

ROTARY YOUTH EXCHANGE PROGRAM

DISTRICT 5170

1.0 INTRODUCTION

The Rotary International Youth Exchange Program enables thousands of students ages 15 to 19 to live and study in another country for approximately one academic year. **The primary purpose of the program is to promote international understanding.** This Manual is a guideline produced by District 5170 for use by Rotary Clubs and students within the District. Clubs are encouraged to duplicate this Manual and distribute the appropriate sections.

1.1 OBJECTIVES OF THE PROGRAM

- a. To further international goodwill and understanding by enabling students to study firsthand, the accomplishments and problems of people in other lands.
- b. To enable students to further their education by studying for a year in a different cultural environment and by undertaking courses of study in a high school in their host country.
- c. To encourage students to broaden their own perceptions on life by learning to live with and meet people of different cultures and adapting to their new environment.
- d. To give students the opportunity to act as ambassadors for their own country by addressing Rotary clubs, community organizations and youth groups in their host countries and by imparting as much knowledge as they can of their own country to the people they meet during their year abroad.
- e. To enable students to inform family and friends about the life and culture of their host country during their exchange and upon their return home.

1.2 ELIGIBILITY

- a. Applicants must be high school students in good health whose age will be at least 15 years but not older than 18 years 6 months at the beginning of their school year.
- b. Applicants must be of good character and reputation and demonstrate an interest in local, national and international affairs.
- c. Applicants should have above average academic ability, and must have outgoing and pleasant personalities. They must have the ability to abide by the rules of the program and their host families. They must be capable of adjusting to new and strange conditions, and willing and able to learn a new language.
- d. All applicants are selected solely on merit. Sons/daughters of Rotarians are eligible to participate in the program, but receive no special preference in selection.

1.3 APPLICATIONS, SELECTION AND APPROVAL

- a. Submission of Preliminary Outbound Student Application (Appendix 1) by students to the sponsoring local Rotary club should be made **by the end of November** of the year prior to the exchange unless the district has been notified of unusual circumstances.
- b. A selection committee comprised of Rotarians and others appointed by the sponsoring Rotary club shall interview students and their parents during December and endorse one or more applicants who

meet the eligibility requirements. The sponsoring Rotary club shall submit the applications of those selected to the District Youth Exchange Officer no later than the last day of December.

- c. A District Committee member will interview (Sample Interview Questions, Appendix 2) the selected student(s) in January. Rotary clubs should not accept as a foregone conclusion that the District selection committee will automatically endorse their nominees. Final endorsement of the applicants selected by the local clubs will rest with the District selection committee.
- d. The Application for a Rotary Long-term Youth Exchange Program (Appendix 3) will be distributed to all selected students and alternates. *As these forms will be sent to host clubs outside the U.S., it is imperative that they be typed or neatly handwritten, and complete.*
- e. No application shall be deemed approved until a Rotary Club in another country accepts it.
- f. The District committee will arrange a briefing and orientation meeting in the spring for all outbound students. **It is mandatory that the student and at least one parent, but preferably both, attend this session.**

1.4 ADULT VOLUNTEERS

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must complete and sign a Youth Volunteer Affidavit and agree to undergo a criminal background check and reference check.

2.0 SELECTION GUIDELINES FOR SPONSORING ROTARY CLUBS

2.1 PUBLICITY

No later than October 30th of each year, each club should publicize the Youth Exchange Program by making announcements to their club, the press, radio, local Interact Clubs and to all high schools that do not have an Interact Club. Most school principals will cooperate by allowing announcements to be placed on their bulletin boards or made at a school assembly, and some will also permit a Rotarian to give a brief address to interested students. Schools that have an Interact Club must have the Youth Exchange program presented at one or more club meetings.

2.2 APPLICATION FORMS

Information sheets and application forms are available on the District 5170 website (www.rotary5170.org) These can be reproduced by the clubs in the necessary quantities. The Preliminary Outbound Student Application for use by the club does not include a completed medical and dental report. All forms are available online for students, parents, school officials and Rotary Club members.

2.3 PROCESSING APPLICATIONS

Upon receipt of preliminary applications, the club's Youth Exchange Committee should take the following actions:

- a. Interview the school Principal and/or Guidance Counselor to determine the student's academic standing and suitability as a student ambassador. The Principal must complete the section of the final application form with respect to the student's suitability for the program.
- b. Interview the applicants and their parents both separately and together (See appendix 2). Evaluate the applicant's ambassadorial potential. It is essential that the parents be advised of their financial responsibilities associated with the program and that they fully support the student's application. Each applicant should be asked the same basic questions.
- c. When the club committee has selected its candidate(s), the chair should notify all applicants and the District Committee of the results and the name(s) of the successful candidate(s) within 48 hours. The successful applicant shall be advised that the club is recommending the student to the district committee, which must approve the application and obtain acceptance from a country abroad.

Upon receipt of notification from the club, The District selection committee will inform the sponsoring club and the nominee of the date, time and location for the District interview.

After the District Interview, the successful candidate(s) shall then complete the Application for a Rotary Long-term Youth Exchange Program (Appendix 3) in quadruplicate. The club chairman must carefully review the application to be sent to the District Youth Exchange Officer to ensure they are complete and have all required signatures.

All four copies of the application form shall be forwarded to the District Youth Exchange Officer ***within four (4) weeks following the District Interview.*** All copies of the Guarantee Form shall bear original signatures of both student and parent.

As soon as the student has been selected by the sponsoring Rotary club, ***and approved by the District,*** they should apply for a passport. The district will assist parents in obtaining passports, visas and airline tickets.

2.4 SELECTING THE IDEAL CANDIDATE

The qualities that the District Youth Exchange Committee seeks in applicants include:

- a. Above average academic qualifications.
- b. Well-rounded and out-going personalities and an ability to cope with the many problems and stresses of living in a foreign environment.
- c. Ability to communicate easily with other people and express themselves intelligently and clearly.
- d. An inquiring mind interested in their own environment, the United States, the world in general and possessing an interest in world issues.
- e. Active in their community through sports, the arts, hobbies, youth activities and/or religious affairs. The best students are invariably those who lead busy, active lives in their school and community.
- f. Well-adjusted, flexible, problem-solving in social relations, particularly in their family relationships. The student who cannot adjust to his/her own family may well find it impossible to adjust to more difficult family situations in a foreign environment.
- g. Is a United States citizen.

2.5 CLUB SELECTION COMMITTEES

The club selection committee may include Rotarians who have hosted students or whose own children may have been exchange students. The committee may also utilize current and returned exchange students during the interview process.

