



Countdown to September:

Start now to start the RYE year off right.



Rotary Youth Exchange District 5050 YEO & Counselor Training
Preparing for your inbound student
& helping your outbound student get ready to depart

Presented by: Janice Ellis, Felicity Dye & Greg Starup

The inbound “to do” list



- ✦ Contact your inbound
- ✦ Recruit & train *at least* your first host family
- ✦ Ensure your inbound has been accepted to school
- ✦ Complete the Guarantee form
- ✦ Recruit & train your YEO & Counselor
- ✦ Be aware of the 2019 – 2020 RYE calendar of events

Contact your student



- ✦ Nothing is more welcoming than an email to the student.
- ✦ Send them information about your community (perhaps photos & links to interesting information).
- ✦ Tell them about your club.
- ✦ Tell them about their first host family.
- ✦ Introduce them to their school.
- ✦ Ask them if they have questions.
- ✦ Encourage others to contact your student.

Contacting your student



- ✦ Each club has been notified of the name and contact information for their 2018 – 2019 student.
- ✦ If you don't have that information, or don't know how to access it on YEAH (or are not yet an approved volunteer who may have access to YEAH), contact Janice Ellis, Felicity Dye or Greg Starup.

Date: Mon 04/02/2018 23:49

Subject: Rotary Youth Exchange Registration Confirmation

From: Rotary D5050 Youth Exchange

To: mel [REDACTED]

cc: waltejg [REDACTED]@enerb [REDACTED].com;felicity@interconnectsys.com

To: Melissa Tejada Vasquez, Rotary Youth Exchange Student from Peru

Dear Melissa,

Thank you for completing your registration with Rotary Youth Exchange. We have updated your records with the following information:

First Name(s): Melissa
Middle Name(s): Milagros
Last Name(s): Tejada Vasquez
Name you like to be called: Melissa

E-mail Address: melitejadav26@gmail.com

Date of Birth (month/day/year): [REDACTED]

Height: 1.65 meters

Weight: 56.0 kg

Sponsor Rotary District: 4455

Sponsor Rotary Club: 4455

City of Birth: Lima

Country of Birth: Peru

Citizen of: Peru

Passport issued by: Peru

Passport Number: [REDACTED]

Father's Name: Walter Sergio Tejada Galeccio

Father's E-mail Address: [REDACTED]

Mother's Name: Juana Milagros Vasquez Delgado

Mother's E-mail Address: [REDACTED]

If any of the information above is incorrect or incomplete, or you wish to make any changes to it, you can return to the form, for the next few days, and resubmit it. To do so, follow the same link that you used previously:
<https://yehub.net/cgi-bin/W05%5Fget.cgi?PGID=IBPGL&SID=gitFyvexdjP58Brd>
(Note that this link will remain available for only a few more days. After that, you will need to notify us directly by e-mail.)

Please continue to monitor your e-mail frequently, as we will be sending you additional information soon providing many other details about the program.

As always, if you have questions, contact your Country Coordinator, Felicity Dye (felicity@interconnectsys.com).

(Please do not reply to this message, as it was generated automatically. But feel free to reply to your Country Coordinator at the e-mail address shown above.)

What do we know about our inbound students?



- ✧ Our inbound students completed the same process that our outbound students followed.
- ✧ Each student's application has been transmitted to the District Committee. It contains: the student's application, medical record (including immunizations), dental records, educational records, English Language Certification, a letter from the student, a letter from the student's parent(s), and a copy of the student's passport.
- ✧ This information may be shared with all approved RYE volunteers (YEO, Counselor, and host families). It may also be shared with the school that the student will attend.

Host Families



- ✦ Host families are the backbone of all youth exchange experiences.
- ✦ The U. S. will not issue a student his/her J-1 visa and the DS 2019 form until the first host family is “approved.” (Canada does not have this policy).
 - ✓ Practice tip: clubs with an existing RYE program may list a currently approved host family as the “provisional” first host family while the YEO completes the process of vetting the actual first family.
- ✦ If you do not have your first host family identified, this is your highest priority.

Recruiting Host Families



- ✦ Traditionally, the most challenging task for YEOs.
- ✦ Host families do not have to be Rotarian families.
- ✦ Some school districts require students to live with families who are in their catchment area.
- ✦ Students prefer to live with families who have children at home (preferably children who are also attending the same high school).

