They usually meet once or twice a month. Ask if you can give a presentation on the Rotary Exchange Program and then ask for their help in identifying good host families

## Media:

Send a news release to your local newspaper on the new exchange student your Club is hosting. The letter should contain a follow-up contact person and phone number they can respond to.

## Common Hosting Misconceptions

In your host family recruiting efforts, you may encounter resistance for a variety of misconceptions of the hosting experience. You should be ready to dispel those imagined perceptions by referring to [\*Answering Hosting Misconceptions\*](#).

## Host Family Orientation

The U.S. DoS requires that all members of host families over the age of majority must be present for an in-person Host Family Orientation administered by a vetted Rotary volunteer, and must be done as the last step in vetting a host family.

Canadian families: are not subject to this in-person requirement, and are enrolled in an online HF orientation system. The Canadian Youth Protection Coordinator will register the family for the orientation course. After the course has been taken, passed, and submitted by the family, documentation is automatically sent to the YEAH site.

For US host Families only: The in-person Host Family Orientation must not be done until all other steps of host family's vetting are completed. When that time comes, the club YEO will receive a notice from the U.S. Youth Protection Coordinator with detailed instructions of how to proceed. This orientation can be performed by any vetted volunteer on the Club or District YE Committee. The family will not be approved to host until the above occurs.

# Host Club Guidelines

## Responsibilities of the Various Individual Parties to an exchange

There are distinct responsibilities, both task oriented and / or financial, that all parties should be aware of.

### Sending District (Sponsor)

- selects the student in accordance with the criteria for the program.
- arranges a suitable hosting by Districts abroad.
- arranges adequate orientations for both the exchange student and parents.
- informs the receiving District of the travel plans/arrival date of the student.
- maintains contact with the student and the receiving District during the exchange period.
- arranges Rotary approved insurance for the student.
- assures that each party understands all specific responsibilities.
- arranges suitable debriefing of exchange students upon their return from exchange.

### Receiving District (Host)

- assigns the student to a specific Rotary club.
- arranges a suitable orientation for the newly arrived students.
- maintains contact with the student and the sending District during the Exchange period.
- ensures that students are at all times in possession of valid visas and other necessary documents during the exchange period.
- ensures that the student purchases the Rotary approved insurance policy locally if they arrived with no insurance.
- Tracks the progress of all inbound students and intercedes when necessary.

# Host Club Guidelines

## Sending Club (Sponsor)

- Because Rotary believes so strongly in the value of our Youth Exchange Program, each club underwrites the exchange by over \$5,000, not counting hours of volunteer work. We have begun to think of this commitment as a form of scholarship which every student should be proud to have earned.
- selection of outbound student candidates and ensures that the student is reasonably familiar with Rotary and the activities of the sponsoring club.
- arrange for the student and parents to be present at a meeting before departure and after returning from abroad.

## Receiving Club (host)

- arranges for 3 to 4 host families for each student hosted. Host family orientation and maintain contact with host families.
- arranges secondary schooling. All educational expenses, including tuition, transportation to and from school, materials fees and the like are the responsibility of the hosting Rotary club.
- appoints a counselor for each student.
- meets the Exchange student upon arrival.
- ensures the attendance of the student at all mandatory functions such as orientation or District conference.
- Bears the cost of supporting the inbound and outbound student. See [\*\*\*Model Budget & Cash Flow\*\*\*](#)
- Develops a suitable program of contact and activities for the student.
- Provides a monthly allowance.
- Ensures regular attendance of the student at club meetings and functions.
- Maintains contact with the [\*\*\*District Committee\*\*\*](#)
- Tracks the progress of students and reports same to District.
- Maintains records consistent with the District's Youth Protection Policy.

# Host Club Guidelines

## Host Family

- Provide room and board for three or four months. Board includes three meals per day. The student may utilize the lunch supplied by the school or pack a lunch from home. Either way the Host family must provide or pay for this.
- Maintain communication with the local Rotary Club.
- It is desirable for the student to have his or her own room or, alternatively, to share with someone of their own age group
- Should include the student in all family activities accepting the student as one of the family in all respects.
- It is not obliged to provide the student with spending money nor to finance clothing, travel or other expenses (including telephone calls).
- The host family must undertake to supervise the school and leisure hour activities of the student as if he or she were their own son or daughter.
- Exercises parental responsibilities and supervision, as would the student's own parents.
- Help with typical challenges such as language acquisition, friendships, culture shock, local customs, etc.
- Advise the student regarding options for local transportation
- Advises the student about matters such as the family, school and community functions during the period of the exchange.
- Notifies the Rotary counselor if the student is encountering any problems (such as illness, difficulty in adapting to the host family or school, or serious homesickness).
- Notification Host Club of material changes in status (address, work, arrests)
- At the end of the stay with your family, you will be requested with helping the Program improve by completing a brief survey about your hosting experience.