2.6 PRE-DEPARTURE PROCEDURE

Once a student has been selected and endorsed by the District, the sponsoring club shall:

- a. Appoint an outbound student counselor to maintain contact with the student throughout the year on behalf of the club.
- b. Invite the student and their parents to a Rotary meeting to meet the club members and to gain a basic knowledge of Rotary. Invite the student to present a short speech at a meeting.
- c. Provide the student with an adequate supply of club banners.
- d. Organize a farewell event for the student at a meeting of the sponsoring local Rotary Club.
- e. Appoint club members to see the student off at the airport.
- f. Record the student's birthday and other dates of importance to the student so that the club can send appropriate greetings for those dates.
- g. Ensure the student obtains a passport, visa, open-ended round-trip airline ticket, insurance, and any other items specifically required by the host country.
- h. Ensure that the student and at least one parent attend the Outbound orientation.
- i. Ensure the student has the required medical and life insurance and the funds for the emergency account in the amount required by the host club/district

3.0 GUIDELINES FOR NATURAL PARENTS

3.1 FINANCIAL OBLIGATIONS

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

- a. The **cost of an open-ended round-trip airfare** and other travel costs for the student to and from the host country. All travel costs including **airline tickets, passport and visa** are the obligation of the parents.
- b. A fee of \$600 is due upon final approval of the application. From this fee, the district will provide the health insurance (See section “C” below), a blazer, business cards and pins to exchange.
- c. All students are required to carry accidental death or regular life insurance, plus medical and hospital coverage for the year abroad. Parents will be advised of the required minimum coverage at the orientation. Many overseas Rotary Districts require that the student purchase a Rotary-approved life and medical insurance policy in the host country. All **costs associated with insurance** are the responsibility of the parents.
- d. Parents are required to provide the student with an **emergency fund**, which can be drawn upon only with the consent of the host parent. The size of this fund varies from place to place according to local requirements but will usually be between US\$200 to US\$500. This fund is for emergencies and must be replenished by the natural parents as it is used. The balance of the fund may be released to the student not earlier than six weeks prior to departure for home.
- e. All clothing needs of the student while abroad are the responsibility of the natural parents. This includes school uniforms where applicable.

3.2 CORRESPONDENCE

Parents should write regularly to their son/daughter, and keep their letters cheerful. Surface mail often takes two to four weeks while airmail may take one to two weeks for delivery. Email and Instant Messaging are often available for fast contact but should be limited to avoid interfering in the student’s process of adapting to their new family and environment.

Telephone calls (actual voice contact) should be limited to special occasions such as birthdays, Mother’s Day, Father’s Day, anniversaries or religious holidays.

3.3 COMMUNITY NEWS

The students appreciate receiving newspapers from their community as well as general periodicals, magazines or school news. After the student has read them, they can pass them on to host families and friends so that they, in turn, will receive a better understanding of life in California and the United States.

3.4 PARENTS VISITING STUDENT

We do not recommend that parents travel abroad to visit their son or daughter. If the parents do choose to visit during the exchange year, the visit should not occur until spring and not in the last month of the student’s exchange year. In certain overseas Districts, it is prohibited. It can be unsettling for the student and cause antagonism with host parents and the host club. Any ideas of visiting the student must be given careful thought and the student’s host counselor, club, Youth Exchange Officer or host parents must grant permission before making plans.

If a visit is approved, it should be well into the second half of the exchange period. This is the time when the student is usually well adjusted, and provides the parents an opportunity to meet the people who have played a role in the student’s life during the year away.

Rotary is under no obligation to provide the parents with accommodations. As the student is usually only allowed a limited number of days away from school, he or she may not necessarily be permitted to accompany the parents on private tours.

3.5 OTHER PARENT OBLIGATIONS

Parents are required to make themselves available with their son/daughter for club and District interviews, and to attend the District Orientation session. Parents must also sign the various Agreements in the Application.

3.6 RE-ADJUSTMENT PERIOD

There will be a re-adjustment period after the student returns home. The initial months after the student returns home can often be a trying time for everyone. Students will have experienced several years of normal growing-up condensed into one year, while the parents still think of them in the same way as when they left home. A lot of patience and understanding is required of parents in this difficult adjustment period.

4.0 GUIDELINES FOR OUTBOUND STUDENTS

4.1 OBLIGATIONS OF THE STUDENT

Students who are sent abroad under the Rotary Youth Exchange Program are required to obey the following rules and regulations:

- a. Obey the laws of the host country at all times and accept the supervision and discipline of the host club, counselors, host parents and school.
- b. Read and sign the Guarantee Form and the Program Rules and Conditions of Exchange of Rotary International (see appendix 3).
- c. **Do Not**, under any circumstances, drive a motorized vehicle of any description during the period of the exchange, nor own a motorized vehicle in the host country. Violation of this rule will result in immediate termination of the exchange and the student will be sent home.
- d. **Do Not** establish a serious relationship with a boyfriend or girlfriend. Dating, preferably in the company of other couples, is permitted. However, for obvious reasons, romantic involvements are strongly discouraged to the extent that breach of this rule can result in the student being sent home.
- e. Be enrolled in a high school selected by the host club. Students shall attend classes regularly, obtain satisfactory grades and participate fully in all school activities. Should it be necessary for the student to change schools, he/she should have the host club notify the Immigration Department. Some countries may deport the student for failure to notify the Immigration Department. The host club may not enroll the student in a college or university, in addition to high school, regardless of a student's family offer to pay all fees and expenses, unless the student's visa permits such enrollment. There is no guarantee that the classes taken during your year abroad will receive credit from your high school district at home. Check with your high school counselor prior to leaving to determine what credits might be honored from classes taken during your year and how to obtain them when you return home.
- f. All exchange students are required to address Rotary clubs, other service organizations, and youth and community groups during their stay in the host country as requested. Similarly, when the student returns home, they will be expected to speak to the sponsoring Rotary club as well as other community groups in order to relate their experiences as an exchange student.
- g. All exchange students will have certain obligations to their host District, host club and the District Youth Exchange Program. These usually include attending District Conferences, periodic attendance at the host club meetings as well as participation in host club activities. Personal plans must not be allowed to interfere with these obligations.
- h. Exchange students are "citizen ambassadors" for their country and must, at all times, behave in a manner which will reflect credit on their family, community, country and Rotary.
- i. After returning home, students may be asked by the District committee to assist at orientation sessions or succeeding groups of outbound students.

4.2 PASSPORT AND VISA APPLICATIONS

Applicants should apply for a passport as soon as they are notified by the sponsoring club that they have been recommended to the District committee. Visas cannot be obtained until the host club has completed the Guarantee Form and returned it to the District Youth Exchange Officer. Procedures for making travel arrangements to and from the host country, and visa applications will be managed by the district. Parents must meet financial and fiscal deadlines for passport, visa and travel as set by the district.

Make a copy of each page of your passport and visa to in a safe place upon your arrival overseas. This will be extremely helpful in obtaining replacements in the event your originals are lost or stolen

4.3 STUDENT INSURANCE

It is mandatory for all students to carry suitable and adequate, **Rotary-approved** life, medical and accident insurance for their year abroad.

Such insurance should provide not less than US\$500,000 or equivalent medical expense coverage, not less than US\$10,000 or equivalent accidental death or dismemberment, not less than US\$10,000 or equivalent for repatriation of remains, nor less than US\$50,000 or equivalent for emergency transport or evacuation.

