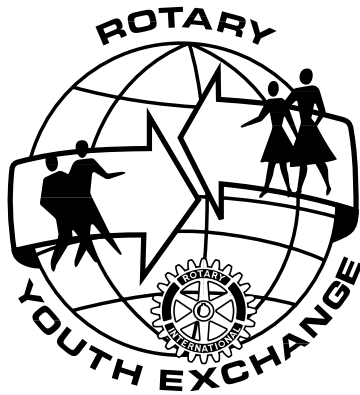


# Youth Exchange Handbook





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# Preface

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In Estonia, a student from the USA gets a taste of life in a newly independent nation; in Japan, a South African student makes an earnest, whimsical attempt to eat with chopsticks; in the USA, a group of students from around the world comes together to help clean up after a hurricane; and in Finland, a Brazilian student makes a snowman for the first time. All of these scenarios were made possible by Youth Exchange. Since 1929, students and host families all over the world have had their horizons broadened and their lives enriched by the generosity of Rotary's Youth Exchange program.

Exposure to new cultures and ways of life can foster a better understanding between people from different lands. That understanding can be the foundation upon which lasting peace and harmony can someday rest.

You can be a part of the ever-growing number of Rotarians who send thousands of young people each year to new and unusual places for the experience of a lifetime. This handbook will guide you through the process of setting up a successful Youth Exchange program in your club or district by:

- Providing a checklist for getting started;
- Outlining the organization and administration of a Youth Exchange effort;
- Detailing the responsibilities of students, parents, host families, and sending and receiving clubs and districts;
- Illustrating the various means for promoting the program and recruiting participants;
- Directing you to the proper RI resources.



## Glossary

**Counselor:** Member of host Rotary club appointed to serve as the exchangee's main contact with the club. Will act as liaison between the exchangee and the Rotary club, host family, and community at large. This individual should not be a member of the student's host family.

**Culture shock:** Difficulty in adjusting to a new culture. Can include feelings of disorientation and alienation. This typically occurs at the beginning of an exchange.

**District:** Name given to a limited territory within which a number of clubs are grouped for RI administrative purposes.

**District chairperson:** Rotarian appointed by the district governor to chair the district committee for a given program or area.

**District committee:** Rotarians appointed to oversee district operation of a given program or area.

**District conference:** Meeting held annually in each district to further the programs of Rotary through fellowship, inspirational addresses, and discussion of matters relating to club and district affairs. It is open to all Rotarians and Rotarian families in the district. Youth Exchange students will often attend with their host family, counselor, or district chair.

**District governor:** Rotarian elected to oversee operation of all activities within a Rotary district.

**Exchangee:** Young person participating in a Youth Exchange program.

**Host (as in "host club" or "host district"):** To receive an exchangee from another country or district into your own country or district, according to specific arrangements made in advance.

**Host family:** Family selected by the host Rotary club to provide accommodations for the exchangee and act as the student's family during the period of the exchange.

**Inbound:** An exchangee who comes into your country or district from another country or district.

**Inbound coordinator:** Rotarian responsible for the coordination of exchangees being hosted by the coordinator's own district or club.

**Long-term exchange:** An exchange wherein a student spends an academic year in the host country.

**Multidistrict officer:** Rotarian appointed to oversee an activity involving more than one district.

**Multidistrict service activities and projects:** Activities, such as Youth Exchange, that two or more districts agree to undertake jointly.

**Outbound:** An exchangee who goes out of your country or district to another country or district.

**Outbound coordinator:** Rotarian responsible for the coordination of exchangees being sponsored by the coordinator's own district or club.

**Pre-convention meeting:** A meeting regarding a specific subject (e.g., Youth Exchange) held in conjunction with (and immediately prior to) the annual convention of Rotary International.

**Rebound:** A student who has recently returned home from an exchange.

**Reverse culture shock:** Culture shock experienced by the exchangee upon return to his or her own country.

**RI Secretariat:** The entire operations of the Rotary International general secretary and his staff, including the service centers and staff serving those offices, and all staff assigned to Rotary Foundation matters.

**ROTEX:** Groups of Youth Exchange alumni that meet for the purposes of fellowship. Not an official RI program.

**Short-term exchange:** An exchange wherein a young person spends anywhere from several days to several weeks in the host country. Short-term exchanges usually do not include an academic program.

**Sponsor (as in "sponsor club" or "sponsor district"):** To send an exchangee from your own country or district to another country or district.

**Youth Exchange officer (YEO):** A Rotarian appointed or elected to hold an office on a district or club Youth Exchange committee.



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# Chapter 1 Introduction to Youth Exchange

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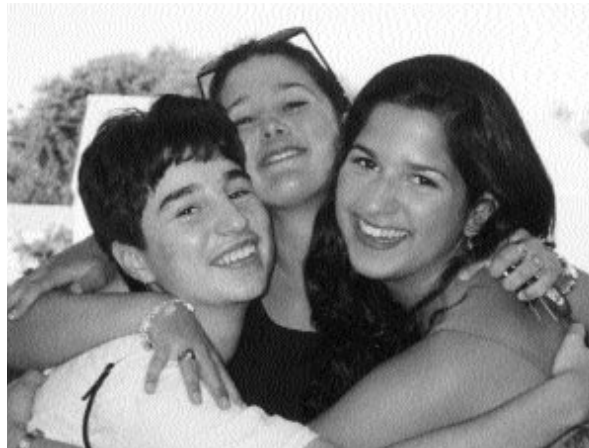
## Purpose and goals

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people — regardless of nationality — desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for themselves and for their children. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds for a lifetime of international understanding.

- Communities all over the world have much to gain from the continued success of the Youth Exchange program.
- Students learn firsthand about the challenges and accomplishments of people in other countries.
- Young people mature as individuals as their concept of the world grows.
- Host clubs, families, and their communities enjoy extended, friendly contact with someone from a different culture.
- Exchangees return home with a broader view of the world and a deeper understanding of themselves.
- Young adults assume leadership roles that are shaped in part by what they learned during their exchange experiences.

This manual has been created to support your work as a Youth Exchange officer. Through Youth Exchange, Rotarians seek to provide the best possible conditions for the participant. Thanks to the efforts of hundreds of dedicated Rotarians and their families, the program is highly successful, and it enjoys the advantages of more than 30 years of experience and a network of more than 1.2 million Rotarians around the world.

The content of this manual is the result of the combined experience of the many Rotarians who have helped make Youth Exchange the thriving program it is today. The procedures and recommendations provided here have been successful in many districts' Youth Exchange



programs. Some clubs and districts have developed their own program manuals; ideas from those have been adapted for this manual. You can add your own materials wherever pertinent and adapt the ideas and suggestions to suit your club's or district's needs.

## History

Youth Exchange began as an effort that involved only a few clubs. The first documented exchanges were initiated by the Rotary Club of Copenhagen in 1929 and involved only European participants. These European exchanges continued until World War II and resumed after the war in 1946.

Exchanges between clubs in California, USA, and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. The first multidistrict Youth Exchange activity, known as the Eastern States Student Exchange (ESSEX) program, was formed in the United States in 1962.

In 1972, the RI Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. The Board approved recommended guidelines for the program that are included as **Appendix A**. Details on these guidelines are referred to more specifically throughout this handbook.

Still administered by clubs, districts, and multidistrict groups, the program has grown to include approximately 80 countries and more than 7,000 students each year.

## Types of programs

Exchanges fall into two categories:

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

*Short-term* exchanges vary from several days to several weeks; they often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a homestay experience with a family in the host country, but they can also be organized as international youth camps, which bring together students from many countries. Another type of short-term exchange is the *New Generations Exchange*, which is open to young people between the ages of 18 and 25. For more details on this program, please refer to Chapter 8.

## Eligibility

The Youth Exchange program is open to all qualified students ages 15-19 (including children of Rotarians). Qualified applicants are academically above average, articulate, and demonstrate community leadership skills. When selecting exchange candidates, be sure not to overlook students with disabilities or those from economically disadvantaged families. The program can be adapted to fit the needs of any student who qualifies. More information on candidate selection can be found in Chapter 6.

## Checklist for getting started

Although starting a Youth Exchange program in your club or district might appear formidable, the benefits of participating in Youth Exchange outweigh any difficulties. Rotarians who take the time and effort to start a Youth Exchange program almost invariably become strong supporters of the program. The following is a checklist of ideas to help get you started:

- Obtain helpful information and promotional literature about Youth Exchange from the RI Secretariat. (See *Appendix B* for a complete list of all items available.)
- Contact the district Youth Exchange chairperson or a Rotarian in a neighboring district that operates a Youth Exchange program. Get sample copies of their handbooks, train-

ing manuals, insurance policies, and orientation materials.

- Promote the program to school officials. Establish permanent communication links with all area schools. Solicit assistance from a Rotarian who is a teacher, a principal, or on the school board. (See *Chapter 6*.)
- Promote the program to the Rotary club(s). Encourage all club presidents to appoint a club Youth Exchange chairperson. Have a current or past Youth Exchange student speak at a club meeting. (See *Chapter 4* and *Chapter 6*.)
- Get the list of district Youth Exchange chairpersons and multidistrict officers from the RI Secretariat. Select those areas of the world with which your district or club wishes to make an exchange. Contact the Youth Exchange officers for those areas. (See *Appendix B* for more information on the list.)
- Develop a calendar of events for the year. Successful exchanges are a result of detailed planning. (See *Chapter 3* for a sample calendar.)
- Outline your procedures for selecting and orientating students (see *Chapter 6*) and devise a Youth Exchange rule book for use by Rotarians, students, parents, and host families. (See *Chapter 3* and *Appendix A*.)
- Develop a procedure for screening and orientating host families. (See *Chapter 7*.)
- Educate the counselors on the importance of their role and train them to detect problems with the student.
- Publicize the program throughout the community. Put up posters in the schools. Have former Youth Exchange students speak at the local high schools and extend invitations to both Rotary and non-Rotary families to participate in the program as host families.
- Familiarize yourself with the various forms that must be completed so that the exchange may be facilitated.
- Attend district, multidistrict, regional, or international Youth Exchange meetings. Meetings are an ideal way for you to make contacts and learn about the program from others who are veterans. Consider attending the annual Youth Exchange officers' pre-convention meeting, held just prior to the RI Convention.



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## Chapter 2 Organization

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As with any Rotary program, the bulk of the work that goes toward establishing a successful Youth Exchange effort is done at the district and club levels. Each district and club that participates in Youth Exchange has a Youth Exchange chairperson and a Youth Exchange committee. At the district level, the district governor oversees the program; at the club level, the club president oversees the program.



### The district structure

#### *The district governor*

The governor should be familiar with the Youth Exchange guidelines recommended by Rotary International and is responsible for ensuring that Youth Exchange activities are being conducted appropriately.

The district governor's responsibilities:

*Appoint a district Youth Exchange chairperson.*

Each year, the incoming district governor appoints a district Youth Exchange chairperson for the upcoming Rotary year. Even if the same chairperson is retained from one year to the next, the governor must officially re-appoint that person. Governors are encouraged to observe a three-year limitation on the length of service of any one chairperson. The special technical knowledge and experience required to administer the Youth Exchange program sometimes necessitates an extension of the chairperson's length of service to allow time to provide for a properly trained successor. While this sort of extension is allowable, each governor should strongly encourage each chairperson to train a successor who will be ready to assume the position when the new term begins.

*Oversee the appointment of a district Youth Exchange committee.*

The committee can be appointed directly by the district governor, or the governor can approve a committee chosen by the Youth Exchange chairperson. (For a detailed description of the

components of the committee, see "The district chairperson" and "The district committee" below.)

*Support and monitor club and district programs.*

Support for the programs would include, for example, the publication of articles about Youth Exchange in monthly newsletters, or attendance at orientations and training sessions. The district governor should also maintain close contact with the district chairperson in order to keep abreast of all Youth Exchange activities in the district. Problem situations occasionally arise, requiring a district governor to intercede and correspond with another district governor on behalf of a club or district chairperson.

#### *The district chairperson*

The district chairperson is responsible for all Youth Exchange activities within the district, including stimulating, coordinating, and promoting club participation in the program. The district chairperson communicates with Rotary International, the district governor, and the clubs when developing the Youth Exchange program in the district.

The district chairperson's responsibilities include:

- Appoint the district committee and define responsibilities as requested by the district governor.
- Monitor the progress of committee members. Replace or appoint committee members as the need arises.
- Assist club and district Youth Exchange committee members in carrying out responsibilities.
- Review the district budget and share with the governor.
- Communicate continually with overseas contacts when placing students abroad.
- Establish clubs' expectations for inbound and outbound students.
- Identify new trends, issues, or problems within the district as related to Youth Exchange.
- Implement risk management policies.
- Review the early return policy.
- Devise and/or review your district's student travel policy.
- Organize district-level meetings for club Youth Exchange committee members to share ideas and discuss the program. These may be held in connection with the district conference, the district assembly, or other meetings.
- Report exemplary activities to RI for possible publication in *THE ROTARIAN* magazine and other RI publications.
- Share knowledge with clubs about local non-Rotary student exchange organizations and identify areas for cooperation.
- Visit clubs and speak about the Youth Exchange program; provide information on Rotary resources to help strengthen clubs' Youth Exchange activities.
- Encourage clubs to organize ROTEX clubs. (See Chapter 10 for more information on ROTEX.)
- Keep the district governor apprised of all Youth Exchange activities taking place in the district.
- Submit an annual program evaluation form to RI.

## *The district committee*

The district committee is under the direct supervision of the district governor. The size of the committee will vary depending on the requirements of the district. The committee should include a vice-chairperson to assist the chairperson in his or her duties and he or she will eventually succeed the chairperson. Further suggested appointments include:

*treasurer* — develops a budget, pays bills, maintains financial records for district program.

*outbound coordinator* — establishes contact with districts overseas; arranges for placement of students in host countries; coordinates selection, orientation, and travel plans of all students leaving district to study abroad.

*inbound coordinator* — serves as liaison between districts outside country and host Rotary clubs in district, coordinates all travel and visa arrangements for students who will be studying in district, coordinates orientation for students upon arrival in district, assists clubs in selection and orientation of host families.

*insurance coordinator* — secures insurance policies that meet recommended guidelines for all inbound and outbound Youth Exchange students.

*travel coordinator* — serves as contact between students and parents and travel agency to ensure that itineraries for exchange are established. Other duties may include assisting with meeting students at local airport for departure, arrival, and connecting flights.

*public relations coordinator* — places advertisements and stories in news media throughout the district, forwards stories on exchange students to Youth Exchange chairperson for inclusion in governor's newsletters and RI publications.

## **The club structure**

### *The club president*

The club president's role is similar to the role the district governor assumes at the district level. The club president appoints the club chairperson, oversees the selection of the club committee, and should actively support the club's Youth Exchange activities.

The club chairperson and club committee serve as the liaison between the student and the district committee.

### *The club chairperson*

The club chairperson should have previous experience in Youth Exchange at the club level. The club Youth Exchange chairperson's responsibilities are similar to those of the district Youth Exchange chairperson. The chairperson is responsible for planning, implementing, and supporting all activities involving sponsoring and hosting long- and short-term exchange students.

The club chairperson's responsibilities include:

- Coordinate club's Youth Exchange activities with those of district Youth Exchange inbound and outbound committees.
- Attend district Youth Exchange officer-orientation meetings.
- Establish club's expectations for inbound and outbound students. (See *Appendix C*.)
- Ensure that students attend mandatory functions, such as orientations or district conferences.
- Submit budget to club International Service chairperson.
- Monitor and assist committee members when necessary.
- Replace or add committee members as needed.
- Receive feedback from students for program modification.
- Return all paperwork to district Youth Exchange committee as required.
- Notify district Youth Exchange chairperson, inbound coordinator, and country contact of any problems regarding students.
- Train and support new club chairperson at end of term.

### *The club committee*

The club committee may be chosen by the president, by the chairperson, or by election.

The club committee should be similar to the district committee in structure. As with the district committee, the size and scope of the club committee will vary according to the size of the club and the extent of its involvement in the program. The following are some suggested appointments in addition to the club chairperson:

- *outbound club coordinator* — promotes program to students in community, distributes applications, coordinates selection of students at club level, maintains contact with district outbound coordinator.
- *inbound club coordinator* — establishes and maintains contact with students prior to their arrival, sees that students are met at airport or train station, serves as liaison between Rotary club and school that students will attend (for long-term exchanges), arranges for Rotarian counselor for each student, maintains contact with district inbound coordinator, arranges disbursement of long-term exchange students' monthly allowance.
- *host family coordinator* — coordinates selection and orientation of host families, maintains contact with host families throughout duration of student's exchange experience.
- *club counselor* — acts as liaison between exchangee and Rotary club, host family, and community at large. Special care should be taken in making this appointment. The club counselor will serve as student's main Rotarian contact and should not be a member of student's host family.

In addition to choosing a well-prepared committee, it is important to secure the commitment of all club members before embarking on an exchange. All members should make an effort to participate in Youth Exchange activities — as a member of the club Youth Exchange committee, as a host parent, or as a Rotarian counselor. These ideas can help:

- Use the colorful brochure *Youth Exchange: Making a World of Difference* (755) to introduce the program to club members.
- Plan a club program around a slide presentation or a video on Youth Exchange.
- Invite Youth Exchange alumni from your district to attend club meetings and share their exciting experiences.
- Invite local secondary school officials to join Rotary. The support of the local secondary schools will facilitate successful long-term exchanges.
- Ask current Youth Exchange students to speak at Rotary club meetings and at the district conference.

- Invite Rotary spouses to attend club meetings when the program is about Youth Exchange.
- Publish letters from sponsored students in the club bulletin.
- Assign a club member each week to write to your outbound student.
- Hold an international festival night that features dishes from your student's home country.

## Multidistrict structure

Many districts have found it beneficial to operate joint Youth Exchange activities. Administrative and orientation duties can be streamlined within the framework of a multidistrict organization. Whenever two or more districts wish to undertake joint activities, they must seek RI Board approval for multidistrict status. The governor must poll the district's clubs and obtain two-thirds approval to join a multidistrict or to terminate participation in a multidistrict activity or project. Multidistrict organizations are addressed as part of the guidelines for Youth Exchange in **Appendix A**. Multidistrict guidelines are also outlined in the *Manual of Procedure* (035), which may be obtained from the RI Secretariat.