## Natural Parents or Guardians

Natural Parents Financial Obligations - The parents of an outbound student are required to undertake the following financial obligations:

- A "one price fee" is collected from all participants in the exchange regardless of where the student is sent. . Parents will be advised well in advance of the total costs involved and the required terms of payment. To reduce the impact of the onetime payment, we allow the

# Host Club Guidelines

option for participants to have the funds drawn down in three equal payments each on January 30, March 30, and May 30. This one price fee is around \$7,000.00 US and covers:

- 1) The cost of registration, lodging, transportation and meals for the Revelstoke long weekend, February 17-20 for the outbound student.
  - 2) The costs of registration, lodging and meals for the student and both parents for the Outbound Orientation weekend in Penticton British Columbia April 8-9, 2017 .
  - 3) The cost of round trip airfare from either Seattle for US students or Vancouver for Canadian students to the designated airport in your exchange country. This cost does not include baggage fees or ticket change fees.
  - 4) The cost of necessary visas, residency permits or other immigration type fees (except the cost of travel to a nation's consulate for an in-person visa interview if required).
  - 5) The cost of student business cards, student identification badge, Rotary International District 5060 blazer patch and orientation materials.
  - 6) The cost of Rotary International required medical, travel and liability insurance.
  - 7) The cost of mandatory language camps (in some exchange countries)
  - 8) The cost of program administration (mailing, telephone, audit, governmental registration, mileage and Rotary Youth Exchange committee education)
  - 9) The cost of the registration and meals for the student and parents at the Rebound weekend (return orientation and debrief weekend) July, 2018 in Omak Washington (cost of accommodations for the parents are not included).
  - 10) The student and his or her natural family are expected to cover the costs of "special soaps, shampoos or lotions" personal cosmetics and prescriptions.
  - 11) If students need to acquire additional clothing while on exchange, this cost is also the responsibility of the student or natural family
  - 12) The student and natural family will be responsible for any medical expense co-payments or payments prior to reimbursement under the provided insurance.
  - 13) The student will normally be responsible for any costs incurred for the use of a cell phone or long distance costs incurred for the use of the host family phone.
  - 14) Nearly all hosting Rotary districts offer optional trips within their country or region for the students. The cost of any of these optional trips varies greatly and is the responsibility of the student and the natural family
- All students are required to carry the Rotary approved medical and hospital coverage for the year away. Some Rotary Districts require that the student take out a policy in their country of destination. All costs associated with insurance are included in the fee mentioned



# Host Club Guidelines

above.

- The parents are required to provide the student with a revolving emergency fund of \$500 (Canadian or US) which can be drawn upon with the consent of the Rotary Counselor in emergency circumstances only. Emergency circumstances might include medical costs that must be paid “up front”, unexpected phone bills incurred by inbound student, other unexpected costs.
- A monthly allowance will be paid to the student by the host Club to help cover spending money requirements and incidentals.
- All clothing needs of the student while abroad are the responsibility of the parents. This includes school uniforms where applicable. Some school fees may be the responsibility of the student but tuition if applicable is the responsibility of the host club.
- Agree to the rules of the program.
- Provide appropriate clothing including any necessary school uniforms.
- Provide any additional spending money plus the required emergency fund of \$500 (Canadian or US).
- Arrange for all travel documents such as passports and visas.

## Exchange Student

- Agrees in writing to accept all the rules of the program.
- Accepts the supervision of the receiving District, Club, and host family.
- The student will be expected to attend host Rotary club meetings and events as requested by the host Rotary club.
- The student will be expected to make continuous improvement, leading to practical fluency in the language of the host club.
- The student will limit their total electronic communications (text, Skype, Facebook and similar services) to Canada and the US to not more than 30 minutes per day (preferably less).
- The student will become engaged with the local environment and community so as to be an exceptional ambassador for Rotary International
- Agrees to accept the placement in the country to which he or she is assigned.

# Host Club Guidelines

- Arranges to speak at Rotary and other community functions both during and after the period of the Exchange.
- Corresponds regularly with both the sending District and sponsor Club.
- Returns home at a time and by a route specified by the sending District.
- attends secondary school regularly.
- The student is expected to return home as scheduled and can do no independent travel at the end or during their exchange.

# Host Club Guidelines

## Club Committee Guidelines (Outbound)

### Outbound Student Recruitment by Club

Promotion of the program to prospective outbound candidates should stress the cultural aspects of the exchange as well as the support of a strong experienced Rotary network. Also stress that the Rotary program requires less financial support from parents than most other exchange programs. For that reason, many Districts are rebranding their YE program as a ***Rotary Youth Exchange Scholarship (PowerPoint)*** using this brochure which you can edit. For more information on the benefits of this approach, see ***YE Scholarship - D5060 Presentation (PowerPoint)***

The North American Youth Exchange Network (NAYEN) has a site, ***studyabroadscholarships.org***, specifically attracting interested students, and then relaying that information to the appropriate District.

