



Rotary International District 6630  
and  
Ohio Erie Multi-District Youth Exchange Program

Orientation and Training  
for Inbound Students

# GUIDELINES FOR INBOUND STUDENTS

## INTRODUCTION

O-E is a multidistrict that extends from Ohio to Florida.

The principal objective of the Youth Exchange Program is to promote better understanding and goodwill. Students are expected to understand our way of life, to study and discuss our problems, in order to get the full value of the program.

## OBLIGATIONS OF THE STUDENT

Inbound students who are accepted into the O-E Multidistrict are required to accept the following obligations:

1. Students and parents have read and signed the “Student, Parent & Sponsor Endorsement” and “Section G: Rules, Attestations, Permissions, Releases & Consents” both of which are part of the Long Term Program Application. By signing these, and any other O-E (e.g. Independent Travel) or District specific documents, all parties have agreed to follow all of the rules of the O-E Multidistrict program.
2. Students are expected to obey the laws of the host country at all times and accept the supervision and discipline of the Host Club, host parents and school.
3. Students **SHALL NOT**, under any circumstances, own or operate a motorized vehicle of any description during the period of the exchange. This includes cars, motorcycles, tractors, motorboats, ATV’s, snowmobiles, jet skis and any similar vehicle or any vehicle that requires a governmental license of any kind. This does not include riding lawnmowers, motorized bicycles or electric scooters. Violation of this rule can and will result in an immediate termination of the Exchange and a return home.
4. Students will not be permitted to have a serious relationship. Dating, preferably in the company of other couples, is encouraged. For obvious reasons, serious romantic involvements and sexual activity are prohibited. Students can and will be sent home if found to be engaging in sexual activity of any kind.
5. The use of illicit drugs including prescription drugs not prescribed to you is prohibited. **Any violation of this rule will result in IMMEDIATE TERMINATION of your Exchange.** The United States has serious legal consequences for drug offenders.
6. Even though you may be of legal drinking age in your home country, the legal age is 21 in the United States. It is expected that you will refrain from drinking at parties and in public places during your exchange. Peer drinking is prohibited. Should your host family offer you an alcoholic beverage in their home and IF you wish to accept it and IF you and your natural parents have agreed that this is acceptable, then it is permissible. If your hosts do not use liquor in their home, you will not either.

7. Smoking is also regulated in the United States and the purchase of tobacco products by underage persons can result in criminal penalties.
8. The Youth Exchange Program is a high school program. Students are required to be enrolled in a high school selected by the Host Club and will attend classes regularly, attempt to obtain satisfactory grades, and participate fully in all school activities including homework and assignments. The Host Club is under no obligation to enroll the student in a college or university, even if the student's family offers to pay all fees and expenses. Students, who do not regularly attend school or make a reasonable effort in their classes, risk being sent home.
9. Students will be required to address Rotary clubs, other service organizations, youth, and community groups during their exchange.
10. During their stay, students will have certain obligations to their host District, club and District Youth Exchange Program. These will probably include attending the District Conference, periodic attendance at the Host Club meetings as well as participation in Host Club activities. Many districts have regular programming for Exchange Students and students are encouraged to participate fully in these events. Personal plans should not be allowed to interfere with these obligations.
11. Students are ambassadors for their country and must, at all times, behave in a manner which will reflect positively on their families, communities, country, and Rotary.
12. Students must return home by a direct route on completion of their exchange period. They will not be allowed to stay in the host country after the termination of the exchange.
13. District Committees frequently utilize Inbound students at its interview and orientation sessions for succeeding groups of Outbound students. Students are encouraged to accept these requests.
14. Students should remember that Rotary Youth Exchange (RYE) is an educational and cultural program. Students should be prepared to participate in family and cultural activities during their exchange as well as learning English.

## **PASSPORT AND OTHER TRAVEL DOCUMENTS**

When you reach your final destination, it is advisable to give your passport and other important travel documents to either your Rotary counselor or host family for safe keeping.

Students arriving at a U.S. airport will need to go through U.S. Immigration and Customs and have a visa for the United States. At U.S. Immigration you will complete an I-94 form.

Students receive a form DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status), which must be printed prior to departure and retained during your entire exchange. Should you leave the United States during your exchange, you will need this form to re-enter the United States.

The United States will inspect (Customs) your personal belongings when you arrive. It is important that any prescription medications are in their original containers. You should check the U.S. web sites for the legality of prescription medications. Non-prescription medications

such as cold remedies should be purchased after arrival as they may not be legal or confiscated at Customs. It is suggested that you make a list of gifts that you are bringing along with their value to make it easier to complete the customs forms.

## STUDENT INSURANCE

It is mandatory that all students purchase the O-E health, property, liability and travel insurance. The O-E policy meets all of the requirements established by Rotary International. This policy must be must be purchased online from the designated O-E insurance carrier.

