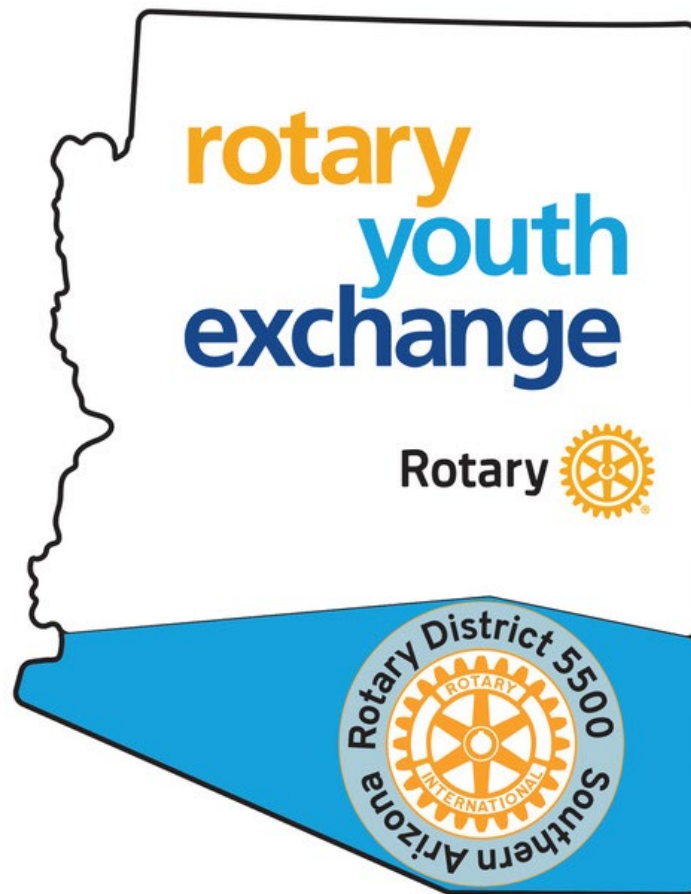


D5500 Rotary Youth Exchange Inbound Program



Information Book for Host Families

Revised May 20, 2024

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South Central Rotary Youth Exchange
District 5500 – Southern Arizona

<https://www.rotaryd5500.org/page/rotary-youth-exchange>

To the Host Parents,

Congratulations! You are about to become a new parent, probably not for the first time, but this time your new child will already be a teenager upon arrival, may not speak English fluently and will certainly have cultural traits that are different from yours.

However, you are not alone in this responsibility. Rotarians from your local community and from R I District 5500's Youth Exchange Committee will do everything we can to help make this exchange a successful one. We will provide you with the information you need, through this host family booklet, through orientation meetings, and through the Youth Exchange Officer, Local Coordinator and/or Counselor of your local club. We will, throughout the exchange period, be in contact with both you and your hosted student to answer questions, address concerns, and resolve problems.

This host family booklet provides much of the information you need to be a successful Host Family. All too soon, your student will move on to the next host family or return home at the end of the exchange year. Many host parents have found that they do not say "goodbye" when that time comes, but instead "farewell; until we meet again!"

The Rotary goal of establishing goodwill, peace and friendship among exchange countries is one that we hope you will experience first-hand. Indeed, many host families and their students do meet again, and we hope that you and your student will form lasting bonds of friendship, respect, and love.

Within the content of this packet, you will find a Rotary District Contact Sheet, a Calendar of Tentatively Planned events/dates, Information on the Department of State Rules for Youth Exchange and the letter of appreciation, health insurance coverage, the rules of the road for student behavior and more.

The Department of State requires Rotary to provide you certain contact information.

Rotary District 5500 is part of a multi-district organization known as South Central Rotary Youth Exchange (SCRYE). Under the Department of State regulations, SCRYE is the program sponsor for this exchange. You may reach Anne Faucett, Responsible Officer of SCRYE, at 913-426-2050 or AnneFaucett33@gmail.com.

The Department of State also now requires that you advise us if there is a change in your family's status including address, finances, employment, and criminal arrests. If these items happen to change for your family, please notify us in writing as soon as possible.

Please feel free to contact any Youth Exchange Committee member for assistance.

I look forward to working with each of you during your tenure as a host family and want to thank you for your service to Rotary Youth Exchange and I personally hope that it is a great year for your family!

In Service,
Cindy Dooling
District 5500 Rotary Youth Exchange Chair
youthexchangeofficer@RotaryD5500.org



U.S. Department of State
Bureau of Educational and Cultural Affairs
Private Sector Exchange



January 1, 2023

Dear American Host Family:

Welcome to the U.S. Department of State's BridgeUSA Exchange Visitor Program! On behalf of the U.S. Department of State, we would like to thank you for your decision to host an international exchange student. People-to-people exchanges are a valuable tool of foreign policy. BridgeUSA programs allow you to experience first-hand the richness and diversity of a culture different from your own, as you exemplify American values and culture to an exchange student. Through this program, you will join thousands of American families who serve as citizen ambassadors of the United States. Many families have found hosting an exchange student to be a rewarding and memorable experience.

High School exchange programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 20,000 exchange students from around the world participate in this program each year. The good will of American host families in opening their homes to these young international visitors is vital to this program's success. The exchange student is a guest in your home and in our country and you may be the first Americans this young person meets. Your hospitality will create a lasting impression of our country and its people.

The health, safety, and well-being of the young people who participate in this program are our highest priority. A host family has many responsibilities, the most important of which is properly caring for an international student during his/her program. The regulations governing the secondary school student program are found at eCFR — [Exchange Visitor Program regulations](#) (22 CFR 62 - Exchange Visitor Program). These regulations address the most frequently asked questions about the program and provide the rules under which the program operates. It is extremely important that you notify your sponsor representative if you have any concerns or if the exchange student's personal health, safety, or well-being is threatened in any way. If the sponsoring organization is not responsive to your concerns, you should contact the Department of State directly through our J-1 Visa Emergency Helpline 1-866-283-9090, which is available 24 hours a day, 7 days a week, or by e-mail at JVisas@state.gov.

The BridgeUSA program will create a strong life-long bond between you, your international student, and your local community. We are pleased that you made the decision to be part of this impactful exchange program.

Sincerely,

A handwritten signature in black ink that reads "Nicole Elkon".

Nicole Elkon
Deputy Assistant Secretary
for Private Sector Exchange

Objectives Of The Program

- o **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.
- o **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.
- o **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.
- o **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.
- o **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.

INBOUND STUDENTS Program Events (Tentative – Some dates from past year)

Inbound Students and Host Families Orientation	Mandatory	August 5, 2023 (2024 TBD)
District 5500 District Conference	Mandatory	Oct. 18-19, 2024
Grand Canyon/Northern AZ Trip (student fees) –	Optional	October (??)
Early Winter/Holiday Get-together	Mandatory	November/December
Rotary Youth Leadership Awards (RYLA) Camp	Mandatory	January 17-20, 2025
Rotary Youth Exchange (SCRYE) Weekend	Mandatory	Late Jan. or early Feb, weekend
Spring Trip	Optional	March or April??
Dist. 5500 RYE End-of-Year Gathering	Mandatory	June
End-of-Year Tours (paid for by student)	Optional	June/July*

(*You will find tour links at: www.scrye.org.)