The structure of the multidistrict is similar to that of the district. A multidistrict chairperson is appointed by the member districts, usually by a vote of the district chairpersons. The multidistrict chairperson assumes the same responsibilities as a district chairperson. The multidistrict committee members are also elected by the members of the multidistrict. The multidistrict committee varies in size based upon the number of districts involved in the multidistrict and the role of the multidistrict committee. Some of the most common appointments within the multidistrict structure are:

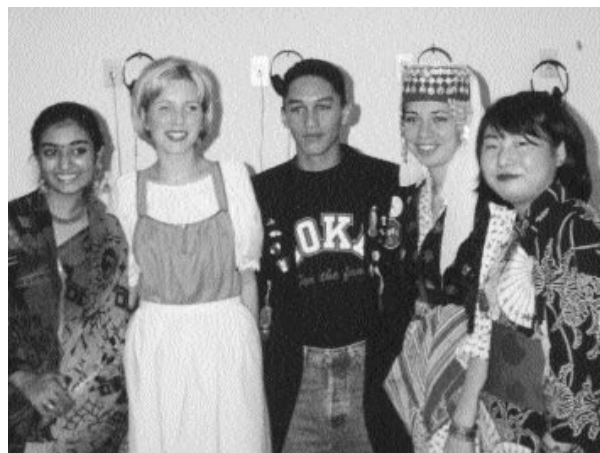
- vice-chairperson
- treasurer
- secretary
- outbound coordinator
- inbound coordinator
- short-term exchange coordinator
- country contacts (each contact handles placement to a specific country or area)
- coordinator of exchanges for students with disabilities

Additional appointments may be necessary based on multidistrict structure or country regulations.

## The role of the RI Secretariat

Youth Exchange programs are implemented by clubs and districts, with local Rotarians making all exchange arrangements. The RI Secretariat works to support all Rotarians involved in Youth Exchange in the following ways:

- Connects prospective exchange students around the world with club and district contacts.
- Provides Youth Exchange resources and materials, including the list of district committee chairpersons and multidistrict officers. (*See Appendix B.*)
- Facilitates communications between Youth Exchange officers around the world.
- Promotes the program via its Public Information Department, which places articles in newspapers and publications throughout the world.
- Interfaces with other exchange organizations and regulatory bodies to ensure that exchanges are successful.
- Assists the Youth Exchange Committee in organizing the annual pre-convention meeting in conjunction with the RI Convention.
- Analyzes and distributes an annual report of Youth Exchange activities to district and multidistrict Youth Exchange chairpersons.





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# Chapter 3 Administration

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A Youth Exchange program is a complex undertaking and thus requires a strong emphasis on planning and teamwork. It is important to establish a schedule, be certain that all involved understand their role in the program, and set forth the policies and guidelines that govern an exchange. Advance preparation and attention to specifics will help your Youth Exchange program run as smoothly as possible.



## Youth Exchange calendar

Because of the many details involved in operating a Youth Exchange program, it is often helpful to devise a calendar of activities for club and district use. Although each operation has different requirements, the basic sequence of events remains relatively similar. A suggested calendar follows at the end of this chapter. Adapt it according to your club or district structure.

## Division of responsibilities

One key to a successful program is everyone's clear understanding of the terms under which the exchange is being operated. **The division of responsibilities and financial obligations should be clearly stated and agreed upon before the exchange begins.** The following division of responsibilities is typical and can be adapted to the needs of your club, district, or multidistrict.

### *Sending club and district*

- Selects exchangee in accordance with the purposes of program.
- Ensures that student is familiar with Rotary and activities of sponsoring club or district.
- Arranges for exchangee to be accepted by a host (receiving) district and club.
- Arranges orientation for exchangee and parents.

- Informs host district of travel plans and arrival date of exchangee.
- Maintains contact, via letters or e-mail, with exchangee, host district, and host club during exchange.
- Assures that each party understands all specific responsibilities as outlined in application and orientation.
- Arranges suitable debriefing of exchange students upon return from abroad.
- Arranges for student and student's parents or legal guardians to attend a club meeting before departure and upon return home.

### *Host club and district*

- Interviews and selects host families.
- Arranges enrollment, tuition, and other educational matters with local secondary school (for long-term exchanges).
- Appoints a Rotarian as counselor to each exchangee (for long-term exchanges) and ensures that counselor is not a member of host family.
- Meets exchangee upon arrival; escorts exchangee to host family's home.
- Notifies sending district of student's safe arrival in host country.
- Continues orientation of exchangee.



- Arranges for exchangee to participate in as many social and cultural functions in host country as possible (including Rotary club meetings and other Rotary events).
- Arranges monthly allowance for long-term exchangees.
- Through Rotarian counselor, maintains contact with exchangee and host family throughout duration of exchange.
- Maintains contact with sending district during period of exchange.
- Assures that each party understands all specific responsibilities.
- Keeps informed of all government regulations pertaining to foreign students.

### *Host family*

- Provides room and board for exchangee.
- Exercises parental responsibilities and supervision as exchangee's own parents would.
- Advises exchangee about matters such as family, school, and community functions during period of exchange.
- Notifies Rotarian counselor if exchangee is encountering any problems (such as illness, difficulty in adapting to the host family or school, or serious homesickness).

### *Inbound counselor*

- Establishes contact with student prior to arrival and explains expectations of club and district.
- Provides student with general information about host club and area.
- Verifies student's documents, such as visa, passport, and insurance, immediately upon arrival.
- Establishes an emergency fund to be co-signed by student and another person.
- Reviews club and district rules with student.
- Assists student in adapting to culture and language on an ongoing basis.
- Maintains and documents regular contact with student at least once a month to monitor student's progress; reports any problems to Youth Exchange chairperson.
- Reminds student to write reports to sponsoring club or district.
- Listens attentively to student's comments and concerns.

### *Parents/Legal guardians*

- Agree in writing to all rules of program.
- Provide transportation to and from host community.
- Provide appropriate clothing for exchangee.
- Provide spending money and an emergency fund for use by exchangee.
- Provide health and accident insurance acceptable to host club and district.
- Arrange for all travel documents, such as passport and visas.

### *Exchangee*

- Agrees in writing to abide by all rules of program.
- Acts as ambassador of native country.
- Agrees to accept supervision of host district, host club, and host family.
- Accepts speaking engagements at Rotary clubs and other community functions during and after period of exchange.
- Agrees to correspond with sending club and district during exchange.
- Returns home at a specified time and by a route agreed upon by host club, district, and parents.
- Remains involved in program after returning home.

## **Suggested agreement between two districts**

To prevent misunderstandings that could arise from vague arrangements, participating districts should agree in writing to the basic areas of responsibility in the exchange. The following is a suggested agreement between two districts for the exchange of students.

### *Sample agreement between two districts*

District \_\_\_\_ and District \_\_\_\_ agree to participate in a Rotary Youth Exchange program during the \_\_\_\_\_ Rotary year. (*number*) students from each district between the ages of \_\_ and \_\_ will participate in a (*long-term or short-term*) exchange. Students from District \_\_\_\_ will arrive in the month of \_\_\_\_\_ and students from District \_\_\_\_ will arrive during the month of \_\_\_\_\_.

It is understood that, should either district be unable to send to the other district the appropriate number of qualified students agreed to above, that district will nevertheless host the full number of students sent by other districts as agreed upon above.

An earnest attempt will be made to find (*number*) families to host students during the period of their exchange, and a member of the host Rotary club will be appointed as counselor for each of the students.

By (*date*), each exchangee will be notified of the name of their host Rotary club and the name, address, and telephone number of the first host family and of the Rotarian counselor. Also by this date, all documents necessary to acquire the appropriate visas will be sent, and all students will have obtained the necessary insurance with the amounts of coverage meeting the requirements of the hosting district.

For long-term exchanges: It is agreed that the host Rotary clubs will pay the students hosted by their clubs an allowance equivalent to US\$\_\_\_\_\_ per month for the period of the exchange commencing upon arrival. Students will arrive in the host country with enough money to establish a fund equivalent to US\$\_\_\_\_\_, which will be replenished by the students' parents when the amount remaining is less than the equivalent of US\$\_\_\_\_\_. It is also agreed that the students will attend school regularly. The period of these exchanges will be for \_\_\_\_\_. At the end of the exchange students must return home directly by a route mutually agreeable to the host district and students' parents/legal guardians. It is agreed that any of the students participating in the exchange may be sent home early in the event that they do not abide by the rules of the program as agreed to by the participating districts. Before students are returned home the sending district and parents/guardians will be notified.

Signed: \_\_\_\_\_  
Chairperson, District Youth Exchange Committee

Date: \_\_\_\_\_ District: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairperson, District Youth Exchange Committee

Date: \_\_\_\_\_ District: \_\_\_\_\_

## Financing your Youth Exchange program

The expenses for the actual exchange are minimal, since the students' parents or guardians typically pay for travel and insurance costs. There will, however, be costs involved in the promotion, selection, and orientation of students and host families. In addition, it is recommended that a Rotary club hosting an exchange student provide a modest monthly allowance. Circumstances may also exist in which a club would want to pay travel and insurance costs for a particular student. A club's Youth Exchange budget will usually fall under the International Service chairperson's budget. A club budget is presented here because district budgets vary with the size and extent of their involvement in Youth Exchange.

### Sample club budget to host a student

Monthly allowance (US\$75*)	US\$900
Two district orientation meetings	\$100
Gifts (birthday, holiday, and farewell)	\$150
District conference/ multidistrict event	\$150
Student attendance at two meetings per month	_____\$360
<b>Total</b>	<b>US\$1,660</b>

### Sample club budget to send a student

Student and family attendance at club meetings	US\$100
Care package	\$50
Club banners (4)	_____\$20
<b>Total</b>	<b>US\$170</b>

\*Costs for monthly allowance vary from country to country. This is the international average.

## Fund raising

Fund raising is a constant concern for Rotary clubs as they execute various service projects throughout the year. *Fund Raising Resource Guide* (256), a booklet to assist Rotarians in fund-raising efforts, presents a variety of fund-raising ideas from all over the Rotary world. Remember that fund-raising techniques are different throughout the world and are subject to various tax laws. Be sure to familiarize yourself with the regulations in your area.

### Some ideas for fund raising include:

- Organize an international dinner involving the inbound exchange students and request that they prepare a dish from their home country.
- Establish a foundation for Youth Exchange and seek contributions from the community and from former exchange students.
- Run a silent auction featuring items from various countries around the world or from your community.
- Organize a walkathon that can include all Rotarians, host families, friends, and exchange students.
- Hold a student-organized pancake breakfast with the Rotary club.
- Stage a benefit concert featuring local musicians.
- Display a “Pocket Change for Youth Exchange” collection box at club meetings.
- Charge clubs a fee to participate in Youth Exchange to cover district costs.
- Create a scholarship fund that would pay for exchanges for disadvantaged students in the community.

### Travel by exchange students

The amount of travel that an exchange student will undertake during the exchange varies immensely. Travel by exchange students during their exchange is a privilege, not a right. Each club or district should establish its own specific policies regarding travel within and outside of the district. Clubs and districts should consider including the following in their policies:

- Whether travel is permitted when school is in session (exceptions for school-sponsored trips, Rotary-sponsored trips, and host family trips).
- The amount of time needed for permission.
- Whose permission is needed.
- The need for an adult to supervise the travel; students may not travel alone or accompanied only by other students at any time.
- Students must adhere to the travel rules of the host district or risk being sent home.
- Under no circumstances should students make their own travel arrangements without first consulting the host district, host club, and host family.

- In all cases, students must possess written approval from their parents or legal guardians authorizing travel during the exchange year.

Each district may wish to establish a travel-authorization form to be signed by the student’s parents or legal guardians. This form should be provided to the district Youth Exchange chairperson, the host family, and the student’s parents or legal guardians and should include the following information:

1. Where the student is going.
2. Time required for the trip, including dates and time of departure and return.
3. Means of transportation.
4. The student’s traveling companions (e.g., Rotarian, host family, church group, club member, relative).
5. Contact information for the student’s destination.
6. Signed authorization from parents, guardians, current host family, and host club Youth Exchange officer.
7. Name of responsible adult supervising the travel.

### Annual reports

As an official program of Rotary International, Youth Exchange is regularly monitored by the RI Board of Directors. In order to facilitate this process, all district and multidistrict chairpersons are asked to submit an annual report form to World Headquarters. Information from these reports is compiled into global Youth Exchange statistics and provided to district and multidistrict Youth Exchange chairpersons. The form is sent to all current Youth Exchange chairpersons in March and should be returned by the beginning of the new Rotary year in July.

### Emergency guidelines

Occasionally, an emergency situation will arise during an exchange. Guidelines have been developed for such circumstances. All Youth Exchange officers should be familiar with these guidelines. They are included in **Appendix D**.

*Suggested calendar for long-term exchanges*

<b>Time (in months)*</b>	<b>Activities to support students who recently returned to district (Rebounds/ROTEX)</b>	<b>Activities to support current year inbounds and current district outbounds</b>	<b>Activities to prepare for next year's inbounds and next year's outbounds</b>
<b>Months 1 and 2</b> (July, August)	<p>Distribute and request district program evaluation forms from recently returned long-term students and their parents. (Appendix N/ Appendix O)</p> <p>Hold re-entry orientation for recently returned students. (Chapter 9)</p>	<p>Send off current year district outbounds (e.g., hold a farewell party, accompany them to airport).</p> <p>Contact local high school for inbound student registration.</p> <p>Welcome inbounds and hold inbound orientation.</p>	<p>Obtain or confirm international partner commitments.</p> <p>Attend district training session (club chairpersons).</p> <p>Send letter to club Youth Exchange chairs to determine level of interest in hosting/sponsoring students.</p> <p>Order application forms from RI Secretariat.</p>
<b>Months 3 and 4</b> (September, October)	<p>Send letter to recently returned students encouraging involvement in ROTEX. (Chapter 10)</p> <p>Invite students to give speech to Rotary club that sponsored them.</p> <p>Continually monitor students who are having problems in readjusting to home and assist accordingly.</p> <p>Invite students to speak at events in the community to assist with recruitment.</p>	<p>Invite inbound students to attend club meetings.</p> <p>Contact current outbound students to ensure they are adjusting to life in their host country.</p> <p>Request quarterly reports from outbound students. (Appendix J)</p> <p>Notify current inbound students and parents of the second host family (name and contact information) and date of move.</p>	<p>Promote program in governor's newsletter.</p> <p>Continue program promotion in high schools and community.</p> <p>Request that preliminary applications are returned. (Appendix F)</p> <p>Interview and selection of candidates at the club level.</p> <p>Notify successful and unsuccessful candidates.</p> <p>Distribute long-term application form.</p> <p>Finalize exchange partners.</p>
<b>Months 5 and 6</b> (November, December)	<p>Invite students to assist with district interviews.</p> <p>Request students to continually assist in educating Youth Exchange officers, host families, inbound students and next year's outbounds about being an exchange student.</p>	<p>Facilitate move of inbound students to next host family.</p> <p>Invite inbound students to attend club meetings.</p> <p>Thank first host families and distribute evaluation forms. (Appendix L)</p> <p>Request a quarterly report from outbound students.</p>	<p>Ensure final applications are returned.</p> <p>Conduct district interviews</p> <p>Notify students of their acceptance.</p> <p>Send outbound applications to international partners.</p> <p>Receive and review inbound applications from international partners.</p>

**\*Note:** The month an activity occurs will vary depending upon your location and academic-year schedule. Some overlap in activities will occur; this calendar is an outline to assist you with your planning. Adjustments should be made according to your situation.

Time (in months)*	Activities to support students who recently returned to district (Rebounds/ROTEX)	Activities to support current year inbounds and current district outbounds	Activities to prepare for next year's inbounds and next year's outbounds
<b>Months 7, 8 and 9</b> (January, February, March)	Invite students to attend district orientation for next year's outbound student.	Invite inbound students to attend club meetings.  Facilitate move of inbounds to final host family. (Month 9)  Thank second host families and distribute evaluation forms. (Appendix L)  Request quarterly report from outbound students. (Appendix J)	Confirm placement of both inbound and outbound students.  Send information packet to next year's inbound students informing them of their first host family, host club and counselor, etc.  Ensure international partners inform outbound students of host club, host family and host counselor.
<b>Months 10, 11 and 12</b> (April, May, June)	Attend ROTEX meetings.  Invite ROTEX to attend pre-departure orientation.	Invite inbound students to attend district conferences.  Invite inbound students to attend club meetings.  Conduct pre-departure orientation for inbound students before their return home.  Organize a farewell party.  Distribute and collect evaluation forms from final host family (Appendix L) and the inbound students (Appendix M or N).  Thank final host family.  Request quarterly report from outbound students. (Appendix J)  Obtain final details on outbound return schedule.	Conduct final orientation for outbound students.  Promote program in local high schools.  Submit budget to incoming governor.  Discuss failures and successes of current year's exchanges with district/club committees.  Establish goals for next year's exchanges (numbers, new ideas, etc.).  District Youth Exchange chairperson to contact club Youth Exchange officers to introduce yourself and inform of calendar of events and application deadlines. (Month 12/June)  District Youth Exchange chairperson to return Rotary International program evaluation form.  Attend the YEO Pre-Convention Meeting. (June)

\***Note:** The month an activity occurs will vary depending upon your location and academic-year schedule. Some overlap in activities will occur; this calendar is an outline to assist you with your planning. Adjustments should be made according to your situation.



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# Chapter 4      *Training and Education*

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The dissemination of useful information and ideas is a key element of maintaining a successful Youth Exchange program. Much of this sharing of knowledge is done at various meetings that bring Youth Exchange officers together to discuss the best ways to administer the program.

## **International and regional meetings**

### **Youth Exchange officers' pre-convention meeting**

A Youth Exchange officers' meeting is held each year immediately prior to the annual Rotary Convention. This two-day meeting is an official part of the convention program and provides an opportunity for Youth Exchange officers from around the Rotary world to share ideas, discuss mutual concerns, and make contacts. The meeting updates participants on new Youth Exchange policies and activities around the world and generally follows a plenary-session/group-discussion format. Attendance is not required, but it is encouraged for all Youth Exchange officers, particularly those at the district level.

