

Youth Exchange Manual

Updated August 2015



Rotary District 5060

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ABOUT YOUTH EXCHANGE IN DISTRICT 5060

OBJECTIVES OF THE PROGRAM

- **To further international goodwill and understanding** by enabling students to study first hand some of the problems and accomplishments of people in lands other than their own.
- **To enable students to advance their education** by studying for a year in an environment entirely different from their own, and undertaking the study of courses and subjects not normally available to them in their own country.
- **To give students opportunities to broaden their 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 an environment completely different from the one they have experienced at home.
- **To have students act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.
- **To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

BEING AN EXCHANGE STUDENT

- is fantastic
- is meeting hundreds of wonderful people
- is giving speeches and writing letters
- is getting fat (or losing weight) and at times being poor
- is seeing a new country and experiencing new things
- is being homesick and at times, miserable
- is getting tired
- is being an ambassador
- is personal growth

THE SUCCESSFUL EXCHANGE STUDENT

- is flexible and adaptable
- wants to learn and have new experiences
- is knowledgeable and well read
- is open to challenge and change
- is sensitive, loyal and trustworthy
- is involved
- recognizes "Different" from good, bad, wrong, etc.
- communicates with family, Rotary, school, friends
- is introspective

Youth Exchange in District 5060

District 5060 is an International District, including central British Columbia, Canada and central Washington State, USA, a total distance of 558 miles or 893 kilometers. Since 1970, the District has been active in Rotary International Youth Exchange.

Inbound students are generally received in August of the year, although occasionally students arrive in January. On a weekend in early to mid-September, a 'District 5060 Inbound and Youth Exchange Officer/Counsellor Orientation' is held in Penticton, B.C., and is mandatory for all Inbound students and at least one Rotarian per club. The registration cost for this orientation is paid for by the Inbound student's hosting 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.

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. The hosting clubs pay for the Inbound student to attend and the costs for the Outbound students and parents are covered via the One Price Fare.

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. 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. 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.

Immediately following the conference, a bus trip for Inbounds takes the students on a one week fun-filled trip through the entire district. As they travel, the students are hosted by the local Rotary clubs who also assist with activities such as dancing, sailing, river rafting, bicycling, "Amazing Race", water aquatics, etc. The students are expected to cover the expenses of the bus, driver, and some activities. The cost is approximately-\$500US-\$550Can per student.

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.

The returning Outbound students (Rebound Students) and their parents attend a debriefing weekend in July, facilitated by District Committee members and Rotex students.

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.

Map of Rotary District 5060



**YOUTH EXCHANGE OFFICER
SECTION**

ESTABLISHING A SUCCESSFUL CLUB YE COMMITTEE

The Benefits, Process, Maintenance & Pitfalls

Goal: Sufficiently sustain and nurture the student while promoting the YE Program in the club and community

Benefits of a Strong Club YE Committee

- Club Participation- continuation of program
- Club Member retention
- Succession plan for key members - continuation of program
- Utilizing diversity of talent among club members
- More eyes, ears, perspective
- Group effort on large tasks- (eg. Outbound and host family recruitment)

Negative Alternatives of inadequate committee manning.

- YEO being overwhelmingly busy
- Not supporting, sustaining, nurturing student
- Not giving the club the full benefit of the program

Process of Developing Club YE Committee

- Recruit committee members using overview of Committee structure
- List minimum duties of committee
- List Specific duties of committee members
- Develop a Timeline based on Specific Duties

Maintaining Committee Interest & Effectiveness

- Regular committee meetings (same day, early in the month)
- Ask committee members to prepare before meeting- read minutes, prepare reports

- Review future month's timeline of tasks and be prepared to ask questions, solicit advice and assistance
- Committee members reports on previous month's activities encourages accountability
- Review old and new business
- Timely distribution of minutes

Have Various Members Attend orientation and District events

- Inbound and Outbound Orientation, Revelstoke Weekend,
- Club Budget- One Price Admin Fee

Pitfalls to not maintaining adequately manned committee

- Club participating in Alternate years causes a loss of momentum leading to loss of program.
- Excuses- "Easier to do it myself", "Our club is too small"

Overview of the Club Committee Structure

The club chairperson 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 chairperson. The Rotarian selected as chairperson should have previous experience in Youth Exchange at the club level and be willing to serve for 3 consecutive years.

Ideally the committee should consist of the following members:

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

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

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.

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 for both “school year” and “summer” exchange programs.

Minimum Tasks of Youth Exchange Committee

If the size of your Club does not permit a full committee as outlined above, refer to the below **minimum requirements** and arrange into whichever way the human resources of the Club dictates. A quick review of the below tasks makes it apparent that it would be impractical for one or even two people to comprise a committee. Do not shortchange your Student by inadequate manning of the Committee. Whatever form the Committee takes, the tasks of the YEP Committee should include as a **minimum** the following:

1. to ensure that suitable accommodation and host families are arranged for the incoming student.
2. to implement district 5060’s *Youth Exchange Abuse and Harrassment Prevention Policy* within the committee, club, host family, and any other adult having extensive contact with the student.
3. to formulate and submit to the club board of directors a budget to adequately support the program. See *Model Budget*.
4. to arrange the necessary schooling at a high school.
5. to 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.

6. to arrange for Club members to meet and welcome the student on arrival and to advise the natural parents of safe arrival.
7. to communicate with host families so that they and the student will know well in advance when a move to the next home is due.
8. to 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.
9. to 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 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.
10. to 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.
11. to 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.
12. to create opportunities for the student to address organizations and community groups and to supervise the speaking arrangements by assisting the student where necessary.
13. to 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.
14. to remember the student's birthday and celebrate it appropriately.
15. to immediately notify the District Inbound Placement Coordinator of any concerns of or for the inbound student or host family.
16. to arrange an appropriate farewell function at the end of the Exchange period at Club meeting and socially.
17. to assure that student is insured either from the home country or our U.S. carrier.
18. to debrief Student at the end of the year.

Full Committee - Member's Specific Tasks and Timeline

The preceding overview spoke of the minimal requirements needed for the care of a student by a Club. The following section addresses the specific duties of various members of a full YE committee. Next you will find a detailed section on a YE Committee Timeline that will be helpful in assisting your committee to stay on track. Both of these sections are only models to be personalized to fit your club's circumstances.

Model Club YE Committee Structure and Tasks

Committee Chairman (YEO)

Overview:

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

Specific Duties and Responsibilities:

1. Attend the district Youth Exchange Officer orientation meetings.
2. Recruit Club YE Committee members for the coming Rotary year.
3. Encouraged to attend Revelstoke “Weekend in the Mountains”
4. Perform arrival checks and procedures for newly arrived inbounds. U.S. Clubs must also go to the data base web site and enter data as per specific instructions.
5. Establish what is going to be expected of the inbound and outbound student by the club.
6. Ensure the attendance of the student at all mandatory functions such as orientation or District conference.
7. Meet with entire Club committee on a monthly basis
8. Submission of budget for the upcoming year to the Club Youth Service Director.
9. Replace yourself and/or committee members as need arises.
10. Instruct and support new YEO at end of term (3 year)
11. Monitor progress of all committee members.
12. Immediate notification to District Youth Exchange Chairman of any problems regarding student.
13. Implement district 5060’s Youth Protection Policy within the YE committee, club, and any other adults having extensive contact with the student. U.S. Clubs document procedures through data entry and uploading documents into the Data-base within 48hrs of student’s arrival.
14. Debrief Inbound student and solicit input student and Counselor for program modification.
15. Return the Student’s reserve fund, check airline tickets, and contact parents to verify travel information before the student departs.

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. If resources are available, provide a cell phone for the student, and oversee the billing plan.
3. Assure that the Student is sent the weekly Club Bulletin.
4. Interview the student to discover if the student is in need of accommodation for religious beliefs and arrange transportation.
5. Initiate an activity log / Journal / to be kept by the inbound student. (August) and for our review.
6. Help Student generate a wish list of things the student would like to see and do, Incorporate this into a poster to be on display at club meeting to include pictures of things done on this list.
7. Accompany and introduce the exchange students Club weekly meetings.
8. Insure that the school is made aware of all absences due to Rotary mandated activities.
9. Arrange for student to present a program at a club meeting soon after arrival and close to departure.
10. Facilitate the Student's joining various youth groups in the community, speaking where possible to elementary and high school classes.
11. Arrange for a Club birthday, Christmas and departing gift.
12. Silverstar Weekend (Vernon): Verify inbound student attendance and transportation.
13. Revelstoke (Weekend in the Mountains): Verify inbound student attendance and transportation.
14. District Conference and following Bus Trip: Make arrangements for student's transportation.
15. Arrange an appropriate farewell function.
16. Encourage student to join after school activities, clubs and sports.
17. Promote student to the club members via a special publication, meeting announcements and club newsletter.
18. 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:

Specific Duties and Responsibilities:

1. Interview, secure, and schedule at least three families to host each student and communicate these arrangements including timelines to the exchange student, host families and the Club.
2. Implement district 5060's Youth Protection Policy within all host families. Identify and Vet first host family prior to when the guarantee form is submitted for new inbound. (March-May)
3. Encourage the first host family to correspond with the coming inbound student.
4. Arrange for orientation of host families.
5. Have Club & School sign off on the guarantee form from the new inbound students application.
6. Arrange student pick at the airport.
7. Upon students arrival.
8. Invitation of host families to Club meetings to be acknowledged.
9. Assure that the Club Bulletin is sent to the student.
10. 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.
11. 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 email to coordinator and host family.
12. Contact the student's school counselor on a regular basis.
13. Contact the host family once per month. U. S. Clubs: Enter these contacts into the database
14. Before the departure of the student, check to be assured there are no out standing debts with the school or host family.

Outbound Student Support & Counselor

Overview:

Responsible for Outbound Student selection process and the support of the outbound Rotary exchange students before and after departure.

Specific Duties and Responsibilities:

1. Review and Monitor selection criteria.
2. Contact Junior & High school counselors, teachers, Superintendent etc to publicize the exchange program to the students of the community.
3. Selection and processing and of candidates.
4. Notification of all outbound applicants of the name of the successful candidate.
5. Arrange for the outbound student to attend a minimum of 5 Club meetings
6. Outbound Orientation: Verify Student's and Parent's attendance. (April)
7. Attend Outbound Orientation with student. Check for Passports & Clothing (March)
8. Revelstoke (Weekend in the Mountains): Verify outbound student attendance and transportation.
9. Arrange for Student to give a speech at a Club meeting before departure. With parents attending.
10. Assure that the Student is sent the weekly Club Bulletin.
11. Contact Outbound Student after departure once per quarter and update members at Club Meetings
12. Arrange for returning (Rebound) Student to give a Club meeting program.

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) General information about our club and the Local area.
 - c) Verify the arrival date, Place, flight number, and time.
2. Become familiar with the rules of the program.
3. Establish an emergency fund for the student with yourself and the Youth Exchange Officer as cosigners along with the student.
4. Make sure that their airline tickets are round trip.
5. Develop a close relationship, becoming a go-to confidant, and source of support for the student.
6. Arrange for the method of students allowance with the club Treasurer to be dispersed at Club meetings.
7. Inbound Orientation : Attend with Student. Check for student passport and Canadian Visa if required.
8. Keep the Club YEO assessed of the progress of the student and of any concerns that might arise.
9. Establish contact with Student's parents, informing them of the students progress.
(Bi-Monthly)
10. Be acquainted with the rules of the program contained in District literature.

Model Club Youth Exchange Committee Timeline

MAY

Committee Chairman (YEO)

- First YE committee meeting of coming Rotary year
- District conference
- Plan coming year’s meeting agenda (Place & Time)
- Review committee responsibilities

Housing & Education Coordinator

- First committee meeting of the coming Rotary year
- Secure first host family and Implement district 5060’s Youth Protection Policy within all host families.
- U.S. Clubs only: Upload all Host Family Applications, Host Family Interview Reports, and Youth Volunteer Affidavits. to the data base web site as per specific instructions. The first host family must be fully vetted before the guarantee form for the incoming student is submitted
- Have Club & School sign off on the guarantee form from the new inbound students application.
- Orientation of first host Family if available. U.S. Clubs must log this training into the data base.
- Encourage the first host family to correspond with the coming inbound student.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.
- Contact with school counselor

Approximate Four Host Family Schedule		
First	Aug. 15th	Nov. 1st
Second	Nov. 1st	Jan. 30th
Third	Feb. 1st	Apr. 30th
Fourth	May 1st	July 15th
Approximate Three Host Family Schedule		
First	Aug 15th	Dec 1st
Second	Dec 1st	March 1
Third	March 1	July 15

Inbound Counselor

- First committee meeting of the coming Rotary year
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.

Social & Information Coordinator

- First committee meeting of the coming Rotary year.
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.

Outbound Student Support & Counselor

- First committee meeting of the coming Rotary year.
- 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.
- Secure Club banners for outbound students

June

Committee Chairman (YEO)

- Committee meeting
- Submit budget for new Rotary year to Club Youth Service Director
- Process all Volunteers according to the District Youth Protection Policy. U.S. Clubs enter documentation into the data base.
- Review & confirm committee members for coming year.
- June (Committee Chair Cont.)
- Debrief Inbound student and solicit input student and Counselor for program modification.
- Return the Student's reserve fund, check airline tickets, and contact parents to verify travel information before the student departs.
- Plan for Committee Chair training/ succession.

Inbound Counselor

- Committee meeting
- Contact new inbound student arriving in August next year
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.

Social & Information Coordinator

- Committee meeting
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.
- Plan farewell Club meeting invite host families to farewell meeting

Housing & Education Coordinator

- Committee meeting
- Orientation of first host Family if available. U.S. Clubs must log this training into the data base.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Arrange for inbound student pick up upon arrival at airport.
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.
- Before the departure of the student, check to be assured there are no out standing debts with the school or host family.

Outbound Student Support & Counselor

- Committee meeting
- Publicize outbound Exchange Program via news releases, church contacts, ect.
- Contact Outbound Student after departure once per quarter and update members at Club Meeting.

JULY

Committee Chairman (YEO)

- Committee meeting
- Process all Volunteers according to the District Youth Protection Policy.
- Perform arrival checks and procedures for newly arrived inbounds. U.S. Clubs must also go to the data base web site and enter data as per specific instructions.
- U.S. Clubs complete data entry for the departing Rotary inbound Student as per the Procedural Spread Sheet.

Inbound Counselor

- Committee meeting
- Become familiar with the rules of the program.
- Develop a close relationship, becoming a go-to confidant, and source of support for the student. (ongoing)
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.

Housing & Education Coordinator

- Committee meeting
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Social & Information Coordinator

- Committee meeting
- Arrange welcoming party for August Inbound Student arrival
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.

Outbound Student Support & Counselor

- Arrange for returning (Rebound) Student to give a Club meeting program.
- Publicize outbound Exchange Program via news releases, church contacts, etc.
- Committee meeting
- Arrange for Outbound Student to give a speech at a Club meeting before departure with parents attending.
- Contact Outbound Student after departure once per quarter and update members at Club Meeting.

AUGUST

Committee Chairman (YEO)

- Committee meeting (with Inbound Student present)
- Establish what is going to be expected of the inbound student by the Club
- U.S. Clubs complete data entry for the departing Rotary inbound Student.
- Perform arrival checks and procedures for newly arrived inbounds. U.S. Clubs must also go to the data base web site and enter data as per specific instructions.

Housing & Education Coordinator

- Committee meeting (with Inbound student present)
- Contact first host family regarding school enrollment, standing by to assist if necessary.
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Assure that the club bulletin is sent to the inbound student.
- 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.
- 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 email to coordinator and host family.
- Insure that the school is made aware of all absences due to Rotary mandated activities.
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Inbound Counselor

- Committee meeting (with Inbound student present)
- Be acquainted with the rules of the program contained in District literature.
- 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

- Establish contact with Student's parents, informing them of the students progress. (Bi-Monthly)
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.

Social & Information Coordinator

- Committee meeting (with Inbound Student Present)
- Welcoming party for Inbound Student
- If resources are available, provide a cell phone for the student, and oversee the billing plan.
- Interview the student to discover if the student is in need of accommodation for religious beliefs and arrange transportation.
- Accompany student to club meetings and arrange for transportation.
- Initiate an activity log / Journal / to be kept by the inbound student.
- Help Student Generate a wish list of things the student would like to see and do, Incorporate this into a poster to be on display at club meeting to include pictures of things done on his list.
- Encourage student to join after school activities, clubs and sports.
- Note dates for special holidays and birthday

Outbound Student Support & Counselor

- Committee meeting (with Inbound Student Present)
- Publicize outbound Exchange Program via news releases, church contacts, ect.
- Assure that the Club Bulletin is sent to the outbound Student.
- Review and Monitor selection criteria.
- Contact Outbound Student after departure once per quarter and update members at Club Meeting.

SEPTEMBER

Committee Chairman (YEO)

- Committee meeting
- Attend the district youth exchange officer orientation meetings.

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- Contact the student's school counselor
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Inbound Counselor

- Committee meeting
- Inbound Orientation: Attend with Student. Check for student passport and Canadian Visa if required.
- Visit Student once per month. U.S. Clubs enter these contacts into the database.

Social & Information Coordinator

- Committee meeting
- Activity wish list publication
- Facilitate the Student's joining various youth groups in the community, speaking where possible to elementary and high school classes.
- Review Student's Activity Log
- Accompany student to club meetings and arrange for transportation.
- Student introduction Club program

Outbound Student Support & Counselor

- Committee meeting
- Publicize outbound Exchange Program via school presentations in high schools.
- Disperse preliminary applications.
- Contact Outbound Student after departure once per quarter and update members at Club Meetings.
- Arrange for returning Student to give a Club meeting program on their experience abroad.

October

Committee Chairman (YEO)

- Committee meeting
- Club outbound student interviews

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- Process all Host Family Volunteers according to the District Youth Protection Policy
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Inbound Counselor

- Committee meeting
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.
- Contact with Student's parents, informing them of the students progress.

Social & Information Coordinator

- Committee meeting
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.

Outbound Student Support & Counselor

- Committee meeting
- Preliminary applications returned
- Interview and selection of candidates. Mentor successful candidates through long term exchange application process and help prepare for district interviews.
- Notification of all unsuccessful candidates
- Notification of successful candidate
- Contact Outbound Student after departure once per quarter and update members at Club Meeting.

November

Committee Chairman (YEO)

- Committee meeting

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.
- Contact the student's school counselor

Inbound Counselor

- Committee meeting
- Visit Student once per month. U.S. Clubs enter these contacts into the database.

Social & Information Coordinator

- Committee meeting
- Silverstar Weekend (Vernon): Verify inbound student attendance and transportation.
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.

Outbound Student Support & Counselor

- Committee meeting
- Final Long Term Applications returned to YEO
- Contact Outbound Student after departure once per quarter and update members at Club Meeting.

December

Committee Chairman (YEO)

- Committee meeting
- District interviews

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- December (Housing and Education Cont.)
- Committee meeting
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Inbound Counselor

- Committee meeting
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.
- Contact with Student's parents, informing them of the student's progress.

Social & Information Coordinator

- Committee meeting
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.
- Christmas gift

Outbound Student Support & Counselor

- Committee meeting
- District interviews
- Contact Outbound Student after departure once per quarter and update members at Club Meetings.

January

Committee Chairman (YEO)

- Committee meeting

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.
- Contact the student's school counselor

Inbound Counselor

- Committee meeting
- Student once per month. U.S. Clubs enter these contacts into the database.
- Revelstoke (Weekend in the Mountains): Verify outbound student attendance and transportation

Social & Information Coordinator

- Committee meeting
- Revelstoke (Weekend in the Mountains): Verify inbound student attendance and transportation.
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log

Outbound Student Support & Counselor

- Committee meeting
- Arrange for the outbound student to attend a minimum of 5 Club meetings

February

Committee Chairman (YEO)

- Committee meeting
- Encouraged to attend Revelstoke “Weekend in the Mountains”

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Inbound Counselor

- Committee meeting
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.
- Contact with Student’s parents, informing them of the student’s progress.

Social & Information Coordinator

- Committee meeting
- Accompany student to club meetings and arrange for transportation.
- Review Student’s Activity Log.

Outbound Student Support & Counselor

- Committee meeting

March

Committee Chairman (YEO)

- Committee meeting

Housing & Education Coordinator

- Committee meeting
- Secure and orientate second, third and fourth host families as they become available
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.
- Contact the student's school counselor

_Inbound Counselor

- Committee meeting
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.

Social & Information Coordinator

- Committee meeting
- Accompany student to club meetings and arrange for transportation.
- Review Student's Activity Log.

Outbound Student Support & Counselor

- Committee meeting
- Outbound Orientation : Verify Student's and Parent's attendance.
- Contact Outbound Student after departure once per quarter and update members at Club Meetings.

April

Committee Chairman (YEO)

- Committee meeting
- Attend Outbound Orientation with student. Check for Passports & Clothing .
- Select Replacement of self and/or committee members
- U.S. Clubs: Begin data entry for the coming year's Rotary inbound Student.
- Review Student's Activity Log.

Housing & Education Coordinator

- Committee meeting
- Secure and Vett First Host Family for the Rotary Year starting July 1st.
- High school & Club guarantee sign off of new inbound for coming year
- Secure and orientate second, third and fourth host families as they become available
- Committee meeting.
- Orientation of first host Family if available. U.S. Clubs must log this training into the data base.
- Process all Host Family Volunteers according to the District Youth Protection Policy.
- Insure that the school is made aware of all absences due to Rotary mandated activities
- U.S. Clubs only: Contact the host family once per month and enter these contacts into the database.

Inbound Counselor

- Committee meeting
- Contact the Student once per month. U.S. Clubs enter these contacts into the database.
- Contact with Student's parents, informing them of the student's progress.

Social & Information Coordinator

- Committee meeting
- Make arrangements for student's transportation to the District Conference and the following Bus Trip.
- Accompany student to club meetings and arrange for transportation.

Outbound Student Support & Counselor

- Committee meeting
- District Orientation meeting for student and parents
- Contact Outbound Student after departure once per quarter and update members at Club Meeting.

Student Counselors 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 that 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 student is a very exacting and personal task which different Rotarians will handle in their own individual manners.

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 Chairmen 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 ***Code of Behavior*** outlining the actions and consequential reaction to misbehavior by students. This ***Code of Behavior*** appears in the *Inbound Student section* of this manual and is signed by the student at the 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.

Problems

The District Committee consists of individuals with many years of experience and stands ready for support and council when needed.



District 5060 Rotary Youth Exchange

Model Budget 2015-2016

Student Monthly Allowance (10 months at \$75 to \$100)	\$750 - \$1000	Sept-June
School Expenses:		
• Lunch Program @ \$200		
• ASB Card @ \$35		
• Yearbook @ \$50		
• Sport Transportation @ \$25 each		
Total School Expense:	\$310	September
District Orientation meetings		
• Inbound Orientation (September) 1		
• Vernon – Silver Star Weekend 2		
• Revelstoke Weekend (outbound orient.) 3		
• Naramata Outbound Orientation 4		
• District Conference 5		
Total District Orientation meetings	\$1,950 US \$2,300 CAN	September
Summer Bus Trip \$ 500 (Normally the Student's cost, but....)	\$0 - \$500 \$550 CAN	
Gifts: Christmas, Birthday, Welcome, Farewell	\$350	Whenever
Student weekly attendance at 40 meetings (meal cost)	\$480-\$600	\$48-\$60 Month
Miscellaneous and Contingencies	\$200	Whenever
Host Family Gifts US (Monthly Stipend \$200 Canada)	\$500 - \$2,100	June
Total Budget	\$4,540 - \$7410	

1. Inbound Student + ClubYE Committee member
2. Inbound Student
3. Inbound Student
4. Inbound Student + Club YE Committee member
5. Inbound Student

YOUTH SERVICE
SECTION

YOUTH SERVICE - A 5th AVENUE OF SERVICE

Representatives at the 2010 Council on Legislation approved an enactment 28 April to add a fifth Avenue of Service: New Generations.

After adopting an amendment to change the name from Youth Service, as originally proposed, to New Generations, the Council narrowly supported the addition to article 5 of the Standard Rotary Club Constitution. The 263-250 vote was received by surprised gasps and applause after a short debate.

New Generations joins Club Service, Vocational Service, Community Service, and International Service as the foundation of club activity. Before starting a project, Rotarians are asked to think broadly about how their club and its members could contribute within each avenue.

“It’s a significant change – a historic day in Rotary,” said Council Chair Mark Daniel Maloney. “Rotarians have always strongly supported youth activities even though they were never part of the four Avenues of Service. I think this strengthens our commitment.”

The Avenue of New Generations recognizes the positive change implemented by youth and young adults involved in leadership development activities, community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Representative Ronald P. Sekkel, of District 5170 (California, USA), proposed the enactment by saying that New Generations is the future of Rotary.

Opponents argued that youth services are already covered by the four Avenues of Service. One representative said that adding a fifth avenue could decrease emphasis on the other four avenues.

Representative Emile M. Rijcken, of District 1900 (Germany), said the new avenue is well deserved.

“The volume of activity in youth programs shows how strong Rotary can be,” she said. “The addition of New Generations to the Avenues of Service will contribute in an enormous way toward public opinion.”

NEWS FLASH

In April 2013 the Fifth Ave of Service was change from New Generations to Youth Service.

Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, RYLA and Rotary Youth Exchange.

ARE YOU ON YOUR CLUB'S EXECUTIVE?

In many clubs, Youth Exchange is left to one or two very committed people to carry out. While the clubs as a whole support Youth Exchange, it's often not front and center.

With the introduction of Rotary International's 5th Ave. of Service, it's clear that programs supporting youth are high on the agenda. In most clubs, the directors are setup similar to the Avenues of Service, with a director for local service, another for international service and another for club service. It's clear that a director for New Generations should be on the executive too.

Youth Service, however, is more than just Youth Exchange. It comprises of many different programs aimed at youth and these include Jr. RYLA, RYLA, Interact, Rotaract and other programs such as Adventures in Citizenship or Travel.

How big is the Youth Exchange budget each year as a proportion to the Club's total budget? For most clubs, it's probably pretty significant, again making a point for getting on the executive.

BUT - getting on the executive is not a power struggle. Instead, it's a way of getting the information of what's going on with Youth Exchange to the executive who can then in turn ensure that it's properly and fully communicated to the club. The purpose of getting on the executive is for communication and enlisting support and help.

If you've worked with Youth Exchange for any length of time, you know how much work there is involved, from recruiting students, interviewing them, filling out forms, searching for host families, etc., etc. That and counseling the students is enough work for several people.

Use the Youth Service Avenue of Service as a method of increasing communication, sparking your members and getting more support and help.

OTHER YOUTH PROGRAMS

It's important to talk about the other Youth Service programs available from Rotary. Partly, it will get people interested in Rotary and Youth Exchange. Partly, it will help to get the students excited about the prospects. And importantly, after the students have complete their year, letting them know there is a future in Rotary for them even before they are ready to join a Rotary Club of their own.

There are many great programs for youth. Specifically, RYLA for 19 to 24 year olds has been in the district for many years. This is a great program and often rebound students make good candidates for this program. And working with the local college or university will help you develop contacts that can also lead to forming a Rotaract club.

Jr. RYLA for 14 to 17 year olds. This fantastic program is a hit not only with the students, but also with the leadership teachers and principals of the schools. When you are searching for students for Youth Exchange, having a strong connection to the schools will greatly increase your pool of candidates.

It's difficult to get an Interact Club going from scratch in a high school, but having several different programs that touch the students directly, especially the leadership students, can greatly increase your chances. Interact students make great candidates for Youth Exchange and visa versa.

And remember, you're also searching for potential host families and a great relationship with the schools can help this tremendously.

Rotaract is for students aged 18-30 years and may be community or college based.

As the students get a bit older, there are Abassadorial Scholarship, World Peace Scholarship and potentially GSE teams that they could partake in.

And wait, before you think you don't have time, remember that's it's part of the 5th Ave. of Service and that you could and should enlist other members of your club. Do this, and we guarantee that you will not have problems finding students and host families.

INTERACT

Interact is Rotary International's service club for young people ages 12 to 18. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting.

Club membership varies greatly. Clubs can be single gender or mixed, large or small. They can draw from the student body of a single school or from two or more schools in the same community.

Each year, Interact clubs complete at least two community service projects, one of which furthers international understanding and goodwill. Through these efforts, Interactors develop a network of friendships with local and overseas clubs and learn the importance of

- Developing leadership skills and personal integrity
- Demonstrating helpfulness and respect for others
- Understanding the value of individual responsibility and hard work
- Advancing international understanding and goodwill

As one of the most significant and fastest-growing programs of Rotary service, with more than 10,700 clubs in 109 countries and geographical areas, Interact has become a worldwide phenomenon. Almost 200,000 young people are involved in Interact.



LEAD



INTERACT!

Interested? Learn more at www.rotary.org. Contact your local Rotary club or Interact at interact@rotary.org.

CONNECT

Interact is Rotary International's service club for young people ages 14-18. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance.

Interact is your chance to

- ★ Make new friends
- ★ Improve your community
- ★ Develop leadership skills
- ★ Make a difference in the world



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SERVE

LEAD

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Join an Interact club and develop leadership skills while helping others.

Interact clubs are self-governing and financially independent, making it possible to choose and carry out service projects that you care about.

Meet youth from around the world — and in your own school or community — who are interested in making the world a better place.

With more than 250,000 Interactors in over 120 countries and geographical areas, Interact is a worldwide phenomenon!

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RASSEMBLER仲間をつくる CONNECT CONNETTI 커넥션

CONNECT

SERVE

SERVE SERVI 서비스 SIRVA SIRVE SERVIR 봉사



SIRVE SERVIR 봉사 SERVE SERVI 서비스 SIRVA

Interact clubs carry out two community service projects each year, including one that furthers international understanding and goodwill.

Interactors are donating relief supplies to victims of natural disasters, organizing fundraisers to purchase books for needy schools, and volunteering their time and energy in the community.

About Rotaract

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are either community or university based, and they're sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of Rotary.

As one of Rotary's most significant and fastest-growing service programs, with more than 8,400 clubs in about 170 countries and geographical areas, Rotaract has become a worldwide phenomenon.

How does it work?

All Rotaract efforts begin at the local, grassroots level, with members addressing their communities' physical and social needs while promoting international understanding and peace through a framework of friendship and service.

What are some other opportunities available to Rotaractors?

Rotaractors may also

- Work together with [Interact](#) clubs or mentor Interactors
- Participate in [Rotary Youth Leadership Awards](#)
- Become Rotary Foundation [Ambassadorial Scholars](#) or [Group Study Exchange](#) team members
- Seek membership in their local Rotary club after their Rotaract membership ends.

**ARE YOU
A YOUNG PROFESSIONAL**

who wants to make your community a better place? Would you welcome the chance to expand your circle of friends at home and around the world? Are you looking for ways to hone your leadership skills and explore career opportunities?

THEN Rotaract IS FOR YOU!

Rotaract is an international program for adults ages 18 to 30 who want to make a difference. It was founded in 1968 by Rotary International, an association of clubs made up of service-minded business and professional leaders.

Today, there are more than 7,300 Rotary club-sponsored Rotaract clubs with some 170,000 members — known as Rotaractors — in over 150 countries. Clubs are either based in the community or in a university. Rotaract clubs enable Rotaractors to grow personally and professionally, address community needs, and promote international understanding through friendship and service.

