Rotary International and The Ohio-Erie Youth Exchange Program

ROTARY DISTRICT 6630 TRAINING MANUAL FOR

- CLUB YOUTH EXCHANGE OFFICERS
- YOUTH EXCHANGE COUNSELORS
- FAMILIES HOSTING EXCHANGE STUDENTS

rev AUG-24

Rotary Youth Exchange is a world-wide program designed for youth between the ages of fifteen (15) and eighteen (18). It is a Rotary organization made up of professional people in all walks of life who are experienced and dedicated to the youth exchange program. Because it is an International Rotary Program, the opportunity of making an exchange is enhanced because you know from the very beginning that Rotary believes in youth and a world changed by youth and enhanced by direct experience. Throughout out the entire adventure, Rotary is there guiding, protecting, and encouraging those directly involved - especially the youth participating in the program. Because it is a volunteer program, the costs for making an exchange are kept to a minimum.

Ohio-Erie Rotary Youth Exchange, Inc., is one of several multi-Rotary Districts that provide the program. Ohio-Erie stretches from Canada, to Michigan, to Ohio, to West Virginia, to Kentucky, to Tennessee, to North Carolina and to Florida. These states and the Rotary Districts within those states have banded together to do a lot things better and that done alone, could not be done. Your Rotary District 6630 (Northeastern Ohio) is a member of Ohio-Erie.

VOLUNTEERS

Volunteering in Rotary Youth Exchange is a rewarding opportunity. Every exchange student that is helped by you is a very real leader of a better, more peaceful society. The basic values of the Rotary Youth Exchange are to promote peace through understanding. By learning about another culture, learning another language, by becoming internationally aware of the greater world, lends itself to understanding, peaceful undertakings, and cultural understanding. To volunteer in Rotary Youth Exchange is to learn how to serve the youth of today in order to build a better tomorrow. How great an experience is that for you as a volunteer?

There are many ways that you can serve as a volunteer in Youth Exchange. You can volunteer to explain the program to high school teachers and counselors. You can serve as a Counselor during an in-bound youth's experience. You can serve as a member of the district's youth exchange committee. You can host a student. And, it doesn't stop there. You don't always have to be a Rotarian to serve on a committee or host a student. Rotary opens its arms to all those who wish to serve.

KEY TO ROTARY'S EXCHANGE PROGRAM: HOST FAMILIES

While the hosting of an Inbound student by the parents of an Outbound student is not an obligation, we have discovered that many parents of Outbounds find enjoyment in taking part in the program when they open their hearts and homes to an Inbound student for three (3) months. An ideal exchange is one that places an Inbound in two (2) to four (4) different homes during a school year. It is not essential that hosts be Rotarians. In fact, Clubs are encouraged to seek non-Rotarian families to serve as hosts, and these families may or may not have children. Successful exchanges also take place in single parent households. Regardless of the Host Family format, motivation is a critical factor. The family must be

realistic about their reason for wanting a foreign student in their home - NOT because they think it is something they should (or feel that they have to) do or certainly not out of a desire for prestige or social acceptance. All members of the family must want the student and the opportunity to experience a different culture within the home. EVERYONE who participates in the Rotary Youth Exchange Program, from the student who wants to study overseas, his/her parents, and Rotarians in sponsoring Clubs, needs to be aware, that for this program. to continue providing young students an opportunity to study overseas, our Districts have to rely upon parental, community, and Club support to obtain Host Families for our Inbound students.

THIS TRAINING MANUAL is intended to meet Ohio-Erie requirements to educate Clubs, Counselors, and Host Families concerning their roles in the Rotary Youth Exchange Program. It is not intended to be the only source of help to those seeking more information. All participants are encouraged to go to our District website (rotarydistrict6630.org) and go to the Ohio-Erie website (oerye.org) which includes training videos, and the website for Rotary District 6690 (Columbus and Southeastern Ohio) for even more information and videos {rotary6690.org).

THE CLUB YEO AND HIS/HER COMMITTEE

Every Rotary Club that is serious about being in the Rotary Youth Exchange needs to appoint a Youth Exchange Officer to build and administer the ·club program. Next, that officer needs to build a committee because no one person should do the whole job. A total program must have all the youth exchange programs covered. That includes the Long Term Outbound Program, the Long Term Inbound Program, and the Short-Term Program (STEP). For a more detailed explanation of these programs, go to the Rotary District 6630 website, Youth Services and Programs/Youth Exchange (rotarydistrict6630.org).

THE SHORT TERM AND LONG TERM OUTBOUND PROGRAMS

This manual deals primarily with the Long Term Inbound Program. For information on the STEP Program and Long Term Outbound Program, consult the Rotary District 6630 website where these programs are explained to Club leaders and prospective applicants.

THE LONG TERM INBOUND PROGRAM

A. OTHER VOLUNTEERS NEEDED

If you wish to host a student from another country through the Rotary Program, the Club must secure a Counselor and Host Families.

The Counselor's role is described later in this manual, but, in general, this is the person who handles

the student's problems and provides an encouraging ear to make the exchange a success. The Counselor, however, needs to be qualified under US State Department regulations.

