

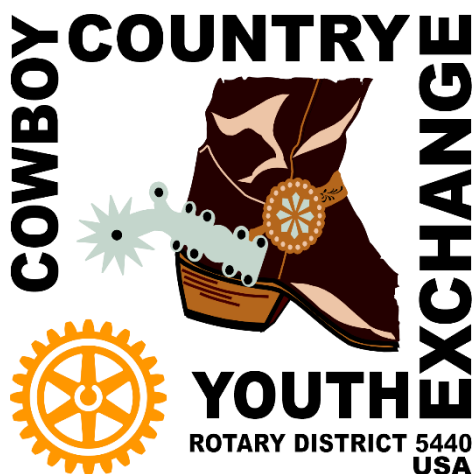


# Inbound Youth Exchange Student Information for 2025-26

Cowboy Country Rotary Youth Exchange, District 5440  
Inbound Student Orientation, September 13-14, 2025

Shell, Wyoming

<http://rotary5440.org/>



**UNITE  
FOR  
GOOD**



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***District 5440 would like to acknowledge District 5191 for this manual. With permission, we borrowed heavily in the development of this manual. We thank them for allowing us to benefit from their good work.***

# Objectives of the Program

- **To further international goodwill and understanding** by enabling students to study first hand some of the problems and accomplishments of people in lands other than their own.
- **To enable students to advance their education** by studying for a year in an environment entirely different from their own, and undertaking the study of courses and subjects not normally available to them in their own country.
- **To give students opportunities to broaden their outlook** by learning to live with and meet people of different cultures, creeds, and colors and by having to cope with day-to-day problems in an environment completely different from the one they have experienced at home.
- **To have students act as ambassadors for their own country** by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.
- **To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

## BEING AN EXCHANGE STUDENT

- ✓ is fantastic
- ✓ is meeting hundreds of wonderful people
- ✓ is giving speeches and writing letters
- ✓ is getting fat and at times being poor
- ✓ is seeing a new country and experiencing new things
- ✓ is being homesick and at times, miserable
- ✓ is getting tired
- ✓ is being an ambassador
- ✓ is personal growth

## THE SUCCESSFUL EXCHANGE STUDENT

- ✓ is flexible and adaptable
- ✓ wants to learn and have new experiences
- ✓ is knowledgeable and well read
- ✓ is open to challenge and change
- ✓ is sensitive, loyal and trustworthy
- ✓ is involved
- ✓ recognizes "Different" from good, bad, wrong, etc.
- ✓ communicates with family, Rotary, school, friends
- ✓ is introspective

# What is Rotary and District 5440?

## Rotary International is a world-wide service organization

- Over 1.4 million Rotarians in 200 different countries and geographic regions
- Over 46,000 Local Rotary Clubs
- Rotarians are members of a local Rotary Club
- Local Rotary Clubs are part of a regional or geographic Rotary District for leadership and support
- Each District elects a District Governor and other Officers, and organizes District Committees – We are District 5440 representing 54 Rotary Clubs Wyoming, northern Colorado, Idaho and Nebraska

## Rotary Youth Exchange is a District Program

- The Youth Exchange Program is the responsibility of the District Governor
- The District Governor appoints the District Youth Exchange Committee to carry out the program
- Committee Members have the responsibility to coordinate the exchange between your **Sponsoring District** and our District 5440 as the **Hosting District**
- Inbound Exchange Students agree to abide by the rules established by the **Hosting District** (Rotary District 5440 program rules are in Appendix A, you and your parents signed a copy of these before you arrived)
- The **Hosting District** is responsible for the orientation and care of Inbound Exchange students, and may terminate the Exchange, returning the Student home, for failure to comply with our rules or having unacceptable conduct

## Local Rotary Clubs Host the District's Inbound Exchange Students

- They arrange for Host Families
- They appoint a **Youth Exchange Officer** and **Club Counselor** to assist Inbound Exchange Students with day-to-day matters
- They provide Inbound Exchange Students with a spending allowance
- They invite Inbound Exchange Students to participate in Rotary Club meetings and activities

# Ambassadorship

- You are here to be an ambassador from your country.
- This involves learning and teaching about the country you are in, as well as the country you are from.
- Try to build good relationships in the town you are living in. If people see you being kind, agreeable, eager to try and learn new things, thankful, they will be more likely to forgive you or help you if something not great happens someday.

# Behavior/Manners

**Good/bad manners and “acceptable” behavior are not necessarily universally defined; what is or is not acceptable in your country may not be the same in US.**

- “Please” and “Thank you” are important and powerful words.
- You may have had more (or less) freedom to do as you wished at home compared to the requirements of your Host Parents; understand and follow the requirements of your host parents.
- Showing respect will earn you respect.

# Homesickness

**Most Exchange Students will experience this feeling sometime during the exchange year.**

Know that an emotional “roller coaster” is normal – expect highs and lows. See Appendix B – The Exchange Cycle and Inbound Student Calendar for what to expect during the year.

- **What feelings to look for:** desire to be by yourself; losing control of your emotions; just feeling “lousy”.
- **What to do about it:** get and stay busy; talk about your feelings (teacher, Host Parent, others); write a letter home and put it under your pillow—not in the mailbox!
- **What NOT to do about it:** ignore your feelings; try eating your way to happiness; call home.

Your good behavior and positive attitude will benefit future Exchange Students; schools, Rotary clubs, and Families will want to host students like you in the future.

# Culture of the United States

**The “United States” you may have seen portrayed in movies and TV shows may not be like the culture you will experience in the community hosting you.**

- You will likely find that the clothes people wear, the words they use, and the family values they live by are different than the “Hollywood World” you’ve seen.

- There are even major differences in what is “acceptable” and “not acceptable” in small communities compared to larger cities within our District.
- Observe and selectively adopt the behavior of those around you in specific circumstances – language and mannerisms acceptable with school friends may not be acceptable in your Host home.
- Respect and “polite manners” are always appropriate and acceptable in the presence of adults.
- Recognize that there are cultural differences between the US and your home; these are not “better” or “worse”, only “DIFFERENT”.
- Share with friends and family parts of your cultural background; explain to them what you do differently, and why.
- Ask your friends and family about the cultural differences you observe.
- Tipping: Because of the way the pay is structured for waiters/waitresses at sit-down restaurants it is common and expected to tip. The average tip is 15-20%. Tipping is also common for hair dressers and others that provide a service.
- Religion: You are free to practice your own religion, and you are not required to practice the religion of your host family. However, you may want to consider visiting your host family’s church. Church activities and youth groups may be a good place for meeting new friends. Regardless of your religious beliefs, you should talk with your host family about your preferences. Talk to your Club Counselor, Youth Exchange Officer or Country Representative if you feel your host family is pressuring you to practice a religion that you are not interested in.
- Politics: One of the purposes of your exchange is to learn about the political culture of the US and teach the political culture of your country. The current political climate in the US can be very emotional and polarizing. You should consider this when entering into political type conversations, trying to maintain an open mind and limited sharing of opinions. It is always ok to fall back to “I’m here to listen and to learn all that I can about your culture....”

## Communicating

***How you communicate with others is often more important than *what* you communicate.***

- Body language, eye contact, “private” space invasion, hand movement all have meaning; may be different from the meanings you learned at home.
- A smile on your face can affect how your message is received by others.
- Be proud of your home country when telling others about it; do not feel the need to apologize for the actions of your countryman, past or present.
- Have one or two small photo albums with you when visiting others’ homes to share pictures of your country, family, and friends.
- Maps and brochures or booklets showing scenes from your country will help others learn about your country; take them with you and share them often.

- The more you speak with others about your country, the more knowledgeable you will become, and the more comfortable you will be speaking in front of groups.
- Accept every invitation to do something or go someplace that you can; do not decline invitations because the activity is not familiar to you or not your favorite – you may not get a second chance.
- set a date. Take the lead and ask them when.