### **RI Convention**

Youth Exchange officers are encouraged to attend the RI Convention that follows the Youth Exchange officers' pre-convention meeting. Current and former Youth Exchange students often take part in plenary sessions throughout the convention. In addition, Youth Exchange officers have an opportunity to network further at the Projects Exchange booths and in the House of Friendship. Participation in the RI Convention gives Rotarians a broader understanding of Rotary, its internationality, and its service to the world. This can provide Youth Exchange officers with a better sense of how Youth Exchange fits into Rotary.

### **Regional, country-specific, and multidistrict Youth Exchange meetings**

Many regional, country-specific, and multidistrict annual meetings are organized throughout the world. These meetings are specifically geared toward improvement of the Youth



Exchange program. Regional, country, or multidistrict meetings are an excellent way to learn more about the program and further your education on Youth Exchange. Contact the specific multidistrict organizations or Rotary International for further information on these various regional meetings.

## **District meetings**

District meetings provide an excellent opportunity to train club Youth Exchange chairpersons. Ask your district governor to encourage all club Youth Exchange officers to attend your district assembly. Whether at the district assembly or at some other time, the district chairperson should hold an orientation for all club committee members. Club chairpersons and club committee officers should be aware of the following Rotary club responsibilities:

- Provide support and guidance to the exchange student.
- Enroll the student in the local high school.
- Screen, select, and place students with host families.
- Promote the program in the community.
- Counsel the student.
- Make the exchangee feel a part of the "Rotary family."

The following is a suggested program a district may wish to use to train club chairpersons and committee officers:

### *Sample agenda for a training session*

#### **0800-0900 Registration**

Include in registration packets:

- *Youth Exchange Handbook (746)*
- *A Primer for Host Families (749)*
- *A Guide for an Exchange Student (752)*
- *Youth Exchange: Making a World of Difference (755)*
- *Application for a Rotary Youth Exchange Long-Term Program (761)*
- *Application for a Rotary Youth Exchange Short-Term Program (763)*
- Names and addresses of district Youth Exchange officers
- District materials, including: sample interview forms, sample evaluation forms, calendar of district events, sample news release, etc.

#### **0900-1015 General meeting:**

##### **Introduction to Youth Exchange**

*Introduction of district Youth Exchange committee.* Describe responsibilities of each member.  
*Introduction of club Youth Exchange committee.* Ask participants to introduce themselves.

*General review of Youth Exchange program.* Review overall purpose, basic operating procedures, etc.

*Status of Youth Exchange program in the district.* Report number of years district has participated, number of students exchanged, agenda for the year, application deadlines, etc.

*Goals and priorities.* Describe goals and priorities for the program at the district level.

#### **1015-1030 Coffee break**

#### **1030-1200 Building a strong club Youth Exchange committee**

*Club participation.* See Chapters 6 and 7 for ideas on increasing awareness and involvement of club members in Youth Exchange. Ask participants to share their own ideas.

*Promoting the program.* See Chapter 6 for promotional ideas. Also display Youth Exchange posters (751)

and any district promotional items. Show Youth Exchange promotional video.

*Continuity.* Discuss how to train and mentor others to replace outgoing committee members.

#### **1200-1315 Lunch**

#### **1315-1430 Discussion groups**

*First session.* Divide participants into two groups. In one group, the district outbound coordinator leads discussion on selection, orientation, and education of students and their parents about Rotary and Youth Exchange. Also covered is information on any district-wide outbound orientation or re-entry events that students, parents, and club officers might want to attend. In the second group, the district inbound coordinator leads discussion on hosting students and how to screen, select, and train host families. Also covered is information on inbound orientation and discussion of rules, regulations, monthly stipends, etc.

#### **1430-1545 Discussion groups**

*Second session.* Groups rotate.

#### **1545-1615 Coffee break**

#### **1615-1700 General meeting**

*Communication.* Discuss ways to prevent breakdowns in communication. Review structure of lines of communication. Detail what to do if problems or emergencies arise.

*Resources.* Inform club chairpersons how to obtain Youth Exchange publications and any Youth Exchange materials produced by the district.

#### **General questions and answers**

#### **1700 Adjournment**

The training that takes place at district meetings has a profound effect on the program. Club chairpersons are often responsible for sharing information learned at those meetings with other club youth exchange committee members. The complexities of Youth Exchange demand that all participating Rotarians possess a good working knowledge of their roles within the program.

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# Chapter 5 Insurance and Risk Management

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The importance of sufficient insurance coverage and effective risk management procedures should not be overlooked when sending any student abroad.

It is recommended that each participant in the program carry at least a minimum amount of insurance coverage. Some governments, however, require higher coverage amounts. Insurance arrangements should be made by the legal guardians of the student and by the sponsoring club or district.

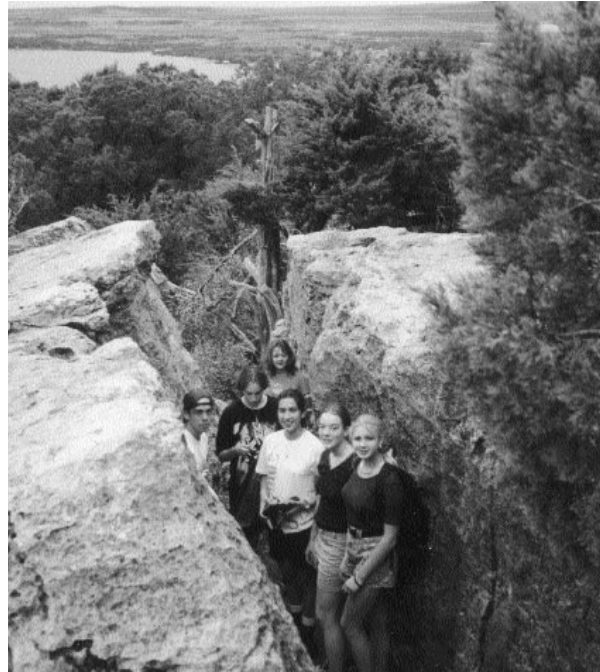
Frequently, a hosting club or district will require students to purchase local insurance. This sort of “double coverage” is common, because different countries have different medical systems and insurance requirements. Most often, hosting districts will inform the exchangee via letter of any additional requirements. Insurance is a complex issue; your club/district Youth Exchange committee should contact a knowledgeable professional regarding details of the policy purchased. Many districts appoint an individual to be their insurance coordinator. This individual ensures that each student traveling abroad or being hosted in the district is adequately covered.

Rotary International has established recommended guidelines for students participating in the Youth Exchange program. They are outlined below.

## Recommended insurance minimums for participants

The legal guardians of each exchangee shall be responsible for the payment of all medical and accident costs. They shall provide health and accident insurance with respect to each exchangee by way of an insurance policy that must be acceptable to the receiving Rotary district or club.

As the receiving district or club must be in a position to arrange immediate and emergency medical attention when it is needed, they must be satisfied that the insurance policy carried by the exchangee is with a responsible insurance company that will assure the provider of



service complete and prompt payment for the service provided.

Such insurance shall provide not less than US\$500,000 (or equivalent total) coverage for medical expenses occasioned by illness or accident, and not less than US\$10,000 (or equivalent) coverage for accidental death.

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

- i. provide coverage from the time of the exchangee’s departure from home until the exchangee’s return home;
- ii. 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;
- iii. 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;
- iv. guarantee payment directly to the provider of medical services by means of an acceptable international medical assistance organization;

- v. 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;
- vi. provide coverage for ongoing treatment for a specified time for illness or accidental injury sustained during the period of coverage of the insurance policy;
- vii. be worldwide and not limited to the hosting country. Coverage in the home country may be excluded.

Before undertaking a Youth Exchange, clubs and districts are strongly encouraged to consult legal counsel for advice on obtaining liability insurance and other issues. They should also be fully informed about their government's policies and regulations regarding foreign students, including visas required for students entering the country and insurance coverage requirements.

## Risk management for Youth Exchange

To help ensure happy and healthy exchange experiences, Youth Exchange programs should be committed to the protection of participants from harm, including exploitation and abuse. Program participants include students, host family members, club counselors, and other sponsoring or hosting Rotary club and district members assisting in the administration of Youth Exchange programs. The following guidelines provide assistance to Rotary clubs and districts for the assessment and control of risks associated with their Youth Exchange programs and should be used in conjunction with the RI Board's recommended guidelines outlined in **Appendix A**. Rotary clubs and districts that implement a systematic and effective process of risk management can provide the best protection possible for program participants, enhancing recruitment efforts and ensuring the long-term success of their Youth Exchange programs.

Sponsoring clubs and districts are encouraged to implement a risk management program for their Youth Exchange programs, including the adoption of an international Code of Conduct stating expected standards of behavior for all exchange participants. The Code of Conduct should be consistent with practices and customs in the host country and should generally reflect the rules outlined in the application form and in the orientations.

## What is risk management?

Risk management is a way to identify and avoid some future event that may cause harm. It provides a framework and suggested strategies for recognizing such an event. Practicing risk management requires you to ask and answer four basic questions:

1. What could go wrong?
2. What can you do to prevent it from occurring?
3. If something goes wrong, how will you respond?
4. How do you ensure the effectiveness of your program and keep it current?

Risk is inherent in virtually all aspects of our society, and a Youth Exchange program may find it difficult, if not impossible, to eliminate *all* threats of harm to students. Instead, a risk management program should provide a basis for understanding what risks are possible in your programs so that participants may make good choices in dealing with these risks. Although recommended guidelines have been established for the administration of Youth Exchange programs, each program established by a club, district, or multidistrict organization is likely to have unique aspects to its operations that need to be assessed for potential risks.

Implementing a risk management program doesn't mean an excessive commitment of time or money. Even a simple program that works is preferable to an elaborate program that has not been implemented. Risk management programs may always be refined and improved later as part of the monitoring process.

## Why do you need a risk management program?

An important goal of a risk management program is the protection of assets that are critical to an organization's long-term success.

For Youth Exchange programs, these assets would include:

**People:** Students, host family members, sponsoring club members, host club members, other Rotarians, and members of the general public who come in contact with program participants.

**Property:** Homes and other possessions of host families, vehicles that transport families and students, schools, property of the general public, and the student's own possessions.



**Income:** Personal income and assets of program participants, dues paid to Rotary clubs, contributions made to clubs, Rotary International, and The Rotary Foundation.

**Goodwill:** Rotary clubs and districts enjoy a reputation and stature in the communities of the world that is unsurpassed by similar organizations. The quality of the programs sponsored by Rotary clubs and districts ensures that this reputation is maintained and helps to keep contributors secure in the knowledge that donations will be effectively managed.

There are many benefits to a risk management program:

- Accidents, crises, and adverse situations are often preventable — or their negative effects are mitigated — when an effective risk management program exists.
- A Youth Exchange program may be more attractive to potential students and host families when strategies for prevention of harm or other potential losses are specifically detailed.
- A risk management program may help to protect the long-term viability of the Youth Exchange program and help to preserve the trust of Youth Exchange participants and the public.
- A systematic process of risk management is likely to reduce the probability of claims and lawsuits being filed against Rotary clubs and districts sponsoring Youth Exchange.

### *What could go wrong?*

The first step in managing risk is to identify risks relevant to your Youth Exchange program. At this point, the question “What could go wrong?” should be answered.

Some generic risks — such as someone slipping on a wet floor during a meeting — are present in virtually all organizations. Other risks — such as allegations that a participant has been subjected to financial exploitation, or that a student is arrested for an act that would not be against the law in his/her home country — are unique to Youth Exchange programs. No matter how exaggerated the possibility seems, if you could envision it happening in your program, include it on your list of identified risks.

One way to identify risk is to consider the four major dimensions of risk (examples outlined below) that encompass many aspects of the Youth Exchange program. Your program may

suffer a loss, adversely affecting its operation, in any of these dimensions:

**Financial:** The host club incurs medical expenses when a student becomes hospitalized and has no medical insurance.

**Operational:** Parents of potential Youth Exchange participants do not feel comfortable with the protection of their children while on an exchange and do not give permission for participation.

**Political:** War breaks out in a country with Youth Exchange participants and the club must work with the government to return the students home safely.

**Legal:** A sponsoring club is named in a lawsuit alleging its negligence in its selection of participants.

A second way to identify risk is to divide the program into its different operating areas. The following are some operations categories that may be relevant to your Youth Exchange program:

- Promotion of the program
- Administration
- Recruitment and selection of students
- Recruitment and selection of host families
- Responsibilities of sponsoring club
- Responsibilities of inbound and outbound coordinators
- Orientation and training of students, host families, and Rotarian counselors

Examine each area of operations in terms of the four categories of assets (people, property, income, and goodwill) and in terms of the dimensions of risk outlined above. Again, ask the question: “What could go wrong?”

### *What are some possible prevention strategies and responses to a potential negative occurrence?*

For each potential risk identified in your “What could go wrong?” analysis, develop at least three or four specific actions that could help prevent, or respond to, the potential negative occurrence or reduce its negative effect. Some potential solutions will be effective in managing several different potential risks, and many effective risk management actions may already be part of Youth Exchange programs. Examples of some prevention and response strategies a Youth Exchange program could implement are:



- Institute a code of conduct specifically outlining expectations of behavior for Youth Exchange students, host family members, club counselors, and members of sponsoring/hosting clubs who are in contact with students. Each participant would sign the code of conduct acknowledging agreement to comply with the code.
- Conduct orientation training that covers information on local laws and customs and description of behaviors that are acceptable and unacceptable on the part of all participants. Special attention should be given to prohibitions concerning driving motor vehicles, riding in private aircraft, and romantic relationships.
- Require pre-exchange medical examinations.
- Develop recruitment and selection procedures for students, counselors, and host families. These procedures should include a formal application and detailed checking of references. For students, obtain a reference from an academic advisor.
- Implement specific procedures for Rotarian counselors to follow in the event something does go wrong, with training of the counselor in appropriate response, including the chain of notification.
- Plan a public relations response plan, including how to respond to inquiries of reporters if the negative occurrence has attracted media attention.
- Purchase general liability and directors' and officers' liability insurance to provide a defense should allegations of negligence or wrongful acts be made.

### *How do you ensure the effectiveness of your program and keep it current?*

After you have implemented your risk management procedures, it is important to ensure that these procedures remain effective and current. Continually re-evaluate your program. As new issues arise, repeat the process of risk assessment and develop appropriate prevention measures.

If your program expands, make sure that you expand your risk management program accordingly. Risk management is an ongoing process.

### *Summary*

Risks of injury, illness, and other losses are inherent in many aspects of our society. While a risk management program cannot guarantee elimination of all risk, it can reduce the number and effect of negative occurrences. What is important is that a risk management process is in place and that leadership for the program works through each step of that process.

1. Think about and evaluate all of the exposures to loss in your programs;
2. Identify actions that will prevent or mitigate the possibility of loss;
3. Implement these actions into your program;
4. Periodically monitor the results.

*The content of this text was adapted with permission from Mission Accomplished: A Practical Guide to Risk Management for Nonprofits by Peggy M. Jackson, Leslie T. White, and Melanie L. Herman, published by the Nonprofit Risk Management Center, 1001 Connecticut Avenue, NW, Suite 900, Washington, DC 20036. For more information on the publications and services available from the center, you may visit the Web site at <http://www.nonprofitrisk.org> or call (202) 785-3891.*

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## Chapter 6 **Sponsoring a Student: Information for Outbound Coordinators**

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Sponsoring outbound exchange students is a process that begins long before the actual exchange and continues through the student's return home. The duties of an outbound coordinator include promoting the program, recruiting prospective exchangees, selecting suitable candidates, providing orientation for the students and their parents, corresponding with students during their exchange, and helping the students and their families adjust to life after the exchange.



### **Promoting the program and recruiting students**

The goal of promotion is to publicize the program to a wide range of eligible young people and to secure the best possible candidates for the program. Promotion of the program should stress the cultural and educational aspects of the exchange, as well as the benefits of your local Rotary club or district program. You may also want to stress that your program requires less financial support from parents than most other exchange programs.

The best time for promotion will depend on your club or district's calendar for application, selection, and orientation. Generally, the end and beginning of the school year are the most fruitful times to advertise, as this gives the students the necessary time to apply.

Secondary schools are excellent places to recruit participants. The principals of local secondary schools should be approached to secure their prior approval. Most school officials will permit advertisement of the program via posters and flyers, and many will allow a Rotarian to speak to interested students. A poster is available from RI (751), as well as a brochure entitled *Youth Exchange: Making a World of Difference* (755), both of which can be

used as promotional materials. Bring some of the brochures along if you are speaking to a group of students, parents, or teachers. Put your contact information on the brochure so prospective students will know how to reach you.

News releases are also an effective way to publicize the program. Send a news release like the one found below to all the newspapers in your area, including school newspapers.

### *Sample news release*

#### **Local Rotary Club Seeks Exchange Students**

The Rotary Club of \_\_\_\_\_ is interviewing local young people who are interested in attending secondary school overseas for one year as part of an international student exchange program.

To qualify, a student should be between the ages of \_\_ and \_\_, in the upper-third of his or her academic class, of good character and emotionally stable, and be in good physical condition. Most importantly, he or she must be able and willing to be a good ambassador.

The student, or the student's family, is expected to pay travel and insurance costs, as well as provide some spending and emergency money. The total cost is approximately \_\_\_\_\_. Room, board, and schooling are provided by the host Rotary club and family.

Annually, 7,000 students from more than 80 countries take part in exchanges sponsored by Rotary clubs worldwide. Recently, the Rotary Club of \_\_\_\_\_ sent \_\_\_\_\_ to \_\_\_\_\_ and hosted \_\_\_\_\_ from \_\_\_\_\_. The club is also interested in finding host families for incoming students.

The Rotary Club of \_\_\_\_\_ will begin interviews in \_\_\_\_\_, and the regional Rotary district will conduct final interviews in \_\_\_\_\_. Students accepted to the program will be notified in \_\_\_\_\_ and will begin their exchange in \_\_\_\_\_. For more information, contact \_\_\_\_\_.

In addition to the above news release, an excellent way to promote the program is to get feature articles about exchangees published in the local newspaper. Submit an article or a news release to the editor and be sure to include the name of the student, a description of the student's most interesting experiences, where the student is from (or traveled to), and when. Include photographs and contact information.