District 5500

Rotary Youth Exchange Committee

<p>Cindy Dooling Youth Exchange Chair 4470 N Grizzly Springs Dr Tucson, AZ 85745 C – 520-661-6734 Email: youthexchangeofficer@rotaryd5500.org</p>	<p>Jeanne Zetah Database Administrator 8230 E. Cholla Drive Tucson, AZ 85750 C – 612-859-6137 EM: dba-rye@rotaryd5500.org</p>
<p>John Dooling Outbound Placement Officer 4470 N Grizzly Springs Dr Tucson AZ 85745 C – 520-250-4012 Email: outboundplacementofficer@rotaryd5500.org</p>	<p>To be Determined for 2024-25 Inbound Program Officer EM: inboundprogramofficer@rotaryd5500.org</p>
<p>Joyce Finklestein Youth Compliance Officer 4785 S. Gloria Vista Drive Green Valley, AZ 85622 H - 520-393-0317 C 520-429-0527 Email: Mfinkel2@cox.net</p>	<p>Candy Pardee Youth Protection Officer 7602 S. Silverstone Ave. Hereford, AZ 85615 Cell: 1-800-863-6718 candyce.beumler.pardee@gmail.com</p>
<p>Don Jorgensen District Governor 2023-24 6460 N. Camino Abbey Tucson, AZ 85718 H) 520-742-5182 W) 520-906-9148 EM: donjorgensen@comcast.net</p>	<p>Sue Archibald District Governor Elect (2024-25) 2278 N. Carlson Canyon Dr. Huachuca Ctiy, AZ 85616 Cell: 520-990-4648 EM: eggsuetrev@aol.com</p>
<p>Bruce Munro District Governor Nominee (2025-26) PO Box 4687 Tubac, AZ 85646 C- 520-850-4406 Email: bruce-tubacaz@outlook.com</p>	

The Rotary *Support* System

What is Youth Exchange?

Rotary Youth Exchange is a country-to-country exchange of high school age young people. They are between the ages of 15.5 to 18.5 years old at the time of arrival in the hosting country. The exchange is a cultural and educational experience for both the student and those serving as hosts. The duration of the exchange is 10-12 months and generally follows the school year as defined by the Exchange student's home country.

What is Rotary?

Rotary International is the sponsoring organization of this program. It is an international volunteer organization comprised of Rotarians around the world dedicated to improving their community, both locally and world-wide, through service to others. A more comprehensive description of Rotary and its structure can be found in Appendix A of this Information Book. However, one term used throughout this Book warrants explanation here: **District** is the geographic organization of a number of local Rotary clubs for purposes of governance and support. We are **Rotary International District 5500**, consisting of over 50 Rotary clubs representing much of southern Arizona.

Role of the Rotary District and Youth Exchange Committee

Rotary Youth Exchange is, more specifically, an exchange of students between two Rotary Districts in different countries. Conduct and administration of the Exchange program is the responsibility of each participating Rotary district under the authority of the respective District Governor, a Rotarian elected for a one-year term to provide leadership to the clubs and Rotarians in that District. All Rotary districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines, but retain autonomy in conduct of the program. This responsibility is delegated in District 5500 to the District Youth Exchange Committee. The District Youth exchange committee also adheres to policies and procedures set forth by the United States Department of State (DoS) and meets Council on Standards for International Educational Travel (CSIET) standards.

For example, the selection, screening and preparation of "outbound" exchange student candidates is the responsibility of each sending or sponsoring Rotary District, although a uniform application form has been developed for this purpose by Rotary International. On the other hand, once our District Youth Exchange Committee has agreed to accept an "inbound" exchange student and one of our Rotary clubs has agreed to host and support that student, that student agrees to comply with **this** District's rules, regulations and guidelines as a condition of the exchange, in addition to those of the Department of State, Rotary International and South Central Rotary Youth Exchange (SCRYE), our multi-district of which we are a member.

To assure a complete understanding of those conditions, the District 5500 provides a comprehensive orientation to our inbound students shortly after their arrival. Even before the student's arrival, the Youth Exchange Committee establishes and maintains communications with its counterparts in the exchanging district, the inbound students both before their arrival and during their year here and the outbound students we are sending overseas. A mandatory orientation before students arrive is also held for club counselors, club youth exchange officers as well as the first host family.

The District 5500 Youth Exchange Committee is a valuable resource for both you and the exchange student and its members are familiar with the conduct of the Exchange Program both here and in the country your student is from. Feel welcome to contact any member of the District 5500 Youth Exchange Committee anytime you have a question or need help with a problem. The committee contact information is listed above.

The Hosting Rotary Club's Role

The local Rotary club provides another level of support to you, the student and the Exchange Program. Rotary clubs will identify an individual club Rotarian as the **Youth Exchange Officer** (or **YEO**) to administer the club's Exchange program, including recruiting Outbound candidates and Host families. Another member of the Rotary club will be designated as the Inbound Exchange student's **Club Counselor** for the duration of the exchange. The **Club Counselor** serves primarily as an advisor and advocate for the student, but should certainly also be in contact with the host family on a regular basis and be available to answer questions or direct host parents to the appropriate resource when needed.

The hosting Rotary club has made or will make arrangements for enrolling the exchange student in your community's high school or a private school shortly after he or she arrives. The YEO or Club Counselor will assist the student in selecting a course of study that should be neither overly-challenging nor boring for the student. As a host parent, you should discuss school work with the student, teachers and school officials if academic or social problems are becoming apparent. Report any problems to the Club Counselor or Club Youth Exchange officer as soon as possible. In regards to school requirements, all students are expected to have good attendance, as well as maintain passing grades in their subjects. We encourage students to take a wide range of courses, but only require that they be enrolled in English and Social Studies (either American History or Government/Economics). We strongly prefer they do not take another foreign language while here.

The hosting club provides another form of support to the Exchange student in the form of a **spending allowance**. Each month the Rotary club will provide a pre-determined monthly stipend directly to the student, to be used for incidental personal expenses, entertainment, school supplies, etc. Through the Rotary provided allowance and parental resources, exchange students are expected to be **financially self-supporting** in terms of personal expenses, clothing, entertainment and travel when not part of a host family event. In addition, District 5500 requires all inbound students to deposit with the hosting club a **\$500 emergency fund** that can be accessed by the club to pay for expenses such as medical deductibles and other true emergencies. Please discuss any financial concerns with the Rotary club representatives.