## Showing Your Appreciation to Others

**There are many ways to express the thought “Thank you” besides saying the words.**

- Write short “thank you” notes to anyone who invites you out, takes you to a special event, gives you a gift, or shows you a kindness in any way.
- Picture post cards from your home country are especially appreciated and appropriate; if you don’t have some with you now, ask you parents to send you a dozen or so as soon as possible.
- Postcards combine your personal thanks with a visual part of your country – and because the space for writing is limited, you don’t need to write a whole lot!
- If you brought gifts from home for your Host Families, select an appropriate time to give the gift, and make it a special occasion for you and the Host Family.
- Find out birth dates for members of your Host Families and, remember them with a card and a call or visit if you’ve moved on by that date.
- Gifts need not be expensive to be cherished by the recipient; hand–made items or unique items show you put some time, not just money, into your gift and will mean a lot more to them.

# Rotary Support

There are several Rotarians in District 5440 who oversee and support you during your exchange. Your **Country Representative** is a member of the District 5440 committee. Your host Rotary Club has a **Youth Exchange Officer** and **Club Counselor**

## Your Youth Exchange Officer and Club Counselor

- Are members of your Host Rotary Club
- Live and/or work in the community where you are living
- Will meet with you regularly
- Will help you and/or your Host Family with school registration
- Should be advised if you have problems with school, family, finances or other matters
- May provide a safe place to keep your passport and return tickets
- Should be considered your **Advocates** – someone you can look to for support and friendship, as well as help solving problems
- Must know where you are when traveling (see Appendix D, Travel Policy for Inbound Exchange Students)

## Your Country Representative

- Is a member of the District 5440 Youth Exchange Committee
- Corresponded with you before your arrival
- Are always available to you, your Host Family, Youth Exchange Officer Club Counselor to help solve problems
- Will consider your side of any issue or problem that could affect your exchange, and will recommend action to the Youth Exchange Committee based on the Rotary 4–way Test:
  - ✓ Is it the Truth?
  - ✓ Is it fair to all concerned?
  - ✓ Will it build goodwill and better friendships?
  - ✓ Will it be beneficial to all concerned?
- Expect to receive a monthly report from you (the report form is online at <http://rotary5440.org/SitePage/inbound-program>)
- Want to hear from you on a regular basis to know how you are, and especially when there are problems that you cannot resolve with your Club Counselor or Host Family
- Must be informed when you change Host Families (although we ask the Rotary Club to provide this information, this is a good time to contact your Country Representative)
- Must be informed in advance when you intend to travel outside of our District or will be away from your Host Family's home for more than 24 hours (see Appendix D for Travel Policy For Inbound Exchange Students)

- Must be informed in advance of plans for any visits from family or friends from home
- Must be informed of your departure plans at the conclusion of your exchange year

## Chain of Command – Who Will Help?

- You may have problems during your year of exchange. If these problems cannot be solved by you and your host family, or if the problem is with the host family, then follow the Chain of Command starting with your Rotary host network.
- Contact your host Rotary Club Counselor or Youth Exchange Officer. If this person is unable to help, continue through the Chain of Command.
- Contact your CCRYE Country Representative. If you cannot reach them or they are, continue through the Chain of Command.
- Contact your CCRYE Country Representative. They will contact your CCRYE Chair if necessary.
- If you are unable to contact your CCRYE Country Representative, you should contact the CCRYE Chair.
- Note that your own parents are not part of the official chain of command. You are discouraged from involving your natural parents to help solve problems before working with your Rotary network. While we expect that you will contact your parents about a problem, please make sure you follow chain-of-command in handling the issue.
- **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.**

## Student Safety and Protection

### Rotary Statement of Conduct for Working with Youth

Rotary International, District 5440 and Cowboy Country Rotary Youth Exchange are committed to creating and maintaining the safest possible environment for all participants in Rotary activities. To the best of their ability, Rotarians, Rotarians' partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

### Commitment to Youth Protection

Youth protection is the highest priority for all Rotary youth programs. Rotary reinforces the Statement of Conduct for Working With Youth with policies that address the additional risks that this program carries. They require districts and clubs to adhere to local youth protection laws and procedures and to set expectations for responding to any concerns or allegations that arise. In order to participate in Rotary Youth Exchange, districts must demonstrate compliance with all of the certification requirements listed in the Rotary Code of Policies sections on Youth Protection and Rotary Youth Exchange. In addition to the policies of Rotary International, the U.S. Department of State (DOS) regulates youth exchange as a

public diplomacy program. DOS has implemented an extensive set of regulations to implement federal laws regarding exchange visitors. None of the DOS requirements are in conflict with Rotary policies but provide additional requirements that must be met to conduct the program.

District 5440 has established policies and associated procedures to maintain RI certification and comply with DOS requirements. Copies of those policies are on our web site. Those policies almost entirely relate to the inbound students that we will host. Each of your host districts is required to have a similar policy that will provide direction and oversight for the program that you will participate in. Your host district will provide an orientation soon after your arrival. That orientation will include their policies and expectations for you as an inbound student in their district.

## **Crisis Management**

The health, safety and security of our program participants and volunteers is our highest priority. Though emergency situations are rare, youth program participants may be especially vulnerable during natural and human-caused crises. The Cowboy Country Rotary Youth Exchange (CCRYE) Crisis Management Plan was developed to serve as an important procedural resource to assist District 5440 and CCRYE volunteers and participants respond effectively when a crisis occurs in order to minimize risk and help ensure the safety of all, to the greatest extent possible. Rotary International requires every certified District to develop a Crisis Management Plan. Host districts have primary responsibility for responding to crises within their district and your host district will have a crisis management plan to guide their operations.

CCRYE conducts youth exchange with partner districts that we trust. We have long-term relationships with many of our exchange partners and know most of the Rotarians. Hosting exchange students takes a team and in times of crisis it is particularly important to rely on team members for help. Timely, accurate and concise information is critical to effectively manage the situation. We keep this in mind when responding to a crisis. The scope of the response will vary depending on the specific crisis. We ask students and parents to remember to communicate regularly and we will do the same.

A crisis involving Youth Exchange may involve an individual student, a group of students, the student's host family or an entire community. Crises can take many forms, we consider a crisis to be any event or period that will lead, or may lead, to an unstable and dangerous situation affecting an individual or group involved with youth exchange. This includes youth or volunteers including host families. A crisis may be widespread or may directly affect just one person. People may even be affected by a crisis that occurs far away. What is common to all crises is that they cause stress, disruption, and pain. Underlying all crises is a need for action to protect the student(s) and or volunteer(s) and rapid, open communication among Rotary volunteers to share information and act in the best interests of the student and Rotary volunteers.

It is important to distinguish between problems and crises. Common problems include a student losing their passport, failing a class in school, experiencing homesickness or a minor illness such as a cold or the flu. Problems should be dealt with by the host family with help from the Host Club Counselor and Youth Exchange Officer as described in the Chain of Command section above. The CCRYE Country Representative for the student can assist in

resolving problems and may consult the CCRYE Committee Chair to determine if a situation should be treated as a crisis. It is important that we address problems and not them to escalate into a crisis due to inattention or inaction to address the problem.

## Cowboy Country Rotary Youth Exchange Crisis Management Team

### 24-Hour Emergency Contact Numbers:

**Dirk Miller – CCRYE Committee Chair** – 307-274-2812, [dirkdmiller@gmail.com](mailto:dirkdmiller@gmail.com)

**Beth VanDeWege – Outbound Chair** – 307-630-2441, [bethvandewege@gmail.com](mailto:bethvandewege@gmail.com)

**Terry Collins – Inbound Chair** – 307-254-3914, [rotarymama@gmail.com](mailto:rotarymama@gmail.com)

**Dave Bostrom – Responsible Immigration Officer** – 307-431-5909,  
[dbostrom45@gmail.com](mailto:dbostrom45@gmail.com)

**John Daily – District Protection Officer** – 307-690-4559, [jhsscientific@gmail.com](mailto:jhsscientific@gmail.com)

Unless otherwise noted, the CCRYE Committee Chair will be the point person for contact during a crisis. All inquiries shall be directed to them. Crisis Management Team Members are expected to respond immediately upon notification. If the Chair will not be accessible via the listed contact information, they will provide temporary contact information to the CCRYE Committee. In the event the Chair will be inaccessible, another member of the Crisis Management Team will become the contact person and leader of the Crisis Management Team. Crisis Management Team Members will endeavor to remain accessible in the event of an emergency. If members will be away and not accessible (checking phone messages and e-mail), they will notify the Chair of their absence.