## Promotional ideas

Other avenues through which to promote Youth Exchange include churches, youth groups, athletic clubs, and cultural groups. Consider these promotion possibilities:

### In the community:

- Arrange for an exchange student currently studying in the district to address the local parents' and teachers' association or a school assembly.
- Ask Youth Exchange alumni to speak to 14- and 15-year-old students about the Youth Exchange program at local high schools, churches, and sports clubs. They will be able to answer any questions prospective exchangees might have.
- Set up a booth in a shopping center or other public place to answer questions about Youth Exchange and distribute literature and applications.

- Broadcast a public service announcement about your Youth Exchange program on the local radio or television station.
- Create a site on the World Wide Web for your district Youth Exchange program.
- Contact community volunteers who work with students with disabilities.
- Reach grade-school students by holding an informational International Day.

### Within Rotary:

- Invite exchangees to club meetings and district conferences to help get Rotarians interested.
- Recruit students involved in RYLA and Interact.
- Encourage the district governor to include articles about Youth Exchange in the district newsletter.
- Have Youth Exchange officers wear buttons that read "Ask me about Youth Exchange."
- Ask new clubs to host an exchange for a weekend.
- Keep governors, governors-elect, and governors-nominee informed about the program.
- Invite Youth Exchange alumni to speak at club meetings and describe how the program has affected their lives.
- Keep Youth Exchange alumni involved in Rotary as Rotarians or as host families.

## Application and selection of students

When promotion and recruitment are successful, your club or district will receive inquiries from a wide variety of students. All interested students who meet the basic age requirements (ages 15-19, although acceptable ages may vary according to districts) should be given the opportunity to apply to the program. **Please note that students may or may not be children of Rotarians; the program is open to all qualified applicants on an equal basis.**

Rotary clubs and districts are encouraged to include students with disabilities as potential exchangees. Many exchanges involving students with disabilities have been successfully executed and have proven beneficial to all involved. Please see **Appendix E** of this manual for further information on how to encourage students with disabilities to become involved in your program.

The following steps are suggested in selecting exchangees:

1. Establish selection criteria to be used by both the club and district selection committees as a guide during the selection process. Criteria may include:
  - Age of the student
  - Residency (should reside within the sending district)
  - Adaptability (should be outgoing, confident, and willing to adapt to changing surroundings)
  - Potential for being an excellent ambassador
  - Above average academic performance
  - Community involvement
  - Ability to express oneself
  - Complete and unqualified support of parents
  - Proficiency in the language of the host country
2. Require students to complete a written application form. Rather than asking every prospective exchangee to complete the full application form, many clubs and districts first distribute a shorter pre-screening application form to narrow the field of applicants to those who are most serious about participating. A sample pre-screening form can be found in **Appendix F**. Use of the *Application for a Long-Term Youth Exchange (761)* is recommended for all long-term (academic-year) exchanges.
3. Hold personal interviews with the applicants and also with their parents or legal guardians. The selection panel at both the club and district levels should include at least one spouse of a Rotarian, preferably one who has been a host parent. You may also wish to include a return student, a counselor, or a community member. Discuss the following with the students and their parents:
  - Their feelings about the student spending a year away from home and family.
  - Their awareness of current affairs.
  - Their attitudes toward program rules.
  - Their feelings about being an ambassador for their city, their country, and their sponsoring Rotary club.

- Their perception of the purpose of an exchange

Sample questions for interviews of students and parents may be found in **Appendix G**. Other interview activities might include a self-introduction speech by the student and an informal question-and-answer period with former exchangees.

4. Upon their acceptance at the district level, notify students in writing. Be sure to explain in the letter that final acceptance is contingent upon participation in orientation meetings. Also include in the letter a schedule of the orientation meetings, a request for payment of the administrative fee, and an update on when the host country will be confirmed. It is also a good policy to choose alternates in the event that a student is unable to participate in the program.

Districts hold from one to three orientations. This schedule is based on three orientations. If you only hold one orientation, you will need to combine the content of the three presented here.

## Pre-departure orientation for students

The major part of orientation by the sponsor club or district takes place prior to the student's departure. Orientation meetings and weekends will play a crucial role in preparing the student for the exchange experience. Among the topics to be covered are:

*Mechanics:* program rules and regulations, passport and visa information, luggage, medical and dental discussions, finances, speaking at Rotary meetings (slides and pictures), packing suggestions, etc. (**Appendix H**)

*Substantive items:* the role of the host club and counselor, homesickness, cross-cultural preparation, adaptability, language training, role as an ambassador, the sample questions to ask your host family etc. (**Appendix I**)

Parents should attend at least one or two of the orientation sessions or weekends so that they have a chance to speak with Youth Exchange officers, travel agents, former exchangees, and other parents. It is also strongly recommended that exchangees spend time talking with former exchangees who stayed in their future host country.



There are many ways to encourage cross-cultural awareness and adaptability before students depart. Cultural sensitivity games are fun and effective ways to stimulate cultural sensitivity by inducing a “mini-culture-shock” experience. Examples of such games and simulations can be found at cultural centers or libraries. You can also encourage students to visit the local library and research the culture of their host country. Language training is another effective orientation tool; even the smallest amount of familiarity with the language of their host country will go a long way toward easing the adaptation to the exchange experience.

Orientation is an ongoing process, with weekend gatherings and shorter meetings spread out over the year prior to departure. Most Youth Exchange officers have found this time period to be most effective because it gives students a chance to absorb and react to a large amount of information. The following is a suggested orientation schedule.

## **Suggested orientation schedule**

Districts hold from one to three orientations. This schedule is based on three orientations. If you only hold one orientation, you will need to combine the content of the three presented here.

### *First Session*

The first orientation session is a preliminary meeting — usually more informal and held at the club level. It should include an introduction to topics that will be covered more thoroughly in later orientation sessions. Include such items as:

- cultural tolerance
- host families
- counselors
- role of sponsoring and hosting Rotary clubs and districts
- travel
- passports
- visas
- insurance
- money

Parents should be required to attend this session with their children. Invite current inbound exchangees and former outbound students to attend the session also. Encourage questions and provide long breaks in the session to permit discussion between the new outbound students, the inbound students, and former exchangees.

Although final acceptance of the student may not be approved until after the weekend orientation, it is important to provide the students with a list of things to do before departure. See “Suggestions for the Exchange Student” in **Appendix H** for more information.

### *Second Session (weekend orientation)*

This is the main orientation at the district level. It is very important to hold this session before any of your outbound exchange students leave.

This session should be held in a venue away from distractions. If possible, have students stay overnight. This permits further observation of the exchangees. It is recommended that you inform the students and their parents or legal guardians that final acceptance of the exchange candidate is not made until after this camp orientation session (infrequently, a candidate interviews well but interacts poorly with others). This weekend is an ideal time to observe the students’ reactions to session information and their interactions with inbound students, fellow outbound students, former exchange students, and Rotarians.

Parents are not always invited, but they can be included. Former exchangees, inbound students, and district officers — including district governors — are welcome to attend. The main topics of this session should be cultural adaptation (including host family relations) and the role of sponsoring and hosting clubs and districts. Rules and logistics should be reviewed, along with other pertinent information about Rotary. Stress the ambassadorial nature of the exchange.

### **Sample schedule for a district orientation weekend**

(In this schedule, outbounds, parents of outbounds, rebounds/ROTEX, and district committee members are present at the orientation. Current inbound students can also be included. Governors and incoming governors may attend the entire orientation session or portions of it.)

<b>Day One</b>			
<b>0800-0900</b>	Registration and informal meeting with coffee	<b>1930-2030</b>	Gender-specific breakout session (discuss sensitive issues such as eating disorders, sexual harassment, etc. Within rooms, it is a good idea to separate students according to countries or regions.)
<b>0900-1015</b>	(For outbounds and parents of outbounds) Introduction and welcome to parents of students Explanation of the weekend's events		Parents-only meeting (discuss being a parent of an exchange student, visiting the student abroad, and what the parent can expect during the homecoming)
<b>0900-1015</b>	(For inbounds and ROTEX) ROTEX briefing by ROTEX chairperson Inbound briefing by district chairperson		Counselors-only meeting (distribute inbound applications)
<b>1015-1030</b>	Break	<b>2030-2200</b>	Counselors and ROTEX students talk to parents informally, show photo albums, etc.
<b>1030-1200</b>	Introductions What it's like being an exchange student (brief presentation by a current inbound) Travel during your exchange is a privilege, not a right Not all Rotary clubs are the same Budgeting: Allowance/stipend and costs		Inbounds, outbounds, rebounds, ROTEX (as chaperones) get together for fellowship activities District executive committee debriefing
<b>1200-1330</b>	Lunch (speaker optional)		<b>Day Two</b>
<b>1330-1445</b>	(Separate inbounds, outbounds, and parents) Cultural simulation games (such as "BaFa, BaFa") Counselors and ROTEX students meet separately	<b>0730-0830</b>	Buffet breakfast Slide show from one student Inbounds go on a day trip after they have their picture taken as a group
<b>1445-1500</b>	Coffee break	<b>0830-1000</b>	How to create a slide show How to prepare a speech (for outbounds) Insurance Travel arrangements (tickets, baggage, airports, etc.)
<b>1500-1630</b>	School requirements Rules Socializing as an international ambassador Gift-giving	<b>1000-1015</b>	Break
<b>1630-1730</b>	Networking hour	<b>1030-1130</b>	Pictures, blazer measurements, etc., for outbound students ROTEX annual general meeting, ROTEX pictures to follow Counselors forum
<b>1800-1930</b>	Dinner (can include a guest speaker, district governor, or former exchange student, or former students can stand up and talk about where they went and their most memorable experience)	<b>1145-1300</b>	Lunch (speaker optional)

- 1315-1530** *Concurrent panels* (split into four groups and rotate every 30 minutes)
- Room 1:* Settling in with host families (include sample questions to ask your host family [**Appendix I**], have students on the panel, discuss transition of host families)
- Room 2:* Hosting a student (parent's point of view, establishing rules, etc.)
- Room 3:* Culture shock, language problems (student panelists and Youth Exchange officers)
- Room 4:* Homecoming (students' point of view and parents)
- 1530-1600** Coffee break
- 1600-1700** Question-and-answer session for parents of outbound students
- All students, special session (learn a skit or song for evening banquet entertainment)
- 1800-2100** Dinner, program and entertainment
- Day Three**
- 0745-0845** Breakfast, announcements
- 0900-1000** Break into groups, based on host countries, to discuss culturally specific issues
- 1015-1130** Final reminder of obligations as an exchange student
- Summary review

### *Third Session (final orientation)*

This is the final orientation session. You may wish to organize it as a combined session for outbounds and inbounds or you may prefer to hold the sessions on separate dates. This should take place at or near the end of the school year, if possible. For the outbound students, review logistics and stress the role of the sponsoring and hosting Rotary clubs and districts, as well as the student's role as an ambassador. You may also wish to request that outbound students make a short presentation in their native or host country's language to prepare them for speaking engagements abroad. Blazers and pins (optional) would also be presented at this meeting. (*Note: Blazers and pins are not available from World Headquarters. For a list of official licensees of Rotary merchandise, con-*

*sult the Official Directory, available from your local RI Service Center or the Secretariat).*

If you choose to include inbound exchange students you should focus on the year in review and the re-entry process. You can accomplish this by distributing an evaluation form for the students to complete (**Appendix N**). This form will assist you in planning and improving club and district activities for future inbounds in your district. In addition, you should discuss the emotions they may encounter when they return home and the ways in which they can ease the transition. Further information on this process can be found in Chapter 9.

## **Post-departure communications**

Clubs and districts should do everything possible to facilitate communication with the student during the exchange. Encourage students to write not only to parents and friends, but to their sponsoring club and district. Remind students that they can learn a great deal about their experience by trying to put it into words for someone else. Club members should take turns writing letters to the exchangee.

One good way to ensure communication is to establish a reporting procedure. The student should submit the report on at least a quarterly basis and include information on successes and problems, as well as a personal letter to the student's Youth Exchange officer. A sample quarterly report form can be found in **Appendix J**.

## **Information for parents of outbounds**

The unconditional support of the student's parents is crucial for the exchangee before, during, and after the exchange. It is important, therefore, that the parents of outbound students be well-informed and included in the orientation process. As part of parent orientation, be sure to cover the following areas:

### *Financial obligations and insurance*

Make parents aware of the specifics of their financial obligations. All travel and insurance costs are to be paid by the student's parents. Explain insurance requirements thoroughly, including any additional requirements made by the hosting country. Explain the need for an emergency fund.

### *Rules for the students*

Be sure that parents have a clear understanding of the rules and regulations of your Youth Exchange program and that they, as well as their child, agree to them in writing. In some cases, such as rules about traveling during the exchange, the regulations will apply to parents as well as students. If parents are aware of your program rules, they will be less likely to inadvertently violate or encourage violation of them.

### *Parental visits*

It is a good idea to discourage parents from visiting their child during the exchange. Remind them that this is *their child's* exchange experience and a visit from natural parents may have a negative effect. If they do plan to visit, strongly recommend that they do so *only* during the last two months of the exchange, and *never* during holidays, as the exchangee's host family may have other plans.

### *Corresponding with the student*

Encourage parents to correspond in writing regularly with their child. Regular correspondence will keep parents informed of their child's experiences and, ideally, help them understand the changes and growth their child is experiencing. (Telephone and e-mail contact are discouraged, especially during the first month, because the immediacy of those types of communication tend to make it more difficult for the student to assimilate into new surroundings.)



### *After the exchange*

Correspondence during the exchange will also help parents handle the readjustment period after the student has returned. Re-entry culture shock is an often-overlooked aspect of the exchange process, and it is important that parents be equipped to cope with it.

If a student has truly been immersed in another culture, it is only natural that culture shock will occur upon returning home. Remind parents that, while things have remained basically the same for them, their child has been profoundly changed by the experience.

One of the most common problems is the exchangee's newfound independence; often students find that the rules they lived under before the exchange now seem too restrictive. It is important for parents to try to understand the changes in their son or daughter and to work with them to incorporate these changes into their relationship. Information on re-entry and how to include parents in this aspect of the exchange is found in Chapter 9.



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# Chapter 7 *Hosting a Student: Information for Inbound Coordinators*

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The host club and host district assume responsibility not only for the exchange students' physical well-being, they are also obligated to see that the students have the best exchange experience possible. Much of this responsibility rests on the club. It is the club's duty to oversee the conditions of the daily life of the student, including selecting a host family, providing orientation when the student arrives, and assigning a Rotarian counselor.



## **Pre-arrival preparations**

### *Recruiting host families*

It is the hosting club and/or district's responsibility to secure qualified, responsible, willing families. Host families can be recruited using many of the same tools used to advertise the program to potential exchangees. Following are some suggestions for finding prospective host families.

- Ask fellow Rotarians for the names of families they feel are qualified and may be interested in hosting an exchangee. Maintain a list of these potential families.
- Ask your fellow Rotarians to consider hosting a student. You may wish to make this appeal during a meeting at which spouses are present or after a student has attended a meeting and has met many of the club's members.
- Ask the families of former outbound students. Many of these families would like to participate in the program because of the opportunity it provided their own children.
- Ask former outbound students for the names of families in their communities they feel would make good host parents.

- Make a presentation about the Youth Exchange program to your local parents' and teachers' association. Ask if anyone in attendance is interested in becoming a host family.
- Ask families that have successfully hosted students if they know of other families in the community who would be interested in hosting.
- Remember to stress that host families do not need to be Rotarian families. In fact, people often become interested in Rotary because of their involvement in Youth Exchange.
- Keep in contact with Youth Exchange alumni; they may now make excellent host families.

## **Screening and selecting host families**

Families that inquire about hosting a student should be sent a letter of acknowledgement and the *Host Family Application*, included as **Appendix K**. Some type of additional application form may be required or additional questions may be necessary to ask in some countries. **Thorough screening of host families is essential.** When reviewing applications and

interviewing prospective hosts, be sure to identify qualified, responsible, willing families who will exercise appropriate parental responsibility. Look for a variety of families, some with younger children, some with children around the age of the exchangee, and some whose children have already left home. All of these types of families can make excellent host families.

Be sure to visit with the host parents in their home prior to selection as a host family. At that time, review the responsibilities of being a host parent. Be sure to provide them with a copy of *A Primer for Host Families* (749) and any additional information that your club or district may have that explains the program to the hosts and provides them with helpful tips for hosting students from abroad. Some districts require parents of outbound students to host inbound students. These families should be carefully screened and should only host if they are found to be suitable.

You may wish to produce and use an interview and house-inspection form. Some sample interview questions:

1. Why are you interested in hosting an exchange student?
2. If your exchange student broke a district or family rule, how would you deal with the situation? (Give an example so that they can answer the question in detail.)
3. Have you ever traveled abroad? If so, what was the most rewarding aspect of your trip?
4. If you have traveled abroad, what did you find to be the most difficult aspect of your travel?
5. How would you feel about attending an orientation weekend for exchange students or attending the exchange student's activities?

Some characteristics to look for during the interview:

- Caring: a good relationship and mutual respect for all members of the family.
- Variety of interests: curiosity about different activities and places outside the home.
- Flexible: able to adapt to having someone new in the home.
- Humor: ability to put a problem or situation into perspective.
- Patience: willingness to work through common misunderstandings.

Evaluation criteria to consider when interviewing a host family:

- The reason or motivation for hosting a student.
- Health of family members: If someone is ill in the family, hosting a student may create additional stress.
- Room arrangements: The student must have his/her own bed. If the student must share a room it should be with a child of the same gender and similar age, if possible.
- Transportation arrangements: The family must be able to discuss and demonstrate how the exchange student will travel to get to school and various activities.
- General condition of the home (clean, adequate heat, light, etc.): Would you want your child or grandchild living in this home?

Once a host family has been approved by your club and the committee you must match the family with the students coming into your community. Some things to consider when matching students and host families:

- Similar interests (recreation, hobbies, sporting and cultural activities)
- Similar ages of siblings, if possible (especially for the student's first host family)
- Personalities and values of individuals (conservative or liberal)

Students should not be placed with temporary families for a week or so before going to their permanent family. It is best to place the students with their first host family immediately upon arrival in their host country.