First, the Counselor must submit his/her application on-line into the Ohio-Erie Multi-District database. He/she can go to the District Website for access to this application (or use this link yehub.net.) Once the application has been filed and approved, Ohio-Erie will send an email with further instructions to the applicant. An email will also be sent with a link to authorize and submit to a background check. The application will also ask for two (2) references. The references will be sent a link which gives them access to an on-line form/questionnaire to fill out and submit. Finally, the applicant must take on-line training courses and pass related tests, including a Department of State (DOS) course. The link for the on-line courses will be sent to applicants by email from Ohio-Erie. There is a study guide at that on-line site for use in taking the DOS test.

The Host Family must also undergo a similar qualification process, minus the DOS Test. That process will be addressed later in the manual.

Also, the YEO and any other member of the Committee plans to spend "unsupervised access" with the student must also undergo the same qualification as above for the Counselor. It is recommended the YEO, at least, become qualified.

B. PREPARING FOR THE INBOUND STUDENT

For a Club to volunteer to host an Inbound Exchange Student, it must sign a Club Commitment Form, a copy of which can be found in the Appendix. This form clearly lists the Club's duties with regard to the Exchange. Most importantly, this form is a COMMITMENT to the District and should be treated with the utmost seriousness.

When a student is assigned to your Club, you will be given a Guarantee Form with instructions plus a Club Profile Form. The Club ensures these are filled out properly and sent back to the District Inbound Chair. These documents form the basis for the student to obtain their Visa (J-1) to come to the United States. To fill out the forms, you must have designated the Counselor and first Host Family and received an approval and commitment from the high school the student will be attending.

By this time, the Host Family must be entirely committed. It would be best if by that time they have submitted their application so they are in the Ohio-Erie database. To do that, the family can go to the District Website for instructions (or use this link: (yehub.net). to fill out the on-line form and submit it.

The Guarantee Form (GF) should be submitted to the Ohio-Erie Country Contact by the District Inbound Chair as soon after the student is assigned to the District, which occurs sometime in March of the year preceding the school year in which the student arrives.

The Host Family can then proceed to become qualified in a timely manner. An email will be sent to each adult (age 18 and older) member of the Host Family with a link to authorize and submit to a background check. The application originally submitted includes two (2) references. The references will be sent an email, from Ohio-Erie, with a link which gives them access to an on-line form/questionnaire which must be completed and submitted. Finally, the Club must perform an "in-home visit-interview" with the Host Family which is reported on another on-line form, which can be accessed by a qualified volunteer, such as the YEO or Counselor, through a database called the WEB Portal (Portal). The authority to access the Portal is granted when the volunteer becomes qualified. Ohio-Erie will then email a temporary password which will enable the Rotarian to access the Portal forms. Once access is granted, this link maybe used to access the WEB Portal: O-E Youth Exchange, Inc.'s YEO Portal (yehub.net)

When all these requirements are met, the Host Family is qualified, WHICH MUST OCCUR BEFORE THE STUDENT ARRIVES. The Counselor and YEO must also be qualified be the time the student arrives. **However, if anyone wishes to receive personal information about the student before arrival (and that is always the case), all personnel required to be qualified must be so qualified before that information can be conveyed to them**. Therefore, qualification as early as possible is generally a necessity.

C THE STUDENT ARRIVES

Before arrival, the Club and Host Family should be in contact with the Inbound student to insure a safe arrival. The arrival information should have been posted on the Ohio-Erie database, but many times we must rely on direct contact with the student.

The Club officer(s) and Host Family should meet the student at the airport, which is usually Cleveland-Hopkins, and take the student home. The Counselor should also be present to establish an early bond with the student.

By that time, the Host Family should have been provided with our District Training Manual for Host Families, which includes a list of "first night questions". These questions are designed to get the family relationship off on the right foot. They should be a "must do" item.

The natural parents should be advised of the safe arrival as soon as possible. The District Chair should also be notified immediately. There is also a place in the Portal to confirm an arrival date which should also be utilized.

Arrivals are most often after the first week of August. With School starting as early as it does now, the Host Family or the Counselor needs to have the student enrolled in High School in a timely manner.

Which courses to enroll the student in is always a good question. Since attending school has several built-in problems for the student (such as language, different coursework in the home country, and different levels of courses in the home country), there must be considerable thought put into this. If

a student is bored, or finds a course too easy or too difficult, problems ensue. Usually, students like to take courses not available in their home country. Many times, a student's idea of what an American course should contain is all wrong. Bottom line: try to encourage student success by placing him or her in courses which fit that student using both his or her judgment and your judgment as well.

You should also investigate putting the student as early as possible in sporting and extra-curricular activities. This is a good weapon against homesickness and is likely to give the student a circle of American friends, which is an absolute necessity.

D. **THE EXCHANGE YEAR**

The student should be included in their Rotary Club programs without jeopardizing their school work. The student should be a guest at meetings as much as possible so that the Rotary members can interact with the student. In fact, it is recommended that Rotary members occasionally take the student out for an activity or meal.

Throughout the year the District will schedule activities where all the exchange students get together for entertainment and camaraderie. While these events are not mandatory, they are highly encouraged and the student should come unless some other priority activity would be of greater importance. When that happens, notify the District Chair. Mandatory events include initial Inbound Orientation Weekend, training sessions and the District Conference (which is usually around the last Saturday in April).

The student must establish an emergency fund of $500.00. The Club must help him or her establish this account. Two signatures will be required for a withdrawal, and then only for true emergencies. One signature would be the student and the other would be the Club YEO or Counselor. The money is put into a bank account with funds from the student. The natural parents are expected to reimburse the fund to keep it at a $500.00 level at all times.