The hosting club will regularly invite the exchange student to attend Rotary meetings and other Rotary events. While students are encouraged to attend Rotary meetings and other events as often as possible, attendance at the Inbound Orientation, Annual Holiday Gathering, Rotary Youth Leadership Awards (RYLA), the February President's Day weekend event, and the annual Rotary District Conference are **mandatory** for the student. Transportation to these events should not impose a burden on the host family. Contact the Club Counselor and/or Club Youth Exchange Officer to coordinate transportation to mandatory events. There are other optional events during the year (please see the RYE Calendar of events).

Rotary Support -- District + Club

The **District Youth Exchange Committee**, the local Rotary club **Youth Exchange Officer** and **Club Counselor** are here to help the Exchange student and host family have a successful exchange experience. They are available to you, 24 hours a day, to provide you with assistance on any matters of concern. We strongly urge you to seek our involvement before problems become too large for simple solutions. Don't let small problems go without comment. They tend to grow into larger problems.

The Exchange Student's Role

Above all else, we expect the inbound students to be involved: involved in your family, involved in school, involved in the community in which you live and involved in Rotary. To do this successfully, most Exchange students must do two things: **learn to communicate in English and learn to adapt.**

Learning English

All students arrive with some understanding of the English language and most can speak and understand our language well, having studied English for several years in school. But for most, considerable effort will be needed on their part to understand the English we *speak*, which is often different than the English they were *taught* in school. Practice, by engaging in real conversation, reading and writing our language are necessary to develop true proficiency. You can help by asking questions that require more than “yes” or “no” answers, having patience when communications are not clear and consciously speaking slowly and clearly, with frequent checks for understanding. Every year, students report that they wish their host family members would have corrected their English on a regular basis. Please know, that for many students, their #1 goal while on exchange is learning English.

Learning to Adapt

Learning to adapt means, for most students, being willing to try new things, do things differently, recognize the cultural basis for the environment they are used to and accepting that our cultural differences are neither “better or worse”, simply “different”. Be patient as they struggle with culture shock. One of the most common concerns expressed by host families is how often the students make comparisons between their country and the United States. When individuals compare, it is not to criticize, but rather to make sense of their world. For many of our students, it may be the first time they have lived in a city different than the one in which they were born. Even within the U.S., when people move from one city to another, we often make comparisons between our old town and our new town.

Rules of the Road (Student Rules)

All inbound exchange students and their parents, agreed to comply with the rules, regulations and guidelines that are part of the Rotary Youth Exchange application. These are common sense conditions that are intended to ensure their safety, comply with the standards of the international organizations monitoring exchange programs and assure that their conduct does not impose a burden on the families who open their homes to these students -- you Host Parents.

Please review Rotary International's Program Rules & Conditions of Exchange which were part of the student's application (in Appendix A) and District 5500 Rules of the Road (in Appendix B) which also states consequences for violating the rules that the students and their parents signed before coming.

Most students are very excited to be here and to experience life with an American family and to learn about our culture, schools, and communities. They will usually follow the rules and to not want to be sent home early. Please help enforce the rules and let your club youth exchange officer or club counselor know if there are concerns.

The Host Family's Role

The operative word here is *Family* and we ask you to help your exchange student become a part of your family during the period that he or she lives with you. That means treating this young person as you would your own son or daughter, not as a guest and exercising all of the **parental responsibilities and authorities** you would for your own child. While many factors will influence to what extent you may need to focus on this role, such as your own experience as a host parent, ages of your own children and whether you are the first, middle, or final host family for this student, here are some suggestions that previous host parents have provided to us:

- **Establish a clear understanding of expectations** soon after your student arrives. Appendix D is a listing of **First Night and Second Day Questions** that we provide to both students and host parents that cover most of the topics that will help define those expectations. Cultural differences as well as personality differences often lead to misunderstandings unless these topics are discussed and clarified. Many students will use the questions as a “check-off list” to make sure nothing has been overlooked during the first few days; we suggest that host parents also review this list for any topics that are important to them.
- Be prepared to help your student recover from **homesickness**. This can take many forms, from simply general sadness to wishing to stay in his or her room alone. It is perfectly normal for Exchange students to have bad days and experience homesickness. If you are sensitive to this, you will be able to reassure your student that their reactions are perfectly normal. Help them to keep busy and involved. These feelings will pass. If they have poured out their frustrations in a letter, email or text message home (often saying they want to return home immediately), suggest that they put it away or save it for a couple days, re-read it and only then mail or send it ... if it still applies. Most times the letter/email/text will be thrown out or deleted!
- Encourage your student to **get involved**. School extracurricular activities, sports, community activities, church groups and family activities may be new and unfamiliar to your student and will likely be very “different” from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because no one has asked him or her to join in. Try to introduce the student to some people who will help overcome this reluctance.
- **Understand “culture shock” and help your student learn our culture**. Appendix E in this booklet provides the article *How To Cope With Culture Shock* which may help you understand some of the feelings your student may experience as a result of the differences between our culture and the one they have known since birth.

Other Information Needed By Host Parents

INSURANCE

All inbound exchange students must have a medical/accidental injury policy that meets Rotary's requirements, under a policy issued by the American International Companies through CISI Bolduc. You may find this information online at <http://www.culturalinsurance.com/rotary/cisibolduc.aspx> On their website, there is a tab at the top right hand corner that will allow each family to search for accepted medical providers.

Many of our students will arrive with insurance from their own country (for example, Denmark, Belgium, Sweden, Latvia, and The Netherlands will all have a different carrier). Ask your Rotary son or daughter to see the insurance information and know where they keep their documents in the event of an emergency.

The cost of any medical treatment is the responsibility of the student and his/her natural parents and the insurance provides for either payment or reimbursement of a portion of those expenses (usually after a nominal deductible has been met). Students should have the financial ability to pay for any medical expenses at the time provided and host families should not incur any costs in this regard.

However, as host parents, you are asked to make arrangements for medical treatment when necessary, as well as to determine when medical treatment is called for. Your student may be reluctant to discuss medical problems initially and their own culture, or medical system at home, may be quite different than that which we have, so you may need to patiently ask questions and offer suggestions when you observe conditions that may be medically-based. Many Rotary clubs have arrangements with local medical-services providers (often a member of the Rotary club) and you should be apprised of these arrangements by the Rotary YEO or Club Counselor before a medical problem arises.

It is always advisable to inform the host Rotary Counselor and District Chairman of any medical treatment or medical problems that have occurred so that information is made available to subsequent host families. Serious illnesses or injuries should be made known to the District YE Chair as soon as possible.

BEING THE FIRST HOST FAMILY

While being “first” often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent host families, since he or she will remain part of your community for the balance of the exchange year.

When the time comes for the student to move on, be prepared for the emotions that come with separation and fear of something new, both for the student and you. It will help to make this transition go smoothly if the student has met the new family, perhaps first in your home and then later for a visit in the next host family home to provide opportunities to become familiar with the family and surroundings.

