

Role of Club Counsellors - Outbound

Pre Exchange

- Be involved in the student selection process / advertising/ interview by Club
- When the student is selected by the Club accompany them to the District Interview day to support both the student and their family
- Make an effort to become familiar with the parents
- Develop a relationship with the student throughout the pre-exchange period.
Activities may include
 - regular contact (phone, email, coffee down the street)
 - Bring student to some Rotary meetings especially on special occasions (debate, talk by inbound, BBQ, Fellowship nights
 - Involve the student in Rotary Community events e.g. catering
- Establish good communication lines with the student and parents
- Assist with the Application paperwork (where required) and check all paperwork / passports/ VISAS / ticketing / Insurance
- Attend all orientation weekends to:
 - Support parents / student
 - Contribute to Counsellor sessions and assist new Counsellors as they learn their new role
 - Take note of the new regulations e.g. Working with Children
- Assist Outbound to access Language coaching / learning systems
- Ensure the student registers their travel details at <https://www.orao.dfat.gov.au/> before the exchange and also for extended tours whilst on exchange
- Be encouraging for student's final presentation to Club prior to departure
- Accompany the student's parent(s) to airport for farewell.

During the Exchange

- Make regular contact with the student – every 2-3 weeks early in the exchange, lengthening out later in the exchange
- Remember and respond to special events e.g. birthdays (email, facebook, snail mail)
- Ascertain whether the student is settling into their new school/host family/Club
- Encourage student to be assertive if necessary to cope with challenging Hosts / settling into school / Club etc.
- Encourage the student to attend school at ALL times even if they do not understand the language. (Perhaps study the language whilst in class)
- Provide the Club with regular updates on the student and his/her activities
- Regularly touch base with the parents

Return from Exchange

- Meet returning student at the airport
- Contact the student frequently on their return

- Attend Rebound Day with student / parents
- Maintain regular contact with Rebound during the year following their exchange re:
 - Settling back into school
 - Friendship hiccups
 - Family – altered relationships
- Remember birthday/ other special occasions
- Be a friend!