An outline stressing these and other selling points are in a ***Youth Exchange Presentation Outline*** to be used at Student information meetings.

Generally, the end (for primary schools) and beginning (for high schools) of the school year are the most fruitful times to promote, as this gives the students the necessary time to apply. Principals of these schools should be approached to secure their prior approval and direction. School counselors can be most helpful in advertising and providing facilities for presentations and interviews.

Please note that students may or may not be children of Rotarians; the program is open to all qualified applicants on an equal basis.

Promotional Ideas:

- Arrange for a school presentation to show and distribute brochures.
- Have a rebound student present to recount their experiences.
- Make announcements at Club Meetings.
- Contact Secondary and High School Language Teachers and Counselors along with an ***Exchange Student Scholarship Nomination Card – Word Format***.
- Make presentations to high school international and Deca clubs.

### Participating Countries

The appendix has a list of ***Recently Exchanged Countries*** that have been active with District 5060 in recent years. This list is subject to change on a yearly basis. Exchanges must be with a Rotary International certified country. The District Chair has access to this list of countries on an annual basis and local contacts.

# Host Club Guidelines

## Outbound Student Eligibility

Participants should be secondary school pupils in good health who will be at least 15 and not have reached their 19th birthday at the beginning of their year abroad unless a different age range is mutually agreed by the participating Rotary Clubs and Districts.

Applicants must be of good character and reputation and should preferably have a history of community involvement.

Applicants should have a successful school record and reference and must have a personality suitable for the role as ambassadors for their countries. They must have the ability to accept direction and be capable of adjusting to new and unfamiliar conditions.

All applicants are selected solely on merit. Sons and daughters of Rotarians are eligible to participate in the program but receive no special preference. (For recruitment tips see Section I under heading of Promotion & Marketing, Outbound Recruitment by Club.)

## Bob Winter Fund

The **Bob Winter Memorial Fund** was named after a long time Penticton Rotarian who was actively involved in the Youth Exchange program in District 5060. He noticed that some of the families sending a child abroad for a year were having problems paying the cost. Applications should be sent to the District Chair who will forward to the Chair of the Bob Winter Fund Committee as soon as possible after student selection. Applications are available from the District Chair.

## Club Student Selection Committee

When appointments are made to the club student selection committee, consideration should be given to the Rotarians and spouses who have hosted students or whose own children may have been exchange students. Returned exchange students may also be used by the committee during the interview process. Current inbound exchange students have not proven to be helpful in these interviews.

When selecting a candidate, the committee should try to determine whether the student will make a good ambassador abroad for the country and Rotary and whether he or she could stand up to the stresses and strains of living in a foreign environment.

Clubs may send two candidates for each exchange spot. The District selection committee determines the final selection of the student and will discuss their selection with the club YEO or President should there be any disagreement with the selection.

# Host Club Guidelines

## Outbound Process Timeline

### Early September

Club YEO or other club committee member must attend the Inbound Orientation Weekend in early September. Here you will receive helpful information about many things including; selecting the ideal candidates to send to District interviews, holding a student/parent information night, and your club youth exchange committee's responsibilities during the year. The weekend is full of great information and, of course, Rotary fellowship. It is a Rotary International requirement as part of our certification in the exchange program that club's YEO and Counsellor attend a training session on Youth Exchange. The Inbound Orientation satisfies this requirement.

Determine if you are working solo or, if there are multiple clubs in your community consider working as a team for a city-wide selection. The club will need to submit a **Club Certification of Compliance & Commitment** form. This must be completed and signed by your club president and Youth Exchange Officer and returned to the District Chair. More information and the form is reviewed at the September Inbound Orientation.

You may wish to talk to school principals, counsellors, language teachers and ask permission to place posters, application forms in the schools and include information about Rotary Youth Exchange on the school's websites.

You may wish to ask permission to speak directly to students at an assembly or in a career planning class or language class. Take a rebound student with you or an inbound student who is already at the school. At this Student information meeting, distribute a **Club Preliminary Application** to students with a schedule and manner of submitting it by September 15.

### Late September:

After the Student information meeting, Schedule a Parent / Student information meeting to make sure Parents are fully informed and given a chance to ask questions.

### Early October (latest date Oct 15th)

Upon review of all Preliminary Outbound Student Applications, the Club's Youth Exchange Officer should narrow the field of candidates and hold city or club interviews with Students and Parents to choose finalist(s). A **Student / Parent Interview Process Guide**, **Parent Interview Guide**, **Student Interview Guide Worksheet**, and a **Student Interview Evaluation** should be used. These guides lead you through the interview step by step. These formats should be used to ensure that each candidate is asked the same basic questions from which supplementary questions might arise as the situation dictates.