Your club is there to support and advise the host families. Make sure the hosts understand and are aware of their hosting responsibilities. It may be necessary to have them sign a document listing the rules of the program and their responsibilities as host families. Hosting is a major responsibility. It is important to maintain a positive relationship with the host families. Sending a thank-you note, inviting the host families to a club event, and requesting that they complete an evaluation form will show that you appreciate and care about their participation in your program. A sample host evaluation form is found in **Appendix L**.

## Pre-arrival orientation for students

Once the district has assigned a student to your club, send a packet of welcome and pre-arrival orientation materials. This packet is the first step in the orientation process and should be as informative as possible. The welcome packet should give the student a general schedule of the highlights of his or her year (district meetings, etc.), along with the name and address of the student's first host family and club counselor. The packet should also include information about climate and clothing, school, your town and surrounding area, immunization requirements, rules and regulations, insurance, emergency fund amounts, speaking requirements, travel opportunities, etc.

In addition, the welcome packet should provide as much cultural information as possible. This material might include a list of colloquial phrases, cultural gestures and greetings, as well as information on holiday traditions and social customs. Other information might include comments on religion, local geography, history, and government.

Suggest that the student and his or her first host family correspond before the student's arrival. This will establish a link between the two and ease the transition once the student arrives. It will also give each party an idea of what to expect of the exchange experience. You may also suggest that the student correspond with the club counselor.

### *Assign a Rotarian counselor to the student*

The club counselor is the Rotarian with whom the exchangee has the most contact. The club counselor should be someone other than a member of the host family or the club or district Youth Exchange chairperson. Be aware of conflicts of interest. If a problem should arise, it is important that the student feel comfortable talking with the counselor. It is preferable for the counselor to be of the same gender as the student. The importance of this individual cannot be overemphasized. This Rotarian should be willing and able to devote more time and energy to the exchangee than is required of other host club members.

### *Work with the school the student will be attending*

This is the responsibility of either the club chairperson or the counselor. This Rotarian should make arrangements for the student to receive orientation upon beginning school and keep track of the exchangee's progress throughout the year. In addition, this Rotarian will be responsible for resolving any problems that may arise between the school and the student.

## Orientation upon arrival

Once your exchangee has arrived, the orientation process intensifies. Meet your exchangee upon arrival and escort him/her to the host family. In spite of correspondence prior to arrival, both the student and the host family will be full of questions and apprehensions. The sample questions to ask the host family, included as **Appendix I**, are an excellent way to work through some of the practicalities of the exchange/host family experience. The questions should be in both the student's native language and the language of the host country. (This is available from the RI Secretariat in English, French, Japanese, Korean, Portuguese, and Spanish.) They will introduce topics, such as house rules, that are important but often may not be brought up early enough in the exchange.

Further orientation should be held within one or two weeks of the student's arrival, once the student has had time to adjust to the new environment. This can be done either in a group format, such as a district orientation, or individually. In either case, orientation of inbound students should include the following:

### *Rules and regulations*

The Youth Exchange rules established by the hosting Rotary club and district should be reviewed early in the exchange. If your district is holding an orientation that falls more than a week after your student's arrival, the exchangee should be given a written copy of all rules and expectations within the first week. Be sure that the exchangee understands all the rules and the ramifications of breaking rules. Language differences sometimes cause misunderstandings later in the exchange. See **Appendix C**, "Program Rules and Conditions of Exchange."



## *Cultural issues*

It is important to explain your culture to the student upon arrival and continually throughout the exchange. Some issues to consider discussing with the student include: local customs, colloquial phrases, gestures, personal space, personal hygiene, time, respect for elders, etc.

## *Travel*

Discuss your district's policy for student travel and the forms needed. Remind the student that travel during the exchange is a privilege, not a right, and that a set of rules — designed with the student's well-being in mind — should be followed. (See Chapter 3.)

## *The student's role as ambassador*

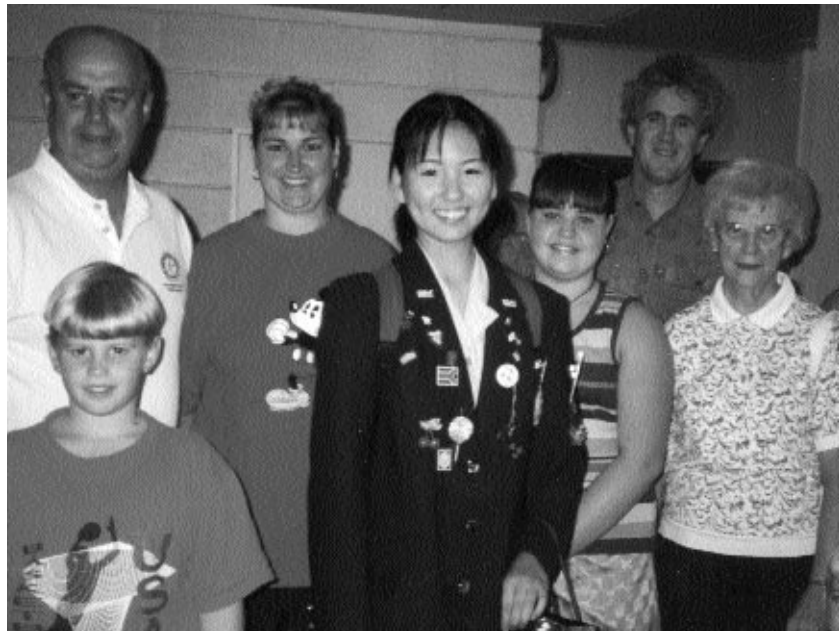
Remind students that they are ambassadors of their city, their country, and their sponsoring Rotary club and district and should behave accordingly. Explain that Rotary commitments are a priority and that the student should begin preparing for upcoming public speaking engagements. Give the student a schedule of events requiring his or her attendance.

### **Other items to encourage the student to think about as an ambassador:**

- Adapt: Become a part of your host family.
- Ask when you do not understand something.
- Be considerate of your hosts.
- Be active in your host community.
- Keep your room neat.
- Respect others.

## *Opportunity for questions*

The student may have questions or concerns about a host family or school. Whatever his or her concerns, the student should be given a forum, away from the host family, to discuss them. Discuss with them how to reach their counselor or district chairperson if questions arise.



## **During the exchange**

### *Monthly allowance*

Provide the exchangee with a monthly allowance and cover school and textbook fees. The club can give as an allowance whatever it deems adequate (approximately US\$75 or equivalent), keeping in mind what expenses the student will be responsible for (school lunches, social events, etc.). Please note that amounts for monthly allowance vary from country to country.

### *Monthly contact*

Keep in contact with your exchangee and document monthly contact between the student and the counselor. To maintain face-to-face contact with the student, extend invitations to cultural and social gatherings. Continue the orientation as needed to help the student cope with specific cultural issues.

### *Facilitate moves to new host families*

Keep in mind that students making a transition from one host family to the next will likely require the same sort of attention and orientation that they received when they arrived at the home of their first host family. Be sure to help make those transitions as smooth as possible by:



- Giving the student as much advance notice as possible, including an exact date for the move.
- Providing the student and the student's parents or legal guardians with contact information for any new host families, before the move takes place.
- Suggesting that the student go through the same process of getting acquainted with each new host family, including a discussion of the "Sample Questions to Ask Your Host Family" (**Appendix I**).
- Accompanying the student to the home and maintaining regular contact for the duration of the stay.

### *Early returns*

Approximately 3 percent of all exchange students are sent home early. Some of these students request to be sent home, due to homesickness, illness, or family problems. The rest are sent home as the result of a violation of Youth Exchange program rules. Early returns should be managed delicately and always with the full knowledge of the sponsor district and/or club. It is important that host clubs and districts maintain communication with the student's home club and district so that problems with a student do not escalate into problems between districts. District governors should be kept aware of all problems within their districts and, if necessary, be brought in to mediate the situation.

*After it has been determined that a student should be sent home early for disregarding the rules, the club or district officers should follow these guidelines:*

- Communicate to your district governor that an exchange student is being sent home and explain why. Follow up your decision in writing to the district governor.
- Discuss with the student the reason(s) they are being sent home.
- Keep the student's passport and plane ticket in your possession. Do not let the student obtain a copy of the passport. This will prevent the student from obtaining a new passport by claiming that the original was lost and arranging independent travel plans.
- Contact the Youth Exchange officer in the district that sponsored the student. Be specific as to the exact reason(s) the student is being sent home. This can be done by telephone, but a fax or letter should be sent following your

conversation. If the student's district is a member of a multidistrict organization, it should be copied on any correspondence.

- Ask the sponsoring district to contact the natural parents to explain the situation and give them the itinerary for the student's flight home. Explain that the decision is final. Make it clear that their son or daughter cannot stay in the country even if he/she wants to.
- Ensure that the student has arrived in his/her home country safely. You should receive a telephone call and/or fax from the sponsoring Youth Exchange officer.
- Obtain a copy of the report from the club counselor detailing why the student was sent home. Put a copy of the report in the student's file and copy the sponsoring district chairperson.

### *Pre-departure training*

The final weeks of an exchange may often be unusually traumatic for both the student and the host family as they struggle with the conflicting emotions inherent in the type of relationship that an exchange creates. At this time, the short-lived but powerful bond between the student and the host family is about to be broken rather abruptly. The student may be experiencing some anxiety about returning home and dealing with changes that may have taken place there. The host family may begin to feel neglected by the student as the student becomes increasingly involved in year-end school activities and social gatherings. Both parties may have difficulty expressing their feelings, and this sometimes results in anger or frustration. Prepare the student and the host family for this by providing a forum to discuss these feelings. Help them anticipate some of the emotions they may experience when it is time for the student to return home. See Chapter 9 for more information about the process of re-adjustment and the areas in which the student may experience changes or difficulty.

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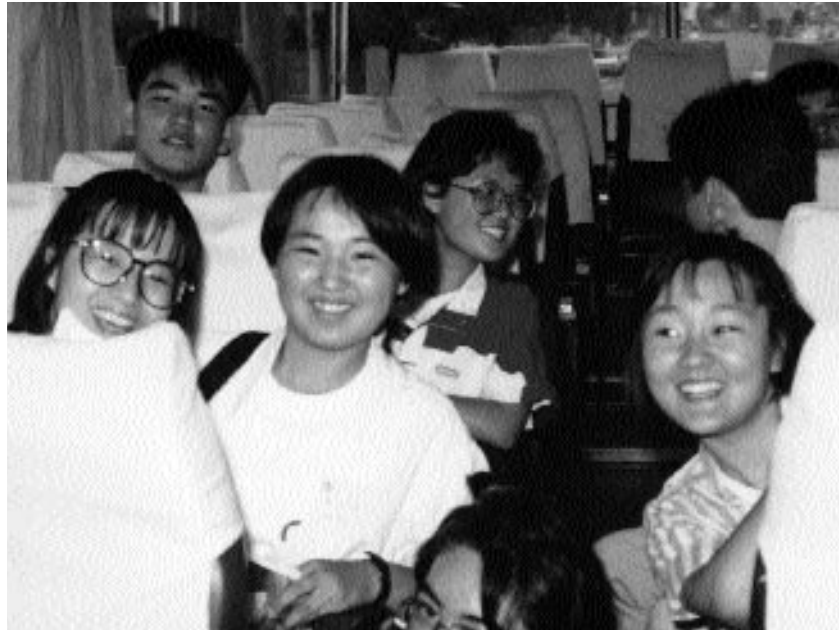
# Chapter 8 Short-term Exchanges

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## Purpose and objectives

As with the academic-year experience, short-term exchanges increase international awareness and understanding by exposing students to foreign cultures. Short-term exchanges may vary in length from several days to several weeks, take place when schools are not in session, and usually do not include an academic program

The short-term exchange program is often an ideal way to introduce students to international understanding. One key difference in the organization of the short-term exchange program is that it has more flexibility, with many different types of exchanges.



## Types of short-term exchanges

The four most common types of short-term exchanges are:

- **Homestays.** These can be arranged for individual students with, for example, an Australian youngster spending a few weeks in Sweden and then a Swedish student visiting Australia. This type of exchange is also frequently arranged for groups of students.
- **Tours.** Some short-term exchanges are structured as tours through one or more foreign countries. These can include groups of young people from a single country or groups of students from several countries.
- **Camps.** Short-term exchanges can also be organized as international youth camps that bring together students from several countries. These camps can provide leadership training or address international concerns, or they can simply provide a forum for getting to know students from other cultures. Camps involving able-bodied and disabled young people are encouraged. These camps, sometimes referred to as “Handicamps” (also known as “Rotacamps”), are popular in many countries.

- **New Generations Exchange.** The New Generations Exchange is an optional short-term exchange for young people between the ages of 18-25. High school graduates and Rotaractors are ideal candidates. Exchanges usually range from three to six weeks in duration, may be for individuals or groups, and can involve homestays, tours, or camps. The application may need to be adapted to include older participants.

## Organization and administration

Short-term exchanges are administered in much the same way as long-term exchanges. Arrangements are made via club or district chairpersons, and students are recruited in the same manner as for academic-year exchanges — by former students, through advertisements at high schools, and with brochures specific to your program. The selection process is also similar, although the application is shorter. Clubs and districts are encouraged to use the *Application for a Short-Term Youth Exchange (763)*. For short-term Homestay exchanges, host families must be recruited and selected in the same manner as for an academic-year exchange. Frequently, for tour and camp formats, a Rotarian chaperone accompanies the group abroad. In all cases, thorough screening and careful selection of students and hosts should be a priority. Many of the suggestions and materials

included in this handbook for the long-term program can be adapted to suit the short-term program.

### **Organizing a short-term exchange program**

1. Decide what type of short-term program you wish to organize.
2. Determine countries with which you want to work. Begin with a few and expand accordingly.
3. Using the list of district Youth Exchange chairpersons and multidistrict officers (available from the RI Secretariat), make contact with counterparts in districts abroad to determine their willingness to participate.
4. Begin selection and screening of host families, if necessary.
5. Determine camp location(s), tour itinerary, transportation providers, facility needs, etc. (as appropriate).
6. Obtain or develop brochures that list the guidelines of your program. When creating your own materials, be sure to adhere to specifications established for use of the RI name and logo. (*See Appendix P.*)
7. Arrange transportation for your participants.
8. Verify that all participants have adequate insurance.
9. Implement a risk management program. (*See Chapter 5.*)
10. Begin promotion of your short-term program seven to eight months prior to the scheduled departure of the exchangees. Send letters/brochures to clubs and schools. Send the short-term application (763) to clubs for distribution to prospective exchangees.
11. Arrange an information session for all potential participants. Ask former participants to attend and share their experiences and answer questions candidly.
12. Encourage clubs to pre-screen the applications and interview the students. (*See Appendix G for suggestions.*)
13. Review final applications and select students.
14. Finalize host family placement.
15. Send the student further information on the exchange, such as the country, host family contact information, rules of the program, and dates of any district orientation sessions.
16. Reconfirm travel arrangements and insurance coverage for travel dates.
17. Provide for proper orientation of students (pre-departure, upon arrival, re-entry).
18. Once the student has returned from abroad, request feedback via an evaluation form. (*See Appendix M.*)

### **Promoting short-term exchanges to your club and community**

As is the case with long-term exchanges, it is important to actively promote short-term exchanges in order to ensure maximum participation among club members, which will guarantee the best possible exchange experience for the students. Include the following in your promotion of short-term exchanges:

- Emphasize to your club that short-term programs are less expensive for Rotary clubs.
- Remind the club that finding host families for short-term programs is easier because it requires less of a time commitment for the families.
- Explain and promote the flexibility of short-term programs. A club could develop a domestic east-west or north-south exchange or an exchange with a sister city abroad.
- Discuss the fact that occasionally participants in short-term programs later apply for the long-term exchange program.
- Demonstrate that students increase cultural awareness on their exchange, even if they don't necessarily become fluent in their new language.

### **Orientation**

Orientation is as important for a short-term exchange program as it is for a long-term program. Since the students are traveling abroad for a much shorter period of time, the orientation does not need to be as lengthy. All of the basics should be covered, however. Invite the participants, the participants' parents, past participants, and members of the district Youth Exchange committee. In addition, it is always a good idea to invite the current district governor and the district governor-elect.

Sample topics for a one-day orientation are outlined below.

### **Suggested topics for a short-term Youth Exchange outbound orientation**

- What is Rotary?
- How travel arrangements are made
- Passport and visa requirements
- Inoculation requirements
- Travel suggestions (*See Appendix H.*)
- Changes and cancellations
- Insurance requirements
- What is a host family, and how is it selected?
- Responsibilities and activities of inbound students and host families
- Country-specific discussions
- Past participants' experiences
- Rules and regulations of the program

### **Evaluation of the program**

Evaluate your short-term program regularly so that you may continue to develop and improve it. The most valuable tool you have is direct feedback from program participants. For a sample evaluation form see **Appendix M**. This form can be adapted to suit the needs of your program.





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## Chapter 9 Re-entry Orientation

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The readjustment of students returning home after a year abroad is an integral part of the exchange process. An exchange student goes through a number of adjustments during a stay abroad, experiencing what is commonly referred to as “culture shock.” Students who have truly adjusted to another culture will go through “reverse culture shock” when returning to their native country.

This phenomenon is common — even necessary — in the exchange process. A year of independence and living away from home often makes returning to old ways difficult at first. Relationships with friends and family are frequently different than they were before the student left. And returning exchangees may tend to look at their native culture, their friends, their families, and even themselves in a more critical light.

Just as students receive orientation on how to handle the original culture shock, they should receive assistance in coping with the reverse culture shock. A student’s family will play a large part in the readjustment and therefore should be included in parts of this orientation. Some of the anxiety can be avoided by organizing re-entry orientation sessions or weekends that include both the parents and the students. It is important that open lines of communication exist and that Youth Exchange officers monitor the student’s progress throughout the months following the return home.

### Areas in which the student may experience changes or difficulty

**Culture:** Each country has a unique cultural identity, which is what makes the various regions of the world distinct. Celebrate the culture the exchangee experienced and assist with the readjustment.

**Education:** Education systems differ. Be aware of the fact that some students who have spent the year abroad will find school work more dif-



ficult upon their return, and some will find the work easier.