Training Host Families



- ✦ RYE and the U. S. State Dept. have strict training & vetting expectations. They are:
 - ☐ The Host Family must submit a Host Family Application (available on the D. 5050 RYE Website)
 - ☐ The RYE committee must check 2 references
 - ☐ The YEO must interview the family & inspect the home
 - ☐ All family members over 18 must take an on line Youth Protection Awareness training.
 - ☐ All family members over 18 must obtain a criminal records check.
 - ☐ The YEO must complete an orientation with the family.

School



- ✦ Your second highest priority is to ensure that your inbound student is able to attend your local high school.
- ✦ If you have not contacted your local school district, this is your second highest priority: contact the school district or high school office and determine what steps are required by your district to ensure that your inbound student will be allowed to attend your local high school.

common school requirements



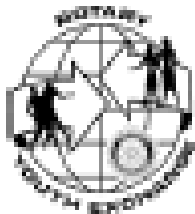
- ✦ Schools commonly require:
 - ☐ The student's transcript
 - ☐ An English language proficiency document
 - ☐ The student's immunization record
 - ☐ A writing sample from the student
- ✦ Schools must sign off on the Guarantee Form, so check NOW with your school district or H. S. to ensure the student has a spot for next year & that a school representative is available to sign the Guarantee Form.

The Guarantee Form

Header

- ✓ Guarantee Forms must be typed
(the District Committee can send you the fillable form)
- ✓ There must be 3 originals
- ✓ All signatures must be in blue ink

Yegins: 17004, Teyin 12010-04-04



Rotary District

Applicant Name

Rotary Youth Exchange – Long-Term Exchange Program

Section F: Host Club, District, & School Endorsements (Guarantee Form / Visa Application Supporting Document)

Full Legal Name as on passport or birth certificate (use surnames for your FAMILY name; e.g., John David SMITH)		Name You Wish to be Called		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Place of Birth (City, State/Province, Country)	Citizen of (Country)	Date of Birth (e.g., 21/04/1999)		

The Guarantee Form

Section A

Section A must be signed by:

- ✓ The District Chair (Greg Starup)
- ✓ The Host Club President
- ✓ The YEO

(A) HOST CLUB AND DISTRICT GUARANTEE

The Rotary Club and Rotary District specified within this section will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of the host country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance as specified below. The host Rotary District agrees to ensure appropriate screening, selection, and training for host families and Youth Exchange volunteers and orientation for the student upon his/her arrival.

Host Country		Host Club Name		Host Club ID #	
Host District #	Monthly Allowance US \$	Arrival Airport in Host Country		Airport Code	Arrival Date(s)
Name of District Youth Exchange Chair		Name of Host Club President		Name of Host Club Youth Exchange Officer	
Signature of District Youth Exchange Chair		Signature of Host Club President		Signature of Host Club Youth Exchange Officer	
Date (e.g., 25/Jan/2008)	Home Phone Number	Date (e.g., 25/Jan/2008)	Home Phone Number	Date (e.g., 25/Jan/2008)	Home Phone Number
E-mail Address of District Youth Exchange Chair		E-mail Address of Host Club President		E-mail Address of Host Club Youth Exchange Officer	

Guarantee Form

Sections B & C

- ✧ Section B must identify the student's Counselor
- ✧ Section C is the school's guarantee (& must be signed by a school official).

(B) HOST CLUB COUNSELOR

Name		E-mail Address			
Address – Street		City	State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number	Fax Number		

(C) SCHOOLING GUARANTEE

<i>(To be completed by the school the applicant will attend in host country.) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.</i>					
Name of School		Phone Number	Fax Number	Date School Starts	
Address – Street		City	State/Province	Postal Code	Country
Affix School's Stamp or Official Seal	Name and Title of School Official		Signature		
	E-mail Address		Date (e.g., 25/Jan/2008)		

Guarantee Form

Section D



- ✧ Section D lists the first host family's information.

(D) FIRST HOST FAMILY

Name of Host Father	Host Father's E-mail Address	Business Phone	Mobile Phone	
Name of Host Mother	Host Mother's E-mail Address	Business Phone	Mobile Phone	
Host Family Home Address - Street	City	State/Province	Postal Code	Country
Home Phone Number	Names and Ages of any Other Adults (18 years of age or older) in the Home			

HOST DISTRICT: Please return at least two originals of the completed Endorsements/Guarantee Forms to:

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Training YEOs



- ✦ Returning YEOs can skip this part of the presentation.
- ✦ If host families are the backbone of the RYE experience, YEOs are the brains. YEOs are on point to address all the administrative tasks related to RYE.
- ✦ New YEOs, club Presidents & Youth Services Chairs: take heed: all RYE volunteers must be fully approved as soon as possible.
- ✦ Once approved, YEOs will need separate training on the RYE database, “YEAH” (Youth Exchange Administration Hub)

Training Counselors



- ✦ If host families are the backbone of the RYE experience, and YEOs are the brains, Counselors are the heart.
- ✦ Counselors are expected to have regular contact with their student, be a confidant and advocate for the student, and check in with the host families.
- ✦ Counselors must file monthly reports in YEAH.
- ✦ Counselors help YEOs with the administrative tasks.
- ✦ Counselors also need to be trained. And, once trained, they need additional training on YEAH.