Remember that it's best to send two candidates to District interviews. The candidate who does well in a city/club interview may not do as well in the more intense District interview. Some countries that we exchange with require our Outbound students to be younger than 18 years of age at the beginning of the

# Host Club Guidelines

exchange so a student who is only 16 or 17 may be a good candidate and have an advantage. Additionally, the second student may be sponsored by another club.

When the Club Committee has selected its candidate, the YEO should notify all applicants of the name of the successful candidate(s).

Also at this time, the Club YEO contacts the correct Outbound Country Coordinator, depending if your club is in the U.S. or Canada South or North, referring to the [District Committee](#) list. This contact should include the name of your student(s) and their email address. The Outbound Coordinator will initiate the application process.

## **October -1st week of November**

The student will work on and complete the online Outbound Application process, assisted by the District Outbound Coordinator. Be ready to assist your student with the completion of part of the application called the Guarantee Form. See [YEO OB Application Instructions](#)

## **Approximately November 10**

Outbound Coordinator downloads the Long Term Applications in their area for the interview process.

## **Mid November**

Outbound Coordinator will notify the candidates and their parents by phone or e-mail of the time and place of their District interview.

## **3-4th week of November**

District Interviews held in Kelowna, Kamloops, Wenatchee. Interviews will take 25 to 30 minutes. Parents must be present to be interviewed in the first 10 minutes There will be a 6-person panel ideally made up of 2 Rotarians, 2 parents, and 2 rebound students.

## **4th week of November**

Candidates will be notified by phone of the outcome of the interviews. Youth Exchange Officers will be notified as well by phone or e-mail.

Final endorsement of club-selected candidates will rest with the District Selection Committee and such endorsement is subject to the [District Committee](#) being able to arrange hosting with a Rotary Club overseas. No student may be regarded as an official Rotary Youth Exchange student until he/she is accepted as such by a Rotary Club in another country. This is signified by the return of a completed and signed guarantee form from the hosting district.

## **1st-2nd week of December**

Silverstar weekend for Inbound YE students. Country Selection Committee

# Host Club Guidelines

determines country placement for next year's Outbound students.

## **Mid December**

Outbound Coordinators will notify students of country placement.

Contact your District Outbound Selection Coordinator for your area with any questions. Refer to [District Committee](#) List for contact information for your Outbound Coordinator.

## **February/March/April**

### **Weekend in the Mountains for inbounds and outbounds and Rotarians. First outbound orientations sessions occur.**

Both your inbound and selected outbound candidate are expected to participate in the Weekend in the Mountains event in Revelstoke around mid February. The tuition room and board for the outbounds is funded by in their "one price fair." However, there will be a fee for the bus transportation.

[District Committee](#) will conduct an outbound orientation meeting in March or April for all outbound students. It is mandatory that at least one parent, preferably both, attend this session with the student.

## **Pre-Departure Procedure**

Once a student has been selected and endorsed by the [District Committee](#), the Rotary Club should arrange the following:

- Invite the student and parents to several Rotary meetings to meet the club members and to gain a basic knowledge of Rotary; invite the student to present a short speech at one such meeting.
- Provide the student with an adequate supply of club banners/pins from their city and other paraphernalia.
- Organize a small party as a farewell gesture for the student.
- If possible, arrange for some club members to see the student off.

## **Post-Departure Procedure**

Clubs have a tendency to forget about our outbound students once they depart for their year abroad. To prevent this from happening, refer to [OB Student Post Departure Tasks](#) for guidance.

# Host Club Guidelines

## Club Committee Guidelines (Inbound)

### Inbound Placement Process

**First step.** You need to reserve your student for the next year. Inbound placement begins the September before any student arrives in our communities the following August. Every Club is asked to complete and submit by September 30 the **Club Certification of Compliance & Commitment** to the District Youth Exchange Chair. Those forms are compiled to calculate the number of students that we will bring in and, in turn, sponsor as outbound students.

**Second step.** The Inbound Placement Officer will request from Youth Exchange Officers in January details as to:

- desired gender
- country or region
- general information

of the student the Clubs would like to host. As files arrive, they are scanned, information entered in the data base for use down the line and then students are matched to Clubs.

**Third step.** On acceptance of a student, the Guarantee Forms and other required forms will be forwarded to the YEO of the Club for completion. Upon receipt of a suitable application, the Rotary Club must complete the necessary arrangements for schooling and return the completed guarantee forms suitably endorsed by Club and school, to the District Youth Exchange Committee with the target date of April 15. They will be accompanied by an envelope addressed to the Inbound Coordinator for onward transmission of the completed forms; he will finalize the file with instructions to the student, and their insurance and visa requirements and send it back to the sponsoring District.