Depending on the nature of the crisis, other individuals may be named to assist.

## Sexual abuse and sexual harassment

**Sexual abuse** refers to forcing or encouraging a student to engage in sexual acts with another person of any age, of the same sex or the opposite sex as defined in applicable state law.

Examples of sexual abuse could include, but are not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a child to sexual or pornographic material.

**Sexual harassment** is deliberate or repeated behavior of a sexual nature that is unwelcome, unasked for or rebuked. It refers to sexual advances, requests for favors or verbal or physical conduct of a sexual nature. The definition of sexual harassment includes conduct directed by men towards women, men toward men, women towards men, and women towards women.

Examples of sexual harassment could include, but are not limited to:

- Sexual advances;
- Sexual jokes, written or verbal references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, prowess, or sexual orientation;
- Verbal abuse of a sexual nature;
- Displaying sexually suggestive objects, pictures or drawings;
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

**Sexual abuse and sexual harassment** are considered to be a crisis. Students are assured that we will believe you and will do everything to get you out of the situation and prevent further abuse. The following reporting and communications procedures apply to all crises.

## **Crisis Reporting Procedures**

**The response to each incident will require judgement based on the level of risk a given crisis is posing (or may pose) to individuals' health, safety, and security. Some things like fires or earthquakes will require you and your host family to respond quickly and get to safety. In all cases you will need to use your judgement to get to safety and then let people know.**

### **Students**

If you are involved in some sort of crisis you must communicate with your Rotary network as described in the Chain of Command section above.

- If the situation involves sexual abuse or sexual harassment and you cannot report the situation to either your local RYE officer or the host District Chairperson, report the situation to your CCRYE Country Representative or any member of the host District Rotary Committee who you feel comfortable reporting it to.

### **Parents**

If your student notifies you that they have been involved in some sort of crisis please follow these procedures:

- As soon as possible report the situation to the D5440 RYE Committee member who is responsible for your student's country (Country Representative).
- If you are not able to contact the CCRYE Country Representative then contact the CCRYE Chair.
- Do not wait and do not assume we know what is going on. Timely, accurate and concise information is critical to effectively manage the crisis.

### **Crisis Communication and Response**

The procedure that CCRYE will follow upon report of a crisis of any kind including

abuse or harassment:

- The CCRYE Chair will be notified **IMMEDIATELY**. They are responsible for ensuring that such complaints are dealt with according to applicable law and the interests of the affected person are protected to the extent possible.
- The CCRYE Chair or Country Representative will immediately initiate communications with the host District RYE Chairperson, and/or with the host Rotary club.
- The CCRYE Chair will take action to assure the safety of the student. If the allegations involve a member of the host family, steps will be taken to immediately remove the student from that home.
- The CCRYE Chair will notify the Crisis Management Team and District Governor.
- The CCRYE Chair will communicate any new information that becomes available to the natural parents, Host District RYE Chair, Crisis Management Team and District Governor.
- The CCRYE Chair will report all criminal allegations and serious incidents to Rotary International within 72 hours.
- If the situation involves sexual abuse or sexual harassment, the confidentiality of the student and any person against whom allegations are made will be respected in accordance with applicable law.

The full District 5440 Student Protection Policies are on the RYE website at <http://rotary5440.org/SitePage/youth-protection-policy-1>

***Your safety is extremely important to us and we can only help you if we know that you need our help.***

# U.S. Department of State

**Youth Exchange in the United States is regulated by BridgeUSA which is a U.S. government program that is overseen by the Bureau of Educational and Cultural Affairs of the U.S. Department of State.**

- District 5440, Cowboy Country Rotary Youth Exchange is an authorized sponsor organization through that program. We are responsible for monitoring your well-being during your exchange program and providing assistance if problems arise. You should notify us first if you have any problems. Please refer to the information earlier in this manual on how to solve problems and who to communicate with if you have problems.
- The U.S. Department of State is responsible for overseeing our administration of your exchange program. If we do not provide assistance for general issues regarding routine program administration, then you can notify the U.S. Department of State at [jvisas@state.gov](mailto:jvisas@state.gov). If you have an emergency that requires immediate attention and you cannot reach someone in our program or we have not assisted you sufficiently you can call the Department of State J-1 Visa Hotline 1-866-283-9090.
- District 5440, Cowboy Country Rotary Youth Exchange has two people who are specifically authorized by BridgeUSA to assist you with any visa or immigration issues. Their contact information is below.

Responsible Immigration Officer

Dave Bostrom  
1640 Sesame St., Worland, WY 82401  
307-431-5909  
[dbostrom45@gmail.com](mailto:dbostrom45@gmail.com)

Alternate Responsible Immigration Officer

Dirk Miller  
300 Comanche Dr., Cheyenne, WY 82009  
307-274-2812  
[dirkdmiller@gmail.com](mailto:dirkdmiller@gmail.com)

# Contacts With Home

**When you applied to be an Exchange Student, you agreed to be an active participant in your Host community, not just a visitor. This requires your total immersion into this country, and frequent contact with “home” can delay or even prevent this.** This does not mean you should ignore or abandon your family and friends back home, just keep things in balance. Exchange Students who put too much time and effort into communicating “back home” everything that is happening here find themselves becoming observers or “reporters”, not participants in the culture they came to learn about.

- Weekly newsy emails to your parents will let them see your new world through your eyes and, provide them with keepsakes.
- Avoid “I’m homesick and want to come home” emails. This will cause them concern, and when you and your parents email back and forth about your being homesick, it makes it much more difficult for you to move on. Please contact and speak with your Host Parents and/or Counselor if you are struggling with homesickness. They can help.
- Calls (from or to home) should be limited to no more than once a week and, kept brief.
- Email is an effective way to communicate. But do not let email or instant messaging consume your time. Limit instant messaging sessions to no more than once per week.
- Failure to engage in your exchange due to the abuse of social media is a reason that some exchanges are not successful.

# Internet/Phone Use

Most host families will have high-speed internet access. Before using their internet, talk with your host family about when and how much time you may spend using the internet. If you spend too much time on the internet (including email and instant messaging), you will miss opportunities to improve your English, to interact with your host family, and with your new friends.

- **Do not download any programs or software onto your host family’s computer without asking them first.**
- **Using either home or school computers to view inappropriate material on the Internet, or email inappropriate material to or from others, is strictly forbidden, and can be cause to send you home early.**
- **Phones/Phone service may or may not be provided for you depending on your club.** If they are unable to provide this for you, your host family can help you to find the most convenient and affordable plan during your stay.

# Your Host Rotary Club

**The District Youth Exchange Committee has placed you with your Hosting Rotary Club partly because they asked to host a student this year and partly because previous Exchange Students have done well in that community.**

- Your Host club's meetings will probably be very different from the meetings of the Rotary club in your hometown, as each Rotary club has its own "personality".
- Ask your Club Counselor or Youth Exchange Officer about attending Rotary meetings; expectations may vary, but you should attend meetings at least monthly.
- Your Club Counselor should have you excused from school or for being late if your Rotary club meets for breakfast or lunch.
- When you attend Rotary meetings, try to meet each Rotarian and let them get to know you
- Actively participate in your Rotary club's activities.
- You will be expected to provide a program about your country or your exchange experiences for your club.