Irrespective of other benefits that it provides, the insurance shall:

- a. provide coverage from the time of the exchangee's departure from home until the exchangee's return home;
- b. provide not less than US\$10,000 for repatriation of the exchangee's remains or cremation expenses in the hosting district in the event of the death of the exchangee;
- c. provide coverage for the cost of reasonable transport and accommodation incurred by any one close relative or friend to travel to, travel with, remain with, or escort the exchangee as a result of serious injury, illness, or death of the exchangee;
- d. guarantee payment directly to the provider of medical services by means of an acceptable international medical assistance organization;
- e. provide coverage not less than US\$50,000 for necessary emergency transport or evacuation of the exchangee in the event of severe illness or bodily injury;
- f. provide coverage for ongoing treatment for a specified time for illness or accidental injury sustained during the period of coverage of the insurance policy;
- g. be worldwide and not limited to the hosting country. Coverage in the home country may be excluded.

The District committee will assist in arranging coverage prior to departure.

Many countries require exchange students to subscribe to their own local insurance program. If this occurs, the student and their parents must abide by this regulation and must pay the necessary insurance premiums as specified by the host District.

4.4 HOST COUNSELOR

The host Rotary club shall appoint a Counselor whom the student can regard as a confidant during the stay abroad. If any problems arise with school, host family, finances, or of a personal nature, the student should consult his/her Counselor. The Counselor is there to help and will probably welcome the opportunity to act as a mediator if things go wrong. If a Counselor is not assigned, the student should tactfully ask the host club President that one be appointed as soon after arrival as possible. If the request is not met, the student should contact their host inbound district youth exchange officer and/or sponsoring club counselor and district youth exchange officer.

4.5 HOST FAMILIES

Hosting arrangements are solely the responsibility of the host club. The district may assist in difficult situations but is not responsible for arranging for host families.

The preferred situation is for the exchange student to be hosted by three (3) different families over the course of the exchange year. In District 5170, an inbound student will be hosted by at least two (2) families. If the hosting arrangement is to be different than the above, the student and his/her natural parents must be made aware of this prior to initial travel from the student's home to the host country.

If problems arise on the host family level, the host club Counselor must be consulted. ***It is the student's responsibility to adjust to the host family environment and not the host family's responsibility to adjust to the student.*** The student is expected to accept the normal discipline and supervision of the family and settle into their routine.

On the first day with each host family, the student shall discuss with them each question listed in Sample Questions to Ask your Host Family (Appendix 4).

Students should be prepared to share a room with a host brother or sister who may have sacrificed the privacy of their own room in order to host the student. Students must be aware of this fact and show the proper appreciation.

It is inevitable that the student will fit in more readily with some host families than with others. This makes it even harder to leave those whom the student has grown to love. Students should not embarrass anyone by speaking openly in public about their various families.

4.6 HOMESICKNESS

Students are bound to feel homesick, particularly after the excitement and experience of settling in and meeting new people has passed. Students will find the following helpful in dealing with homesickness:

- a. Keep occupied as much as possible with studies, sports and other activities.
- b. Have open and frank discussions with the host parents and Counselor.

4.7 MAKING CONTACT

Upon receiving notification of acceptance from the host club, the student should write to the Rotary Club President giving some personal and family details and asking that the letter be passed to the Counselor and first host family.

If the student receives a letter from the host Counselor or first host family, the student should promptly write a letter in return.

4.8 FINANCES

The student must take a bank draft, traveler's checks or cash for deposit into a bank upon arrival in the host town as an emergency fund. The host parent will assist in opening the account and the signatures of both the student and the parent are required to withdraw funds. The host parent has the responsibility to assist actively the student in managing their bank account.

Students should have available on the trip from home to the host country the equivalent of about US\$250 in traveler's checks, cash or by readily accessed ATM account to be used in case of emergency. If this money is not needed on the trip, it can be used to supplement the emergency fund or kept for the return trip home, as there may be unexpected expenses such as excess baggage costs.

The natural parents must replenish the emergency account if any funds are spent.

The host club will provide the student with a monthly allowance. In District 5170, this amount is currently at least US\$150 per month. This must cover personal needs such as postage, film and entertainment; therefore it is necessary to budget carefully.

If the student does not receive an allowance he/she should tactfully advise the host counselor. If problems are experienced managing the fund, again, the Counselor should be consulted. They may be able to assist in setting up a budget.

School tuition fees will be paid by the host club.

4.9 TRAVELING WHILE ON EXCHANGE

This is a cultural exchange, not a travel exchange. Students should not enter the program expecting to travel in the host country. The host district, club and parents are under no obligation to provide or permit travel.

Some Rotary districts sponsor student exchange tours, the cost of which is generally paid by the student. Students may be informed of such tours prior to departure from the United States.

Students may have the opportunity to travel due to the generosity of host club members or host families. Should this occur, it is an added plus to the exchange, not an entitlement. When travel by the host club or district is permitted, students must abide by all rules and regulations set by the host club and the District Youth Exchange Officer.

Students **may not, under any circumstances**, make travel arrangements on their own and then expect the host club or district to agree. Students are not allowed to travel alone; a Rotarian or an adult member of their host family must accompany them.

4.10 CLOTHING

Special briefings on clothing requirements in various overseas countries may be given to students during their orientation session prior to departure. Students should write to the host parents or host club Counselor before departure if in doubt as to clothing requirements.

4.11 BE A JOINER

To gain the maximum benefit of the year abroad, students should take an active part in the community where they are hosted. Students should take every opportunity to join school clubs, youth and church groups, athletic groups and be an active member of these groups. Students are there to mix and make friends with the young people of their host country. *Students should not confine their friendships to other exchange students.*

4.12 HAVE AN OPEN MIND

There are usually at least two points of view on most issues. Keep an open mind on controversial issues such as politics, race or religion. Students should try to see the other point of view. **The purpose of the exchange is to share cultures and ideas, not advocate our culture or government.**

4.13 INTERVIEWS

When interviewed by the press, radio or television at home or abroad, the Counselor or host parent should be present. *Students should be tolerant and never critical of their host country.* Carelessly uttered remarks made on public platforms or during interviews may cause serious embarrassment to the student and Rotary. The fact that the people in the host country might be critical of their government and its policies, or their way of life in that country, does not give the student the right to be similarly critical. Criticism by the student may cause the host family and other students to become defensive and resentful.

4.14 LEARN THE LANGUAGE

Students who are sent to countries where a language other than their native tongue is spoken must learn to converse in that language. *Students should aim for fluency in that language approximately three months after arrival.* Students will be taught in the host country's language at school. Students should start learning that language upon being notified and confirmed by the host country. Students are urged to take courses, self-learn from CD/tapes and software and watch videos in that language.

4.15 SLIDES/PHOTOS

The student should take with them numerous slides/printed photos/digital images of his/her home family, pets, house/apartment, friends, community, school, regional points of interest and the local industry. The host Rotary Club, host families, school and new friends will be interested in the student's life and times in California.