The student is also to establish another bank account for himself or herself. This account is under the student's control and only his or her signature is required to withdraw funds. Natural parents can place whatever funds into this as they wish.

Into this second account will go the student's stipend received from the Club. The Club is required to give a stipend to the student for expenses during the time the club is responsible for the student. The stipend can be no less $100.00 per month.

In regard to student funds, the role of the Club, Counselor, and Host Family is to encourage wise spending. Unfortunately, for various reasons, students may not have realistic thoughts about money management in the US economy

Clubs are encouraged to help the student with the English language. The student is to speak at all times in English in the US. There are on-line resources available, and tutors, which can be utilized to bring a student up to speed faster than the approximate 3 or 4 months it may take some students to be good with English. Of course, some students are good from the time they arrive.

E. OTHER ITEMS TO BE REPORTED

Sixty (60) days after the student arrives, a Host Family follow-up report must be submitted by the Club. This is also an on-line report that is accessed and submitted through the Portal.

The Counselor must also do a monthly report on the student. This is also accessed and submitted through the Portal and is due by the end of every month, but no later than the last calendar day of each month. If these are "over-due", Ohio-Erie notifies the District Chair who will follow-up to make sure the report is filed without further delay.

Arrival dates and departure dates are also reported, which can be done through the Portal, or notify the District Chair immediately upon arrival or departure. Departure dates are usually no more that fifteen (15) days after the end of school unless special permission is granted so the student can go on a Rotary-sponsored year-end trip or for some other compelling reason.

F. SUCCESSIVE HOST FAMILIES

Two (2) Host Families per student are required and three (3) are recommended. Each time the Host Family is changed, that also must be reported on the Portal by the Club. Each Host Family must be qualified just as the first with the same process BEFORE they host. New interviews must be done and reported as well as new follow-up reports. Further, each new Host Family must be trained just as the first. For the method of training, the Clubs should contact the District Chair long before the change of Host Families.

G. TRAVEL RULES

Students are not permitted independent travel. That means no travel is permitted outside their locality unless they are accompanied by an adult member of the Host Family. Even within the locality, if they are getting a ride with a minor, that person must have the full confidence of the Host Family.

Travel outside District 6630 (Ashtabula, Cuyahoga, Lake, Geauga, Medina, Portage, Summit and portions of Lorain counties) can only be done with permission of the District Chair or Inbound Chair, regardless of with whom the student is travelling (and only the natural parents, if no general travel authorization is signed by them). The request (*Permission to Travel Form*) should be given to the Counselor, who must consult with the District Chair or Inbound Chiar for their approval. Again, no independent travel will be permitted. Out of District travel *is* usually permitted if done with the Host Parents, or is a school sponsored and properly chaperoned activity. For hosting clubs located near district boundaries, pre-approved parameters related to regular travel to the neighboring district may be established, prior to student arrival, per District approval.

Travel is permitted on Rotary-approved Youth Exchange trips arranged through the "approved" (by Ohio- Erie) travel agency. There are two (2) approved trips each year. One is in March (around the 15th) for a week or so, and the students visit Washington, DC, New York City, Boston, and Gettysburg. The second is in June for two (2) weeks (around June 14th), which tours the Western United States from the Rockies through to the West Coast. These trips are paid for by the student and must be arranged by the student with the approved travel agency. They are wonderful experiences as the students tour with exchange students from a five-state area and see vast areas of the US.

H. DOCUMENTS TO BE KEPT SAFE

Ohio-Erie recommends that certain documents of the student be kept safe, usually to be secured by the Counselor. These include the passport, visa, insurance card, and the return airline ticket (which should be open-ended, where possible).

I. INSURANCE

Students should arrive in the US with their health insurance already paid, and they should have an insurance card with them. If they do not, contact the District Inbound Chair to obtain insurance credentials for the student.

When there is a need for medical treatment or prescribed drugs, consult the insurance information on the District Website, Youth Services and Programs/Youth Exchange – Resources for YEOs, Counselors and Host Families - Insurance Overview or Insurance Claim Form (or use this link to go to the site page: Resources for YEOs, Counselors and Host Families)

J. COSTS FOR THE CLUB

In addition to the monthly stipend, the Club should be expected to cover the costs of all Rotary Club functions. If the Host Family does not brown bag, the family can ask the Club to cover school lunches (paid along with the monthly stipend).

Our District usually covers the student costs related to all District functions such as all District gatherings of all Exchange Students, including training, social events, and the District Conference. If these events are not covered by the District (when attendance by a few students is likely), the Club will receive advance notice, and the student and Club will have the option of not attending.

K. EARLY RETURNS

Terminating an exchange is an extreme measure. Early returns may result from a number of issues: homesickness, illness or injury, family tragedy, or behavior.

The Host Club is not permitted to unitalerally terminate an exchange. The District needs to be sure that it has taken all reasonable steps to preserve the exchange. In the Appendix, you will find "Problem Resolution", which should be utilized to support this effort.

In the event that an early return is the only recourse, the District must follow a strict procedure to assure that the student arrives home safely. Prior to making airline reservations to send a student home, written permission must be received from the following individuals:

1. The Ohio-Erie General Chair
2. The Ohio-Erie Country Contract for the student
3. The sending district contact in the student's home country

The District should also be sure the student's family has complete flight details and will be able to meet the student at the airport.