Rotaract clubs hold meetings, usually every two weeks, which feature speakers, discussions, and visits to other clubs. Rotaractors also get together for service projects, social activities, and leadership workshops. Beyond the club level, Rotaractors can take advantage of district conferences, projects, and training seminars and participate in an international meeting prior to the annual Rotary International Convention.



Rotaract does a world of good. Clubs carry out at least one community service project and one international service project each year. Among myriad activities of their own choice, clubs

- Mentor and tutor children and collect donated books
- Organize camps and outings for people with disabilities
- Raise funds for medical equipment and disaster relief
- Create awareness of AIDS, drug abuse, and other issues

Rotaract builds leaders, and leaders build strong clubs with effective programs. Toward that end, clubs organize

- Communication and public speaking seminars
- Training programs for club officers
- Workshops to organize and promote projects
- Informational sessions about Rotary

Early career decisions are critical ones. To help their members make informed choices, Rotaract clubs hold

- Marketing and management seminars
- Conferences on business ethics
- Vocational and career planning counseling
- Business technology updates

Whatever they do, Rotaractors know how to have fun, make friends, and make the world a little better in the process.

Rotary Youth Leadership Awards (RYLA)

Rotary Youth Leadership Awards (RYLA) is Rotary's leadership training program for young people. RYLA participants can be ages 14-30, but most clubs and districts choose to focus on a narrower age range, such as 14-18 or 19-30.

JR. RYLA is for high school aged participants from 14 to 18.

RYLA is held in the spring and is for college aged participants of 19 to 24

RYLA emphasizes leadership, citizenship, and personal growth, and aims to

- Demonstrate Rotary's respect and concern for youth
- Provide an effective training experience for selected youth and potential leaders
- Encourage leadership of youth by youth
- Recognize publicly young people who are rendering service to their communities

ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

is an intensive training program for young adults, ages 14-30. RYLAs come in many forms but are usually seminars, camps, or workshops held over 3-10 days. RYLAs are organized by Rotarians.

Rotary is a worldwide organization of more than 1.2 million business, professional, and community leaders. Rotary club members provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

There are 33,000 Rotary clubs in more than 200 countries and geographical areas. Rotary's main objective is service — in the community, in the workplace, and throughout the world.



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ROTARY YOUTH LEADERSHIP AWARDS



A Chance to LEAD

RYLAs are designed for young adults with proven leadership ability and a commitment to community service. Whether you are a secondary school student, university student, or young professional, RYLA will help you discover your potential and develop the skills needed to be a leader in your community, career, and everyday life.



Interested?

RYLA participants are usually nominated by local Rotary clubs, which often cover all expenses associated with the program. If you'd like to learn more about the RYLA program, contact your local Rotary club or ryla@rotary.org for details.

CHALLENGE YOURSELF



Through RYLA, you can

- Develop your leadership skills and character
- Gain exposure to a variety of issues and people
- Meet active community leaders
- Learn valuable information and career skills

All the while, you'll also have fun, build friendships, and create memories that will last a lifetime.



Rotary Centers for International Studies in peace and conflict resolution

Rotary Peace Fellows are leaders promoting national and international cooperation, peace, and the successful resolution of conflict throughout their lives, in their careers, and through service activities. Fellows can earn either a master's degree in international relations, public administration, sustainable development, peace studies, conflict resolution, or a related field, or a professional development certificate in peace and conflict resolution.

The [Rotary Centers for International Studies in peace and conflict resolution](#) are made possible through the generosity of Rotarians and friends who provide support for the program.

The Rotary Peace Centers Major Gifts Initiative has a goal of \$95 million in endowed and one-time gifts and commitments. The initiative provides support for 120 Rotary Peace Fellowships and for other program costs.

As of 30 June 2011, the Rotary Peace Centers Major Gifts Initiative surpassed its US\$55 Phase I goal. US\$58 million has been contributed or committed to this effort by individuals, clubs, and districts through outright gifts, estate gifts, and District Designated Funds. The long-term success of the Rotary Peace Centers depends on the financial support of Rotarians and friends of Rotary. Fellowships are the primary focus of the Rotary Peace Centers funding effort, but there are many opportunities to support the program.

DISTRICT 5060 IS A PEACE BUILDER DISTRICT!

Rotary districts also support the [Rotary Centers for International Studies](#) program by becoming a Rotary Centers Peacebuilder District. Districts that allocate US\$25,000 per year or \$50,000 every other year from their District Designated Funds to support a Rotary Peace Fellow will be designated as a Rotary Centers Peacebuilder District and will be recognized appropriately. Because funds contributed from the DDF are intended to support fellows selected on a world-competitive basis, the DDF allocated by a district is not connected to a fellow from that district.

ROTARY PEACE FELLOWSHIPS



The Rotary Foundation of Rotary International

DO YOU WANT TO CHANGE THE WORLD?

Rotary Peace Fellows are leaders promoting national and international cooperation, peace, and the successful resolution of conflict throughout their lives, in their careers, and through service activities. Fellows earn a master's degree in international relations, sustainable development, peace studies, conflict resolution, or a professional development certificate in peace and conflict studies.

Alumni work in a variety of areas, including grassroots and local nongovernmental organizations, national governments, the military, law enforcement, and bilateral and international organizations such as the United Nations, World Bank, International Organization for Migration, and Organization

of American States. Graduates of the Rotary Peace Centers program also benefit from the support of a worldwide network of more than 500 alumni committed to building peace.

Through the Rotary Peace Centers program and The Rotary Foundation, Rotarians can increase their effectiveness in promoting greater tolerance and cooperation among peoples, leading to world understanding and peace.



STRENGTHENING TODAY'S LEADERS TO BUILD PEACE

“The Rotary Peace Fellowship has given me a platform that will enable me to dedicate myself to the important challenge of international conflict prevention and peace-building in the future.”

— Anna Hällerman, Universidad del Salvador, 2002-04

APPLICATION PROCEDURES AND DEADLINES

Application Process

STEP 1 – CLUBS

Applications submitted to local Rotary clubs. You can find your local Rotary club on www.rotary.org.



STEP 2 – DISTRICTS
Club-endorsed applications sent to Rotary districts



STEP 3 – THE ROTARY FOUNDATION

District-endorsed applications sent to The Rotary Foundation for processing. We strongly recommend that districts submit applications only when complete (e-mail to rotarypeacecenters@rotary.org or fax to +1-847-556-2141).

STEP 4 – COMMITTEE

Participants selected in a world-competitive process by the Rotary Peace Centers Selection Committee



Applications are available at www.rotary.org/rotarycenters.

Each district sets its own application deadline to comply with The Rotary Foundation's deadline and may endorse as many applicants to the world competition as it deems qualified. Each district must submit its candidate applications to the Foundation by 1 July annually for the upcoming master's degree study year and upcoming January and June certificate program sessions.

INBOUND
SECTION

Club Committee Guidelines (Inbound)

Obtaining Host Families

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. An excellent source of these 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. See “Host Family Recruitment” under the Host Family section of this manual for detailed assistance.

Interview all potential host families. Thorough screening of host families is very important. When reviewing applications, 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.

After a family indicates their interest in becoming a host family and has completed a Host Family Application, set up a meeting with them in their home. It is important to meet all the members of the family (children included).

At the meeting:

1. Present them with the annual *Host Family Letter from the District Chairman*.
2. Provide them with a copy of *A Primer for Host Families* (PA2-749) (Available on the website)
3. Review with them the support the host family and the exchange student receives from Rotary.
4. Explain that the exchange student will have 3 to 4 host families.
5. Establish a time preference for hosting the exchange student (filling the first host family slot should be top priority).
6. Ask for a brief tour of their house, especially the room to be used by the exchange student for sleeping and studying.
7. Complete the *Host Family Interview Form*. (Available on the website)
8. Complete the *Youth Volunteer Affidavits* (Available on the website) which gives permission to have a background check done.
9. File completed forms (Canada) in a binder, follow database instructions in US.

Student Insurance

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. If insurance must be purchased here, contact the Insurance Coordinator. See the District Committee list for the current contact details. In either case, the cover page of the policy must be forwarded to the District Youth Exchange Placement Officer.

Guarantee Forms

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 without delay.

The Counselor

The Club Chairperson should appoint a suitable Rotarian to act as Counselor for the incoming student. Because of the role they play in the program, the Counselor should not be a host parent. Clubs may also appoint a spouse as a co-counselor. For more detail, see “Student Counselor’s Guidelines” in this section and *Sample Club Committee Structure* in the YEO section of this manual.

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.

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.

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. This is basically an emergency fund to cover major items such as clothing, approved travel and similar items and must therefore be replenished by the natural parents as it is depleted.

There are several possible ways to handle these funds; the student can bring these funds in as traveler’s checks or similar instruments, and those checks are held by either the Rotary Club Treasurer or the YEO. The students’ Parents can send additional checks if the checks are used. An alternative is to deposit the students’ emergency fund money into the operating account of the Host Rotary Club itself, and a check issues to the student if the need comes up.

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 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 Functions

Students shall attend all Club meetings and Rotary functions to which they are invited. Inbound orientations and the District Conference are mandatory. These functions, take precedence over other arrangements; therefore, students should not be permitted to make personal plans which conflict with these functions. Rare exceptions to attendance requires the District Chairperson's approval and for only very serious reasons.

Travel

For a complete explanation of this subject, refer to the Travel Section for Inbound Students.

Communications

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.

Club Costs (*Sample Budget in the YEO section of the manual*)

1. Provide a basic monthly allowance.
2. Pay for any District sponsored activity which students are expected to attend (i.e. two orientations at, and the District Conference. There may be incidental costs associated with other Rotary Exchange events during the year that the club will be asked to pay for.
3. Due to the student's family situation and ability to bring money out of his/her home country, flexibility and assistance will be needed in some instances.
4. Welcome, birthday, Christmas and farewell gifts.
5. Miscellaneous public school fees (not tuition).

INBOUND PLACEMENT

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 Certification of Compliance and 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. **Two extra copies are at the end of this manual for filling out and signing during the Inbound Orientation.**

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. 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 for questions.

CERTIFICATION OF COMPLIANCE & COMMITMENT

The Rotary Club of _____ hereby certifies that:

1. That our club will host _____ foreign exchange student(s) next Rotary year of 201____/201_____.
2. It will follow the policies and procedures as established by Rotary International, Rotary International district 5060 and the District 5060 Youth Exchange Committee when working with any youth activity, event or program.
3. This undertaking is a requirement for our participation in the Youth Exchange program or any other youth related program operated by our club in District 5060. Should our Rotary Club cease to be in compliance with these policies and procedures, then the permission of the District shall be deemed automatically withdrawn for our participation in any youth programs.
4. Should permission be withdrawn because of non-compliance or the club not signing this affirmation, the club must either withdraw from youth programs or show good faith by coming into compliance as soon as possible.
5. That the undersigned have read the District 5060 Youth Exchanged Abuse and Harassment Prevention Policy and Youth Exchanged Sexual Abuse and Harassment Allegation Reporting Guidelines and will abide by them.
6. That the Club Youth Exchange Representative has received training on RI and District policies.

This Certification is signed at _____ on _____ 201_ and is effective from that date until it is revoked in writing by the District or the club.

Printed Name

(President or President Elect)

Printed Name

Club Youth Exchange Representative

This form is in duplicate:

1. Signature of the Youth Exchange Chair Person is required during the orientation, the form is to be returned to District Chairman Richard DeRock,
2. Form is to be returned to District Chairman Richard DeRock by email scan derockrichard@gmail.com or fax 509-662-1595 when signed by club president

ROTARY DISTRICT 5060

YOUTH EXCHANGE PROGRAM

MEMORANDUM

TO: Rotary District 5060 YEP Committee Members and Officers

FROM: District Chairman

SUBJECT: U.S. Department of State New Regulations Pertaining To YEP

DATE: October 30, 2010

The following is a summary of **22 CFR Part 62** [Public Notice: 7216] RIN 1400–AC56 Exchange Visitor Program—Secondary School Students. If you would like full text you can cut and paste this citation into Google. The rules were released October 27, 2010.

1. Standard Host Family Application Form. DOS requires that all application forms for host families be standardized.
2. Requiring Photographs of the Host Family Home. DOS requires that the exterior and grounds, kitchen, student’s bedroom, bathroom, and family or living room of the potential host family’s home be photographed and submitted with the photos.
3. Personal Character References for Host Family Applicants. DOS prohibits host family members, and sponsor representatives from serving as character references for potential host families. This is not really a big change.
4. Measuring Host Family Financial Resources. DOS wants to prohibit the placement of exchange students with host families receiving financial needs based government subsidies for food or housing. This doesn’t sound unreasonable, but then DOS goes on to require that program sponsors collect the range of annual household income of potential host families on the host family application.

5. Criminal Background Checks. We squeaked by on this one. DOS wanted FBI finger print background checks. They've postponed making a final decision on this for now but will revisit the issue in 3 years. So for now no change.

6. Host Family Composition. DOS meant to prohibit single parents without school age kids from acting as host parents. Because of the large outcry against this, DOS backed off back its original requirements but now requires additional screening procedures for exchange student placements involving single adult parents with no school-aged children in the home, including a secondary level of review by an organizational representative other than the individual who recruited and selected the host parent. Such secondary review should include demonstrated evidence from the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to the community. Finally, both the exchange student and his or her natural parents must agree in writing to any placement with a single adult host parent without a school-aged child in the home. District 5060 will provide additional guidance on what these "additional screening procedures" will be. Let us know if you need immediate assistance here or when you do.

7. Local Coordinator Training Course. DOS wants some uniformity to the training of those responsible for locally placing the students. I think our District already covers this. If not we'll provide the changed training at District level.

8. Number of Students and Host Families for Whom a Local Coordinator May Be Responsible. DOS abandoned this proposal.

9. Athletic Participation in the United States. DOS wanted to prohibit recruiting of exchange students based on their athletic skills. Totally unrelated to Rotary or at least this District.

10. Prohibition of Payments to Host Families. DOS now prohibits paying host families to host. Many clubs have provided stipends to assist families in compensating for the extra food, gas and sundry costs of having another person in your home. This policy will have to stop. I'm not certain of whether some other form of stipend can be used. We'll look into this.

11. Separate Orientation for Host Families. DOS now requires sponsors to conduct host family orientation at the end of the host family application process. We do that now but not in a standardized way. We will provide more guidance on this in the future.

12. Additional Visit to Host Family Homes. DOS now requires an in home follow-up visit within 2 months after placement of the student in the host family home. Not that much different than the past.

13. Local Coordinator Distance from Exchange Students. DOS backed off on this.

14. Restrictions on Local Coordinators. DOS now prohibits local coordinators from being host families. Also neither teachers that have the student in their class, nor principals who have the student in their high school can be host families.

15. Removing Exchange Student Property. Initially DOS wanted to prohibit host parents and clubs taking passports, phones or computers from the students. DOS backed off the issue of phones and computers, meaning that the host family or club can take away both from the student, but can't prohibit a student from communicating with his parents or family. This has 2 impacts on some club procedures. First, in the past many clubs have safeguarded the passport for reasons of protecting it from being lost. We can't do that anymore. Second, although no Rotarian has ever prohibited communication between students and their family, for good reason at times they have restricted the frequency of such communications. I'm not sure if that can be done. However, I'm sure that if it becomes a problem we can terminate the exchange.

16. Limits to Advertising. This is basically a prohibition on using pictures and personal data of the student to promote the program on web sites. This information stored on web sites must be password protected.

FORM 23B – Letter sent to Inbound Students Before they Arrive**STUDENT INFORMATION**

Date:

Name of Student:

We are pleased that you have been selected to be our guest for the coming school year and expect it to be one of the most exciting years of your life. Your host Rotary Club (listed above) will make every effort to assure your success. We suggest that you contact, as soon as possible, the club Youth Exchange Officer and tell him or her about your travel plans (date, carrier, time of arrival, flight number, etc.) to the destination airport (which is also identified above). It is your responsibility to arrange your tickets to this destination airport. Upon arrival, Rotarians from your host Rotary club will meet you.

GENERAL INFORMATION - Each year we welcome high school students who spend one year living with Rotary or Rotary-approved families while attending secondary schools and participating in all aspects of the North American life. These students come from districts in Europe, South and Central America, Australia, and Asia. You have been chosen as a student to participate in this program because you are of above average ability, you are able to make friends easily, and are willing to face challenges and to adjust to a wide variety of people under varying conditions. We are hopeful that you will take advantage of every opportunity to demonstrate your personality and your spirit of helpfulness in the home, community, and in the school. We generally will expect you to adapt yourself to our culture and habits; we do not think that they are better than your country's, they are just different. It is the purpose of our program to have you become acquainted with our way of life and to help us understand yours. We will do everything in our power to make this year agreeable and profitable for you and hope that you will enjoy your stay with us.

DRIVING AUTOMOBILES - You are not allowed to drive a motor vehicle while on this exchange. This is **FINAL** and cannot be changed even with parental consent. The high rate of damage claims can be ruinous to all parties concerned. If you are guilty of violating this rule, you will be returned to your home country immediately.

ORIENTATION - On a weekend in early to mid September, a "District 5060 Inbound Orientation" is held which is **mandatory** for all Inbound students. The registration cost and transportation of this orientation is paid for by the Inbound student's hosting club. This weekend is critical for the successful completion of the exchange year.

FINANCES - Each student must bring \$500 (U.S. or Canadian), which is to be placed in a savings account for emergency use only. Your host Rotary Club will furnish you with a **minimum** of fifty dollars (\$50) a month allowance plus paying any school registration fees. Extracurricular fees (such as for sports) may be at the student's expense. Although the club allowance is not a generous one, it corresponds approximately to that given to your North American brothers and sisters of the same age. If you need additional money over and above the allowance, you may bring more or have it sent to you by your parents. However, the District does not encourage students to have large amounts of money to spend.

INSURANCE - Before getting this Guarantee Form/Information packet, you were required to purchase a Canadian or USA health and accident insurance policy that will cover you during the time you are in North America. Generally, your hosting club chairperson will receive your insurance cards, claim forms, and other related material directly from the insuring company. Upon arrival in your host city, be sure to get your insurance card so that you can keep it in your wallet/purse.

SCHOOLING - You are to attend school faithfully and to maintain satisfactory grades. You may find our school system very different from yours. School hours are generally from 8 a.m. to 3 p.m. When a starting time is specified for school or any other event in North America, that means that you must be there at that time. We believe that regular attendance at school will help you understand us better, and it will help you make many friends of your own age.

LANGUAGE - You are to make every effort to learn our language as soon as possible, since the benefits you will receive from your stay and especially from your school will depend largely on your knowledge of the English language. Advanced knowledge of English is not a requirement, but it is absolutely essential that you make an outstanding effort to overcome the language barrier as rapidly as you can. Most students will make the breakthrough in the use of English between six weeks to two months.

EXTENDED STAY - You are here for one school year. Please do not seek to extend your stay beyond the 12 months allowed. Students (except those from Australia) usually come to us in August of each year. Our normal school year starts in late August/early September, and concludes about June 12th (USA) and June 30 (Canada). You should depart 1 to 2 weeks after the end of the school year.

ADMINISTRATION - The Rotary Student Exchange Program is administered on a District-to-District level, but you are assigned to one Rotary Club for the full school year. Within the Rotary Club, there will be a Club Youth Exchange Chairperson and Counselor. Find out who these Rotarians are so that if you have any problems, you can seek their help. It must be constantly remembered that you are not the guest of a specific Rotary or Rotary-approved family, but you are the guest of the Rotary Club as a whole.

FAMILY LIFE - You will stay with three or four different Rotary or Rotary-approved families. You will be a guest in our homes, however, your North American parents will enjoy you more if you become part of the family and assume household duties that are normal to a child of your age—even when it is not specifically requested. Few North Americans have servants in their homes and therefore, each youth exchange student is expected to make his or her bed, keep the bedroom tidy, help prepare the meals, do the dishes, and take care of his or her laundry. You may be offered the opportunity to do such things as mow the lawn, wash the automobile, etc. Your host family is responsible for you socially, spiritually, and physically. A discussion should be held with each of your host families concerning curfew hours, travel arrangements, and dating requirements.

VISAS - INSERT APPROPRIATE VISA INFORMATION FROM MS WORD “FORM INSERTS”
Different for various Countries

COST OF THE PROGRAM - It is understood that your parents will pay the cost of all transportation including that for passport and visa. They will also pay for the cost of clothing and pay the cost of any extra travels that you may undertake.

STUDENT TRAVEL/FAMILY VISITATIONS WHILE IN NORTH AMERICA - Traveling in company with any Rotary or Rotary-approved family is encouraged. Non-Rotary supervised travel is generally not approved, either for pleasure or to visit family/friends in other parts of North America. Any exceptions must conform to strict District rules which include written permission from your host club youth exchange officer, the District 5060 Youth Exchange Chairperson, your parents, and the Rotary Club/District officer in your sponsoring country.

District 5060 Guidelines sent to your sponsoring Youth Exchange District Chair provide that—
“Inbound students are **not** permitted Rotarian/host family-**unaccompanied** travel outside their host city **before/during/after** their exchange year. They will travel from and return to their home country by the most direct routes. Inbound students will **not** be permitted to travel to their home country and return to their host city during their exchange year. **Family visitations require pre-approval by the District 5060 YE Chair, Hosting Club Youth Exchange Officer, and Host Family, and in no case before March 15th of their exchange year.** Violations will result in the termination of the exchange. Exceptions for some of these issues will only be considered in the event of “family emergencies.”

THINGS TO BRING WITH YOU - Bring only the minimum needs for clothing that you can carry in two suitcases. Do not bring large trunks for they are too difficult to transport and handle. Do bring some nice items of clothing for civic and Rotary events. Bring some color photographs or jpegs of your home, your community, and your family, which might help you to illustrate the speeches that you make at schools, Rotary Clubs, and elsewhere. If you have a special talent or ability, I am sure that you will find an appreciative audience in the United States and Canada, for it will help people know and understand you and your country better.

DISCIPLINE AND CONTROL - Remember that you are here as an ambassador from your country and that you are under the direct guardianship of Rotary. Even a minor breach of good behavior may diminish the success of your mission. The good names of your country and of Rotary are too valuable to allow any person under Rotary sponsorship to carry on in a manner unbecoming to a person selected as an ambassador of good will. This principle is to be accepted by sponsoring Rotary Clubs and parents alike, as well as being agreed to by you, the student. District rules require that you do not become romantically involved during your stay. Consumption of alcoholic beverages is generally NOT legal under the age of 21 in this section of North America. Any student involved with drugs will be sent home immediately.

TRAVELING TO NORTH AMERICAN CONTINENT - District 5060 **requires that you arrive with an open return ticket to your home country. This must be purchased before traveling to the U.S. or Canada.** Rotary does not approve of your breaking the journey from your home to your host Rotary Club. Such delays in traveling to your destination are discourteous to your host Rotary Club and to your host family. Whenever possible, you should travel with other students of your country that are coming to North America. When it is necessary for you to make a change of airplane flight at such points of entry to North America as Montreal, Toronto, New York, Miami, San Francisco, etc., please be informed that there will NOT be a Rotarian at the airport to meet you. It will be necessary for you to call upon the help and the services of the airline with which you have tickets. If you do not know our language, the airline can frequently furnish you with an interpreter. It will be up to you to make your own flight travel arrangements to the point of destination specified on this form.

GENERAL REMARKS - Some of the above rules and regulations may seem somewhat severe, but we believe that it is better that we understand each other at the beginning. These same measures are enforced for North American students staying in your country as Rotary exchange students. We are most happy to welcome you to North America and we hope you have an experience that you will remember with much pleasure for the rest of your life.

Sincerely,

Inbound Coordinator

INBOUND CHECKLIST

1) Does the student have a return air ticket_____

Where is the original kept?_____

Do you have a photocopy on file?_____

2) Does student passport include USA and Canadian Visas_____

Where is original kept_____

Do you have a photocopy on file_____

What is the expiry date of passport and visas_____

3) Does student have University Health and Accident plus life policy from CISI-Bolduc

Do you have a photo copy on file_____

4) Have you arranged for a:

Medical doctor and dentist to treat student_____

Doctor Name and Telephone Number_____

Dentist Name and Telephone Number_____

5) Does the student have sufficient money_____

Has assistance been given to open a bank account_____

Is there a joint emergency fund account established_____

6) Has the student contacted parents to confirm safe arrival_____

Parents Names_____

Address_____

Telephone Number_____

E-mail Address_____

7) Has the club or first host family communicated with the natural parents_____

8) Has the club communicated with the sponsor Rotary Club_____

9) Has a counselor been established_____

Counselor Name _____

Address _____

Home Phone _____ Cell Phone _____ Work _____

e-mail _____

10) Have the Rotary rules and expectations been reviewed with student Counselor and Host Family _____

11) Does the host family, student and school have a copy of the calendar of events for the student rotary year. Does the school and host family know of the meeting time and place of the rotary meetings _____

12) Has the student received their monthly allowance _____

Has the host family received their monthly stipend _____

Who is responsible for this _____

13) Has the student been assisted in school enrolment _____

Does the school know who to contact in Rotary in case of a problem or Emergency _____

14) Does the student speak English....Well _____

If not, what have you done about assistance _____

15) Does the student have a character that is outgoing, open, extraverted. If not, what can you do to assist development _____

16) Has the student had a good orientation in their home country, encouraging them to make the best of the year _____

17) Has the student easily made friends at school _____

Have they been encouraged to try out for athletic teams, music groups, clubs, etc. _____

18) Does the student have a name badge, business card with photo _____

FIRST NIGHT QUESTIONS

(PLEASE NOTE: The following questions can be found on our website where any two of many languages may be viewed and printed side by side.)

http://youthexchange.rotary5060.com/index.php?content=first_night_questions

These questions are suggestions only. You and your host family should discuss anything that you think is important. We suggest you discuss the items most important to you as soon as possible. When you are in a new place with not much language skill, it is best not to assume anything, but rather, to ask. The simplest questions may be the most important, such as “where is the bathroom”? You can come back to other questions as they seem necessary.

1. What would you like me to call you? Should I call you “Mom”, “Dad”, or given (first) name, or something else?
2. What are my daily responsibilities while living in your home: a. Make my bed? b. Keep my room neat and clean? c. Clean the bathroom after I use it? d. Other?
3. What is the procedure for laundering clothes? Where do I keep dirty clothes until they are to be washed?
4. What is the procedure if I need to iron my clothes?
5. May I use the iron, washing machine, sewing machine, etc.?
6. Where can I keep my bathroom accessories?
7. When is the most convenient time for me to use the bathroom on weekday mornings (in order to get ready for school)?
8. When is the best time for me to shower or bathe?
9. Is there anything special about using the bathroom I should know?
10. May I use the family’s shampoo and tooth paste or should I buy my own?
11. When are mealtimes?
12. Do I have any responsibilities at meal times, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?
13. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
14. May I use kitchen appliances such as the microwave, dishwasher or stove?
15. What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?
16. What are your rules about my drinking alcohol?
17. What time must I get up weekday mornings?
18. May I rearrange the furniture in my bedroom?
19. May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
20. Where can I store my suitcases?
21. May I use the stereo, computer or TV?
22. What time should I get up weekends and holidays?
23. What time must I go to bed weekdays? Weekends?
24. What time must I be at home on school nights if I go out?
25. What time must I be in on weekends if I go out?
26. What dates are the birthdays of family members?
27. May I have friends stay overnight?

28. What is your rule on entertaining friends in my room?
29. Can I invite friends over during the day? After school? When no one else is home?
30. What is the telephone number here? How do I contact you in an emergency when I am not here?
31. How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want me to keep track of my expenses for telephone calls?
32. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
33. May I receive telephone calls from my friends? Are there times of the day when calls are not acceptable?
34. What is the procedure about sending and receiving mail?
35. Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.
36. What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc) Are there times or places it is unsafe for me to walk unescorted? Are there rules about traveling with friends?
37. What transportation is available for shopping or going to movies?
38. What are your expectations for me about going to church or other religious institution?
39. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
40. If I have a problem with the family or a family member that is bothering me, how do you want me to handle it? a. Write a note to you explaining it? b. Ask for a face-to-face discussion with you? c. Tell my Rotary counselor? d. Keep it to myself and live with it?
41. How do I enroll in school?
42. What do I do about school lunch? If there is an expense, who pays- me, you, Rotary?
43. How can I arrange to go shopping for personal items?
44. Is there anything else I can do around the house to be of help?
45. Am I expected to attend Rotary meetings? How often? Who will arrange for this?
46. Is there anything else we should discuss?
47. Remember, ask about those things you feel are most important the first night, and then others as appropriate. Try to always keep an open and honest communication with your Host Family and Rotary.

District 5060 Rotary Youth Exchange

Code of Behavior

So that there is no mistake about how Rotary feels about certain misbehavior, this District has clear standards for the type of behaviors that can cause us to end a student's exchange. Violations of our code of behavior can cause your Rotary Exchange to end and your immediate return home.

These rules are to protect you (the exchange student) your host family, host Rotary Club, and District 5060 who have responsibility to your sponsor club and your parents.

Behavior Standards

- Dealing or taking illegal drugs (automatic return)
- Driving any motor vehicle (automatic return)
- Sexual and/or exclusive serious relationship (automatic return)
- Drinking any alcohol without host family's approval and presence (automatic return)
- Obtaining a tattoo or piercing while on exchange (automatic return)
- Student with a negative attitude to the program and a disregard of the host family rules
- Unsatisfactory academic effort and school attendance
- Staying out overnight without host family approval
- Not attending mandatory district exchange functions
- Taking time off school without prior written approval from school and host family
- Being untruthful (lying) to host families, counselor, or the District Committee
- Smoking if you indicated you are a non-smoker on your application
- Being inconsiderate, rude, or uncooperative with host families or counselor
- Failure to correct behavior after having been counseled by club or District Committee
- Unapproved travel
- Visits prior to March 15th or any visitor from home other than immediate family
- Attending non-approved trips, functions, or parties
- Not participating in host club's activities.

If a violation of one or more of these standards is reported to the District, the exchange student will have a warning interview with a District official. Depending on the facts of the situation, the student will be counseled and put on probationary status or, if the situation warrants, they will be immediately returned to their home country.

Student signature _____

I fully understand my responsibility as an exchange student and agree to safeguard my exchange student's visa by my support of the District 5060 rules.