While in the host country, the student should take photos, especially digital images that can be easily stored or emailed, and keep good records of each image. The home Rotary Club, natural family, home school and old friends will be interested in the student's life and times while on the exchange.

4.16 NOTEPAPER

Students should not forget to write “thank you” notes to people whom host them overnight, take them on trips, or in any way assist during the year abroad. These are not only good manners, automatically expected of all exchange students, but it also helps to build goodwill for your country and Rotary. Students should purchase small pads of notepaper, which may have a distinctive American motif.

4.17 CORRESPONDENCE

Students should write to their parents regularly, and advise them of any planned trips.

Students are required to submit quarterly reports to the local Rotary Club Youth Exchange Officer and to the Sponsoring District Youth Exchange Officer (see Appendix 5). The Report Form will be provided at the Orientation Meeting. The information is very useful, not only to monitor the student’s progress as an individual, but also to review the program and introduce improvements. Students are encouraged to email their reports. *Students should also write or email their Sponsoring Rotary Club on a regular basis.*

4.18 DRUGS

Students are forbidden to use illegal or non-prescription drugs in any form. Any violation of this rule will result in immediate termination of the exchange. *Some countries require immediate deportation for drug offenders while in others they may be jailed.* The student, Rotary, and our country will be judged by the people with whom the student associates. If you take medication, which is allowed in the US verify that it is also acceptable to take in your host country immediately upon arrival. Insure that you have an adequate supply for the first few weeks, in case the medication is not available locally.

4.19 ALCOHOLIC BEVERAGES

IF the student is of legal drinking age in the host country and **IF** the host family / host Club / host District has no objections, and **IF** the student wishes to accept it, then drinking is permissible. Students shall not drink in public. If the student is not of legal drinking age, the drinking of alcoholic beverages is expressly forbidden.

4.20 SOUVENIR COLLECTIONS

Students will accumulate a large amount of clothing, booklets, souvenirs, and pictures during the year abroad. Students should sort them on a periodic basis and *ship them home by surface mail.* Failure to do so may result in large excess baggage charges being levied on the trip home.

4.21 GIFTS, SOUVENIRS, AND JOURNAL

Students should carry with them, or arrange to have sent at a later date, a gift for each host family. These do not have to be expensive. These gifts should have a distinctly American character or be from the student’s community. Smaller tokens of appreciation should be brought for others who may assist the student during the year. Also, **take a journal** or notebook to *record daily events and activities, meals eaten, places visited, friends made, thoughts, the weather....anything and everything.* You will treasure the memories if you record your activities.

4.22 PERSONAL BEHAVIOR

District 5170 Exchange Students are ambassadors for the United States, their family and Rotary. *The manner in which students conduct themselves will often determine whether the host club, host families or school will wish to accommodate another Rotary student in the future.*

Our students have, over the years, earned a very high reputation in host countries and students should endeavor to maintain and enhance this image by their behavior.

5.0 GUIDELINES FOR INCOMING STUDENTS

5.1 INTRODUCTION

The principal objective of the Youth Exchange Program is to promote better understanding and goodwill. Unless the student endeavors to understand the way of life in the United States, to study and discuss social issues, the full purpose of the program will not be realized. Students are encouraged to discuss social customs, race relations, economics, religion and politics with their hosts and friends at school. However, students must realize that not all individuals are open and accepting of such discussion and if such persons are encountered, controversial conversation should be avoided.

5.2 CLIMATE

District 5170 generally enjoys a climate that enables us to enjoy an outdoor way of life during most of the year. Because of our location close to the Pacific Ocean to the west and the central valley of California to the east, the temperature can change quickly with a small change of wind direction. For that reason, it is always advisable to take a sweater or jacket with you even on warm days. The warmest and driest months of the year are usually August through October. The coolest and wettest months are usually December through March.

5.3 CLOTHING

As a general rule, teenagers in California dress very casually in school and elsewhere. Jeans are commonly worn. Schools and shopping malls do have dress codes that prohibit clothes that reveal too much skin. Boys should bring one sport coat and tie and girls should bring at least one party dress for formal occasions. Many sponsoring Rotary Districts give their outbound students Youth Exchange blazers. These can be worn to many social and Rotary functions. We encourage students to bring a clothing outfit representative of their culture (i.e. kimono for a girl from Japan). The student will have several opportunities to wear this at Rotary functions.

5.4 SCHOOLING

All students are required to register for and regularly attend high school even if they have graduated in their home country. Students are required to take all prescribed tests and examinations. Students who wish to obtain credits for school studies here will need to discuss this matter with their school principal at home, prior to coming here, and with the school here. *Students shall not enroll in a college or university unless their visa permits*, even though they have completed high school in their host country.

Students must obey all school rules. *Smoking, drinking, or using non-prescription drugs are strictly forbidden and students disobeying school and Rotary regulations in this regard will be expelled* and, in all probability, returned home. Teachers and school principals expect respect from students.

Although the prime objective of this exchange is not to extend the student's formal education, but rather to give a more general experience than high school can provide, the attitude of school principals to granting time off from school will vary considerably. Students and his/her host counselor should discuss the matter with the school principal at the outset in order to establish the policy regarding time off from school for speaking to Rotary clubs and for Rotary or host family activities.

5.5 RELIGION

Host parents may desire for their exchange student to attend religious services and events. Should the student have other beliefs that make this difficult, the student should discuss it with their host parents or with their counselor. Students must not be "forced" to attend religious services or events.

5.6 DRIVING

*The rules of the Youth Exchange Program prohibit an exchange student from driving or owning a motorized vehicle of any description during the period of the exchange. This includes cars, motorcycles, tractors, motorboats, aircraft, skidoos, or any similar vehicle. The reason for this regulation is that there are many legal and/or insurance complications, which can arise should a student be involved in an accident. For the same reasons, students are also barred from activities such as hitchhiking, riding on a motorcycle, or hang-gliding. Flying in a private plane is prohibited. **These rules will be strictly enforced and any violation may result in the student being sent home immediately.** Exchange students may not take behind-the-wheel driver's training or obtain their driver's license during the exchange. Host families do not have the right to ignore this requirement.*

5.7 ROMANTIC ATTACHMENTS

Students will not establish a romantic relationship with a boyfriend or a girlfriend. Dating, preferably in the company of other couples, is permitted. However, for obvious reasons, romantic involvements are strongly discouraged to the extent that breach of this rule could result in the student being sent home.

5.8 ALCOHOLIC BEVERAGES and SMOKING

The legal drinking age in California is 21 years. Students shall not consume alcoholic beverages. More students are returned home for violating this rule than from any other.

The legal smoking age in California is 18 years. Smoking by anyone is prohibited in public restaurants, in schools or on school grounds, airports, and at most places of business.

Students must understand that if they did not indicate on their application that they smoke, they will be expected not to smoke under any conditions during their time here. Host family arrangements are made on the basis of what was indicated in the application, and problems can arise quickly over smoking.