L. PROBLEM RESOLUTION

The Ohio-Erie guidelines for problem-resolution are included in the Appendix. All Rotarians in the program and all Host Parents should study these guidelines. The importance of internalizing these guidelines cannot be over-emphasized.

M. STUDENT PROTECTION

Rotary International has made it clear that an exchange student's safety is our highest priority.

Clubs that wish to participate in the program must:

1. Follow District-procedures for removal of a student from the Host Family. Give advance notice to District Chair.
2. Develop contingency plans for hosting that include pre-screened and available back-up families.
3. Ensure that all hosting is voluntary. Parents of outbound students and Club members must not be required to host students.
4. Endeavor to ensure that long-term exchange students have multiple Host Families.
5. Provide each student with a comprehensive local services list.
6. Ensure that the Host Counselor for each student is not a member of the student's Host Family.
7. Ensure that the host Counselor is trained in responding to any problems or concerns that may arise during exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
8. Encourage Host Families, outbound students, inbound students, and their parents or legal guardians to attend district training, which will include sexual abuse and harassment prevention and reporting.
9. Follow Rotary International guidelines for Youth Exchange.
10. Report all serious incidents (accident, crimes, anticipated early returns, death) involving Youth Exchange students to the District immediately.

11. Conduct interviews of all outbound applicants and their parents or legal guardians.
12. Provide copies of all materials produced in the Club to promote and support the Youth Exchange Program, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.
13. Provide a list of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services).

Participating Clubs must agree to:

1. Complete and return a signed compliance statement that the Club is operating their program in accordance with the District, Ohio-Erie and Rotary International policies.
2. Conduct background checks and reference checks for all volunteers as defined. The District helps with this requirement through Ohio-Erie.
3. Develop a comprehensive system for Host Family selection and screening that includes home visits and interviews prior to the placement.
4. Conduct follow-up evaluations of both students and Host Families.
5. Follow the Youth Exchange Abuse and Harassment Reporting Guidelines. Report all cases of sexual abuse to the appropriate law enforcement authorities immediately and then to the Club and District leadership for investigation.
6. Prohibit direct placement of students outside of the Ohio-Erie Rotary Youth Exchange Program structure (e.g. "backdoor exchanges).

N. SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

Consistent with Rotary's highest priority for student safety, the subject of sexual abuse and harassment has taken center stage in the list of Rotary concerns. All Rotarians participating in this program and all Host Parents must carefully study and internalize the REPORTING GUIDELINES recited in the Appendix.

0. COUNSELOR DUTIES

The Counselor is truly a key factor in the Exchange Program. He or she is the student's ombudsman, guide, and friend. Without a Counselor who bonds with the student, there is a high risk of failure in the exchange.

A list of duties and expectations is included in the Appendix and must be studied and internalized by everyone aspiring to perform successfully in this very important role.

P. THE HOST FAMILY

The Host Family must be familiar with the information for them in the Appendix. Included is a list of

"First-Night Questions", which will be very helpful acclimating the newly arrived inbounder on how to participate in the household successfully. Beyond that, Host Families are encouraged to read the entire Training Manual, since there is much information there that is applicable to all three main actors of the local Rotary Youth Exchange Program – the Club Youth Exchange Officer, the Counselor, and the Host Parents.

FOR MORE INFORMATION, CONTACT:

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Shelia Hedrick, RYE District Inbound Chair & Compliance Officer
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David Lariviere, RYE District Outbound Chair
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Kim Bass, RYE District STEP Chair
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APPENDIX

Exhibit A	Guidelines for Hosting Clubs
Exhibit B	Guidelines for Student Counselors
Exhibit C	Guidelines for Hosting Familes
Exhibit D	Problem Resolution
Exhibit E	Student Protection
Exhibit F	Sexual Abuse & Harassment Allegation Reporting Guidelines
Exhibit G	Club Compliance Certification Form - Long Term
Exhibit H	First Night Questions

EXHIBIT A

GUIDELINES FOR HOST CLUBS

INTRODUCTION

The District Youth Exchange Committee annually invites clubs to participate in the program by hosting an Inbound student. If a club decides to participate it is necessary for the club President to:

1. Appoint a Youth Exchange Officer (club chair) who will provide the necessary liaison between the club and the District Youth Exchange Committee.
2. Appoint a Rotary Counselor to look after the personal interests of the Inbound student(s).
3. Ensure that the district has appointed the appropriate non-Rotarian counselors and that the club is familiar with who they are.
4. Ensure that all club members with direct contact with the exchange student have received appropriate training based on their level of involvement in the program.
5. Ensure that all committee members have had any required training. The Club YEO and Counselor must take the mandated US Department of State test annually.

YOUTH EXCHANGE COMMITTEE

The club President may wish to appoint a Youth Exchange committee including the Counselor(s) and the Youth Exchange Officer. While the size of the committee will vary with the size of the club, the more successful clubs have divided the duties among several club members. The committee is responsible for overseeing the Inbound, Outbound and STEP (Short Term Exchange Program) programs at the club level.