**Fourth step.** The sponsoring district and student arrange for the visa, insurance, flights, etc. You will need to be communicating with the student as to arrival dates and other details and putting the first host family in contact with the student before their arrival. Your counselor should also be involved in getting to know the student before they arrive.

**Fifth step.** Meet the student at the airport and have a good year.

**Sixth step.** Go back to step one above for the next year.

All of these processes require attention to detail and a good understanding of our time limitations. Each of the steps must be completed quickly and accurately. The Inbound Placement Officer and Inbound Coordinator are always available to answer questions.



# Host Club Guidelines

## Student Pre-Arrival Information

Hopefully your new inbound will have had a thorough Orientation before they departed their homeland. Still, the document **Form 23B** is sent to each student to insure they are aware of any issue that may be unique to this District.

## Student Arrival Dates

Most students will arrive in August and depart for home in June or July. Notification of the student's arrival will most likely come to the first host family directly from the student.

## Student Arrival Checklist

After the greetings, securing luggage, and getting settled, here's what you, as Club YEO or Club Inbound Coordinator must do within the first 1-4 days: Refer to the document **Inbound Checklist** to help track the below tasks.

- Medical Insurance Card and related documents—if you have not already received the medical coverage information for TIC (Canada) or CISI-Bolduc (USA), ask your student if they have that information and have them **SHOW** it to you. Do not “*take their word for it*”. If you are unsure about the details provided, or neither you nor the student have this information, then contact the District 5060 Inbound Coordinator IMMEDIATELY.
- It is mandatory that all students coming into District 5060 purchase the Rotary approved insurance policy within thirty days of departure from their home country. All students are covered from the time they leave their host country until they return home, providing they make no interruptions in their travel itinerary. If insurance was purchased in their home country, they will be required to show proof of a Rotary approved policy. In all cases, the cost of this insurance is borne by the student.
- 2. Passport, visas, and related documents—personally inspect these documents, checking for the expiration date of the passport and visas. All must valid for at least 1 year. Canadian-hosted inbounds should have both a Canadian Student Visa & USA Visitor Visa, while USA-hosted inbounds should have a USA J-1 Visa, a DS-2019 signed by the IC/ARO, an I-94 departure/arrival form (small white card indicating date and location of first arrival in the USA).
- U.S. inbound students may need a “multiple-entry” Canadian Visitor Visa. PLEASE NOTE: Canadian visitor visas may not be required if their passport is issued by a country participating in “Visa Exempt” programs relevant to the non-hosting country. Go to this site to find for countries that are participating in this program. **Visa Waiver Program**
- Canada inbound students may need a “multiple-entry” US Visitor Visa. PLEASE NOTE: U.S. visitor visas may not be required if their

# Host Club Guidelines

passport is issued by a country participating in “Visa Exempt” programs relevant to the non-hosting country. Go to this site to find for countries that are participating in this program. [Visa Waiver Program](#)

- 3. Return Airline Ticket—personally inspect this ticket. Familiarize yourself with the details of the return date and how/when to change that date without additional change fees. Call the toll-free number for facilitating those changes and ask for any additional details that might complicate the use of that ticket in a timely manner.
- 4. Emergency Fund—The student is required to bring with him or her some additional money to establish an emergency fund; the amount of this fund recommended by the District Youth Exchange Committee is \$500.
- There are several possible ways to handle these funds; the student can bring these funds in as traveler’s cheques or similar instruments, and those cheques are held by either the Rotary Club Treasurer or the YEO. The students’ Parents can send additional cheques if the cheques are used. An alternative is to deposit the students’ emergency fund money into the operating account of the Host Rotary Club itself, and a cheque issued to the student if the need comes up.
- Within the first month, familiarize yourself with the standard [Form 23B](#). Then go over that document with the Inbound student to ensure that they are also familiar with this document and some of the rules and explanations provided. Doing this together can help create conversations about important issues/dates, etc. that will help keep misunderstandings to a minimum.
- Also refer to [Second Night Questions](#), and review them with your student in order to get off on a good start. Upon clicking on the below link, you can select English (First Language) and the students (Second Language) so that the questions appear side by side in the selected languages.

These are questions that can help assist your student to learn about their host Rotary Club and what they expect from the student. The simplest questions may be the most important, such as "when does Rotary meet?".

## Promoting Your Inbound Student

The District Youth Exchange Committee is committed to supporting its Clubs efforts to promote the program.

One of the most important and satisfying ways of promoting the program is accomplished by including the inbound and outbound students in all Club activities. Student exposure to the Club is critical. They should be encouraged

# Host Club Guidelines

to attend meetings regularly. Include them in the program by giving them an opportunity to address the Club concerning their activities. Nothing brings a tired meeting to life better than the enthusiasm of these youth explaining their experiences with a new culture.