## Host Families

**Your Host Families have agreed to make you a part of their family during your stay.**

- Host Parents are your legal guardians and, are responsible for you as delegated by the District Youth Exchange Committee through your Host Rotary Club.
- Host Parents are Surrogate Parents and have the power to say "no"; you must earn their confidence before expecting flexibility or "freedom" to do things without express approval.
- You will learn about our culture and our values through your Host Family; through your actions and behavior they will learn about you, your family, and your country.
- You must adapt your habits and behavior to fit with your Host Family.
- Recognize that your Host Parents may have different financial conditions than your own family.
- Some of you may have maids back home. Very few American homes have maids. Therefore, accept the fact that you may have to make your bed, keep your room clean, and clean your bathroom.
- Be open and honest with your Host Family; if something is bothering you, discuss it.
- Be a **part** of the Family; **participate** in family activities even if they do not interest you.
- Be willing to try new foods and activities.
- Take an active part in household tasks and, **ask** what you can do to help.
- Understand that parental roles (Mother vs. Father) may be less distinct than in your country.

- Recognize that Host brothers or sisters may be jealous of the attention they must share with you; find common interests with host siblings, regardless of their age, and find reasons for them to be your friend.
- Respect the property and privacy of all family members; avoid getting involved in “family matters”.
- Treat all “family matters” as confidential; do not discuss family matters outside the family (“gossip”).

## “First Night” Questions

The First Night Questions are questions of common concerns that Host Families and Exchange Students often have about living with each other. They are available at <http://fnq.yeoresources.org/> and can be printed in English and your primary language.

We provide this list to both you and Host Parents to help clarify everyone's expectations and avoid misunderstandings. Since your “first night” with this Host Family may have taken place a few weeks ago, you should now be able to provide an answer to each of these questions, and it will hopefully be the same answer your Host Family would give. If you are not certain, discuss those items with your Host Parents.

The answer to each question that will be provided by your other Host Parents may be different from those of your current Host Parents, so these discussions should take place soon after you move on to each new family. And by the time you return to your “real” home next year, you may be so much different than the person who left there; you should go over these questions with your own parents!

## Introverts and Extroverts

It can be difficult to fit in with a new family in a completely different culture. Understanding your personality traits and those of your host family members can help. Appendix C provides an overview of what it means to be an introvert or extrovert and what to expect from others based on those personality traits.

## Learning and Speaking English

**If English is not your native language, the success of your exchange year will depend on your willingness to make English *your language* this year!**

- Most Americans – your Host Families, your school mates, and your new friends – do not speak or understand the language of your home country.
- To be accepted in your host community, you must be able to communicate in English.
- Get help learning English if necessary: teachers, special tutors, Club Counselor, Host Parents

- Ask people to repeat or reword a statement if you do not understand; simply nodding your head does **not** indicate lack of understanding.
- Avoid making friends only with other Exchange Students who speak your native language or US kids who want to improve their skills with Spanish, French, German, etc.
- Most Americans consider it rude behavior if you and others converse in your native language in the presence of others who do not understand that language.
- Practice your understanding and word comprehension by reading newspapers and listening to "talk" radio stations.
- Practice your pronunciation skills by reading out loud to a friend or Host Parent and ask them to correct your errors.
- Don't become discouraged with language mistakes you make – learning any language takes time and patience.

## Get Yourself Involved

**You have control over how involved you become in the life of your community, including your Host Homes, school, sports, clubs, church, Rotary, and community activities; the sooner you fill your day with activity, the faster Homesickness will be a feeling of the past!**

- Become an integral member of your Host Family; don't wait to be asked to help with daily chores – look for things to do, and then do them.
- Spend "quality time" evenings and weekends with the family, not in your room.
- In school, join a sports team, school club, band, try out for a part in the school plays; the more school activities you get involved in, the more friends you will have.
- Ask to speak to language and social studies classes about your country and the Rotary Youth Exchange program.
- Offer to speak to church and community groups about your country; if you have slides for a program, use them often to share the beauty of your country.
- Seek out volunteer opportunities in your community (hospitals, nursing homes, senior citizen centers, elementary schools, etc.) and share some of your time; ask some Rotarians for ideas and people to contact.
- When someone suggests getting together with you, set a date and write the date in your calendar. Some Americans will say something like "Let's have dinner some time", but will not set a date. Take the lead and ask them when.

# School Requirements

You are a Youth Exchange Student; school is part of the exchange program, and school attendance is a requirement

- Take a course load and classes reasonable for your age and previous education.
- Strive for success in school: complete homework assignments and participate in class.
- Seek help from teachers and school staff, Host Parents, and Club Counselor if having difficulty with schoolwork **before** the problems become too great to manage.
- Exchange Students who do not meet minimum passing requirements for courses may be returned home.
- US schools offer many activities other than academics; **take advantage of these opportunities.**
- Daily school attendance is a requirement; schools routinely contact parents or guardians of students who are absent – Host Parent must approve any absence from school.
- School has authority to expel a student for inappropriate behavior and excessive absence; an expelled Exchange Student no longer qualifies for a student visa and **will** be returned home.
- Your school back home has sole authority on granting credit for course work completed in the US.
- Your behavior and attitude in school will affect the school's willingness to accept future exchange students.
- There is no cost to you for school classes or textbooks; however, you and/or your Host Rotary Club are responsible for the cost of school supplies and activities.
- The Rotary Youth Exchange program is a Cultural Exchange. It is **NOT** an academic exchange. Therefore, do not plan on graduating from your host high school. You will not, in 9 months of American high school, be able to fulfill the graduation requirements. If you have any questions about this, please talk to your RYE Country Representative.

## Interscholastic Sports

Sports are an important part of the American High School “culture” for both boys and girls.

- 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.
- Exchange Students are generally eligible to play on interscholastic varsity teams if they have not completed 12 years of school.

- Even if you are not age-eligible to play on a varsity team, ask the coach if you can practice with the team for the exercise and relationships you will build with team members.
- Support your school's sports teams by attending games and cheering them on.

## Reports to the District Committee

**You are required to provide monthly reports, *Reflections*, to the District Committee during your year here, so we have input from you on the success of your exchange.**

- 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, text or send an email
- We can't help you if we don't know something is bothering you!
- The report form will be emailed to you every month. Please be sure to check your email regularly.

## District Event Schedule

**Student attendance is 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.**

**Mandatory events for Inbound Students.** All Inbound Youth Exchange Students are **REQUIRED** to participate in these events. There will probably be conflicts with school events. You will have to miss those events as this is a priority. Do not ask to be excused.

- September 12-15, 2025, Inbound Orientation, Shell, WY
- January 29-February 1, 2026, Winter Inbound Orientation, Steamboat Springs, CO
- June 12-14, 2026, District Conference, Fort Collins, CO

**Optional events for Inbound Students.** You are encouraged to attend these events but it is not mandatory that you attend.

- December 6, 2025 Outbound Student Interviews, Cheyenne, WY
- April 4-5, 2026 Outbound Student Orientation, Casper, WY
- June 9-22, 2026, West Coast Bus Tour

# Travel – A Privilege – Not A Right

You are in the US with a **Student** Visa, not a **Tourist** Visa; while you will have opportunities to travel and see much of the United States, the rules and conditions you agreed to comply with state that all travel will be acceptable to the District Youth Exchange Committee, your Host Rotary Club, and your Host Parents.

- Appendix D describes the District 5440 Travel policy. There are very specific rules, please make certain that you understand and comply with those policies.
- Travel of any type, distance, and duration must be approved by Host Parents in advance.
- Do not **tell** them what you are doing – **ask** them if your plans are acceptable.
- Access to public transportation may be more limited (and expensive) than you are accustomed to; do not make your transportation desires a burden to your Host Parents.