VOLUNTEER SELECTION AND TRAINING

Rotary International and the US Department of State have specific standards for required training for all individuals working with youth. These are outlined in the RI "Youth Exchange Certification" documents and in the US issued regulations known as the CFR's, specifically 22CFR Part 62.25. Specifically:

1. Individuals working with youth (YEO, Counselor, Host Families) must complete an application in YEAH.
2. Undergo reference checks.
3. Complete an interview.
4. Undergo a criminal background check (CBC).
5. Vetting must be completed prior to an individual receiving access to a student application.
6. Complete annual training including training in recognizing and preventing child abuse and performance of their specific volunteer duties.

INBOUND STUDENTS

The Rotary club is responsible for placing Inbound Exchange Students in their local high school and selecting suitable host families. It is important to maintain a good relationship with your school, as many have quotas for accepting exchange students. Successful clubs contact the school in the spring to secure a spot for their student arriving in the fall. Lists of potential host families can be compiled at the same time as Outbound recruiting by asking students to indicate whether they would like to host an Inbound. Clubs can also seek potential families from their own members, members' friends or members children's friends.

1. Inbound Student Acceptance Process

   (a) Obtain club approval to host an Inbound student and pay monthly stipend.

   (b) Obtain preliminary approval from your local high school to accept an Exchange Student and review any special school rules for them, including start date. Schools may have spring deadlines for approving Inbound students for the fall semester.

   (c) Complete the Club Compliance Certification (YEAH Library).

   (d) Confirm at least one host family along with a completed Host Family Application, which is done on-line in YEAH. Relatives of the Inbound student are not allowed to host.

2. Inbound Application and Guarantee Form Process

(a) The Club will be assigned an Inbound student in YEAH. The Club should promptly review the application to ensure the student is acceptable.

   (b) Identify and select a same gender Counselor, preferably a Rotarian. The Counselor must not be a host parent.

   (c) Provide a copy of the application to the first host family, once fully vetted and trained, so that they may begin communication with the student.

   (d) Complete the pre-filled Guarantee Form from YEAH, first assigning a Counselor, Host Family and high school and print for signatures.

   (e) Obtain all Rotary club and school signatures.

   (f) Complete a typed District and Club Profile (YEAH Library).

   (g) Return the completed Guarantee Form, the District and Club Profile and the Club Compliance Certification promptly to the designated District officer, typically the Inbound Chair.

3. Inbound Pre-arrival Process

   (a) Ensure the Counselor has been fully vetted trained and oriented using the on-line NAYEN training.

   (b) Ensure completion of Host Family Application(s) along with reference checks and on-line NAYEN Host Family Training.

(c) Conduct an in-home family inspection and complete the Host Family Interview Checklist.

(d) The Counselor should establish communication with the student and agree on an arrival date and remind the student to enter the flight itinerary in YEAH.

4. Arrival Process

(a) Arrange for club members to meet and welcome the student on arrival. It is nice to have several club members and the host family at the airport when the student arrives. Bring a large "Welcome" banner so that your student can identify you at the airport.

(b) Advise the natural parents of the student's safe arrival.

(c) Ideally, the student should spend the first several days in the Counselor's home to establish a relationship with the Counselor and promote on-going communication for the remainder of the exchange.

(d) Arrange for all identified host families to meet the student and, if possible, establish in advance the approximate dates that each family will host.

5. The Exchange Year

(a) Communicate with the Club President and the Club Program Committee so that the student can be included in club programs as a guest speaker on at least one occasion.

(b) Arrange for the student to attend Rotary meetings as a club guest on a regular basis (weekly attendance is encouraged) and be invited to special club occasions and service opportunities. The student should be introduced at each meeting and encouraged to move around the room each week so as to meet the members of the club. Many clubs involve the student in activities at club meetings which strengthens their feeling of belonging and often affords visitors the opportunity of seeing and hearing the students.

(c) Arrange for the student to join various student activities in the school and community. Joining the Interact Club or International Club at school helps the student make new friends.

(d) Create opportunities for the student to address other Rotary Clubs, organizations and community groups and to supervise the speaking arrangements by assisting the student where necessary. Help student to arrange to do presentations to elementary schools, middle schools, youth groups, etc.

(e) Encourage club members to host the student for a meal, overnight stay, outing or holiday.

(f) Remember the student's birthday and celebrate it appropriately.

(g) Ensure that the student attends all mandatory district Exchange Student events.

STUDENT ARRIVAL DATES

Most students will arrive in August and depart for home in June or July. The Club should ensure that they are advised as early as possible of their student's proposed date and time of arrival.

It is recommended that the student arrive at least a week prior to the start of the school term to allow them adjust to time changes, language, host family and culture. This also provided ample time for the student to be registered for school and to select appropriate courses. Typically, the student's counselor is responsible for interfacing with the school and should be involved in the registration and course selection process. See the section Guidelines for Student Counselors for more details.

The club must promptly (within 10 days) report the arrival date of the Inbound student to the appropriate District Committee member along with the full names and address of the first host family.

MONTHLY STIPEND

The Host Club shall provide the student with a regular monthly stipend of at least one-hunfred dollars US ($100.00) or as recommended by the District Youth Exchange Committee. This stipend should be payable in advance, starting with the date of arrival. Being late with its payment may place the student in the embarrassing position of having to ask for it.

EMERGENCY FUND

The student is required to bring with him or her some additional money to establish an emergency fund of US $500. This is to cover major, unexpected items and must be replenished by the natural parents as it is depleted. It is desirable for some check to be maintained on this fund to prevent the student from spending it on non-essentials. The student and Counselor should establish a joint account which requires two signatures before money can be withdrawn from the emergency account.

