

Recruiting students the D5400 Youth Exchange program: a guide for clubs

Revised 19-June 2017

Rotary Youth Exchange (RYE) is a true one-to-one exchange. Rotary sends out an American student for every foreign student taken in exchange. Although the students are only in country for one year, our planning process is a 24-month cycle, and two cycles overlap one another. Finding the best students to go on exchange is one of the first steps in the process.

How to recruit Outbound youth exchange students

To recruit superior students who are interested in becoming Outbound students, the following steps have proven very successful. Adapt as you see fit to suit your particular situation.

NOTE: If you need help with any aspect of this recruiting effort, contact your District Outbound Coordinator. We are here to help with this process and willing to participate in any element of this effort.

1. Schedule time with your local high school(s) to speak with teachers in early May and/or in August before school starts.
2. Gather or develop information for the meeting:
 - a. Use the slide deck provided by Outbound Coordinator, if that's helpful
 - b. Use the introductory document/brochure to the program that we provide students.
 - c. Make copies of the simple nomination form for teachers to provide names during the meeting.
 - d. Gather names of prior students from the school that went on exchange.
3. During the meeting provide the materials and make sure to cover the following points:
 - a. Cover the program and give the teachers whatever materials you brought.
 - b. Provide a list of past students who successfully went on exchange—if these students are known to the teachers, it this gives them an idea of the qualities needed.
 - c. Ask for nomination forms to be completed during the meeting.
 - d. Make sure to tell teachers about the 3-year cycle (prebound > outbound > in-country > return > rebound), and about the age limitations: must be between 14.5 and 17.5 years old when they apply in August/September.
 - e. Discuss our need for hosting Inbound students: this is a true one-to-one exchange. It is likely that we will be asking for a placement in the school—ask about the schedule for making this request.
 - f. Ask for permission to arrange an informational meeting at the school in early September to speak with students who are nominated and others who are interested as well. (Sometimes connections with students in foreign language classes is a good fit, so promote this meeting within those courses too.)

4. From the nomination forms, compile a list of candidates.
5. Write a letter to these students and their parents. Let them know that their teacher nominated them for consideration and invites them to an informal meeting in early September. The school secretary can often help you obtain addresses – or you can deliver the letters to the secretary to be delivered during school.
6. Send a letter to each of the nominated students and their parents. The letter explains the RYE Program, tells them they have been nominated, and invites them to an informational meeting.
7. At the early-September meeting, present a more detailed description of the program is presented, questions are answered, and students who are still interested are given a “preliminary application,” which should be due back to the Rotary club by mid-September.

If at all possible, invite a past exchange student (a “rebound” student) to join you at this meeting. The rebound students love sharing their experience and as a peer to the attendees, they can be much more impactful.

8. Those that qualify are scheduled for interviews with the local club RYE Committee, and the final selection of local candidates is made.

NOTE: As soon as you know whether you are nominating students for the final selection process, make sure to contact the District Outbound Coordinator and YE Chair to share this information. They need it to help with their own planning.

9. The candidates nominated to move on by the local Rotary club must fill out the long application and attend the district outbound interviews (typically the first or second weekend of November) in Buhl at Buhl High School.

This method of recruiting has been extremely successful because it gives teachers ownership in the program and it identifies many more qualified students than other recruiting methods. From the students’ perspective, being nominated by a teacher makes it an honor to the student, who may not have otherwise considered applying. Over the years, many students who have been nominated in this way have attended the informational meeting and then waited a full year before applying. Sample forms are included on subsequent pages of this document.

Related documents and materials

The following items are helpful for this recruiting effort.

- Introduction to Rotary D5400 Youth Exchange (separate document)
- Preliminary Outbound Student Application (separate document)
- Nomination form for teachers (below)
- Sample Letter to candidates (below)
- Sample flyer for information session (below)

Major schedule events for club leaders and students | 2017-19

Apr-15 to June 1, 2017

Promote Rotary Youth Exchange in your local high schools to recruit candidates.

Jun 1 to Aug-31, 2017

Work with your club to officially approve hosting an Inbound student during the 2018-19 school year. **IMPORTANT:** We need this early commitment so that we know how many Outbound students we can recruit and send.

August 25-27, 2017

Mandatory orientation for Inbounds. Club YE leaders may be invited to join as well.

Aug-15-Sep-15, 2017

Promote Rotary Youth Exchange to your local high schools. Receive preliminary applications from Outbound candidates.

Sep-1 to Oct-5, 2017

Clubs hold preliminary interviews and nominate Outbound candidates to the District Committee

Sep-1 to Oct-5, 2017

When your club nominates candidates to move forward, notify Outbound Coordinator Mike Markley [208-861-8879 / mike@markley.com] to coordinate the next steps in the process.