**Social/Family:** Many students who return from an exchange feel that their friends and family do not understand them. New experiences in a new environment for an extended period of time (or even just for several weeks) can have a profound impact on a young person’s personality. Though students may feel somewhat alienated from their native environment upon their return, encourage them to celebrate their experiences and to look for positive ways to share their travels and the resulting insights with others.

**Language:** The student may be eager to use newly acquired language skills. Encourage the student to practice the new language with native speakers in the community. It’s also possible that a student who has been speaking a different language for an extended period of time may have some difficulty communicating with friends and family.

**Nation:** Nations can change rapidly. Some countries experience political, economic, and social instability and changes while the student is away. Spend time explaining and answering any questions the student may have about this. Actively listening and educating the student will assist with the transition.

### *A few issues to consider*

No two students are alike. All students experience adaptation and changes differently. Thus, any problems that might arise will vary greatly from individual to individual. Some variables include: length of time away, how much contact with home was maintained while away, how close the student became to the host family and Rotary club, whether the student had traveled abroad before, and whether the student's experience was positive.

Some students will lack enthusiasm for their usual activities, while others will welcome the opportunity to get reacquainted with family and friends. Students who respond negatively to their homecoming will, in time, respond to their native environment and be able to incorporate the positive aspects from both cultures into their lives. The student will likely be tired from the long flight and anxious from the change in environment; care should be taken not to overwhelm the student with activities upon arrival.

Some students will spend a lot of time by themselves initially. They may need some time before being ready to share with others all that they experienced while abroad.

### **Suggestions to ease the transition**

- Organize a meeting for exchange students and parents throughout the district to get together, share experiences with other students, and relate to one another about returning to their native country. (*See the suggested orientation topics at the end of this chapter.*)
- Invite counselors and alumni of the program to discuss the changes that take place during the re-entry phase.
- Instruct the students to outline what they gained from their experience. This will enable them to focus on the positive things that occurred and not on any negative feelings that they are experiencing.
- Forewarn the natural parents or legal guardians that their child may have changed a great deal. Instruct the parents to be patient in reacquainting themselves with their child and encourage parents to make a special effort to spend time doing favorite family activities.
- Explore your network to find a native speaker from the country the student just visited. Encourage the student to share experi-

ences with the native speaker, which will allow the student to practice the language they acquired.

### **Accentuate the positive**

Make an extra effort to tolerate changes in the student's behavior brought on by the exchange experience. Celebrate the student's independence, self confidence, or whatever other new characteristics are exhibited. Assist the student in assimilation and help with establishing goals for the future. Remember that you were responsible for sending the student on the exchange. Enjoy any successes and support the student as much as possible.

Further information on coping with reverse culture shock may be available from your local library or university.

### **Suggested re-entry orientation topics**

The following is a list of topics to assist you in planning a re-entry orientation meeting. Adapt your re-entry program to fit the needs of your club/district by reviewing the responses that your exchangeees provide on their evaluation surveys. You may wish to invite a psychologist or cultural exchange specialist to participate in the program.

Suggested topics:

#### *The Exchange in Review*

- What were your feelings about the orientation prior to departure?
- What are your feelings about the host Rotary club?
- What are your thoughts on the multiple-host family concept?
- Did you encounter any unusual or unexpected situations?

#### *Readjusting at Home*

- If your relationship with your parents and siblings has changed, what is different? For example, do you have more freedom or less?
- Are you able to share your experiences with your family members?
- Discuss current difficulties and concerns within the family.
- Do you understand how you have changed and why?

### *Readjusting with Friends and School*

- Are you getting along with your old friends? Why or why not?
- Are you having difficulties communicating and adapting at school?
- Are you able to share your exchange experience with your friends?
- Current problems or concerns (e.g., student spending too much time alone, not getting along with classmates).

### *ROTEX Organization*

- Introduce ROTEX coordinator
- Discuss the possibility of getting students to organize or join a current ROTEX group.
- Brainstorm for ideas to keep students involved in the program (e.g., assist with outbound interviewing process, at orientations or act as a junior counselor).
- Explain other Rotary programs that the students can join (Interact, RYLA, Rotaract).
- Suggest that students exchange contact information so that they can meet for social purposes.
- Distribute district calendar of events for the year.



### **Program evaluation**

Feedback allows you to examine what is working successfully in your program and what needs to be adapted or changed. Three sample evaluations have been devised to assist your club/district in assessing whether you are meeting the needs of your host families, students and their parents. These forms can be found in **Appendix L**, **Appendix N** and **Appendix O**. It is recommended that these forms be sent within a few weeks of the students' return to their native country. Request honest responses to ensure that items of concern can be addressed.



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## Chapter 10 Youth Exchange Alumni

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A student's Youth Exchange experience does not end upon the return home. The personal growth and increased international awareness most exchangees experience remains with them and often shapes the rest of their lives. The re-orientation of these students, and their potential role as resources, should be given careful attention.

### Alumni involvement

After a time, program alumni do re-assimilate into their native cultures; their expanded worldview and personal growth, however, will stay with them throughout their lives. Their enthusiasm for the program will also remain, and this makes former exchangees the best advertisement for the program.

Alumni are usually willing and eager to speak on behalf of the program and often make great salespeople. Ask a former exchangee to speak at a club meeting or district conference to promote the program within Rotary. You can also ask alumni to aid in recruiting students by speaking to groups of potential exchangees and host families. Their enthusiasm for the experience can be contagious and will go a long way in promoting Youth Exchange. Most former exchange students want to thank you for the opportunity you gave them. This is a great way for them to devote their efforts to giving back to the program in their community.

In addition, former Youth Exchange students can become involved in other Rotary programs. Encourage them to join or assist in starting an Interact club in their high school. Invite them to attend a RYLA camp or volunteer with a club project. As they mature, Rotaract or an Ambassadorial Scholarship are other avenues that they may wish to explore. Keeping them involved in Rotary is an asset. Some former exchange students have eventually joined Rotary and assist with the Youth Exchange program.



Other ways to continue to involve rebound or return students in the program is to ask them to participate in the interviewing and selection process of the next group of outbound students. They will have a great concept of what it takes to be a successful exchange student and may provide some alternate insights into some of the students and their prospects for making good exchangees.

Rebound students can also help train the outbound students once they have been selected. You might consider requesting all Youth Exchange students to attend the outbound orientation of the following year's exchangees. Ask them to share their stories and educate fellow students on the country they are going to, and invite them to participate as panelists in the various sessions.

Some districts encourage return students to act as junior counselors for the inbound students. You should match students by gender and, if possible, by country. For example, if you have a return student from Japan, you could match your inbound student from Japan with this individual. As a junior counselor they may understand better than the counselor some of the issues inbound students are experiencing. Then, if a serious situation arises, the mature rebound student will know when to address the issues with a counselor or their district Youth Exchange chairperson.





Other ways alumni can be involved:

- sharing their experiences with outbound students, club members, and the community;
- aiding recently returned outbound students in their readjustment to their native country;
- welcoming and aiding in the arrival of inbounds;
- assisting in arranging, planning, and chaperoning of inbound student activities;
- continuing to promote world understanding and peace among people of all nationalities.

## ROTEX groups

Many former exchangees are active in alumni or ROTEX groups. ROTEX groups are made up of program alumni who have a desire to remain in contact with each other. They serve as a social and support group for students involved in the Youth Exchange program. Although ROTEX is not an official program of RI, Rotary International encourages the formation of these alumni groups. Contact the Secretariat for a list of districts that are involved in ROTEX and the types of activities that they are undertaking.

ROTEX encourages students to retain the broad outlook they gained as exchangees and to incorporate their increased international understanding into their everyday lives. By sharing their experiences with each other, ROTEX members can continue to expand their knowledge and awareness. In addition, ROTEX offers a forum for students to share their feelings about any difficulties they may have in readjusting to life in their home country.

ROTEX groups continue to grow as more students return from their exchange and become involved in the group. Some students join ROTEX groups when they move to a new community. ROTEX groups can be as active as a

Rotary club or only meet a few times a year at orientation and re-orientation events.

Many ROTEX groups have established sites on the World Wide Web. Encourage students to browse the Web or contact the RI Secretariat for a list of ROTEX sites.

### How to start a ROTEX group

- Appoint a Rotarian to help organize the alumni group. This Rotarian will advise the group and oversee its activities.
- Obtain a list of former exchange students in the district from the Youth Exchange chairperson or the district office.
- Contact the former exchange students and arrange a meeting for all interested in forming a ROTEX group.
- Discuss the purpose of ROTEX and establish the goals for the group.
- Develop administrative policies and operating procedures.

### Suggestions for organizing a successful ROTEX program

- Organize a weekend activity for returning exchange students. This event will help increase the membership in the current ROTEX group or establish a new group if one does not exist.
- Encourage clubs to keep track of their exchangees. Some districts maintain a database or a directory of return exchange students.
- Invite return students to participate in district Youth Exchange activities.
- Maintain a balance of social and working sessions at the meetings.
- Be there for support and guidance, but let the group run its own meetings.

## Some final thoughts

The paths of Youth Exchange are well-charted. Each year thousands of young people travel these paths and discover an exhilarating experience that shapes their lives. The Rotarians who make this experience possible see great rewards. They see young people whose minds have broadened to meet new horizons, families whose lives have been enriched by a visitor from abroad, school officials who praise the stimulating effect of exchange students in the classroom, and other Rotarians who learn how Youth Exchange can be a powerful force in the effort to build better relations among peoples of the world.

Youth Exchange is a significant part of International Service and a growing force in the search for international understanding. Clubs and districts everywhere are invited to lend their efforts to make the world a better place through the Youth Exchange program.





# Youth Exchange Guidelines

The Board of Directors of Rotary International has established recommended guidelines to assist clubs and districts in implementing their Youth Exchange activities. All club and district Youth Exchange programs are strongly urged to adopt and comply with the following guidelines.

In addition, clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities, including advice relative to securing liability insurance.

The Board, with a view to promoting Youth Exchange as an opportunity for the development of international understanding, encourages district governors to appoint district Youth Exchange officers or committees, and to provide to the general secretary early in the year the names and addresses of such officers or committee chairpersons. The general secretary should publish annually a list of all Youth Exchange officers or district Youth Exchange committee chairpersons serving one district, more than one district, or all the districts in one country. This list should be revised and distributed annually to district governors and to those who are included in the list.

The district Youth Exchange officers, or committees, serve under the supervision of their respective district governors and should report to them.

The Board encourages the involvement of people with disabilities in Youth Exchange programs and other youth projects where and when this is possible and agreed upon between the sponsoring and receiving clubs or districts. The Board recommends that district governors appoint one member of their district Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in both long-term and short-term exchanges.

Employment regulations in various countries make it impractical for Rotary clubs and districts to engage in any international Youth Exchange programs in which participants are paid wages. However, individual Rotarians may provide support to other organizations that are properly equipped to undertake this type of international exchange of youth.

The following guidelines are provided to assist clubs and districts undertaking Youth Exchange activities. Clubs and districts are encouraged to adopt and follow these guidelines in organizing and implementing their programs.

1. It is recognized that many successful exchanges are made for less than a full academic year and that in the interest of international understanding and goodwill, not all programs need be reciprocal. By mutual consent of the parties concerned, any of the responsibilities indicated may be assigned to someone other than the party specified.
2. A Rotary Youth Exchange program is not a privilege for sons and daughters of Rotarians only, but welcomes any young people who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a Rotary club, or a district.
3. Careful selection of all individuals involved in Rotary Youth Exchange programs should be of paramount concern and be done with the utmost care and consideration.
  - a. Exchange candidates of ages acceptable to both sending and receiving districts should submit a written application and should undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.
  - b. The hosting Rotary club or district should conscientiously screen and select host families on the basis of a written application and personal interview. For long-term exchanges, it is preferable for a student to have three or four successive host families.
  - c. The hosting Rotary club should select a Rotarian counselor for each exchangee to serve as a liaison between the exchangee and the Rotary club, host family, and the community at large. The club counselor should not be a member of the student's host family and should be trained in responding to problems or concerns which may arise during the exchange.



4. The sending Rotary club or district should arrange for orientation for the exchangees and parents or legal guardians including a briefing about the local Rotary club and its activities, and should arrange for the exchangee to be accepted by a receiving Rotary club or district. The receiving Rotary club or district should also provide an orientation program for incoming students. Because local laws and customs in one country may differ greatly from those in other parts of the world, orientation should include information on local laws and customs which may apply to young people.
5. The parents or legal guardians of each exchangee should provide health, accident, and liability insurance with respect to each exchangee in amounts satisfactory to the receiving Rotary club or district, with coverage from the time of the exchangee's departure from home until the exchangee's return home. Evidence of coverage of all insurance with a responsible insurance company or companies satisfactory to the host Rotary club or district prior to the beginning of the exchange should be submitted to and received by the host Rotary club or district. 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. (*See Chapter 6 for more information.*)
6. The parents or legal guardians of the exchangee are responsible for providing appropriate clothing and round-trip transportation to and from the host district.
7. The exchangee should undertake no travel outside the immediate area of the community in which the receiving Rotary club is located without the consent of the exchangee's parents or legal guardians and of the participating Rotary clubs or districts.
8. The exchangee SHOULD NOT under any circumstances be permitted to operate or drive a motorized vehicle of ANY kind during the period of the exchange, nor to own a motorized vehicle in the host country.
9. The exchangee and the prospective host family should communicate with each other before the exchangee leaves home.
10. The host family should provide room and board for the exchangee and exercise appropriate supervisory and parental responsibility to ensure the exchangee's well-being.
11. All individuals involved in the exchange, including exchangees and their parents or legal guardians, host family members, and Rotarian counselors, should agree in writing to all the requirements of the program as determined by the sending and receiving Rotary clubs or districts. All participants should display comportment at all times reflecting credit on self, the home country, and Rotary and should respect each other and act responsibly, befitting their role in the program. Exchangees should strive to adapt to the way of life of the host country, and host family members should assist exchangees in ways to ease that transition. The exchangee should accept the supervision and authority of the host family and the receiving Rotary club or district during the period of the exchange. Exchangees should return home at a time and by a route agreed upon by their parents or legal guardians and the receiving Rotary club or district.
12. Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of exchangees, they should be returned home by the receiving Rotary club or district at the earliest practical time by a route agreed upon between the parents or legal guardians or the sponsoring Rotary club or district. All parties involved in the exchange, including hosting and receiving Rotary clubs and districts, host families and the student's parents or legal guardians, should be fully informed prior to the student being sent home.
13. All Rotarians and Rotary clubs involved in establishing exchange activities are urged to be sure that preliminary agreements accurately reflect what they expect from the group with which the exchange is arranged, especially in the area of selection and orientation.
14. The hosting and sending Rotary club or districts should provide exchangees with a list of individuals to contact in the case of a problem or emergency. This list should include the name and contact information for the student's Rotarian counselor, hosting Rotary club president, hosting district chairperson, hosting district governor, sponsoring district chairperson, sponsoring district governor, and sponsoring club president.
15. Clubs and districts are encouraged to use the standard Youth Exchange applications available through the Secretariat.

16. Participants should be between the ages of 15 and 19 at the beginning of the exchange unless a different age range is mutually agreed upon by the participating Rotary clubs or districts. They should be above average in their school work, preferably in the upper-third of their school class. Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year.
17. For long-term exchanges, the hosting club should provide for all educational expenses, arrange an appropriate academic program, and provide a program of orientation and continued contacts to familiarize the exchangee with the host community.
18. For long-term exchanges, the receiving Rotary club or district should provide a modest monthly allowance for the exchangee in an amount to be jointly determined by the parties concerned. Where meals eaten at school are not otherwise provided for, the monthly allowance should be sufficient to include the cost of such meals.
19. Following their return, exchangees and their parents or legal guardians should be encouraged to attend a meeting conducted by the district Youth Exchange committee for debriefing of recently returned exchangees for the purpose of assisting them to return to their home, school, and community environment.
20. Any other provisions consistent with the foregoing and which are deemed necessary or convenient for the operation of an exchange program may be adopted by the Rotary clubs or districts concerned.

## **Multidistrict exchange programs**

Each district governor has the responsibility for the supervision of the Youth Exchange program within his or her district. It is recognized that there may be instances where clubs in two or more districts wish to cooperate in jointly undertaking an activity or program. The Board has no objection to such cooperative effort, provided any activity or project is not undertaken as a joint activity or project unless two-thirds of the clubs in each such district have first approved participation in such joint activity or project, and unless the district governors of the respective districts have secured in advance specific authorization of the Board of Rotary International to undertake and participate in such activity or project. Each such proposal to the Board should be evaluated on its merits.

Each district governor is urged to do all possible to foster Youth Exchange activities in the district, while retaining authority over the program. Each district governor should take steps to ensure that no personal financial profit is being made from such activities and that appropriate risk management measures are in place.

Multidistrict activities should be administered by a committee composed of current district Youth Exchange chairpersons and other officers appointed by the respective district governors of participating districts.

Such a multidistrict committee is responsible for reporting in writing not less often than annually on its work and finances to all district governors in the participating districts.

## **International travel by exchangees**

No Rotary club should assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip. In particular, no Rotary club should provide an identification card, letter of introduction, request for assistance or other credential or document, intended to identify or introduce a young person to a Rotary club or clubs in another country, unless complete mutual agreement has been reached in advance with respect to the hospitality or assistance to be provided by the host Rotary club.

No Rotary club is obliged to provide hospitality or assistance to any young person from another country, despite any demonstrated or claimed sponsorship of a Rotary club, unless the receiving Rotary club has explicitly agreed in advance to provide such hospitality or assistance. It is the prerogative of any Rotary club to determine what assistance, if any, it will offer to young persons.

# ***Youth Exchange Resources***

Below is a list of Rotary publications and materials that may be helpful when organizing and promoting Youth Exchange in your community. These items may be ordered from the office of the RI Secretariat serving your area using the order form on the following pages.

## **Youth Exchange Handbook (746)**

Comprehensive information for Rotarians organizing a district Youth Exchange program. Includes guidelines, sample application forms, checklists and more.

Available in English, French, Japanese, Korean, Portuguese, and Spanish.

## **A Guide for an Exchange Student (752)**

Suggestions for exchange students and their parents.

Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish.

## **A Primer for Host Families (749)**

Describes some of the joys and responsibilities that a host family can anticipate.

Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish.