It is also advisable to open a second account in the student's name with ATM access so that the student is able to cash and or deposit the monthly check and money from home for personal use.

SCHOOLING

Some students will have completed their high school education just prior to coming on exchange. Schools must be informed if a student has completed their secondary education in their home country.

Graduated students enrolled in a standard course of study may experience boredom and frustration at school. In these situations, it is recommended that they follow a course of study which involves subjects or projects not normally available to them in their home country, such as music, art, computer science, typing, auto mechanics, etc. All students must take an English course and should be encouraged to take a course in U.S. government and/or history.

Host Clubs should not enroll students in college or university. The Youth Exchange Program is a high school program and high school attendance is mandatory. All school fees must be paid by the hosting club. School supplies such as notebooks or writing implements, gym uniforms, etc. are the responsibility of the student and should be purchased.

The purchase of school lunches varies from club to club and host family to host family. A suggested guideline is that the host family treats the student the same as their own children: if

their children "brown bag" then the Inbound student does the same; if their children are given money to purchase a lunch, then they should do the same for the Exchange Student.

ROTARY FUNCTIONS

It is appropriate for the Rotary club to invite the student to all Rotary club functions at club expense. Most O-E Districts require Inbound students to attend the District Conference. Rotary functions take precedence over other arrangements and students should not be permitted to make personal plans which conflict with these functions.

COMMUNICATION WITH THE STUDENT

The success or failure of a student exchange often hinges on communications between student and host Rotary club. All too often the student feels that the Rotary club has little or no interest in them, with everything being left to the host families. It is absolutely essential that continual and friendly contact be maintained between the student and the club Youth Exchange Committee so that the student is given a feeling of belonging in the community and of being a part of an exciting experience in international understanding. Clubs who can achieve this will reap rich rewards from the program. The club should maintain lasting contact with the student and their parents for many years after the Exchange. This is the real value of the Youth Exchange Program.

COMMUNICATION WITH THE DISTRICT

The club needs to maintain regular communication with the District Committee. This is essential to assure that the Youth Exchange Program operates within the parameters established by Rotary International, governmental regulations and CSIET.

1. The student arrival and host family changes must be reported through the YEAH database or Portal within 10 days.
2. The student's departure date must be reported to the district as soon as it is known. Ensure the student has entered the departure itinerary into YEAH.
3. The club must inform the district of any extended travel (more than a weekend) by the student. The club does not need to obtain permission for travel with the host family within the district, but all other extended travel requires the express permission of the district. The student is never permitted to travel independently or to take an extended trip without adult supervision with the exception of the O-E approved tours.
4. It is important to keep the district informed of any serious health problems encountered by the student.
5. Report immediately any allegations of harassment or abuse directly to the District Chair and any appropriate authorities. See the section on Student Protection and O-E Abuse & Harassment Policy-Appendix B-1 for the specific procedures. Rotary must NEVER cover-up or minimize any reports of abuse or make judgments as to their validity. Report first. Fact finding will be left to the experts.
6. Report immediately any incidents that fall within the Crisis Management Plan.

PROBLEM SOLVING AND EARLY RETURNS

Problems with the student occasionally occur. The club should seek assistance from the District Committee for all but the smallest problems. Small problems should not be allowed to grow into big ones that result in the termination of the student's exchange. It is always helpful to involve the O-E Country Contact in resolving problems, particularly if it involves cultural differences. Refer to the section on Problem Solving for more details.

The club is never allowed to send a student home. This decision can only be made by the district and O-E.

COSTS

In addition to the monthly stipend the club could be expected to cover the costs of the student at:

1. All Rotary Club functions
2. All District Orientations
3. District Conference/Assembly

EXHIBIT B

GUIDELINES FOR STUDENT COUNSELOR

CHOICE OF COUNSELOR

The Counselor selected should be one who is genuinely interested in youth and the Youth Exchange Program. The Counselor should be able to relate to young people easily so that they can gain the student's confidence and respect and be in the position to assist and advise. The Counselor should fully understand their responsibilities and have the time to attend to them. Because of the role they play in the program, the Counselor cannot be one of the host parents and should be of the same gender as the student.

While the majority of the duties listed below refer to Inbound students, they can also be applied to Outbound Long Term and STEP students where appropriate. Many of the duties outlined below are to satisfy requirements of either RI Youth Exchange certification or the US Department of State regulations. This makes the counselor an important part of the compliance process as well.

DUTIES OF A COUNSELOR

Being a Counselor for an Exchange student is a very exacting and personal task which different Rotarians will handle in their own individual manners. However, the following are some points which are very important and should be kept in mind:

1. Carefully complete the Volunteer Application, undergo a criminal background check and complete the NAYEN on-line training. Counselors are also required to take the US Department of State Local Coordinator Training. These need to be done on an annual basis.
2. Establish contact with both the student and their parents and provide any necessary information to assist in their final travel preparations. Let the student and parents know a little about yourself (and partner, if applicable) and identify your role as the student's counselor. Assure that the host family is also in communication with the student and that either you or the host family is providing details on the family, the school and the community. Get the details of the student's anticipated date and time of arrival including flight details. Communicate to the student who will meet their flight at the airport. A greeting committee consisting of members of all host families, Rotary club members and the counselor creates the ideal situation. If the student will be spending the first several days with the counselor and not the first host family, make sure the student understands the arrangement.
3. It is preferable that the student stay with the Counselor during the first several days following arrival. If this is not possible, the Counselor must then set aside as much time as possible to spend with the student, so that a meaningful relationship can be achieved. It is extremely important that the Counselor achieves a level of trust with the student, so that when a problem arises it can be discussed in an open and frank manner. If the student is spending the first few

days with the Counselor, it is helpful to go over the First Night Questions (www.nayen.org) with the student.

