

Model Youth Exchange Committee Timeline

Committee Chairman

- May: Select Replacement of self and/or committee members
- District YEO orientation
 - District conference
 - Debrief current Student (*Program Appraisal by Exchange Student*)
 - First YE committee meeting of coming year
 - Plan coming year's meeting agenda
 - Incorporate agenda into committee responsibilities
 - Submit budget for new Rotary year to Club International Director
 - Establish expectations of next year's inbound student
- June: Committee meeting
- Submit *Youth Volunteer Affidavits* for all committee members
 - Forward a *School Councilor Progress Report* (quarterly report)
 - Forward a *Host Family Exchange Student Appraisal* (quarterly report)\
 - Complete and forward a *Host Club Exchange Student Appraisal* (quarterly report)
- July: Debrief inbound student with *Program Appraisal by Exchange Student* and forwards to the District Inbound Coordinator.
- Committee meeting
- Aug.: Committee meeting (with Student present)
- Forward a *School Councilor Progress Report* after two weeks of arrival
 - Forward a *Host Family Exchange Student Appraisal* after two weeks of arrival
- Sept.: Committee meeting
- Forward a *School Councilor Progress Report* after six weeks of arrival
 - Forward a *Host Family Exchange Student Appraisal* after six weeks of arrival
 - Complete and forward a *Host Club Exchange Student Appraisal* (quarterly report)
- Oct.: Club outbound student interview

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Committee meeting

Nov.: Committee meeting

Dec: District interviews

Forward a *School Councilor Progress Report* (quarterly report)

Forward a *Host Family Exchange Student Appraisal* (quarterly report)

Complete and forward a *Host Club Exchange Student Appraisal* (quarterly report)

Committee meeting

Jan.: Committee meeting

Feb.: Committee meeting

Mar.: Committee meeting

Forward a *School Councilor Progress Report* (quarterly report)

Forward a *Host Family Exchange Student Appraisal* (quarterly report)

Complete and forward a *Host Club Exchange Student Appraisal* (quarterly report)

April.: Committee meeting

Ongoing Activities:

With each new host family forward:

Host Family Application

Host Family Interview Report

Youth Volunteer Affidavits

Housing & Education

May: Secure first host family (may occur up to date of arrival)

High school & Club guarantee sign off of new inbound for coming year

First committee meeting of the year

Submit budget for new Rotary year

June: Orientation of first host Family if available

Committee meeting

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Forward *Host Family Application, Host Family Interview Report & Youth Volunteer Affidavits*

Complete & forward a *School Councilor Progress Report* (quarterly report)

Complete & forward a *Host Family Exchange Student Appraisal* (quarterly report)

July: Invitation of student's host families to farewell meeting

Committee meeting

Aug. Airport welcoming

Committee meeting (with student present)

Contact school counselor and accompany student for enrollment

Complete & Forward a *School Councilor Progress Report* after two weeks of arrival

Complete & Forward *Host Family Exchange Student Appraisal* after two weeks of arrival.

Sept.: Secure and orientate second, third and fourth host families as they become available

Committee meeting

Complete & Forward a *School Councilor Progress Report* after six weeks of arrival

Complete & Forward a *Host Family Exchange Student Appraisal* after six weeks of arrival

Oct.: Committee meeting

Nov.: Committee meeting

Dec.: Complete & forward a *School Councilor Progress Report* (quarterly report)

Complete & forward a *Host Family Exchange Student Appraisal* (quarterly report)

Jan.: Committee meeting

Feb.: Committee meeting

Mar.: Complete & forward a *School Councilor Progress Report* (quarterly report)

Complete & forward a *Host Family Exchange Student Appraisal* (quarterly report)

Committee meeting

Apr.: Committee meeting

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Approximate Host Family Schedule:

First: Aug. 15th - Nov. 1st

Second: Nov. 1st - Jan. 30th

Third: Feb. 1st - Apr. 30th

Fourth: May 1st - July 30th

Ongoing Activities:

With each new host family forward:

Host Family Application

Host Family Interview Report

Youth Volunteer Affidavits

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Inbound Counselor

May.: Contact student new inbound student arriving in August next year
First committee meeting of the year
Submit budget for new Rotary year

June: Contact student
Committee meeting
Contact Student arriving in August

July: Committee meeting

Aug.: Establish emergency fund.
Coordinate student monthly allowance
Student Club orientation

- Check entry documents
- Secure and retain return airline ticket from student
- Club rules and expectations
- Insurance (forward cover page of policy to District)
- Establish student requirements of sponsoring district

Committee meeting (with student present)

Sept.: Contact student
Committee meeting

Oct.: Contact student
Committee meeting

Nov.: Contact student
Committee meeting
Parent Progress Report

Dec.: Contact student
Committee meeting

Jan: Committee meeting

Feb.: Contact student
Committee meeting

Mar.: Contact student
Committee meeting
Parent Progress Report

Apr: Contact student

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Committee meeting

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Social & Information

- May: First committee meeting of the year
Accompany student to two meetings
Portrait session
Submit Budget for new Rotary year
- June: Committee meeting
Accompany student to two meetings
Plan farewell party
- July: Arrange welcoming party for August arrival
Accompany student to two meetings
Departing gift
Student farewell program
Committee meeting
- Aug.: Welcoming party
Welcoming gift
Cards for student
Accompany student to two meetings
Student poster
Calendar of activities
Committee meeting (with Student Present)
Note dates for special holidays and birthday
- Sept.: Activity wish list and publication
Accompany student to two meetings
Student introduction program
Committee meeting
- Oct.: Accompany student to two meetings
Committee meeting
- Nov.: Accompany student to two meetings
Committee meeting
- Dec.: Accompany student to two meetings
Christmas gift
Committee meeting
- Jan.: Accompany student to two meetings
Birthday gift
Committee meeting
- Feb.: Accompany student to two meetings
Committee meeting

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Mar.: Accompany student to two meetings
Committee meeting

Apr.: Accompany student to two meetings
Committee meeting

Ongoing Activities:

Update Student picture/activity poster

Invite student to special club events.

Be vigilant for special social opportunities, Prom, etc

Promote student through meeting announcements, and club newsletters

Encourage student to join sporting and after school clubs such as International, Deca, etc.

Model Youth Exchange Committee Timeline

Outbound Selection

- May: Contact various counselors in Junior & High Schools informing them of the program and distribution of preliminary applications, poster, fact sheets, etc.
Publicize outbound Exchange Program via school presentations in Junior & High schools.
First Committee meeting of new Rotary year
Secure Club banners for outbound students
Submit budget for the new Rotary year
- June: Departure speech
Committee meeting
Publicize outbound Exchange Program via news releases, church contacts, ect.
Submit budget for next Rotary year
- July: Publicize outbound Exchange Program via news releases, church contacts, ect.
Committee meeting
- Aug: Committee meeting
Publicize outbound Exchange Program via news releases, church contacts, ect.
- Sept.: Rebound speech
Committee meeting
Publicize outbound Exchange Program via school presentations in high schools.
- Oct.: Preliminary applications returned
Committee meeting
Interview and selection of candidates and distribute final formal application to successful candidate
Notification of all unsuccessful candidates
Notification of successful candidate
- Nov.: Final applications returned to YEO
Committee meeting
- Dec: District interviews
Committee meeting
- Jan.: Committee meeting
- Feb: Committee meeting
- Mar.: District orientation meeting for student and parents
Committee meeting