



District 6630 RYE Volunteer Training

June 20, 2023

Note: More detailed information regarding the topics covered in this presentation can be found in the RYE District Training Manual located on the Rotary District 6630 website:

<https://www.rotarydistrict6630.org/sitepage/resources-for-yeos-counselors-and-host-famili>



WELCOME and THANK YOU!

**Without your time, passion and
commitment, there could be no
Youth Exchange Program!**

Agenda

- ◆ Introductions
- ◆ District Website RYE Pages
- ◆ Preparing for the Student's Arrival
- ◆ Preparing Host Family (HF)
- ◆ The Exchange Year
- ◆ Required Reporting & Timeframes
- ◆ Student's Document Safekeeping
- ◆ Student Insurance
- ◆ Exchange Termination
- ◆ RYE Volunteer Responsibilities
- ◆ Required Online Training
- ◆ Review of RYE Outbound Programs
- ◆ Resources
- ◆ Questions

District Committee

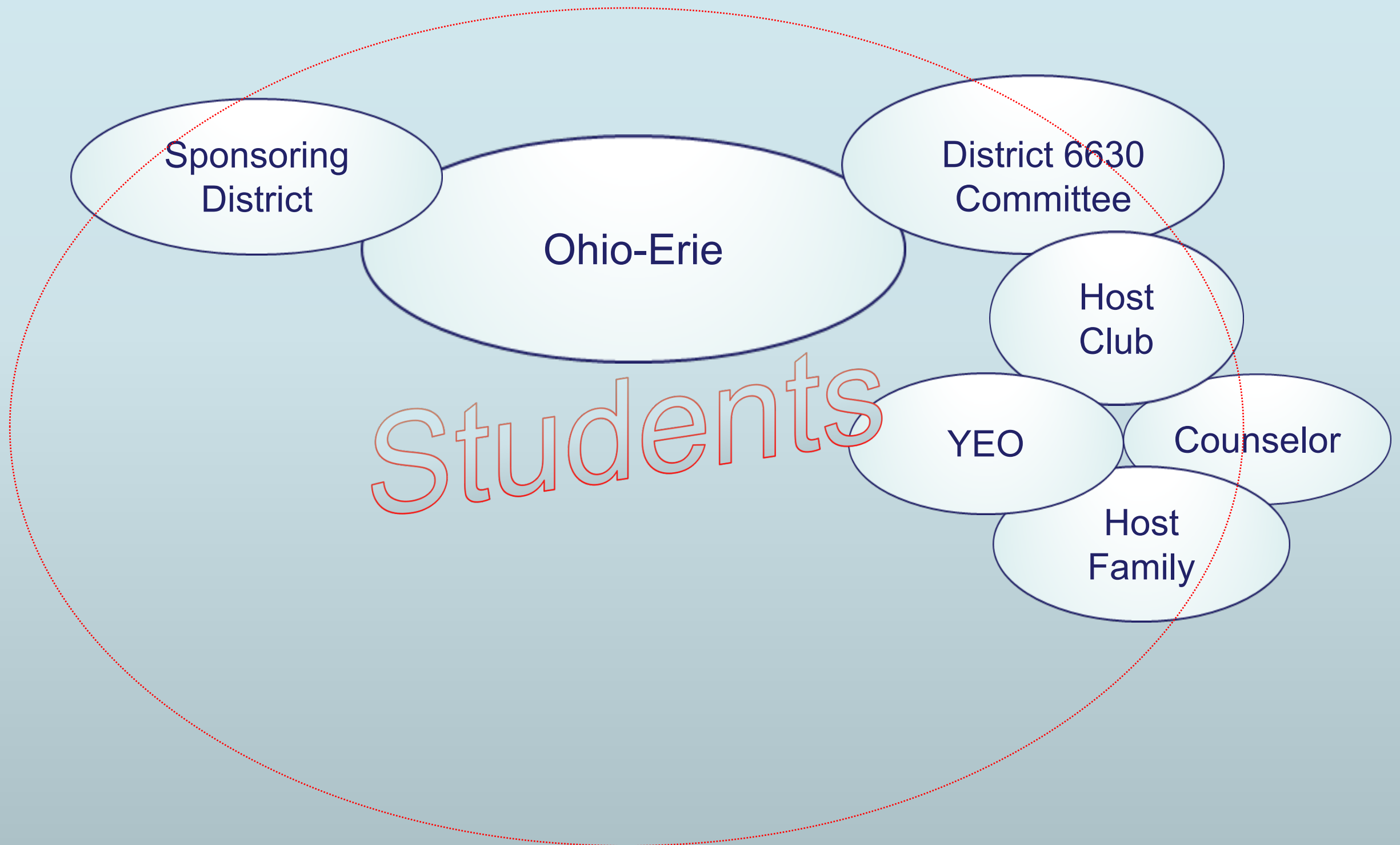
District RYE Chair : *Patrick Kelley*
ryepatrickkelley@gmail.com; 330-233-7200