5.9 DRUGS

The use of drugs in any form, except as prescribed by a registered physician, is illegal and expressly forbidden. **Violation of this rule will result in the immediate termination of the exchange, and could result in prosecution for violation of our laws.**

5.10 PERSONAL BEHAVIOR

Exchange students are "citizen ambassadors" for their country, their family and Rotary. The manner in which students conduct themselves will often determine whether the host club, host families or school will wish to accommodate another Rotary student in the future. Students should always dress appropriately and be neat in appearance.

5.11 HOST FAMILIES

Students will stay with at least two different host families. This requires the student to adjust to each host family. There is no obligation on the part of the host family to adapt to the student's way of life. The student must adapt to the host family. Problems sometimes arise from the refusal or unwillingness of students to accept the responsibilities and rules set by the host family.

During the first day with each host family, the student should discuss each of the questions on the form "Sample Questions to Ask Your Host family" (Appendix 4). Host families are expected to treat exchange students as a son/daughter, and not a guest.

Students should be prepared to share a room with a host brother or sister who may have sacrificed the privacy of their own room to host the student. Students must be aware of this fact and show the proper appreciation.

It is inevitable that the student will fit in more readily with some host families than with others. This makes it even harder to leave those whom they have grown to love. Students should not embarrass anyone by speaking openly in public about their current or previous host family.

5.12 COUNSELOR

The host club will appoint an experienced Rotarian to serve as Counselor for the year. The Counselor will assist the student and host parents in school enrollment, opening a bank account, and may take possession of the student's passport and return airline ticket for safe keeping. If the student has any problems, whether of a family, Rotary Club, school, financial or personal nature, the student should consult his/her counselor who will do their best to assist them. Students should visit their counselor regularly, whether the Counselor arranges it or not, and share with them, both the happy experiences and the problems. If there is difficulty contacting the Counselor, or if personality conflicts exist between the Counselor and student, or no Counselor is assigned, the student should contact the District 5170 Youth Exchange Officer. (See section 7.3)

5.13 MONTHLY ALLOWANCE

The host club will provide a monthly allowance as recommended by the District Youth Exchange committee to cover items such as postage, film processing and entertainment. The amount varies from club to club, but will not be less than US\$100 per month.

5.14 EMERGENCY FUND

Students are required to bring with them an emergency fund of US\$350. This money is to be deposited in a bank account and can only be withdrawn with the signature of the student and host parent.

This fund is for use in emergencies and must be replenished by the student's natural parents as it is depleted. The funds will be released to the student at the end of the exchange prior to the return flight home.

5.15 STUDENT INSURANCE

It is mandatory that all students coming to the United States have adequate life, medical and accident insurance. The U.S. Government sets minimum insurance requirements, and is currently US\$500,000 per accident or illness, US\$10,000 for repatriation of remains and US\$10,000 for expenses associated with medical evacuation of student to home country.

5.16 TRAVEL

The Rotary Exchange Program is a cultural exchange and not a travel program. Travel by students with a local Rotary Club member or the student's host family is limited to the following:

- a. Students may accompany Rotary families on overnight, weekend or holiday trips when invited subject to the conditions indicated below. The host club is under no obligation to provide or fund such trips. However, many opportunities for such travel usually arise during the year. Natural parental permission may be required for particular trips including those that go out of state. The student's counselor must approve such trips. The trip must be in accordance with the requirements of the student's visa.
- b. The District committee arranges several functions during the year (e.g. Orientation Meeting, outings and the District Conference) where students will have the opportunity to travel and meet the other

exchange students. **Attendance at some District functions is mandatory.** Unless prior permission is obtained from the District's Inbound Coordinator, students will attend all mandatory events.

- c. Students may, with the approval of the host club and natural parents, enroll in one of the Rotary approved tours which are usually available for students. The cost and details will be given to the student as they become available. Natural parental permission is required for these trips.
- d. The sponsoring Rotary Club Youth Exchange Officer or Counselor must be advised with full details of the itinerary including contact names and numbers, and approval must be obtained, if the student is leaving the District on any trip.

Request for travel *not accompanied by a Rotarian or host family* will be treated on an individual basis and will only be considered when all of the following requirements are met:

- a. Students shall not, under any circumstances, make travel arrangements themselves.
- b. Natural parental permission is required for all trips of this type.
- c. The host parents and the student's counselor must approve the trip and the proposed travel itinerary in advance.
- d. The sponsoring Rotary Club Youth Exchange Officer must be advised with full details of the itinerary including contact names and numbers, and approval must be obtained, if the student is leaving the District.
- e. Prior permission of the school Principal must be obtained if the trip takes place during a time school is in session.
- f. Travel by private car must be with a Rotary family or a Rotary approved family.
- g. The student must pay all costs for such trips.
- h. Rotarians must provide overnight accommodation at each stopover, unless the student is staying with relatives.
- i. If travel is to be outside of the US, the student's DS2019 must be provided to the WESSEX Responsible Officer for approval and be returned **PRIOR** to the trip. Failure to follow this requirement could result in the student not being allowed back into the country and will result in a \$200 charge to modify the DS2019.

5.17 PUBLIC SPEAKING

All exchange students are expected to speak on a number of occasions to Rotarians, school groups, other service clubs and community organizations. Students should come well prepared with a good selection of color images of their family, home, town and country.

5.18 INTERVIEWS

When interviewed by the press, radio or television at home or abroad, the counselor or host parent must be present. Students should be tolerant of their host country. Carelessly uttered remarks made on public platforms or during interviews may cause serious embarrassment to the student and Rotary. The fact that the people in the host country might be critical of their government and its policies, or their way of life in that country does not give the student the right to be similarly critical. Criticism by the student may cause the host family and other students to become defensive and resentful.

5.19 COMMUNICATIONS

Students are required to submit quarterly reports to their sponsoring Rotary Club Youth Exchange Officer and to the District 5170 Youth Exchange Officer (see Appendix 5). The Report Form will be provided at the Orientation Meeting. The information is very useful, not only to monitor the student's progress as an individual, but also to review the program and introduce improvements. Students are encouraged to email their reports. *Students should also write or email their hosting Rotary Club on a regular basis.*

Students should write regularly to their parents and friends back home. They do not have to be long letters, but they should be regular.

The use of email has made staying in touch easy and also can cause problems. Students must limit their emails to friends and families for two reasons. First, the student is here to share time with others in this culture, not to sit at a computer for extended time to communicate with people at home. Second, it can cause a problem with the host family when the student is using the computer excessively.

Students will attend special events; go on trips, and other activities at the expense of Rotarians and others. Students should purchase a supply of note cards or have some sent from their parents so that they can send a short thank you card to people who entertain the student.

5.20 EARLY RETURNS

Students are not permitted to return home early unless for a very valid reason, confirmed in writing by the sponsoring District Youth Exchange Officer and natural parents and approved by the District 5170 Youth Exchange Officer.