## COUNSELOR

Your host Rotary Club must appoint a Counselor whom you should regard as your confidant during your stay here. If you have any problems with school, host family, finances or problems of a personal nature, consult your Counselor. Ideally the counselor should be of the same gender as the student. Keeping the counselor informed of any concerns is crucial to the success of your exchange. He or she is there to help you and will welcome the opportunity to act as a mediator if things go wrong. If you are not assigned a Counselor, you should tactfully ask that one be appointed for you as soon after your arrival as possible. You may ask for a counselor of the same gender. When your counselor is unable to assist you or does not respond to your concerns, you should contact your host district Inbound Chair (or General Chair) for help in solving or remedying the situation. The O-E Country Contact and your sponsor district Outbound Chair are available and should be contacted if this approach does not work. In all cases, do not wait until a problem has gotten so big that returning home early is the only solution.

## HOST FAMILIES

Hosting arrangements are the responsibility of the hosting Rotary Club. Rotary International requires that you be hosted by two or more families during your exchange. It is not the student's responsibility to find host families. If problems occur with the host family, first attempt to solve the problem directly with your host family. Your Counselor may be able to assist you with cultural or language issues. Remember, though, the responsibility is on you to adjust to the host family's environment. The host family is under no obligation to adjust to you, nor to treat you as a "special guest." You are expected to accept the normal discipline and supervision of the family and settle into their routine which will not necessarily be the routine you may have been used to at home.

Because you are assimilating yourself into the family environment, you should ask your Host Parents what they would like to be called. You should visit the YEO Resources page on the NAYEN web site (<http://nayen.org>) and print two copies of the "First Night Questions" in the language of the country that you are going to prior to your departure. Review these questions with your host parents during the first few days that you are in their home.

You may have a room of your own. You should be prepared to share a room with a host sibling of the same gender. A host brother or sister may have sacrificed his/her own room or the privacy

of his/her own room in order to host you. Be aware of this fact and show the proper appreciation to whoever is affected.

Some students have complained that their host families have involved them too much with family activities and that they had wanted some “peace and quiet” on their own. Discuss this tactfully with your host parents if it occurs.

One final point - it is inevitable that you will fit in more readily with some host families than with others. This makes it even harder to leave those whom you have grown to love. However, do not embarrass anyone by speaking poorly in public or posting negative comments on the web (e.g. Facebook, blogs, etc.) about your various families.

## **HOMESICKNESS**

You are bound to experience homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. Each student will have to find his/her own method of coping. When homesickness occurs, it is recommended that you keep yourself occupied as much as possible with studies, sports, and other activities. Students who join activities early in their exchange increase their opportunities to make new friends and decrease the effects of homesickness. Instant messaging and excessive contact with friends back home will add to the feeling of homesickness.

## **FINANCES**

Your Host Club will provide you with a monthly stipend of at least US \$75. Ask your counselor or host parents for assistance in opening a personal bank account and obtaining an ATM card. This should be done at the same time you establish your Emergency Fund (see below).

ATM access is widely available in the United States and Canada but most banks have a nominal (\$1-\$3) transaction fee for withdrawals from ATM's not owned by your bank. ATM's are also a good way for parents to provide additional funds for their children and give the best exchange rates available. Credit and debit cards are widely accepted.

## **EMERGENCY FUND**

You are required to establish an emergency fund of at least US \$500. Your Counselor will assist you in opening a joint bank account where both your signature and your Counselor's signature are required to withdraw funds. This money is to be spent only with the authority of your Counselor or host parents. This fund is designed for use in emergencies or to cover major items like clothing, approved travel and other similar needs. It is not meant for the day-to-day expenditures which should be covered by your monthly stipend from the club. This emergency fund must be replenished by your parents as it is depleted. The funds will be released to you at the end of your exchange

## **SCHOOLING**

All students are required to attend school at the high school level and perform all of the assigned work, including exams. While we understand that language barriers may make this difficult at

times, we always expect you to give your best effort. If you wish to obtain credit for your school studies while on your exchange, you will need to discuss this matter both with your school at home, prior to coming here, and with your host school. Due to varying state and provincial regulations, graduating from a U.S. high school may not be possible.

You should particularly note the following points regarding schooling:

1. School discipline here differs from school to school and visiting students are expected to conform to local custom. Be aware of the school rules.
2. Regular attendance at school is expected. Students must also be sure to arrive at school and classes on time, as tardiness is not acceptable to the schools. Written parental (host parent) permission is required if you need to miss school, arrive late or leave early for Rotary functions. Missing a class each week for a Rotary meeting is acceptable but work must be made up. This should be discussed with the school during your enrollment.
3. Students are expected to complete homework assignments just like their fellow classmates. Failure to work at homework and other school projects and assignments creates ill will with schools and will not be tolerated. Assignments that are missed due to Rotary sponsored trips must also be made up and completed per the school's policy.
4. Students should carefully choose the subjects they take during their Exchange. English must be taken by all students. Some schools also offer English as a Second Language (ESL) which may be helpful if your English skills are poor. Students are encouraged to take U.S. government and history classes to gain a better understanding of the culture. We also recommend taking one or two 'fun' classes or courses that are not offered in your home country.
5. Most high schools offer extensive extracurricular activities, including athletics. Students are encouraged to participate in these activities as it is an excellent way to meet new friends. Eligibility to participate is dependent on local school and/or state authority and is not guaranteed.

