

Model Club Youth Exchange Committee Structure

Committee Chairman (YEO)

Overview:

Responsible for planning, implementation and support of all activities involving the sponsoring and hosting of full year and summer Rotary exchange students.

Specific Duties and Responsibilities:

1. Coordinate with the District Youth Exchange inbound and outbound committee's and attend the district youth exchange officer orientation meetings.
2. Establish what is going to be expected of the inbound and outbound student by the club.
3. Ensure the attendance of the student at all mandatory functions such as orientation or District conference.
4. Meet with entire Club committee on a regular basis
5. Submission of budget for the year to the Club International Service Director.
6. Replace yourself and/or committee members as need arises.
7. Solicit input from student for program modification.
8. Instruct and support new YEO at end of term (3 year)
9. Monitor progress of all committee members.
10. Immediate notification to District Youth Exchange Inbound Coordinator of any problems regarding student.
11. Implement district 5030's *Youth Protection Policy* within the YE committee, club, host family, and any other adults having extensive contact with the student. Forward all *Host Family Applications*, *Host Family Interview Reports*, and *Youth Volunteer Affidavits* to the District Youth Protection Officer.
12. Forward the *Host Family Exchange Student Appraisal*, and *School Councilor Progress Report* forms to the District Inbound Coordinator.
13. Complete the *Host Club Exchange Student Appraisal* form and forward to District Inbound Coordinator.

Social & Information Coordinator

Overview:

Responsible for promoting social activities of the inbound exchange students..

Specific Duties and Responsibilities:

1. Arrange a welcoming party for student including Youth Exchange committee, host families and school administrator.
2. Generate a wish list of things the student would like to see and do.

3. Initiate a Rotary activity log and review monthly.
4. Arrange for calling cards to be printed for student if they have none.
5. Accompany and introduce the exchange students at two Club meetings per month.
6. Arrange for student to present a program at a club meeting soon after arrival and close to departure.
7. Arrange for a Club welcoming, birthday, Christmas and departing gift.
8. Arrange an appropriate farewell function.
9. Schedule student with Club photographer for portrait session just prior to departure. Disperse prints to host families and the student.
10. Maintain an exchange student poster at the club meetings and other special functions.
11. Arrange for students to participate in special school social events, i.e. Prom.
12. Encourage student to join after school activities, clubs and sports.
13. Promote student to the club members via a special publication, meeting announcements and club newsletter.
14. Inquire about special holidays observed in the student's country and advise the Club.

Housing & Education Coordinator

Overview:

Responsible for arranging for housing, schooling and support for the incoming exchange student.

Specific Duties and Responsibilities:

1. Interview, secure, and schedule at least three and preferably four families to host each student and communicate these arrangements to the exchange student, host families and the Club.
2. Implement district 5030's *Youth Protection Policy* within all host families. Forward all *Host Family Applications*, *Host Family Interview Reports*, and *Youth Volunteer Affidavits* to the Club YEO.
3. Arrange for orientation of host families.
4. Have Club & School sign off on the guarantee form from the new inbound students application
5. Arrange welcoming committee at the airport.
6. Invitation of host families to Club meetings to be acknowledged.
7. Assure that the Club Bulletin is sent to the student.
8. Verify and copy the Certificate of Immunization Status form used for school enrollment from the student's formal application form and accompany the student to school for enrollment.
9. Meet with high school counselor and arrange for acceptance into high school and assure that you are listed as guardian so that school progress reports are sent to you.
10. Contact the student's school counselor on a regular basis, completing the *School Councilor Progress Report* and forwarding it to the Club YEO as per timeline schedule.

11. Contact the host family on a regular basis and complete the *Host Family Exchange Student Appraisal* form as per the timeline schedule and forwarding it to the Club YEO.

Outbound Selection Coordinator

Overview:

Responsible for selection and support of the outbound Rotary exchange students for both “school year” and “summer” exchange programs.

Specific Duties and Responsibilities:

1. Establish selection criteria.
2. Contact Junior & High school counselors
3. Publicize the exchange program to the students of the community.
4. Selection and processing and of candidates.
5. Notification of all outbound applicants of the name of the successful candidate.
6. Secure club banners for outbound students.
7. Arrange for the student and parents to give a short speech to the Club before departure and after return home.

Inbound Counselor

Overview:

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.

Specific Duties and Responsibilities:

1. Establish contact with information prior to arrival
 - a) What is expected of them by the Club.
 - b) “Guidelines for Incoming Students” published by the District.
 - c) General information about our club and the Seattle area.
2. Establish an emergency fund for the student with yourself and the Youth Exchange Officer as cosigners along with the student.
3. Upon arrival verify student’s visa, passport and entry documents which include a I-94 and I-2019 which should be stapled into the student’s passport.
4. Secure & retain the student’s airline tickets making sure that they are round trip tickets.
5. Review the Club’s rules and expectations.
6. Arrange for the method and dates of payment of student’s allowance with the club Treasurer.
7. Instruct the student how to apply for insurance through the District if they arrived without a policy from their home country. Forward a copy of the front page of their policy to the District Inbound Coordinator.

8. Keep the Club YEO assessed of the progress of the student and of any concerns that might arise.
9. Write the student's parents informing them of student's progress.
10. Ensure that the student writes reports to the sponsoring club if that club requires them.
11. Be acquainted with the rules of the program.