6.0 GUIDELINES FOR HOSTING CLUBS

6.1 INTRODUCTION

The District Youth Exchange Committee annually invites clubs to participate in the program by selecting one or more student(s) for outbound placement and by offering to host one or more inbound student(s). If a club decides to participate then the club president must appoint:

- a. A Rotary counselor who has been screened and trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse to look after the personal interests of the inbound and outbound students.
- b. A Youth Exchange chair who has also been screened and trained will provide the necessary liaison between the club and the District Youth Exchange Officer.
- c. At least one other screened and trained Rotarian whose contact information has been provided to the student.

6.2 OBTAINING HOST FAMILIES

The host club has an obligation to conscientiously screen and select host families on the basis of a written application, criminal background check, personal interviews, and home visits. All persons over the age of 18 in the host home are required to be screened in accordance with the District 5170 Youth Services Abuse and Harassment Prevention policy. At least two host families are required for each student. It is not necessary to have the names of all the prospective families available when it is decided to host a student, nor is it essential that all the hosts are Rotarians; in fact clubs are encouraged to seek at least one non-Rotarian family. Excellent sources of these families are those whose children are current or past exchange students abroad. School counselors and other service organizations are also good resources for host families. ***Every host family must complete the Host Family Application (see Appendix 6).*** The host club's Youth Exchange chairman and counselor should interview the host parents and all individuals who are living in the home. Written notes of the interview must be made and retained with the application. The host club must retain the completed Application, and provide a copy to the District Abuse Prevention Coordinator.

6.3 DOCUMENTATION

Upon receipt of a suitable application from the District Youth Exchange Officer, the Rotary club must complete the necessary arrangements for schooling and hosting and **return the completed Guarantee Forms as quickly as possible**, with the completed endorsements by club and school, to the District Youth Exchange Officer. It is suggested that this task be the responsibility of the club's Youth Exchange chair, and copies be kept in the host club files.

6.4 THE COUNSELOR

The Club President or Youth Exchange Chair must appoint a suitable Rotarian to act as Counselor for the incoming student. Because of the role they play in the program, the Counselor cannot be the student's host parent.

6.5 EMERGENCY CONTACTS

The hosting Rotary club must provide the student with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's Rotarian counselor, hosting Rotary club president, hosting district chair, hosting governor, sponsoring district chair, sponsoring governor, sponsoring club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law

enforcement professionals. This list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies.

6.6 STUDENT ARRIVAL DATES

Most northern hemisphere students will arrive in August and depart for home in June or July. Some southern hemisphere students arrive in January and return home the following January. The club should ensure that they are advised as early as possible of their student's proposed date and time of arrival.

6.7 MONTHLY ALLOWANCE

The host club shall provide the student with a regular monthly allowance of at least \$100 per month. In addition, where meals eaten at school are not otherwise provided the monthly allowance should be sufficient to include the cost of such meals. **This allowance should be payable in advance starting with the date of arrival.** Being late with payment may place the student in the embarrassing position of having to ask for it. Ideally, the Counselor should be the person to give the student the monthly allowance check.

6.8 EMERGENCY FUND

The student is required to bring with them, some additional money to establish an emergency fund; the amount of this fund will be recommended by the District Youth Exchange Committee from time to time, currently US\$350. This is an emergency fund to cover emergency medical, or similar needs, and must be replenished by the natural parents as it is depleted. It is mandatory that the student and Counselor establish a joint account, which requires both signatures before money can be withdrawn. Some students may balk at this proposal; however the Counselor should remain firm.

6.9 SCHOOLING

Some students will have completed their high school education just prior to coming on the exchange. Those who have done so and are enrolled in a standard course of study may experience boredom and frustration at school; therefore it is recommended that they follow a course of study, which involves subjects and projects not normally available to them in their home country. It is mandatory that students take all tests and examinations.

Exchange students may enroll in college classes offered to United States high school students, where available, if the student's visa permits. Exchange students must maintain enrollment in high school even if also enrolled in college.

6.9 ROTARY FUNCTIONS

Attendance at some Rotary functions is mandatory. Among these at the District level will be the Orientation and the District Conference. Among these at the club level include club meetings, fellowship functions and fundraisers. These Rotary functions take precedence over all other arrangements; therefore *students should not be permitted to make personal plans which conflict with these functions.*

6.10 COMMUNICATIONS

The success or failure of a student exchange often hinges on communication between the student, Counselor and the host Rotary club. All too often students feel that the Counselor or Rotary club has little or no interest in them with everything being left to the host families. **It is absolutely essential that regular and friendly contact be maintained between the student and the host club and Counselor** so that the student is given a feeling of belonging in the community and of being a part of an exciting experience in international understanding. Clubs who can achieve this will reap rich rewards from the program. The club should maintain lasting contact with the student and his/her parents for many years after the exchange. Herein lies the real value of the Youth Exchange Program.

6.11 COSTS

In addition to the monthly allowance, the Club is expected to cover the costs for the attendance of the student at all Rotary Club functions.

The District Youth Exchange Program will cover the cost of all District Youth Exchange functions, including the Orientation.

6.12 PROBLEM STUDENTS

If problems arise with a student that cannot be resolved at club level, advice should be sought promptly and early from the District Youth Exchange Officer. All instances should be reported, so the sponsoring district is not surprised by an announcement that the student is being sent home. Problems can be averted by early intervention of inappropriate behavior patterns.

A club cannot return a student home without the express consent of the District Youth Exchange Officer and the District Governor.

6.13 EMERGENCIES

If an exchange student is seriously injured or becomes seriously ill, the host club Counselor or Youth Exchange Chairperson must immediately notify the following: District Youth Exchange Officer, student's natural parents, and the insurance company. The club must assist the student in processing the insurance claim.

7.0 GUIDELINES FOR CLUB COUNSELORS AND YOUTH EXCHANGE CHAIRS

7.1 CHOICE OF COUNSELOR

The appointed Counselors should be genuinely interested in youth and the Youth Exchange Program and willing to devote the time and energy necessary. They should be able to relate to young people easily so that they can gain the student's confidence and respect and be in a position to assist and advise them. They should fully understand their responsibilities and have the time to attend to them. Because of the role they play in the program, the Counselors must **not** be host parents.

7.2 DUTIES OF A COUNSELOR/YOUTH EXCHANGE CHAIR - INBOUND STUDENTS

- a. Ensure suitable host families are arranged.
- b. Establish contact by letter with both the student and their parents and give them some information to assist in their final preparations including names of host families, if known, climate, and clothing requirements. Request the student bring with them a complete school transcript, vaccination record and results from a current tuberculosis test. Obtain details of the student's anticipated date, time, and airport of arrival.
- c. During the first week or two of a student's stay in the country the Counselor must set aside as much time as possible to spend with the student so mutual respect and confidence can be established. It is extremely important that the Counselor establishes a relationship with the student, so that when a problem arises it can be discussed in an open and frank manner.
- d. On the student's arrival in the country, the Counselor/Youth Exchange Chair must:
 1. Ensure that the student's insurance policies are in order and preferably keep such policies in a safe where they cannot be lost. A copy of the insurance policy should be retained by the host parents.
 2. Ensure that the student's return airline tickets, passport and visa are in order and ensure they are valid until the planned departure date. They airline tickets should be retained by the Counselor or the host parents in a safe or safe deposit box.
 3. Ensure that the student has brought the required emergency fund and assist the host parent in opening the necessary banking account for the student. Discuss with the student the anticipated expenses for the year and who pays for each.
 4. Arrange the method and dates for payment of the allowance for the student.
 5. Ensure that the student telephones, e-mails or faxes confirmation of their safe arrival to their parents back home.
 6. Review in detail the rules regarding the exchange, and what is expected of the student through the year.
 7. Ensure the student has and sends thank you cards to people who invite the student to special activities and events.
 8. Ensure the student receives timely information regarding the District's outings and events, and other activities.
 9. If requested by the Host Family, assist with enrolling the student in school.
 10. Arrange for club members, host parents to meet and welcome the student on arrival.
 11. Liaise with host families so that they and the student will know well in advance when a move to the next home is due.