Rotary Rules - The D's

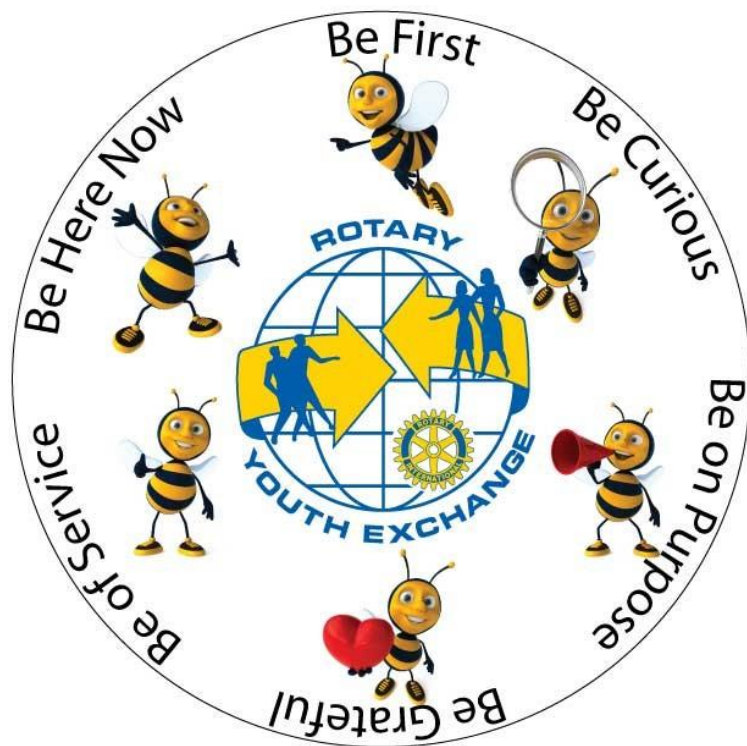
- 1. No drinking** - This one can be tough because many countries around the world allow drinking of wine and beer by teenagers. In Washington, the legal limit is 21 and in BC, the legal age limit is 19. Our Outbound students often get treated to alcohol as part of the social customs of their Host Countries. However, both Canada and the US allow drinking in a family setting, so a student would not be sent home for having a glass of wine with a family meal. Going out clubbing and getting wasted is definitely a reason to be sent home immediately. Safest approach is to avoid alcohol.
- 2. No drugs** - Illegal drugs. Over the counter and prescription drugs are of course OK.
- 3. No driving** - This includes cars, motorcycles, boats and almost any type of motorized vehicle. However, chores are encouraged, so motorized lawnmowers are excepted from this rule.
- 4. No dating** - really means not getting into a serious relationship, going steady or having sex. Group dating as a social event is encouraged.

We also have No Decorating (Tattos, etc.) and No Downloading (filling up the Host's computer)

Rotary Rules - The B's

Here a great twist to the D's. Thanks to the presentation at the Montreal Pre-Convention Youth Exchange meeting, here is a focus on the positive. And what a great recipe for a good exchange experience, and in fact for a great life: the 6 B's:

- 1. Be First** - Get out there, jump in, don't hold back.
- 2. Be Curious** - You're in a new country. Turn over some rocks, you'll never know what you might find.
- 3. Be on Purpose** - If you're going to do something, do it with gusto. If it's worth doing, it's worth doing well.
- 4. Be Grateful** - There are a lot of host families, volunteers, Rotarians, students and teachers who are willing to help you. By being grateful and thanking them, you are encouraging them to do more. They will feel good about helping you and you'll feel good that they did. One big happy circle.
- 5. Be of Service** - Pitch in and help. Rotary's motto is "Service above Self", but it's a good motto for life in general. By helping others, you'll feel good about yourself. See number 4 above.
- 6. Be Here Now** - Carpe Diem. Siese the Day. It's an old expression that is just as valid today. Don't dwell on the past, it's done. The future is a long way off. Enjoy each and every day to it's fullest. You can sleep when you get old.



TRAVEL POLICY FOR INBOUND EXCHANGE STUDENTS

This is a cultural exchange, NOT a travel exchange. Exchange students should have no expectations of being a tourist. The Host Rotary club and Host Families are under no obligation to provide or permit it. However, some travel through the generosity of, and with, the Host club, individual Rotarians and Host Families is encouraged. **Under no circumstances shall students make their own travel arrangements and then expect the Host club and Host Family to agree. Inbound Exchange students must comply with this policy, and Host Families are asked to enforce it. Violations of this policy may be grounds for terminating the Exchange, and returning the student to his or her home country immediately.**

IN ALL CASES, THE STUDENT, MUST POSSESS WRITTEN APPROVAL FROM THEIR NATURAL PARENTS AUTHORIZING TRAVEL DURING THE EXCHANGE YEAR.

The reason for these rules is simple. The Rotary District 5060 Youth Exchange Committee, Host Rotary club and Host Parents are responsible for students while in this country. We must know where students can be reached in case of emergency or a message from home.

Individual travel approvals will vary based upon many factors. Host Parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide. For example, students are not allowed to get together with other Exchange students every weekend, as this is a detriment to them and the program. You chose to be an exchange student to meet and learn about people from the USA or Canada. Further, the travel desires of an exchange student should not place a burden on the Host Family.

In summary, so there is no misunderstanding:

THERE WILL BE NO TRAVEL ALLOWED THAT HAS NOT BEEN APPROVED BY YOUR HOST PARENTS, YOUTH EXCHANGE OFFICER AND THE DISTRICT 5060 YOUTH EXCHANGE COMMITTEE IN ACCORDANCE WITH THESE RULES.

It is the student's responsibility to allow sufficient time for approval by the District Chairperson. Purchase or financial commitment for intended travel plans should be avoided prior to approval. We are not trying to prevent you from traveling nor to reduce your fun. However, Rotary is responsible for your safety and therefore must know where you are at all times.

APPROVAL REQUIREMENTS:

Travel, other than as part of your Host Family travel, will only be permitted under the following general conditions:

- Student possesses a letter from natural parents authorizing travel
- School is not in session (exceptions: school sponsored trip or Rotary sponsored trip)
- Travel is to visit relatives, host family relatives/friends, or for a school-, church-, or community-sponsored function.
- The following information is provided in advance and verified by a Host Parent:

1. Where you are going

2. When you are leaving and returning
3. Who you are traveling with
4. Means of transportation
5. Where you are staying (name, address and phone number)

APPROVED UNACCOMPANIED TRAVEL:

It is understood that the host parents will verify by personal conversation with whomever the student will be traveling or staying, all plans and itinerary for the travel. Such travel must have the approval of the Committee Chair.

There must be an individual at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary club.

ALL TRAVEL MUST COMPLY WITH THE PROTECTION POLICY OF DISTRICT 5060, HOST FAMILY & CLUB YEO MUST CONSULT WITH THE DISTRICT COMMITTEE TO INSURE THIS.

UNAUTHORIZED TRAVEL WILL RESULT IN THE STUDENT BEING RETURNED HOME.

For Travel with: <ul style="list-style-type: none"> • Host Family • Rotarian • Church/School • Other Adult 	Less than 48 Hours Duration Need:	Greater than 48 Hours Duration Need:
Inside District 5060, in the same Country or within 180 miles/300 kms of the Host Club.	Host Parent Approval YEO Approval	Host Parent Approval Host Club Notified
Outside of District 5060, going to a different Country, travelling more than 180 miles or 300 km from the Host Club or travel by air.	Host Parent Approval YEO Approval D5060 YE Chair Approval	Sponsor District Notified Natural Parent Approval Host Club YEO Approval D5060 YE Chair Approval

Incoming Students Guidelines

Introduction

Welcome to the Interior of BC and Washington area and we hope that your year here as part of the Rotary International Youth Exchange Program will be one of the greatest experiences of your entire life. To help you gain the maximum benefits and enjoyment from this program, the following guidelines are provided.

Although you may find many similarities with our way of life in the United States and Canada, there are also many differences. It is these differences that offer a stimulating challenge as you explore new ideas and new concepts of living and, above all, to adapt yourself to them. As a general rule, the pace of life here is somewhat faster than in many other countries. We are generally recognized as friendly, relaxed and very hospitable people and we will do all we can to help you settle down in your new environment. You will possibly feel nervous at the outset. No doubt your host parents and their family may well feel the same. Be natural, act as you would in your own home, but be alert for host country or family differences, and you will soon develop a happy relationship with them.

Objectives of the Program

1. To promote better understanding and goodwill. Unless you attempt to understand our way of life, to study and discuss our problems, the full purpose of the program will not be realized. Do not hesitate to discuss our social customs with your host family or friends at school, for by doing this you will start to learn about our way of life.
2. To enable you to further your education by studying for a year in a different environment and by undertaking courses of study in subjects not normally available to you in secondary schools of your own country.
3. To urge you to broaden your 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.
4. To act as ambassadors for your own country by addressing Rotary Clubs, community organizations and youth groups in your host country and by imparting as much knowledge as you can of your own country to the people you meet during your year abroad.
5. To enable you to study and observe all facets of life and culture in your host country so that on your return home you can pass on the knowledge you have gained.

Climate

Winters are cool, but not bitterly cold in the USA and Southern Canada and cold to very cold in the Northern Canadian cities within our District. In normal years we enjoy little rainfall, with parts of the District officially being in a desert. Heavy snow falls in the mountains and the skiing is excellent. Summer is warm and pleasant, often hot.

Clothing

In view of the climate you will require some warm clothing, but in the North part of our district you will need a full set of warm, winter clothing. You should talk to your counselor about your clothing needs as soon as possible. Jeans are common casual wear. Girls should bring at least one smart party dress for formal occasions. Many sponsoring Rotary Districts encourage their outbound students to wear special Youth Exchange blazers. These are accepted very well here and can be worn to many social and Rotary functions, thus reducing your need for an extensive wardrobe. Please notice that all clothing is entirely the responsibility of your parents.

Schooling

All students are required to attend school at a pre-university level in a meaningful capacity and to take all prescribed examinations. Most students will not receive credits for the course they complete while on exchange. Therefore it makes sense, especially in the second part of your exchange to choose course which require less homework and assignments. Our schools offer a wide range of courses that can be interesting and yet are not challenging for homework. All school fees are paid by the host club.

You should particularly note the following points regarding schooling:

1. School discipline here differs from school to school and visiting students are expected to conform to local custom. Beards, mustaches and long hair, for boys, and heavy make-up, for girls, are not permitted. Smoking, drinking, or drug taking are strictly forbidden and students disobeying school regulations in this regard, will be expelled and returned home.
2. Teachers and school principals should expect considerable respect from exchange students.
3. Students are expected to complete homework assignments just like their fellow classmates. Failure to work at homework and other school projects and assignments creates ill will with schools, will not be tolerated, and may result in early termination of your exchange. Students will have a School Councilor assigned to them who will be asked to complete a progress report on exchange students on a periodic basis.
4. Although the prime objective of this exchange is not to extend your formal education, but rather to give you a more general education than any school can provide, the attitude of school principals to granting you time off from school will vary considerably. It is therefore imperative that you discuss the matter with your school principal and your Rotary Club at the outset in order to establish very clearly the policy regarding time off from school for other purposes.

Religion

You may be asked to attend church on Sundays. Should you have other convictions on this matter, please talk it over with your host parents or counselor. It is suggested that you attempt to conform with the practice of your host family on this matter and join in with them if you can. If your beliefs call for you to attend your own church or other services, please discuss this with your host family and your Rotary counselor. Religious freedom is important in the USA and Canada but your host family cannot be expected to accommodate your special needs in this area.

Driving

The rules of the Youth Exchange Program prohibit an Exchange student from driving a motorized vehicle of any description during the period of the exchange.

This includes cars, motorcycles, tractors, motorboats and any similar vehicle. The reason for this regulation is that there are many legal and/or insurance complications which can arise should a student be involved in an accident. For the same reason, students are also barred from activities such as hitchhiking and hang gliding. This rule will be strictly enforced and any violation could result in the student being sent home immediately.

Romantic Attachments

Students should not form any romantic attachments or "go steady" while on Exchange. Basically this is a good rule because if you "go steady" it can result in all your attentions being centered on one person (instead of a variety of people). You are encouraged to mix with as many groups of students at school as you can. Going steady can diminish the benefits which you could derive from the program. Of course, sexual behavior is not only discouraged, but against the rules of our program, so our advice is to avoid romance.

Sexual Harassment & Abuse

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. The abuse does not to be blatant to consider reporting as outlined in the guide. If you chose to report to the District you can find the needed contacts in *District Youth Exchange Committee*.

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 will be handled with your safety and well being as of the foremost priority.

Alcoholic Beverages

Youth Exchange students are expected to not drink alcohol. IF your host family offers you a drink in their home, and IF you wish to accept it, you may do so. It is expected that exchange students will **not** drink alcohol anywhere else, ever.

Drinking under the age of 21 is illegal in the U.S.. In Canada, the minimum age is 19 and some students may reach this age during their exchange year. Even though it is legal for those students to drink, the Rotary rules still prohibit drinking except as previously noted with Rotarians.

If you find yourself in a situation where other young people are drinking (or doing drugs), **leave immediately**. (We want you to be safe, of course....call your host family, or your Rotary Counselor, or ANYBODY else for help). If you are ever caught at a party where alcohol is involved, your exchange might be ended *even though you were not drinking*. Our laws are very strict, and our policy at the

district cannot make exceptions.

Drugs

The use of drugs in any form, except as prescribed by a registered physician, is expressly forbidden. Violation of this rule will result in the immediate termination of your exchange.

Smoking

Although not illegal to smoke under the age of 18, you are asked not to smoke when wearing your Rotary blazer or in any public place. Do not smoke in the homes of your non-smoking host families. If you indicated that you are a nonsmoker on your application for this exchange, you are forbidden to smoke while in District 5060 and your exchange may be terminated if you do smoke.

Host Families

In most cases students will stay with two or three different families. This will require a lot of adjustment on your part as you must fit yourself into the life of each host family in turn. There is no obligation on the part of the host family to adapt to your way of life; you must do the adapting. Remember your host family owes you nothing. You, on the other hand, owe them an enormous debt of gratitude for the very considerable personal and financial sacrifices they are making in hosting you. A great majority of the problems in the Youth Exchange Program arise from the refusal or unwillingness of students to adapt to their new environment. At the end of your stay, your host family will be asked, via a questionnaire, about their experience with you as an exchange student.

We would like you to use a *Questionnaire for Your First Night with Your Host Family* that is a guide you can use to discuss life with your host family.

Because you are becoming part of the family, you should not address your host parents as Mr. And Mrs.; rather, call them “Mom” and “Dad” or by some other term that will be agreeable to all concerned.

You may or may not have your own room; sometimes a host brother or sister may have given up their own room or personal privacy in order to host you. Be aware of any situation like this and show your appreciation to those concerned.

On occasion you will need time to yourself to be alone. Please discuss this with your host family. Do not hide in your room with door closed except when privacy is needed.

One final point - it is likely that you will fit in more easily with some host families than with others. This makes it even harder to leave those whom you have grown to love. However, do not embarrass anyone by speaking openly in public about your various families, particularly in a derogatory or critical manor. In the past, this behavior has resulted in early termination caused by inability to locate another host family.

Counselor

Your host Club should appoint an experienced Rotarian to serve as your counselor for the year. If you are not assigned a counselor, you may tactfully ask that one be appointed for you as soon after your arrival as possible. If you have any problems, whether they be of a family, club, school, financial, or personal nature you should consult your counselor who will do his best to assist you. Hence it is imperative for you to develop a good relationship with your counselor. You should get into the habit of visiting your counselor regularly, whether he arranges it or not, and share with him both your happy experiences and your problems. Make sure that he/she is always in the picture regarding your future plans and schedule of activities.

If you encounter a problem or concern that isn't addressed by your Club, contact the District Committee which stands ready to support you. See the front section of this manual for a list of current *District Youth Exchange Committee*.

Monthly Allowance

Your host Club should provide you with a monthly allowance as recommended by the District Committee. Your allowance funds are to be used for your day-to-day expenses, including snacks, going out with friends (movies, events) and other small expenses.

If you have major expenses, such as clothing or personal equipment, those costs should be paid by you or your parents personally.

If you go out to restaurants or events with your host family, please offer to pay your own way when you can. The host family is already providing a lot of support for you, and if you can pay for a few things (such as your own meals) from your allowance, it will help them.

If you have money problems, please discuss them with your Rotary Counselor.

Emergency Fund

You are required to bring with you an emergency fund of at least \$500. If more than this is required you will be advised by the District Youth Exchange Committee for the District to which you are coming. This money is to be banked and spent only with the authority of your counselor or host parents. Generally your counselor will assist you in opening the sort of bank account where both the signature of yourself and your counselor are required to withdraw funds. This fund is designed for use in emergencies or to cover major items like clothing, approved travel and other similar needs. It is not meant for the day-to-day expenditure which should be covered by your monthly allowance from the club. This emergency fund must be replenished (repaid) by your parents if any of the money is used. The funds will be given back to you at the end of the year.

Student Insurance

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. This policy, if not obtained in your country, must be purchased in your host

country, US or Canada. Check with your counselor.

Travel

It is very important for you to understand that this is a cultural exchange and **not** a travel Exchange. Traveling around will be limited to the following:

1. You may accompany your host family or Rotary families on overnight, weekend or holiday trips if you are invited. Your host family and host Clubs are not required to offer travel opportunities; however, it happens very often.
2. The District Committee will arrange some trips during the year (e.g. orientation meetings, District conferences) where you can travel and meet the other exchange students. Attendance to these functions will be mandatory. Personal plans should not be allowed to interfere with these obligations. Attendance can be excused only by the District Chairperson and only for a very serious reason.
3. You may, with the approval of your host club and your parents, enroll on the Rotary approved bus tour which is available for students. Please ask your District Committee for further details. The tour our District normally participates in is scheduled for the end of the school year, and you will need to reserve space much earlier (before Christmas?). The cost of the trip is likely to be over \$1000, plus the cost of travel to California. You (or your family) will need to pay for this trip if you want to go.
4. Under no circumstances are you to arrange travel for yourself or seek special concessions, like time off school, and then expect your host club to agree. Independent, unaccompanied travel is not allowed. Please discuss this with your YEO and Rotarians from the District if you require an exception for some reason.
5. Travel to Canada or the US may require a special Visa. If your host family or a Rotarian invites you to travel, the trip can be a fun one. However, please notify your YEO immediately, as you might need to obtain a Visa, and you must have several documents (permission from your natural parents, permission from the Youth Exchange Chair, etc.). First consideration is always given to Rotary events and host families and then all travel must be approved by the host club and perhaps the District and possibly even the sponsoring district back home.

Personal Behavior

Please remember that you are an ambassador for your country, your family and for Rotary. You should accordingly always strive to maintain a high standard of behavior. You should also bear in mind that the way you behave will affect whether your host Club, your host families, or your school will want to have another Rotary student in the future. You should always be sure that you are well-dressed for any occasion and that you are well groomed. So that there is no mistake about how Rotary feels about certain behavior, this District has adopted a ***Code of Behavior*** outlining the consequential reaction to misbehavior by students.

Tattoos and piercings are strictly forbidden while here in District 5060. We expect to send you home with the same skin you arrived with!

Language

One of the reasons for your exchange to District 5060 is to become much better at speaking English. If you spend much time talking with friends in your own language, this can slow down the process of learning English. If you concentrate on speaking and learning our language, you will find that it will happen soon!

It is considered rude to exclude a group around you from a conversation by speaking other than English. These actions will greatly reduce your opportunities as well as impeding your progress in mastering English.

Take care that you understand the meaning of slang that you may pick up. What may be acceptable for usage with your peers may be inappropriate with other groups.

Public Speaking

During your stay you will be expected to speak on a number of occasions to Rotarians, school groups, and other service clubs or community organizations. Come well prepared with a good selection of color slides of your family, your home, town, and country.

From time to time you may receive requests to be interviewed by press, radio or television. On such occasions please remember that a careless remark may cause serious embarrassment or hurt. It is always advised that you have your Rotary Counselor present during such interviews to help you to handle any awkward situations.

Open-mindedness

There are usually two points of view on most issues so keep an open mind on controversial issues such as race or religion. Try to see the other point of view, even if you do not necessarily agree. Above all, be tactful and diplomatic when your hosts express views opposed to your own and be very tactful in your criticism of things regarding your Host Country. There is no way quicker to alienate yourself. The fact that people might tend to be critical of their government and its policies, or their way of life in that country, gives you no right to be similarly critical. Such criticism by you will see them become very protective and nationalistic, not to say resentful of your comments.

Correspondence

During your year you will be asked to send regular reports to your sponsoring club and District and to the local District Committee. Please be sure that you respond when you are asked. Please do **not** forget them. It is important to all of the Rotarians involved in this program that you keep in contact.

Write regularly to your parents and friends back home. They do not have to be long letters, (or e-mails) but they should be regular. If you are unhappy or have a problem it is good to write it all down in a letter, but wait a few days before mailing the letter and then re-read it; often you will decide not to send it after all.

Please remember that Instant Messaging on the computer can be “too much of a good thing”. If you are spending time talking with friends or family back home, that is time that you could be getting more involved in activities and culture here in District 5060. We ask that your time spent on IM be *very* limited.

Some clubs and/or host families may impose strict limits for time spent on computers, messaging, skypeing, etc. This will vary from club to club and family to family. Students are expected to always honor the rules set. Do not ask for more time unless it is an emergency.

Homesickness

Very few students escape at least one bout of homesickness. Early in your exchange there is the excitement of a new land, people, school, surroundings and being the center of attention. This will change as "normalcy" sets in. You'll miss the little things about home. You are being bombarded by a strange language throughout the day. Often unable to communicate, and learning new customs, you may begin to wonder if you will make it through the next 10 or 12 months. Know that this feeling will soon pass.

What are the symptoms to look for:

- Feeling lousy for no reason
- Losing your "cool" over things you would normally shrug off
- Staying in your room where you feel secure
- Physical discomfort: headaches, upset stomach, uneven menstrual cycle

What to do:

- Talk. Share your problem with a sympathetic host parent, your counselor, or a Youth Exchange Committee member.
- Keep busy. Get involved at school, in your host family activities, in the community

What not to do:

- Mope around. Gloominess is highly contagious
- Eat your way to “happiness”. You will only gain weight and then feel worse
- Decide to "go home". This is the last resort. You will never grow if, when life gets tough, you “cut and run”. If you talk it out and keep busy, it will soon pass.
- Call or e-mail home and “unload” on Mom or Dad. In all likelihood, your feelings will improve in a day or two, while you’ve put your parents on “red-alert”. Don’t do that to them!

Internet and E-mail Guidelines

You are here to experience life and culture in District 5060, and spending time on the internet can hold you back from experiencing life here. We strongly recommend that you limit your time on the internet to actual study or research for school, and sending a very few messages back to family and friends. Time spent chatting (instant messaging) or visiting familiar websites is time that would be better spent with your host family or friends here, learning and experiencing more. Visiting “adult” websites, on-line casinos, or chat rooms not related to school or your exchange will be considered a serious violation of the rules of your exchange.

Parent Visitations

If your parents would like to travel here to District 5060 and visit you, they should wait until the second half of the exchange period. This is the time when the student is usually well adjusted and provides an opportunity for them to meet most of the people who have played a role in the student’s life during the year away.

Please remember that your host family, or Rotary, is under no obligation to provide the parents with accommodations. If your parents come, please don’t assume that they can stay with you.

It is further recommended that parents don’t visit during the last month of the exchange. You will be trying to fit in all your last minute activities and you may find that having your parents here makes it more difficult to finish your year here and say goodbye.

Change of Address

Please keep the District advised as to your current address. If your e-mail address changes, let us know. More and more we are staying in touch with our families and students by e-mail, so it is important to keep us informed.

Rotary Functions

Students shall attend all Club meetings and Rotary functions to which they are invited. Inbound orientations and the District Conference are mandatory. These functions, take precedence over other arrangements; therefore, students should not be permitted to make personal plans which conflict with these functions. Rare exceptions to attendance requires the District Chairperson’s approval and for only very serious reasons.

Maximizing Your Opportunities

Some helpful hints:

1. Do not use television as a crutch to pass time.
2. Limit time spent with other exchange students.
3. Make use of Rotary contacts, accept invitations, and attend as many Rotary meetings as possible. Don't be shy about asking to be paid attention to by Rotarians.
4. Attend and speak at as many Rotary meetings as you can.

Gratitude

All the benefits of a Rotary exchange student are the result of volunteers, whether they be host families, counselors, District YEP members, or Club members treating you to an outing. Be aware of this and show your gratitude for these considerable efforts to make your stay here a rewarding experience.

A "thank you" note is a very good way to express your thanks. It is simple, not expensive, and people will remember it.

You can express your thanks to your host family by being helpful at all times. You might prepare a meal for your family, using foods that you normally eat back home. This is a wonderful way to share your culture with them as well as say 'thank you'.

You will be asked to give a farewell speech at the end of your exchange.

Conclusion

The Rotary Youth Exchange Program offers you a unique opportunity to live for an extended period in a new and different environment. Try to immerse yourself in our customs and culture; learn English as quickly as you can; accept gracefully the differences you encounter and to involve yourself wholeheartedly in your school, community and Rotary activities.

If you obey these rules and guidelines, you will have a successful and rewarding experience.

Your Ideal Relationship with your Counselor

On the first possible opportunity, show him/her this paper and ask if he/she agrees with the following information. If not, discuss it now before there are misunderstandings. Please advise your Counselor that you have been told by Rotary that this/her duties are as follows:

1. To make sure you get your allowance on time
2. To confirm your host parents
3. To arrange the day and time of changing host families
4. He/She orientate your new host family as to what their responsibilities are: i.e., not missing school, taking you to Rotary functions and meetings. Making you a part of the family, not a guest. He/She must also explain about allowance, the Rotary Rules and what is expected of you. You might not like this, but it prevents lots of misunderstandings and hidden tensions.
5. Arrange your schooling and introduce you to the Principal.
6. Introduce you and integrate you into the Rotary Club.
7. To listen to all your problems, fears, worries and give the best advice he/she can
8. Check your insurance policy: i.e. life, accident, especially sport accidents which are not covered normally, medical aid and loss of clothes and valuables.
9. Notify you of approved activities/tours with other exchange students
10. Look after your emergency fund and other financial interests
11. Help you discipline yourself if you start going off the track
12. He/She must find out when district orientations are and tell you in advance so you don't have a conflict in dates. Ask for the Calendar of Events
13. Find out if your help is required at selection and interview times
14. Find out when the district conference is and book for you in good time. this is not your responsibility, but please remind him/her
15. Get the money from the club to pay all travelling expenses and costs of orientations and the conference. This does not include spending money, etc., only travel, lodging and food. If the club does not like this, ask your counselor to discuss it with the district youth exchange chairman.

From Your Side, You Must:

1. Ask him or her to do a similar list of what he or she expects from you. If he or she does not have the time, do it verbally and write down this or her expectations from you.
2. Use him or her as often as possible, rather than your host parents.
3. Show your appreciation for all he or she does for you.
4. Talk to him or her at least once a week. Tell all you have done, going to do, about letters from home, what is happening at home, school and your present host family.
5. Keep him or her informed of all your activities.
6. You may never leave town without his or her permission and he or she must know where you are going, how and with whom at all times.
7. Do not ever lie to your counselor. This could get you sent home. Do not ever lose his or her trust.
8. Tell him or her problems when they are still small. do not bottle up your problems until the problems are big.
9. Accept his or her decisions and disciplines gracefully and in good spirit. He or she is looking after you for your parents.
10. Do not play off your host parents and your counselor. Make them friends. Do not misuse them.
11. Girls may ask to have a female as a counselor.

If you and your counselor have a clash of personality or he or she is too busy to help you as you expect him or her to, go to your youth exchange club chairman or club president and ask if its possible to change counselors. If not, make the best of it and try harder. Adapt your personality and try and get through to him or her.

DESIDERATA

Go placidly amid the noise and haste, and remember what peace there may be in silence. As far as possible without surrender, be on good terms with all persons. Speak your truth quietly and clearly, and listen to others. Even the dull and ignorant; they, too, have their story.

Avoid loud and aggressive persons. They are vexations to the spirit. If you compare yourself to others, you may become vain and bitter, for always there will be greater and lesser persons than yourself. Enjoy your achievements as well as your plans.

Keep interested in your own career, however humble. It is a real possession in the changing fortunes of time. Exercise caution in your business affairs, for the world is full of trickery. But let this not blind you to what virtue there is. Many persons strive for high ideals; and everywhere life is full of heroism.

Be yourself. Especially, do not feign affection. Neither be cynical about love, for in the face of all aridity and disenchantment, it is perennial as the grass.

Take kindly the counsel of the years, gracefully surrendering the things of youth. Nurture strength of spirit to shield you in sudden misfortune. But do not distress yourself with imaginings. Many fears are born of fatigue and loneliness. Beyond a wholesome discipline, be gentle with yourself.

You are a child of the universe. No less than the trees and the stars, you have a right to be here. And whether or not it is clear to you, no doubt the universe is unfolding as it should.

Therefore, be at peace with God, whatever you conceive Him to be. And whatever your labors and aspirations in the noisy confusion of life, keep peace with your soul. With all its sham, drudgery and broken dreams, it is still a beautiful world. Be careful. Strive to be happy.

- Author Unknown

**OUTBOUND
SECTION**

DISTRICT OUTBOUND COMMITTEES

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

- **Canada North**
- **Canada South**
- **USA**

There are three separate Outbound Coordinators on the District Committee, one for each area. (See the directory at the front of this manual)

It's important to understand the whole process of recruiting, interviewing and selecting the Outbound Students and that will be detailed in this section, but basically, it consists of:

- Publicity in the Spring
- Publicity in early September as students go back to school
- **Information Night at the school(s)**
- Receiving the Club's Application forms from the students
- **Club Interviews to select two Outbound Students**
- Helping the students complete their Long Term Application and prepare for the District Interviews
- **District Interviews and Selection**
- Host Country selections
- More paperwork for the District
- Passport and Visa Applications
- Outbound Orientations
- Book the Flights and Take Off

Outbound Selection Timeline

This information will help you prepare and select outbound candidates to send to the district interviews in your area in mid-late November.

School begins shortly and it's time to start planning your campaign to canvas the local high schools for interested students.

Please use the timeline below to organize yourself for this year's selection activities:

Early September: 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.

You will need to complete a copy of the Rotary Youth Exchange Certificate of Compliance & Commitment form. This must be completed and signed by your club president and Youth Exchange Officer and returned to the District Chairman. More information to be provided at 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. Principle's e-mails can be found on the school district's website.

Attend the Inbound Orientation Weekend in early September. Here you will receive helpful information about; selecting the ideal candidates to send to District interviews, holding a student/parent information night. The weekend is jammed with great information and of course Rotary fellowship. It is a Rotary International requirement as part of our certification in the exchange program that club chairpeople and counsellors attend a training session on Youth Exchange. The Inbound Orientation satisfies this requirement.

Mid-September: Plan and hold a parent/student information night.

Early October (latest date Oct 15th) : Hold city or club interviews. 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 exchange so a student who is only 16 or 17 may be a good candidate.

October -1st week of November : Mentor your student through the Long Term Application process. **Make sure they use the online application form that will then print the Long Term Application and save the information in a database. An e-mail will be sent to all YEOs with instructions that must be forwarded to all the applicants.**

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. At the interviews, the students submit 2 printed copies of their application.. Interviews will take 40 minutes. Parents must be present to be interviewed in the first 10 minutes There will be a 6 person panel 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.

1st-2nd week of December : Silverstar weekend for Inbound YE students. Country Selection Committee determines country placement for next year's Outbound students.

mid December: Outbound Coordinators will students and notify them 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.

RECRUITING STUDENTS

This is one of the most important aspects of the job.

Promotion to the General Public

In the spring, arrange for a reporter from your local paper to come to the school and interview the selected outbound students that are about to depart. If this article is run early enough before school is out, these students will have an extra opportunity to talk about their trip to their school mates.

In the fall, after the Inbounds have arrive, have a reporter do a story on the new students to the school. Again, this will raise the awareness of potential students and their parents. In the story, you will want to ensure the date, time and location of the information night is included. That will help give the inbound students an introduction to the school and the students and allow them to talk up the benefits of an exchange.