## **Application for a Rotary Long-Term Youth Exchange Program (761)**

For submission by students interested in participating in a long-term Youth Exchange.

Available in English, French, Japanese, Korean, Portuguese, and Spanish. Available only in lots of 10.

## **Application for a Rotary Short-Term Youth Exchange Program (763)**

For submission by students interested in participating in a short-term Youth Exchange.

Available in English, French, Japanese, Korean, Portuguese, and Spanish. Available in lots of 25.

## **Youth Exchange: Making a World of Difference (755)**

Promotional piece to describe the Youth Exchange program to young people and prospective host families.

Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish.

## **Youth Exchange Poster (751)**

Multi-language poster that Youth Exchange officers can display in schools and community centers to attract Youth Exchange students and host families. A blank corner space allows imprinting of name of club and contact person.

## **Youth Exchange: The Adventure of a Lifetime! (740)**

Short promotional video aimed at Youth Exchange students and parents in the USA and Canada.

Available in English only. Approximate duration: 5 minutes.

## **Youth Exchange: The Experience of a Lifetime! (739)**

Short promotional video designed to stimulate student interest in the program in Europe.

Available in English and French. Approximate duration: 8 minutes.

## **List of Youth Exchange chairpersons and multidistrict officers**

This list is distributed three times annually to district Youth Exchange chairpersons, multidistrict Youth Exchange chairpersons, and multidistrict Youth Exchange officers. Extra copies may be obtained by contacting RI World Headquarters at (847) 866-3421 (tel.) or at (847) 328-8554 (fax).



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Send this form to the RI office serving your club. If sending to RI World Headquarters, please use the following address or fax number:

RI Publications Order Services Section  
Rotary International, 930 Pitner Avenue  
Evanston, IL 60202 USA

Fax (847) 866-3276 Do not send this form to the RI Lockbox.



# ***Program Rules and Conditions of Exchange***

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions.

## **Strict Rules and Conditions of Exchange — Violations will result in student's immediate return home.**

- 1) Obey the Laws of the Host Country — If found guilty of violation of any law, student can expect no assistance from their sponsors or their native country. Student will be returned home as soon as he/she is released by authorities.
- 2) The student is not allowed to possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not authorized to operate a motorized vehicle of any kind which requires a federal/state/provincial license or participate in driver education programs.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.
- 7) The student must be covered by a health and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to succeed.
- 9) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

## **Common Sense Rules and Conditions of Exchange — Violations will result in a district review and restrictions. Severe/Consistent disregard for these rules will result in being returned home.**

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your year. 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.
- 2) Become an integral part of the Host Family, assuming duties and responsibilities normal for a student of your age and other children in the family. Respect your host's wishes.
- 3) Learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get involved, do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare time activities around your school and community friends. Do not spend all your time with the other exchange students.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills you incur promptly. Ask permission to use the family telephone, keep track of long distance calls and reimburse your host family each month for the calls you make.
- 8) Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. Other travel must be approved by the host district contact, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.
- 9) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.
- 10) You must show proof of proper immunization.

- 11) Students should have sufficient financial support to assure their well-being during the exchange year. Your hosting district may require a contingency fund for emergency situations. It must be replenished by the student's parents/guardians as it is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your Host Rotary Club upon your arrival and is not meant to cover day-to-day expenses.
- 12) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.
- 13) Students must return home directly by a route mutually agreeable to the host district and student's parents/guardians.
- 14) You will be under the Hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son/daughter. The Host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region, they will have no authority over the student while the student is in the program.
- 15) Visits by your parents/guardians, siblings and/or friends while you are in the program are strongly discouraged. Such visits may only take place with the host club and host district's consent and only within the last quarter of the exchange or during school breaks. Visits are not allowed during major holidays, even if occurring during school breaks.
- 16) Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

# Guidelines for Youth Exchange Emergencies

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the exchangee's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a tragedy. Suggested committee members are the host parents, the club Youth Exchange chairperson, the club counselor, and the club president.

## Tips for emergency preparedness

- The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.
- The district chairperson should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor.
- The district Youth Exchange officer should obtain consent from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen, or inaccessible at time of departure.
- The district Youth Exchange chairperson should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- The Rotarian counselor and current *host family should know details regarding all of the exchangee's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the exchangee*, especially if the exchangee is traveling to another city or country during the exchange.
- The exchangee's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form.

*The letter mentioned above should also authorize the incurring of:*

- Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;
- Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the insurance policy.

The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from becoming worse and increasing the agony and anguish of the student's parents. The host Rotarian is committed to treat the exchangee as though he/she is his or her own child and will do everything a natural parent would do. However, if a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future.

It is therefore recommended that either the host Rotary club or the host Rotary district establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.

**When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee. The following people need to be informed immediately:**

- Parents/Legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
- Host family, club counselor, and district Youth Exchange chairpersons.
- Host district governor and the governor of the sponsoring district.
- Host Rotary club, for assistance and guidance.\*
- Insurance company (and remember to follow up).
- Embassy Officer, to obtain his/her advice.

*Procedures to follow when the death of an exchangee occurs:*

- Ascertain that the deceased is the exchangee.
- Contact all of the above individuals.
- Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
- Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to exchangee's home country, or arrange for burial or cremation, according to the parents' wishes.
- Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the exchangee's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.
- Appoint a reputable air-transport agent to airlift the casket to the exchangee's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being accidentally off-loaded at an intermediate airport. The arrival flight details should be correctly passed to the deceased's parents so that they can make arrangements to receive the casket. Give copies of the death certificate, embalming certificate, casket sealing certificate, import and export permits, and passport to the transport company and must accompany the casket on the airplane.
- Hold a memorial service for the exchangee.

**Remember to write a complete report to your district governor. Send copies to Rotary International and to the exchangee's home district and Rotary club.**

*\* If accident occurs away from the host area, you may want to contact a local Rotary club for assistance and guidance.*



# ***Integrating Youth with Disabilities into Rotary Youth Exchange***

In the guidelines for the Youth Exchange program, you will find the following paragraphs:

*The Board encourages the involvement of people with disabilities in the Youth Exchange programs and other youth projects where and when this is possible and agreed upon between the sponsoring and receiving clubs or districts.*

*The Board recommends that district governors appoint one member of their district Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in both long-term and short-term exchanges.*

Many exchanges involving students with disabilities have been successfully executed by Rotary clubs and districts. Often, these exchanges bring unique rewards to participants. Clubs and districts participating in such exchanges need only follow a few specific guidelines to conduct a successful and rewarding exchange.

When your club or district is interested in involving a student with disabilities in your Youth Exchange program, you need to develop focused recruitment strategies. You can do this by:

- Sending promotional materials to organizations that offer services for individuals with disabilities (schools for the blind, disability groups, independent living centers, recreation programs, school districts).
- Publicizing the program in media targeted at individuals with disabilities (disability-related magazines, newsletters, Internet discussion groups, or e-mail listservers).
- Inviting a disabled individual to participate on your recruiting committee. This person will have insight and contacts that you may not have considered.
- Developing application forms and promotional materials in large print or in audio for visually impaired candidates.
- Including pictures of people with disabilities in your promotional material or running stories in your local newspaper that encourage people with disabilities to apply to your program.

## **Screening**

The selection process is often competitive and complex when choosing a candidate to study abroad, and a person with disabilities may have less experience with interviews or public speaking than other students applying. As a result they may not do as well during the interview process or meet all the criteria. Please keep this in mind during the interview process and, if possible, include a person who has a disability or has experience in working with individuals with disabilities as part of your interview team. If you are not aware of anyone with these qualifications, seek assistance from a local organization that works with disabled individuals.

Once you have found a qualified candidate, you should determine exactly what the student's needs are.

### *Physical needs:*

- Will the student need a wheelchair-accessible home (with a ramp, adapted toilet, etc.)?
- Can the student ride public transportation? Is a wheelchair-accessible transportation service available in the host community?
- Will the student need assistance in daily tasks, such as dressing?
- Will a visually impaired student need a volunteer to help with orientation to new surroundings?
- Does the student have any dietary restrictions?
- Does the student take any medications? Must the student be in the care of a physician during the exchange period? If so, how will you locate a doctor to assist with medical care?

### *Communication needs:*

- Does the student communicate in sign language, orally, or in some combination of these two methods?
- Must the host family be able to communicate via sign language? What type of sign language?

Often you will find that what the student needs is readily available in your community and/or the host community.

### **Finding host district/host families**

Once you have determined your student's needs, you will need to find the appropriate district to host a student with disabilities. Here are some tips for finding this district:

- Target districts that want to sponsor a disabled student themselves; frequently a reciprocal exchange can be arranged.
- Be sure to be specific about a student's needs when proposing the exchange to another district. Often, assumptions regarding a student's needs are well beyond the reality of the student's requirements.

If you are to host a disabled student, you will need to recruit appropriate host families. The following are some suggestions for recruiting host families:

- Organizations that provide services to individuals with disabilities are good places to recruit host families.
- The families of students participating in the program will often be willing to host students from other countries.

### **Need further assistance?**

- Speak with students with disabilities in your community to learn what complications they would foresee experiencing if they were to travel abroad.
- Inquire about your local, state and federal laws regarding people with disabilities.
- Research organizations at your local library or contact Rotary International for further information on other organizations that may be willing to assist you.
- Contact RI to inquire which districts have organized exchanges for students with disabilities.

# Preliminary Outbound Student Application

## Application for a Rotary Youth Exchange District \_\_\_\_\_ Long-Term Program

*Yes, I am interested in representing my country as an exchange student!*

Full Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Country of Residence \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of birth \_\_\_\_\_

Year in school \_\_\_\_\_

Your interests, activities, hobbies: \_\_\_\_\_

\_\_\_\_\_

Your extracurricular activities at school: \_\_\_\_\_

\_\_\_\_\_

Non-native languages you have studied (with number of years studied): \_\_\_\_\_

\_\_\_\_\_

Your past travel experiences: \_\_\_\_\_

\_\_\_\_\_

Reasons you wish to become an exchange student: \_\_\_\_\_

\_\_\_\_\_

What do you hope to accomplish during and after your exchange? \_\_\_\_\_

\_\_\_\_\_

Do your parents support you in your quest to become an exchange student?  Yes  Unsure  No

Parents' and/or Legal Guardians' Signatures: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Return application to: \_\_\_\_\_

Application deadline: \_\_\_\_\_

## **Sample Interview Questions**

*For the student:*

1. What activities do you participate in outside of school?
2. What languages do you speak other than your native language?
3. What opportunities have you had speaking in front of groups?
4. What is your favorite subject in school? Why?
5. What types of books do you read? How many books do you read each month?
6. Why did you apply to become a Youth Exchange student?
7. What do you think is the most important thing about representing your community and country abroad?
8. Describe three issues that are facing your country today.
9. What world event interests you?
10. Have you ever spent any time away from home? If so, where did you go and for how long?
11. Who is a role model to you? Why?
12. Describe your greatest accomplishment.
13. If someone asked you to do something that you did not think was appropriate, how would you handle the situation?
14. Give an example of a personal weakness. How do you think that this will affect you on your exchange?
15. Do you have responsibilities at home? If so, what are they?
16. Do you think that you will get homesick? If so, how will you handle it?
17. Will you attend church with your host family if they are of a different faith? How do you feel about this?
18. How would you go about meeting friends in a new country?
19. What leadership roles have you assumed in school or in extracurricular activities?
20. How do you plan to share your experiences with family and friends when you return home?
21. What is the most difficult decision that you have had to make?
22. What is the most difficult or challenging situation you have faced in your life?
23. What was the happiest day of your life?
24. The customs and food will be very different from home. How will you assimilate?

*For the parents of the student:*

1. How do you feel about your son/daughter going abroad for a year/several weeks?
2. Your son/daughter has expressed interest in traveling to other countries. Do you have any immediate concerns about the countries chosen? Are you willing to let your child go to any Rotary country?
3. Do you think your son/daughter will be homesick? If so, how will you deal with it, and how will you help him/her cope with feelings of homesickness?
4. Do you understand all of the rules of the program? Do you think that your child will be able to abide by them?
5. Whose idea was it to apply for the program? Are you entirely committed to let your son/daughter go on the exchange?
6. Have either of you traveled abroad?
7. Will you object if the student is placed with a family of a different religion?
8. Does your son/daughter enjoy trying new things?
9. Will your son/daughter eat a variety of foods?
10. Does your son/daughter have any medical concerns that we should be aware of?
11. Are you planning any major lifestyle changes while your son/daughter is abroad (e.g., divorce, marriage, moving)?
12. Is any member of the family seriously ill? If so, would you expect the student to return home for a funeral?
13. Would you be willing to host a student from another country in your home? How would you foresee him/her fitting in? How would you make the student feel at home?
14. What advice would you give as your son/daughter were boarding the plane?
15. Do you have any reservations/concerns at this time?



# ***Suggestions for the Exchange Student***

## **Prior to departure**

- Write to companies and local, state, and federal government agencies for pins, flags, maps, etc., of your home country.
- Obtain banners from your sponsor Rotary club.
- Attend a club meeting of your sponsor Rotary club.
- Gather slides of your home, school, family, and friends to take with you on your exchange.
- Learn as much as possible about your host country before you go (customs, currency, climate, voltage requirements, geography, government, history, language, etc.).
- Write to your host family, counselor, and club before you go.
- Send articles to your school and local newspapers to tell them about your upcoming trip.
- Review political situations, industries, and populations in your home country and community before you depart (for example, take a tour of a local industrial plant, business, newspaper, radio station, law-enforcement agency, etc.).
- Make a list of goals or things you want to accomplish during your exchange experience.
- Bring thank-you notes with your country's flag or a picture of the scenery or a national monument. Your thank-you notes will be appreciated by Rotarians who take you places, and they are a nice souvenir to remind them of you and your country.
- Bring a few native gifts for your host families. Make sure that you choose items that are non-breakable and can pack easily (perhaps tea towels, pins, or calendars).
- Bring an address book. Have "business" cards printed with your picture to give to all of the friends you meet while on your exchange.
- Get in touch with former Youth Exchange students or community members who have lived in your host country. Discuss with them what you need to bring, things you may wish to see, and other relevant issues.
- Make two photocopies of your signed passport and of your plane tickets. Take one copy with you (keep it separate from the originals) and leave the other copy at home with your parents. If either document is lost or stolen, the photocopy will assist you in replacing the item.
- Make a list of everything that you put in your suitcase. Keep this in your carry-on bag. This will help you if your bag is lost or stolen en route.
- Take a picture of your luggage and carry the picture with you.
- Put unique identification marks or tags on all your luggage. Many bags look alike.
- If you wear glasses, bring an extra pair. If you wear contacts, bring glasses and your prescription.
- Bring a camera and some extra film. Make sure your name is on your camera and camera case in a way that it can not be removed.

## **Are you really ready to go?**

- Do you have your passport and visa?
- Have you made your travel arrangements?
- Have you corresponded with your host club and host family?
- Have you made any language preparations? Do you have a bilingual dictionary and language tapes? Can you introduce yourself in your new language?
- Have you prepared your slides and/or photos for presentation? Take 20 or 30 good pictures of yourself, your family, school, local sights, etc. Have you rehearsed your presentation?
- How are your parents going to send you money? Do you know the exchange rate?
- How will you handle initial homesickness and loneliness?
- What gifts will you take for your host families and people who become special to you?
- Do you have your "business" cards and thank-you notes?
- What questions are you going to ask of your host family upon arrival? Do you have your "Sample Questions to Ask Your Host Family" (Appendix I)?
- Do you have your sponsoring club banners?
- Have you done your homework on your new country — its history, geography, politics, neighbors?
- Have you made all of your insurance arrangements? Have your parents signed the necessary release forms?

### **On the flight**

- Put a toothbrush and other toiletries in your carry-on bag.
- Bring your blazer on the airplane with you and wear it in the airport when you arrive and when being picked up by your host family. (It will allow you to be easily identified.)
- Do not let strangers carry your bags. Keep your carry-on luggage with you at all times.
- Bring a book to read and a variety of activities (e.g., a crossword puzzle, cards).
- Drink plenty of liquids (juice or water rather than caffeinated beverages) on the plane so you do not become dehydrated.
- Get up and walk around to keep your circulation going. Do not disturb those passengers around you.
- Bring a small amount of money with you so that you can exchange currencies in any airport where you have a connection. You may want to buy something to eat or drink in the airport. In addition, you may need money for transportation once you get to your host country. It's also a good idea to bring traveler's checks and credit cards

### **During your exchange**

- When you arrive, give your passport and airline ticket to your counselor or host family to keep in a safe place. Make sure that they put it somewhere where it can be accessed 24 hours a day in case of an emergency
- Keep a copy of your health insurance policy with you at all times in case a medical emergency should arise unexpectedly.
- Learn the language of your host country to the best of your ability. This will help with your transition and impress your hosts. If the hosts want to learn your native language, set aside some time to help them but speak your native language as little as possible otherwise.
- Work hard to be a good student.
- Get involved in local and school activities. Continue with activities you participate in at home and try new ones!
- Be polite and say thank you.
- Smile.
- Try new things. This is your chance to experience the culture of another country.
- Learn to listen and observe. Do your best to adapt to life with your host family.
- Help with household chores as needed.
- If you are not sure about something, ask — and listen to the answer.
- Keep a travel diary and include souvenirs so that you will be able to share your time abroad with family and friends at home.
- Get involved with your host Rotary club. Think of ways to meet all of the Rotarians in the club.
- Participate in Rotary club projects.
- Write to your sponsor Rotary club. Rotarians gave you this opportunity and they would love to hear how much you are enjoying the experience.
- Try all foods offered to you.
- Be flexible and adapt to your new environment.

### **After your exchange**

- Keep in touch with the friends you met abroad.
- Be patient and realize that it will take time for you to readjust to returning home.
- Share your experiences with your family and friends.
- If possible, contact people in your community who were born or lived in your host country. This will enable you to maintain your newly acquired linguistic skill and reflect on your adventure.
- Give a presentation to the Rotary club that sponsored you, sharing all the highlights of your exchange.
- Stay active with your district's Youth Exchange program. Help with the interviewing, selection, and recruitment of students.
- Join an exchange student alumni group or ROTEX group if available.
- Join an Interact club or a Rotaract club or attend a RYLA camp.
- Continue to promote international understanding and goodwill.
- Write to your host families, counselor, and host Rotary club to thank them for their support during your year.
- Keep in touch with your sponsor club. They will be interested to hear from you even years after your exchange.

