



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



INBOUND CALENDAR
CLUB YOUTH EXCHANGE CHAIRMAN AND/OR CLUB COUNSELOR

August

- New inbound student arrives
- **Notify district country representative of student's arrival date**
 - ✓ The YEO confirms the student's arrival in the YEAH database
- Schedule get together for YEO, student, counselor, all host families to meet and greet.
- Several things need to be completed soon after the student arrives.
 - ✓ Review policies and rules
 - ✓ Provide Emergency Contact Sheet to student and host families
 - ✓ Discuss and confirm student's banking and means of handling cash including club monthly allowance
 - Take student to bank and set up account; ATM card is also a good idea if the student doesn't already have one
 - ✓ Discuss access to cell phone, internet, Skype, etc.
 - Help student obtain cell phone or sim card for phone they brought with them
 - ✓ Verify that District Assessment has been paid by Club
 - ✓ Make copy of passport, visa, and airline itinerary for safekeeping
 - Email scanned copies of passport, visa and airline ticket to District Country Representative.
 - Offer to store student's important documents in safety deposit box or other secure location. You can't force them to give you those documents.
 - ✓ Make certain student has district-issued I.D. card (new one emailed to them each time they change host families; you can download from YEAH database)
- Make sure student is properly enrolled in school
 - ✓ Complete school enrollment; grade verification tracking password

September

- **Mandatory inbound orientation.** Club YEO and/or Counselor invited to attend. Club needs to arrange for transportation to this event.
- Make second home visit (different person than did the first visit)

November or December

- Typical date of first host family switch
 - ✓ Get the host family approved in the YEAH system well in advance of the move. It can take up to a month to get them fully approved so don't wait.
 - ✓ Must have Country Representative approval prior to moving student.
 - ✓ **Enter the student's move with the Department of State within 10 days of move and send a copy of the confirmation to the country representative.**
 - ✓ Record the move in the YEAH database.

December

- Outbound Interviews - Attendance for Inbound Students is not mandatory but is strongly encouraged. YEOs and Counselors always welcome to attend and assist.

January

- **Second mandatory inbound meeting.** Usually a ski weekend at Steamboat Springs, Jackson Hole, Snowy Range (Laramie) or Hogadon (Casper).

March/April

- Receipt of new inbound student application for following school year from District Committee.
- Several things that need to be completed for future inbound to have required paperwork to obtain their visa for entry into the country. Please complete this in April or no later than the end of May. Host family approvals can take weeks, please start early.
 - ✓ Complete Club Compliance Contract and return to District YE Chair
 - ✓ Recruit Host Families and club counselor – conduct interviews and home visit, be sure everything is entered into YEAH database
 - ✓ Complete Host Family screening
 - ✓ Complete guarantee form with club, host family and school (cannot be sent to student until Rotary volunteers and host family on form are fully approved)
 - ✓ Return two copies of Guarantee form with original signatures and Host Family Information to designated District country representative
- Current inbound – switch families again – Remember change of address form and updating everything in the YEAH database

April/May

- Begin communicating with the next inbound student.
 - ✓ Send letter to incoming student with general information about community, weather, what to bring, school, host family, club, etc.
 - ✓ Confirm desired arrival date with first host family (at least one week before school starts and before inbound student orientation). Tell student when you want them to arrive. Ask student to let you know when they have their flight schedules. Be sure to let District country representative know when you have confirmed the arrival date.
- Ask first host family to begin corresponding, send photos, etc.
- Current inbound student - recognize host families and student with certificate or token of appreciation
- Outbound Orientation - optional, attendance of Inbound Students encouraged

May to early June

- **District Conference – current inbound is required to attend** – make travel arrangements
- Mid-June – West Coast Bus Tour

Late June to July

- Current inbound returns home – **notify District of date of return as soon as you know**
 - ✓ The flight itinerary should be entered in the YEAH database by the student.
 - ✓ Notify District Country Representative that the student returned home.