## RELIGION

In many cases, you will be expected to attend religious services with your host family. You are encouraged to go with your family, even if it isn't your religion. It is permissible to also ask your host family to attend a service for your own religion as this helps to build the bonds of understanding.

## TRAVEL

It is very important for you to understand that this is an academic and cultural Exchange and not a travel Exchange. Travel will be limited to the following:

1. Travel with your host family is always acceptable. You must notify your Counselor if you are traveling for more than a weekend or leaving the district for an extended period of time.

2. You may accompany Rotarian families on overnight, weekend or holiday trips provided you are invited to do so. You must secure permission from your Counselor. Your Counselor may require permission from your natural parents.
3. The District Committee will arrange several functions during the year (e.g. orientation meetings, District Conferences, Exchange Student weekends) where you can travel and meet the other exchange students. Attendance at these functions is strongly encouraged. Orientation and District Conference are mandatory.
4. You may, with the approval of your Host Club and your natural parents, enroll in the Rotary approved tours which are available for students.
5. Independent travel is never permitted. This includes visits to relatives or other family friends.
6. Travel with school or church groups will be allowed, but must be approved by your Counselor/YEO. Requests for such travel will be treated on an individual basis and will only be considered when all of the following requirements are met:
  - (a) Written parental authority from home is received for this particular trip, to the satisfaction of your District Youth Exchange Chair.
  - (b) Your host parents and host Rotary club approves the trip and the proposed travel itinerary.
  - (c) The prior permission of the school principal is obtained if the trip takes place during the school term.
7. Students are only permitted to fly by registered commercial airline. Flights in private aircraft are not allowed.

## **PUBLIC SPEAKING**

During your stay you will be expected to speak on a number of occasions to Rotarians, school groups, and other service clubs or community organizations. Be prepared with a formal presentation. PowerPoint, posters, flags and other visual or audio material will enhance your program. Have a good selection of photographs (either printed or digital) of your family, your home, your town, and your country.

From time to time you may receive requests to be interviewed by the media (radio, newspaper or TV). Your remarks should always be positive when speaking about your exchange. It is suggested that you consult your Counselor to assist you in preparing for these interviews.

## **ELECTRONIC DEVICE USAGE**

During your year you will be required to send regular reports to your sponsoring club and District and to the host District Committee as well as the O-E Country Contact. Please be sure that you know when, and to whom, each of these reports is to be sent and do not forget them. Please be sure to respond in a timely manner, as many of these reports are required by either government or Rotary regulations.



Excessive computer/smart phone usage may result in isolation and lack of interaction with others. Students should discuss with their host parents “house rules” concerning the use of electronic devices. Students need to exercise self-control and limit their daily usage. Visiting sex or other pornographic web sites or the downloading of material from them is strictly prohibited and will result in the student being sent home.



## STUDENT PROCEDURES



*If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:*

### 1. Report the situation immediately to:

- Club Counselor –
- **District Chair D6630:**
- ☎ Kevin Wermer-330-592-1622
- \_\_\_\_\_

Inbound Chair –

\_\_\_\_\_

#### **Two Non-Rotarian Counselors:**

- Ashley Wade 419-688-5034
- Todd Porter 704.650.8818

**Emergency Call Center**  
1-800-593-9256

2. If nothing happens when you report the situation, report it again. Continue reporting until someone takes it seriously. Make sure we understand you are serious.
3. If you think it is wrong, it probably is. If you feel uncomfortable about a situation – **TELL SOMEONE.**

## DEFINITIONS

**Sexual Abuse:** Engaging in implicit or explicit acts with a student or forcing or encouraging a student to engage implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex.

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

- Indecent exposure
- Exposing a child to sexual or pornographic material

**Sexual Harassment:** Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

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

- Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sexual life, comments about one’s sexual activity, deficiencies or prowess
- 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.



**Ohio-Erie**  
**Rotary Youth Exchange Program, Inc.**



# Sexual Abuse & Harassment Reporting Guidelines

### **Statement of Conduct for Working with Youth**

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse.