Oct 30, 2017

Long-term exchange Application Form is due to the D5400 Outbound Coordinators.

Nov 4, 2017

District Interview and Selection event in Buhl. Parents of candidates must attend.

Nov 4-25, 2017

Outbound candidates are notified of their status in the program.

Nov 25 to Dec 31, 2017

Outbound Coordinators work through the placement process with our international exchange partners. Students are notified of their student placement as soon as positions are solidified.

Jan 1, 2018

Outbounds begin studying their new language.

Jan 1-7, 2018

Club YEOs work with local high school(s) to secure a spot for Inbound the next school year.

Jan 25-29, 2018

Outbound students attend mandatory training in McCall.

Feb-1 to Mar-15, 2018

Inbound (i.e., foreign students coming to Idaho) paperwork arrives; Inbound students are assigned to clubs by the District Inbound Coordinator.

Mar-15 to May 1, 2018

Clubs must complete the guarantee form for inbound students: find qualified first host family, signatures from club leaders, stamp of approval from school.

May 11-12, 2018 (tentative)

Rotary District Conference – mandatory training for Outbound students and parents. Mandatory for Inbound students as well.

Jun 1 to Aug-31, 2018

Work with your club to approve hosting an Inbound student during the 2018-19 school year.

August 3-5, 2018 (tentative)

Rebound Retreat – debriefing for students returning to Idaho after their exchange.

August 10-31, 2018 (tentative)

Outbound students depart; Inbound students arrive.

August 24-26, 2018 (tentative)
Mandatory orientation for Inbounds.

Aug 10, 2017 to July 1, 2019
Students enjoy their year on exchange. Rotarians
reload for another cycle.

Aug 2-4, 2019 (tentative)
Rebound Retreat – debriefing for students
returning to Idaho after their exchange.

NOTE: For details on the program from a student’s perspective, see the document titled *Introduction to Rotary D5400 Youth Exchange*.

Questions?

Contact a Rotary Youth Exchange committee member for additional assistance:

- John Lodal, YE Committee Chair:
208-559-6507 | jnlodal@gmail.com
- Beth Markley, Outbound Coordinator:
208-484-4424 | beth@markley.com
- Mike Markley, Outbound Coordinator:
208-861-8879 | mike@markley.com
- Natalie Chavez, Inbound Coordinator:
208-860-9807 | idahochavez@gmail.com
- Todd Chavez, Inbound Coordinator:
208-860-9025 | toddchavez4@gmail.com
- Nancy Chinn, Youth Exchange Administrator:
208-344-7070 | nkchinn@msn.com

Nomination Form for Teachers

I nominate the following students for the Rotary Youth Exchange Program. I feel that they meet the necessary qualifications and would be excellent representatives of our school and community. The nominated students are within the top third of their class and are active in extra curricular activities and have enthusiastic outgoing personalities.

Student Name: _____

Address (if available): _____

Email & Phone (if available): _____

Student Name: _____

Address (if available): _____

Email & Phone (if available): _____

Student Name: _____

Address (if available): _____

Email & Phone (if available): _____

Nominated by: _____

Email / Phone: _____

Local Rotary Contact: [add this for your club]

DATE September 20, 2012

Dear [Student]:

Congratulations! You have been nominated by one of your high school teachers as an outstanding candidate to become a Rotary Youth Exchange Student. We hope you see this as an honor that reflects a positive evaluation of you as a good student with the qualities of maturity and independence that are necessary ingredients to be a successful exchange student.

Perhaps you have never considered this kind of opportunity, or you don't know enough about the program to make a reasonable judgment. To help you make a more informed decision about the Rotary Youth Exchange program, you and your parents are invited to attend a presentation. An invitation is enclosed with the specifics about this event.

Realizing that everyone's school schedule can be very, very busy, and that attending the informational meeting on Wednesday, September 26, 2012 may not work into your schedule, I also want to let you know that I would be more than happy to talk with you about this program at any time that it is convenient for you. Please feel free to call me at 543-4371 (work) or 308-5371 (cell) with any questions you might have, or to set up a time to get together for a more in depth review.

I hope to see you on September 26th or hear from you, soon.

Should you decide that this program is not for you, we would like to again extend our congratulations to you for being nominated.

Sincerely,

Your Name
Your Rotary Club

Use your own info here



**Cordially invites you to
come to an informational meeting.**

Buhl High School Library

**Wednesday
September 26, 2012
12:06 p.m. to 12:36 p.m.
(bring your sack lunch)**

To help you make a more informed decision about the Rotary Youth Exchange program, you and your parents are invited to attend this presentation to learn the specifics about the program.

**Jim Barker, Rotary Youth Exchange
208-308-5371**