District RYE Inbound Chair: *Shelia Hedrick*
ryesheliahedrick@gmail.com; 330-414-2501

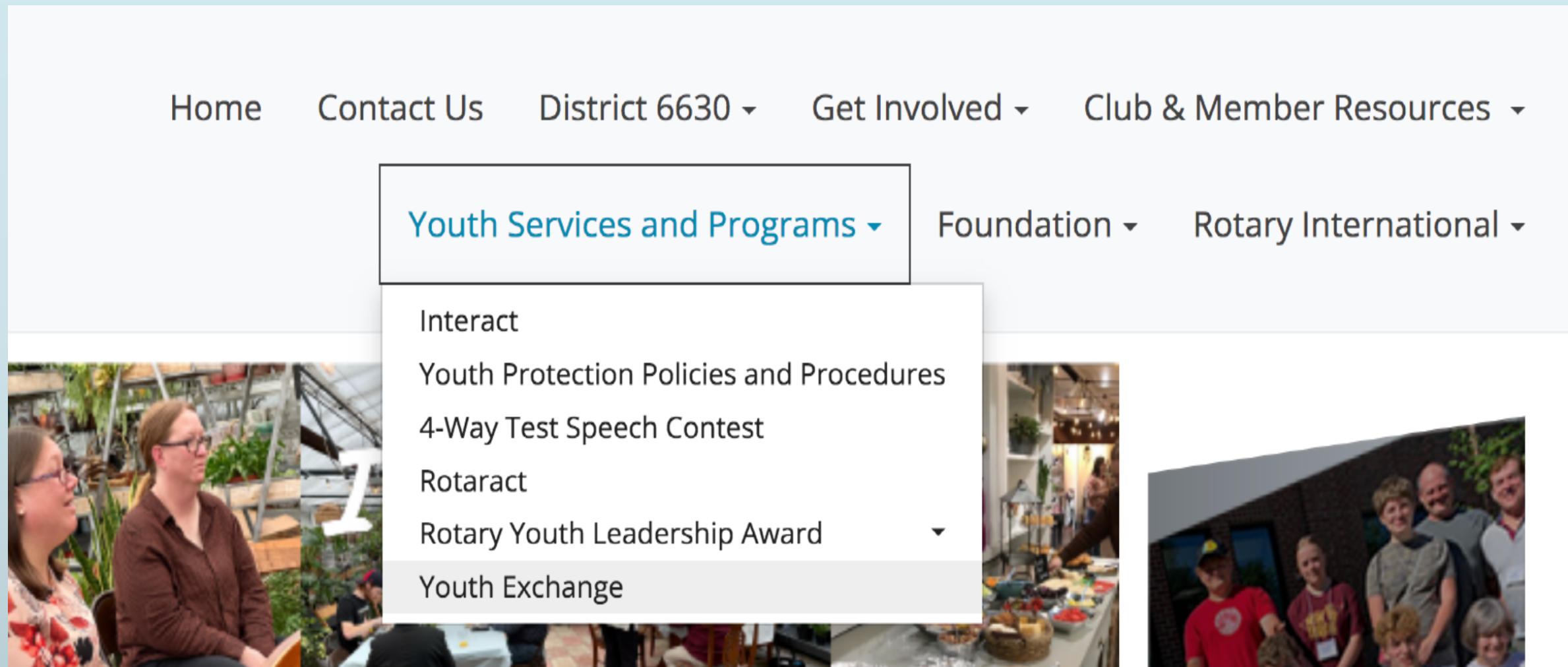
District RYE STEP Chair: *Susan Colville-Hall*
rye6630susan@gmail.com; 330-714-3765