# ***Sample Questions to Ask Your Host Family***

In general, ask the questions that you feel are the most important the first night and then ask the other questions over the next few days. Remember, when in doubt ask, and always try to be open and honest with your host family and your Rotary counselor. Good communication is essential for a successful exchange.

1. What do I call you?
2. What am I expected to do daily other than make my bed, always keep my room tidy, and clean the bathroom every time I use it?
3. What is the procedure for dirty clothes?
4. Where do I keep clothes until wash day?
5. Should I wash my own clothes and underclothes?
6. Should I iron my own clothes?
7. May I use the iron, washing machine, sewing machine at any time?
8. When is a convenient time for me to use the shower/bath (a.m. or p.m.)?
9. Where may I keep my toiletries?
10. May I use the family's bathroom toiletries (toothpaste, soap, etc.), or am I responsible for purchasing my own?
11. What time will meals be served?
12. What can I do to assist at mealtimes (help prepare meals, set the table, wash dishes, empty garbage)?
13. May I help myself to food and drink any time or should I ask first?
14. What areas of the house are strictly private (parents' bedroom, study/office)?
15. May I put pictures or posters in my room?
16. May I rearrange my bedroom?
17. What are your rules for me with regard to alcohol and smoking?
18. Where can I store my suitcases?
19. What time must I get up (on weekdays, on weekends)?
20. What time must I go to bed (on school nights, on weekends)?
21. What are the rules for going out at night and at what time must I be home? Can exceptions be made if I ask in advance?
22. May I have friends spend the night or visit during the day?
23. What are the rules about me using the telephone? Must I ask first?
24. May my friends call me?
25. May I call my friends?
26. May I make long-distance calls?
27. How do you want me to keep track the costs of my telephone calls?
28. What is the procedure for mailing letters? What address do I use for my incoming mail?
29. Do you have any dislikes, such as chewing gum, wearing a hat or curlers at the table, loud rock music, or smoking?
30. Do my host brothers or sisters have any dislikes?
31. What are the dates of your birthdays?
32. What are the transportation arrangements (car, bus, bike, walking, etc.)?
33. May I use the stereo, TV, computer, etc., at any time? Are there restrictions on computer and Internet use?
34. What are the rules about attending religious services?

35. Would you like me to phone home if I will be more than 30 minutes late?
36. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
37. What arrangements should I make for school lunch?
38. Does the Rotary club pay my cost of travel to school?
39. Am I to attend Rotary club meetings? If yes, how will I get there?
40. What else can I do around the house (yard work, help clean, babysit)?
41. Please tell me how to interact with the house servants (where applicable).
42. Is there anything else you would like me to know?



# Rotary District \_\_\_\_\_ Youth Exchange Quarterly Report

Please provide the following information each quarter during your exchange. Be honest with your responses and inform us of anything you feel is important for us to know. If we are not aware of a problem or a concern, we cannot help you. Please print neatly. Thank you.

Quarter: \_\_\_\_\_ Mail by: \_\_\_\_\_

Student's name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Rotary club: \_\_\_\_\_

Host Rotary club: \_\_\_\_\_

Counselor's name: \_\_\_\_\_ Residence telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Counselor's address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Current host family's name: \_\_\_\_\_ Residence telephone: \_\_\_\_\_

Current host family's address: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

List names and ages of host family brothers and sisters: \_\_\_\_\_

Date of anticipated transfer to next host family: \_\_\_\_\_

Next host family's name: \_\_\_\_\_ Residence telephone: \_\_\_\_\_

Next host family's address: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you regularly receive your monthly allowance?  Yes  No

Amount of allowance received in local currency per month: \_\_\_\_\_

Have you had any public speaking engagements this quarter (e.g., Rotary gatherings, school, etc.)?  Yes  No

If yes, please tell us about the event and give examples of questions asked by the audience: \_\_\_\_\_

Do you attend Rotary meetings?  Yes  No (How often do you attend? weekly / bimonthly / monthly)

What other Rotary functions/events have you attended this quarter? \_\_\_\_\_

Have you been the guest of any Rotary members other than your host families?  Yes  No

If yes, what have you done with them (e.g., gone to their house for dinner, gone on a trip?) \_\_\_\_\_

Please give a brief account of contacts with your counselor this quarter (How often do you meet? Who initiates the meeting you or the counselor? Do you feel that you are being listened to?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tell us how you feel about your relationship with each of the following:

	Excellent	Good	Average	Poor
Host Club				
Club Counselor				
Current Host Family				
School Friends				
Natural Parents				

Please explain any unsatisfactory relationships and list ways in which you think that they can be improved.

\_\_\_\_\_

\_\_\_\_\_

### Additional Questions

Have you experienced any health problems this quarter? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you appeared in the newspaper, on the radio, or on television? (Please attach articles if applicable)

\_\_\_\_\_

\_\_\_\_\_

What is the best way for us to contact you?  Mail  Telephone  Fax  E-mail

List preferred contact information here: \_\_\_\_\_

\_\_\_\_\_

Do you have any additional concerns, questions, or problems that we can help you with or you would like to make us aware of?

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Send this form to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please remember to include a personal letter to your Youth Exchange officer. They want to hear how you are doing! Comment on how you feel about being an exchange student in a different culture? What are your challenges? Success stories?

# Host Family Application

(Please print in ink or type)

\_\_\_\_\_  
Husband's full name

\_\_\_\_\_  
Wife's full name

\_\_\_\_\_  
Residence address

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Residence telephone

\_\_\_\_\_  
Residence Fax

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Husband's occupation

\_\_\_\_\_  
Business telephone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
Wife's occupation

\_\_\_\_\_  
Business telephone

\_\_\_\_\_  
Business Fax

Age group: Husband:  Over 25  Over 35  Over 45  Over 55

Wife:  Over 25  Over 35  Over 45  Over 55

Husband's country of birth: \_\_\_\_\_

Wife's country of birth: \_\_\_\_\_

Religious background or affiliation: \_\_\_\_\_

## List all children:

Name	Sex	Age	Lives at home?
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No

List all other persons living in your home:

Relationship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate foreign language background, if any, for family members: \_\_\_\_\_

\_\_\_\_\_

Name and address of school which student will attend (if applicable): \_\_\_\_\_

Do you have neighbors or friends with secondary school-aged children? \_\_\_\_\_

Please list your hobbies and special interests: \_\_\_\_\_

Please list the hobbies and special interests of your children: \_\_\_\_\_

Organizations and clubs to which family members belong: \_\_\_\_\_

Have family members lived or traveled abroad? If so, outline which member traveled abroad, the year and where they went. \_\_\_\_\_

Please indicate if you have pets in your home:  Cats  Dogs  Other(s): \_\_\_\_\_

Please indicate if you are applying to host a student for:  
 short-term (2-6 weeks)  academic year (3-4 months)

Please indicate the following: My family can receive a:  Boy  Girl  Either

Would prefer to host a student in the:  Fall  Winter  Spring  Summer

Please indicate your feelings about a student who smokes:  
 Will receive smoker  Prefer non-smoker, but will accept smoker  Will not receive smoker

Will the student share a bedroom?  Yes  No If yes, with whom? \_\_\_\_\_

Indicate briefly your main reasons for wishing to participate in this type of program: \_\_\_\_\_

Please describe other hosting experiences you have had: \_\_\_\_\_



Please list three personal references (including their addresses and phone numbers):

1. Name _____	Relationship to you _____
Address _____	
City, State/Province _____	Postal Code _____
Residence telephone _____	Business telephone _____
2. Name _____	Relationship to you _____
Address _____	
City, State/Province _____	Postal Code _____
Residence telephone _____	Business telephone _____
3. Name _____	Relationship to you _____
Address _____	
City, State/Province _____	Postal Code _____
Residence telephone _____	Business telephone _____

How did you learn about Rotary and hosting exchange students? \_\_\_\_\_

If you have any additional comments you would like to include please use the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know of any other families that may wish to host students? If yes, please list their contact information below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If selected as a host family, do you agree to treat the student as your own son or daughter and to provide appropriate parental supervision?  Yes  No

Please sign below:

Husband's signature: _____	Date: _____
Wife's signature: _____	Date: _____

# Post Exchange Evaluation

## Host Family

Thank you for your support in hosting our exchange student. To enable the district and club committee to evaluate our program and make future exchanges more enjoyable and effective, we request that you evaluate your experience. In addition, we would like you to let us know your appraisal of how we prepared and advised your family so that we may better prepare other host families for this experience.

Name of student: \_\_\_\_\_ Date of hosting: \_\_\_\_\_

Did the Rotary club adequately explain the exchange program and discuss your responsibilities before your student arrived?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

Did you receive the student's application and further information on the student prior to arrival?  Yes  No

If yes, should anything else be included in the material provided? \_\_\_\_\_

\_\_\_\_\_

How would you describe your contact with the hosting Rotary club while the exchange student stayed with you?

Often  Occasional  Rare  None

Did you have contact with the exchangee's natural parents?  Yes  No

How would you categorize your relationship with the student?

Excellent  Good  Adequate  Cause for concern

Please explain: \_\_\_\_\_

\_\_\_\_\_

If problems occurred, did the student respond to discipline and assistance?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

Did the student get involved in your family activities and chores?  Yes  No

Did the student respect the family and share with you where they were going, with whom, time of return?

Yes  No

Do you feel that the student shared their experiences, attitudes, with you (re: school, friends, social events, rules, etc.)?

Yes  No

Did the student have enough money to support him/herself?  Yes  No

The length of stay was:  Adequate  Too short  Too long

Was your experience what you expected?  Yes  No

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you host an exchange student again?  Yes  Maybe  No

How did you feel when the student left?  A sense of accomplishment  Sad  Relief  Other

Do you have any comments on how we might improve the overall program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments?

Thank you for your support and sharing your experiences with us. Please return this evaluation to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Post Short-Term Youth Exchange Program Evaluation

## Student

Now that you have returned from your exchange experience, we would like you to take the time to answer the following questions. It is our goal to improve the program for future participants by using your feedback.

Your name: \_\_\_\_\_

Country(ies) visited: \_\_\_\_\_

How did you hear about the program?

School    Former participant/friend    Rotary club    Advertisement    Other

My experience overall was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
My travel arrangements were:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
My host family was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
The pre-departure orientation I received was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
The arrival orientation I received was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other

The best part of the exchange was: \_\_\_\_\_

\_\_\_\_\_

The worst part of the exchange was: \_\_\_\_\_

\_\_\_\_\_

I  *would*  *would not* recommend the Rotary Youth Exchange program to a friend/relative.

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for sharing your experiences with us. Please return this evaluation to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Post Long-Term Youth Exchange Program Evaluation

## Student

To help us continue to improve our program, please answer these questions as honestly and with as much detail as possible. Please feel free to attach additional sheets if necessary.

Name	Host country
Sponsoring Rotary club	Sponsoring Rotary district
Hosting Rotary club	Hosting Rotary district

## Orientation

How would you rate the orientation/training you received prior to departing on your exchange?

Excellent  Good  Adequate  Poor

What would you suggest to improve the pre-departure orientation? \_\_\_\_\_

\_\_\_\_\_

What was the most helpful or what did you like best about the orientation? \_\_\_\_\_

\_\_\_\_\_

Were you well prepared for the challenges of spending a year abroad?  Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Did you understand Rotary and the purpose of the exchange well enough before you left?  Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Did you receive orientation when you arrived in your host country?  Yes  No

If yes, how would you rate the orientation/training you received in your host country?

Excellent  Good  Adequate  Poor

## The Year Abroad

How often were you invited to attend Rotary Meetings?

Weekly  Bi-monthly  Monthly  Never  Other \_\_\_\_\_

How often did you interact with the Rotary club members (outside of meetings, host parents who were Rotarians)?

Frequently  Occasionally  Rarely  Never

Did your hosting Rotary club meet your expectations? Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Did you have a Rotary counselor?  Yes  No Portion of the year: \_\_\_\_\_

If yes, how often did you meet with your counselor?

Weekly  Bi-monthly  Monthly  Never  Other \_\_\_\_\_

Was your counselor available when you had a problem or concern that you wished to discuss?  Yes  No

If no, whom did you talk to? \_\_\_\_\_

Did you receive your monthly allowance each month?  Yes  No

If no, please explain: \_\_\_\_\_

If yes, how much allowance did you receive? \_\_\_\_\_

(Provide figures in both their currency and your currency.)

Was it enough? What did you use the money for? \_\_\_\_\_

How many host families did you stay with during your exchange? \_\_\_\_\_

How would you describe your relationship with your host families?

1st host family  Excellent  Good  Adequate  Cause for concern

2nd host family  Excellent  Good  Adequate  Cause for concern

3rd host family  Excellent  Good  Adequate  Cause for concern

What do you feel is the best way to communicate, considering your host country's telecommunications?

Fax  Mail  Telephone  E-mail  Other \_\_\_\_\_

How would you rate your travel arrangements?

Excellent  Good  Adequate  Poor

How would you rate your insurance provider?

Excellent  Good  Adequate  Poor

Did your sponsoring Rotary club/district and Youth Exchange chairperson maintain adequate communication with you while you were abroad?  Yes  No

If no, what could be done differently? \_\_\_\_\_

What was the most important thing you learned or gained by being an exchange student?

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What were the most significant experiences during your year? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Return Home**

Would you like to remain involved with Rotary?  Yes  No

Would you be interested in keeping in contact with other former Youth Exchange students?  Yes  No

In general, how are you feeling about being home/going home?

Excited  Happy  Unsure  Sad  Other

Are you currently experiencing any problems or concerns?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the whole experience what you expected?  Yes  No

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please comment on ways we can improve the exchange program overall: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to complete this evaluation. Please return to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Long-Term Youth Exchange Program Evaluation

## Parent/Legal Guardian

Please take a few moments to comment on the outbound orientation, the year abroad, and the readjustment of you and your son/daughter. Answer the questions as honestly as possible to assist the Rotary club and district to better facilitate future exchanges. Please feel free to attach additional sheets if necessary.

Do you feel the pre-departure orientation(s) prepared your child for a year abroad?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

Do you feel the orientation for the parents was sufficient?  Yes  No If no, what could we have done differently?

\_\_\_\_\_

How would you rate your child's travel arrangements?  Excellent  Good  Adequate  Poor

How would you rate your child's insurance provider?  Excellent  Good  Adequate  Poor

Overall how would you rate the sponsoring Rotary club/district response to any questions or concerns you had?

Excellent  Good  Adequate  Poor

Describe the most challenging experience for you while your student was abroad. \_\_\_\_\_

\_\_\_\_\_

Did you have difficulties sending money or packages to your student?  Yes  No

Did you encounter any additional unexpected expenses?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Describe the changes you see in your child. \_\_\_\_\_

\_\_\_\_\_

Would you send another child on an exchange or recommend this program to others?  Yes  Maybe  No

Why or why not? \_\_\_\_\_

\_\_\_\_\_

Was your child's exchange experience what you expected it to be?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this evaluation. Please return to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ***Specifications for Youth Exchange Emblem and Use of Rotary Name***

## **Specifications for Youth Exchange Emblem**

The Youth Exchange emblem is a simplified globe showing three lines of longitude, an equator, three lines of latitude and no land masses. The globe is encircled at the equator with a broad band, the ends of which meet in front of the globe, terminating with the heads of arrows whose points do not touch. The point of the eastbound arrow is on the equator at approximately the center of the design. The point of the westbound arrow is above and slightly to the west of the eastbound arrow's point so that the top edge of the one arrow's point is approximately parallel to the bottom edge of the other.

Superimposed on the eastbound arrow are two stylized male figures and on the westbound arrow two stylized female figures. The two sets of figures appear to be striding toward one another.

A Rotary International emblem approximately 1/3 the diameter of the globe, is superimposed on the design directly beneath the head of the westbound arrow, positioned so that its axis is vertical and so that six of its teeth cross the outline of the globe, slightly to the viewer's right of center. Where appropriate, lines of latitude and longitude may be visible between the spokes of the Rotary emblem or through the center opening.

The words "YOUTH EXCHANGE" are printed below the southern rim of the globe in English, the X in "EXCHANGE" occupying the space from the R to the second I in "INTERNATIONAL". The word "ROTARY" appears above the globe, centered on the same axis as the words "YOUTH EXCHANGE".

The colors are royal blue and gold. You may wish to use the following PANTONE® colors. For Rotary blue use Pantone® 286 and for Rotary gold use Pantone® 129. All the outlines are royal blue, as are the figures and the "depressed areas" in the Rotary emblem wherein the words "ROTARY INTERNATIONAL" appear. The band circling the globe, and the remainder of the Rotary emblem (including the letters) are gold.

The correct proportions are:

diameter of globe	17.5 units
height of taller female figure (to right foot)	7.5 units
height of shorter female figure	7 units
width of band of arrow	5 units
width of arrows across points	8.5 units
height of taller male figure	8 units
height of shorter male figure	7 units
diameter of Rotary wheel	5.5 units
height of Youth Exchange letters	1.2 units
height of Rotary letters	1.2 units

You may obtain the Youth Exchange logo by purchasing the Rotary logos on disk (234) or by purchasing the Rotary Omnibus Emblem sheet (240).

## **Guidelines on the Use of the Rotary Name**

The following guidelines on the use of the “Rotary” name and emblem are RI policy.

Please follow them when naming your program and in any materials you may develop for your Youth Exchange program.

### **Rotary Name**

- The RI Board has determined that any use of the “Rotary” name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.
- New project names or programs not under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e., the name of the participating Rotary club(s) or district(s) must be included when using the name “Rotary”).
- The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

### **Rotary Emblem**

- The Rotary Emblem, like the Rotary Name, represents the international association, RI.
- Whenever the Rotary Emblem is used for a project, program or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.
- The RI Bylaws discourage any joint use of the RI Emblem with the emblem or logo of another organization (“The use of such name, emblem, badge or other insignia in combination with any other name or emblem is not recognized by RI.” RI Bylaws, Article XVIII, 18.020.)

Questions or concerns about these guidelines can be directed to Membership Services at Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201, USA. Telephone: (847) 866-3000, Fax: (847) 328-8554.





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