Once your student has moved, maintain contact without undermining the development of relationships with the next family. For the first several weeks, we ask that the previous host family have minimal contact with the student to allow time for the RYE student to adjust to their new family and forms bonds with them. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier and will usually be welcomed by the current host family, just as you welcomed others’ invitations to the student when part of your family. We do however ask that you please make arrangements with the current host family before contacting the student to avoid conflicts with the current family’s events.

When it is finally time for your student to return home to his or her own family, they will be leaving not one but several **families** that they will consider “home” for the rest of their lives.

BEING THE FINAL HOST FAMILY

Being the host family at the conclusion of the exchange year could involve dealing with many of the same emotions the student had upon arrival, but this time caused by the realization that the “familiar” is now *our* culture and the “unknown” involves *returning home*. Understand that the exchange student **must** return home at the conclusion of the exchange year (generally within 10 days of high school completion, or the conclusion of a USA Tour, if applicable) as a condition of the exchange program. **A sign of a successful exchange is the student’s reluctance to go home and we wouldn’t want it any other way.**

You may need to help your student prepare mentally for this departure, in addition to the many physical aids that will be needed. **Start by selecting an actual departure date (this may be done during the second family stay as we encourage the student to book a return ticket/or change their return date on their ticket by March at the latest) that everyone involved agrees with** and help the student make the necessary airlines reservations. Although we require all students to have round-trip airlines tickets, some airlines can only book flights 6-9 months in advance and many students must change the initial return date once they know graduation and Tour dates, etc.). As the departure date approaches, help the student with packing and luggage, recognizing that much has been collected since their arrival and it may be necessary to ship some of the student's possessions home to keep suitcases below the airlines' quantity and weight limits.

Help the student wrap up any financial obligations with you and others, especially regarding long-distance telephone charges. Use of a pre-purchased phone card will minimize phone charges appearing on your telephone bill after the student has departed. Discuss with the student and the Rotary Club Counselor the return of the student's emergency fund.

Involve the prior host families and the host Rotary club, in planning a farewell event before the student departs. And allow sufficient flexibility in your schedule during the final few days to provide your student with the opportunity to say goodbye to the many friends made during the past year. In many cases, these "good-byes" will be even harder for the student than those said 11 or 12 months earlier and your understanding and support will make this a happy time for everyone involved.

IMPORTANT REMINDER:

Whenever the exchange student changes host families, the new family name, address, phone numbers and e-mail must be reported to the District Youth Exchange Chair. The regulations of the US State Department require address changes to be filed within ten days – failure to do so can result in the deportation of the student. Although we consider it the student and Local Area Coordinator's responsibility to report their moves, we recommend that host families and/or club counselors stay on top of the situation as well, due to the seriousness of the consequences.

Also, if the host family experiences changes in employment, address, criminal record or other changes in the family structure, notification to the local coordinator, counselor and district YEO must be notified immediately.

LASTLY, IF THERE ARE QUESTIONS OR PROBLEMS.....

While there is no way we or you can guarantee that every Exchange student and host parent will enjoy a completely successful exchange, we do our best to help them and you. The percentage of unsuccessful exchanges is very small. Most problems that do occur can be taken care of satisfactorily if addressed early, before they become too big to handle. Too often host parents, siblings or the student themselves will not mention a concern or problem for fear of damaging the relationship. From experience, we know this NOT to be the case. Typically, the reverse happens. When problems are not addressed in a timely manner, often the relationship has irreversible damages.

IF YOU DO HAVE A CONCERN and NEED TO DISCUSS SOMETHING, please contact the local Rotary Club Youth Exchange Officer or the student's Club Counselor. If he or she is not available, please contact the District Youth Exchange Chair or another District Officer. They will get in touch with the student and if appropriate, the counterpart in the sponsoring district for further information and help, if needed.

Please do not dismiss non-compliance with our rules, or try to solve major problems yourself. Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware and there may also be long-range implications affecting future exchanges. Please call and give us the opportunity to show you that we are as concerned about the exchange student and the host family and club as you are. We can't help you or the student, if we don't know that there is a problem.

Finally, while much of this booklet addresses rules, regulations and “dealing with problems”, we want you to know that being a host parent is also a lot of fun and full of rewards. You will get to know and love someone from another country, another culture and another part of the world. You will have the opportunity to watch and help shape, the development and maturity of a young person. You will have opportunities to learn of another culture yourself and in the process of sharing our culture and our country with this student, gain knowledge and understanding for you and your family. And at the end of the exchange, you will have added to your family a son or daughter who may live in a “foreign” country the rest of their life, but will always be a part of **your** family.

Appendix A – Program Rules and Conditions of Exchange

Please review this page of Rules and Conditions from the student’s application that was signed by the student and their natural parents. These are rules from Rotary International that govern exchange students across the world.



Rotary Youth Exchange – Long-Term Exchange Program Section G: Rules, Attestations, Permissions, Releases & Consents

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student’s expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district’s authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family’s bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
- 13) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 14) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 15) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 16) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 17) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club’s and district’s consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 18) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 19) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

APPENDIX B: DIST. 5500 RULES OF THE ROAD

The students and natural parents have agreed to follow these rules from our district.

The Youth Exchange Program of Rotary International is designed to promote international understanding, goodwill and peace. This is being accomplished by offering young people the opportunity to live in another country as a member of a Rotary-approved family, to study there in a recognized school, and to learn the customs and cultures of other peoples of the world.

The safety and welfare of the student is extremely important to Rotary International and to Rotarians who provide guidance for the program. Based on many experiences, it is beneficial to prescribe a set of "Rules of the Road". These rules provide protection and support for students, host families, the Rotary Clubs and Rotary International. Because of these rules, others have confidence in our program.

If termination of an exchange is necessary, an exchange student will be sent home at their parent's expense for violation of the Rules of the Road for any of the following reasons:

The rules that will get you sent home IMMEDIATELY are:

1. Illegal Drugs and Alcohol (No Drinking or Drugs):

Possession or use of any illegal drug or substance is strictly prohibited. Drinking of alcoholic beverages is NOT permitted. **It is against the law to drink alcoholic beverages** if you are under the age of (21) twenty-one in Arizona and the United States. Also, smoking is not allowed while on exchange.

2. Motorized Vehicles (No Driving):

Students shall not, under any circumstances, own, operate, or drive a motorized vehicle of ANY kind during the exchange. This includes, but is not limited to cars, motorcycles, go-peds, boats, airplanes, jet-skis, wave runners, snowmobiles, recreational vehicles, and farm implements. Students may not ride as passengers on motorcycles. Furthermore, bungee jumping and sky diving are prohibited.

3. Sexual Activity (This also means, **No Serious Dating**):

Sexual intercourse and intimate play are strictly forbidden. Romantic attachments are strongly discouraged.

4. Travel – **Students must have permission to travel** while on exchange:

Students will take the shortest and quickest routes to and from the hosting country. Students will only be permitted to travel with their host families or approved adult supervision or on Rotary sponsored functions. Additionally, travel outside our Rotary District will require approval from the Youth Exchange Chairman. There may be times that written permission from both natural parents is required. Without this written consent, students will not be permitted to travel outside of our Rotary District. **You may not travel alone.** Hitch-hiking is forbidden.

