

**Step by Step: Hosting a Rotary Exchange Student**

<u>Duties/Requirements</u>	<u>YEO</u>	<u>LC</u>	<u>Counselor</u>	<u>How/Where?</u>	<u>When?</u>	<u>Who to submit to?</u>
1 Complete Club Commitment and Certification Form (IB-1)	x			Sent via an email to Club Presidents or SCRYE Website	Winter (Dec/Jan)	Rebecca Schultz
2 V-1 form - Vetted (completed by YEO, LC/Counselor)		x	x	SCRYE Website	Before selecting student (Winter/Spring)	V-1 Team
3 Find Host Families (1st family required on Guarantee form)	x	x	x	Announcements, school language classes, etc	1st family must be done before selecting student	n/a
4 Collect HF-1 & V-1s for Host Family(s)	x	D	D	SCRYE Website	1st family must be done before selecting student	Mary Anderson & V-1 Team
5 Select Student				Once you have completed the necessary forms you will receive an email with selection options		
6 Guarantee Form	x	D	D	Application page 9 or SCRYE Website	Between February - June	Rebecca Schultz
7 Pass DOS Test		x		SCRYE Database	Before student applies for VISA (Spring)	Rebecca Schultz
8 Rotary Training Required		x	x	Training Events	Before student arrives (spring)	In-Person Training or Web Conf Training
9 Complete HF-2 (includes specific photo requirements)	x	D	D	SCRYE Website	Before student arrives (spring/summer)	Directly into Database or Mary Anderson
10 Complete HF-4 (different date than HF-2)	x	D	D	SCRYE Website	Before student arrives (spring/summer)	Directly into Database or Mary Anderson
11 Enroll Student in School		x		Contact School	Before student arrives (summer), class selection usual right after student arrives	Work with the school and Host Family
12 Collect \$400 Emergency Funds from Student			x	Counselor usually puts this into a bank account with student's name on it. The account cannot earn interest.	At 1st in-person meeting with the student	n/a
13 Inform Mary Anderson & Chris Knapp of student's arrival.	x	D	D	SCRYE Database > Student Placement	DOS required within 1 week of student arrival, also must be completed within 1 week after each move to a new host family	Directly in Database or Mary Anderson & Chris Knapp
14 Complete HF-3 (within first 2 months of student arrival) <i>Note: Must be completed by different person than HF-2</i>	x	D	D	SCRYE Website	Within 60 days of student's arrival & within 60 days after every move to a new host family	Directly into Database or Mary Anderson
15 Host Family In-Person Visit 1st 6 months		x		SCRYE Database Contact Report	Within first 6 months of student's arrival, must be done with each host family	Directly into Database
16 Host Family Monthly Visit*		x	x	SCRYE Database Contact Report	Each month based on student's arrival date	Directly into Database
17 Student In-Person 1st Month Visit		x		SCRYE Database Contact Report	Within first 30 days of arrival	Directly into Database
18 Student In-Person Monthly Visit			x	SCRYE Database Contact Report	Each month based on student's arrival date, note the "month" dates will change with each new host family	Directly into Database
19 School Monthly Visit*		x		SCRYE Database Contact Report	Each month based on student's arrival date, note the "month" dates will change with each new host family	Directly into Database
20 Take the Student to Rotary Meetings	x	x	x	Work with school for excused absence	At least 1-2 times per month (weekly if possible)	n/a
21 Complete HF-1, V-1s, HF-2, HF-4 for next host families	x	D	D	SCRYE Forms	Complete at least a month before student moves to next host family	Same as above
22 Repeat steps 13 - 20 with each new host family				SCRYE Forms	DOS needs to know that the student has moved to a new family within 10 days of the move	Same as above
23 Travel Permission Forms Required when Student travels outside of the Rotary District	x	D	D	SCRYE Forms		
			Host Family & YEO	Rotary District Website	At least a week before the travel departure	Doug Peterson

x = responsible person/role

\* Does not have to be IN-PERSON, can be via phone or email

D = YEO job which can be and sometimes needs to be delegated to LC/Counselor, or other committee member

District Teams

<u>V-1s</u>	<u>Duty</u>
Doug Peterson	CBC
Mary Anderson	Database Admin
LouAnn Peterson	References

<u>Overall Compliance</u>
Gary Anderson
Doug Peterson
Mary Anderson

<u>HF-1, HF-2, HF-4</u>	<u>Database Admin</u>
Mary Anderson	Database Admin

<u>IB Training</u>
John Schultz
Rebecca Schultz
Shari Bender
Full Committee

<u>HF-3</u>	<u>Database Admin</u>
Mary Anderson	Database Admin

<u>Websites</u>
<a href="http://SCRYE.ORG">SCRYE.ORG</a>
<a href="http://rotary6000.org">rotary6000.org</a>
<a href="http://YEORESOURCES.ORG">YEORESOURCES.ORG</a>

<u>OB Training</u>
Amber Hoffman
Paul Kalainoff
Greg Probst
Full Committee

**Reminders/Notes**

YEO and Counselor CANNOT be the same person  
 Student should receive a monthly stipend from the club of \$75, plus lunch of about \$50 per month.  
 LC and Counselor should be the same person and the same gender as the student.

**Regular Requirements**

Volunteer Training is required for all Volunteers once a year.  
 DOS test is required for all LCs once a year and highly suggested for YEOs.  
 CBCs are required to be run once a year for all volunteers.  
 DOS needs to know within 10 days of each move to a new host family.

**Forms**

- V-1 [SCRYE.ORG](http://SCRYE.ORG)  
 Volunteer Form for vetting and background checks
- HF-1 Host Family Application
- HF-2 Host Family In-Home Interview (photos)
- HF-4 Host Family Orientation
- HF-3 Host Family Second In-Home Visit
- IB-1 Club Certification
- Travel Permission Request to travel outside of District 6000

List of Contacts

<u>Primary Contacts</u>	<u>Primary Role(s)</u>	<u>Email</u>
Doug Peterson	District Chair	louamdoug@mchsi.com
Chris Knapp	Travel Permission, CBCs	knappc1@mchsi.com
Amber Hoffman	Vice Chair & DOS ARO (Visas)	amberjulihoffman@gmail.com
Paul Kalainoff	Outbound Coordinator	kalainoff@gmail.com
Greg Probst	Outgoing Outbound Coordinator	greg@icdesigns.com
Rebecca Schultz	Outbound Trainer	schultz.rotary6000@gmail.com
John Schultz	Inbound Coordinator	johnmschultz@gmail.com
Shari Bender	Inbound Trainer	scbender89@gmail.com
Mary Anderson	Rotex Liaison & Inbound Assistant	maryanderson@iowatelecom.net
LouAnn Peterson	Database Admin & DOS LC Test	lpp72471@gmail.com
Gary Anderson	Reference Checks	garyanderson@iowatelecom.net
Liz Nichols	Compliance Officer	liznichols@gmail.com
	Event Logistics	

**District Committee**

<u>Last Name</u>	<u>First Name</u>	<u>E-mail Address</u>
Anderson	Gary	garyanderson@iowatelecom.net
Anderson	Mary	maryanderson@iowatelecom.net
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Weich	Gary	gwelch3002@msn.com
		district6000rotex@gmail.com

District 6000 Rotex