## Visits From Home

**A visit by your parents and siblings during your exchange year is a great opportunity for them to see what you have been experiencing and meet all of your Host Families and new friends, and for you to display your knowledge of our country, culture, and language.**

- 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.
- Parental visits *shall not* be planned for the Christmas Holiday period – no exceptions.
- Parental visits should not be planned that will involve lengthy absences from school for you or, impose a burden on Host Families.
- Any planned visit from home *must* be discussed with, and acceptable to your Host Family, the Host Rotary Club Counselor, and the District Youth Exchange Committee; *Surprise visits are not acceptable.*

## Departure for Home

- Return dates must be approved by your host club and should generally be scheduled no later than early July. We like students to return home soon after the July 4<sup>th</sup> holiday, no later than July 10.
- Departure must occur prior to the expiration of your US visa

# Medical/Accident Insurance

**This information applies only to the insurance policy required by Rotary International. District 5440 requires CISI/Bolduc insurance but will accept some other Rotary approved policies. You had to purchase insurance before you arrived.**

- Health care and insurance is likely much different here than in your home country. Ask your Host Parents, Club Counselor, Youth Exchange Officer, or Country Representative for help understanding the complicated rules and expectations.
- This Insurance provides payment or reimbursement for emergency and urgent medical treatment due to illness or injury.
- Know where your insurance card (or piece of paper showing your insurance coverage) is.
- Insurance will cover most of the medical cost after meeting deductible amount.
- The Exchange Student/natural parents – not the Host Parents or Host Rotary Club – are responsible for all medical expenses – whether or not covered by the insurance.

## Advice About Health Problems

**Physical illness often accompanies the emotional ups–and–downs Exchange Students experience. Knowing where to turn to when away from home and feeling ill can make things a lot easier to deal with.**

- Discuss medical conditions and symptoms with your Host Parents.
- Your Club Counselor and Country Representative can also help.
- Many high schools have nurses and other medical personnel on staff who understands medical problems faced by young people.
- You will be given an Emergency Contact List that includes the names and phone numbers of a doctor and a dentist who you can contact if necessary.
- Many Rotary Clubs have medical professionals in their membership; but if your Club Counselor does not recommend a particular doctor, ask your Host Parent to recommend one.
- Doctors cannot help you with medical problems unless you provide all relevant information to them; your confidence will be protected.

# The “4–Ds”

Rotary International, District 5440 and Cowboy Country Rotary Youth Exchange 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 rules and conditions in Appendix A.

## **DRINKING**

Underage drinking is a significant problem in our society, and we are not so naive to think you will not be exposed to situations where alcohol is present. But remember – you have a lot more at risk than your US friends if the police appear.

- The laws of the United States prohibit the possession or consumption of alcoholic beverages by anyone under the age of 21.
- A condition of the exchange program is full compliance with the laws of the Host Country –

### **this one included.**

- State laws prohibits the servicing of alcoholic beverages to minors by restaurants or other licensed establishments, even when ordered/paid for by someone over age 21; the establishment, person ordering the drink, and person consuming the drink are all breaking the law and, can be arrested. Do not put someone in this situation by asking for, or accepting, an alcoholic beverage in public locations.
- If you are under 21 years of age, and have alcohol in your blood, the police can arrest you for possession of alcohol. **If you are arrested, you will be sent home, or in the worst case, jailed.**

## **DRUGS**

- Possession or consumption of any illegal drugs or any illegal substance is expressly prohibited.
- Any Exchange Student found in violation of this rule will **be immediately returned home. THERE WILL BE NO SECOND CHANCES.**
- Rotary will not provide legal representation to defend an Exchange Student charged with a violation of drug laws – defense lawyers are expensive.
- If you are in a car or room where drugs are present or being used by others – **get out!** You can be arrested even if you are not using drugs.
- Legally–prescribed controlled medications must be identified on your application if brought from home country or, prescribed by a US physician – if in doubt, ask.

## **DRIVING**

- Exchange Students are NOT permitted to 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.
- This is a condition of the Exchange Program designed to prevent lawsuits.
- Exchange Students are NOT permitted to take Driver Education in school

### **DATING**

- **You will benefit the most from your year here by making as many friends as possible, both male and female**
- If you date, you will meet fewer people than if you do not date.
- Avoid serious romantic relationships; **you** will have to go home at the end of your year and this will make departure even more difficult.
- It is against RYE rules to engage in sexual activities. Any Exchange Student found in violation of this rule will **be immediately returned home. THERE WILL BE NO SECOND CHANCES.**

## **THE 6–Bs**

**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

## **Relationships**

**You will benefit the most from your year here by making as many friends as possible, both male and female.**

- Avoid including only other exchange students in your circle of friends; while you have much in common, you can learn more about America from Americans.
- If you left a “serious” boyfriend or girlfriend back home, recognize that you will both change a lot in a year.
- Putting that relationship “on hold” during your exchange year will allow you to focus on where you are, not where he or she is.
- Seek input from your Host Family, teachers, and other adults on the character of individuals you would like to be friendly with and, include their advice with your own observations.

# 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.

# Financial Matters

**In the same way Host Families may have a financial condition different from your parents, Exchange Students have varying financial resources and abilities to manage those resources.**

- You are expected to have sufficient funds, including the spending allowance provided by your Host Rotary Club, to pay for your personal expenses.
- Host Parents are asked to provide you with housing and food and include you in family travel and entertainment as they would for any of their children.
- You are expected to “pay your own way” for meals and entertainment when with friends or classmates
- You must “budget” your expenditures (clothing, entertainment, travel, etc.) to meet the capabilities of your own resource.
- Avoid “extravagant” spending habits compared to your friends and classmates, even when you can “afford” the expenditures.
- Discuss finances, money “value”, and costs with your Host Parents; they should know how much money you have available for spending and how you have access to it (banking, ATM card, etc.).
- If you do not receive the monthly spending allowance from your Host Rotary Club on a regular, timely basis, speak with your Club Counselor or your District Country Representative.
- Be responsible for expenditures made on your behalf by your Host Parents (postage, purchases made by them at your request, etc.) and pay your debts quickly.
- Avoid borrowing money from others; likewise, avoid lending money unless you are willing to make it a gift.

## USA Tours

### USA Tours

- Belo USA offers several tours that visit other parts of the USA. The West Coast bus trip is our district trip. Students can participate in a maximum of 2 tours and must go on the West Coast trip if they go on any tour.
- All tours are available on a first-come, first-served basis
- Tours are usually the final event of the exchange year, coming during June but some occur during the school year and require school permission to participate.

# A Final Word

## **It's Not All Fun**

- In fact, it's hard work being a good Exchange Student
- Make contacts and new friends quickly; get involved; seize all opportunities offered to you Remember your commitments, and be on time
- Consider that your views and perceptions may be wrong; be objective You must adapt – not your hosts

## **How to Get Sent Home Early**

- Drive a motorized vehicle
- Travel without Rotary permission
- Refuse to attend school on a regular basis
- Don't participate in class, or get all failing grades Behave in a rude and insensitive manner
- Abuse alcoholic beverages
- Use drugs which are not prescribed
- Break the laws of this country
- Spend too much time on social media

## **Your Support System–You Are Not Alone!**

- Host Families (all of them)
- Youth Exchange Officer, Club Counselor and Host Club Rotarians
- School Teachers, Guidance Counselor, Principal
- Country Representative and Members of the District 5440 Youth Exchange Committee

**Have A Great Exchange Year!**

# Helpful Web Sites

## U.S. Government sources

<a href="https://www.cdc.gov/">https://www.cdc.gov/</a>	U.S. State Department
<a href="https://travel.state.gov/content/travel.html">https://travel.state.gov/content/travel.html</a>	U.S. State Department Crisis
<a href="https://www.cdc.gov/">https://www.cdc.gov/</a>	U.S. Center for Disease Control
<a href="https://www.uscis.gov/">https://www.uscis.gov/</a>	U.S. Immigration and Naturalization
<a href="https://www.tsa.gov/travel/travel-tips">https://www.tsa.gov/travel/travel-tips</a>	Transportation Security Admin