5. Conferences, Orientations and Rotary Meetings

Exchangees are required to attend our Rotary District Conference, Youth Exchange Inbound Orientation meeting, RYLA and the Youth Exchange Holiday Party. Students may be also asked to attend Club Meetings and other District functions. **Failure to attend required meetings will result in termination of the exchange.**

6. School Attendance

Unnecessary or unreasonable absenteeism will not be tolerated. This is a secondary school exchange program and attendance is required, whether or nor the student has already graduated in a foreign country, in accordance with the school's policies. **Students must attain passing grades in all subjects or strive to ensure success.** Although we encourage students to become involved in extracurricular activities (such as sports), there is not a guarantee that you will be allowed to participate. In regards to graduation, do not expect to participate in the graduation event or to receive a diploma.

7. Illegal Behavior

Students are considered to be ambassadors, but do not have immunity from the law.

8. Alteration of Identification or other Documents

Any student who alters any document, including, but not limited to: Passport, DS2019, Arizona Identification Card, Birth Certificate or High School Identification Card will be immediately sent home.

**Additional Rules for your exchange include the following:
*Failure to follow these rules may require you to return home***

9. Offensive Behavior

Students are considered to be ambassadors, but do not have immunity from the law. Students should avoid political, cultural or religious conflicts during the exchange. **Profanity should not be used.**

10. Internet / Email

Use of the internet and email should be limited to **one hour** per week for at least the first two months, except for purposes of completing school work. The student should not send emails to the home country/family and friends more than one time per week. Limit time on social media websites and electronic communication.

11. Telephone Calls

Telephone calls to and from the student's home country should be limited to once per week, except in emergencies. The student should call or email his or her parents on arrival. Any further calls may not be made until at least one week later. **You are encouraged to get a local cell phone upon your arrival in the United States.**

12. Curfews

Students must adhere to the curfew laws of the city in which they reside. Host families may establish more stringent curfews which students must adhere to.

13. Change of Address – Student Location Status Report and monthly reports

Any student moving to a new host family must immediately report the following information within **5 days to the Chairman**. Students will also submit a monthly report to the club counselor and YEO through YEAH (Youth Exchange Administrative HUB) system. You will receive a password no later than orientation.

14. Tattooing and Body Piercing

Tattooing and or any type of body piercing including, but not limited to, piercing of ears, navels, eyebrows, tongues or any other body part by students while on an exchange in this district is specifically prohibited.

15. Parental Visits

Any visits by natural parents must be scheduled **at the end of the exchange year**, and must be coordinated with the District Chairman, host club counselor, and host parents. Holidays are to be shared with host families and Rotarians not relatives or friends in the United States. **Friends or relatives may not visit**. Students must fill out Inbound Student Request for Visit by Family form and receive approval prior to parents making final travel plans.

16. Personal Behavior

Your host family is responsible for your social, emotional and physical well-being. You will respect your host parents' wishes and requests, especially when they pertain to meal schedules, curfew hours, household chores, appropriate dress and social courtesies. You will receive guidance and restrictions as a natural part of your family's routine.

17. Employment: You are not allowed to work while you are in the United States during your exchange year. The J1 visa you will receive is a student, not work visa.

These rules are designed to guide you and help you have a successful year:

1. Language

English is spoken in the United States. Before coming to District 5500, the student should have a basic knowledge of English so that the student can attend high school classes and participate effectively.

2. Religion/Church

Students will **not be allowed to change religion** while on an exchange. Your host family or club counselor should be immediately informed if you are being pressured to join a new religion. You, by the same token, may not try to get anyone to join your religion while on our exchange. However, **you are encouraged to attend church with your host family as we see this as a cultural experience**.

3. Relatives in the United States

Relatives living in the United States will not have any authority over an exchange student while the student is under the authority of the Rotary Youth Exchange Program. Rotary Youth Exchange and D5500 is the legal guardian of a student during their year.

4. Social Activities

The host family or such other person as has been delegated to supervise the student, must obtain the name, address and telephone number of any individuals who will be hosting the student for a dinner, party or other function, **prior to** the student departing for the function. You are required to plan your

personal social activities well in advance so that your host family is not inconvenienced or disrupted by last-minute requests.

5. Communications with Rotary Clubs

Students are encouraged to write or email a letter to their home sponsoring club once per month.

Students must contact their host club counselor or other host club representative at least once per month. Students are encouraged to attend monthly meetings of their host club. Students must schedule a presentation to their host club, addressing information concerning their home country, community, family, as well as their exchange experience. Students are encouraged to provide a presentation as early as possible to their host Rotary Club so that the club will get to know the student sooner. Students may be invited to make similar presentations to other Rotary Clubs.

Appendix C: Travel Policy/Background Checks for Exchange Students

This is a cultural and educational 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.**

The reason for these rules is simple,

- The Rotary District 5500 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 to communicate an urgent message.

Host Parents when asked to approve travel for the exchange student should consider:

- The travel is something they would allow their own son or daughter to do
- Common sense must be a guide. Exchange students are not allowed to get together with other Exchange students every weekend, as this is a detriment to them and the program.
- The travel desires of an exchange student should not place a burden on the Host Family.
- Any travel outside of the host community requires additional approvals as indicated in the travel matrix below. Trips to Mexico are under review by the District 5500 RYE Committee.

In addition to the travel matrix requirements, Rotary International and District 5500 requires a background check and reference checks for any adult volunteer who will have extended contact with a student. **The adult volunteer is asked to complete the volunteer application online at: <https://yehub.net/S50-volapp> and allow at least 1 week for the processing of the background and reference checks prior to the planned overnight /extended contact.**

You may find that many people will state they have already had a background check, FBI, clearance, etc, but the Department of State, Rotary International and District 5500 requires that one is submitted through our program. The background checks are confidential and once it has been processed, the application is destroyed for security purposes. **NOTE: Any questions regarding the background checks may be directed to our District YE Compliance Officer.**

In summary, so there is no misunderstanding:

THERE WILL BE NO TRAVEL ALLOWED THAT HAS NOT BEEN APPROVED BY YOUR HOST PARENTS, CLUB COUNSELOR and THE DISTRICT 5500 YOUTH EXCHANGE COMMITTEE IN ACCORDANCE WITH THESE RULES.

THERE WILL BE NO OVERNIGHT/EXTENDED CONTACT UNTIL BACKGROUND CHECKS HAVE BEEN PROCESSED FOR ALL INVOLVED PERSONS OVER THE AGE OF 18. (This does not include spending the night at a friend's house).

We are not trying to prevent you or your student from traveling nor to reduce your fun. However, Rotary is responsible for your student's safety and therefore must know where they are at all times.

Travel Matrix Requirements for the proper authorizations needed for any travel. Use the travel permission form when a signature is required. Students must not expect travel to automatically be guaranteed based on the approval of their host family, club counselor, club president and/or club Youth Exchange Officer. The travel permission will be determined on a student's participation and performance in their school and their community and the host family.

