



COWBOY COUNTRY ROTARY YOUTH EXCHANGE
ROTARY INTERNATIONAL DISTRICT 5440
Long-Term Youth Exchange



RULES AND CONDITIONS OF EXCHANGE – INBOUND STUDENT

Rotary International, District 5440 and Cowboy Country Rotary Youth Exchange (CCRYE) are proud of the Rotary youth exchange program. This program enjoys an outstanding reputation around the world due to the excellent students who serve as Rotary ambassadors and hard work by volunteers. We have high standards and expectations for everyone involved in the program. As a youth exchange student in District 5440 you must understand and agree to abide by the following rules and conditions. Please review this document with your parents, sign where indicated and return a scanned copy of the complete document to your country representative prior to your arrival in District 5440 (no later than July 31).

Strict Rules and Conditions – Violations will result in the student’s immediate return to home country.

- 1) **Obey Laws of the host country** – If you are found guilty of violation of any law (shoplifting, drug or alcohol possession, theft, etc.), you will be returned home as soon as authorities release you. This applies even if criminal charges are not filed.
- 2) **No Drugs** – You may not possess or use illegal drugs. Legal medications prescribed by a physician are allowed.
- 3) **No Driving** – You SHALL NOT under any circumstances operate a motorized vehicle of any kind (including, but not limited to, cars, trucks, all-terrain vehicles, snowmobiles, motorcycles, boats or other motorized watercraft, and airplanes) during the period of the exchange. You are also not permitted to engage in hang gliding, paragliding, or parachuting. You may not be a passenger in privately owned light aircraft (including hot-air balloons) without the prior specific written permission of your natural parents or guardians and approval by your host club and CCRYE. You are also not authorized to participate in a driver education program.
- 4) **Drinking** – The drinking of alcoholic beverages in public places is illegal for anyone under the age of 21. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in their home provided you do not leave the home after drinking and provided your parents approve. Excessive consumption and drunkenness is forbidden.
- 5) **Delinquency** – Your most important duty is to attend school regularly. You must make an honest attempt to succeed and must maintain a “C” average. All absences from school must be approved IN ADVANCE by your host family and the Rotary Club Counselor. Because you are here on a J-1 visa, the Immigration and Naturalization Service may revoke your visa if you are delinquent in school attendance and participation.
- 6) **Downloading** – Excessive or inappropriate use of the internet is not allowed. Accessing or downloading pornographic material is expressly forbidden.
- 7) **Unapproved Travel** – Unauthorized travel may be reason for early termination of exchange. Travel is permitted with CCRYE approval as described later in this document.

- 8) **No Employment** – You may not work for wages or salary while in this program. Your visa does not allow for gainful employment under U.S. Immigration and Naturalization regulations.
- 9) **No stealing** – There are no exceptions.

These items must be completed prior to your arrival

- 1) **Health and Accident Insurance** – You must carry a U.S. insurance policy that covers sickness, accident, life and personal liability through CISI/ Bolduc Insurance. Insurance coverage needs to be effective from the date you leave your home country and remain in effect until you return home. This policy must be obtained prior to arrival and is a condition of obtaining a visa. The premium cost is your responsibility.
 - Other insurance policies may be accepted if it meets the requirements of Rotary International and has a U.S. telephone number for claims information. You should obtain the approval of the CCRYE Chair prior to purchasing another policy as it may not be accepted.
- 2) **Immunization** – You must have proof of proper immunization, including:
 - Hepatitis B (Hep B) – 3 doses
 - Measles, Mumps and Rubella (MMR) – 2 doses
 - Polio (IPV) – 3 or 4 doses
 - Tetanus/diphtheria/acellular pertussis (Tdap)– 1 dose
 - Varicella (chicken pox) – 2 doses (or documented history of disease)
 - COVID-19 vaccination may be required. It is preferable if possible to obtain.

Some exceptions are possible if you have not completed all the immunizations. No waivers will be approved based on religious or philosophical objections. Waivers due to medical contraindications will be considered. Students needing to catch up on some immunizations may be accepted if they agree to catch up on all immunizations, begin prior to arrival, and agree to complete the remaining immunizations upon arrival. Payment for those immunizations will be the student's responsibility.

Violations of these common sense rules and expectations will result in a district review and restrictions. Severe/consistent disregard for these rules will result in early termination of the exchange.