Promotion to the Students

You'll need to enlist the help and permission of the Principal and hopefully the Leadership teacher to hang up posters around the school. See the example in this manual. It's bright, colourful and has the flags of many of the countries on it. This poster is great at attracting the attention of the students.

You can download the Word version of this document from the website and modify it to your school or city.

Also talk to the Principal about getting the information included in the e-mail newsletter that goes to the students and the parents. Most Principals are very supportive of this program and will gladly help, given the opportunity.

Information Night

It is helpful to have brochures to give out and then talk to the students and parents about all the good things of an exchange. Of course, you'll also talk about the costs and some of the downfalls. People are interested in learning about the program, so be prepared to give a good overview and answer lots of questions.

You should also have a short talk about Rotary in general and how we help with projects in foriegn countries. Make sure you slip in that we help with growing of food, supplying of clean water, sanitation and especially Rotary's program on training scholars for World Peace.

If your Inbound student or Rebound students are available, they would be a great addition to the evening. They can talk first hand about exchanging with a foriegn country and learning a new language.

Other Recruitment Ideas

- Suggest that your Inbound student give a presentation on his/her country and exchange to classmates
- Visit an Interact club with your Inbound student to speak about Youth Exchange
- Work with your Rotary Club to develop a "Rotary Student of the Month" program in your local schools
- Maintain a contact list of students expressing interest in Youth Exchange
- Send an email in the summer to remind interested students of upcoming School Information night
- Suggest that your Rebound student to speak at various youth groups, clubs.

Club Committee Guidelines - Outbound Selection Process

Outbound Student Eligibility

1. 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 would be sophomores or juniors or Grade 10, 11 or 12. Many countries will not accept older students, so their country choices may be limited.
2. Applicant's family must consider hosting a foreign exchange student for a minimum of 3 months or be of assistance in recruiting a host family.
3. Applicants must be of good character and reputation and should preferably have a history of community involvement of some degree.
4. Applicants should have an above average GPA and must have an outgoing and pleasant personality to fit them for the role as ambassadors for their countries. They must have the ability to accept discipline and be capable of adjusting to new and strange 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.

Financial Responsibility

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

1. The cost of transportation and other travel costs for the student to and from the host country. Our District charges a One Price Fee for all yearlong students regardless of country destination. This fee covers the cost of transportation, in country orientation programs, insurance, and various sundry items. Parents will be advised well in advance of the total costs involved and the required terms of payment.
2. All students are required to carry the Rotary approved medical and hospital coverage for the year away. Some overseas 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 above.
3. The parents are required to provide the student with a revolving emergency fund of \$500 which can be drawn upon with the consent of the Rotary Counselor. This fund is intended to cover major items such as clothing, approved travel or other emergencies and must be replenished as it is depleted. A monthly allowance will ordinarily be paid to the student by the host Club to help cover spending money requirements and incidentals.
4. 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.

Process Timeline

April - September - *Promotion* of the Youth Exchange Program in local newspapers and in the schools. Strongly encourage the current Inbound and Outbound students to talk it up at the schools. In September, get the schools to hang up the posters and e-mail all the students, inviting them to an Information Night.

October 15 - Completed *Club Youth Exchange Application forms* (See sample in this section) returned to Club YEO.

October - Schedule and hold interviews with prospective exchange students. Complete selection of applicants to be recommended to the District Selection Committee and distribute "*Long Term Youth Exchange Application Form*" (Available on the website) for completion by student.

Early November - Formal Applications of selectees to the District Committee.

Late November - District interviews. Applicants notified of District Committee endorsement action.

December - January - Applications sent to prospective countries for matching with family and foreign student.

January - April - Notification of acceptance as matches are made.

March - Outbound Orientation meeting with Students and Parents.

April - May - Students correspond with host families and counterpart student overseas. Travel arrangements made.

Late July - August - Exchange begins with students departing or arrival of foreign student.

Sample Selection Process

When selecting the panel for club interviews, 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 may be involved in greeting students and parents at the interview.

Club Youth Exchange Application forms should be submitted to the sponsoring Rotary Club. Upon receipt of all Preliminary Outbound Student Applications, the Club's Youth Exchange Chairperson should take the following action:

a) Interview the principal or guidance counselor to determine the student's academic standings. They should have an above average GPA and must have an outgoing and pleasant personality. Students who fail to meet these criteria should not be considered unless they possess other qualifications of an exceptional nature. It will be necessary for the principal to complete a section of the final Application Form with respect to a student's suitability for the program; therefore, his/her opinion should be sought early in the process. Most principals are quite helpful and can be of great assistance.

b) Interview some person outside the school who is familiar with the applicant's out-of-school activities; for example, clergymen or youth group leaders. Try to ascertain the candidate's interests,

attitudes to other youth, their community activities and leadership qualities.

c) Have a panel interview for the students to narrow the choice down to 2 students per club. This panel interview is not only good preparation for the District Interview, but also for the student for preparation for job interviews, etc.

1. Finalists should be chosen from the preliminary application and a selection committee appointed by individual Rotary Clubs shall interview students and their parents.
2. Narrow down the field to one or two candidates and direct the student(s) to complete the ***Application for Rotary Youth Exchange Long Term Program***. Students must complete the application on line and then print copies for the doctor, dentist and school. When these forms have been completed and signed in blue ink, print the remainder of the application for the online system. Check the final application against the ***Application Completeness Check List*** before they are forwarded to the District Outbound Coordinator. Send 2 (Two) completed application. **DO NOT USE STAPLES OR HOLE PUNCH OR RECYCLED PAPER WITH OTHER PRINTING. USE A PAPER CLIP TO KEEP THE PAGES TOGETHER.**
4. As these forms will be sent overseas it is imperative that they be typewritten and neat, and contain full color pictures (no Polaroids) and all medical and school information completed.
5. When the Club Committee has selected its candidate, the Chairperson should notify all applicants of the name of the successful candidate(s).
 1. Two copies of the application form shall be brought to the District Committee Interview. 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.
 2. District Committee will conduct orientation meetings in February and April for all outbound students. It is mandatory that at least one parent, preferably both, attend the April session with the student.

Participating Countries

A following page has a list of ***Recently Exchanged Countries*** that have been active in exchanges with District 5060 in recent years. This list is subject to change on a yearly basis. If Rotary is present in a country we can usually arrange an exchange.

Selection Guidelines and Process for Outbound Students

Selecting Criteria

Listed below are the qualities which the District Youth Exchange Committee seek in applicants to be sent abroad under the program:

1. Above average academic qualification. Students who do not have an above average GPA should not be recommended by clubs unless they possess outstanding qualifications in other areas.
2. Applicants should possess well-rounded personalities with an ability to think through their problems and to cope with the many problems and stresses of living in a foreign environment.
3. Applicants should be good ambassadors not only of their own town, but also Rotary and their country. During their year abroad, they will be called upon to address many groups; therefore, they must possess an ability to communicate easily with other people and to express themselves clearly and well. A well-rounded personality is a virtual necessity.
4. Applicants should have an inquiring mind and be actively interested in their own environments, the world in general, and be aware of world problems.
5. Applicants should be students who are active in their communities through sports, hobbies, youth activities, and/or church affairs. The best students are invariably those who lead busy, active lives in their communities.
6. Applicants should be well adjusted, particularly in their family relationships. The student who cannot adjust to his or her own family may well find it impossible to adjust to more difficult family situations in a foreign environment. The students who have 100% support from parents for his or her participation in the program are the ones most likely to succeed.
7. Applicants should have the ability to cope with changing situations on a continuing basis.



Rotary International District 5060



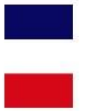
Rotary Youth Exchange Program



Making a World of Difference.



- Live in a foreign country for a Year,
- Learn and experience a new country, culture, and a new language.
- Travel with fellow Exchange students, represent your Country's culture and ideas.
- It's not just a trip, you can help bring the world closer - make some amazing friends



..... Are you ready for it ? Not sure ? need information ?

We're looking for **Grade 10, 11, 12** Students



Students selected this year 2011 – depart on exchange August 2012



Check us out – **Kelowna & Area Information Night**



www.rotary.org

Please bring your parent(s)

WHEN: SEPTEMBER 30 @ 7:00pm



WHERE: Kelowna Senior Secondary – Theatre

Kelowna Rotary Youth Exchange Contacts:

Carole Paradis 250-215-2817 or 250-860-7084

Bob Sibson 250-317-3014 or 250-764-8528



Exchange Countries

The list below includes countries that District 5060 has exchanged with over the last few years. We can sometimes accommodate other countries when asked, but we prefer countries with different cultures or languages. An exchange with Australia or Britain, for example, are not as culturally different than Austria or Thailand. While these countries are on the list, some may be removed as we review past exchanges with these countries.

- Argentina
- Austria
- Belgium
- Bolivia
- Brazil
- Chile
- Columbia
- Croatia
- Denmark
- Ecuador- Discontinued for now
- Estonia
- Finland
- France
- Germany
- Hungary
- India
- Italy
- Japan
- Netherlands
- Norway - Discontinued for now
- Peru
- Philippines - Discontinued for now
- Romania
- Slovenia
- South Korea
- Spain
- Sweden
- Switzerland
- Taiwan
- Thailand
- Turkey

Sample Club Application Form

After you have held your information nights, visited the schools and have caught the imagination of a group of students, you should have them fill in an application form.

The application form will tell you a bit about the student and more importantly, will ensure you have the signed consent of the student and parents before you spend a lot of time performing the interviews and continuing the process.

The next three pages show a sample application form from the Penticton Okanagan Rotary Club. You'll want to adjust and change this to your club's needs.

After you have completed the interviews, you should select two students to continue on to the District Interviews, where one student will be chosen.

NOTE: Please select two students if at all possible. Some clubs have in the past only selected one student because he or she was their favourite and did well on the interviews. The problem is if the one and only chosen student does poorly at the District Interviews. The choice then becomes to allow the student to continue or to deny them the opportunity. Somethings, things are identified in the District Interview process that are not picked up on in the club interviews. One example may be a medical problem that precludes them from becoming an exchange student. Another option might be if you have two outstanding students and only one is picked, then a neighbouring club may need a student and can then be assigned your number two.

If you are worried about which student the District Interview committee picks, you are free to send a club representative to sit in on the interviews.

ROTARY CLUBS OF PENTICTON YOUTH EXCHANGE APPLICATION FORM

<p>This application form (with 6 copies) must be completed and submitted in a sealed envelope to Jean Jacobsen c/o Windward Software Inc. Suite 200, 3547 Skaha Lake Road Penticton B.C. by 4:00 PM Thursday, October 07, 2010. Office Hours 0830-5:00. Initial personal interviews will be held October 13, 2010 and one parent must attend the interviews. Four applicants will go on to District interviews to be held November 28 and 29 in Kelowna. Two students will be selected at this time to represent the two Rotary Clubs of Penticton as the Outbound Rotary Students for 2011/2012. You will be contacted with the time of your interview at Windward Software.</p>	<div style="border: 2px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>place picture here</p>
--	---

YOU MAY USE ADDITIONAL PAPER TO COMPLETE YOUR ANSWERS.

Name Sex

Address Phone Number e-mail

Date of Birth Age Place of Birth Citizenship

Name of school you attend

Father/Guardian's name Occupation

Address (if different from above) Phone number (if different from above)

Mother/Guardian's name Occupation

Address (if different from above) Phone number (if different from above)

1. What are your personal interests, hobbies, accomplishments? To what level have you pursued these?
-
-
-
2. What responsibilities/activities have you been involved in at school (social, athletic, cultural)?.....
-
-

3. What are your future plans and ambitions (education and career)?

.....
.....
.....
.....

4. On a separate sheet of paper, write a brief essay on why you want to go to another country for a year of study (maximum one page in length)

.....

5. What do you expect to contribute to the culture you may visit?

.....
.....
.....
.....

6. What world cultures interest you?

.....
.....
.....

7. Are there any countries in the Rotary world you would not wish to participate in?

.....
.....
.....

8. What world event(s) (political, economic, or cultural) within the last year has (have) interested you, and why?

.....
.....
.....
.....

9. What do you think is the purpose of the Rotary Youth Exchange?

.....
.....
.....

Student and Parent Signatures

Please have your parents/guardians sign below to indicate their willingness to:

- 1) Attend your personal interview on October 13, 2010.
- 2) Allow you to participate in this program if you are selected.
- 3) Understand that the program costs are the responsibility of the student and their family.

Parent(s)/Guardian(s)

Student

Date

Please submit 6 copies of all pages.

Student Long Term Application Form

This is all done online now.

Several years ago, we used paper forms that could be filled in by pen and paper or using a PDF file. We don't use those anymore and if you happen to have a copy, please throw it away or at least do not use it.

Step One

After your club has chosen two students to go to the District Interviews, they need to fill out the Long Term Application Form. You, as the YEO or Youth Exchange Committee member need to add them into the system to start the process. You will need their First Name, Last Name and E-mail address. The log into the Youth Exchange Website at <http://youthexchange.rotary5060.com> On the second blue menu across the top of the screen, you'll see a link to Students. Hover your mouse over this and you'll see another link to Long Term Applications. Hover your mouse over this and you'll see several options including Instructions, Instruction video, setting up groups and adding a new Applicant.

The group name allows several clubs to go together with the interviews. In Penticton, for example, we have two clubs. Both have the group name Penticton. Each club can put in two applications for a total of 4 applications combined. You can then add the applications by entering in the First Name, Last Name and E-mail address of each student. When done, the system will e-mail each student with their link, password and instructions.

Note that there is a link to Edit Student Application as well. This will allow you to review their entries and provide guidance and help to each student.

Step 2

When the student logs in, they will see their name on the top and many options.

The button in the Top Left Corner is the instructions for the student.

The BLUE buttons are the ones they need to fill in. The very first thing that must be filled out, and will not take much time, are the Student Details.

The YELLOW buttons will print select areas of the application. Actually, it will bring it up on the screen in a printable format from which you can actually print. The first three items must be printed right away, **Doctor Form, Dentist Form and School Form**. These three can then be used to visit the Doctor, Dentist and School. Note that normally, just one copy will need to be printed and then when each of the Doctor, Dentist and School have completed the form AND BEFORE SIGNING, a copy should be made so that you have two of each. Then have the original and copy both **SIGNED IN BLUE INK** so that both effectivily become originals. Because it takes time to arrange appointment with each of these, we recommend they get started right away. That and the TB tests.

When the student has completed the entire application form, then the other YELLOW buttons can be pressed and printed, twice for two copies of each.

Youth Exchange Application Form

Fill out each section below for: Elena Christine GREIG

Instructions	Student Background	Student Picture
Student Details	School	Family Picture
Father	Languages	Hobby Picture
Mother	Student Letter	Friends Picture
Emergency Contact	Parent Letter	Home Picture
Alternate Contact	Siblings	Country Choices
YEO Details		View Pictures
Print Doctor Form	Print Dentist Form	Print School Form
Print Guarantee	Print Application	Print Picture Page
Print Student Letter	Print Parent Letter	Print Interview Info

The student will have a few additional items to print or copy such as their Passport, Birth Certificate, TB Test, etc.

In the end, what we want is two fully completed applications printed on single sided paper and connected with a PAPER CLIP and placed in an 8-1/2 x 11 envelope. Their name and sponsor club name should be on the outside.

We do NOT want to see staples, hole punches, fancy binders, recycled paper with other printing on the back side, etc. We need it to be ready to drop into a scanner so that we each easily scan all the pages in one fell swoop.

Students often want to make things really pretty, in neat binders, with lots of staples, etc. Help us by reminding them that we don't even look at their printed application forms for the interview process, so it will not impress us at all. The applications are actually used to send to the Host Country should we accept them into the program and we send the Host Countries the scanned pages as a PDF file. Most Youth Exchange Districts and Countries now accept electronic documents.

Note the GREEN button in the bottom right corner, Print Interview Info. The District Committee will use this button to review the application as part of the interview process. Mostly, this will be done by viewing the application on a laptop or tablet, hence saving paper. Many years ago, we had the students print 6 copies for the interview panel and 4 copies for the host countries for a total of 10 copies, or more. If you were involved with that process, you'll appreciate the difference.

Note that the students can enter their 6 country choices. We will try our best to send them to a country on this list, but can make no guarantees. But if we send them to a different country, we will talk to them first.

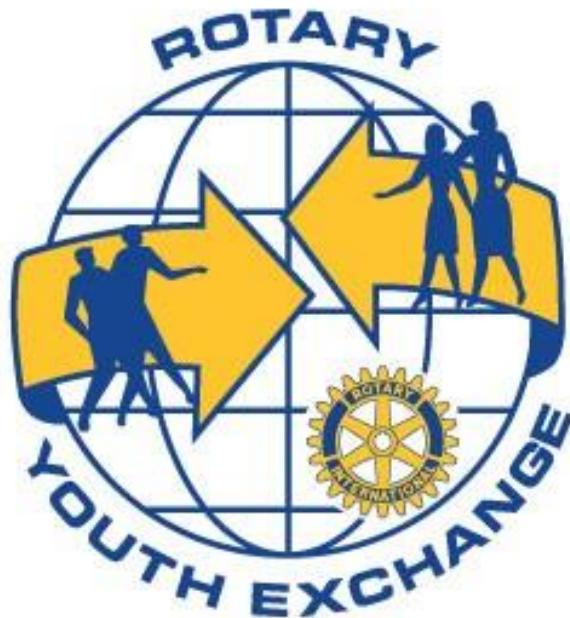
They can also enter up to two countries they do NOT want to go to. This is optional and most leave this blank, but can be used if there is a strong desire to avoid a country.

Note that if you or the students have any problem with the application forms, call:

Dennis Jacobsen, Home 250-497-5485, Cell 250-770-1543 E-mail dennis@pentictonrotary.com

Bob Winter Memorial Fund

What is it?
Who does it benefit?
Why Participate?
How to Help?



youthexchange.rotary5060.com

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.

In his will, he left a substantial sum of money to Rotary Youth Exchange with the understanding that the money would be invested and the interest would be used to help deserving youth.

He hoped this act would inspire others to likewise donate to this fund so that the principal would grow over time and the fund could really make a difference in someone's life.



Rotary Youth Exchange in District 5060

Each year, we send 30 to 40 students from our district to various countries around the world, including Sweden, Denmark, Germany, Italy, Argentina, Brazil, Thailand and Japan. In return, we bring in the same number of students from these countries and host them with Rotary clubs in our District.

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 find out that everyone really has the same wants and desires. We're really not that different from each other and when we're friends, it's hard to go to war. Each student who travels to another country meets many other students, not just in the country they go to, but also other exchange students from other countries. They become our ambassadors to help spread Peace and Understanding.

When they return home, they continue through the rest of their lives to be ambassadors to Peace. Ask any adult who was with the program about the changes it has made in their lives.

Rotary Youth Exchange is clearly part of the PEACE Program.

Rotary Youth Exchange was started in Denmark in 1929.

Rotary International helped create the United Nations in 1945, continuing in the interest of PEACE.

Rotary sponsors up to 60 Peace Fellowships each year, sending qualified applicants to specialized Universities for up to 24 months to learn Peace and Conflict Resolution. Two students from District 5060 have graduated so far.

And finally, Rotary District 5060 is a Peacebuilder District, where we have committed substantial funding each year to pay for these Rotary Peace Fellowships.

How Can You Help?

Our Outbound Students who leave for a year abroad need to pay a one price fare of \$5,700, plus the cost of incidentals. The clubs in the foreign countries then host the students, feed them and give them a small allowance.

Our Clubs take care of the Inbound Students that arrive on our doorstep at a substantial yearly cost. Thank You.

But, we do not contribute to the Outbound Students 'one price fare' of \$5,700. In most cases, this is not an insurmountable problem for the family.

BUT, occasionally we see a student who is really deserving but is having difficulty raising the money either from family or on his or her own. When we see these really exceptional students, we would like to help, and that is where the Bob Winter Fund comes in.

Unfortunately, at current interest rates, the fund only yields enough to pay about \$1,000 per year. Divided over three or four students, it does not help as planned.

You Can Help.

- We're asking all clubs to make a small annual donation to the Bob Winter Memorial Fund so that we can use half of it immediately to help our Outbound Students.
- Individual Rotarians, Rebound Students, their families and others are welcome to contribute. The donations are not yet income tax deductible.
- Note that one half of the donations will build the permanent fund so that in the future, it will be fully self sustaining.

**Make your checks out to:
Rotary 5060 Bob Winter Fund
c/o Harvey, Lister & Webb Inc.
502 Ellis St, Penticton, BC V2A 4M3**

BOB WINTER MEMORIAL FUND

CONFIDENTIAL APPLIATION FOR FINANCIAL ASSISTANCE

Student Name: _____

Address: _____

_____ Phone No: _____

Sponsoring Rotary Club _____

Country assignment: _____ E-mail Address: _____

To be completed by Parent/Sponsor/Assisting-relative/Guardian

1. Name of person completing form: _____

2. Marital status of the person completing this form: (please circle)

Married Single Parent Separated Divorced Widowed

3. **My relationship to the applicant is:** (please circle)

Parent Step Parent Legal guardian Sponsor Assisting Relative

4. Employment Profile?

Parent/Guardian

Parent/Guardian

Occupation: _____

Occupation: _____

Self Employed _____ Retired _____

Self Employed _____ Retired _____

Employer: _____

Employer: _____

Source of other Income: _____

Source of other Income _____

5. Financial Information: (based on last years tax return)

Parent/Guardian

Parent/Guardian

a. Income from wages, salaries _____

b. Pension income received _____

c. Self employed income _____

d. Investment income _____

e. Other income _____

Gross INCOME (total a – e) _____

6. Please list any exceptional expenses incurred during the past year, to be incurred or

Presently being incurred (e.g. medical, family emergency, divorce, exceptional repairs, etc.) Attach separate sheet if necessary. _____

Please be prepared if necessary for a confidential interview with members of the Committee dealing with this financial information.

-

7. Dependent children (**including child for whom funding is requested**)

Name	Age last Dec 31	School Attending	Check if attends
			College full time

8. **Other dependants** (if any) that you will be **supporting: (Do not include your spouse)**

Name & address: _____ Age: _____ Relationship to you: _____

9. Assistance is normally given as a **contribution** toward travel cost to and from the hosting

Country. What amount can you contribute toward the cost of Airfare? _____

10. Does **the student** have a **part-time job**? If so give details regarding the amount

worked . Rate of pay and amount the student can contribute toward his/her

own expenses: _____

I/WE HEREBY DECLARE THAT THE INFORMATION GIVEN IN ANSWER TO THE ABOVE

QUESTIONS IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of person completing form: _____ Date: _____

Signature of person completing form: _____ Date: _____

Address: _____ City: _____ State/Prov _____

Postal/Zip Code: _____ Home Phone: _____ Business Phone _____

E-mail address: _____

This form must be received by April 1 of the year in which the student is outbound, with

Covering letter giving any other information which the applicant feels necessary to support the request to:

ROTARY DISTRICT 5060

Bob Winter Fund Committee

Dennis Jacobsen
RR#1 S9 C21, 197 Arlayne Road
Kaleden, BC V0H 1K0
E-mail: dennis@pentictonrotary.com

Rotary International

District 5060 Youth Exchange

TEN COMMANDMENTS FOR A SUCCESSFUL EXCHANGE

- 1. Adapt Adapt Adapt Adapt !!!!!**
- 2. ASK ASK ASK and say THANK YOU - THANK YOU - THANK YOU!!!**
- 3. Smile every chance you get. Use "THE ROTARY SMILE"**
- 4. Be lively and active and be Involved**
- 5. Give 100% of yourself and expect nothing in return**
- 6. Be punctual**
- 7. Be considerate of your Host Families, Rotary and Friends**
- 8. Keep your appearance and belongings neat and orderly**
- 9. Plan Ahead**
- 10. Strive to earn the respect of others**

Remember - It's Not Right or Wrong - It's Just Different!!

OUTBOUND VISA AND TRAVEL PROCESS

The diagram on the next page displays just one part of the organization required to get a student out of the country and on their way to an exchange. Sometimes the Youth Exchange Chairs of each club may feel overwhelmed by the forms and paperwork.

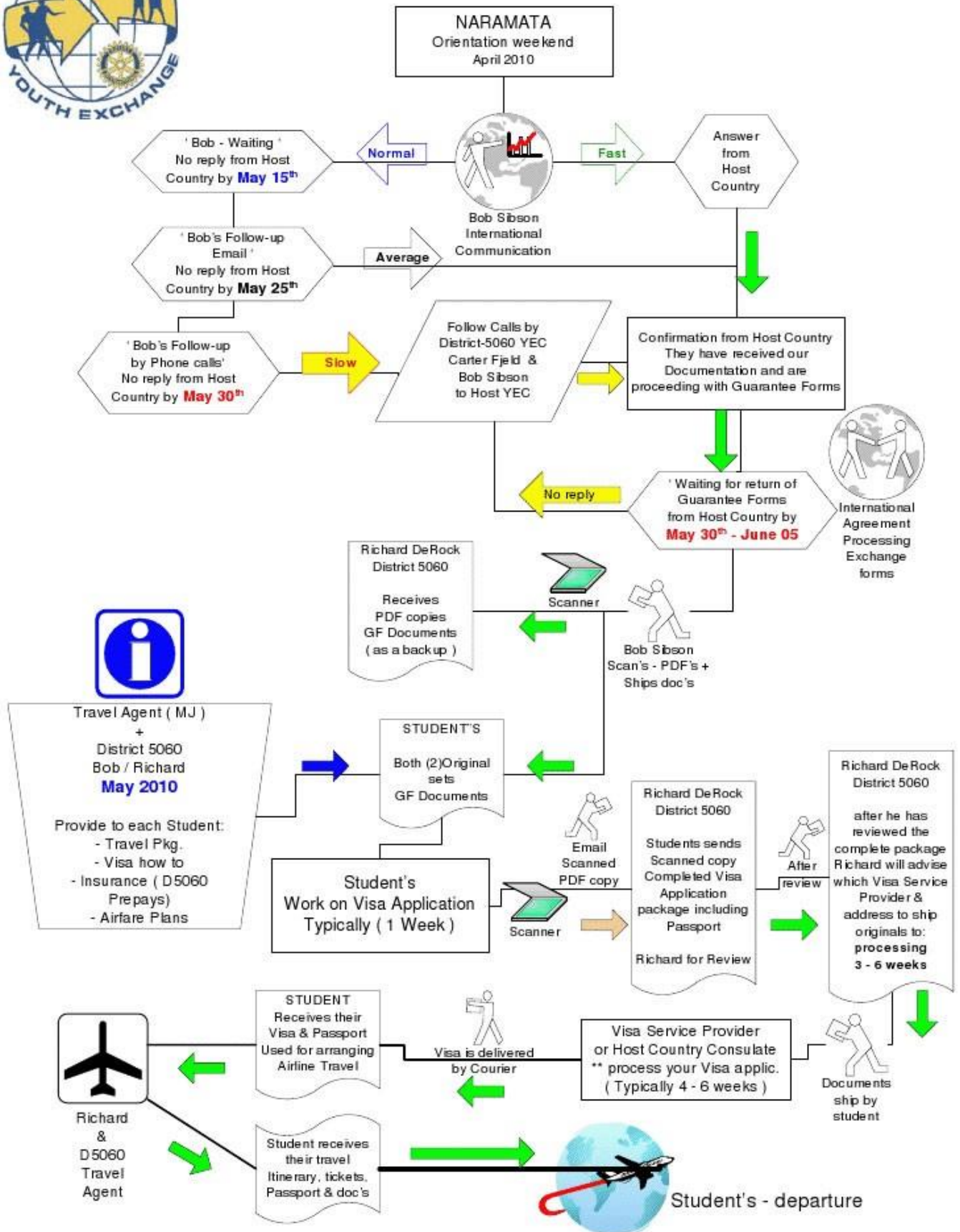
You have it Simple!

The District Youth Exchange Committee has a lot of tasks, paperwork and procedures that need to be done quickly, on time, without errors while communicating to foreign Rotary Clubs, Governments Visa Departments, etc.

You may find that some of the requests seem anal and detailed. Please remember, a lot goes on from the time a form leaves your hand until the exchange happens.



RYE District-5060		
2.0	Outbound Process Flow	May 28/10 By: RAS



Outbound Students Guidelines

Introduction

The Rotary Youth Exchange Program is a wonderful adventure in International Service which each year enables thousands of secondary school students to travel to other parts of the world to study for one year in an entirely different environment.

The impact of this Program on future international relations is incalculable, however, the impact on the lives of those fortunate enough to participate is most evident. Those young people are the potential leaders in their future community; therefore the breadth of experience and the widening of horizons obtained by them through the Program must play a vital role in the shaping of tomorrow's world. Participants return with a broader view of the world and a deeper understanding of themselves. Global perspective, self-confidence, language competence, college competitiveness, high level career opportunities, broad education, political insight, new international friends while having the time of their life is exchanged for one year in America.

The program is a most rewarding experience for all who participate in it, whether as student, host family, Rotary Club, or at District level.

Outbound Student Eligibility

1. Participants should be secondary school pupils in good health who will be at least 16 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 would be freshmen, sophomores, or juniors.
2. Applicant's family must consider hosting a foreign exchange student for a minimum of 3 months or be of assistance in recruiting a host family.

All applicants are selected solely on merit. Sons and daughters of Rotarians are eligible to participate in the program but receive no special preference.

Selecting Criteria

Listed below are the qualities which the District Youth Exchange Committee seek in applicants to be sent abroad under the program. A *Student Interview Evaluation Sheet* will be used in the interview and selection process.

1. Above average academic qualification. Students who do not have an above average GPA should not be recommended by clubs unless they possess outstanding qualifications in other areas.
2. Applicants should possess well-rounded personalities with an ability to think through their problems and to cope with the many problems and stresses of living in a foreign environment.

3. Applicants should be good ambassadors not only of their own town, but also Rotary and their country. During their year abroad, they will be called upon to address many groups; therefore, they must possess an ability to communicate easily with other people and to express themselves clearly and well. A well-rounded personality is a virtual necessity.
4. Applicants should have an inquiring mind and be actively interested in their own environments, the world in general, and be aware of world problems.
5. Applicants should be students who are active in their communities through sports, hobbies, youth activities, and/or church affairs. The best students are invariably those who lead busy, active lives in their communities.
6. Applicants should be well adjusted, particularly in their family relationships. The student who cannot adjust to his or her own family may well find it impossible to adjust to more difficult family situations in a foreign environment. The students who have 100% support from parents for his or her participation in the program are the ones most likely to succeed.
7. Applicants should have the ability to cope with changing situations on a continuing basis.

Participating Countries

This section has a list of *Recently Exchanged Countries* that have been active in exchanges with District 5060 in recent years. This list is subject to change on a yearly basis. If Rotary is present in a country we can often arrange an exchange.

Objectives of the Program

1. To further international goodwill and understanding by enabling students to study first hand some of the culture and accomplishments of people in lands other than their own.
2. To enable students to advance their education by studying for a year in an environment entirely different from their own and by undertaking study of courses and subjects not normally available to them in secondary schools of their own country.
3. To broaden the students' own outlook by learning to live with and meet people of cultures, creeds, and colors different to their own, and by having to cope with day to day problems in an environment completely different to the one they have experienced at home.
4. To act as ambassadors for their own country by addressing Rotary Clubs, community organizations, and youth groups in their host country and by imparting as much knowledge as they can of their own country and it's culture to the people they meet during their year abroad.
5. To study and observe all facets of life and culture in the country where they are hosted so that on return to their home country, they can pass on the knowledge they have gained by addressing Rotary Clubs, youth groups, and community organizations.