KEEP THIS MATRIX IN AN ACCESSIBLE AND VISUAL LOCATION FOR YOUR REFERENCE
Remember this is for ANY Overnight Stays and ALL notifications must be BEFORE your travel date.

Traveling/ Overnight Stay	Traveling To	Requirements of Notification and Approval	Background Check	Form Required
Fully Vetted Rotary Youth Exchange Volunteers (this includes Rotarians and Host families who have completed the Volunteer application, have had references checked and a criminal background check completed.	Areas within D5500	Notification not required unless it is overnight. Approval must be given by current Host Family prior to inviting the student to an activity or event.	YES	If overnight
School/Church Activity	Anywhere in Arizona Pre-approval from District for anywhere in the U.S.A.	Must be chaperoned by the school or officials of the church. Host Family approval & signature (may be an electronic signature) Inform Club Counselor/Club Youth Exchange Officer Permission to travel form submitted to District Youth Exchange Chair	NO	If overnight
Any approved Non-Rotarian (over the age of 18) – Example traveling with family of school friend or family of church friend. Adult over 30 must be chaperone	Must be Rotary District 5500 and/or Club YEO approved person and/or family and approved travel location	Host family Approval & Signature (may be electronic) Club Counselor Approval & Signature (may be electronic) Permission to travel form submitted to District Youth Exchange Chair	YES	YES
Independent Travel (without any supervision) *Typically the only time independent travel is allowed is to and from SCRYE approved tours AND to and from the student's country and their host district.	<u>Must be pre-approved</u> by Rotary District 5500 Youth Exchange Committee and is D5500 Committee sole discretion.	Host family Approval & Signature Club counselor Approval & Signature District Youth Exchange Chair approval & signatures Detailed notarized letter from natural parents Student must be passing classes and active in community & Rotary events for consideration	YES – if applicable.	YES
ONLY Host Family and approved Rotarians	<u>Mexico</u>	<u>Student must have travel form signed by naturalized parents or guardians indicating travel to Mexico is approved.</u>	Yes	Yes

*****ANY UNAUTHORIZED TRAVEL WILL RESULT IN IMMEDIATE RETURN HOME!*****



District 5500 Youth Exchange Permission to Travel Request Form

Please refer to the Travel Matrix in your handbook to determine when this form is required.

Each time a student plans to travel, a separate form must be submitted. Use of this form is not required for weekend events sponsored or authorized by District 5500. Host families are asked to keep the District Committee and the Club Counselor/YEO informed if they plan to be out of town for more than a weekend.

Please complete all applicable sections and submit form to Rotary Club Counselor/Youth Exchange Officer who will review and forward to the District Youth Chair if they approve. Please allow at least one week for the District Youth Exchange Chair to review and communicate the approval status prior to committing to the travel plans. (If the Club Counselor/YEO are away or unavailable, the information should be provided to the District Youth Exchange Chair instead.)

Departure Date: _____ Return Date: _____

Student Name: _____

Host Family Name: _____

Address: _____

Street

City

State

Zip

Phone: (_____) _____ Cell phone: (_____) _____

Email: _____ Purpose of Trip: _____

Will the student be missing school? Yes No If yes, how many days? _____

Destination/itinerary (including dates if student will be traveling to more than one location):

Dates

Name of family, hotel, camp, etc.

Address, including city/state

Phone # with area code

If traveling by car or van:

Name of adult driver(s) 21+ years of age: _____

Make and year of car: _____ License plate# : _____

If traveling by plane, train, bus or other commercial carrier:

Name of carrier: _____ Flight or Route #(s): _____

If NOT traveling with host parents (must be approved by a club or district officer unless it is a school trip):

If this is a sponsored trip, name of sponsoring group: _____

Name of responsible adult* with whom student will travel: _____

Name of responsible adult* with whom student will stay: _____

Relationship of responsible adult* to host family or student: _____

*responsible adult is someone who is over 21 and will respect Rotary Youth Exchange rules/policies

APPROVALS:

Host parent signature: _____ Date: _____

Club Counselor or YEO* signature: _____ Date: _____

(or counselor can email this form to District YE Chair which can serve as the signature)

District Chair/Officer signature: _____ Date: _____

RETURN FORMS TO:

Cindy Dooling

youthexchangeofficer@rotaryd5500.org

Appendix D1 – “First Night” Questions with Host Family

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
 - a. Make my bed
 - b. Keep my room tidy
 - c. Clean the bathroom up after I use it?
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at meal times? Set, clear, wash, dry the dishes; the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things hung?
15. What time must I get up weekday mornings?
16. What time should I get up weekends and holidays?
17. What time must I go to bed weekdays? Weekends?
18. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
19. What time must I be in on weekends if I go out?
20. What dates are the birthdays of family members?
21. May I have friends stay overnight?
22. What is your rule on entertaining friends in my room with the door closed?
23. Can I invite friends over during the day? After school? When no one else is home?

24. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
25. 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?
26. May my friends call me? What times are not good?
27. What is the procedure about posting mail?
28. Do any of you have any pet dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
29. How do I get around? bus, bicycle, be driven, riding with friends, etc.
30. What about transportation to the mall or movies?
31. May I play the stereo or TV?
32. May I use kitchen appliances? Microwave? Dishwasher? Stove?
33. What are the rules about going to church?
34. If I have something bugging me, how do you want me to handle it?
 - a. Write a note explaining it
 - b. Ask for a heart to heart discussion
 - c. Tell my counselor
 - d. Keep it to myself and live with it
35. How often can I go out each week?
36. Who pays for “event” expenses? me? you? Rotary? (movies, sports events, concerts/shows)
37. Can I use the shampoo and tooth paste or buy my own?
38. What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?
39. Are there any eating habits or foods I need to discuss? I don't like _____.

In general, ask about those things you feel are most important the first night and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.

Appendix D2: QUESTIONS FOR YOUR ROTARY CLUB HOSTS

Here are some questions that can help you learn about your host Rotary Club and what they expect of you. They are suggestions only. You and your Youth Exchange Officer/Counselor should discuss anything that you think is important. The simplest questions may be the most important, such as "when does Rotary meet?".

When you are in a new country with questionable language skills, it is best not to assume anything, but rather, to ask. We suggest you discuss the items most important to you as soon as possible. You can discuss the other questions as they seem necessary.

About the counselor / YEO:

1. Tell me a little about yourself and your family.
2. Tell me a little about your Rotary Club history.
3. What is the difference between a YEO and a counselor?
4. How long have you and your club been involved with Rotary Youth Exchange?

Emergency:

5. What is your contact information?
6. Who is my emergency contact?
7. How do I call for emergency help?
8. In case my YEO/Counselor is not available, who are my alternate contacts?
9. Are all the police available for help or are there different types of police?