Adopted by the Rotary International  
Board of Governors, November 2006



## ALLEGATION REPORTING GUIDELINES

For adults to whom a student reports an incident of abuse or harassment

### 1. Report from Student:

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. Listen and be encouraging. Do not express shock, horror or disbelief.
- **Protect the student.** Ensure the safety and well being of the student. Remove the student from the situation immediately and from all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment.
- **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to present the student's story to the proper authorities.
- **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not his/her fault and he/she was brave and mature to come to you.

- **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
  - **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.
2. **Report abuse** immediately to the appropriate law enforcement authorities and to the hosting Rotary Club (RYE) Counselor: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
District Chair: \_\_\_\_\_,  
\_\_\_\_\_ providing neither is the accused individual.  
*Report harassment to the above Youth Exchange Officers.*
  3. **Avoid gossip and blame.** Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.
  4. **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of harassment, the District RYE Chair and District Governor are responsible for having an investigation conducted and will be in contact with the alleged offender after the student has been moved to a safe environment.*
  5. **Follow-up.** After appropriately reporting the allegations, follow up to make sure steps have been taken to address the situation.

**Note:** More detailed procedures are provided to the Rotarians responsible for the students and are available upon request from interested parties.

## POST REPORT PROCEDURES

*RYE Counselors, RYE Officers, RYE District Chairs and RYE District Governors*

1. **Immediately confirm** that the student has been removed from the situation and all contact with the alleged abuser or harasser.
2. **Contact appropriate law enforcement agency** immediately, in cases of abuse. Cooperate with the police or law investigation. *If the law enforcement agency will not investigate, the District RYE Chair and District Governor should coordinate the investigation into the allegations.*
3. **Ensure the student receives immediate support services** from an independent local social service agency.
4. **Contact the student's parents**, in case of abuse. Give the student the option of either staying in the country or returning home. No student will be required to be sent home unless his/her personal well being requires it.
5. **Remove the alleged abuser or harasser** from all contact with all Exchange Program youth while investigations are conducted.
6. Either the District Chair or the District Governor must **inform Rotary International** of allegations of abuse, within 72 hours of the initial report, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.
7. Should the district investigation of harassment indicate the incident is sexual abuse or criminal in nature, it will be reported to the appropriate law enforcement agency.

# ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

## INTRODUCTION

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

A Youth Exchange student will spend an extended period of time, up to a year, living with a Host family in a country other than their own. Rotary, their families, and non-Rotary volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual, or emotional abuse or harassment of every student with whom they come in contact.

Rotary International is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of students should always be the first priority.**

## DEFINITIONS

**Sexual abuse:** Engaging in or arranging implicit or explicit sexual acts. This includes pressuring someone to perform a sexual act alone, or sexually engaging directly with another person of any age or gender through force or coercion, or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor or youth program participant, or any nonconsensual sexual activity between peers, is considered sexual abuse. Sexual abuse can also include offenses that don't include touching, such as voyeurism, indecent exposure, stalking, electronic harassment, or showing a young person sexual or pornographic material.

**Sexual harassment:** Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims.

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

- Sexual advances

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess.

- 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.

**Emotional, psychological or verbal abuse:** The use of fear, humiliation, or verbal assault to control the behavior of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements about their race, religion, abilities, intellect, tastes, or personal appearance.

**Neglect:** Failure to provide the food, shelter, or medical or emotional care that is necessary to well-being.

**Grooming:** Establishing an emotional connection with someone to lower their inhibitions and gain their trust with the intent to be sexually abusive.

**Consent:** An informed, knowing, and voluntary permission for something to happen, including sexual activity

## IS IT ABUSE OR IS IT HARASSMENT?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made.

After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. In the United States and Canada, reporting of sexual abuse is required by law.

## ALLEGATION REPORTING GUIDELINES

### 1. Report from Student

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure immediately:

- (a) Report the situation to your local Rotary Host Club Youth Exchange contact. This will generally be your Counselor.
- (b) If you feel that you cannot tell your local Youth Exchange contact, then report the situation to the District Youth Exchange Chairperson. If you cannot report the situation to either of these people, report the situation to another member of the Youth Exchange Committee whom you are comfortable making a report to. You may also report directly to Rotary International either online or with the option to report anonymously at <https://ri.isight.com/portal> or by emailing [youthprotection@rotary.org](mailto:youthprotection@rotary.org). In case of emergency, contact local law enforcement or emergency services immediately.

If there is not an immediate response when you make your report, report it again, and continue to do so until someone responds in an affirmative manner to take care of the situation. Make sure that we understand that your situation is serious.

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## 2. Report from Parents (Host, Natural or Guardian)

If your child notifies you that they have been sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, or, if after talking with your child you feel that either of these situations has occurred, you should follow this procedure immediately:

- (a) As soon as possible, report the situation to your local Rotary Host Club Youth Exchange contact. This will generally be the Counselor to the student.
- (b) If you are unable to make this contact, or feel uncomfortable doing so, contact the District Youth Exchange Chairperson.
- (c) You may also report directly to Rotary International either online or with the option to report anonymously at <https://ri.i-sight.com/portal> or by e-mailing [youthprotection@rotary.org](mailto:youthprotection@rotary.org). In case of emergency, contact local law enforcement or emergency services immediately.

