



FROM: Françoise Allard, Chair, District 7040 Youth Exchange Program

SUBJECT: District 7040 Youth Exchange Program Student Selection

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Good morning!

As you are aware from information provided at District Leadership Training and at our spring District Conference, our Youth Exchange Program is alive and well. We're so happy to be in a position to help your club select and prepare our next Rotary Youth Exchange cohort.

Some of you are currently sponsoring outbounds and hosting inbounds, and I am delighted to hear from other clubs that there has already been interest in joining the program for the upcoming year. Club Youth Leadership have been filling out and submitting District Youth Protection Policy (YPP) documentation. That is the beginning of the work as we prepare our next generation of student ambassadors. Find information below on what needs to be done in the weeks ahead to have your club involved in Rotary Youth Exchange for the next Rotary year. We are thankful you are along for the ride. It is indeed an exciting time of year for Rotary Youth Exchange!

1. Types of Exchanges

We anticipate having three types of student exchanges available for applicants aged 15 – 18 years this year:

Long Term Exchange Program (LTEP) (10-12 months – district to district exchange)

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Short Term Exchange Program (STEP) (2 weeks – 3 months, family to family exchange / 2-3 week international summer camp or tour)

Virtual Short Term Exchange Program (VSTEP) (2 – 3 months+, family to family exchange online)

2. Youth Protection Policy (YPP) (sent by Kathleen Lofthouse for Cheryl Haydock, D7040 YP officer) and updated

Club YE Certification (attached)

While the YPP provides an umbrella to cover youth programs in the district, there is more required of Clubs for the intricacies of the YE Program. To participate in the YE Program, you require a completed Club Certification document, see updated document attached. If you have not already done so, please complete your certification now and submit to District Youth Exchange Chair as it was due 1 July 2023, to francine7040ye@gmail.com. There are some sections of the Club Certification documentation that are required in order to prepare outbound students in the weeks to come, and actions described in other sections will be required to maintain certification in the months to come. Please note that if any one of our clubs is running a youth exchange program without the completed YPP/Certification documentation, we risk losing the program for all clubs.

3. Student Selection and Long and Short Term Applications

Now is the time to find your students: recruit, interview, select, assist students in the application process, connect with schools and school board(s), if necessary, to ensure reciprocity of exchange.

The 2024-2025 **Preliminary** Long and Short Term Outbound Exchange Student Applications are now available on our website at www.district7040ye.com/forms-info. The Preliminary application is in two parts, Part 1 a two-page PDF (attached) and Part 2 on the YEAH database

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also at www.district7040ye.com/forms-info. Please provide the link to your contacts at the Secondary Schools and High Schools in your area.

Students should complete Part 1 Preliminary Application for the Club Interview, and upon club selection, complete Part 2 Preliminary Application of the appropriate program, Long or Short Term, or Short Term Camp/Tours.

Both Parts 1 and 2 of the Preliminary application for club selected outbound students are due, completed and uploaded to the YEAH database on or before 1 December, 2023, with a signed copy of the Part 1 fillable PDF sent to francine7040ye@gmail.com. Student Applications will be processed at the district level once the sponsoring club has been certified by the district to participate in the RI Youth Exchange Program (see above – signed Club Certification document MUST be submitted). While the majority of the application process will be done online through the YEAH database, you will also be required to retain the preliminary application (upload to student's file in YEAH) and the application with **original signatures** (2 original copies of the Guarantee Form, and all Permission pages, etc.) and provide an original physical copy with **original signatures** to the YE Chair.

Club level student interviews may be held virtually or in person so long as local public health guidelines are followed.

Students are required to be fully vaccinated for Covid 19 and provide proof 14 days prior Orientation 1. Vaccination policies are subject to change and will be adhered to strictly. RAT testing is required before all in-person events.

Throughout the process please be very clear with all applicants and their guardians that the program requirements are subject to change at any time. Flexibility remains key.

4. Recruiting Poster & FAQ Sheet

You'll find attached a FAQ sheet, and a poster to help recruit both students and host families. Be sure to update Page 2 with your Club and Youth Exchange Officer names and contact info. You will also be receiving a few more posters in the days to come (in English et en français).

5. Club YE Leadership Training

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Club YE Leadership training will take place virtually. Training sessions will cover topics such as Host Families, Counsellors, Club YE Chairs duties, Certification, Youth Protection and Volunteers. You are the key to our program, having you up to date on what is required of our program leaders is an important requirement of Certification.

Training Sessions:

Wednesday 10 January 2024 at 1900 – English session virtual **Register in advance to participate** in this meeting:

<https://us02web.zoom.us/meeting/register/tZIkdeuhrjSpEtVyoyFI2o2qYS6iHZD8MtLG>

Pour une session bilingue ou en français, contactez francine7040ye@gmail.com

Spring training session date TBC

In the meantime, all youth exchange officers and club YE committee members not currently up-to-date are required to register on <https://yehub.net/C04-volapp> and take the online Youth Protection & Volunteer Training required of all Youth Exchange Officers and YE volunteers.

6. YEAH Database & Database Training

YEOs can access the YEAH database via the Hub (in-depth information to process applications) or the Portal (basic information accessible easily on tablet or phone).

YEAH Hub Access <https://yehub.net/C04.php>

YEAH Portal <https://yehub.net/C04-portal>

Please make sure to update your Club President and Club Officers names & roles in the Database prior to having your students begin to fill in their application. This will ensure that the information is correct throughout the online Application form.

Host Family applications to be completed on database: <https://yehub.net/C04-hfapp>

To set up one-on-one **YEAH database** virtual **training** please contact YE Committee member Carol Hunter at carolhunter@gmail.com.

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7. Youth Exchange Calendar of Events (attached)

Please find attached a copy of the Youth Exchange Calendar of Events for the exchange year ahead for both LTEP and STEP programs. We are currently planning for in-person orientations; this is always subject to change to a mix of virtual and in-person. Events with required attendance are specified on the calendar. Mark the dates and events in your calendar. A copy of the calendar can also be found on our website at www.district7040ye.com

8. Club Fees

Sponsoring Rotary Clubs are responsible to pay Club fees for outbounds are set at \$550.00 for LTEP and \$125.00 for STEP per student sponsored. Should you wish to have a sample of costs for a year, please contact francine7040ye@gmail.com for an example.

Student application fees are due 12 January and are non-refundable. Club fees will be refundable if the student pulls out or is removed from the program prior to March 1st, year prior to departure.

Fees to be paid to D7040 Rotary Youth Exchange through Treasurer Sherri Agnew c/o Suite A – 83 Terry Fox Drive, Kingston, ON, K7M 8N4

9. YEO Q & A

Have any questions about the program prior to Club YE Leadership training? We will have a Question and Answer session for Club YEOs and YE committee members:

Tues 14 November, 2023 Bilingual session 1900 – 2000, Register in advance for this meeting, by 13 November at 1800.

<https://us02web.zoom.us/meeting/register/tZAucuqsqT8tGtf0vGaMTMWMiBKuNAeFk8l->

10. Presentation to Your Club

Let us know if you would like to have a presentation on Youth Exchange at your club meeting, we can have a rebound (recently returned exchange student), a ROTEX (previous exchange student), and/or a committee member speak to your membership.

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We look forward to partnering with you to develop your YE leaders to sponsor and host some wonderful students giving them the opportunity to make their Rotary Youth Exchange dreams come true.

Yours in Rotary Youth Exchange,

Françine Allard, Chair

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#weallsmileinthesamelanguage

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