Student Rules & Obligations

Students who are sent abroad under the Rotary Youth Exchange Program are required to accept the following obligations:

1. Students are expected to obey the laws of the host country at all times and accept the supervision and discipline of the host Club, parents and school. Any student under the sponsorship of Rotary may be returned home for violation of the rules of the exchange program at the discretion of either the host country Rotary District or District 5060.
2. Students and parents will read and sign the Parental Release Form which forms a part of the formal application form and the guarantee form. They agree that the student SHALL NOT under any circumstances be permitted to drive a motorized vehicle of any description during the period of the Exchange. Nor may students own a motorized vehicle in the host country. Violation of this rule can and will result in an immediate termination of the exchange and a return home.
3. Students will not be permitted to "go steady" with a boy or girl friend. Dating, preferably in the company of other couples is permitted; however, for obvious reasons, romantic involvements are strongly discouraged to the extent that a student breaching the rule could be sent home. Sexual intercourse is forbidden.
4. The Youth Exchange Program is a high school program; therefore, the student is required to be enrolled in a high school selected by the host club and shall attend classes regularly, attempt to obtain satisfactory grades, and participate fully in all school activities. The host Club is under no obligation to enroll the student in a college or university, regardless of the fact that the student's family will pay all fees and expenses.
5. Students will be required to address Rotary Clubs, other service organizations, youth, and community groups during their stay in the host country. Similarly, when they return home, they will be expected to speak to their sponsoring Rotary Club as well as other community groups in order to relate their experiences as an exchange student.
6. During their stay abroad, the students will have certain obligations to their host District, Club and District Youth Exchange Program. These will probably include attending the District Conference, periodic attendance at the host club meetings as well as participation in host club activities. Personal plans should not be allowed to interfere with these obligations.
7. Students are ambassadors for their country and must, at all times, behave in a manner which will reflect credit on their families, communities, country, and Rotary.
8. It is customary for the District Committee to utilize returned students at its orientation sessions for succeeding groups of outward-bound students; therefore, students should accept any such requests when received.

Passport and Visa

Students should apply for their passports as soon as they hear that they have been selected as a Rotary Exchange Student. They can not apply for student visas until they have been officially accepted by a host Club and the completed guarantee forms have been returned to The District Chairperson. All travel arrangements will be handled through the District 5060 approved Travel Agent. Cost of the passport and visa are paid by the parents.

Insurance

It is mandatory for all students to carry the Rotary approved insurance. Some countries require exchange students to subscribe to insurance issued in the host country.

Counselor

Your host Rotary Club should appoint a counselor whom you should regard as your confidant during your stay abroad. If you have any problems with school, host family, finances or problems of a personal nature, consult your counselor. He/she is there to help you and will probably welcome the opportunity to act as a mediator if things go wrong. If you are not assigned a counselor, you may tactfully ask that one be appointed for you as soon after your arrival as possible.

Host Families

Hosting arrangements are the entire responsibility of the host Club. The usual arrangement is for you to be hosted by three or four different families, but in some cases you may be with the same family for the whole year. The host Club may vary this at its discretion.

If problems arise on the host family level, consult your counselor who may be able to assist you. Remember though, the responsibility is on you to adjust to the host family environment. The host family is under no obligation to adjust to you, nor to treat you as a "special guest." You are expected to accept the normal discipline and supervision of the family and settle into their routine which will not necessarily be the routine you may have been used to at home.

Because you are assimilating yourself into the family environment, you should not address your host parents as Mr. and Mrs.; rather, call them "Mom" and "Dad" or by some other term that will be agreeable to all concerned. You will, in most instances, have a room of your own; however, you should also be prepared to share one with a host brother or sister. A host brother or sister may have sacrificed his or her own room or the privacy of his/her own room in order to host you. Be aware of this fact and show the proper appreciation to whomever is affected.

Some students have complained that their host families have involved them too much and that they had wanted some "peace and quiet" on their own. Have a tactful word with your host parents if you find this situation developing.

Homesickness

You are bound to experience homesickness; particularly, after the excitement and experience of settling in and meeting new people has passed. Each student will have to find his or her own method of coping. When this occurs, it is recommended that you keep yourself occupied as much as possible with studies, sports, and other activities.

Frequent telephone calls should be discouraged as much as possible, especially during the first 3 months. Not only are they costly, but they can often be unsettling to both parties. If telephone calls are to be made, they should be limited. You will find it difficult to assimilate new friends and culture if your mind is constantly pulled back home by frequent phone calls and e-mail. This can accentuate home sickness to the point that you may wish to terminate the exchange.

Making Contact

When you are notified of the name of your hosting Rotary Club you should write to its President giving some personal and family details and ask that the letter be passed to your counselor and first host family.

It is not always possible to finalize hosting arrangements well in advance of your departure. Should it be achieved, you will receive your first host family's name and address as well as that of your counselor. You should then correspond with them immediately as this will help tremendously in the "settling in" period in your new environment.

Finances

You should take a bank draft of at least \$500 with you for deposit in a bank on your arrival in your host town as an emergency fund. Ask your Counselor or host parents for assistance in opening a bank account. It is recommended that your bank account be such that it requires the joint signatures of you and your counselor for any withdrawals. It is emphasized that this bank account is to be used for major items such as clothing, authorized travel, and emergencies. It is not to be used for routine items or for "living it up."

It is suggested that you carry the equivalent of about \$100 in cash on your trip abroad to be used in case of emergency. If you do not use this money on your trip over, you could use it to supplement the above-mentioned contingency fund; or alternatively, keep it for your return trip home as you may have unexpected expenses such as excess baggage costs.

As your emergency fund is depleted, it will be necessary for your parents to supplement it to its original level.

Your host Club will likely provide you with a monthly allowance, the amount being the average for that of young people in that area. This should cover some of your personal needs such as postage,

films and entertainment; therefore, you will have to budget carefully. Should you fail to receive an allowance you will have to bring the matter up as tactfully as you can. If you experience problems managing your funds, consult your counselor. He may be able to assist you in setting up a budget.

Any necessary school enrollment fees will usually be paid by your host Club; however, you will be required to purchase any school uniforms which may be necessary as well as books in some instances.

Traveling While on Exchange

This is a cultural exchange, not a travel exchange. You should not enter into the program with the expectation of traveling independently in your host country. Your hosts are under no obligation to provide or permit extensive travel.

Some Rotary Districts sponsor student exchange tours, the cost of which is the responsibility of the student. You may be informed of such tours prior to your departure for overseas which will then permit you to plan such costs in advance.

You may also experience travel due to the generosity of your host club members or your host families. Should this occur, think of it as an added plus to your exchange, not an entitlement. When travel by your host club or district is permitted, you must abide by all rules and regulations stipulated by your host club and the district chairperson. Please remember to establish at the outset what the rules are governing travel in your host club and district.

DO NOT under any circumstances, make travel arrangements on your own then expect your host club to go along with your arrangements.

Students must return home by a direct route on completion of their exchange period. They will not be allowed to stay in the host country after the termination of the exchange period unless it is in the company of their parents who will have released the host Club of its obligations under the program.

Clothing

Special briefings on clothing requirements in various overseas countries will be given to students during their orientation sessions prior to departure. Alternatively you could discuss this with your counselor by letter as soon as you have been advised of his name and address.

The majority of students participating in the program report substantial weight gains, especially during the first six months of the exchange. This can pose considerable clothing problems and it is advisable for you to consider this when buying clothes for the trip and purchase clothing that is a little larger than you would normally buy.

Participation

To gain the maximum benefit of your year abroad, you should take an active part in the community where you are hosted. Take every opportunity to join school clubs, youth and church groups, athletic groups and be an active member of these groups. You are there to mix with and make friends with the young people of your host country. The more involved you become, the wider will be your scope of friends. Do not confine your friendships mainly to other exchange students.

Open-mindedness

There are usually two points of view on most issues so keep an open mind on controversial issues such as race or religion. Try to see the other point of view, even if you do not necessarily agree. Above all, be tactful and diplomatic when your hosts express views opposed to your own.

Interviews

When interviewed by the press, radio or television at home or abroad, always be tolerant, never critical, of your host country. Its customs, religions, procedures may be a little strange to you but they are eminently appropriate to the people of the country which evolved them. Carelessly uttered remarks made on public platforms or during interviews, when reported, may cause serious embarrassment to the cause of friendship to which you espouse. The fact that people in your host country might tend to be critical of their government and its policies, or their way of life in that country, gives you no right to be similarly critical. Such criticism by you will see them become very protective and nationalistic, not to say resentful of your comments. It is strongly recommended that you request your counselor to be present during any press or television interviews so that he can assist you with any tricky point.

Students will not engage in any political activities while in a foreign country.

Language

Students who are sent to countries where a language other than their native tongue is spoken will be expected to learn the language of the host country as soon as possible. While English is fast becoming the second language of many countries, you are nevertheless, obliged to learn their language and converse with them in that language. You should aim for proficiency in the language approximately three months after your arrival. You will also be taught in that language at school so the earlier you start to comprehend, the better it will be.

You may encounter words or phrases which are of common usage in some countries but may be offensive to you or have double meanings to you. Try to avoid any embarrassments by becoming familiar with them and knowing their meanings when used. Similarly our usage of words or phrases could prove embarrassing to them. Again, be aware when this happens and avoid their usage.

Presentation Pictures

You should take a good set of 30 to 40 color photos suitable for presentation to show host families, at Rotary meetings and other groups. These can be slides, or may be in the form of digital images stored on disc or CD that can be incorporated into a PowerPoint or similar presentation. Photos should include pictures of your family, pets, home, your town and the local countryside.

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Appreciation

You should not forget to write "thank you" notes to people who host you overnight, take you on trips, or in any way assist you during your year abroad. This is not only good manners automatically expected of all exchange students, but it also helps to build goodwill for your country.

Correspondence

Write or e-mail your parents regularly. If you are going on any trips let them know so that they will not be upset when the regularity of your letters is interrupted. When traveling, you should at least send them post cards. Again, as was mentioned under the "Homesickness" heading, excessive correspondence and in particular voice contact of any kind can be very deleterious to your exchange.

You will also be required to submit regular reports to both your sponsoring Rotary Club and District Committee. You will be supplied with the names and addresses of the people (***District Youth Exchange Committee***) to whom you must send them in the District. Please keep these up to date and on time. (E-mail reports are practical in most locations, but not all!)

The information is very useful, not only to monitor your own progress as an individual, but also to review the program and introduce improvements. Hence your cooperation is mandatory.

You will probably want to keep a diary and a scrapbook. There is no time like right now to start.

Drugs

Students are forbidden to indulge in drug taking in any form unless prescribed by a registered medical practitioner. Any violation of this rule will result in immediate termination of your exchange. Some countries require immediate deportation for drug offenders while in others the courts may not be so lenient!

Alcoholic Beverages

IF you are of legal drinking age in the country and locality where you are living and IF your host family offers you an alcoholic beverage in their home and IF you wish to accept it, then it is permissible. IF your hosts do not use liquor in their home, you will not either. This applies to consumption in the home only. It is expected that students will refrain from drinking at parties and in public places.

Souvenir Collections

You are bound to accumulate a surprisingly large amount of booklets, souvenirs, and pictures during your year away. You are advised to sort through them on a periodic basis and package some of them up and mail them home by surface mail. Failure to do so may result in large excess baggage charges being levied on your trip home.

Gifts

You should carry with you, a gift for each of your host families. These do not have to be expensive and something typical of your country is suggested. In addition smaller tokens of appreciation should be brought for others who may assist you during the year. These gifts should have a distinctly United States or Canadian character.

You will be supplied by your District Committee with a name badge, a quantity of small lapel pins, and calling cards. In addition, your sponsoring Rotary Club should give you a supply of their Club banners to present to your host Club and any other clubs which you may visit.

Behavior

While you are being hosted as an Exchange student, please remember that you are an ambassador for your country, your family, and for Rotary. You should also bear in mind that the manner in which you conduct yourself will often determine whether your host Club, your host families or your school will wish to accommodate another Rotary student in the future. You should always be sure that you are dressed appropriately for any occasion and that you are well groomed. Our students have over the years earned a very high reputation overseas and hence we are asking that you should endeavor to maintain or enhance this image by your own code of behavior.

E-Mail and Internet Use

The Internet and e-mail can be valuable tools in helping establish contact with your host club and host families, and staying in touch with family and friends. Please keep in mind that access to a computer in your new home may be very limited. It is critical that you be sensitive to use of the host family's computer. You will want to establish a good, internet accessible e-mail account before you go; Make sure your current account is easy to access worldwide. Hotmail and Yahoo, for example, offer free e-mail accounts and can be widely accessed wherever connection to the internet is available.

E-mail contact with friends and family should be limited, however. Instant Messaging, in particular, can easily become too much of a good thing. Time spent on the internet, even if you have easy access, should be limited. Your successful entry into your new country and culture will be directly related to the time you spend making personal contact with the host family and new friends; time you spend on the internet can be detrimental to the success of your exchange.

Need we add that visiting "adult" websites, on-line casinos, most chatrooms, and other questionable content will be considered a violation of the rules of your exchange.

Tough Questions

Many exchange students report being put "on the spot" by their peers, host parents, family members, and Rotarians during their year when they are asked questions about the politics, environment, economy, society, etc.. They are often caught off guard and often feel that they disappoint their questioners and in turn show their lack of knowledge. We have listed here some tough questions that have been asked of prior students. It is your responsibility as a Youth Exchange "ambassador to....." to be knowledgeable of what is "going on at home".

Your hosts and others you meet abroad have an honest interest in knowing and learning more about your country. Few ask questions to criticize (although it may sound that way), and few ask questions to make you uncomfortable or to test you (although that also may be your impression, especially if you are not prepared). you will:

- learn things about your culture and why you do some things that you never knew
- be better able to compare your new culture with your own and appreciate the similarities and difference
- find yourself able to converse easily with adults and peers you come in contact with without having to worry about what you are saying

The Questions:

1. What is your family life like? Is it true that your mother rules the house and that you never eat together as a family? What are your family values?
2. Did you read about our country before you came? Tell me some of the things you learned about our government and how we handle health care. What are some things you'd like to know more about?
3. We are going to take you to our capital next weekend. Can you tell me anything about it?
4. What's your school like? You've been here a few months now, compare your school with ours. Which one do you like better? We have been told that your schools are more difficult because you give your students more responsibility to learn. What do you think?

Responding:

There are many more questions that may be asked. In addition to being knowledgeable, you also need to consider how best to respond when asked. The following are a few recommendations to help you avoid confrontation and argument Remember, no one ever really wins an argument. Avoid getting drawn into one.

- Start out your response with "I'm not sure I understand your question but I think..."; ...yes, but I think...; "...you may be right, but another way to look at it is..... ; etc.
- Avoid these discussions when you are in a hurry. You need time to think out your responses.
- Use examples whenever you can as they help to illustrate a point and usually are more easily understood, especially when there is a language barrier
- Give your questioner time to explain themselves and try to have an open discussion. Remember that each of your cultures and backgrounds are DIFFERENT and neither is right or wrong, black or white. Chances are you can reach a mutual understanding.

OUTBOUND STUDENT'S CHECKLIST

ARE YOU READY TO GO?

- 1 Do you have your passport and visa? _____
- 2 Do you have your insurance papers? _____
- 3 Have your parents signed all release forms? _____
- 4 Have you made your travel arrangements? _____
- 5 Have you corresponded with your host club and host family? _____
- 6 Have you made language preparations? _____
Do you have bilingual dictionary and language tapes? _____
Can you introduce yourself in your new language? _____
- 7 Have you prepared/rehearsed a PowerPoint presentation – 20-30 slides for your host Club? _____
- 8 How are your parents going to send you money? _____
Do you know the exchange rate? _____
- 9 How will you handle initial homesickness and loneliness? _____
- 10 Have you discussed a plan with your parents if there was a family emergency? _____
- 11 Have you purchased small Canadian/American gifts to take for your host families and people who become special to you? _____
- 12 Do you have business cards and thank you notes? _____
- 13 Do you have your "First Night Questionnaire?" _____
- 14 Do you have your sponsoring club banners? _____
- 15 Do you have your city/country pins and flags? _____
- 16 Have you done your homework on your new country: its history, geography, politics, neighbours? _____
- 17 Have you given your blog address to your sponsoring Club? _____
- 18 Have you signed up on Face book and given your email address to the Rotex Roundup Editor? _____

YOUTH EXCHANGE OFFICER CHECKLIST

**OUTBOUND PARENT
GUIDELINES**

Outbound Parents Guidelines

Introduction

The Rotary Youth Exchange Program is a wonderful adventure in International Service which each year enables thousands of secondary school students to travel to other parts of the world to study for one year in an entirely different environment.

The impact of this Program on future international relations is incalculable, however, the impact on the lives of those fortunate enough to participate is most evident. Those young people are the potential leaders in their future community; therefore the breadth of experience and the widening of horizons obtained by them through the Program must play a vital role in the shaping of tomorrow's world. Participants return with a broader view of the world and a deeper understanding of themselves. Global perspective, self-confidence, language competence, college competitiveness, high level career opportunities, broad education, political insight, new international friends while having the time of their life is exchanged for one year in America.

Through Youth Exchange, Rotarians seek to provide the best possible environment for the participant. The program enjoys the advantages of more than thirty 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 participants in the program.

The program is a most rewarding experience for all who participate in it, whether as student, host family, Rotary Club, or at District level.

Outbound Student Eligibility

1. Participants should be secondary school pupils in good health who will be at least 16 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 would be freshmen, sophomores, or juniors.
2. Applicant's family must be willing to host a foreign exchange student for a minimum of 3 months or be of assistance in recruiting a host family.

All applicants are selected solely on merit. Sons and daughters of Rotarians are eligible to participate in the program but receive no special preference.

Selecting Criteria

Listed below are the qualities which the District Youth Exchange Committee seeks in applicants to be sent abroad under the program:

1. Above average academic qualification. Students who do not have an above average GPA should not be recommended by clubs unless they possess outstanding qualifications in other areas.
2. Applicants should possess well-rounded personalities with an ability to think through their

problems and to cope with the many problems and stresses of living in a foreign environment.

3. Applicants should be good ambassadors not only of their own town, but also Rotary and their country. During their year abroad, they will be called upon to address many groups; therefore, they must possess an ability to communicate easily with other people and to express themselves clearly and well. A well-rounded personality is a virtual necessity.
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7. Applicants should have the ability to cope with changing situations on a continuing basis.

Participating Countries

The appendix has a list of *Recently Exchanged Countries* that have been active in exchanges with District 5060 in recent years. This list is subject to change on a yearly basis. If Rotary is present in a country we can usually arrange an exchange.

Type of Program

District 5060 participates in the following type of program:

1. *Long-term exchanges*: These usually last an academic year in the host country, during which the student lives with more than one family and attends school.

Objectives of the Program

The following summarizes the objectives of the Youth Exchange Program:

1. 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.
2. 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.
3. 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.

4. 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.
5. 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 and use the knowledge they have gained.

Process Timeline

September - Club *Outbound Student Applications* given to students interested in exchange

by early October - Completed Club *Outbound Student Applications* returned to Club YEO.

October - Interviews with prospective exchange students and parents. Students complete Long Term Exchange Application and prepare for district interviews.

mid November - District interviews

Early December - Applicants notified of exchange country

December - January - Applications sent by District committee coordinator to prospective countries for matching with family and foreign student.

January -April - Notification of acceptance as matches are made, orientation session for students only in April

April - Orientation meeting for students and at least one parent

April - May - Students correspond with host families and counterpart student overseas. Travel arrangements made.

July - Sept - Exchange begins with students departing or arrival of foreign student.

How the Exchange System Works

Club Selection

The Rotary Clubs carry out their selection process and then nominate one or two students for placement overseas for every student the Club is prepared to host in return.

District Endorsement

District 5060 Youth Exchange Committee carries out another interview of each of the Club selections and reserves the right to approve or reject any applicant they consider unsuitable. The selected

students must attend two compulsory orientations in the winter and spring.

Club Selection Overseas

The hosting Club is selected by the hosting District Youth Exchange Committee. The only influence exerted by the sponsoring District is in the selection of the District to which the students' papers are sent.

Placement

The placement process is handled by the hosting District in the country to which the student will be going. The Outbound Coordinator from the sponsoring District has then to wait until the student guarantee forms are returned from the hosting District at which time the student is notified.

Summary Of Responsibilities Of The Various Individual Parties To An Exchange

Sending District

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

Receiving District

1. assigns the student to a specific Rotary club.
2. arranges a suitable orientation for the newly arrived students.
3. maintains contact with the student and the sending District during the Exchange period.
4. ensures that students are at all times in possession of valid visas and other necessary documents during the exchange period.
5. ensures that the student has purchased the Rotary approved insurance policy.

6. tracks the progress of all inbound students and intercedes when necessary.

Sending Club

1. selection of outbound student and ensures that the student is reasonably familiar with Rotary and the activities of the sponsoring club.
2. appoints a counselor to maintain contact with the student throughout the exchange.

Receiving Club

1. arranges for 3 to 4 host families for each student hosted. Host family orientation and maintain contact with host families.
2. arranges secondary schooling.
3. appoints a counselor for each student.
4. meets the Exchange student upon arrival.
5. ensures the attendance of the student at all mandatory functions such as orientation or District conference and bears the costs.
6. develops a suitable program of contact and activities for the student.
7. provides a monthly allowance.
8. maintains contact with the students' natural parents.
9. ensures regular attendance of the student at club meetings and functions.
10. Tracks the progress of students and reports same to District

Host Family

1. provides room and board for the student.
2. exercises parental responsibilities and supervision, as would the student's own parents.
3. advises the student about matters such as the family, school and community functions during the period of the exchange.
4. 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).

Natural Parents Or Guardians

1. agree to the rules of the program.
2. pay travel costs.
3. provide appropriate clothing including any necessary school uniforms.
4. provide any additional spending money plus the required emergency fund of \$500.
5. purchase the Rotary health & accident insurance.
6. arrange for all travel documents such as passports and visas.
7. are requested to host a foreign student or assist in finding a suitable family.

Exchange Student

1. agrees in writing to accept all the rules of the program.
2. accepts the supervision of the receiving District, Club, and host family.
3. agrees to accept the placing in the country to which he or she is assigned.
4. arranges to speak at Rotary and other community functions both during and after the period of the Exchange.
5. corresponds regularly with both the sending District and sponsor Club.
6. returns home at a time and by a route specified by the sending District.
7. attends secondary school regularly.

Financial Obligations

The parents of an outbound student are required to undertake the following financial obligations:

1. The cost of transportation and other travel costs for the student to and from the host country. District 5060 charges a One Price Fee for all yearlong students regardless of country destination. This fee covers the cost of transportation, in country orientation programs, insurance, and various sundry items. Parents will be advised well in advance of the total costs involved and the required terms of payment.
2. All students are required to carry the Rotary approved medical and hospital coverage for the year away. Some overseas 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 above.

3. The parents are required to provide the student with a revolving emergency fund of \$500 which can be drawn upon with the consent of the Rotary Counselor. This fund is intended to cover major items such as clothing, approved travel or other emergencies and must be replenished as it is depleted. A monthly allowance will ordinarily be paid to the student by the host Club to help cover spending money requirements and incidentals.
4. 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.

Rules

Students are given manuals which contain the rules and guidelines for the exchange. Make sure you read and understand them. If you are unsure on any aspect, please contact the District Committee.

As well as the rules contained in the manual, rules for you to note are:

1. Travel is not to take place without your consent - give letter of authority to be at the discretion of student's counselor.
2. Students are **NOT to operate or drive** any motorized vehicle of any kind.
3. It is a one year exchange, based on a school year, and typically lasts for 10 to 11 months. Any variation requires the District 5060 Committee approval which is not easy to obtain.
4. The return home will be by the most direct route.

A student may be terminated early in any of three ways:

1. At this Committee's request - failure to meet our required standards.
2. At the host District's request - not complying with Rotary rules.
3. At Parent's request - requires the approval of the host District and that of the District 5060 Committee.

Correspondence

Write regularly to your son or daughter. **Keep your letters on a cheerful plane.** Students do have

problems with homesickness and these are greatly accentuated each time a student receives communication bearing sad tidings. It is strongly recommended that you establish fairly regular correspondence with each host family in turn. Many minor problems can be tactfully cleared up at this level.

Please remember that it may take anywhere from one to three weeks for mail to arrive in either direction. Surface mail will, of course, take much longer. When mailing funds or clothing, allow adequate time for their delivery, especially if they are required by a specific date.

Frequent telephone or skype calls should be discouraged as much as possible, especially during the first 3 months. Not only are they costly, but they can often be unsettling to both parties. If telephone calls are to be made, they should be limited. Your son or daughter will find it difficult to assimilate new friends and culture if their minds are constantly pulled back home by frequent phone calls and e-mail. This can accentuate home sickness to the point that your child will wish to terminate the exchange.

Community News

Your son or daughter will appreciate receiving newspapers from your community plus general periodicals, and school news. After the student has read them, they can pass them on to their host families and friends so that they, in turn, will receive a better understanding of our lifestyle.

Travel Arrangements

A round trip ticket must be purchased prior to departure from the United States. The ticket must be purchased through "It's Your World Travel", the District's authorized agent, and it cannot be changed without parental and District 5060 approval. Mileage plans are not applicable.

Parent Visitation

In cases where travel abroad to visit the student is contemplated by the parents, they should defer their visit until well into the second half of the Exchange period, mid March or later. This is the time when the student is usually well adjusted and provides an opportunity for them to meet most of the people who have played a role in the student's life during the year away. However, it should be noted that Rotary is under no obligation to provide the parents with accommodation(s). As the student is usually only allowed a limited number of days away from school, the student may not necessarily be permitted to accompany the parents on private touring.

Try to avoid visitations coinciding with the ending month of the exchange. The student is usually trying to squeeze in 12th hour activities and you may be disruptive and actually be resented.

Other Parent Obligations

Parents are required to make themselves available with their son or daughter for a Club interview, a District interview and the prescribed District orientation sessions. Both parents must also sign the various agreements associated with the Rotary rules and other application documentation.

Parents will be encourage to host an inbound student (or assist in finding a host family) for 3 to 4 months sometime during the year that their son or daughter is gone. This is a fun and rewarding experience that will help you identify with what your son or daughter is going through.

Readjustment Period

Finally a special note should be taken of the adjustment period required after the student returns home. The initial months after a child, who has now become an independent and more mature adult, returns home can often be a most trying time for everyone. Each student will have experienced several years of normal growing up all condensed into one year, while the parents still think of him or her in the same way as when they left home. Yes, tremendous horizons have opened up for the student during the year abroad and students do find it difficult to adjust when they "return to earth". A lot of patience and understanding is required of parents in the difficult adjustment period, but the ultimate rewards for all concerned are great!

Rotary Health Insurance for RYE Students

There have been many problems over the years with different health insurance requirements in different Rotary districts around the world. Some districts required the students purchase their insurance, others wanted students to arrive with insurance already in place. And in addition, there was the question of insurance while the student was in transit. This confusion sometimes caused students to need two different policies.

YEO's have been discussing the issues at various Rotary International Conferences and now have a new plan in place. Instead of having a Universal plan that was mandatory around the world, the RI Youth Exchange Committee proposed a Rotary Code of Policies that set new minimum standards and better methods of clubs and districts to work together.

The following pages list out these Minimum Coverage Requirements and you can be assured that all the students, both inbound and outbound, now have policies that at the very least meet these requirements.

And in an effort to help students in the event of emergency, we are now requesting that the health insurance documents are copied and entered into the Youth Exchange Database for the district. While the students are supposed to carry their insurance card with them at all times, we all know what teenagers are like and having a backup copy available can help save huge hassles at the doctors office or hospital.



Minimum Coverage Requirements

- \$1,000,000 for medical, dental, ambulance, hospital expenses
- \$100,000 for accidental death, dismemberment, or disability
- \$50,000 for necessary emergency transport

(all US dollars)



Minimum Coverage Requirements

- \$50,000 for repatriation
- \$50,000 for necessary emergency transport or evacuation of student in the event of a non-medical emergency
- \$500,000 for personal legal liability

(all US dollars)



Other Highlights

- 24-hour door-to-door coverage inclusive of any personal travel
- Valid in all countries in which travel will take place
- 24-hour emergency assistance services



Other Highlights

- Where it is a statutory or legal requirement for travel insurance to be purchased in the host country, such insurance shall be in accordance with these limits and benefits. In all other cases dual insurance should be avoided unless agreed to by all parties.
- The parent or legal guardian of the Youth Exchange student is responsible for the payment of all medical and accident costs.

Rotary Youth Exchange

Travel Information

Do I need a passport?

Yes! You must have a passport that is valid at least 6 months beyond your intended one-year stay. Your passport is your insurance that you will be able to re-enter the United States of America or Canada when you return. If you do not have a passport, apply immediately. You can obtain passport information and forms for the United States at www.travel.state.gov and for Canada at www.travel.gc.ca.

Do I have to send my passport to the Travel and Visa Coordinator?

Yes! We must receive your original passport for us to obtain your visa under the one-price fare. In some countries, (we will let you know) you are required to apply for the visa in the country after you arrive. In those cases, we do not need your original passport. We will require a copy of your passport prior to issuing any airline tickets.

Will I need a visa for my exchange year?

In most cases, yes. A Visa is issued by the Embassy or Consulate of your future host country. It permits a non-citizen to enter and/or remain in the country for a designated period of time. Most Rotary Youth Exchange students will be issued a Student Visa which will allow the student to remain in the country for one year's studies. The issuance of a Visa by the country does not guarantee entry into that country. That decision remains the right of the immigration officials of your host country. Even with proper documentation, some countries may refuse entry based on comments made by the visitor when asked questions upon entry into the country. **Do not joke** with any immigration, customs or security officers. Answer any questions that they may pose in a polite, concise manner. **Do not** volunteer any other information. Remember, **Deportation is at the traveler's expense.**

Visa's may take some time to process and obtain. Please submit your documentation as soon as possible and please honor any deadlines that we set for you..

Standard Visa requirements may include:

Passport valid for at least 18 months beyond your departure date

Original or certified copy of your birth certificate

Passport photos

Notarized authorization to travel signed by **both** parents and legal guardian, even if your parents are divorced. (sample document in this manual)

Letter from your host school verifying your enrollment

Rotary Youth Exchange Guarantee Form

Other Visa requirements may include:

Financial statements showing adequate family resources

HIV test

Tuberculosis test results

Fingerprints

Criminal background check from local law enforcement

Updated immunization records

Income tax records

Document translations

Proof of Health Insurance

Will I Need Immunizations:

In some cases, inoculations may be required depending on your destination within a country. You should confirm all immunization requirements with your assigned countries Embassy or Consulate's web sites. Travelers who do not have the required vaccinations upon entering a country might be subjected to vaccination, medical follow-up, isolation or any combination of these items. Some countries may even deny entry.

In some cases an International Certificate of Vaccination against Yellow Fever may be required.