If there is not an immediate response when you make your report, report it again, and continue to do so until someone responds in an affirmative manner to take care of the situation. Make sure that we understand that the situation is serious.

## 3. Reporting Guidelines for Adults

For use by all adults to whom a student reports an incident of abuse or harassment.

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these ***Allegation Reporting Guidelines***

- (a) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- (b) **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.

- (c) **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- (d) **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or of anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- (e) **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

#### 4. Protect the Student

**Ensure the safety and well-being of the student.** Remove the student from the situation immediately and from all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

#### 5. Report to Appropriate Authorities

**Immediately** report all cases of alleged sexual abuse to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. The local police department should be the first contact.

In most situations, the first Rotary contact is the Rotarian counselor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the District Youth Exchange chair should be contacted.

All allegations must be reported to the O-E General Chair, RI and the Department of State, within 72 hours of the initial report. The person responsible for doing so is the District Youth Exchange Chair. Districts will cooperate with all police or legal investigations.

In cases of harassment, a report must be made to the Rotary Club district youth exchange leadership, within 72 hours. The District Youth Exchange Chair and District Governor are responsible for having an investigation conducted.

You will likely be requested to provide the following information:

- (a) The student's name and location
- (b) The suspected perpetrator's name and relationship to the child (if known)
- (c) A description of what you have seen or heard regarding the abuse or neglect
- (d) The names of other people having knowledge of the abuse
- (e) Your name and phone number



Should the district investigation of harassment indicate the incident is abuse, it will be immediately reported to the appropriate law enforcement agency. The determination of the validity of any allegations or criminal activity can only be done by youth protection agency personnel or trained law enforcement professionals.

Immediately remove the accused person from contact with youth. The district will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved. Follow district-established criteria and procedures for removing a Rotary Youth Exchange student from a host family if the student makes an allegation against a host family member. Move the student to another host family that was screened in advance.

#### 6. Avoid Gossip and Blame

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

Districts are to maintain the privacy (as distinct from confidentiality) of any accused person by refusing to share any details of the alleged offense with any persons outside law enforcement or state agencies, except the following Rotary Youth Exchange personnel: Club Counselor, District Youth Exchange Chair, O-E Chair and RI.

#### 7. Do Not Challenge the Alleged Offender

The adult to whom the student reports the allegation **must not contact** the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the District Youth Exchange Chair and District Governor are responsible for having an investigation conducted, and they will be in contact with the alleged offender after the student has been moved to a safe environment.*

#### 8. Follow-Up

After reporting allegations to the Rotarian counselor or District Youth Exchange Chair, follow up to ensure steps are being taken to address the situation. Specifically, Districts will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved. Privacy of both the Exchange student and the alleged adult abuser will be respected during the investigation.

### POST REPORT PROCEDURES

For Use by Rotarian Counselors and District Youth Exchange Chairs

The student's Rotarian counselor and the district Youth Exchange chair are responsible for ensuring that the following steps are taken immediately following an abuse allegation is reported.

1. The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines*.
2. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
3. Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the club or district Youth Exchange chair should coordinate an independent investigation into the allegations.
4. Ensure the student receives immediate support services.
5. Offer the student an independent, non-Rotary counselor to represent the interests of the student. Ask social services or law enforcement to recommend someone who is not involved with Rotary or in any way involved with the Youth Exchange program.
6. Contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
7. While investigations are being conducted, remove the specific student and any other youth from all contact with the alleged abuser or harasser.
8. Cooperate with the police or legal investigation.
9. The student's Rotary Counselor should inform the district Youth Exchange chair and district governor of the allegation. Either the district governor or the district Youth Exchange chair must inform O-E District Chairman and Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

## POST ALLEGATION REPORT GUIDELINES

### Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club.

After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear



regarding their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

#### Appropriate Response for Addressing Issues Within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations.

Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against club members or clubs by the alleged abuse.

### **Statement of Conduct for Working with Youth**

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people with whom they come into contact with and protect them from physical, sexual and psychological abuse.

October 2019

*Please note that this policy is subject to change. The most recent copy of this policy will be maintained in the YEAH library. O-E member districts will be informed when any changes are made.*

## PROGRAM GUIDELINES

**\*\* AIRLINE TICKETS:** A **FULL ROUND TRIP RETURN TICKET** is required. Full means that all airport connections must be shown on the ticket, not just the port of entry into the USA. Your return ticket must be complete all the way from your starting point to your final destination. Do not plan to buy your return ticket in North America or your connecting flights here in North America. This is the only kind of ticket approved by Rotary Youth Exchange. It may be an **“open”** or **“fixed date”** ticket and must be able to be changed with a minimal fee (US \$200 or less). This ticket enables you to return home without difficulty if that need should arise.