## Rotary Sources

<a href="https://rotary.org/en">https://rotary.org/en</a>	Rotary International Home Page
<a href="https://my.rotary.org/en/learning-reference/learn-topic/youth-protection">https://my.rotary.org/en/learning-reference/learn-topic/youth-protection</a>	Rotary Youth Protection
<a href="https://ri.i-sight.com/portal">https://ri.i-sight.com/portal</a>	Rotary, submit a youth protection report
<a href="https://rotary5440.org/SitePage/year-long-youth-exchange">https://rotary5440.org/SitePage/year-long-youth-exchange</a>	District 5440 Youth Exchange

## Support Services

<a href="https://www.culturalinsurance.com/rotary/cisibolduc.asp">https://www.culturalinsurance.com/rotary/cisibolduc.asp</a>	CISI/Bolduc Insurance
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# Appendix A – Program Rules

## 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.
- 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 Chair 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 the school year and 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

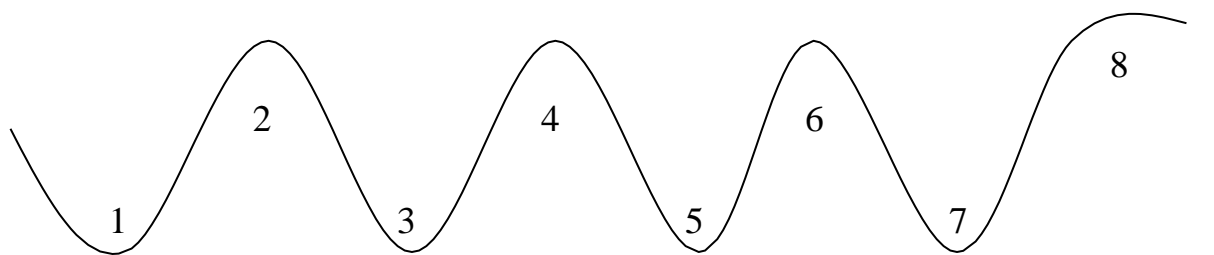
around if you change the behavior(s). Depending on the nature of the behavior, the host club or CCRYE may issue a verbal warning or write a behavior contract. The behavior contract will describe the problem(s), expected changes, proposed timeline and consequences for non-compliance.

- 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.

# Appendix B – The Exchange Cycle and Inbound Student Calendar



**1. Application Anxiety**

*New sense of isolation  
Boredom*

**2. Selection/Arrival Fascination**

*Elation  
Expectation*

*Lack of motivation  
Unresolved problems  
Language problems*

**3. Initial Culture Shock: 1–6 Months**

*Novelty wears off  
Characteristics:  
Sleeping Habits  
Disorientation  
Language difficulties  
Fatigue (Mental/Physical)  
Eating*

**6. Integration/Acceptance**

*Begin to examine society  
Accept surroundings/self*

**4. Surface Adjustments**

*After initial “down”  
Settle in:  
Language improves  
Navigate culture  
Friends  
Social Life*

**7. Return Anxiety**

*Preparation for departure Realize changes  
Desire to stay  
Results:  
Confusion/Pain  
Breaking of bonds  
No promise of renewal in future*

**5. Mental Isolation**

*Frustration increases*

**8. Shock/Reintegration**

*Contrast of old and new  
Family/friends  
Difficulty to accept change  
Not the center of attention  
Others not interested in experience details  
Reorientation*

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

## Rotary Youth Exchange Inbound Student Calendar

MONTH	PHASE	WHAT YOU SHOULD BE DOING	REMINDERS
JULY– AUGUST	TRAVEL & HONEYMOON	Get busy. Remember that these first few weeks are your chance to make life-long friends. It is not the time to be shy. Take it all in and get to know your surroundings. Meet your Rotary Club members. Find your routine. Work on your language skills. Identify your cultural mentor.	Watch the phone calls and e-mail
SEPTEMBER	END OF HONEYMOON/ START OF ADAPTATION	Start with good habits. Write in your journal every night. Mark on a calendar what you did every day. Answer the phone from time to time. Get to know your host parents. Learning the language is your priority. Watch for homesickness. Use your support system. Keep busy. Cook a “home-country meal” for your host family.	Write home
OCTOBER	ADAPTATION	Homesick? Don't call home! Talk to your Rotary or Rotex support people. Don't dump it on your parents. Get out of that funk. Break the routine a little every day to keep things fresh. Avoid spending long amounts of time alone. Having trouble with the language? Find someone to talk to; a host sibling, a “cultural mentor”, or even your Rotary Counselor. Give and take.	Remember to submit your monthly reflection
NOVEMBER	ADAPTATION	Have you made many friends yet? If not, get out there and mingle. Remember, you want to make as many people miss you as you can when you leave. There is nothing better to make you stop thinking about yourself than to help someone else. If you are feeling a little lost, find someone in need and give him/her a hand. You will get it back 10X. You might hit a language plateau here. Keep working the language. Try something new. Speak at your Rotary Club. If you move host families, you might have another challenge. Make the best of it. Enjoy (and participate in) Thanksgiving.	Send Holiday presents home early. By November 30th.

MONTH	PHASE	WHAT YOU SHOULD BE DOING	REMINDERS
DECEMBER	ADAPTATION/ ASSIMILATION TRANSITION – HOLIDAY BLUES	Time to stay focused. You need to get through the period from the end of November until January 1st strong. Don't get hung up with missing the holidays at home. Keep Rotex in mind here. They will help. The more you contact "home" though, the worse it will be. Tell your host family how you celebrate the holidays.	Keep phone calls and e-mails "home" down.
JANUARY	ADAPTATION/ ASSIMILATION	Now for the good stuff. You should feel good speaking the language and you should have made some friends. Make the most of it. From now on, you are on a roll. Hey! Where's my report?	Talk to your host club about giving a presentation to your host club
FEBRUARY	ADAPTATION/ ASSIMILATION	You should be busy now. Friends, school, lots of activities. Don't forget host families (including the first one).	Call your host counselor and check in with him/her
MARCH	ASSIMILATION	Are you giving as well as taking? Don't just be doing your own thing. You speak the language and you know some people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone your language, help with your Rotary Club's projects. This is the part of the roller coaster ride when you get to let go of that safety bar, put your hands in the air and scream as loud as you can. This is "The Monster Hill" of your exchange.	<b><u>Make your flight reservations home.</u></b> Don't rush home, but don't stay too long. Check our return home policy.
APRIL	ASSIMILATION	Are your parents visiting? Plan it out for them. Remember, you are the one who is in charge of their having a good experience. Let them into "your world". Introduce them to your host family, your host Rotary Club, your friends and your town. Let them see you as the mature tour guide, master of the language. They aren't coming? No problem – you have a lot going on. Dig in and make the most of it because this time is fleeting! Hey, don't you owe someone a report?!!	Think about presents to take home

<b>MONTH</b>	<b>PHASE</b>	<b>WHAT YOU SHOULD BE DOING</b>	<b>REMINDERS</b>
MAY	ASSIMILATION& RE-ENTRY ANXIETY	This should be as good as it gets; you love your host country and you are starting to get that dreaded re-entry anxiety. It has to happen, you know that. Don't waste one second wishing it won't. Spend as much time as you can with friends, host families and the people you will miss most. You can spend time with other exchange students when you get home, so spend what little time you have with people who you won't see for a while.	Make time for your host families!
JUNE	ASSIMILATION& RE-ENTRY ANXIETY	Get ready to leave. Make sure that you are not putting off spending time with people. If you want to buy things to take with you, start early. Don't go rushing around the night before you leave. You will be cheating your friends and family out of your time. Leave gracefully. Don't leave a mess. Pay your obligations. Return what you've borrowed. Say "thank you" as many times as you can.	Read "So You Think You're Home Now"
JULY	RE-ENTRY & REVERSE CULTURE SHOCK	Pack early. Get rid of things that are just clutter. Make sure you have your passport, tickets and that your bank account is closed (if you had one). Exchange money. Don't come home with a lot of American money you might not need for a while. Have some U.S. currency with you in case you need it at the airport. Remember, the success of an exchange is measured in the number of tears when you leave; yours and theirs. Smile when you get back to your country. Thank your parents for your year. Spend some time with them (at least two days) before you go running around finding and connecting with your friends.	Have a safe trip home