The Centers for Disease Control is a great source of Health information and requirements. You may check with them at www.cdc.gov. You may also go to the World Health Organization at www.who.int for guidance and information on a number of health related issues.

An increasing number of countries have established regulations regarding HIV testing for long term visitors.

It is the Exchange Student's responsibility to obtain and fulfill immunization and pre-departure healthcare requirements.

Why do I have to wait for my guarantee form to get my visa and airline tickets?

Your guarantee form gives us your arrival airport and the date that that your host district expects you to arrive in your specific country. It also provides the estimated date that you can depart your host country. We will need this information to acquire your airline ticket and itineraries. We will not purchase or schedule your flight until your Visa is issued. Sometimes, embassy's can take a very long time processing visas and changing airline tickets can be expensive. In some cases, if the Visa is approved late, your flight could be within a few days of receiving your Visa.

How will I get my visa and airline tickets?

Once you have collected all of the items necessary to complete the visa application forms, have received your guarantee forms and receive a packet or e-mail from your host country, please contact us and we will arrange for the processing of your visa and airline tickets as part of your "one-price fare". If you are required to go to a consulate for an in person interview, you are responsible for any required travel costs associated with the interview.

Once your passport and visa has been returned by the Embassy or Consulate, we will purchase your ticket. Our agent will contact you to arrange for delivery of your documents. We normally do not use the US mail for delivery of travel documents. We will ship them to a designated address where someone will be available to sign for the documents.

You are required to arrive with a return airline ticket in your possession. You will be issued a roundtrip ticket with a return date appropriate for your exchange. Your airline tickets will be non-refundable, but can be changed upon the payment of a change fee and any change in fare. This cost can be very substantial. If you wish to return on a different date, or are sent home early, you are responsible to pay for any change fees associated with your actual return.

Will I travel with a group or by myself?

That will depend on your travel dates and if other students are traveling via the same airports. If possible, we attempt to group students.

Tickets / Passports /Money

Do not pack your travel documents in your suitcase. Do not leave home without your documents. You must present your tickets and passports with your luggage at check-in. It is advisable to carry your valuables, airline tickets, itinerary, passport, money, credit cards and prescription medication in your carry-on luggage. Having foreign currency is optional. Having a small amount of host country currency is probably a good idea. This will allow you to tip baggage handlers and make small incidental purchases until you establish a bank account in your host country.

Check-in

You must check-in three (3) hours prior to your departure for your international flights. This is considered mandatory. Be prepared to present your passport, visa and ticket at the airport when your check-in. It is a good idea to re-confirm your flights with the airline 72 hours prior to your departure to ensure that you have the most updated information regarding your schedule.

It is important to wear your Rotary name tag and Jacket on your departure and arrival. This will identify you to other Rotary students as well as any Rotarians traveling throughout the world. Do not joke with any immigration, customs or security offices. Answer politely only questions that are asked of you. Do not volunteer any other information. Some countries will refuse entry to visitors that do not comply with requirements regarding general appearance and clothing. Some countries will refuse entry to visitors who make inappropriate comments upon entry into their country. Remember, you are an ambassador for Rotary as well as your country.

Carry-on Luggage

You will be limited to one carry-on bag and one “small” personal item (purse, laptop, and cameras). Your carry-on can be subject to weight limits on certain airlines.

Check with the airlines web site to get specific information. You can not carry knives, larger scissors, weapons, and nearly all tools in a carry-on. You are also prohibited from carrying liquids or gels in containers larger than 3 ounces each in a carry-on. All liquids or gels must be contained in a single – one quart – clear plastic bag and this bag must be removed during your security screening.

Luggage:

Please go to your airline website and/or contact your airline for information regarding baggage allowances and fees. These change so frequently it is impossible to keep this data up to date.

When you check-in; request that your luggage be checked all the way to your final destination. You may be able to avoid some baggage fees by checking this way.

Do not pack or carry wrapped gifts. Do not bring prohibited items to the airport. Please review the Transportation Security Administration website www.tsa.gov for a list of prohibited items and other information you will need to travel successfully. If you are Canadian citizen, this site is still appropriate as nearly all of our Canadian students will be transiting through the US.

Please be aware that once you are in your in destination country, you may have to take a small regional carrier to your final destination and their baggage allowances may be different. Be sure to check. Additional and overweight items will cost you dearly.

Every bag should be marked clearly with your name on a personal identification tag attached to the outside of the bag. Your name should also be clearly written somewhere on the inside of the bag in case your luggage is lost or misplaced by the airline.

If you wish to lock your luggage, use a TSA approved lock only. TSA screeners have tools for opening and relocking luggage equipped with TSA approved locks. Other locks will be cut off and your luggage could be damaged or destroyed in the process.

Return date changes

Your airline tickets will be booked for an appropriate return date. Many students find the wish to extend their stay to participate in a Rotary sponsored tour or to travel with a host family. With appropriate approvals, this can be arranged. However, if your ticket return date needs to be changed, you will be responsible for any change fees.

In the event we are unable to obtain a ticket with an appropriate return date, we will notify you before you leave the US or Canada and District 5060 will cover the cost of one change fee (in October) to schedule your return to your home.

Contact Information:

Travel Agent

It's Your World Travel

1969 SW Hillcrest Road

Seattle, WA 98166

Toll Free 800-955-6077

Direct 206-370-9243

Website <http://iywt.com>

Rotary District 5060 Contacts - Country Specific - Find your Coordinator below.

NOTE: This is a sample of what is in the Parent Manual - Names will be updated for those manuals

<p>OUTBOUND COORDINATOR Dennis Jacobsen Penticton Okanagan 197 Arlayne Road Kaleden, BC Canada V0H 1K0 Home Phone: 250.497.5485 Work Phone: 250.492.8888 Cell Phone: 250.770.1543 Fax Phone: 250.492.8886 E-mail:dennis@pentictonrotary.com Germany, Denmark, Sweden, Norway, Ecuador, Netherlands, Croatia, Hungary</p>	<p>OUTBOUND COORDINATOR Cassandra Wilkinson Kamloops Daybreak 769 Fraser Street Kamloops, BC Canada V2C 3H1 Home Phone: 250-828-0891 Cell Phone: 250.320.3579 E-mail: wilki_4@hotmail.com Austria, Finland, Switzerland, Turkey, India, Japan, Taiwan, South Korea</p>
<p>OUTBOUND COORDINATOR Elizabeth Stepniewski Yakima Southwest 420 Windy Point Drive Wapato, WA USA 98951 Work Phone: 509-877-6824 Cell Phone: 509-949-2167 Fax Phone: 509-877-2077 E-mail:cfjeld@vhlegal.com Argentina, Bolivia, Brazil, Peru, Chile, Columbia</p>	<p>OUTBOUND COORDINATOR Patty Garrett Lake Country (Winfield) 414 Niblick Court Vernon, BC CANADA V1H 1V6 Work Phone: 250-870-4666 Cell Phone: 250-307-8285 Fax Phone: 250-870-4670 E-mail:pdgarrett16@gmail.com Belgium, France, Italy, Thailand, Spain</p>

Authorization Letter

Cross Border Travel for a Minor Canadian Outbound/Rebound Student

To Whom It May Concern:

Re: In Loco Parentis Grant of Permission to Travel and Grant Permission for Medical Care of

Dear Sir/Madam:

I/We are the parents of who is sponsored by Rotary District 5060. This authorization is granted to Rotary District 5060, its Chairman and whomever the Chairman appoints pursuant to the additional authority granted by me as my/our child's parent(s) when I endorsed the Rotary Long Term Application which is on file with Rotary District 5060.

I hereby authorize _____ to act in my stead as the Loco Parentis (guardians) for the above-referenced student with respect to the student's travel within and between Canada and the United States. The guardian(s) have authority to escort the student into Canada or the United states and to return with the student to the United States or to Canada. Further, I grant the guardians authority to make all decisions on the health and care of the student and grant permission as noted herein below while the student is in the care of the guardian as follows:

1) To approve any medical or surgical treatment by a physician, surgeon, or

dentist that might be required by the student for any emergency situation.

2) Permission to approve an operation, the administration of an anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of the student.

As the parent(s) of the student I acknowledge that I/we have as a condition of the student's enrollment in the Rotary Youth Exchange Program agreed to indemnify and hold harmless Rotary and its agents for treatments provided under the circumstances described above.

Signature

Signature

Parents of _____

Province of British Columbia)

) ss.

City of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me and said person acknowledged that he/she signed this instruments and acknowledged it to be his/her free and voluntary act for the uses and purposed mentioned in the instrument.

Dated this _____ day of _____, 20__.

Printed Name

NOTARY PUBLIC in and for the Province

British Columbia residing at _____.

My appointment expires _____.

Notary Public Official Seal:

Authorization Letter

Cross Border Travel for a Minor American Outbound/Rebound Student

To Whom It May Concern:

Re: In Loco Parentis Grant of Permission to Travel and Grant Permission for Medical Care of

Dear Sir/Madam:

I/We are the parents of who is sponsored by Rotary District 5060. This authorization is granted to Rotary District 5060, its Chairman and whomever the Chairman appoints pursuant to the additional authority granted by me as my/our child's parent(s) when I endorsed the Rotary Long Term Application which is on file with Rotary District 5060.

I hereby authorize _____ to act in my stead as the Loco Parentis (guardians) for the above-referenced student with respect to the student's travel within and between Canada and the United States. The guardian(s) have authority to escort the student into Canada or the United states and to return with the student to the United States or to Canada. Further, I grant the guardians authority to make all decisions on the health and care of the student and grant permission as noted herein below while the student is in the care of the guardian as follows:

1) To approve any medical or surgical treatment by a physician, surgeon, or

dentist that might be required by the student for any emergency situation.

2) Permission to approve an operation, the administration of an anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of the student.

As the parent(s) of the student I acknowledge that I/we have as a condition of the student's enrollment in the Rotary Youth Exchange Program agreed to indemnify and hold harmless Rotary and its agents for treatments provided under the circumstances described above.

Signature

Signature

Parents of _____

State of Washington)

) ss.

County of _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me and said person acknowledged that he/she signed this instruments and acknowledged it to be his/her free and voluntary act for the uses and purposed mentioned in the instrument.

Dated this _____ day of _____, 20__.

Printed Name

NOTARY PUBLIC in and for the State of

Washington residing at_____.

My appointment expires_____.

Notary Public Official Seal:

VISA APPLICATIONS

VISA

A visa is the official document which allows you to enter, stay, and leave your hosting country at the end of your exchange. Not all countries require a visa, IYWT will advise you as we make your travel preparations.

If you need a visa, it is normally stamped inside your passport. IYWT has been obtaining 'Student Visas', in even the most difficult circumstances for over 30 years. We have close relations with your host government's consular representation and will assist you in completing their required paperwork.

Therefore, in most cases you will need to send your SIGNED passport to IYWT so that we can apply for your visa. Officials at the consulate will issue the visa after we send your passport and paperwork to them. Some host governments are requiring an in person interview at their consulate in the United States or Canada. Be sure to consult the Visa Requirement List in your packet for full instructions.

In order to obtain your visa, you the student/parent provide certain required paperwork, and Rotary both here and in your host country provides required paperwork. Please note, no paperwork can be submitted to the consulate until ALL paperwork is received from all parties.

STANDARD PAPERWORK NEEDED TO APPLY FOR MOST VISAS:

The following list is NOT an official visa requirements list, but rather is intended to give you an idea of the minimal paper work you normally need to submit to IYWT in order to process your visa. This is ONLY an example of the type of documents that are required for you to submit.

Please refer to your own host country's specific requirements from the packet we provide to you.

Government Issued Passport Book - send your actual passport book "MAKE SURE IT IS SIGNED AND VALID FOR AT LEAST 6 months beyond your intended return" and there is at least one blank page to affix your visa. (Please keep a copy for your records before sending).

Visa Application - This is a standard form from your hosting country's consulate. Often you will need to sign the form after you have completed it, or your parents may need to sign if you are a minor (under 18 years old).

Passport Type Photos - You must buy these photos! Businesses such as Fedex/ Kinkos or Walgreens will take the photos and give them to you directly. Visa Applications are most often rejected due to inappropriate passport type photos! Any photo that you take yourself is not an appropriate photo. Please click here for a fully detailed description of the requirements for your passport/visa type photos.

Parent Permission Form - biological/custodial parents must sign a form authorizing their student's entire exchange while residing in the host country. Any parent exercising custodial authority will need to sign the form. In the event both parents are not able sign, please provide legal documentation to support the absence of a parent's signature, ie divorce decree, certification of abandonment, 'father not named' on birth certificate, death certificate, etc. Step-parents CANNOT normally sign this form.

Medical Insurance - IYWT doesn't handle medical health insurance policies, therefore your best resource if you are required to provide proof of medical insurance will be checking with both your sending and host Rotary District. You may be required to purchase insurance through your host countries socialized medical plans either prior to your departure or once you arrive in your host country.

Host Guarantee Form - ALL parties involved must review your Host Guarantee Form (the official acceptance form) and agree to accept you. You and your sending Rotary complete your sections. It is then sent to your hosting Rotary, and completed and signed by various entities in your host country. It is then returned to your sponsoring District Chairman. Once the form is returned you're officially accepted as a Rotary Youth Exchange student to that country.

The visa process can be quite confusing and frustrating. As stated above, IYWT needs all paperwork from both the student and Rotary before the visa can be obtained.

Therefore, to guide and keep both you and Rotary updated, we send, to the student, parent(s) and sponsoring Rotarians an Acknowledgement Letter. This Acknowledgement Letter lists ALL of the documents required to successfully obtain your visa for your assigned country.

It is divided into TWO SECTIONS:

Student/Parent Responsibility: You the student only need to be concerned about completing and submitting to IYWT your Student/Parent section.

Rotary Responsibility: Rotarians are very responsible and feel it is their primary duty to provide, on a timely basis, the documents they are responsible for, so you can depart at the correct time and have a successful and legal exchange year.

In both sections, it reveals when we have received certain documents, and if they are complete or we need to send them back to the sender for correction or completion.

(Please note your Rotarian may send the documents they are responsible for directly to you, instead of IYWT - if so, and they are missing from your Acknowledgement Letter, please make a copy and send the originals on to us).

Lastly, a note of caution! You may receive advice from truly concerned individuals--including Rotarians, here and overseas, and Host Families. They may advise you, with the very best of intentions on procedures you should undertake, or answers for certain visa documents. Even if you contact the correct consulate directly, there may be some confusion as to the 'type' of visa you are applying for and you will get further misdirection. All of this can lead to unnecessary expense, time, and even wasted trips to the consulate.

SO, PLEASE, verify any suggestions or answers you receive from these parties with us at IYWT before you take unneeded action and delay your visa issuance due to faulty answers on documents we have provided to you.

It's Your World Travel

The Travel Agency used by Rotary District 5060 is "It's Your World Travel" Contact details and other information will be handed out at the Outbound Training session in Naramata.

NOTE: It's Your World Travel's website makes reference to Open Tickets for flexible return dates and we have chosen to **not use that option in most cases.**

Students will be issued a Closed Ticket with a fixed return date. The Airlines will allow the date to be changed, but there is a fee of around \$250 but is subject to change plus the cost difference in the flight. Parents and Students should be prepared to pay this fee as we have found that about 50% students will make changes and want to stay longer at the end of their trip.

So why do we not use Open Tickets to make this process easier? It's to save you money as generally the cost of Open Tickets is about \$500 to \$800 more and in most cases, the cost to pay for the change in ticket price and change fee will come in less. There is a bit of a gamble here as the airlines could charge more based on economic challenges, fuel surcharges, etc. But it's been our experience that this is the cheaper option and it reduces the One Price Fare that you are paying.

To ensure we don't have unhappy students and parents next spring when changes are being made, please remember that there will be a small fee to change.

REBOUND
SECTION

YEO Checklist for Rebound Students

Is the Rebound Student's current address and phone number known?	Yes / No
Is a Committee member established to keep in touch with the Student and Parents?	Yes / No
Is a presentation date established for the student to talk to the club?	Yes / No
Has the student been asked to assist in this year's Club selections?	Yes / No
Is the student invited to attend Club functions and occasional meetings?	Yes / No
Has the student sent a not of thank-you to their Host Parents and Host Club?	Yes / No
Did your student attend the Rebound debriefing in July?	Yes / No
- If not, have you fully discussed the year with them?	Yes / No
- Have you reported any negative comments to the District Chairman?	Yes / No
Will you encourage (and pay for) your rebound student to attend the Winter Weekend in Veron or Weekend in the Mountains or Outbound Orientation in Naramata?	Yes / No

It's Time To Go Home

Context

You're sitting in "your" room. In any case, it's the room that you've come to know as your own. You have, after several months, adjusted to your host culture. You probably feel as if you have finally become a member of this new culture. You have made friends, gone to school, become a member of a family.

Remember how you felt when you first arrived in this new place? You knew that you would experience "culture shock," but you had no idea just how intense those feelings would be. For the first part of your year you had moments where you wanted nothing but to go home. But you stuck it out. You don't know when it happened, but one day you realized that you had made it. You woke up from a dream in another language. You were mistaken for a "native" in a restaurant. You forgot certain things about your home country. You changed.

Now it's almost time to go home. Once again, you are on a roller coaster of emotions. You are excited to see your family and friends again, but at the same time you are filled with feelings of anxiety and fear. You are starting to experience the initial phase of "re-entry shock."

What to Expect

Because no two people are exactly alike, it's hard to predict exactly what you will go through when you return home. It's important, however, to anticipate and to prepare yourself for the possibilities. If you feel that you have adjusted well to your host culture, if you feel that, in many ways, you have "become" American you will most likely have a more challenging time coming home. It is ironic that the more "successful" you have been as an exchange student, the more difficult it will be for you to adjust to being home again. Just as you survived and indeed excelled as an exchange student, so too will you re-adjust to being back home.

This isn't Home!

You have probably constructed all kinds of mental pictures about what coming home will be like. You know that you have changed. Be prepared for things at home to have changed as well. Your siblings have grown, your friends have moved on, your parents may have renovated the house. The home that you return to can never really measure up to the "home" that has existed in a dream-like quality in your head for all of these months.

A valuable aspect of living in another culture is that it provides you with another perspective of your home country. You may find, especially for the first month or so back home, that nothing is as you remembered and nothing is as wonderful as it was in your host country. You may feel as if you just want to withdraw and day dream about your host country. Don't.

Know that, in time, you will readjust. Try not to constantly complain to your friends and family. Remind yourself how you felt the first month or so of your exchange. Reread your journal. It may help keep your perspective.

You're a Different Person

Be prepared. Your parents may not recognize you at the airport. You may have put on weight, changed your hairstyle. You have physically matured. You have adopted the fashions of your host culture. And now you don't. You may want to send a current photo of yourself to your family. That way how you look when you come home won't be a tremendous shock for them!

You have changed inside as well. You are not the same person you were before you left. You have experienced many things. You have learned so much about others and about yourself. Your insights have been challenged and broadened. You will now see the world from another perspective, and you won't even realize how much your insights and values have changed until you come home. It is important that you understand that those back home have not experienced what you have. Your friends and family will not necessarily appreciate being told that they have silly habits, or that what they eat is disgusting, or that you disapprove of how they do or see things. You must remember to be diplomatic and not negative.

It is true that sometimes you will feel isolated and misunderstood. Your friends and family will tire of hearing about your year abroad. They will become exasperated every time you bring up your host country. They may tune you out. Try not to wallow in self-pity. Don't withdraw. Keep the lines of communication open with your family and friends. They can't understand what you're feeling if you don't tell them. Keep in touch with your friends and family in your host country. Try to make contacts with other exchange students. They will be valuable resources and provide support for you.

Readjusting Socially

When you first arrived here you probably stood out. Everyone recognized you as a “foreigner”. You dressed funny, your accent was strange, or you could hardly speak the language at all. Sometimes you may have felt like a freak. It took some time, but you were finally accepted by your peers in your host culture.

Friends back home have written to you or may even have visited. To some extent they have kept you informed about what's going on back home. There is no way that you could possibly know everything, and you will find that you are a bit behind on the social scene back home.

Styles will have changed, different music will be on the radio, slang expressions will be different, new people will be popular. Once again, you may find yourself feeling like an outsider. Some people will think that you're really cool, while others may make fun of you. In fact, you may find that you don't have a lot in common with the people who were your best friends before you left. Prepare yourself for this; readjusting to social life can be a difficult process for you. Realize that, in some ways, you can reinvent yourself. You have developed a different personality as a result of your year abroad. Embrace the new “you.” You have gained valuable insight and maturity--others will surely come to appreciate this about you, especially if you appreciate it about yourself.

Is That English You're Speaking?

You have been immersed in English, and you may have difficulty expressing yourself appropriately, at least for the first few weeks back home. You will have forgotten words, expressions, slang. You may "go blank" when trying to communicate. It may be frustrating sometimes. Sometimes, though, it will be amusing to you and to your loved ones. Utilize the process of re-learning your native language as a way to re-establish relationships. This way, others will feel as if they are contributing to your successful readjustment.

You have most likely developed an accent that is unique to your host country. You have learned different terms, different slang, new expressions. Some people back home may find your new way of speaking to be interesting and unique. Others may think that you're "faking it" or that you have a superior attitude. Don't be discouraged. Others will adjust to your new language mannerisms, and you will soon fall back into your usual accent. Remember, all of these adjustment processes require time and patience.

It's important to note that you have developed different non-verbal habits as well. How closely (or not) you stand to someone, the gestures that you use while speaking, how you move your eyes, whether-or-not you make eye contact and with whom, how frequently you touch others, all of these patterns of non-verbal communication may be different for you now. Americans generally maintain a greater spatial distance when interacting than do Western Europeans and South Americans, for instance. Females in Japan do not maintain eye contact with males in the same ways as American females do. You may find that your patterns of non-verbal communication send different "messages" back home. Be aware of this. You will soon re-adjust your movements to your surroundings.

What to Do

Expect the Unexpected

As soon as you realize that coming home will be different from what you had imagined, you will have made an important step. Most likely, by now, you are an expert on change. You have experienced many ups and downs and felt like you were on a roller coaster. You have adapted to many kinds of changes and you have succeeded. Realize that change is inevitable and can ultimately be beneficial to you and to your life. See change as a teacher, as yet another adventure for you to experience.

Your Health Matters

For the first two weeks back home, you will be exhausted, both physically and emotionally. It may be tempting for you to jump into a busy schedule of parties, get-togethers and reunions. Try to "take it slow" for awhile to give yourself time to readjust. You may also feel depressed and anxious from time to time. These feelings are inevitable results of re-entry. They are also temporary.

In time you will feel more comfortable with and relaxed in your surroundings.

Be Open in Your Communication

Some of the frustrations that you will feel as a result of your re-entry can be remedied with thoughtful and open communication. You will occasionally feel out-of-place and misunderstood by your friends and family. Discussing how you feel in a loving way will better ensure that you receive the support you need. Being constantly critical and negative will only serve to further alienate you from your loved ones.

Create a Balance

You now have a dual identity, a bi-nationality. You are American or Canadian, but in very real ways, you are also French, German, Austrian, Mexican, etc. Realize how wonderful that is. You will never be "just" your own nationality again. You have been exposed to a whole new world of being and seeing.

YOUR NEW WORLD

Take a mental inventory of those things about being Canadian or American that are important to you and combine them with those things that you value about your "new" cultural identity. Be proud of who you are. The experiences that you have had will make you a more well-rounded person and a more sensitive member of our global community.

Welcome home!

So You Think You're Home Again

Some Thoughts for Exchange Students Returning "Home"

By Dennis White, Ph.D.

Initial Culture Shock

Remember what it was like those first few weeks and months going abroad? It was new, exciting, often confusing, and always changing. And while your whole year may have been exciting, it wasn't always pleasant. You probably became irritated with, and even hostile to, your host culture when the deeper differences between your culture and their culture became apparent. As you began to develop real language skills, and you better understood fundamentally different cultural values, you began the slow process of adapting. Eventually, maybe only at the end of your stay, you began to realize how you could really fit in – adapting fairly well to your adopted culture, while maintaining your own native cultural identity. You became bicultural. And then, just when it was getting good, the year was over and you had to go "home".

Most people who live abroad for an extended time go through similar successive stages of culture shock. These stages are generally recognized as being:

1. Initial Excitement or Euphoria
2. Irritability and Hostility
3. Slow and Gradual Adaptation
4. Eventual Adjustment to Biculturalism

If your experience was anything like this, you learned that culture shock is not just adjusting to jet lag and different food. It is an on-going process of developing increased cultural competence, by being "shocked" by differences, adjusting to them, learning new skills and eventually adapting. And when you prepared for going abroad, you had some expectation that you would experience culture shock. It is not possible (or even desirable) to avoid culture shock, but at least anticipating it made it somewhat easier -and kept you from thinking it was all your fault, or all the new culture's fault.

Reverse Culture Shock

As you return home, you are likely to experience some very similar, but possibly surprising reactions that are part of what is known as reverse culture shock, or re-entry shock. In the first few weeks back, many people feel the effects of jet lag, general exhaustion from lots of changes, fatigue from an overdose of "welcome home" parties and trying to do and see everything and everyone at once. This flurry of activity can cause a significant degree of disorientation, making it difficult to tell exactly what thoughts and feelings you are having.

But mixed in with all of this are two distinct and often conflicting reactions. One is the same excitement stage as in initial culture shock. It may be very exciting to be back, to see family and friends, to tell about your adventures and to do things you have missed for a year. If this reaction occurs, it fairly quickly wears off, and is replaced by the second stage of culture shock - irritability and hostility. This stage often comes much more quickly than in initial culture shock, and can be

much more severe and disturbing. It also may be the first reaction you have to coming home, with no excitement stage at all.

There are several reasons that you may not feel excitement at all, or for very long. Remember, when you went abroad initially:

1. You wanted to go.
2. You expected and looked forward to learning about different things.
3. You were warned to expect culture shock.
4. Though you may have been sad to leave family and friends, you knew it would not be forever – you knew you were coming back.

Now that you are returning at the end of your exchange year:

1. You may not want to come home.
2. You may expect things to be just like they were when you left (or at least that things will be very familiar)
3. You may not have been sufficiently warned about reverse culture shock (or you didn't think it would happen to you).
4. You may be very sad to leave friends and "family" in your host culture because you know there is a possibility that you may never see them again.

If reverse culture shock is so unpleasant, why not try to avoid it? Because it is impossible if your exchange year was successful. In fact, the extent to which you immersed yourself in your host culture, and truly adapted, is probably the best indicator of how much reverse culture shock you will experience. People who don't have much trouble re-adapting to their native culture probably didn't get very involved in their host culture. They didn't change much, so they don't have to readjust much.

The Extent of Change

If your exchange year was a success, you have changed in ways that you probably cannot describe, or completely understand yet. You have become a skilled world traveler. You are a skilled bicultural person. You can actually get along quite well, not just be a tourist, in another culture. You have learned to think of things differently by looking at the world from someone else's point of view long enough to really understand it. In a sense, you have become a citizen of the world, so it may be more than a little confusing to think of where "home" is.

Some of these things will probably happen to you. You will find yourself thinking or dreaming in your new language. You will try to explain something to someone back home and not be able to give a precise translation of what you are talking about. You will talk to your parents about one of your host parents, calling the host parent "mom" or "dad". You will think your hometown is very small, or that your friends think in "small" ways.

So don't be too surprised if your family and friends seem a bit uncomfortable with you. They probably are, because you aren't the same person who left them a year ago. Don't underestimate how much you have changed and how strange you may seem to those who knew you before. You may be very proud of your independence, self-confidence and internationalism. But they may see you as

self-absorbed, critical of everything and not interested in fitting in.

Remember that those around you may have changed as well, if not in the same ways you have. If you are expecting things to be the same, you will have more of a shock than if you are looking for changes. Your friends have had a year of growing and maturing, and your family situation may have changed (deaths, divorces, moves, job changes). You missed some important events in their lives, just as they missed some important ones in yours. Even those things that haven't really changed may seem quite different, because you see them differently. Though you may love your native country more than ever, you are also much more likely to be critical of it, and question common cultural practices that you took for granted before you left.

Ways To Deal With Reverse Culture Shock

The single best thing you can do is to anticipate and accept that you will experience some degree of reverse culture shock. The worst thing you can do is to deny it, or try to avoid it. People often try to deny it because they think there might be something wrong with them if they admit it. It is, in fact, very normal, and you will have more problems than necessary if you try to deny it.

More than anticipating and accepting reverse culture shock, you can actually view it as a positive, if sometimes painful, growth experience. It is, and can be, the completion of the circle of change in an intercultural experience. I like to think of it as the third year of your exchange. The first was the year preparing to go abroad. The second was the actual exchange. The third is the year when you can more completely appreciate the changes you have made, the readjustment to your native culture, and the fact that you will be bicultural for the rest of your life. In subsequent years you will have times when you re-experience reverse culture shock, and when you feel like you just got home again; but it will never be as shocking an experience as that first year back.

You can also help yourself by talking about your feelings as often as you can. You may wear out lots of initially sympathetic ears doing this. You may notice that you seem to have an almost incessant need to talk about your experiences. Your friends, especially, may get impatient with you, so you may need to learn to be selective with whom you share your experiences. There is often a conflicting urge to keep it all to yourself, because you think people won't understand or don't care, or because you think that talking about it in the past tense confirms that it is over - and you don't want to accept that. (Many students don't completely unpack for months, for the same reason - they don't want to admit that it is over.) Of course, that's the issue - it's over and it isn't. The experience is over, but not the memories and the impact on your life.

Sometimes it's best to find other recently returned students, or even people who have been back for years. You can tell how this feeling lingers when exchange students, Peace Corps Volunteers or missionaries start talking about their experiences, even if many years ago. They get excited, they can't stop talking, and they get a glassy, far-off look on their faces. And don't underestimate your parents as listeners. Sometimes they are the only ones who will politely listen as you tell a story for the hundredth time. But however you do it, talk. It is in this way that you can help others understand you, and more importantly, learn to clarify your thoughts and feelings and better understand yourself.

You can also make things easier for yourself by trying not to make too many big decisions, unless you absolutely have to. Don't be impatient with yourself if you have trouble making decisions. Your goals in life may have changed. Because you have a new perspective, some of the plans you made a year or

more ago may not seem as relevant now. Remind yourself, your family and friends that you are going through a period of adjustment; and it may take time for you to sort things out.

Finally, don't be too concerned if the course of your reverse culture shock doesn't seem to follow the pattern described here. Each of your experiences abroad was unique, and so will be your re-entry. While your year abroad was probably of great value to you, you may not have had the same emotional attachment to people that other students describe. So you may not have as much trouble letting go of those attachments and getting on in life with new and renewed friends. Going on to college or university is also quite different than returning to high school, and some of the issues are different for these two situations.

Feeling “At Home”

Reverse culture shock subsides, though it never disappears. Eventually you will come to terms with yourself and your “new” native culture, incorporating the fact that you are now a member of another culture as well. You can learn to be at peace with true biculturalism. This is the ability to move from cultural practice to cultural practice, with skill, as the situation calls for it. And while you may somewhat sadly come to accept that you can never truly come “home” again, you can learn to feel “at home” in the world at large.