You must send a copy of your travel itinerary to your O-E Multidistrict District Chairman, Club Counselor, Country Contact and Host Family as soon as it becomes available. Instructions will be communicated to you on how to enter the itinerary information into the O-E MD database. This is in addition to providing a copy of your travel itinerary.

**\*\* INSURANCE:** Basic health and liability insurance coverage for your stay in North America is purchased online at:

<https://secure.visit-aci.com/insurance/oerye/>

This policy complies completely with Rotary International requirements.

**\*\* VISA: BE ABSOLUTELY CERTAIN YOU HAVE THE CORRECT VISA**

You are going to be an **Exchange Student in the United States**, and will need a **“Multiple Entry” J-1 Visa**, from the US Embassy. A *Certificate of Eligibility for Exchange Visitor Status* (DS-2019) form has been emailed to you separately. Your Rotary Guarantee form is included here as an attachment. You will need to make an appointment for a personal visit to the nearest U.S. Consulate to obtain your visa. Prior to this interview, you must pay the SEVIS I-901 fee. This may be done on-line at:

<http://www.ice.gov/sevis/i901/index.htm>.

The J-1 visa will allow you to live and attend school in the United States. Travel into the US requires that you have the DS-2019 form in your possession at time of entry. *Staple the DS-2019 into your passport.*

**\*\* EMERGENCY MONEY:** You will be required to set up a **joint “Emergency” bank account** with your Rotary Club Counselor OR your Host District may hold the money for you in their District account. **This account must have a balance of at least US \$500.** If money is withdrawn for emergencies, it must be replaced immediately. The remaining balance will be returned to you when you leave for home at the end of your exchange.

**DO NOT LEAVE HOME  
UNLESS YOU HAVE THE ABOVE ITEMS!**

**\*\* PERSONAL EXPENSES:** You will find that Rotary Clubs and Host Families are very generous, friendly, loving, and caring, however, DO NOT expect them to pay for things that are your responsibility. During the year, you may be invited to participate in many events, which are educational, interesting and fun. Souvenirs, joining clubs and activities, or purchasing clothes should be considered in determining how much money to bring with you.

**\*\* IMMUNIZATION:** Be sure to bring copies of all immunizations with you, **with complete dates and dosages**. This information is required by all schools in order to attend. Failure to have this documentation may result in your not being able to attend school, which could lead to a loss of your student visa status. You will need to make sure that you have a **TB Test done within three months of your school start date**.

**\*\* MEDICAL:** If any medical issues occur prior to the start of your exchange that would change any answer on the medical or dental form of the Long-Term Application, this change **MUST** be reported to your Hosting District Chair within 10 days of the occurrence. Failure to do so may result in the termination of your exchange.

**\*\* HOST FAMILY:** You may have one to three host families in your assigned community. Students may not reside with any relative during the exchange.

**\*\* SCHOOL:** Students must certify that they have not previously been an academic year or semester exchange student in the United States.

Students **MUST** provide a translated “written English language summary” of the exchange student’s complete academic course work.

Some US schools are conducting entrance tests for English fluency and may require the student to undertake a test prior to acceptance in the school. It is important that students have some preliminary English when they arrive.

Students are expected to have regular attendance at school and are encouraged to take a regular course load, which will expose them to the language and culture. Although they may be eligible to get credits or even a diploma, the Rotary Youth Exchange Program does not in any way guarantee this. Most US schools will not award a high school graduation diploma to an exchange student.

Students are strongly encouraged to join school teams or get involved in extracurricular activities (e.g., music, drama, clubs, etc.). This will help them to make friends and to facilitate their integration into the new culture.

**\*\* ATHLETICS & EXTRACURRICULAR ACTIVITIES:** Eligibility to participate in extracurricular activities, including athletics, is not guaranteed. Eligibility is dependent on the local school and/or state authority.

**\*\* EMPLOYMENT:** Exchange students may not be employed on either a full- or part-time basis during their stay in the United States, but they may accept sporadic or intermittent employment such as babysitting or yard work.

**\*\* COMMUNICATION:** Exchange students are encouraged to communicate with both their host club counselor and host family prior to leaving home. Keep this communication informal – telling them about your family, your interests and your departure itinerary.

**\*\* TRAVEL:** Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district, with proper adult chaperones. Independent travel is prohibited. Further explanation of travel rules is found in the *Rules-Independent Travel* document.

**\*\* APPROVED TOURS:** TWO trips are available throughout the year to broaden your exposure to the various parts of the country. Below are the trips offered by O-E Multidistrict. Students are NOT permitted to go on any other exchange student trips other than those approved below.

