

**Rotary Club of La Crosse
Inbound Youth Exchange Responsibilities
July, 2017 to June, 2018**

YEO = Youth Exchange Officer – Jack Haase 507-313-1128 cell

YEC = Youth Exchange Counselors –

Co-YEC: Maria Norberg 608-784-5282 work; 715-418-1199 cell

Co-YEC: Eva Marie Restel 608-789-4559 home; 608-406-0111 cell

M = Maria **EM** = Eva Marie

When	What	YEO	YEC
July	Attend Central States Conference – Grand Rapids, MI (optional)	X	M & EM
August	Provide orientation to host families		M
August	Meet student at airport – see that student gets to meet all host families; present welcome gift	X	M & EM
August	Provide student orientation; review rules & secure \$500 emergency fund		M
August	See that student registers for classes	X	
August	Arrange for cell phone for student; club pays for phone and student pays for monthly use		EM
August	Bank account is opened with funds provided by student (YEC assists host family)		M
August	Arrange for student school lunches with Lyn	X	
August	Arrange for student monthly allowances with Lyn	X	
November	See that student makes presentation to club 2 or 3 months after arrival; other periodic updates are encouraged		EM
December	See that student moves to next family		M & EM
December	Advise district of move to next family	X	
January	Attend district training session -- Baraboo (every other year)	X	M & EM
January	Send tax notices to host families	X	
March	See that student moves to next family		M & EM
March	Advise district of move to next family	X	
March-June	Once we learn of student being placed with our club, arrange for 3 host families – inform them of their responsibilities—prepare and submit: <ul style="list-style-type: none"> ■ Host Home Applications to district ■ Host Family Profile to student ■ High School Profile to student ■ Community Profile to student 	X	EM EM EM
March-July	Write to student and parents before arrival so he or she can get a “glimpse” of what their placement looks like and answer questions		EM
April	Email student with links to on La Crosse area and school information		EM

April/May	Send student's paperwork to high school	X	
April	Prepares annual budget for board approval	X	
June	Send club commitment papers and fee to district	X	
Year round	Sees that Inbound student is registered for and attends Rotary YE events	X	
Year round	See that student receives Coulee Report-Lyn	X	
Year round	Register student for district events	X	
Year round	Arrange for rides for student to attend Rotary district events; coordinate with other local clubs and their students	X	
Year round	Assist student and medical providers in completing medical claim forms	X	
Year round	Integrates student into club. Encourage other Rotarians to spend time with Inbound student	X	M & EM
Year round	Continually look for potential host families	X	M & EM
Year round	Establishes rapport with student	X	M & EM
Year round	Refers problems to district coordinator	X	M & EM
Year round	Student advocate		M & EM
Year round	Is familiar with CSRYE policies	X	M & EM
Year round	Meet/call student weekly to determine how things are going; do same with host family; file monthly report		EM
Year round	Keeps log of visits with students and host families (a/k/a the 45 day report)		M
Year round	Arrange for rides for student to attend Rotary meetings (weekly, if possible)		M
Year round	Purchase and present birthday, Christmas and going away gifts from club for student		M

Also, please view these websites for information that is very helpful:

www.csrye.org

www.rotary6250.org/district/in_bound.shtml