The success or failure of a student Exchange often hinges on communications between student and host Rotary Club. All too often the student feels that the Rotary Club has little or no interest in them, with everything being left to the host families. It is absolutely essential that continual and friendly contact be maintained between the student and the Club Youth Exchange Committee so that the student is given a feeling of belonging in the community and of being a part of an exciting experience in international understanding. Clubs who can achieve this will reap rich rewards from the program. The Club will naturally maintain lasting contact with the student and his or her parents for many years after the Exchange. Herein lies the real value of the Youth Exchange Program.

In short, plant your student in fertile ground and they will blossom, attracting attention to themselves such that they become self-promoting, making your task easier and more satisfying.

## Allowance

The host Club shall provide the student with a regular monthly allowance along the lines recommended by the District Youth Exchange Committee. This allowance should be payable in advance starting with the date of arrival. Being late with its presentation may place the student in the embarrassing position of having to ask for it. The amount of \$75 - \$100 is suggested by District guidelines.

## Schooling

It is recommended that students follow a course of study which involves subjects or projects not normally available to them in their home country, such as music, art, computer science, typing, auto mechanics, cooking etc. Exchange students are not exempt from homework assignments and projects and are expected to make an honest effort to succeed in school work. Failure to make an effort may result in early termination of the exchange. All progress and grade reports should be sent to a member of the Club Exchange Committee. This will be assured by listing that member as the guardian upon the student's enrollment in school.

Host Clubs should not enroll students in college or university should they be requested to do so by the student's family. The Youth Exchange Program is a high school program and high school attendance is a prerequisite to selection. All public school fees should be paid by the hosting Club. Enrollment in a private school is not a financial responsibility of the club.

## Rotary Events

Students shall attend all Club meetings and Rotary functions to which they are invited. Youth Exchange weekends and the District Conference are mandatory. See [Event Calendar](#). These functions take precedence over other arrangements; therefore, students should not be permitted to make personal

# Host Club Guidelines

plans which conflict with these functions. Rare exceptions to attendance require the District Chairperson's approval and for only very serious reasons. For detailed information about the events, go to [Youth Exchange District Events](#).

## Travel

### Inbound Student Travel Policy

#### **Travel for Inbound Exchange Students is a privilege, not a right:**

This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults (host family, YEO and Chairperson) responsible for exchange students know where students are, who they are with and what activities they are involved in. All travel must go through an approval process. Host parents, Youth Exchange Officers (YEO) or Counselors can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student. If the student's YEO is not available to begin the permission process, the student can contact their Counselor directly.

#### **Travel and School:**

Students who are not doing well in school cannot miss school to travel. Students, who are doing well in school, may occasionally miss school to travel (**no more than 10 days**). All of their homework must be current. Students are to ask their teachers, before their trip, for the homework that they would miss while traveling. They are expected to make arrangements with their teacher for getting their homework finished and for making up any tests or exams that they miss.

#### **School and Church Group Organized Trips:**

Trips organized through school and church groups may be authorized as long as the student follows all the proper approval process.

**No travel will be approved for other Rotary District's organized trips.** There may be an opportunity to travel on an approved tour (ie Belo USA trip to Hawaii or New York) if it does not conflict with District 5060 Rotary trips noted below.

#### **Groups of Students Meeting or Traveling Together:**

Other than the meetings/trips that are described below, **groups of 4 or more** students are **not** allowed to travel or to meet together without the direct supervision of responsible adults involved with the **Youth Exchange Program (or approval of District Chair)**

**Travel That Is Approved, Authorized, and Organized by District 5060 are as follows:**

There are **5 required** district trips/meetings for Inbound Students:

# Host Club Guidelines

1. **The Inbound Orientation** – first weekend in September after school has started.
2. **The Weekend in the Snow** – held at Silverstar Mountain resort, Vernon, B.C, **December 13-15, 2024**
3. **The Weekend in Osoyoos , B.C** – held in Osoyoos, B.C -in **February 7- 9 2025**
4. **The Outbound Orientation weekend**- held in Penticton, B.C. in **April 25-27 2025**– Inbound and new outbounds with their parents get together to discuss outbound exchange.
5. **District 5060 Annual Conference** – **May 1-4, 2025** in Yakima, WA and alternates between the US and Canadian sides of the district.

**Optional – but highly recommended is an organized goodbye/ farewell event after District Conference and organized by the Inbound Educator around District 5060 after District Conference for Inbounds to have their last event together. Cost and location to be determined.**

## **Travel Rules for Students Hosted by District 5060**

1) In all cases we need to know:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and your emergency contacts.
- The names and phone numbers of the responsible adults who will be supervising you.