Club Policy:

10. Am I invited / expected to attend all Rotary meetings?
11. How often should I go to Rotary meetings?
12. When and where does the Rotary Club meet?
13. Who should I go with? Can I go alone?
14. Can I be the greeter at the Club for my first few Rotary meetings?
15. Am I allowed / expected to talk when I attend Rotary meetings?
16. How long am I allowed / expected to talk?
17. When can I schedule my presentation of my country in the Rotary Club?

18. Are there other Rotary clubs in town?
19. Can I attend other Rotary Club meetings in town?
20. Who should I contact in case I want to go to one of these Rotary Club meetings?
21. How should I dress for Rotary meetings? Casual / smart? Blazer?
22. What other events are there where I should wear my blazer?
23. Are there any Rotary groups for young people in town?
24. Can I join these groups?
25. Who can introduce me to them?
26. What are the different projects our Rotary Club organizes and when they do them?
27. Am I allowed to earn spending money?
28. When are the mandatory orientation weekends or meetings I need to attend?

Money / allowance:

29. How and when will I receive my monthly allowance from the Rotary Club?
30. How much is my monthly allowance?
31. When and where am I going to give the money for emergency fund?
32. What are things the Rotary will cover/pay for me? Such as activities or hobbies/school programs/books?
33. Should I open a bank account here in your country?
34. Does the ATM charge me a fee each time I withdraw cash?
35. Are there better banks than others that I should use?

School:

36. Who is going to show me the way to school on the first day and introduce me to the principal and school staff?
37. Are there any language tests I will have to pass to remain here?
38. Am I required to have passing grades in school to remain here?
39. Who can excuse me if I miss school for a Rotary event/meeting?

Host Families:

40. Will I have more than one host family?
41. Do you know all of my host families?
42. When will I be able to meet them?
43. Whom should I call if I have problems with my host family?

Getting around:

44. What is the Club's policy on my travelling around the area?
45. Am I allowed to travel to other towns nearby?
46. How far am I allowed to go by myself?
47. How does the public transportation work (bus, subway, train)?
48. Am I allowed to travel by train or bus alone?
49. What is the best way to travel around the city without asking my host parents to drive me around?
50. Will a car stop for me when I want to cross the road?
51. What are the general social rules in the city?
52. What is the best place to go shopping for clothes, souvenirs or gifts?
53. Where is a good area for people my age to pass time and meet new people?
54. Are there places in the City that I should avoid to be safe?
55. Where is the post office?

Appendix E – How to Cope with Culture Shock

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends or business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least

his place in society was established and recognized, here he is relatively “nobody”. As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in “circumstances of beleaguered self-esteem”.

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem over-whelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, “These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them.”

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, “When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock.”

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remain endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses

from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

- First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.
- Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.
- Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

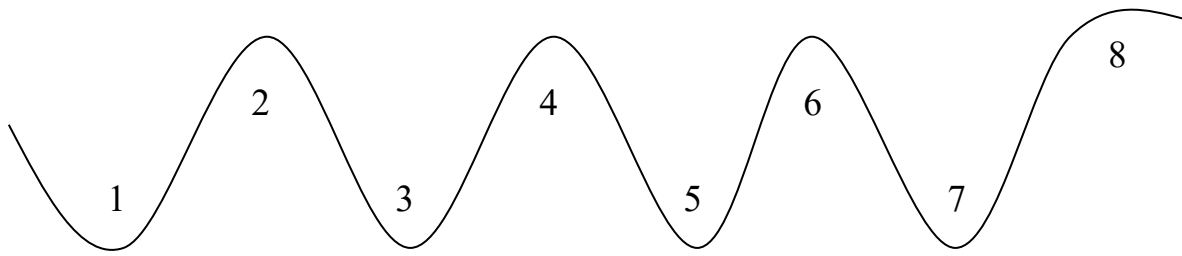
Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose and the recovered victim will truly have the best of two worlds.

Abridged version reprinted by kind permission of Youth for Understanding

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.

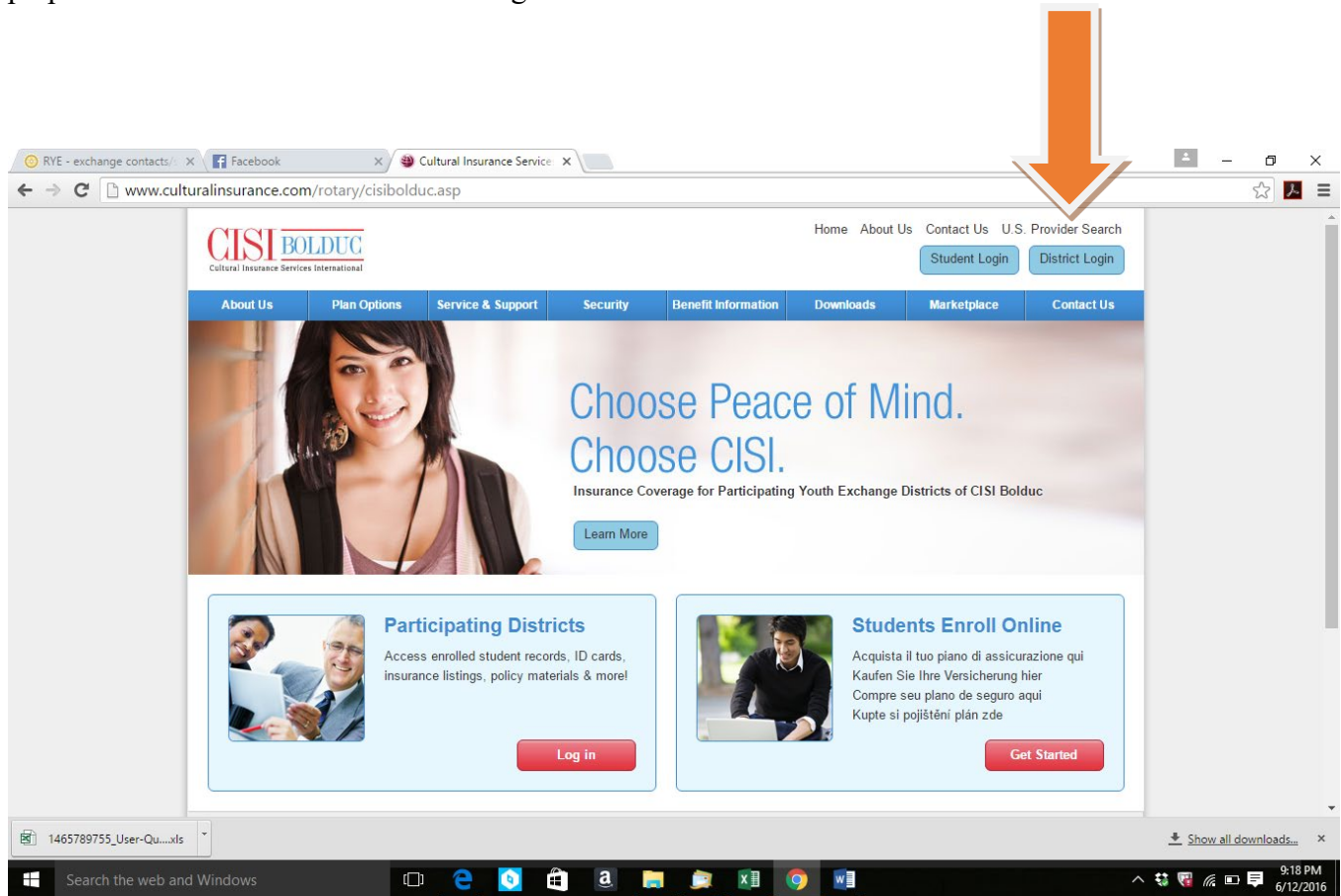
Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany

