



Rotary
District 5060



Rotary
Youth
Exchange

District Committee Tasks

Country Placement Coordinator:

Update any new YEO information in January

Add new countries, etc. in preparation for the next YE year

In February contacts YEO's asking for country preferences for inbound students.

Feb/Mar receive LT Applications from Districts around the world

I review the applications and upload into database along with passport

Flag any incomplete passports and application and notify the sending District

Based on club preferences, assign the students to clubs, sending applications to them.

Upon Club acceptance, Instructions and documentation are sent for them to complete.

Outbound Education Coordinator:

Consult with District database to create lists for purpose of outbound communication.

Contact Outbound students regarding Revelstoke and Penticton events.

Communicate a couple of times with outbounds during their exchange year.

Contact and organize rebound students for assistance during weekend events.

Event Coordinator:

Liaison with hotel to book rooms and meals

Determine Cost of events

Pay invoices associated with events and forward these to the Financial Officer

Collection of one price fee from Clubs and confirm with the Financial Officer

YEAH Site Administrator:

Oversee /edit site message templates, determining Recipients and attachments

Compose /edit and upload site Library Documents

Set parameters for various NAYEN courses administered to volunteers and HFs

Train /assist users of the YEAH data base.

Set site specifications for volunteer and host families

Youth Protection Coordinator

Initiate vetting of Volunteers and Host Families in the YEAH data base Hub.

Respond to automated Hub messages regarding evaluation of documents

Performing or receipt of Criminal background checks for volunteers and HFs

Registration of volunteers and HFs in various online courses.

Monitoring vetting progress and interceding when necessary.

Trouble shooting various concerns of volunteers and Host Families.

Country Coordinator / Selections

The Inbound Placements Coordinator is responsible to receive the inbound student guarantee forms and packages from our partners. The Inbound Placements Coordinator will solicit student preferences from the various' club Youth Exchange Officers (YEO's) and attempt to match inbound files with the various club's preferences. The Inbound Coordinator will contact the YEO's and attempt to make placements. Once a club accepts a student, the file will be transmitted for the YEO to complete. Inbound placement officer will ensure applications are complete and work with Sponsor chairs to have things completed (ie vaccinations, or passports).

Financial Officer:

The Finance Officer is responsible for the development of the annual Youth Exchange Budget, Inbound Administrative Fee and One Price Fare. The Finance Officer will work with the District Treasurer to ensure that the accounting of Youth Exchange funds is accurate and that the program is financially solvent. The Finance Officer is responsible for coordinating with the travel agent to monitor airfare and visa expenses and to follow-up with parents and Rotary clubs to collect registration fees and one price fare payments. The Finance Officer will track expenditures and revenues in order to provide a complete financial picture to the Committee and the District Governor. The Finance Officer is expected to attend the Inbound Orientation, Outbound Orientation and Rebound Weekend and provide updated finance information Committee meetings.

Assistant Responsible Officer:

ARO is responsible to receive the completed placement files from the US Inbound coordinator officer and will ensure all files are accurate and then issue US Department of States "DS2019" forms. These forms are necessary for inbound students to apply for study visas for the US and require careful compliance with State Department rules. The ARO is responsible to input information into the Wessex database and to be the prime contact with the Wessex Responsible Officer (RO). The ARO is responsible to inspect the passports of new inbound students and to activate the US students visa by signing the DS2019 after the student's arrival. The ARO is expected to attend Inbound orientation, and Outbound Orientation.

The Inbound Coordinator USA is the primary person responsible to monitor and send out Welcome letter, instructions about the District and ensuring students obtain Insurance and the multi entry visa for Canada. They will send all documents to future inbound electronically to the student and Country coordinator/Chair.

The Inbound Coordinator is required to attend and participate in the delivery of the **Inbound Orientation, Outbound Orientation** and if possible Rebound Weekend. The Coordinator is expected to attend the District Committee meetings associated with the Inbound Orientation, Winter weekend, Outbound Orientation and Rebound Weekend.

Inbound Coordinator Canada- responsible for ensuring Canadian club YEO's complete the necessary documents so that Students coming to Canada can obtain their Study visa (Insurance, Custodian documents, Guarantee form, School letter). Once everything is complete they will send a Welcome letter, instructions on how to obtain study visas and if necessary Visitor Visa for entering the USA. All documents are sent electronically to the student and sponsor Country coordinator/Chair.

Mental Wellness Support

Mental Wellness – Works with outbound educators to help prepare future outbound students before they leave on exchange. They will check in on outbounds quarterly to ensure the exchange is going well and to deal with any issues that may arise while abroad (mental health issue only) and will report any concerns to the District Chair .

The Mental Wellness educator will meet informally with inbound students at inbound orientation and Silverstar weekend so that they feel comfortable discussing issues if they arise during their year in our district. If issues are identified they will advise the District chair. Presentations are made at Inbound orientation, Winter weekend, Outbound orientation and Rebound weekend. The mental wellness educator does not have to be a Rotarian and will have a background in mental health and working with youth. They will be required to be vetted as a volunteer and take all the applicable courses for working with Youth as per RI.

Inbound Educator-

The Inbound Education is responsible to develop and coordinate the delivery of the student education and orientation program at the **Inbound Orientation** event. The

Inbound Educator will develop the curriculum and materials for the inbound education program. The Coordinator will collaborate with the Outbound Education Coordinator on the role and participation of the Inbound Students in the Outbound student education sessions at the Winter weekend event and the Outbound Orientation. They will be responsible for developing and managing the **Youth Exchange presentation/program** at the District Conference as well as coordinate with the District Conference Youth Exchange committee on the housing and events for the students at the conference.

The Inbound Educator will work to establish an effective relationship with the inbound students and will serve as the students monitor, mentor and advocate. They will attend and support the inbound students at all District sponsored and affiliated events including Inbound Orientation, Silver Star Weekend, Winter Weekend, Outbound Orientation and District Conference.

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