4. Within the first two days of the student's arrival in the country, the Club Counselor must:

   (a) Check that the student's passport and visa(s), and entry documents are in good order. Be sure they are kept in a safe and readily accessible place (preferably not a safe deposit box). The Counselor may not mandatorily hold the student's passport or other visa documents.

   (b) Check the student's airline itinerary to be sure that the student is in possession of a full round-trip ticket (from the arrival airport to their originating airport). You may need to go to the airline website and use the ticket identifier to check the status of the flights. A return ticket is necessary in emergencies or if the student must be returned home for disciplinary reasons.

   (c) Ensure that the student contacts their parents to advise them of their safe arrival in the United States.

   (d) Use the O-E YEO Portal to report the student's arrival. O-E must report this to the US Department of State or the student's visa will be revoked.

5. During the first week following the student's arrival, the Counselor should:

   (a) Review the Rotary rules for the exchange and be sure that the student understands what they mean. Specifically go over the "4-D's" and the "6 B's." The Counselor should encourage the student to follow the 30 day "blackout" period.

   (b) The student and Counselor should establish a joint account which requires two signatures before money can be withdrawn from the emergency account. This emergency account should have a minimum of US$500. It is also advisable to open a second account in the student's name with ATM access so that they are able to cash and or deposit their monthly stipend and money from home for their personal use. The Counselor usually will need to provide their Social Security number to the bank to open both accounts.

   (c) The Counselor should accompany the student to school for enrollment purposes. The Counselor should help the student choose the subjects he or she takes 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 the student's English skills are poor. Students are encouraged to take U.S. government and history classes to gain a better understanding of the culture. It is also recommended the students take one or two 'fun' classes or courses that are not offered in their home country.

6. Role as School Liaison

   (a) Notify the school when the student changes host families and promptly provides the school with these details.

   (b) Obtain a copy of the student's report card, so that you can monitor their progress in school (grades and attendance) and forward to the Inbound Chair to uploaded into YEAH.

   (c) Assist in resolution of school difficulties (e.g. poor grades or behavior issues)

(d) Keep the District Chair informed of any school issues.

7. Role as Club Liaison

(a) Arrange with the school, host family and club for the student to attend Rotary club meetings regularly (at least twice each month), including transportation.

(b) Keep the student informed of club events scheduled during the year and make sure the student sets aside the time to attend.

(c) Assure student gets monthly stipend at the beginning of each month.

(d) Arrange for cards, presents, etc. for the student, as appropriate, during the exchange year (e.g. birthday, Christmas, end of year). This will vary from club to club.

(e) Make an effort to introduce the student to as many club members as possible. Often this can be achieved by changing tables each week and sitting with different club members.

(f) Encourage club members to engage in other activities with the student such as dinner at the member's home, going to the theater, sporting event etc.

(g) Assist the student in preparing a presentation for a club meeting and schedule the date with the program chair.

(h) Keep the club YEO informed of student moves, school problems, host family difficulties and other reporting requirements.

8. It is not the Counselor's duty to make decisions regarding travel by the student. Extended trip plans must be approved by the Club and District Chair to assure that the plans meet requirements of the program. Trips should be planned at times other than on school days when possible.

9. Complete monthly Counselor reports in YEAH for both the student and the Host Family.

10. Role as Host Family Liaison

(a) Provide each host family with the dates that they will be hosting the student and the names, addresses and phone numbers of the other host families.

(b) Provide each host family with a calendar of events for the year: club, district, school

(c) Make at a minimum, monthly contact with the host family and monitor how the student is doing at home and school. Contacts may be made by phone, email or in person. You must make at least one unannounced visit to each host family and one in person visit each semester.

(d) Invite each host family to the Rotary club meeting for the student's presentation and other special events as appropriate.

(e) The Counselor should know the whereabouts (including contact information in case of emergency) of the student at all times. When the host family travels with the student, the Counselor should make sure that the club YEO is kept informed and has granted permission for the travel, if necessary.

PROBLEM SOLVING AND EARLY RETURNS

It is imperative that the Counselor should be fully aware of the vital role they play in the program and their contribution to its success. The Counselor must keep the lines of communication open, and try to keep Club members involved in overseeing and guiding the activities of the student, and initiating changes and controls where necessary.

Sometimes the Counselor and the student cannot get along. If this happens then the Counselor should step aside in favor of another Counselor. The Counselor should not take this as an indication of their inefficiency as there can be times when personalities clash for no apparent reason.

Problems with the student occasionally occur. The club should seek assistance from the District Committee for all but the smallest problems. Small problems should not be allowed to grow into big ones that result in the termination of the student's exchange. Sometimes it is helpful to involve the O-E Country Contact in resolving the problem, particularly if it involves cultural differences. Refer to the section on Problem Solving for more details.