Appendix F: Insurance Information

All inbound students have purchased Plan B+ insurance from CISI Bolduc except that students from Denmark, Belgium, and the Netherlands have purchased insurance from their countries. The plan that CISI students have purchased also allows for sport participation in our schools. Students must purchase one of these Rotary International-approved insurance plans.

Website: <http://www.culturalinsurance.com/rotary/cisibolduc.asp>

Below is a screen shot of their home page. You can see at the top right-hand corner is the U.S. Provider Search. We STRONGLY recommend that, prior to the student arrival, you see what facilities in your home area are accepting this insurance. If a student requires medical attention, you will then be prepared and know where the closest urgent care or clinic is.



*If a medical emergency arises, first stabilize the student. Then immediately contact the club YE officer or club counselor or the District YE Chair to notify the Rotarians of the situation. It is the responsibility, in an acute emergency to contact the natural parents and the Rotarians overseas. Please do not, as a host family, take this burden upon yourselves. We are here to assist you.

Appendix G: DEPT OF STATE REGULATIONS REGARDING EXCHANGE PROGRAMS

§ 62.25 Secondary school students

- (a)**Purpose.** This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.
- (b)**Program sponsor eligibility.** Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:
- (1)With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and
 - (2)Which are United States citizens as such term is defined in §62.2.
- (c)**Program eligibility.** Secondary school student exchange visitor programs designated by the Department of State must:
- (1)Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
 - (2)Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and
 - (3)Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.
- (d)**Program administration.** Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:
- (1)Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.
 - (2)Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.
 - (3)Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
 - (4)Place no exchange student with his or her relatives;
 - (5)Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;
 - (6)Make no monetary payments or other incentives to host families;
 - (7)Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;
 - (8)Make certain that the exchange student's government issued documents (*i.e.* , passports, Forms DS-2019) are not removed from his/her possession;
 - (9)Conduct the host family orientation after the host family has been fully vetted and accepted;
 - (10)Refrain, without exception, from acting as:
 - (i)Both a host family and a local coordinator or area supervisor for an exchange student;
 - (ii)A host family for one sponsor and a local coordinator for another sponsor; or
 - (iii)A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.
 - (11)Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.
 - (12)That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.
 - (13)Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (*i.e.* , twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.
 - (14)That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and
 - (15)Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.
- (e)**Student selection.** In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:
- (1)Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;
 - (2)Demonstrate maturity, good character, and scholastic aptitude; and

- (3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) Student enrollment.

- (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:
- (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
 - (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.
- (2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
- (3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.
- (4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.
- (5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
- (6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.
- (7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

- (g) Student orientation.** In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

- (1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
- (2) A copy of the Department's welcome letter to exchange students;
- (3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;
- (4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary- arrival family;
- (5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and
- (6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

- (h) Student extra-curricular activities.** Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

- (1) Authorized by the local school district in which the student is enrolled; and
- (2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party. Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

- (i) Student employment.** Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

- (j) Host family application and selection.** Sponsors must adequately screen and select all potential host families and at a minimum must:

- (1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;
- (2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.
- (3) Conduct an in-person interview with all family members residing in the home where the student will be living;
- (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.
- (5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.* , field staff or volunteers), attesting to the host family's good reputation and character;

- (6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;
- (7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
- (8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and
- (9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of 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 his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) **Host family orientation.** In addition to the orientation requirements set forth in §62.10, sponsors must:

- (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;
- (2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;
- (3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;
- (4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and
- (5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) **Host family placement.**

- (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - (i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;
 - (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.
- (2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.
- (3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) **Advertising and marketing for the recruitment of host families.** In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

- (1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
- (2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
- (3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and
- (4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) **Reporting requirements.** Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:

- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;
- (2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and
- (3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

◆ Sec. 62. 10 Program administration.

Sponsors are responsible for the effective administration of their exchange visitor programs. These responsibilities include:

- (a) Selection of exchange visitors . Sponsors shall provide a system to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:
- (1) The program is suitable to the exchange visitor's background, needs, and experience; and
 - (2) The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program.
- (b) Pre-arrival information . Sponsors shall provide exchange visitors with pre-arrival materials including, but not limited to, information on:
- (1) The purpose of the Exchange Visitor Program;
 - (2) Home-country physical presence requirement;
 - (3) Travel and entry into the United States;
 - (4) Housing;
 - (5) Fees payable to the sponsor;
 - (6) Other costs that the exchange visitor will likely incur (e.g., living expenses) while in the United States;
 - (7) Health care and insurance; and
 - (8) Other information which will assist exchange visitors to prepare for their stay in the United States.
- (c) Orientation . Sponsors shall offer appropriate orientation for all exchange visitors. Sponsors are encouraged to provide orientation for the exchange visitor's immediate family, especially those who are expected to be in the United States for more than one year. Orientation shall include, but not be limited to, information concerning:
- (1) Life and customs in the United States;
 - (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible;
 - (3) Available health care, emergency assistance, and insurance coverage;
 - (4) A description of the program in which the exchange visitor is participating;
 - (5) Rules that the exchange visitors are required to follow under the sponsor's program;
 - (6) Address of the sponsor and the name and telephone number of the responsible officer; and
 - (7) Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.
- (d) Form IAP-66 . Sponsors shall ensure that only the responsible officer or alternate responsible officers issue Forms IAP-66;
- (e) Monitoring of exchange visitors . Sponsors shall monitor, through employees, officers, agents, or third parties, the exchange visitors participating in their programs. Sponsors shall:
- (1) Ensure that the activity in which the exchange visitor is engaged is consistent with the category and activity listed on the exchange visitor's Form IAP-66;
 - (2) Monitor the progress and welfare of the exchange visitor to the extent appropriate for the category; and
 - (3) Require the exchange visitor to keep the sponsor apprised of his or her address and telephone number, and maintain such information.
- (f) Requests by the Department of State. Sponsors shall, to the extent lawfully permitted, furnish to the Department of State within a reasonable time all information, reports, documents, books, files, and other records requested by the Department of State on all matters related to their exchange visitor programs.
- (g) Inquiries and investigations . Sponsors shall cooperate with any inquiry or investigation that may be undertaken by the Department of State.
- (h) Retention of records . Sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years.