**Eastern Trip:** An East Coast trip (March-April), that starts in New York City and travels by bus to Philadelphia and Washington, DC. The tour is conducted by Belo USA Travel.

**Western Trip:** A West Coast trip in June that begins in Phoenix, AZ and ends in San Francisco. The tour is conducted by Belo USA Travel.

**Belo USA Travel:** Visit their website at: <https://www.belousa.com>. Go to the Members Area. The Username is: RYEOE and the password is: beloadventures

**\*\* RETURN HOME:** Students are expected to return home within fifteen days of the last day of school. If the student is involved in a Rotary-related trip or plans to travel in the host country with their natural parents, (permission to stay longer may be granted by the host District Rotary Youth Exchange Chair. In cases of an extended stay, students are expected to return home within 3 days of the approved trip end. These are the latest return dates. You may be required to return earlier than 15 days after the end of school to accommodate your host District, your host Rotary club, or your host family. All travel arrangements must be approved before being booked.

**Please make a copy these Program Guidelines and leave it with your family.**

Permission to Travel for:

*Student's Name*

The Rotary Youth Exchange Program is NOT a travel program. Any opportunity to travel is at the discretion of the Rotary DISTRICT and must be under the direct supervision of the host family, school, church or the hosting Rotary club/district. Direct supervision is accomplished by the physical presence of the supervisor on the trip. A student MUST NOT travel alone or be accompanied solely by other students. **The DISTRICT MUST approve all travel outside the boundaries of District 6630.** The District is comprised of the following Ohio counties: Ashtabula, Cuyahoga, Geauga, Lake, Medina, Portage and Summit.

The written permission of the natural parents is required for travel outside the District. Check with the District Chair to see if the parents signed a blanket waiver for travel outside the District. Otherwise, the natural parents must grant permission in writing (an email will suffice), for each trip.

Note that students and parents have signed documents agreeing to these rules, which include an agreement to come to their host family/district directly and return by a direct route at the end of their experience. If the student is travelling out of the country, special arrangements must be made; Contact the District General Chair or Inbound Chair for instructions at least 60 days before the start date of the out of country trip.

An exchange student may be sent home for not following these rules.

An out of District travel request must be submitted to the District General Chair or the Inbound Chair on the following form at least 10 days prior to the requested date of travel.

**Complete all applicable sections**

Host Family Name:  Phone:

Address:      
*Street City State Zip*

Email:  Departure Date:  Return Date:

Will the student be missing school? Yes ☐ No ☐ If yes, how many days?

Purpose of Trip:

Destination/itinerary/accommodations\*

<i>Date(s)</i>	<i>Name/place of destination if day trip <b>OR</b> Where staying if overnight trip (Family, Hotel, etc.)</i>	<i>Address, including city/state</i>	<i>Phone # with area code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*\*Attach additional sheets if necessary*

**If traveling by car or van:**

Name of adult driver(s) 21+ years of age:

Telephone number of adult driver:

Relation of adult driver to student and/or Rotary:

Make and year of car:

License plate#

**If traveling by plane or other commercial carrier:**

Name of carrier

Flight or Route #:

**Travelling with host family?** ☐ Yes ☐ No **If not, then who?**

If applicable, Name of Organization:

Chaperone with whom student will travel and relation to student, or Rotary or to the organization:

Chaperone Address:

*Street*

*City*

*State*

*Zip*

Cell #

Email:

<b>This Request Approved by:</b>	<b>Signature</b>	<b>Date</b>
Mother	s/	
Father	s/	
School authority's signature (if school will be missed):	s/	
Host Mother	s/	
Host Father	s/	
Host Club YEO / Counselor	s/	
District General Chair or Inbound Chair	s/	

## RULES—INDEPENDENT TRAVEL

(This form satisfies the requirements of Rotary International Youth Exchange certification and the US Department of State 22 CFR Part 62 Regulations)

Exchange Year	Student	Host Rotary Club	Host District
2025-2026			

The exchange program typically offers students various opportunities to travel while on exchange. To ensure there is no misunderstanding, students and parents are asked to review the information below and agree to abide by these rules.

1. The RI Certification document stipulates: *Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.*
2. The Rotary Youth Exchange Program is **NOT** a travel program. Any opportunity to travel is at the discretion of the Rotary **DISTRICT** and must be under the direct supervision of the host family, school or hosting Rotary club/district. A student **MUST NOT** travel alone or be accompanied solely by other students. The **DISTRICT** **MUST** approve all travel outside the boundaries of the district.
3. For approved travel, the written permission of the natural parent is required.
4. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
5. The insurance coverage obtained for the exchange students is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.