- 1) **Club Counselor** – You will be assigned a member of your host Rotary club to serve as your club counselor to provide advice and guidance to you and assist you throughout your exchange. You should maintain frequent contact with the Counselor and discuss any problems.
- 2) **CCRYE Country Representative** – You will be assigned a member of the District CCRYE committee based on your home country. The Country Representative also provides advice, guidance and assistance to you and serves as the primary liaison between CCRYE and the sponsor district you came from.
- 3) **Host Family** – The host family is responsible for your well-being and you should respect their wishes and requests. You should strive to become an integral part of the host family, assuming traditional duties and responsibilities as a son or daughter in the family (making bed, cleaning room, washing dishes, etc.). You are not to consider yourself a guest of the host family and expect special privileges or treatment. You should respect the discipline in the family, obey host parents, keep host parents

informed as to plans and activities (who, what, where, when and how), and follow the house rules set by the family.

- 4) **Authority** – You are under CCRYE’s authority while participating in the exchange. If you have relatives in the United States, they will have no authority over you while you are in the program. The host Rotary club is your legal guardian during the exchange year. Natural parents or guardians may not directly authorize any extra activities, including travel, by communicating only with you and without approval from CCRYE and the host Rotary Club.
- 5) **Rotary Priority** – Student attendance will be required at some Rotary-sponsored events. These mandatory Rotary Youth Exchange events take priority over all other activities (graduation, prom, sporting events, host family trips, natural family visits, etc.). These mandatory events include a September orientation, a January orientation/ski weekend and the Rotary District Conference in May or June. Other youth exchange events are encouraged but are optional. The schedule for these events is provided at the start of the exchange year.
- 6) **Problem Solving** – In case of difficulties during the exchange, you should consult with your Rotary host network in the following order: Host family, Host Club Counselor, Host Club Youth Exchange Officer, CCRYE Country Representative, and CCRYE Youth Exchange Chair. You should use this chain-of-command unless the situation involves abuse or harassment in which case you may talk with any of the above-listed persons or other trusted adult. You are discouraged from involving your natural parents to help solve problems before working with your Rotary host network.
- 7) **Smoking or Vaping is discouraged** – Smoking or vaping in your host family home is forbidden. Student acceptance by CCRYE and host family placement is based on the smoking statement on the signed application. If you state in your application that you do not smoke/vape you will be held to that position throughout your exchange. Purchase and possession of tobacco products by students under 18 years of age is illegal in the United States.
- 8) **Disfigurement** – New tattoos and body piercing are prohibited during your exchange.
- 9) **Devotion to One** – You should avoid serious romantic activity that would cause you to center all of your interest on one person to the exclusion of the Rotary Youth Exchange Program. Sexual activity is prohibited.
- 10) **Financial Responsibility** – You must have sufficient financial support to assure your well-being during the exchange. You should not borrow money and are expected to pay any bills incurred promptly. Any costs related to your early return or any other unusual costs (medical expenses, language tutoring, tours, etc.), shall be the responsibility of you and your parents. CCRYE will assist with understanding financial obligations and assist you and your parents in communicating with appropriate entities. However, CCRYE does not have financial authority over tour companies, doctors or other entities and will not assume responsibility for debts you owe or refunds owed to you.
- 11) **Emergency Fund** – Some Rotary districts require an emergency fund; however, Rotary District 5440 does not require this. If your natural parents would like to send an emergency fund of \$300-500 USD, we can arrange for the host club to keep it and then refund the unused portion at the end of the exchange. We recommend that each student arrive with a credit card or some other way of quickly getting emergency funding from your natural parents if needed.
- 12) **Computers, Internet, Telephone and Email** – Permission to use the host family computer, internet connection, and telephone must be obtained in advance. Excessive use of cell phones and internet is discouraged (more than 1 hour per day is excessive).