Dr. Dennis White is a clinical psychologist, returned Peace Corps Volunteer, and Rotarian in District 6220, Sturgeon Bay, Wisconsin. He has worked in many exchange programs dealing with preparation for exchanges as well as returning home. He is a program consultant to the District 6220 Rotary Youth Exchange Program as well as to the Central States RYE Program. He has written several other articles on the exchange experience and produced a 45-minute videotape on the same topic. Dennis is frequently contacted to discuss re-entry problems by students, parents and Rotarians. He may be reached at:

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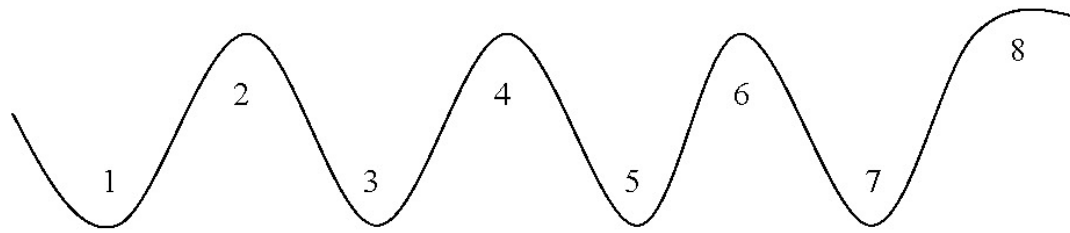
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The Exchange Cycle



1. Application Anxiety

2. Selection/Arrival Fascination

*Elation
Expectation*

3. Initial Culture Shock: 1-6 Months

Novelty wears off

Characteristics:

*Sleeping Habits
Disorientation
Language difficulties
Fatigue (Mental/Physical)
Eating*

4. Surface Adjustments

After initial "down"

Settle in:

*Language improves
Navigate culture
Friends
Social Life*

5. Mental Isolation

*Frustration increases
New sense of isolation
Boredom
Lack of motivation
Unresolved problems
Language problems*

6. Integration/Acceptance

*Begin to examine society
Accept surroundings/self*

7. Return Anxiety

*Preparation for departure
Realize changes
Desire to stay*

Results:

*Confusion/Pain
Breaking of bonds
No promise of renewal in future*

8. Shock/Reintegration

*Contrast of old and new
Family/friends
Difficulty to accept change
Not the center of attention
Others not interested in experience details
Reorientation*

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany

Rebounds at other Meetings

Rebound Students are an invaluable resource for helping new inbound students get orientated at the Inbound Orientation meeting. They can help with translation for students not yet familiar with English and they can help relate their experiences in a way that an adult cannot. They also are a resource for Youth Exchange officers to learn more about the exchange process and experience.

At the Revelstoke Weekend in the Mountains, the Rebounds can help the new outbound students by sharing their experiences and talking about the importance of learning the language. The words mean more from someone who's been there and done that.

And at the Outbound Orientation meeting, a panel of Rebounds can help not just the students get better prepared, but help the parents understand what their sons or daughters will be going through. They will talk about the things that went well as well as the things that went wrong. And hopefully, how Rotary helped correct the things that went wrong. Often, their stories are funny and help break the ice to get people talking and asking questions.

These are District events. But at the Club Level, you should invite the Rebounds to talk to the club to help the club members understand what the program is about and hopefully get some of them charged up and willing to help on your Youth Exchange Committee.

HOST FAMILY
SECTION

Host Family Recruitment by Club

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**.

Second, while it is nice to locate host families with teens, it is not critical to the success of hosting an exchange student. "Empty nester" couples, as well as couples with small children, are also capable of being excellent host parents. *In a recent survey of students, they actually preferred an older "Empty Nester Couple" for their FIRST host family as they had the time to help them become orientated to the area and the language.*

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.

When seeking the referral assistance of those noted above, it is best if the referrers only determine that an interest level exists. Make a "no-commitment" appointment with the prospective host family to explain the program, expectations, and answer questions. In advance of the meeting, copy the Host Family Guidelines and send it to them.

Rotary Club Members:

The Youth Exchange Committee highly 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.

1. After notification by District Committee, announce at a scheduled meeting who the new inbound student will be and where they are from.
2. Place a notice in your Club bulletin about the new inbound student along with a summary of host family obligations.
3. Announce the country, age, name and sex of the student at the next three Club meetings and ask for Host Family interest.
4. 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.
5. Inviting potential host families to the student's welcoming party is a sure way of securing hosting commitments from Rotarians and non-Rotarians alike.
6. 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.
7. FOLLOW-UP: Contact all members of your club indicating an interest in hosting the exchange

student. Give all interested parties a copy of Section V. (Host Family Guidelines). Rotarians should receive first priority to be a host family.

Schools:

One of the best sources outside of the Club for developing host family leads are high schools and junior high schools. 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. What you are looking for are contact persons within each school that can be an advocate for the Rotary Exchange Program. Appointments to give a short presentation can be set with department heads individually or with the whole department. Each high school will usually have two or more feeder junior high schools.

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.

School Counselors are another valuable resource. The counseling office is a good place to put informational displays for both inbound and outbound students. Supply them with the ***Club Outbound Student Application***.

FOLLOW-UP: Call them to see if they need any more supplies and to let them know that you still are looking for host families or that all the host family positions are filled.

School Newsletters: Most schools send out a school newsletter to the parents. These may or may not be combined with the monthly PTSA newsletter. Some schools will include information on inbound and outbound students, and allow you to put in an ad soliciting for host families (¼ to ½ page layout). 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. Use sample news releases and include the address and phone number of your YEO or other contact person.

School Open House: Most schools' open house agendas are usually pretty full. Ask the principal if you can set up an informational table/display in the refreshment area during their open house. Staff it with a Rotarian, Rotex members, a rebound student, and a current exchange student.

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 the 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.

The time to schedule a meeting for students is during 6th period for best attendance; for parents it is 7:00 p.m. Staff the meeting with a Rotarian(s), Rotex Members, Rebound Students, a current exchange student.

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:

One of our District's requirements for a student to participate as an outbound exchange student is for the outbound exchange student's family to consider hosting family for an inbound exchange student or to recruit another family who agrees to be one of the inbound exchange student's host families during the year the outbound student is abroad.

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 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.

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.

NOTE: You can download the current version from the website to use. Revised each year.

May 12, 2015

Dear Host Family,

I am pleased to be welcoming you to Rotary Youth Exchange and the greater world and work of Rotary International. Your family is embarking on a truly unique and extraordinary adventure. In 2015 - 2016, worldwide, Rotary will have about 8,000 students participating in long-term student exchanges and they will be living with more than 20,000 host families. Your agreement to serve as a host family is critical to the success of our program and in this role you will be serving as an ambassador of the Rotary club, Rotary District 5060, your city and nation. It is our firm belief that your participation will help us further Rotary International's goals for world peace and better understanding.

We would like you to have a good understanding of the exchange program components and rules to assist you in your new role as a host family. This introductory letter outlines these components and obligations.

Pre-arrival Obligations and Expenses

Worldwide, Rotary International Youth Exchange students are responsible for the costs of travel to the host country, appropriate visa acquisition, medical, liability, and travel insurance as well luggage fees, immigration fees and the emergency fund.

Airline Tickets - Students are required to travel on a pre-paid, round-trip, open-return (no set return date) airline ticket. A closed return (return date specified) that is changeable for a fee less than the emergency fund is acceptable. Frequent flyer award tickets, non-changeable, non-refundable tickets are not acceptable.

Travel Itineraries – Students are required to travel reasonably directly from the home country to the airport specified on the students guarantee form. Layovers of more than 14 hours are not normally permitted and students are not permitted to stop and visit an interim city or visit relatives while on their trip to the US/Canada or their trip home.

Arrival Cities - For students in the US, this will be either Yakima or Wenatchee. For students going to Canada, the airport will be either Kamloops or Kelowna. No student will be permitted to fly in to or

out of Seattle or Vancouver. (If the natural parents ask for this, please deny the request. We want them at a local airport)

Visas – All students must have appropriate visas when they arrive. For students coming to the US, they must have a J-1 exchange visitor visa and Department of State DS2019 form. In addition, they must possess a multiple entry visitor visa for Canada or have a passport from a Schengen treaty country (European Union or Japan). For students coming to Canada, they must have a student visa and a multiple entry visitor visa for the US or have a passport from a Schengen treaty country.

If students do not have the appropriate student visa on arrival, passport control will normally refuse admission and send them back home at the student's expense. If the student does not have the appropriate visitor visa, these can be obtained in either the US or Canada at significant additional cost. The district reserves the right to charge up to a \$500 fee to obtain the required visas.

Insurance – Students will not have been granted their visas until they have purchased the required insurances. The vast majority of students will be covered by a CSI-Bolduc insurance policy that provides up to \$1,000,000 US of first dollar medical coverage, some dental coverage, \$500,000 of student liability coverage and comprehensive travel coverage (luggage, emergency repatriation). A few students will have alternative insurance coverage that was pre-certified as equal to/or better than the CSI – Bolduc insurance.

While the insurance is first dollar and has been very good about paying, not all providers will accept the insurance. In these cases, the insurance will reimburse the student's legitimate claims. However, the insurance can only reimburse claims charged to the student. If a bill is to the host family or other Rotarian, the insurance will refuse reimbursement. Reimbursement will only be sent to the student or the student's natural parents. Accordingly, host families and Rotarians should not directly pay for medical treatment for a student. If necessary, the student's emergency fund can be tapped for payment.

Other Travel Related Costs – The student is responsible to cover the cost of any other initial travel related costs (luggage fees, immigration fees, meals, entertainment and the like).

Emergency Fund – Each student is required to provide \$500 (US or CN) to the host Rotary club to be held to cover emergency or un-intended expenses. This fund is usually used to cover un-reimbursed medical expenses, airline change fees, telephone bills and other costs that the student incurs. The natural parents are responsible to replenish the emergency fund if it is used. At the end of the exchange, the emergency fund will be returned to the student.

Rotary Blazer, Pins and Cards - The student is required to have a Blazer and business cards. They are expected to bring pins representing their home country to trade and share with the other students.

Host Rotary Club Responsibilities

Education expenses - The host Rotary club is responsible to cover all educational expenses of the student. This includes any tuition charges, transportation fees, material fees', associated student fees and the like are the responsibility of the hosting Rotary club. The cost of school uniforms (if required) are the responsibility of the natural parents'. Fees for sports or extra-curricular activities are not the responsibility of the host Rotary club, but many will chose to cover some of these costs.

Club Meetings – Each Rotary club will determine how often they want their exchange student to attend club meetings. When students are requested to attend club meetings, the club is responsible to pick up the costs of meals and arrange transportation to and from the meetings.

Club Events – Rotary clubs are encouraged to include their exchange students in their events (fund raisers, work parties, fellowship events and the like). The club should cover the cost of the participation of the student in these events.

Allowance – The host Rotary club will provide the exchange student a monthly allowance of at least \$50 US to cover student incidentals and personal expenses (most clubs provide around \$100).

Reimbursements to Host Families – Most Rotary Clubs budget some funds to reimburse host families for some of the extra costs that occur because they host a child. In the US, Rotary clubs are prohibited by State Department regulations from providing a stipend to a host family. In the US, Rotary clubs can reimburse extra costs unrelated to normal room and board. For example, if a host family takes the student out to a movie or a trip, the cost of the outing could be reimbursed. More commonly, if a host family decides to take a student with them for a family vacation or trip, the family can receive reimbursement for the extra airfare and/or hotel costs. Most clubs limit total reimbursements to \$400 - \$900 per host. In Canada, most clubs will provide host families a small (\$100 - \$200) monthly stipend to cover similar costs.

Cell Phone – The host Rotary club should provide the exchange student with a “pay as you go” cell phone or arrange for a local access to the students cell phone. On-going monthly cell phone expenses are the sole responsibility of the student.

District Events – The host Rotary club is responsible to cover the costs of all District events with the exception of the annual bus trip (These costs are pre-paid by the host club). The host club is also responsible to provide or arrange for transportation of their student to District events.

Host Family Responsibilities

Housing- The host family is responsible to provide housing for the exchange student. The student shall have a private bed. A private bedroom is not required, but the student may only share a room with a host brother or sister of the same the gender. The student should also be provided a desk or similar location to study. The student must have access to a bathroom that provides adequate privacy. The bathroom must be accessible to the student without passing through some other family member's bedroom.

Meals – The host family is responsible to provide for all regular meals, including meals at school. The host family should make reasonable efforts to accommodate dietary preferences, but are under no obligation to prepare separate meals or purchase specialty foods. The host family should cover the costs of restaurant meals where the family is eating out as group (such expenses maybe reimbursable). The cost of restaurant meals if the student is out with friends is the responsibility of the student.

Personal Supplies – The host family is expected to provide normal soaps, shampoos, toilet tissue and Kleenex. If the student desires special products, these are the responsibility of the student. Items like razors, razor blades, tampons, deodorant, prescriptions, perfumes and after-shaves are the responsibility of the student.

Laundry and Cleaning – The student should be provided access and training on the use of the laundry. The host family can choose to provide laundry services', but should not provide a special benefit that is not provided to their natural children. The student is expected to perform some level of chores. These should be consistent with what is required of the natural children. The student is expected to maintain their room and bathroom in a state of cleanliness acceptable to the host parents and is consistent with the expectations of natural children.

Transportation – Students are not permitted to drive *any* motorized vehicle while on exchange. The host family is responsible to provide or arrange for all necessary transportation. Providing for can mean provision of a bicycle, identifying a walking path, arranging for a school bus or acquiring a public transit bus-pass. The host family is not expected to be a taxi for the student.

Clothing – Students and their natural parents are responsible to provide for all necessary clothing. Most exchange students gain weight while on exchange and will need to purchase some new clothes. This is the student’s responsibility.

Vacations and Trips – Host families are encouraged to include their exchange student in any family vacations or trips. However, the family is not expected to incur significant additional expenses to achieve this. It is perfectly appropriate to ask the exchange student pick-up the cost of extra airfares, extra hotel rooms, admission fees and other additional costs. If the student can-not cover these expenses or does not want to travel with the family, the host Rotary club will arrange to have the student housed at temporary home while the family completes it travel.

Medical or Dental Care – The host family has no responsibility to cover any medical or dental expenses. The host family is only a partial guardian for the student and as such may not authorize other than life saving emergency care. Legal authorization for other medical or dental care rests with the host Rotary club and the natural parents.

Contacts Home – The host family is expected to provide reasonable access to the internet and telephone for the exchange student to contact the home country and natural parents. Any costs associated with this access are the responsibility of the exchange student. The host family can and should put reasonable limits on the use of the internet and the phone.

Mandatory District Events

All exchange students are required to participate in the mandatory District events. Sometimes these events will conflict with school or family events and the student will not want to participate. The district chair is the only person who can authorize a waiver from participation in a mandatory District event and these waivers will not normally be approved.

Inbound Orientation – Penticton BC September 12-13, 2015

The student is required to attend the student orientation weekend in Penticton B.C. September 12th and 13th. Transportation is the responsibility of the host Rotary club. The event is scheduled to begin at 11:00 am on Saturday and will wrap-up by 1:00 pm on Sunday. Arrival times back in the students’ home cities will depend on travel time from Penticton. Students should bring their Blazers, pins and cards. US students **must** bring their DS2019’s. The students will be staying in a hotel with a pool and spa so students should bring swim suits. The cost of the event is pre-paid by the host Rotary club.

Silver Star Ski Weekend – Vernon BC December 11-13, 2015

The students are required to attend the Silver Star weekend, December 11th- 13th.. Students are required to arrive by 6:00pm on December 11th. Transportation should be arranged by the host Rotary Club. The students will be tubing and skiing in very cold conditions so they should have appropriate clothing and boots. Rental ski equipment, including helmets will be provided. On Saturday evening there will be a gift exchange. Each student needs to bring a wrapped gift (valued around \$10.00) for the exchange. Will be staying in hotel and will have access to hot tubs so swim suits are appropriate to pack. Rotary Blazers are not required. The event will end approximately 9:00am on Sunday. Arrival back in the students' home cities will depend on travel time from Silver Star. The cost of this event is pre-paid by the host Rotary club.

Weekend in the Mountains – Revelstoke BC February 12-15, 2016.

The student is required to attend the initial outbound student orientation in Revelstoke, B.C. starting at 5:30pm on Friday February 12th and ending at 9:30am on Monday February 15th. Transportation will be arranged by the host Rotary club. Students will be introduced to our newly selected Outbound students and will help us introduce the language and culture of their home county. While this weekend has an educational component, it also has a number of fun events. The students will be snow tubing and will spend time at an aquatic center. This means the students need snow clothes and boots and swim wear. The cost of this event is pre-paid by the host Rotary club. Rotary Blazers are optional, pins and cards are mandatory. If the student has a native costume, they should bring it for International skit night.

Outbound Orientation Weekend April 16-17, 2016

The student is required to attend and participate in the Outbound student orientation program in Chelan Wa. starting at 9:30am on April 16th and ending at 1:00pm on April 17th. Transportation will be arranged by the host Rotary club. This program is a comprehensive educational weekend on nearly all aspects of the exchange. The exchange students will help train the new outbounds on cultural assimilation, language preparation, expectations, rules and personal safety. The program also includes the exchange students giving first-hand information on the culture and norms of their home countries. The cost of this event has been pre-paid by the host Rotary club. Students must bring their Rotary Blazers and should bring pins and cards.

District Conference May 12-15, 2016.

Students are required to attend the District Conference in Yakima WA May 12th -15th, 2016. Students should arrive in Yakima by 5:00pm on Thursday and the Conference will end by 11:00 am on Sunday. Transportation will be arranged by the host Rotary club. The students will be home hosted by various Rotarians in Yakima and will attend a Rotary barbeque on Thursday, will conduct a service

project on Friday and attend hosted dinner on Friday night, will have “fun event” Saturday and attend a formal dinner on Saturday evening. On Sunday morning, all of the students will be involved in a General Session on the Exchange Program. They will be on stage in their Rotary Blazers. The cost of this event has been pre-paid by the host Rotary club.

District Bus Trip May 15-22, 2016

The District Bus trip will be May 15th through May 22nd, 2016, starting in Yakima. The bus trip is an optional 8 day trip for the students. It will cost the students \$550US to participate. The students will traverse the district and participate in a number of fun events. They will river raft, participate on a ropes course, tour a Hydro dam, dragon boat race, conduct a service project, go to an amusement center and a water park. Most evenings, they will be home hosted by Rotarians and they will have at least two nights where they will have group sleep prior to returning to their host Cities. They will need to bring sleeping bags. This is the last group event of the year and is very emotional as the students will likely not see each other again. It is strongly encouraged for the students to attend. Accordingly, please encourage the student to participate and stay until the bus trip concludes.

Travel While On Exchange

Most students will be offered opportunities for travel within Canada and the US. Travel that is sponsored by Rotary, by a host club or host parent will usually always be approved. Independent travel beyond the rules of the district is prohibited. Students are not permitted to travel to visit relatives or family friends while on exchange.

No visits from their home countries are permitted prior to March 15 and all visits require the approval of the host family, host club, sponsor district and District 5060. Visits will only be permitted for direct family (parents, grandparents and siblings).

While on Exchange

The student will be required to regularly attend and participate in secondary school (even if he or she has graduated prior to departure).

The student will be expected to adhere to all of the program rules that they agreed to in their long application.

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 at least one presentation, in English to the host Rotary club.

The student will be expected to make continuous improvement, leading to practical fluency in English.

The student will limit their total communications (text, Skype, Facebook and similar services) to their home Country to not more than 30 minutes per day (preferably less).

The student is expected to maintain reasonable connection to the sponsoring Rotary club.

The student will become engaged with the local environment and community so as to be an exceptional ambassador for Rotary International

The student is expected to return home as scheduled and can do no independent travel at the end or during their exchange.

Code of Behavior

Our District has adopted a code of behavior that is based on the Rotary International standards for exchange students. So that there is no misunderstanding about how Rotary feels about certain misbehavior, this District has clear standards for the type of behaviors that can cause us to end a student's exchange. Violations of our code of behavior can cause a Rotary Exchange to end and result in the student's immediate return home.

These rules are to protect the exchange student, the natural parents, the host family, host Rotary Club, and District 5060.

Behavior Standards

- Dealing or taking illegal drugs (automatic return)
- Driving any motor vehicle (automatic return)
- Sexual and/or exclusive serious relationship (automatic return)
- Drinking alcohol without host family's approval and presence (automatic return)
- Obtaining a tattoo or piercing while on exchange (automatic return)
- Student with a negative attitude to the program and a disregard of the host family rules
- Unsatisfactory academic effort and school attendance
- Staying out overnight without host family approval
- Not attending mandatory district exchange functions

- Taking time off school without prior written approval from school and host family
- Being untruthful (lying) to host families, counselor, or the District Committee
- Smoking if you indicated you are a non-smoker on your application
- Being inconsiderate, rude, or uncooperative with host families or counselor
- Failure to correct behavior after having been counseled by club or District Committee
- Unapproved travel
- Visits prior to March 15th or any visitor from home other than immediate family
- Attending non-approved trips, functions, or parties
- Not participating in host club's activities.

If a violation of one or more of these standards is reported to the District, they exchange student will have a warning interview with a District official. Depending on the facts of the situation, the student will be counseled and put on probationary status or, if the situation warrants, they will be immediately returned to their home country.

Sincerely,

Chairman

District 5060 Youth Exchange Program

HOST FAMILY APPLICATION FORMS- CANADA

The forms can easily be downloaded from <http://youthexchange.rotary5060.com>- Forms and Books, Host family forms. These forms were developed in the US where legislation is different regarding exchange students than in Canada. The application and interview forms meet RI guidelines and should be used in Canada for host family applications and interviews. Sections on income and photographs are not completed in British Columbia due to privacy legislation. Form samples are included in the Volunteer section of the manual.

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. An excellent source of these 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.

Interview all potential host families. Thorough screening of host families is very important. When reviewing applications, 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.

After a family indicates their interest in becoming a host family and has completed a ***Host Family Application***, set up a meeting with them in their home. It is important to meet all the members of the family (children included).

At the meeting:

1. Present them with the ***Host Family Guidelines*** (available on the website) <http://youthexchange.rotary.5060.com>
2. Provide them with a copy of ***A Primer for Host Families*** (PA2-749) (Available on the website)
3. Provide Host Family Letter from District Chairman.
4. Review with them the support the host family and the exchange student receives from Rotary.
5. Explain that the exchange student will have 3 to 4 host families.
6. Establish a time preference for hosting the exchange student (filling the first host family slot should be top priority).
7. Ask for a brief tour of their house, especially the room to be used by the exchange student for sleeping and studying.
8. Complete the ***Host Family Interview Form***. (Available on the website)
9. Complete the ***Youth Volunteer Affidavits*** (Available on the website) which gives permission to have a background check done.
10. Email the link to the Online Criminal Record Review website. (Info in Host Family section of YEO manual)

HOW TO OBTAIN A CRIMINAL RECORD REVIEW IN BRITISH COLUMBIA.

As a part of Rotary District 5060 Sexual Abuse and Harassment Prevention Policy, Criminal Record Reviews (CRR's) are required on volunteers working close with the youth. All Host Families and any one over the age of 18 in that house or any volunteer that is going to be with youth for more than 48 hours requires a CRR – previously known as a Criminal Record Check.

Club members are encouraged to complete a CRR. In particular, Youth Exchange Officers, counsellors, YE committee members and Rotary Club members working with youth are required to complete a Criminal Record Review. Some Rotary Clubs in District 5060 have made completion of a CRR a mandatory part of joining the Rotary Club.

The process of obtaining a Criminal Record Review is a simple, free, online application. The clearance is received by the District Youth Protection (Canada) Officer within 2-3 business days of completing the application form.

If the volunteer or host family is not a member of Rotary and requires a CRR, please email the name of the volunteer and your club name to the District Youth Protection Officer (Canada).

The clearance notification from the Justice Department provides only a Name. Providing the name and club to the District Youth Protection officer will ensure the volunteer is linked with the correct club.

Applicants who have the same name/birthdate as a registered offender will be required to be fingerprinted. The applicant must go to the nearest RCMP detachment within 30 days to be fingerprinted.

When the clearance letter is received from the Justice Department, the Rotary Youth Exchange District 5060 website will be updated by the District Youth Protection Officer to state the volunteer/Rotarians has been cleared. The YEO will also receive a copy of the clearance letter which can be provided to the person. The completed CRR's are electronically stored with Roger Mace, a Rotarian lawyer in Kelowna who maintains the confidential record of all CRR's on the Canadian side of District 5060. This is required for RI certification.

The CRR's are valid for a five year period for those volunteering with children and vulnerable adults.

Once completed, CRR's may be used with other volunteer organizations by completing a form on the Justice Dept. website authorizing your results to be shared. Another option is to complete a new CRR for each organization.

Here is the link and access code for District 5060 Youth Exchange Program

Online Link: <http://justice.gov.bc.ca/eCRC/>

Access Code: E7E2TA5JEY

VOLUNTEER INFORMATION

SECTION

VOLUNTEER INFORMATION

Rotary volunteers include host families, Rotarian spouses, Rebound/Rotex students, school representatives and other community members. Screening is required for volunteers who work in close contact with exchange students.

Depending on the level of involvement and time spent with the student will help determine if screening is required. This includes completion of the volunteer forms and a criminal record review/check.

For example, a student going on a weeklong trip with a volunteer would definitely need to be screened to protect the youth and Rotary.

Staying overnight with a school friend would not.

Short trips in a car where someone is helping with an event is not significant.

Neither is taking a student out to dinner, a movie or a game.

Generally speaking, if a volunteer is spending a significant amount of time (more than 48 hours) with the student, then they should be screened.

As many people have pointed out, police checks of volunteers are often useless as the offenders are often unknown and have clean criminal records. But Rotary requires police checks just the same because it may catch a potential abuser but also because it protects Rotary by showing we have done due diligence.

On the Canadian side, the Criminal record review is completed online and results forwarded to the District Youth Protection officer. The district youth protection officer will then provide the names of people that are approved to be volunteers and work with the youth. This list of approved members should be readily available to the club executive, youth exchange chair and other members involved in deciding on the youth's activities. On the American side, criminal record checks are required for volunteers and a record is maintained by the US District Youth Protection Officer.

VOLUNTEER APPLICATION FORMS

The forms can easily be downloaded from <http://youthexchange.rotary5060.com>, under Forms and Books, under Volunteer forms. These forms were developed in US where legislation is different regarding exchange students than in Canada. The application and interview forms meet RI standards and should be used in Canada for volunteer and host family applications. Sections on income and photographs are not completed in British Columbia due to privacy legislation.

The following pages will have samples from the official forms.



Rotary District: _____ Club: _____

Volunteer Affidavit Form for: _____

(Host Families—each household member 18 years or older must complete this form separately)

Rotary District _____ is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

We appreciate your interest in Rotary Youth Programs and are confident that this will be a truly rewarding experience for you. Rotary International and the U.S. State Department require that we obtain the information below from all of our Volunteers. We assure you that the information that we receive will be treated confidentially. We thank you for your assistance and understanding.

Identification of Volunteer			
Full Name		Have you ever used another name, is so please list.	
Residence Street Address			
City	State	Zip Code	Home Phone No.
Cell/Mobile Phone	Fax #	E-mail Address	
How long at this address? _____ (If less than five years, please list prior residence(s) in this box)			
Date of Birth	Rotarian? <input type="radio"/> Yes <input type="radio"/> No		Club Name & Year joined
Position Applied for	Held a YE position in the past? <input type="radio"/> Yes <input type="radio"/> No	If yes, what position(s) & when?	
Employment History (5-Years) Please attach additional sheets, if needed.			
Current Employer		Occupation/Position	
Address		City, State, and Zip Code	
Phone No.	How long with company?	Supervisors Name	
Previous Employer #1		Occupation/Position	
Address		City, State, and Zip Code	
Phone No.	How long with company?	Supervisors Name	
Previous Employer #2		Occupation/Position	
Address		City, State, and Zip Code	
Phone No.	How long with company?	Supervisors Name	

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: *Appropriate District or Club Officer must upload a digital copy to WESSEX online database. Records will be maintained for a minimum of three years.*



Rotary District: _____ Club: _____

Volunteer Affidavit Form for: _____

Personal References (provide three) <u>May not be relatives and not more than either one former or one current Rotarian</u>		
Name of Individual #1		Relationship to you
Address		City, State, and Zip Code
Home Phone No.	Business Phone No.	E-mail Address
Name of Individual #2		Relationship to you
Address		City, State, and Zip Code
Home Phone No.	Business Phone No.	E-mail Address
Name of Individual #3		Relationship to you
Address		City, State, and Zip Code
Home Phone No.	Business Phone No.	E-mail Address

Volunteer History With Youth (5-Years) Please attach additional sheets, if needed.		
Organization Name	Dates Involved	Director's Name
Address		City, State, and Zip Code
Phone No.	Position(s) Held	
QUALIFICATIONS & TRAINING: What qualifications and/or training did you have for working with youth? Please describe in full.		
Organization Name #2	Dates Involved	Director's Name
Address		City, State, and Zip Code
Phone No.	Position(s) Held	
QUALIFICATIONS & TRAINING: What qualifications and/or training did you have for working with youth? Please describe in full.		
Organization Name #3	Dates Involved	Director's Name
Address		City, State, and Zip Code
Phone No.	Position(s) Held	
QUALIFICATIONS & TRAINING: What qualifications and/or training did you have for working with youth? Please describe in full.		

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Rotary District: _____ Club: _____

Volunteer Affidavit Form for: _____

CRIMINAL HISTORY

Have you ever been convicted of or plead guilty to or been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? Yes No

If yes, describe in full. Also indicate dates(s) of crime(s) and in which country and state each took place. (Attach a separate sheet if needed):

Waiver/Consent/Release

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the Rotary District _____ Youth Exchange Program or its affiliates. I further certify that I understand that District _____ Youth Exchange Program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District _____ to investigate, verify, and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with employers, and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District _____ Youth Exchange program. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that the District _____ Youth Exchange program or its affiliates will inquire about, and I authorize them to verify, my employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved with the District _____ Youth Exchange program and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Exchange program, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District _____ Youth Exchange program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District _____ Youth Exchange program or its affiliates, or at my option. I understand and agree that the District _____ Youth Exchange program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE WAIVER, CONSENT, AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

I FURTHER ACKNOWLEDGE HAVING RECEIVED A COPY OF DISTRICT _____'S SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

Please Print Name	Signature	Date Signed
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Reviewer's Name (Please print): (Must be a Certified Rotarian)	Rotary Club of:
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Reviewer's Signature	Date	Title	My signature verifies that I have seen and checked the identification of this applicant.

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: *Appropriate District or Club Officer must upload a digital copy to WESSEX online database. Records will be maintained for a minimum of three years.*



Rotary District: _____ Club: _____

WESSEX Volunteer Interview Answers for: _____
(Full Name)

Record the date of the interview and responses to each question, and forward along with the Volunteer Affidavit Form.

- Tell me about something you have done for others in your community that has made you feel really happy or tell me about something you'd like to do to make a difference.
- What experiences have you had in working with youth?
- What kind of people do you work with easily?
- How do you handle conflict?
- How do you handle criticism?
- How would you work with an upset parent or volunteer?
- What kind of people do you find hard to work with and how do you handle that?
- How would you handle a youth who is consistently disruptive and/or abusive towards others?