District RYE Trainers:
Susan Colville-Hall
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Christina Potter
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RYE Structure



District Website RYE Pages



**You can access RYE Resources on the District Website
under “Youth Services and Programs”
then “click” “Youth Exchange” in the drop-down**

District Website RYE Pages

Rotary
District 6630



[Home](#)

[Contact Us](#)

[District 6630 ▾](#)

[Get In](#)

[Youth Services and Programs ▾](#)

Related Page

[RYE Calendar of Events](#)

[RYE Foreign Study District
Scholarship Program](#)

[Short Term Scholarship Program](#)

[Student Preliminary Application](#)

[Inbound Student Information](#)

[Host Family Information &
Opportunity](#)

[Resources for YEOs, Counselors and
Host Families](#)

[RYE Volunteer Training Video](#)


[About Youth Exchange](#)


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Once you are on the Youth Exchange pages, the left margin has links to specific RYE information/resources.

The RYE calendar of Events and the Resources for YEOs, Counselors and Host Families will be most useful in your roles.

District Website RYE Pages

|  Rotary District 6630 | |
|--|--|
| <p>Resources for YEOs, Counselors and Host Families</p> <p>2023-25 Scholarships Available</p> <p>Comparison with another local exchange program</p> <p>Frequently Asked Questions by Rotarians</p> <p>Documents and Links</p> <p>Link to Volunteer Application</p> <p>RYE Volunteer Training - May 7, 2022(PowerPoint)</p> <p>Link To the Portal</p> <p>Portal Introduction</p> <p>Club YEO and Counselor Checklist</p> <p>RYE District Training Manual</p> <p>First Night Questions</p> <p>Permission to Travel Form</p> <p>Permission to Travel Form - Fillable Form</p> | <p>This section is dedicated to helping each District understand the Youth Exchange Program and the processes that are required for you to participate.</p> <p>Any general Question may be directed to:</p> <p><u>Patrick Kelley, RYE General Chairperson</u></p> <p>ryepatrickkelley@gmail.com * 330-233-7200</p> <p>Any Inbound or Hosting Question may be directed to:</p> <p><u>Shelia Hedrick, Inbound Chairperson</u></p> <p>ryesheliahedrick@gmail.com * 330-427-1111</p> <p>Any Outbound Scholarship question may be directed to:</p> <p><u>David Lariviere, Outbound Chairperson</u></p> <p>rye6630.david@gmail.com * 330-427-1111</p> <p>Any Short Term Question may be directed to:</p> <p><u>Susan Colville-Hall, RYE STEP Chairperson</u></p> <p>rye6630susan@gmail.com * 330-714-1111</p> |



Ohio-Erie
Rotary Youth Exchange Program

The Resources for YEOs, Counselors and Host Families is where you will find many helpful links: Links to Volunteer application and to the Portal, District Training Manual, First Night Questions and the Permission to Travel form

Prepare for Student Arrival

Overview:

- Volunteer Approval - Complete Training & Criminal Background check
- Complete and Submit required documents for student's Visa
- HF Approval – Must be approved BEFORE student can go to home. Complete Training, Criminal Background Check (*anyone in household 18 or older*) and Home visit
- HF Interview submitted on the Portal
- Confirm Flight Information
- Share with those impacted (*YEO, Counselor, Host Family and District*)

Prepare for Student Arrival

HF Training Topics:

- Review the “Guidelines for Host Families”
- Review the District Website – Youth Pages
- Review 1st Night Questions
- Review the Travel Rules
- Coordinate meeting with subsequent HF(s)

Prepare for Student Arrival

Student Arrives:

- Meet Student at the Airport – Counselor
- Review “First Night Questions”
- Advise the natural parents of Student’s arrival
- Enroll Student in school - *choose courses wisely*
- Extra Curricular Activities