MONTH	PHASE	WHAT YOU SHOULD BE DOING	REMINDERS
AUGUST	REVERSE CULTURE SHOCK	<p>Get into your new life at home. Listen to what you are saying. Are you being critical about “home”? Are you telling everyone you can find about your year or are you keeping it to yourself? Have you referred to your friends as “Those stupid kids?” at all? Are you keeping busy or are you moping around the house missing “home”? Was it really easy for you to come back? Do you not miss your host country and host families?</p> <p>Think about why that is so. Get ready for school to start. Make little steps each day to get back into your culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. Remember that the deeper you were able to assimilate into your host culture, the longer it will take you to find that “bi-cultural balance” between your host country “self” and your original “self”. This is the start of your third year as an exchange student.</p>	<p>Contact your Sponsoring Club and offer to do a program on your exchange.</p> <p>Help continue to build the program!</p>

# Appendix C – Introverts and Extroverts on Exchange

## Introverts

- Energized by inner world ideas
- Recharged by avoiding stimulus and seeking quiet
- High levels of brain activity
- Depth in knowledge and friendships

## Extroverts

- Energized by external activity
- Recharged by outside stimulus
- Seek external activities
- Breadth of knowledge and number of friends

## On exchange: introverts – the struggles

- Hesitant to reach out for help when struggling or grappling with a problem
- Takes longer to allow others to get to know him or her
- Large groups with lots of activity over long periods of time are difficult
- When introverts retreat, some around them take it personally or feel rejected

## On exchange: introverts –the advantages

- Usually will weather homesickness and/or isolation better than an extrovert
- Thinks before acting or speaking
- Observes first
- Tends to excel at integration and complete cultural immersion

## On exchange: extroverts –the struggles

- Struggles with loneliness –times of homesickness or isolation are difficult
- Will act before thinking
- Not always in tune with how others feel
- Often will not integrate or acclimate as fully and completely as an introvert
- Introverts may feel overwhelmed by an extrovert

## On exchange: extroverts –the advantages

- Can multi-task
- Responds well to multiple demands and expectations
- Easily makes friends, joins groups and engages in activities
- Their enthusiasm is often contagious

## Be aware that introverts

- Need to connect deeply before engaging in small talk
- Less dopamine means they can delay gratification
- Unlikely to take risks
- Tend to project their own reaction onto others

## Be aware that extroverts

- Need small talk first before having deeper conversations
- Seldom are overloaded by too much information
- Need to explore and talk things out
- Need independence

Introvertedness and extrovertedness is a spectrum

- We are somewhere on the spectrum from Introvert to Ambivert to Extrovert

Advice for Introverts

- Let your host family know you are an introvert
- Ask for time alone and explain that it is how you recharge

Advice for Extroverts

- Stop, breathe and observe once in a while
- Be aware of when you are overwhelming others and give them space

How to care for an introvert

- Give them time to think –don't demand instant answers
- Don't interrupt them
- Give them advanced notice of changes
- Give them private time
- Correct them privately
- Teach them new skills privately
- Don't push them into social situations
- Do not try to make them an extrovert
- Don't make grand gestures which draw attention to them

How to care for an extrovert

- Respect their independence
- Compliment them in the company of others
- Accept and encourage their enthusiasm
- Allow them to explore and talk things out
- Let them dive right in even if it seems impetuous
- Offer them options and let them direct the outcomes
- Understand that they need to be busy
- Allow them to surround themselves with many people

Know thy self

- Extroverts: do not try to convert introverts into extroverts
- Introverts: do not try to convert extroverts into introverts

Interacting with your host family:

- determine who in the family is an extrovert and who is an introvert by asking about their jobs, activities and hobbies, social lives, and how they would describe their personality
- Visualize how you are going to be sensitive to their needs

# Appendix D – Travel Policy for Inbound Exchange Students

This is a cultural and educational exchange. Exchange students should take advantage of opportunities to travel under appropriate conditions while on their exchange. While the host Rotary Club and Host Families are not under any obligation to provide or permit travel, there will be many opportunities to travel. Students must obtain the appropriate permissions and not make or execute their own travel arrangements outside of this policy. Students who do not adhere to this policy could be sent home.

Students may not travel alone or accompanied only by other students.

Students must have permission from their Club Youth Exchange Officer for any travel that requires missing school.

Travel is permitted with host parents, on school-sponsored trips or on Rotary authorized functions with approved adult chaperones. Students may take trips with their host family that involves air travel within the U.S. without permission from the District. Students are allowed to fly in a private plane provided the pilot is FAA licensed and a parental release is obtained.

Other travel must be approved by Terry Collins who is the District Travel Coordinator. That approval is documented using forms available on the Rotary District 5440 web site.

<http://rotary5440.org/SitePage/inbound-student-travel>

Travel requests must be submitted at least 30 days in advance of trip.

**District Travel Authorization** - The District Travel Authorization must be completed for any trip requiring District approval. This includes a written description of the trip, reason for trip, and schedule of travel. Prior to submitting this form to the District students need to obtain written approval of a school official if you will miss school, your host family and your Host Club Youth Exchange Officer or Club Counselor.

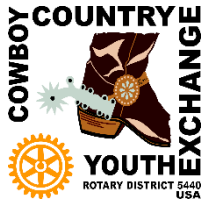
**Parental Travel Release** - The Parental Travel Release must also be completed for any trip and should accompany the District Travel Authorization when submitted to the District Travel Coordinator.

**Travel outside U.S.** - It is possible to travel outside of the U.S. but that requires additional approval. Details are described in the Travel Outside the U.S. file.

**Parental Visit** - If your parents visit, you can travel with them as long as you have completed the Parental Visit form and the visit meets the restrictions in the rules and conditions of exchange

All completed forms must be submitted to Terry Collins for District approval. She can also help if you have questions.

Terry Collins  
108 N Bent St  
Powell, WY 82435 USA  
(307) 254-3914 (cell)  
(307) 754-2272 (work)  
(307) 754-9577 (fax)  
rotarymama@gmail.com



COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
ROTARY INTERNATIONAL DISTRICT 5440  
DISTRICT TRAVEL AUTHORIZATION FORM



Students must remember that travel during the exchange is a privilege, not a right. This authorization form is not required for in-country, non-air travel with host parents, on school-sponsored trips or on Rotary authorized functions with proper adult chaperones. Students may not travel alone or accompanied only by other students without prior district approval. Other travel must be approved by the host District Travel Coordinator upon submission of this form.

Student Name \_\_\_\_\_  
Host Club \_\_\_\_\_  
Host Family Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email for return of form: \_\_\_\_\_

**Travel Request**

Where are you going and what is the purpose of the trip?

Does your destination require a travel visa? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If yes, attach copy of documentation - applies ONLY to out-of-country travel)

Date and time of departure \_\_\_\_\_ Date and time of return \_\_\_\_\_

Method of transportation \_\_\_\_\_

If flying, indicate airline, flight schedule and airport of departure and arrival:

Name and phone number of responsible adult supervising the travel:

Contact information for student's destination (Name, relationship to student, phone number)

**Signed authorization:**

Written release from student's own parents exempting Rotary of responsibility and liability.