## **2) Same Day Travel within District 5060 but not crossing the border**

**Same Day** travel within British Columbia or Washington that begins and ends in your host town is approved by your host parents. Before they can make the decision to allow you to travel, the host family and the YEO need to have, in writing the information noted above(communicate with YEO via email with the information detailed.

**Example**- Student X is living in Summerland and wants to visit/ student Y who lives 40 km away in Kelowna or Vernon to go shopping/movie etc. they are taking a bus/or getting a ride with a Rotarian Z- Student/ host parent will send an email to YEO advising them of all the details as long as host family approves of the day travel.

# Host Club Guidelines

## Overnight travel in British Columbia or Washington with current host family

If you are traveling **with your current host family**, complete the Travel authorization form including the signature of YEO or Counsellor. **The student will send the travel form is to District chair or Co-Chair so it may be uploaded-** our signature are not required but the form .

**Example-** Student X's host parents want to take them to Seattle for weekend. Travel form to be completed by student with signature of YEO/Counselor and sent to District chair and Co-Chair so it may be uploaded.

**Example #2** – Student X has been invited to stay overnight at Rotary Youth Exchange Student Y's home who lives in near by city. Student X will complete travel form and have host family and Yeo/ sign it and then send form to District chair or Co-Chair so it may be uploaded.

## All Overnight Travel- not with current host family( ex. Rotarian or Yeo or other Adult) must be approved by the District Chair/Co Chair.

This travel will need the **approval of the District Chair**. For the district chair to approve the travel request, they would like to receive the completed Travel Authorization form with the requested information at least **(7) days** (if possible) before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by your host parents and YEO(signatures). Your YEO or counselor needs to provided the travel plans (**Travel form to be completed by student**). The student must ensure they have the following information:

- The names and phone numbers of the responsible adults (Vetted) who will be supervising them.
- How they can be contacted in case of an emergency.
- That you have sufficient funds for the activities planned.
- That you have the necessary travel documents with you

**The Student will complete the travel form with YEO and host family signatures and will email it to District chair or Co-Chair so it may be uploaded.**

**Example:** Student X has been invited by a YEO or Vetted Adult to take them to Seattle from Kelowna for 3 days (**crossing border**)- Host family first signs travel form acknowledging plan and student will get YEO to sign form and send the form to District chair or Co-Chair so it may be uploaded it.

## Any travel outside Canada or the United States (ie Mexico or Caribbean ) must have full written permission from your natural parents before any travel will be considered.

Permission from natural parents be done **first and sent to the YEO and**

# Host Club Guidelines

**District Chairperson** prior to making further travel arrangements. This Travel can only be done with Vetted Adult (ie host family, YEO, Counselor etc).

**IF Travel form is not completed when it's required and YEO or District Chair becomes aware of the unapproved travel, student will be issued a Yellow card (see Standards of Behavior form).**

## **Unaccompanied Travel:**

Permission for you to travel to a destination by yourself may be granted after confirmation that a responsible, vetted adult will meet you at the final destination. This would be a rare occurrence.

**Example:** One of Student A's host parents have a second home in Arizona and has invited student A to attend for Spring break. Host parents are in Arizona already and will be meeting Student A when they arrive at airport (**travel form required**) along with flight itinerary.

## **Guidelines for Parents Visiting District 5060:**

Visits from your parents and immediate family members are **discouraged** but may be **permitted** only with **prior** permission from your **host club/YEO** and the **District Chair**. Visits are only permitted during the last three months of your exchange (**April to June**) and **cannot interfere with Rotary events or school**.

Visits by home country friends is **not** permitted unless there are very special circumstances and only (April – June) and this must be discussed/approved by YEO and District Chair for approval.

Students are not permitted to return home during the exchange year, except in the case of a serious emergency.

**Prior to your parents making any travel plans to visit you, or purchase any airplane tickets, their visit needs to be approved in writing (e-mail is permitted) by: the host parents, the Club YEO, and the District Chair.**

Failure to get **PRE-APPROVAL** may result in disappointment and have a financial penalty if tickets are non-refundable.

Visits by parents should occur only between **April to June** and must not interfere with your school time or other required Rotary events.

Schools will only give permission for you to be absent if you are doing well in all of your classes and if you have had few previous absences.

If your parents plan to travel with you outside of **District 5060**, and this travel needs to be approved **IN ADVANCE**, they must provide a detailed itinerary of all travel on the Travel Form.

Parents are strongly **discouraged** from coming at the end of your exchange year.

# Host Club Guidelines

Family visits **will not be allowed** during the last **7 days of your exchange**. This will be a very emotional time for you and you will need this time to say your goodbyes to your new friends and Host families.

