**Counselor Checklist to Assist in a Successful Exchange\***

*Assumes Guarantee Form, Club Compliance and D&C Profile have already been completed/ submitted*

**Prior to Student Arrival**

Contact Student to confirm arrival information and confirm that Host Family has also contacted student

Review and provide to the Host Family the “District Training Manual”, “Guidelines for Host Families” “Primer for Host Families” and the “First Night Questions”

Determine stipend amount with club ($100)

**Upon Student Arrival**

Meet Student at airport and establish an early bond and level of trust

Advise natural parents of the student’s safe arrival

Input the arrival date in the Portal

**After Student Arrival**

Review the Rotary rules for the Exchange with the student (specifically the “4-D’s”) and confirm the student’s understanding

Review, collect and keep safe the student’s documentation (Visa, Passport, Airline tickets, etc.) The student must have access to these documents.

Assist in selecting the student’s curriculum and enrolling in school. Obtain copy of Enrollment form

Assist in enrolling the student in extra-curricular activities

Be active in your role as School Liaison

Open two bank accounts for student (Emergency fund of $500 and one for personal use)

Introduce the student to their Rotary Club and involve the student in Club activities and service projects

Schedule the date of the students’ program for a club meeting and assist the student in preparation

Attend Student and Host Family Orientation, YEO / Counselor Training in August

Be aware of and responsive to organized training and social events for the students. (Schedule will be provided and notifications will be emailed prior to each event)

Be aware of and responsive to District organized activities for which the Student should and/or must attend ***(make sure student is prepared for their home-country presentation at the District Conference)***

Be aware of and responsive to transportation needs for student to attend above events

Submit Monthly Counselor reports into the Portal on time ***(on or before the last day of each month)***

Make contact with Host Family **at least** monthly

Submit Host Family Visitation Reports on Time

Provide for a smooth transition to subsequent Host families

Maintain open communication with District Committee

Have fun!

*\*YEO Officer to ensure completion of above*