Date Received: \_\_\_\_\_

School Release to miss class if applicable:

\_\_\_\_\_  
School Official Date

\_\_\_\_\_  
Host Parent Signature Date

\_\_\_\_\_  
Host Club Youth Exchange Chairman Date

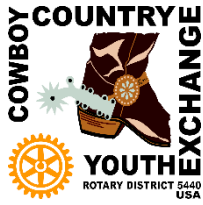
Return request to:

Terry Collins, District Travel Coordinator, Cowboy Country Rotary Youth Exchange  
108 N Bent St., Powell, WY 82435

Fax: (307) 754-9577 Cell: (307) 254-3914

Or by email to: [rotarymama@gmail.com](mailto:rotarymama@gmail.com)

\_\_\_\_\_  
District Travel Coordinator Date



COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
ROTARY INTERNATIONAL DISTRICT 5440  
TRAVEL RELEASE/WAIVER BY NATURAL PARENTS



We, \_\_\_\_\_ (Full Names of Parents), the parents of \_\_\_\_\_ (Full Name of Student), who is a student hosted by the Rotary Club of \_\_\_\_\_ (host club) in the Cowboy Country Youth Exchange Program in Rotary District 5440 in the United States, agree to release, indemnify and hold harmless, in all respects, for any purpose or reason whatsoever, for any damages or cause of action, the Rotary Clubs of \_\_\_\_\_ (host club) and \_\_\_\_\_ (sponsor club), and Rotary Districts 5440 and \_\_\_\_\_ (sponsor district number), their Youth Exchange Committees, and all officers, members and agents of the Club and Districts for any injury or loss whatsoever to our daughter/son, \_\_\_\_\_, from the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, through the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, while she/he is engaged in the following activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

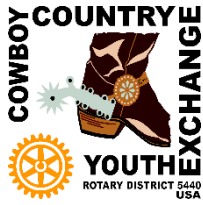
\_\_\_\_\_

(Printed name and signature)

(Printed name and signature)

Return request to:

Terry Collins, District Travel Coordinator, Cowboy Country Rotary Youth Exchange  
108 N Bent St., Powell, WY 82435  
Fax: (307) 754-9577 Cell: (307) 254-3914  
Or by email to: [rotarymama@gmail.com](mailto:rotarymama@gmail.com)



COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
ROTARY INTERNATIONAL DISTRICT 5440  
PARENTAL VISIT – TEMPORARY RELEASE FROM PROGRAM



We, \_\_\_\_\_ (Full Names of Parents), the parents of \_\_\_\_\_ (Full Name of Student), who is a student hosted by the Rotary Club of \_\_\_\_\_ (host club) in the Cowboy Country Youth Exchange Program in Rotary District 5440 in the United States, agree to release, indemnify and hold harmless, in all respects, for any purpose or reason whatsoever, for any damages or cause of action, the Rotary Clubs of \_\_\_\_\_ (host club) and \_\_\_\_\_ (sponsor club), and Rotary Districts 5440 and \_\_\_\_\_ (sponsor district number), their Youth Exchange Committees, and all officers, members and agents of the Club and Districts for any injury or loss whatsoever to our daughter/son, \_\_\_\_\_, from the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, through the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, while she/he is with us during our visit in the United States.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

(Printed name and signature)

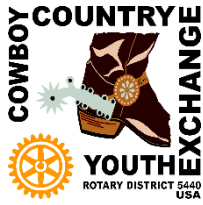
(Printed name and signature)

Return request to:

Terry Collins, District Travel Coordinator, Cowboy Country Rotary Youth Exchange  
108 N Bent St., Powell, WY 82435

Fax: (307) 754-9577 Cell: (307) 254-3914

Or by email to: [rotarymama@gmail.com](mailto:rotarymama@gmail.com)



COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
ROTARY INTERNATIONAL DISTRICT 5440  
TRAVEL RELEASE/WAIVER BY NATURAL PARENTS  
FOR TRAVEL OUTSIDE OF UNITED STATES



**OUT-OF-COUNTRY TRAVEL AUTHORIZATION PROCEDURE**

Students may only travel out-of-country if accompanied with host family, Rotary club members or other responsible adults – NO Spring Break trips to Mexico with other students! A request for out-of-country travel must be submitted to the District Travel Coordinator at least 30 days in advance of the trip.

Please do the following:

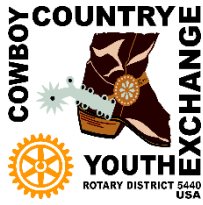
- Contact District Travel Coordinator, Terry Collins by phone 307 754-2272 (work), 307-254-3914 (cell) or email ([rotarymama@gmail.com](mailto:rotarymama@gmail.com)) with basic information concerning pending trip:
  - Date of proposed trip
  - Where you are going
  - Who you are going with
  - How you will get there (airplane, vehicle, etc.)
- Find out if you are required to apply for a tourist visa to the country you are planning to visit. If yes, work with your host family and club to obtain the necessary documents and email or mail a copy of the travel visa to the District Travel Coordinator
- Complete Travel Authorization Form after verbal authorization has been received from the District Travel Coordinator – get the following signatures:
  - School official if you will miss school
  - Host family
  - Host Club Youth Exchange Officer or Club Counselor
- Send the signed form to the District Travel Coordinator – mail or email scanned document
- Obtain your parent’s signatures on the release/waiver.
  - Email or fax your parents a copy of the TRAVEL RELEASE/WAIVER **FOR TRAVEL OUTSIDE OF UNITED STATES** (form is attached to this document)
  - Ask them to sign the document (in BLUE ink), have it notarized or witnessed and **scan and return by email to both yourself and the District Travel Coordinator! This is Very Important!**
- The District Travel Coordinator will send a copy of the Travel Authorization and Parental Release to Responsible Officer Dave Bostrom and to you and/or your club YEO.

- Locate the document entitled “U.S. Department of State – Certificate of Eligibility for Exchange Visitor Status (DS-2019).” This is a form that should be with your passport and will be signed by Responsible Officer David Bostrom. You need to **mail this original document** (not a copy), to Dave so that he can authorize your exit and re-entry into the United States. It’s called - “Travel Validation by Responsible Officer” on the form.

David J. Bostrom  
1640 Sesame St.  
Worland, Wyoming 82401  
307-347-3227 Home  
307-431-5909 Cell  
[dbostrom45@gmail.com](mailto:dbostrom45@gmail.com)

Dave will only sign this document after he has received the Parental Release and Travel Authorization Forms from the District Travel Coordinator.

- Dave will sign the form and mail it back to you.
- **You must have this document and the parental release in your possession going through customs and immigration. If you do not have those documents you may not be allowed to re-enter the United States.**



COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
ROTARY INTERNATIONAL DISTRICT 5440  
TRAVEL RELEASE/WAIVER BY NATURAL PARENTS  
FOR TRAVEL OUTSIDE OF UNITED STATES



*This form must be completed for each student under 18 years of age for any travel outside of the United States. Both natural parents (if living and having parental rights), must sign this form.*

We, \_\_\_\_\_ (Full Names of Parents), the parents of \_\_\_\_\_ (Full Name of Student), who is a student hosted by the Rotary Club of \_\_\_\_\_ (host club) in the Cowboy Country Youth Exchange Program in Rotary District 5440 in the United States, agree to release, indemnify and hold harmless, in all respects, for any purpose or reason whatsoever, for any damages or cause of action, the Rotary Clubs of \_\_\_\_\_ (host club) and \_\_\_\_\_ (sponsor club), and Rotary Districts 5440 and \_\_\_\_\_ (sponsor district number), their Youth Exchange Committees, and all officers, members and agents of the Club and Districts for any injury or loss whatsoever to our daughter/son, \_\_\_\_\_, from the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, through the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, while she/ to travels to \_\_\_\_\_ (City/Country) under the supervision of \_\_\_\_\_ (Name of Responsible Adult).

We also authorize the above party to make any medical decisions necessary regarding our child during this trip.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
(Printed name and signature) (Printed name and signature)

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_