12. Liaise with the club president and the club Youth Exchange committee chair so that the student can be included in club programs as a guest speaker.
13. Ensure that the student attends Rotary meetings as a club guest weekly, or on a regular basis, and is invited to special occasions. Many clubs involve the students in club meetings and service projects which strengthens their feeling of belonging and often affords visitors the opportunity of seeing and hearing the students.
14. Encourage the student to join school clubs, and youth or church organizations.
15. Promote interest among as many club members as possible to host the student for a meal, overnight stay, outing or holiday. Some clubs prepare a hosting roster, or "Godparent Program", for members' participation whereby a different member hosts the student for some event each week.
16. Create opportunities for the student to address other Rotary clubs, organizations, schools and community groups and to supervise the speaking arrangements by assisting the student where necessary.
17. Remember the student's birthday and celebrate it appropriately. Ensure the student has the opportunity to celebrate Christmas, Easter, Jewish, or other holidays of their religion.
18. Maintain contact with the student's natural parents and sponsoring club through letters reporting on the student's progress and activities.
19. Arrange an appropriate farewell function at the end of the exchange period.
20. Arrange regular meetings with the student during the whole period of the student's stay. Make periodic calls to host parents and the principal or school counselor to ascertain that there are not problems.
21. Ensure that the monthly or quarterly reports to the sponsoring district are being submitted timely.
22. Review the "Sample Questions to Ask Your Host Family" form (see appendix 4) with the student before each move into a new host family. Review the form with each host family.
23. Become thoroughly familiar with the rules of the Rotary Youth Exchange Program so that they can, in discussion with the student, ensure that the student understands and abides by these rules.
24. Before the emergency fund is released to the student at the end of the exchange, the counselor should ascertain that all debts to medical practitioners, host parents, and the District have been settled.
25. Ensure that any planned travel is first approved by the District's Youth Exchange Officer, Club Chair, natural parents, host parents and school. (See Section 5.16)

7.3 DUTIES OF A COUNSELOR/YOUTH EXCHANGE CHAIR - OUTBOUND STUDENT

A. BEFORE THE STUDENT LEAVES

1. Bring the student to the sponsoring club meeting at least twice so they can learn about Rotary and the sponsoring club.
2. Attend the Orientation for Outbound Students. Encourage the student and assist where possible.
3. Arrange for the student to address the club just before leaving.

4. Acquire for the student at least six (6) club banners to take overseas to exchange for other banners, which the student will present to the hosting club and other clubs they may visit.
5. Acquaint the student with all the club's activities and projects.
6. Ensure the student obtains an accident and health insurance policy, which is accepted in the host country. The coverage should be effective from the time the student leaves home until their return.
7. Ensure that the student makes contact with the host club as soon as possible once this club is known.
8. Ensure that the student notifies the host club and District 5170 Youth Exchange Officer of the time and flight number of their arrival overseas.
9. Encourage the student to take color slides or digital pictures of his/her family, pets, friends, school, personal interests, industry and community.
10. Plan a farewell for the student, with possibly a small present for the hosting club.
11. Obtain a good picture of the student and a brief write-up and send this to the local newspaper. During the year, continue to supply the news media with interesting activities of the student.
12. Ensure the student has a supply of thank you cards and is aware they should be sent to all persons who entertain, accommodate, or assist the student.

B. WHILE THE STUDENT IS OVERSEAS:

1. Keep in regular contact with the student.
2. Send over the club bulletin and an occasional local newspaper.
3. Invite the student's parents to come to at least one or two Rotary meetings during the year, and bring the club up to date on the student's progress.
4. Encourage the student to write regularly to their sponsoring club.
5. Contact the student's parents on a periodic basis.

C. ON THE STUDENT'S RETURN:

1. Plan a small welcome home group at the airport.
2. Plan ahead to ensure that the student returns at least once to the club to present the homecoming speech before returning to high school or going on to college.
3. Provide a picture and short report of the student's year overseas to be included in the local newspapers.

7.4 PROBLEMS

It sometimes happens that the Counselor and the student cannot get along. If this happens then the Counselor should stand down in favor of another Counselor, where there can be a happier relationship. The Counselor should not take this as an indication of their inefficiency as there can be times when personalities clash for no apparent reason.

It is imperative that the Counselor should be fully aware of the vital role they play in the program and their contribution to its success. They must keep the lines of communication open, keep club members involved in overseeing and guiding the activities of the student, and initiate changes and controls where necessary.

8.0 GUIDELINES FOR HOST FAMILIES

8.1 INTRODUCTION

Acting as a host to an overseas student can be a tremendously rewarding experience for a family. However it does also entail some important obligations. Here are some of the ground rules:

1. It is **not** essential that the host father or mother be a Rotarian.
2. The host family must undertake to supervise the school and leisure activities of the student as if he/she were their own son/daughter.
3. The host family shall provide room and board and should include the student in all family activities. The student may share a bedroom with someone of his/her own age group and gender.
4. It is not essential that the host family have children of similar age and sex to the student being hosted. Many very successful hosting arrangements have taken place where there are only very young children, or none at all, in the family.

8.2 COUNSELOR:

The host Rotary club will appoint a Counselor who will act as a confidant to the student for the year. The student is expected to consult the Counselor on any problems that may arise. The Counselor is also available to help the host families with any problems that they may encounter in hosting the student. *Do not hesitate to consult the Counselor if problems of any kind arise.* (See section 7.3)

8.3 STUDENT IS NOT A “GUEST”

It cannot be stressed too strongly that the family should not treat the student as a special honored guest. The value of this program centers on the acceptance by both the student and hosts that the student will be “one of the family”, not receiving any special favors or treatment and undertaking all the normal family chores. For this reason it is desirable that the student address the host parents as “Mom” and “Dad”, their given names or some other informal title. He/she should **never** call the host parents “Mr.” or “Mrs.” (Refer to list of “first night” questions in Appendix 4.)