- 13) **Communication with home** – You are discouraged from excessive communications with family and friends from home. Parents need to help with this and not expect constant communication with you. Failure to engage with host families and make new friends is one of the leading reasons for failed exchanges and early return. We recommend no more than weekly contact with family or friends from home.
- 14) **Rotary Ambassador** – As a Rotary youth exchange student you represent yourself, your family, your sponsor Rotary club and district, and your home country as well as your host Rotary district and club. As an ambassador, we have high expectations for you. “The Be’s” were developed for Rotary youth exchange students and we use them as a guide for students to get the most out of their exchange experience.
- Be First – I am a person of action!*
- Be Curious – I seek to understand!*
- Be on Purpose – I am certain of my outcome and move steadily toward it!*
- Be Grateful – I focus on things I can be thankful for!*
- Be of Service – I give of myself!*
- Be Here Now – I live in the moment!*
- 15) **Language** – You must make a sincere effort to learn the English language. If you have language difficulties, you should ask your host club counselor to assist you in enrolling in special language classes. You may be responsible for any costs for tutoring, language camps, or other instruction.
- 16) **Get Involved** – You are encouraged to attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Don’t wait to be invited; ask and volunteer to get involved. Lack of interest on your part is detrimental to your exchange and can have a negative impact on your own exchange and on future exchanges. You are expected to participate in Rotary activities with the host Rotary club and the Interact club in your school. Get involved in your school and community sports and special interest activities. Plan your recreation and spare time activities around your school and community friends. Do not spend all your time with other exchange students or connecting to people from home.
- 17) **School** – The Rotary Youth Exchange program is a Cultural Exchange, not an academic exchange. Credits for course work taken in District 5440 cannot be guaranteed. Your school back home has sole authority on granting credit for course work completed in the US. This is between your home school and the host school. You should not plan on graduating from your host high school.
- 18) **Interscholastic Sports** – Sports are an important part of the American high school culture. Most schools offer team sports for boys and girls in three “seasons”: fall, winter, and spring. Varsity sports compete against teams from other schools; intramural sports match teams from the same school on a less-competitive basis. You are encouraged to participate in school sports and support your school’s sports teams by attending games and cheering them on.
- 19) **Public Speaking** – You may be asked to talk to various groups such as other Rotary clubs, schools and other organizations. You should accept these invitations once you have approval from your club counselor. You should be prepared for these public speaking opportunities and look for opportunities to talk about youth exchange and teach people about your home country and culture.
- 20) **Friends** – You should ask for and heed the advice of host families, counselors and school personnel in choosing friends.

- 21) **Church** – If you wish to attend the church of your faith, you should discuss this with your host club counselor and host family. If possible, this should be arranged in advance. Host families should not attempt to “convert” you to any one religion and cannot require you to participate in religious studies or attend church.
- 22) **Travel** – Travel is permitted with host parents, on school-sponsored trips or on Rotary authorized functions with proper adult chaperones. You may not travel alone or accompanied only by other students. If you are offered an opportunity to go on a trip or to an event with Rotarians or host family you should make sure you understand any costs you must pay and your responsibilities before going. You should not assume you are being invited at no cost and always offer to pay. The host club will arrange for your transportation to required events. Other travel must be approved in advance by the CCRYE Travel Coordinator upon submission of the following on forms provided by CCRYE:
- Written detailed description of the trip, reason for trip, and schedule of travel. This should include airline itinerary and airport transfer arrangements. (Students are allowed to fly in a private plane provided the pilot is FAA licensed and parental releases are obtained).
 - Written approval of host family and Host Club Youth Exchange Officer.
 - Written release from your own parents exempting Rotary of responsibility and liability.
- 23) **Overnight stays** – Brief overnight stays where you spend 1 or 2 nights somewhere other than your current host home are allowed. Brief stays are permitted with host parents, approved Rotary volunteers, on school-sponsored trips or Rotary authorized functions. Overnight stays with people outside of the approved Rotary network (for example, friends of the host family, or the parents of your host parents) are allowed with approval of your current host parents and the host club YEO. Adults must be present in the home during any overnight stay. Your host club YEO will talk with these hosts and provide a high-level overview of the Rotary rules and expectations. All overnight stays must be approved by your host family. If you are staying more than one night away from the current host home, the host club YEO must be notified in advance. Other circumstances are covered in the travel section above. The host club should consult with the CCRYE country representative if there are questions.
- 24) **Visits by parents** – Visits by student parents or legal guardians, siblings, or family while you are on exchange can be distracting. Visits during the first three quarters of the exchange are not allowed. Parental visits may only take place with the host club and CCRYE’s consent and only within the last quarter of the exchange (March or later). You are encouraged to plan well in advance and obtain CCRYE permission before making travel plans and purchasing plane tickets. The following visits are not allowed:
- Friend visits, including boyfriend or girlfriend.
 - During mandatory Rotary events such as district conference.
 - At the end of the exchange year. You need to say goodbye without your parents or family.
- 25) **Route to home** – You must return directly home at the end of your exchange. Stopovers with friends or relatives in other states on the route home are not allowed.
- 26) **Length of exchange** – The term of the exchange is about 10 months, and you should not expect to return home before the end of that period except in an emergency or under other unusual circumstances agreed to in advance by both CCRYE and the sponsor Rotary District. You should arrive approximately 2 weeks before the start of the school year (mid-August) and are expected to remain until the completion of your academic school year and the conclusion of District Conference. We like

students to stay through the July 4 holiday and return soon after that. You can return home no sooner than the end of District Conference and no later than July 10.