## In Summary:

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. Host parents, YEOs and District Chair can deny any travel requests if there is any concern about your safety and/or your behavior and attitude. If you break these travel rules, we will send you home and terminate your exchange. You should **never buy an airplane** ticket or make other financial commitments for travel until the needed permissions have been given.

## **Travel on the Return Trip Home**

You **will not** be allowed to travel home with your natural parents and should leave from the same airport as your arrival (exception given to students in Wenatchee area due to limited connecting flights) . All students are required to return home directly with no additional travel planned. Breaking travel rules may have a negative impact on the district's ability to get visas in the future.

You must leave the country you are staying in by Monday **July 7<sup>th</sup> 2025** .

## Club YE Budget

Refer to ***Model Budget & Cash Flow*** that lists expenses and disbursement timeline for the following:

- Provide a basic monthly allowance.
- Pay for miscellaneous school expenses (not tuition)
- District sponsored activity and training which students and Club committee members are expected to attend.
- At the Club's discretion, contribute to the expense of the student's Summer bus trip and other expenses
- Welcome, birthday, Christmas and farewell gifts.
- Miscellaneous public school fees (not tuition).

## Student Counselors Guidelines



# Host Club Guidelines

## Choice of Counselor

The counselor selected should be one who is genuinely interested in youth and the Youth Exchange Program. They should be able to relate to young people easily so they can gain their confidence and respect and be in the position to assist and advise them. They should fully understand their responsibilities and have the time to attend to them. Because of the role they play in the program, the counselor should preferably not be one of the host parents, high school principal, Club president or Club Youth Exchange Officer.

## Duties of a Counselor

Being a counselor for a student is a very exacting and personal task which different Rotarians will handle in their own individual manners. Refer to [Model Club Committee Structure](#) for a listing of the duties of the Inbound Counselor and other committee members.

It is not the counselor's duty to make decisions regarding travel by the student. Extended trip plans must be approved by the Club and District Chair to assure that the plans meet requirements of the program.

The counselor should be acquainted with the rules of the program so that they can, in discussion with the student, ensure that the student is abiding by these rules. So that there is no mistake about how Rotary feels about certain student misbehavior, this District has adopted a [Standards of Behavior](#) outlining the actions and consequential reaction to misbehavior by students. This Standard of Behavior document is signed by the student at their District orientation.

Counselors should keep in mind they are to guide and assist their young people, rather than boss or dictate each move they make.

It sometimes happens that the Counselor and the student cannot get along. If this happens then the Counselor should step aside in favor of another Counselor, where there can be a happier relationship. The Counselor should not take this as an indication of inefficiency as there can be times when personalities clash for no apparent reason.

It is imperative that the Counselor should be fully aware of the vital role they play in the program and their contribution to its success. They must keep the lines of communication open, and initiating changes and controls where necessary. For a full description of the duties of the Counselor refer to [Model Club Committee Structure](#) and [Model Club Committee Timeline](#) in the appendix.

## Problems

The [District Committee](#) consists of individuals with many years of experience and stands ready for support and counsel when needed. Exchange students can be especially susceptible to Anxiety and mood swings. Refer to [Navigating Anxiety & Low Mood](#) for insight to this phenomenon.

# Host Club Guidelines

## Standards of Behavior

So that there is no mistake about how Rotary feels about certain conduct, this District has clear standards for the type of behaviors that can end a student's exchange. Violations of our **Standards of Behavior** will be reviewed on a case by case basis and may result in a warning, a behavior plan or immediate termination of the exchange. The response will depend on the circumstances of the incident and discussion between the hosting club and District Chairperson.

The Standard for Behavior are to protect the exchange student, host family, host Rotary Club, and District 5060 who have responsibility to the sponsor club and parents.

# Host Club Guidelines

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[\*Bob Winter Memorial Fund\*](#)  
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[\*Form 23B\*](#)  
[\*garymschuster@yahoo.com\*](mailto:garymschuster@yahoo.com)  
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[\*Letter to Exchange Student Alumni – Word Format\*](#)  
[\*Management Procedures for Crises and Covid – 19\*](#)  
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[\*studyabroadscholarships.org\*](http://studyabroadscholarships.org)

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*[U.S. DoS Reporting Rubric](#)*

*[Visa Waiver Program](#)*

*[YE Scholarship - D5060 Presentation](#)*

*[YEO OB Application Instructions](#)*

*[Youth Exchange Administration HUB \(YEAH\) & Portal](#)*

*[Youth Exchange District Events](#)*

*[Youth Exchange Presentation Outline](#)*

*[Youth Protection Policy](#)*

# Host Club Guidelines

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After accessing the Guidelines in Safari, move cursor to bottom of screen so that the below shadow window appears.



Click on the above **annotated** choice. This opens the document in Preview as a .pdf. Then press Option + Command + G, which opens the Page Dialog. Enter a page number and click OK.

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