The Exchange Year

- Student's attendance at Rotary Club Meetings
- Student's Mandatory events
 - August 26-27 – Orientation
 - November 11-12 – Training
 - December 9-10 – Training and Outbound Interviews
 - TBD – Interaction
 - TBD – District Conference
- RYE Calendar of Events
- Student's Funds
 - Emergency Fund & Spending Account
 - Stipend
- Student is to speak English at all times

Travel Rules

- NO Independent Travel by Student
- Parent Visits – Try to discourage, only after March 1
- ANY Out of District Travel:
 - MUST HAVE PRIOR DISTRICT APPROVAL
 - MUST be with Host Family, Vetted Rotarian or School
 - MUST obtain Natural Parents approval
 - MUST provide full trip details to District
 - *ONLY* exception – Official Inbound Trips
 - East or West Trip
 - Boundary Clubs

Student Issues

- Student not meeting expectations of Exchange (*examples*):
 - School attendance
 - School performance
 - At Home
 - Social Interactions
 - Rotary Involvement
- Corrective Actions
 - HF Discussion
 - Counselor Discussions
 - When to escalate to District
 - Student Contracts
 - Exchange Termination - not at club level

Required Reporting & Timeframes

Reports and Information will be Submitted using the “Portal”

- HF First Home Visit
- HF Follow-Up Report
 - Due 60 days after Student Arrive
- Counselor's Monthly Report - *must be completed and submitted during each calendar month - BEFORE end of month*
 - Reports should be meaningful
- Arrival and Departure Dates

Preparing for the Next Host Family

- Host Family must be qualified and trained **before** they may host - *YEO*
- Host Family change **must be reported** on the “Portal”
- Host Family First Visit
- Host Family Follow-Up Report
 - Due 60 days after Student moves

Student's Document Safekeeping

- Documents Include:
 - Passport
 - VISA
 - insurance card
 - return airline ticket
- Must be kept safely
- *Student must have access to the documents*

Student's Insurance

- Students should arrive with paid health insurance
- Students should have insurance card
- Handling claims
 - Download a claim form from www.acipta.com
 - Follow the instructions on the claim form
 - Fill out the claim form completely
 - Be descriptive in regards to the service the doctor performed. Past medical history, dates of the condition and/or symptoms were first experienced and addresses of prior physicians.

Student's Insurance

Claim Reimbursement Request

- Attach your paid receipts, itemized bills, statements, and invoices for services and supplies
- Make sure that all documents indicate claimants name, date of service, diagnosis and the itemized charges
- Mail the Claim form and the accompanying documents to the address listed in the top right hand corner of your claim form Or by email at: aciclaims@acitpa.com.

RYE Volunteer Responsibilities

- YEO
- Counselor
- Student
- Host Family
- Rotary Club
- District Committee
- Using the “Portal” (*links provided in Resource section*)

Online Required Training

| Course Title | YEO | Counselor | Host Family |
|--------------------------------|-----|-----------|-------------|
| DOS Local Coordinator Training | X | X | |
| Youth Protection Awareness | X | X | X |
| US Volunteer Training | X | X | |
| Counselor Training | | X | |
| Host Family Training | | | X |

Outbound – High School Foreign Study Program

- Foreign Rotary Club Scholarship in 33 Countries
- No monetary commitment for sponsoring Rotary Club
- Great way to promote your club
- Students must be between 15 and 18^{1/2} before 9/7/24
- Visit District 6630 website for more details:
[Long Term Scholarship Program - Distcrit 6630](#)

Outbound - Short Term Exchange Program

- Direct exchange
 - Two Students with each other's family
 - Exchange lasts about eight weeks
 - Fours weeks in each country
- No monetary commitment for sponsoring Rotary Club
- Great way to generate interest in Long-Term Program
- Visit District 6630 website for more details:
[Short Term \(STEP\) Program](#)

RYE Resources

- District Website RYE Pages
- RYE Calendar of Events
- RYE District 6630 Training Manual
- Link to Host Family Application
- Link to the Portal
- Link to Outbound Application
- District Committee
- Fellow RYE Volunteers

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Questions???

Thank you for Attending!