\*\*\*\*\*

**Therefore, all travel that does not follow these guidelines is not approved for O-E Multidistrict students. Should a student elect to leave the host district without the approval of Rotary, the following steps shall be taken:**

1. The district chair is to advise the O-E Multidistrict Country Contact who will then communicate the violation to the sponsoring District Chair.
2. Notification will be given to the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end the relationship and terminate Rotary's responsibility for the individual.** As a result of this decision and action of the student (and parents, where applicable), the following steps are taken:

Exchange Year	Student	Host Rotary Club	Host District
2025-2026			

- The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system
- The insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage** should be **cancelled** immediately.
- The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.
- The student should **not be permitted** to leave items **with host families** nor be permitted to return there.
- The student's **return travel itinerary** to the home country is **the sole responsibility of the student** and the natural parents.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

### Student:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### Natural Parents:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Instructions: Signed form is to be scanned and emailed to the O-E Multidistrict Country Contact, prior to departure.**



Exchange Year	Student	Host Rotary Club	Host District
2025-2026			

## Permission for Approved Travel

I/We, \_\_\_\_\_ and \_\_\_\_\_, (name of parents/guardians),  
the parents/guardians of the said student, \_\_\_\_\_ (name of student), hereby  
grant permission for our student to travel outside of the host Rotary district, with the approval of  
the host Rotary District Chair, during the exchange year.

### Natural Parents:

**Print Name:** \_\_\_\_\_  
(Print first and last names legibly)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_  
(Print first and last names legibly)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions: Signed form is to be scanned and emailed to the O-E Multidistrict Country Contact, prior to departure.**

## RULES-CONDITIONS OF EXCHANGE

(This form satisfies the requirements of Rotary International Youth Exchange certification and the US Department of State 22 CFR Part 62 Regulations)

Exchange Year	Student	Host Rotary Club	Host District
2025-2026			

### Addendum to Long Term Application: Rules and Conditions of Exchange

*As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange which are in addition to the general rules in the base application. **Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense.** Please note districts may attach additional rules if needed to account for local conditions.*

#### Behavior:

You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country. Students may not adopt new restrictive eating habits or diets during exchange not identified on the student's application.

#### School:

Regular school attendance is mandatory, and students are expected to arrive at school and class on time. Students are expected to complete homework assignments and make an effort to achieve good grades. Students missing class for approved travel are expected to make up the missed work. Students are expected to learn English to the best of their ability.

#### Rotary 4 D's:

These should be covered at your Outbound Orientation in your sponsor country and will be covered again at your Inbound Orientation in your host country. For clarification they are:

- (a) Dating - no serious one-to-one relationships, sexual relations, pregnancy, etc.
- (b) Drinking - no solo or peer alcoholic drinking; it is acceptable, however, for a student to have a drink with Host Parents during a family meal (e.g., Thanksgiving, Christmas, etc.)
- (c) Driving - includes any motorized vehicle - cars, motorcycles, tractors, motorboats, ATV's, snowmobiles, jet skis and any similar vehicle or any vehicle that requires a governmental license of any kind. This does not include riding lawnmowers. Students are prohibited from enrolling in any driver's education program.
- (d) Drugs - no involvement with any non-prescription drugs (e.g., marijuana) - usage or peddling; no involvement with prescription drugs not prescribed to the student; no possession of drug paraphernalia (e.g., pipes, bongs, clips, papers, etc.)

#### Smoking:

Smoking and the use of any tobacco products (including chewing tobacco and snuff) are strictly prohibited, regardless of age.

Exchange Year	Student	Host Rotary Club	Host District
2025-2026			

## Social Media:

During your exchange, telephone, email, social networking communication should not become excessive, or interfere in any way with developing friends in your host country. The student is responsible for all charges incurred. Students should limit their time on the computer to 30 minutes per day for social networking (e.g., for non-school work activities). Inappropriate pictures or comments posted on social networking sites **WILL NOT** be tolerated.

## Travel:

Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district, with proper adult chaperones. Independent travel is prohibited. Further explanation of travel rules is found in the *Rules–Independent Travel* document. For extended trips or travel outside the USA written permission of natural parents may be required. Students may not return home during the exchange year except in an emergency approved by the host District Chair.

## Natural Parent Visits:

Visits from natural parents are permitted only with the advance approval of the host family, host club YEO, and the host District Chair, and then only after March 1 of the exchange year. Visits will not normally be approved during the last two weeks of the exchange. Other natural family members may only visit accompanied by the natural parents. No home country friends may visit during the exchange.

## Body Modification:

Body piercing or obtaining a tattoo without the express written permission of the natural parents, host parents, YEO and host District Chair is prohibited.

***We have read and understand the above “Rules–Conditions of Exchange” and will abide by them.***

**Student:**

**Print Name:** \_\_\_\_\_  
(Print first and last names legibly)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Natural Parents:**

**Print Name:** \_\_\_\_\_  
(Print first and last names legibly)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_  
(Print first and last names legibly)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions: Signed forms are to be scanned and emailed to the O-E Multidistrict Country Contact immediately, so that we are aware that you have received all essential documents**