YEOs & Counselors



✦ YEOs & Counselors must be fully approved RYE volunteers. They must:

- ☐ Submit a Volunteer Application (on the D. 5050 RYE website)
- ☐ Each applicant must identify three references. All references will be checked.
- ☐ Each applicant must have a clean criminal background check (run annually in the U. S.; every 24 months in Canada).
- ☐ Each applicant must pass the on line Youth Protection Awareness training.
- ☐ U. S. YEOs & Counselors must take the on line U. S. State Department training (now available through NAYEN).

The 2018 – 2019 calendar



- ✦ The RYE year is busy.
- ✦ All YEOs and Counselors must be aware of the 2018 – 2019 calendar and ensure that they, their clubs, their student & their student's host families are on top of the calendar of events.
- ✦ The event calendar is on the D. 5050 RYE website

Academic Year 2017/18

Inbound Orientation	Sept. 22-24
Bellingham Street Scramble	Nov. 11-12
Outbound Interviews -US	Nov. 18
Outbound Interviews- CA	Nov. 19
Chilliwack Lighted Parade	Dec. 2-3
Ski Weekend	Jan. 26-28
Y.A.I.L (club sponsored)	Feb. 2-4
RYE Committee Meeting	Feb. 3
First Outbound Orientation	March 4
NAYEN Conference	March 15-17
District Assembly	April 7
District Conference	May 10-13
Second Outbound Orientation	June 24
Rotex (Rebound) Event	July 28 (TBD)

Ongoing:

YEO Training Webinar	First Thursday/month
RYE Committee Webinar	Third Thursday/month

Academic Year 2018/19

YEO/Counselor Training Day (am)	Sept. 15
RYE Committee Meeting (pm)	Sept. 15
Inbound Orientation	Sept. 20-22
Outbound Application Help	Oct 28 7-9 pm webinar
Bellingham Street Scramble	Nov. 10-11 (TBD)
Outbound Interviews-US	Nov. 17
Outbound Interviews-CA	Nov. 18
Chilliwack Lighted Parade	Nov. 30- Dec. 2
Ski Weekend	Jan. 25-27
Y.A.I.L (club sponsored)	Feb. 1-3
RYE Committee Retreat	Feb. 3
NAYEN Conference	March 15-17 (TBD)
District Assembly	March (TBD)
District Conference	April 12-14
Second Outbound Orientation	June 23
Rotex (Rebound) Event	July 27 (TBD)

Ongoing:

YEO Training Webinar	First Thursday/month
RYE Committee Webinar	Third Thursday/month

Color Key: Blue=Outbound Activities Green= Inbound Activities Red= YEO/Counselor Activities Purple= Inbound and Outbound Orange= Rotex or Rebound Students Black= District Events

More Details for these events will be sent out, typically 30 days prior to the event. Or feel free to contact Felicity Dye: felicity@interconnectsys.com 360.815.3199

The outbound “to do” list



- ✦ Ensure your outbound makes training #2 on 6/24
- ✦ Encourage your outbound to prioritize language acquisition
- ✦ Encourage your outbound to communicate with their host club & family
- ✦ Ensure your outbound has obtained their visa, air tickets, insurance & etc.
- ✦ Ensure your outbound student knows about agencies like Tzell and It's Your World Travel, if they want assistance making the visa and travel arrangements.


But wait, there's more!



- ✦ Start recruiting next year's outbound student NOW, before summer break.
 - ✓ Students who are interested in RYE for the 2019 – 2020 school year must submit their letter of interest in September, 2018.
- ✦ YEO's & Counselors must be trained in and comfortable with YEAH, the Youth Exchange Administration Hub.
 - ✓ YEAH fluency is essential for accessing information, submitting reports, inputting the student's travel itinerary, etc.

Next Training: June 7, 2018

7:00pm – 8:00pm



I love you,

YEAH,

YEAH,

YEAH!!!

(YEAH training – don't miss it)