8.4 HOUSEHOLD CHORES

The student should make his/her own bed, keep their room tidy, and assist with general household chores, such as setting and clearing away the table and doing dishes. They might reasonably be expected to help with gardening and similar tasks. Some complaints have been received from students that they are being used as unpaid help or as constant baby-sitters. Others have found that they are not allowed to join in with the normal household chores. The object is to strike the right balance. A guiding principle is to ask what would be expected from the host family’s own children. The host family should go over the questions in the form “Sample Questions to Ask Your Host Family” (see appendix 4), during the first day with the student.

8.5 DISCIPLINE

The student is expected to adapt to the supervision and discipline of the host family. The host family does not have to adapt to the student. Any sign of reluctance or unwillingness on the student’s part to accept this point of view should be brought to the attention of the Counselor, who should then clarify this point with the student. It is better that such a ruling come from a third party such as the Counselor, rather than from the host parents. Most problems that arise are the result of the student not having a clear understanding of what is expected of him/her. At the same time, the host family should be aware of the problems of adaptation and should be prepared to be flexible. If there is a problem with discipline, the Counselor must

be notified immediately, and report made to the District Youth Exchange Officer. The host family should not protect a student who violates our Rotary rules or State laws.

8.6 RELIGION

Religion sometimes poses serious problems. Many students are very flexible and sometimes accompany the host family to religious services even when religions differ. The host family should not force the issue and if the student wishes to follow their own religion, every effort should be made to assist them in this respect.

8.7 ALCOHOLIC BEVERAGES

A student who has been accustomed to consuming alcoholic beverages in their natural home will not continue doing so with his/her host family. The legal age in California for consuming alcoholic beverages is 21 years and therefore exchange students are prohibited from drinking.

8.8 DRUGS

Students are absolutely forbidden to use non-prescription drugs in any form during the exchange, except as prescribed by a medical practitioner. **Any student breaking this rule will automatically be expelled from the program and returned home at once.** If host parents have reason to suspect that the student in their care is taking illegal drugs, they should immediately report their suspicions to the Rotary Counselor and District Youth Exchange Officer.

8.9 DRIVING

All exchange students are specifically forbidden to drive any form of motorized vehicle. This includes cars, motorcycles, tractors, motorboats, jet skis, snowmobiles or similar vehicles, while in the program. Many legal problems can arise should a student be driving and become involved in an accident. The host family shall enforce this rule strictly since immediate termination of the exchange will result if it is violated. **Students may not take behind-the-wheel driver's training or obtain their driver's license during the exchange.**

8.10 ROMANCE

Students are not permitted to establish any serious romantic relationships. If host parents believe that a relationship is developing in which the student is becoming romantically involved, they should discuss the matter immediately with the student and the Counselor.

8.11 PROMISCUITY

Promiscuity in any form will result in immediate return home.

8.12 FINANCES

The host Rotary club will provide the student with a monthly allowance to cover the immediate incidentals. Generally the students will have some additional funds of their own as well as a specified emergency fund under the control of the Counselor. The host family is not obligated to provide the student with spending money, nor to finance clothing, school uniforms, travel or other expenses (including telephone calls). If the student does not take a lunch to school, the host Rotary Club should provide money for the student to purchase a noon meal either on or off campus. The Counselor will advise the host family and the student of which expenses are paid by the club, the school, and the student. The host club or District should pay for the costs of transportation, food and lodging at all club or District functions.

8.13 MONEY PROBLEMS

Students are required to establish an emergency fund, which must be replenished as required, during the year by the student’s natural parents. The amount of this emergency fund is currently US\$350. The funds are deposited into an account, which requires both the student’s and Counselor’s signatures.

Students should be discouraged from borrowing money and purchasing on host parents’ accounts. Most students arrive with additional funds for clothing and travel. The host parents should immediately notify the Counselor if the student has money problems.

8.14 TRAVEL

The host family is under no obligation to take the student on a holiday or trips, but it will add enormously to the value of the program if they are able to do so without financial embarrassment to them. If the host family is not able to keep the student during school holidays, they should make this clear to the Rotary Counselor well in advance so that alternative arrangements can be made.

No special permission is required when a student accompanies a host family on a trip or holiday, unless outside the state, or when school is in session, in which case, the District Youth Exchange Officer must be informed, and the Rotary Counselor must be advised. If the student makes a journey away from the host town, both the host parents and the Counselor must ensure that satisfactory permission to travel and hosting arrangements have been made. Traveling during school terms is discouraged and should be undertaken only under specific conditions, which will be established by the Counselor and the school.

For travel outside of the US, the student’s DS2019 must be provided to the WESSEX Responsible Officer for approval and be returned **PRIOR** to the trip. Failure to follow this requirement could result in the student not being allowed back into the country and will result in a \$200 charge to modify the DS2019.

This chart defines the approval requirements for travel

For Travel With: Host Family, Rotarian Church/School, Other Adult	Less Than 24 Hours, Need:	More Than 24 Hours, Need:
Inside California	Host Family Approval	Host Family Approval Club Counselor Approval
Outside California	Host Family Approval Club Counselor Approval	Host Family Approval Club Counselor Approval District Approval
Outside US	Host Family Approval Club Counselor Approval Responsible Officer Approval	Host Family Approval Club Counselor Approval District Approval Responsible Officer Approval

Unauthorized travel will result in immediate return home!

8.15 HOMESICKNESS

Every student experiences homesickness to some degree and the extent of this problem will depend largely on the student’s own background and personality. Many students say that they feel there are times when they want privacy to cope with feelings of homesickness. Most students spend some time alone in their room. If the student spends a lot of time alone, this could be a danger signal that all is not well. The student who is actively involved in the community will be less likely to suffer from adjustment problems and homesickness than the non-participant; therefore the host family should encourage the student to accept the opportunities available to become involved in the community. The host family must be open and candid with the student and work closely with the counselor.

8.16 CHANGE OF HOST FAMILIES

The host family should keep in touch with the hosting Rotary Club through the Counselor regarding hosting arrangements, so that all parties concerned are aware of and know well in advance exactly when each change of home is to take place. It is preferable to advise the student upon arrival of the exact date of the change. The current host family should meet with the next host family to discuss some of the student's habits, likes and dislikes. The student should go to dinner or some other activity with the next host family before the exchange date.

8.17 TELEPHONE CALLS

The abuse of the telephone, computer e-mail or personal fax machine by students is an area that causes many problems during the stay with their host families. During the first day with each host family, the host parents must establish with the student the family's exact procedure regarding use and payment for all phone calls, faxes or e-mails.

8.18 SHARED KNOWLEDGE

One of the main purposes of the Youth Exchange Program is the exchange of knowledge on an international level. The student is a "citizen ambassador" for their country. The host family should show an interest in the student's country and learn as much as possible about their home environment. Host families are ambassadors for our country by imparting knowledge about the American way of life to the student. He/she will be able to take back to their country, a picture of California and the United States that is as accurate as possible.

8.19 CONCLUSION

Although most exchange students are mature for their age, they are still teenagers. Host parents are the adults who have the responsibility of providing guidance, support, understanding and love. It is essential to establish and maintain honest, candid and effective two-way communication with the student right from the beginning.