**District 6440 YEO Instructions for**

**2022 Summer Short-Term Exchanges**

**PROGRAM REQUIREMENTS:**

1. Age range at time of exchange: 15 ½ - 18 ½.
2. Must agree to reciprocate the program and provide exchange student with their own bed.
3. Minimum 3 weeks in each country. ***Rotary International has suspended all exchanges until July 1, 2022 due to Covid-19. Therefore, this minimum requirement can be relaxed to fit into the reduced exchange window.***

**RECRUITMENT:**

1. Create enthusiasm in your community for the Rotary Short-term Exchange program. Discuss recruitment opportunities in your schools and churches.
2. Utilize past exchange students and parents to help with the requirement with recent stories.
3. Set deadline for preliminary applications to be turned into the Club YEO.

**1ST MEETING (CLUB LEVEL INTERVIEW):**

1. Visit and interview student and parents in their home. Suggest more than one club representative participate in the interviews.
2. Qualify the student and family to be suitable for the program. Ask questions to get to know the student: assess their social awareness and qualities of an exchange student; interests; willingness to try to new things such as food, activities, going to a different kind of religious service; their Rotary knowledge; family commitment to the cost of the program; sibling status and perception of the program; medical or dental issues; and how well the student follows rules.
3. Have the parents show you where the exchange student will be sleeping (separate bed mandatory).
4. Advise when candidate could expect a response on Club sponsorship.
5. Inform them of next step instructions they will receive from District Representatives: Full application, host family application, background checks for anyone over 18), and $150 non-refundable application fee.
6. By December 1st forward to the District Short Term Coordinator or rye.chair@district6440.org the following:
	1. Preliminary application with date of interview
	2. Club Commitment form to confirmation of Club sponsorship

**2ND MEETING (DISTRICT LEVEL):**

1. Prior to meeting, instructions will be provided for student to complete full electronic application, parents to initiate the host family application, and background checks to be completed for anyone living in the home over 18.
2. Club YEO and President signatures are required on the application.
3. Club or District representative will setup time to visit the student and parents in their home to review the application and narrow country selection.
4. Representative is to witness candidate and both biological or legal parents’ signatures (in blue ink) in the permissions and release sections.
5. Family is to scan quality copy of additional documents to: terry.dunleavy@tnrresources.com and cc: Rdunleavy@comcast.net.
6. Family is to provide original copy of additional documents and application fee as instructed.
7. District will notify candidates and YEOs if they qualify for the exchange.

**3RD MEETING (via email, in person or virtual meeting):**

1. The District Representative will try to visit the student and family in person to review the potential match.
2. The District Representative will advise the overseas team of the match acceptance. In same process is occurring overseas.
3. Once both families and Districts are in agreement, the families will be given the go-ahead to communicate and both applications will be shared electronically. Note- that this courtesy might not happen 100% in this flow.

**MANDATORY TRAINING MEETING:**

1. After the student has received a match from the foreign country the 2 exchanging students begin correspondence and the parents decide on suitable travel dates and purchase tickets (both students stay together first in one country and then in the other).
2. ***The student and parents have to attend an orientation meeting before travel (tentatively set for April 30, 2022)***
3. The parents of the student have to purchase health and liability insurance for the student for the duration of the stay in the foreign country (available through Rotary).
4. Families are to provide travel plans and insurance policy information to the District Representative.
5. Inbound Guarantee form completion are initiated by District and require Club approvals.
6. Outbound Guarantee forms completion are initiated by District and will be provided to the family.
7. Student and parent sign committeeman form during training.

**CLUB / DISTRICT VISITS:**

1. YEO to invite the student and parents to a club meeting prior to departure to be introduced to the club and receive a club banner to present to the hosting club in the foreign country.
2. Similarly, when the student returns with the reciprocal partner, both students should be invited to a club meeting and be encouraged to give a small report of their exchange experience.
3. A District event will be planned based on the timing of the matches in the USA. The whole family and YEO are invited to attend.

**RECRUITMENT:**

1. Students are encouraged to provide pictures and share stories of exchange. This might be posted on Rotary Facebook and used for future recruitment.
2. Students and parents are asked to Please pay it forward. (Assist with local recruitment (Fall) and District training (Spring).
3. Ask parents if they are willing to host an inbound long-term student for 3-4 months the following year.

**PLEASE FORWARD QUESTIONS TO THE DISTRICT SHORT-TERM COORDINATOR AND CORRESPONDENT**

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