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Rotary District: _____ Club: _____

WESSEX Volunteer Interview Answers for: _____
(Full Name)

- How would you deal with a youth who deliberately defies your request for cooperation?

- Describe a positive interaction that you have had with youth.

- What type of volunteer work have you done before? What did you like best about that work?

- How do you deal with situations that don't go as planned?

- Why do you think you would make a good youth volunteer?

- What would be challenging for you as a youth volunteer?

- Tell me about a difficult discipline situation you faced and what you did to handle it.

Interviewer's Name (Please Print): Must be a Certified Rotarian		
Interviewer's Signature	Date	Position

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: *Appropriate District or Club Officer must upload a digital copy to WESSEX online database. Records will be maintained for a minimum of three years*



Rotary District: _____ Club: _____

WESSEX Reference Checks for: _____
(Full Name)

Simply requesting references in the application is not sufficient. Contact each reference by phone or in person, and ask the following standard set of questions. Verify that no more than one reference is a Rotarian and that none are relatives. Record the date of the interview and responses to each question, and forward along with the Volunteer Affidavit Form.

Reference #1: _____ Checked by: _____ Date: _____

- How long have you known this individual? In what capacity?

- How would you describe the applicant's ability to work with and relate to other adults?

- How would you describe the applicant's ability to work with and relate to young people?

- To the extent you know, please tell me about the applicant's roles with youth; for example, school volunteer, youth coach, day care volunteer, youth group leader, etc.

- Do you think this person is well qualified to work with youth?

- Have you observed the applicant working with youth, and if so, can you give me an example of how the applicant relates to young people?

- If you have seen the applicant discipline a child, please describe what you saw.

- Would you have any reservations about recommending this person to serve as a Youth program volunteer?

Reference #2: _____ Checked by: _____ Date: _____

- How long have you known this individual? In what capacity?

- How would you describe the applicant's ability to work with and relate to other adults?

- How would you describe the applicant's ability to work with and relate to young people?

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: *Appropriate District or Club Officer must upload a digital copy to WESSEX online database. Records will be maintained for a minimum of three years.*



Rotary District: _____ Club: _____

WESSEX Reference Checks for: _____
(Full Name)

- To the extent you know, please tell me about the applicant's roles with youth; for example, school volunteer, youth coach, day care volunteer, youth group leader, etc.
- Do you think this person is well qualified to work with youth?
- Have you observed the applicant working with youth, and if so, can you give me an example of how the applicant relates to young people?
- If you have seen the applicant discipline a child, please describe what you saw.
- Would you have any reservations about recommending this person to serve as a Youth program volunteer?

Reference #3: _____ Checked by: _____ Date: _____

- How long have you known this individual? In what capacity?
- How would you describe the applicant's ability to work with and relate to other adults?
- How would you describe the applicant's ability to work with and relate to young people?
- To the extent you know, please tell me about the applicant's roles with youth; for example, school volunteer, youth coach, day care volunteer, youth group leader, etc.
- Do you think this person is well qualified to work with youth?
- Have you observed the applicant working with youth, and if so, can you give me an example of how the applicant relates to young people?
- If you have seen the applicant discipline a child, please describe what you saw.
- Would you have any reservations about recommending this person to serve as a Youth program volunteer?

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: *Appropriate District or Club Officer must upload a digital copy to WESSEX online database. Records will be maintained for a minimum of three years.*

YOUTH PROTECTION

**SEXUAL ABUSE
AND HARASSMENT
SECTION**

Sexual Harassment & Abuse

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 Abuse and Harassment Prevention Policy*** is in place. Incorporated into this policy is the requirement that all parties with extensive contact with students submit to a background check.

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*** (See the last section of the manual). *The safety and well-being of students must always be the first priority.*

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. The various sections of this manual speak to this issue of abuse. When copied in their entirety along with their index items and given to those parties of the exchange you can be assured that, as an aid to prevention, this issue will be completely addressed.

RI Guidelines for District 5060 - Canada North and Canada South

Note: The US Clubs use WESSEX which is used to ensure clubs are compliant with the US Dept of State in addition to the RI Guidelines. As such, these US clubs do not need to use this checklist.

GUIDELINE	CLUB / YEO RESPONSIBILITY	DATE DUE	SUBMIT TO	DONE ?
Adopt RI Statement of Conduct for Working with Youth	Form in YEO Manual. YEO to discuss at club. Club president/YEO to sign	Sept 30	Scan and email to District Chairman	
Report any student incidents- accidents, serious illnesses, crimes, allegations of abuse or harassment, serious travel delays or disruptions, school and/or behavioural problems.	YEO For allegations of abuse or harassment immediately remove student from the home or situation to a safe environment.	Immediately following the incident	District Chairman who must report to RI within 72 hours.	
Screen all adult volunteers	YEO- Provide link to complete Criminal Record Review	Before participating		
Screen all adult volunteers	YEO – Provide Volunteer Applications forms http://youthexchange.rotary5060.com/index.php?content=volunteer_and_host_forms.txt Check references	Before participating	Keep in a binder for perpetuity	
Screen all host families Tour house, student to have own room. Must have more than 1 host family	YEO- Provide link to complete Criminal Record Review	Before student arrives		
Screen all host families	YEO- Provide Host Family application forms http://youthexchange.rotary5060.com/index.php?content=volunteer_and_host_forms.txt Volunteer application and host family application form. Check references.	Before student arrives	Keep in a binder for perpetuity	
Provide training for host families	Discuss program Review Code of Conduct Discuss rules, travel, and school attendance Host family responsibilities Give RI website	Before student arrives	Document date of training and keep with host family application form	
Provide host family addresses and phone #s	YEO	Within 1 week of move	District Chairman	
Check passport, visas for multiple entry to USA/Canada (if requires a visa) check health insurance for USA/Canada coverage; obtain emergency funds.	YEO/Counsellor	Within 72 hours	District Chairman	

GUIDELINE	CLUB / YEO RESPONSIBILITY	DATE DUE	SUBMIT TO	DONE ?
Provide a counselor for student	CLUB/YEO	Prior to arrival.	Provide contact information to IT Coordinator	
Help set up bank account	Counselor	Within 1 week of arrival		
Register and attend inbound orientation with student (mandatory for student and at least one club representative)	YEO	September	Event coordinator	
Register students for District mandatory and optional events	YEO	ASAP when receive notification of event	Event coordinator	
Request approval for travel outside of District 5060, across borders and over 160Km (100 miles) from home	YEO	ASAP when trip plans known	District Chairman	
Ensure student/host family receives monthly allowance	YEO/Counselor	1 st week of each month	N/A	
Short notice visits to host family	YEO/Counsellor	Within one month of stay	Document date of visit and keep with host family application	
Interview and select outbound students. Assist students to complete forms.	Club/YEO	By end of October (approx)	Outbound selection coordinator in USA, Canada South, Canada North	

Rotary District 5060 Youth Exchange Abuse and Harassment Prevention Policy

District 5060 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people participating in District 5060 programs.

1. **Liability Insurance:** Rotary District 5060 shall carry adequate general liability insurance with coverage and limits appropriate for its geographic location.
2. **Volunteer Selection and Screening:** Clubs within Rotary District 5060 will, for seven years, maintain all records of criminal background checks or sex offender list or registration checks, waivers, and screening for adults working with minors.

All volunteers interested in participating in the District 5060 Youth Exchange Program must:

- Complete a *Youth Volunteer Questionnaire Waiver/Consent and Release* form found in *Appendix A of the Inbound Orientation handbook and on the District 5060 YE Web site.*
- Undergo personal interviews.
- Provide a list of references for the participating club in the district to check.
- Meet Rotary International and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

- Host families must undergo a comprehensive interview by the club that determines their suitability for hosting exchange students. This may include:
 1. Demonstrated commitment to the safety and security of students
 2. Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
 3. Ability to provide adequate accommodations (room and board) for the student
 4. Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being
- Host families must complete a written Youth Volunteer Questionnaire
- Home visits must be conducted for each family. Home visits must be conducted annually
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home.

Rotarian Counselors must meet the criteria for *All Volunteers*, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be provided with and acknowledge the *Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines*.

3. **Student Selection and Screening:** *All students* interested in participating in the District 5060 Youth Exchange program must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 5060 Youth Exchange program must:

- Be interviewed to determine the student's suitability for participation in the Youth Exchange program.

4. **Training:** District 5060 will provide abuse and harassment prevention training to all Youth Exchange program participants. The members of the District Youth Exchange Committee will conduct the training sessions.

- District 5060 will:
 - Adapt the *Abuse and Harassment Prevention Training Manual* to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
 - Develop a calendar for training and define the frequency of training.
 - Conduct specialized training sessions for the following Youth Exchange program participants:
 1. District governor
 2. District Youth Exchange Committee members
 3. Club Youth Exchange Committee members
 4. Counselors
 5. Host Families
 6. Students (outbound and inbound)
 7. Parents and Legal Guardians of outbound students

5. **Allegation Reporting Guidelines:** District 5060 is 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 in accord with the *Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines*, found in this section.

6. **Investigation Guidelines:** District 5060 takes all allegations of abuse or harassment seriously. The District will cooperate with all law enforcement agencies, child protective services and legal investigations, and will not interfere with investigations.

7. **Other District 5060 Responsibilities:** District 5060 will

- Provide each student with a list of local services in the District (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies community services, private services, etc.)
- Comply with RI requests for student data request forms for all participating Youth Exchange students and return it to RI in a timely fashion.
- Maintain and provide to Youth Exchange students a “district hotline.”
- Report all criminal allegations to RI within 72 hours.
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures on a regular basis.

8. **Club Compliance:** District 5060 has developed a system to ensure club compliance to our Youth Exchange policies. District 5060 will monitor and ensure that all participating clubs within the District comply with RI and District guidelines for abuse and harassment prevention.

Awareness and Prevention

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

This statement of conduct provides the basic principle for Rotarians to follow when working with young people in any capacity. An abuse prevention program with specific plans and procedures will help to ensure that Rotarians and other volunteers exemplify this conduct. In addition, such a proactive approach will further demonstrate Rotary International's commitment to youth, help to prevent specific incidents of abuse or mitigate their negative effects, protect the long-term viability of youth programs, and strengthen the trust of participants and their parents.

Too many instances of abuse and harassment of young people are ignored because adults fail to recognize or admit that it is occurring. An effective youth protection policy depends on the adults involved being both aware of the possibility of abuse and vigilant in guarding against it.

Keep these points in mind:

- Young people often fail to report sexual abuse because they fear that disclosure will bring consequences even worse than being victimized again.
- Child abuse is generally underreported because offenders are able to convince their victims that it is their own fault.
- In many cases, victims of child sexual abuse do not report the abuse until they are adults.

- Only about 1 percent to 4 percent of sexual abuse allegations prove to be false.*
- Children tend to minimize and deny abuse, not exaggerate or overreport such incidents.
- Child sex offenders seek opportunities for access to children and teenagers through youth organizations that lack strong screening and protection practices.

* National Center for Post-Traumatic Stress Disorder, www.ncptsd.org

Definitions of Abuse and Harassment

To heighten their awareness of the problem, all Rotarians working with young people should fully understand what constitutes abuse and harassment.

Emotional or verbal abuse. Incidents in which an adult uses fear, humiliation, or verbal assaults to control the behavior of a young person in his or her care. Examples include rejecting the young person, preventing him or her from developing normal social relationships, and making derogatory statements about the youth's race, religion, or personal appearance.

Physical abuse. Mistreatment of a young person by use of physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect. Failure to provide (for no apparent financial reason) adequate food, clothing, shelter, or medical care necessary for a youth's well-being.

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age of the same or opposite sex. Among the examples of sexual abuse are nontouching offenses, such as indecent exposure or showing a young person sexual or pornographic material. This definition applies to any participant in Rotary International youth programs.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing against or touching, obscene language or gestures, and suggestive or insulting comments

The following *misconceptions* present obstacles to creating an effective abuse and harassment prevention program:

- *Sexual abuse is about sexuality.* In fact, most sexual abuse and harassment is about power and control.
- *Only girls are at risk.* Although the majority of victims are girls, boys are also at risk. Some studies have shown that as many as one in six boys under age 16 has experienced unwanted direct sexual contact with an older person.
- *Only men are abusers.*
- *Girls are only at risk from men, and boys are only at risk from women.*
- *Sexual abuse is always overt.*
- *Most abusers are unknown to their victims.* Most abusers are known and trusted by their victims.

Signs of Abuse and Harassment

Rotarians, their families, non-Rotarian volunteers, and parents of young people participating in Rotary youth programs should be aware of the following physical and behavioral changes that **may** be warning signs of abuse:*

- Any physical signs of abuse, such as a repeated pattern of injury or an accident for which the explanation doesn't fit the injury
- Changes of behavior, extreme mood swings, withdrawal, fearfulness, or excessive crying
- Fear of certain places, people, or activities; reluctance to be left alone with a particular person
- High levels of anxiety
- Distorted body image, including or resulting in eating disorders, self-mutilation, or other related behaviors
- Diminished self-esteem
- Overly aggressive behavior
- Unwillingness to participate in extracurricular activities; difficulties at school
- Repression
- Poor peer relationships; isolation
- Nightmares or night terrors
- Graphic or age-inappropriate knowledge of sex or sexual behavior
- Suicide attempts or gestures
- Obsessive behaviors
- Self-medicating through drug or alcohol abuse
- Problems with authority or rules

These behaviors should be seen as indicators that abuse or harassment may have taken place, and adult volunteers should spend time with the young person to find out what is really going on. Active involvement with youth in your care will enable you to observe changes in behavior, which can be a more accurate indicator of abuse than those on the list above, many of which

*Based on materials produced by Bollinger Inc., Short Hills, New Jersey, USA

could also be considered “typical teen behavior.” A normally outgoing and confident young person who becomes withdrawn and quiet may have been abused, and the adults involved with the young person should find out why the behavior has changed. Consider arranging a conversation between the young person and a mental health professional who specializes in working with adolescents.



Exchange students who are making cultural adjustments to the host country or experiencing homesickness may exhibit some of the behaviors listed above. Many of the behaviors commonly exhibited by victims of abuse are the same as those that cause problems with a student exchange and result in a student returning home early.

A student who has been labeled as “difficult” or “unable to get along with the host family” may have been abused, either by an adult in the host family, a peer, or someone in their home country before their arrival.

Developing Youth Protection Policies for Your District

Each Rotary district should develop appropriate youth protection policies, including those related to sexual abuse and harassment prevention, for its youth programs. Policies will differ from district to district based on the type and size of the projects and programs involving youth, the number of participating clubs, and local governing law. As an essential first step, Rotarians involved with youth programs should become thoroughly informed about local laws concerning abuse and harassment and incorporate that information into their district policy.



To be certified by RI, districts participating in Youth Exchange must develop policies that meet minimum standards. The Sample District Youth Exchange Abuse and Harassment Prevention Policy (appendix A) can help districts develop a policy for Youth Exchange; it can also be expanded or adapted for other programs and projects involving youth. For examples of policies implemented by RI districts or other organizations, e-mail programs@rotary.org.

When developing a district youth protection policy, ask yourself what could go wrong. Examine the risks associated with the environment in which a particular activity takes place, and consider what you could do to prevent accidents or other problems from occurring. If something does go wrong, plan how to respond. Have an emergency plan in place at all times.

Consider these issues when developing your district youth protection policy:

- Physical safety (buildings owned or rented by the district where youth programs take place; activities that present some risk or danger)

- Privacy for youth participants (especially protection of personal information; accommodations at camps and host homes)
- Appropriate medical certification for volunteer clinics that serve young people
- Degree of supervision for any youth activity
- Interaction with youth outside of program activities
- Definition of normative physical contact, such as hugs or other forms of touching
- Illness, injuries, and accidents, including plans for first-aid and insurance
- Motor vehicle guidelines, such as licensing and insurance requirements for adults involved

Key Policy Elements

An effective district abuse and harassment prevention policy includes the following information:

- Policy statement that includes the language from the Statement of Conduct for Working with Youth
- Compliance statement affirming that all clubs in the district participating in youth programs are adhering to the district's abuse and harassment prevention policy
- Outline of club responsibilities for adherence to district policies
- Comprehensive list of volunteer assignments involving contact with young people and the required level of screening for each
- Screening and selection procedures (written applications, background checks, personal interviews, home visits) and volunteer-selection criteria
- Procedures for training volunteers working with youth
- Youth protection recommendations that provide specific supervision and behavior guidelines to prevent abuse and harassment
- Web site guidelines that define the privacy and protection of youth participant data, images, and personal information, such as specific areas on the site that are password protected
- Plan for maintaining and keeping confidential records of all allegations of abuse and harassment
- System to ensure that (1) any adult prohibited from participating in Rotary youth programs is excluded from the program and (2) this information is treated confidentially
- Job description for district youth protection officer, detailing qualifications and responsibilities (see the sample job description on page 11)
- Guidelines for reporting and following through on both recent and historical incidents of sexual abuse and harassment for those involved in Rotary youth programs (see appendix B)
- Plan for regular program evaluation
- Procedures for regular review of the district policy

Other Youth Protection Policies

The sample policy in appendix A only applies to sexual abuse and harassment prevention, and districts may want to expand their policies to address other youth safety issues. For example, your district may wish to develop guidelines for the use of personal automobiles to transport youth program participants. Programs other than Youth Exchange may choose to adopt a policy that prohibits one-on-one contact between an adult volunteer and a youth program participant. For example, the Boy Scouts of America recommends a “two-deep” leadership policy, which requires that two prescreened adults be present at all trips and outings and that any individual meeting between an adult and a child be conducted in full view of other people. Consult with other youth-serving organizations in your community to find out what types of policies they have in place.

Volunteer Selection and Screening

A key element in any youth protection policy is the selection and screening of adult volunteers. As districts strive to select volunteers who demonstrate an interest in the program and an aptitude for working with young people, they should also develop a process for screening candidates to ensure that they pose no danger to the youth participants. The level of screening may vary, based on the position that the volunteer is interested in and the assignment’s amount of contact (from incidental/infrequent to frequent) and type of contact (group vs. individual) with the participants. For example, host families for Youth Exchange students should undergo a more comprehensive screening process than volunteer tutors at a local elementary school, who will likely be supervised when working with children.

Responsible youth program management requires a significant time commitment to identify, screen, and train adult volunteers, and clubs and districts must accept the additional administrative burden required to ensure that youth participants are adequately protected. This means maintaining selection criteria, even when it is challenging to find enough volunteers to continue supporting a program. Adult volunteers who are unwilling to undergo screening should be excluded from participating in any Rotary International youth program.

Applications

All adult volunteers who will have unsupervised contact with youth should be required to complete an application that includes references (for a sample application developed for Youth Exchange, see appendix C). At a minimum, applications should include a statement that the applicant has no previous criminal convictions related to abuse or harassment of a young person. Applications may also include requests for specific expertise related to the assignment and experience working with young people.

Interviews

All volunteer applicants for positions involving unsupervised contact with youth should be interviewed in person. Interviewers should be experienced committee members. For potential host families, conduct at least one in-home interview, and provide interviewers with guidelines on the types of questions to ask and what to look for when conducting home visits.

Reference Checks

Simply requesting references in the application is not sufficient. Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual? In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve as a _____?
- Can you verify the dates of employment for the following individual?

Record the date of the interview and responses to each question, and keep this information with the volunteer's application.

Background Checks and Criminal Record Checks

Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program. Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in your program. Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Your district should determine which youth-related activities require a criminal background check for adult volunteers. For example, at a district residential RYLA camp for students ages 14-18, all counselors may be asked to undergo criminal background checks, but Rotarians who volunteer to conduct registration for the RYLA may not. Criminal background checks should be conducted for all volunteer positions that allow unsupervised access to young people.

Access to confidential information collected in the volunteer screening process should be restricted. Interviews and background checks may uncover sensitive information that would not disqualify a potential volunteer but should be kept confidential nonetheless. Develop guidelines stating who will collect and maintain this information and who will have need-to-know access to it. If your district contracts with an outside company to conduct criminal background checks, ask whether they can collect and maintain this information on your behalf.



The Youth Exchange program requires all adults (Rotarians and non-Rotarians) involved in the program (committee members, host families, club counselors, and others) to complete and sign the Youth Volunteer Affidavit and agree to undergo a criminal background check and reference check.

Maintenance of Records


Each district should determine how records are maintained and retained and establish procedures for confidentiality and limited access. Research local laws to determine how long records should be retained (in some cases, records may be kept in perpetuity).

Volunteer Training

Volunteer training is essential to an effective abuse and harassment prevention program. Design specific training for each volunteer role, and include abuse and harassment prevention information in all training. Establish guidelines on how frequently volunteers should undergo training, and track which volunteers have completed specific training sessions.

For example, training for volunteers in a “Read with a Rotarian” club program should focus not just on methods for helping children with their reading skills but also on guidelines for interacting with children, limitations on physical contact, and supervision requirements of the program. Training for RYLA camp volunteers may be more extensive, including CPR certification, leadership training skills, and information on how to report an allegation of abuse or harassment.

The leaders’ guide that accompanies this manual contains specialized training sessions for adult volunteers working with Rotary International youth programs. Districts can customize this content to include cultural considerations, specific district policies, and other program-specific topics.

←.....→
 Abuse and harassment prevention training is required for all adult volunteers and inbound and outbound Youth Exchange students.

Reporting and Follow-through

Protecting the safety and well-being of young people participating in Rotary International programs and activities requires that all allegations of abuse or harassment be taken seriously and handled within these guidelines.

Reporting an Allegation

To ensure that such allegations are handled properly, districts should follow these reporting procedures:

- Establish a reporting policy that lists specific Rotarians to be contacted when an allegation of abuse and harassment is made. (See appendix B for model reporting guidelines that clubs and districts should adapt to local laws and implement.) Provide these names and contact information to all adult volunteers and program participants and their parents.
- Arrange for the safety of the student. The first adult to receive an allegation of criminal abuse and harassment *must* immediately report this complaint to the authorities.
- Report every allegation of criminal abuse and harassment to the proper authorities (child protection, social services, or local law enforcement agencies) for investigation. Notify the district youth protection officer.



Report all allegations and other serious incidents — accidents, crimes, early returns, deaths — involving Youth Exchange students to RI within 72 hours.

In the United States, federal law requires that any incident or allegation involving the actual or alleged sexual exploitation or abuse of a participant in a secondary school student exchange program must be reported to the Department of State and as required by local or state law.

Follow-through

After an allegation has been made and law enforcement or a child protective agency is conducting an investigation, Rotarians involved should take the following actions:

- Remove any adult against whom an allegation of sexual abuse or harassment has been made from any contact with youth until the matter is resolved.
- Cooperate fully with law enforcement and child protection agencies and not interfere with the investigation.

Most Rotarians and other adults involved in youth programs are not trained professionals with expertise in determining the seriousness or legal implications of an allegation; therefore, they should not decide whether an allegation constitutes abuse or harassment until they have consulted with youth protection service agencies, law enforcement professionals, or a district youth protection officer trained in handling allegations of abuse or harassment toward young people.

After law enforcement has completed its investigation, the district governor, district youth protection officer, or district review committee should review the situation to verify that all district policies were followed and recommend future actions that could correct any possible shortcomings.

- A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment. Non-Rotarians who fall into this category must be prohibited from working with youth in a Rotary context.
- If an investigation into a claim of sexual abuse or harassment is inconclusive, additional safeguards still must be put in place to protect both the person named in the allegation and any youth with whom that individual may have future contact. Subsequent claims of sexual abuse or harassment will prohibit the adult from working with youth in a Rotary context. A person later cleared of charges may apply to be reinstated to participate in Rotary youth programs. Reinstatement is not a right, however, and no guarantee is made that he or she will be reinstated to his or her former position.

When Law Enforcement Is Not Involved

At times, a student may report being uncomfortable with conduct that doesn't constitute reportable harassment under local law. Keep in mind that any unwelcome behavior of a sexual nature between a youth and a volunteer, even if the student is legally of age, is inappropriate.

Each district must document specific procedures for addressing allegations that do not constitute reportable harassment under local laws. First, Rotarians should put a stop to the inappropriate behavior and take steps to prevent it from occurring in the future. In addition, document all accusations, the steps taken to resolve them so that behavior patterns can be tracked, and the perspectives of all parties involved in the incident. Based on this information, develop policies for addressing patterns of problematic behavior that may emerge.

Each district is encouraged to consult a local legal professional about obligations and procedures for handling *all* allegations of abuse and harassment.

Historical Incidents

If a former youth program participant contacts your district to make an allegation of a past incident of abuse or harassment, contact RI for additional information and recommendations on how best to proceed. Such allegations must be reported to RI within 72 hours of the district being made aware of the incident.

Positions of Responsibility



Club and district Youth Exchange officers are also responsible for youth protection within the Youth Exchange program. See handout 12 for an outline of these responsibilities.

While youth protection is the responsibility of all adults involved in youth programs, compliance with Rotary International and district abuse and harassment prevention policy depends on the vigilance of the district governor, district youth protection officer, and district review committee.

District Governor

The district governor raises awareness of abuse and harassment prevention and creates effective prevention in the district's youth programs and reporting policies in the district.

Responsibilities

- Ensure that all allegations are reported to the proper authorities and to RI.
- Confirm that abuse reporting follows the district policies and procedures.
- Ensure that Rotary clubs comply with district policy.
- Ensure that all youth program activities are conducted responsibly, even if some responsibilities have been delegated to other district officers.
- Intervene in the administration of youth program activities when necessary.
- Establish risk management procedures, including policies and procedures for abuse prevention.

The district governor should involve as many members of the district leadership team as possible in youth protection. This includes assistant governors, who can play a role in youth protection by being familiar with district policies related to awareness, prevention, and reporting of abuse and harassment. The district trainer can serve as a resource during youth protection training sessions.

District Youth Protection Officer

The district youth protection officer raises awareness of risk management issues for youth programs and ensures that the district, clubs, and all program volunteers comply with RI and district abuse and harassment policies. He or she is the first point of contact in the district should any Rotarian receive an allegation of abuse or harassment. This officer may train other district and club officers on procedures and guidelines related to abuse and harassment and other risk management issues. Although this position isn't required, it is strongly recommended.

Responsibilities

- Maintain records of all allegations made.
- Ensure proper handling of allegations, according to local laws and district policy, and protection of the interests of all involved.
- Work with clubs to inform all Rotarians of their obligations under both district policy and local laws.
- Review and maintain an archive of all screened volunteers, including applications and the results of criminal background checks and reference checks. Alternatively, serve as a liaison to an external firm contracted for this purpose.
- Collect and submit all forms required by the police or relevant state/local authorities to conduct background checks on program volunteers who will have unsupervised access to youth.
- Ensure that appropriate training is made available to Rotarians, program volunteers such as host families or RYLA counselors, and youth participants and their parents.
- Advise the district youth program committees about developments in educational and training programs.

Qualifications

- Professional experience in handling abuse and harassment issues
- Youth counseling experience
- Knowledge of both RI policies and relevant national and local laws

Additional Considerations

- Willingness to serve in position for at least three years
- Professional experience in the fields of health, mental health, or education, particularly working with teenagers as a social worker, therapist, educational administrator, or youth protection professional

District Review Committee

The district review committee follows through on allegations of abuse or harassment that cannot be investigated by law enforcement or when law enforcement investigations are inconclusive. Although this committee isn't required, it is strongly recommended.

Responsibilities

- Determine whether the district's risk management policies are sufficient.
- Conduct an annual review of all documentation and allegations of abuse or harassment in youth programs to ensure that the district is taking steps to limit the risk of abuse and harassment.
- The committee should meet within three to five business days after an allegation of abuse or harassment is made.
- Conduct an appraisal following law enforcement investigations to consider the circumstances surrounding the allegation, and recommend a response to the district governor and district youth protection officer.
- Determine whether the accused individual's continued participation in youth programs poses too great a risk in situations where an investigation by law enforcement is inconclusive.
- Follow through when law enforcement does not investigate an allegation.

Committee Members

The district governor should appoint members to this committee, with limited participation from any one club. Members should include, at minimum:

- District Youth Exchange committee chair
- Non-Rotarian with professional experience related to abuse issues, such as a social worker, psychologist, or psychiatrist
- Volunteer with risk management experience
- District youth protection officer (if appointed)

Additional Considerations

- At least one past district governor should serve on the committee, if feasible.
- Committee members should serve a minimum of three years.
- To avoid conflicts of interest, committee members should recuse themselves from reviewing allegations made against a member of their own Rotary club or a friend, colleague, spouse, or relative.
- If a district chooses not to appoint this committee, the district governor should appoint an ad hoc review committee to follow through on any allegation of abuse or harassment, with the same composition guidelines as the district review committee.

APPENDIX

CERTIFICATION OF COMPLIANCE & COMMITMENT

The Rotary Club of _____ hereby certifies that:

1. That our club will host _____ foreign exchange student(s) next Rotary year of 201____/201_____.
2. It will follow the policies and procedures as established by Rotary International, Rotary International district 5060 and the District 5060 Youth Exchange Committee when working with any youth activity, event or program.
3. This undertaking is a requirement for our participation in the Youth Exchange program or any other youth related program operated by our club in District 5060. Should our Rotary Club cease to be in compliance with these policies and procedures, then the permission of the District shall be deemed automatically withdrawn for our participation in any youth programs.
4. Should permission be withdrawn because of non-compliance or the club not signing this affirmation, the club must either withdraw from youth programs or show good faith by coming into compliance as soon as possible.
5. That the undersigned have read the District 5060 Youth Exchanged Abuse and Harassment Prevention Policy and Youth Exchanged Sexual Abuse and Harassment Allegation Reporting Guidelines and will abide by them.
6. That the Club Youth Exchange Representative has received training on RI and District policies.

This Certification is signed at _____ on _____ 201_ and is effective from that date until it is revoked in writing by the District or the club.

Printed Name

(President or President Elect)

Printed Name

Club Youth Exchange Representative

This form is in duplicate:

1. Signature of the Youth Exchange Chair Person is required during the orientation, the form is to be returned to District Chairman Richard DeRock,
2. Form is to be returned to District Chairman Richard DeRock by email scan derockrichard@gmail.com or fax 509-662-1595 when signed by club president

CERTIFICATION OF COMPLIANCE & COMMITMENT

The Rotary Club of _____ hereby certifies that:

1. That our club will host _____ foreign exchange student(s) next Rotary year of 201____/201_____.
2. It will follow the policies and procedures as established by Rotary International, Rotary International district 5060 and the District 5060 Youth Exchange Committee when working with any youth activity, event or program.
3. This undertaking is a requirement for our participation in the Youth Exchange program or any other youth related program operated by our club in District 5060. Should our Rotary Club cease to be in compliance with these policies and procedures, then the permission of the District shall be deemed automatically withdrawn for our participation in any youth programs.
4. Should permission be withdrawn because of non-compliance or the club not signing this affirmation, the club must either withdraw from youth programs or show good faith by coming into compliance as soon as possible.
5. That the undersigned have read the District 5060 Youth Exchanged Abuse and Harassment Prevention Policy and Youth Exchanged Sexual Abuse and Harassment Allegation Reporting Guidelines and will abide by them.
6. That the Club Youth Exchange Representative has received training on RI and District policies.

This Certification is signed at _____ on _____ 201_ and is effective from that date until it is revoked in writing by the District or the club.

Printed Name

(President or President Elect)

Printed Name

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