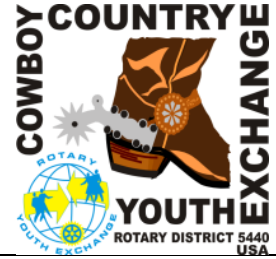




Stephanie Denning, District 5440 STEP Chair
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ROTARY DISTRICT 5440 USA

IMPORTANT YOUTH EXCHANGE INFORMATION OUTBOUND STUDENT APPLICATION MATERIALS

TO: Club Youth Exchange Officers
FROM: Stephanie Denning, District 5440 STEP Exchange Chair
DATE: November 2022
SUBJECT: Short Term Exchange Summer Youth Exchange (STEP) Student Materials 2023

Help to support peace by sponsoring a student for the Summer Exchange Abroad Program this Rotary year! STEP allows students aged between 15 and 19 to experience the challenge and opportunity of a foreign exchange without committing to a full year. “What You Need to Know” summarizes the program and is available on the District’s website: www.rotary5440.org.

The program is an easy way to support youth program in your community. And it’s so easy to sponsor a student. Your club *pays nothing* to sponsor a student for an exciting summer exchange. You spread the word, your Youth Exchange Officer interviews applicants and their parents, and you sign some simple forms. That’s it!

We wish you the best of luck in sponsoring your students this summer. A step-by-step guide to the process is attached. If you have any questions, please call me or email me at District5440.STEP@gmail.com.

Yours in Rotary,

Stephanie Denning, Chair
Short Term Youth Exchange Committee
E-mail: District5440.STEP@gmail.com
307-421-2553

CLUB PROCESS (all documents referenced here are on the District website at <http://rotary5440.org/SitePage/summer-youth-exchange>)

1. Make certain your club Youth Exchange Officer/Counselor's (YEO) background check is current.
2. Read the document "What You Need to Know".
3. Announce the Program at each Rotary club meeting.
4. The Club's YEO may contact local high school counselors and foreign language teachers (we have had good luck with this "direct connection"). Provide them with the STEP Application to distribute to interested students. A proven technique is to hold an information session with students in foreign language classes. Surprisingly many students enjoy missing a class period and hearing about travel opportunities or this may be done during lunchtime. Teachers and counselors are busy so you may need to be persistent!
5. Submit the STEP Press Release (edited with your club information) to local radio, television and newspapers. Ask that they run it as a public service announcement at no cost.
6. Ask all applicants to complete STEP Country Selection List and prepare an essay on Why I Want To Be An Exchange Student and return it to you by the deadline that you set. This allows you to determine the feasibility of the exchange and to set up an interview with the student.
7. Arrange for interviews by the YEO or youth exchange committee with the students and their parent(s) in their home as soon as possible. Document and sign your interview on the STEP Club Recommendation Sheet. Keep this as a record of your interview; do not submit this with the application package to the District STEP Committee.
8. Once you approve students and families for the summer exchange program help them to complete the STEP Application Form.
9. Make sure that all signatures that are required from club officers on page 6 of the STEP Application Form and all information required on the Guarantee Form. The Guarantee Form section title "Host District and Club Guarantee" is to be completed by the foreign district and club.
10. Ensure that all persons living in the host family's home who are over 18 years of age complete and pass a Youth Volunteer background check at Verified Volunteers. Provide all of them with your VV club code. If any adult person fails to pass a background check there can be no exchange.
11. Ensure the student and her/his family know they must purchase appropriate travel and medical for insurance for their trip abroad. The Outbound Orientation in early April will explain the insurance program.
12. The host club YEO must ensure both inbound and outbound students know how to contact him/her or the club President (if the YEO is not available) and that they both have a copy of the Cowboy Country YE Crisis Management Team pocket card (available on request).
13. We suggest that during the exchange you invite both students to your club and ask the inbound student (with the help of the outbound student) to give a presentation about their country and home town to the club. The more people your inbound student gets to meet, the better they will understand our culture and take back with them a sense of international understanding. In addition, the more members have contact with STEP youth exchange students the easier it will be to recruit students for exchange programs in the future.