- 27) **Reports to the District Committee** – You are required to submit monthly reports to CCRYE. We need input from you on the success of your exchange. Please be honest with us - tell it like it is - we may be able to help. If you are having difficulty with your Host Family, Club Counselor or others, we will attempt to resolve the problem without violating your confidence. If a problem is serious, don't wait until "report time" to alert us – pick up the phone and call or email your CCRYE Country Representative. We can't help you if we don't know something is bothering you! The report is completed online and the link will be emailed to you.
- 28) **Application complete and accurate** – You certify that the information provided on your application, including all information regarding dietary restrictions, physical limitations, medical health, mental health, and prescription medications are accurate. You and your parents agree to promptly update CCRYE regarding any change in those circumstances.
- 29) **Communication Expectations** – CCRYE will communicate with you using email, text messages and phone calls. You must check your email routinely and respond in a timely manner to communications from CCRYE. You must update your CCRYE Country Representative if your email address or US cell phone number changes.
- 30) **Youth Protection and Crisis Management** – Rotary International, District 5440 and Cowboy Country Rotary Youth Exchange (CCRYE) are committed to creating and maintaining a safe environment for all participants in Rotary activities. CCRYE has adopted a Youth Protection Policy to establish standards that protect youth exchange students and provide clear direction to all youth exchange volunteers and students. The Crisis Management Plan was developed to help youth exchange volunteers and participants respond effectively in the event of an emergency involving you or other crises such as a natural disaster or pandemic.
- It is critical that parents adhere to the protocols established in resolving problems. The chain of command for dealing with problems is the Host family, Host Club Counselor, Host Club Youth Exchange Officer, CCRYE Country Representative, and CCRYE Youth Exchange Chair. You should use this chain-of-command unless the situation involves abuse or harassment in which case you may seek out any of the above-listed persons or other trusted adult. You are discouraged from involving your natural parents to help solve problems before working with your Rotary host network.
 - CCRYE has an independent Youth Exchange Counselor who is available to you.
 - A copy of the Youth Protection Policy and Crisis Management Plan are sent to you and your parents by email before the start of the exchange year. The documents are also available on the CCRYE website at <https://rotary5440.org/sitepage/youth-protection-policy-1>
- 31) **Disciplinary procedures** – Rotarians support student success in many ways and realize that young people sometimes make mistakes. CCRYE has high expectations for all youth exchange students and most students meet and exceed those expectations. However, there are some students whose attitudes and behaviors present challenges that must be addressed through disciplinary procedures.
- Using a soccer analogy, we use a yellow card or red card approach to discipline.
 - With a yellow card you are put on notice that behaviors are unacceptable and must change within a certain time frame or there will be consequences. Yellow card behaviors are problematic but don't warrant an immediate early return and can be completely turned around if you change the behavior(s). Depending on the nature of the behavior, the host club or CCRYE may issue a

verbal warning or write a behavior contract. The behavior contract will describe the problem(s), expected changes, proposed timeline and consequences for non-compliance.

- With a red card, the behavior is so serious that it warrants an early termination of the exchange and no corrective actions can save the exchange. Failure to comply with a behavior contract will result in a red card. An accumulation of yellow cards can also lead to an early termination.
- Yellow card and red card decisions are made by CCRYE in consultation with the host club.
- The Sponsor District will be contacted by CCRYE when disciplinary procedures are implemented.

32) **Early Termination of Exchange** – The final decision regarding early termination of an exchange for students hosted in District 5440 lies solely with CCRYE. CCRYE may terminate an exchange early if a student violates the rules and conditions of exchange or in a time of emergency or crisis. CCRYE has a separate agreement regarding early termination of exchange that must be agreed to by the Sending District, the exchange student and parents prior to the start of the exchange.

33) **Data Protection** – District 5440, CCRYE and host clubs will use and disclose confidential information only as necessary to facilitate the rotary youth exchange program.

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CCRYE RULES AND CONDITIONS OF EXCHANGE SIGNATURE CERTIFICATION

Return signature block to address at bottom.

We have read and understand these rules and guidelines for Rotary Youth Exchange and each agree to abide by them. We further agree that the host Rotary club and host Rotary district shall have final authority in enforcing these rules and conditions and any other rules and conditions which may be imposed with due notice.

RYE Student and Parents/Guardians

_____ RYE Student Name	_____ Signature	_____ Date
_____ RYE Parent/Guardian 1 Name	_____ Signature	_____ Date
_____ RYE Parent/Guardian 2 Name	_____ Signature	_____ Date

Return this form to:

This form should be completed before the inbound student arrives in District 5440. Please review the document with your parents, obtain their signatures and upload a scanned copy of the complete document on the webpage where you upload other documents.

Host families should review this document with the student. We do not need you to return a signed copy of the form.