The club is never allowed to send a student home. This decision can only be made by the district and O-E.

EXHIBIT C

GUIDELINES FOR HOST FAMILIES

INTRODUCTION

Acting as a host to an Exchange Student can be a tremendously rewarding experience for a family. It also entails some important obligations. Here are some of the ground rules:

1. It is not essential that the host parent(s) be a Rotarian.
2. The host family must undertake to supervise the school and leisure hour activities of the student as if the student was their own child.
3. They shall provide room and board and include the student in all family activities as a member of the family.
4. It is desirable for the student to have their own room or, alternatively, to share with someone of their own age group and gender.
5. It is not essential that the family have children of similar age and gender of the exchange student. Many very successful hosting arrangements occur where there are only very young children or no children at all.
6. The host family should have a complete copy of the student's application, which includes medical and dental information and releases.

COUNSELOR

The host Rotary club will appoint a Counselor who will act as a confidante to the student during the exchange. The student is expected to consult the Counselor on any problems that occur. The Counselor is also available to help the host families with any problems that they may encounter in hosting the student. Consult the Counselor if there are problems and do not allow small problems to become big ones. See the section Guidelines for Student Counselors for more details on the Counselor duties.

STUDENT NOT A GUEST

It cannot be stressed too much that the student should not be treated as a special "honored guest" by the family. The whole value of this program centers on the acceptance by both students and hosts that the student will be "one of the family," not receiving any special favors or treatment and undertaking all the normal family chores. Before the student arrives, the host parents should decide how they want to be addressed by their new child.

HOUSEHOLD CHORES

The student should be expected make their own bed and keep the room tidy, which may be difficult for some. Other household chores, such as setting the table, doing dishes, helping with lawn mowing and similar tasks engage the student in normal family routines. Some complaints

have been received from students that they are being used as unpaid help or as regular baby sitters. Others have found that they are not allowed to join in with the normal household chores. The solution is to strike the right balance and a guiding principle in these cases is to ask what would be expected from your own children.

HOUSEHOLD RULES

The student is expected to adapt to the supervision and household rules of the host family. The host family does not have to adapt to the student, rather the student must learn to adapt to the family. Any sign of reluctance or unwillingness on the student's part to accept this point of view should be brought to the attention of the Counselor. Problems can arise unless the student clearly understands the fact that they are expected to conform to host country conditions. At the same time, host families should be aware of the problems of adaptation and should be prepared to be flexible. The host family must make clear what they expect of the student. The host parents should also be aware that the student may have had different house rules at their previous host family. Discussing this with the most recent host family may help in the transition.

STUDENT RULES – THE 4-D'S

The Rotary Youth Exchange Program has strict rules concerning student behavior. The violation of some of these rules can result in the immediate termination of the student's exchange. Each student has a thorough orientation prior to the start of their exchange, where all of these rules are discussed in detail. The hosting district also holds an orientation for the new Inbound Students, where these rules are reviewed again. There are other rules that the students are expected to follow and you should consult the student's application for Rules and Conditions of Exchange.

1. **DATING**: The Youth Exchange Program rules provide that a student should not involved be in a serious relationship. If the host parents feel that a serious, exclusive relationship is developing with their student they should discuss the matter immediately with the Rotary Counselor. This is a difficult area since it involves human relations, but a student who becomes romantically attached will center a lot of attention on one person to the exclusion of others. Social activity with their peers, especially in the company of others, should be encouraged. Students can and will be sent home if found to be engaging in sexual activity of any kind.
2. **DRINKING:** Even though the student may be of legal drinking age in their home country, it is expected that they will refrain from drinking alcoholic beverages at parties and in public places during the exchange. IF the host family offers the student an occasional alcoholic beverage in the home with meals, and IF the student wishes to accept it, then it is permissible. IF the hosts do not use liquor in their home, the exchange student will not use it either. This applies to consumption of alcoholic beverages on occasion within the host home ONLY. Peer drinking is prohibited.
3. **DRIVING**: All students are specifically forbidden from driving any form of motorized vehicle. 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 . Many legal problems can

arise should a student be driving and become involved in an accident. Host families are urged to enforce this rule strictly since immediate termination of the exchange will result if it is violated.

4. **DRUGS**: The use of illicit drugs including prescription drugs not prescribed to the student is prohibited. **Any violation of this rule will result in IMMEDIATE TERMINATION of the exchange.** If host parents have reason to suspect that the student in their care is using drugs, they should immediately report their suspicions to the Rotary Counselor.

RELIGION

Religion seldom poses serious problems. Most students are very flexible on attitudes and usually accompany the host family to their church, even where religions differ. If the host family goes to church on Sunday morning, the student should not remain home in bed. If the student wishes to follow his or her own religion, every effort should be made to assist them in this respect. The host family may find it interesting to accompany the student to his or her place of worship.

FINANCES

The host family is not obliged to provide the student with spending money nor to finance clothing, travel, or other expenses including telephone calls. Generally, the student will have some additional funds of their own as well as an emergency fund under the control of the Counselor.

1. Monthly Stipend: The Host Club shall provide the student with a regular monthly stipend of at least fifty dollars US ($75.00) or as recommended by the District Youth Exchange Committee. This stipend should be payable in advance, starting with the date of arrival. This is expected to cover incidental expenses
2. Emergency Fund: The student is required to bring with him or her some additional money to establish an emergency fund of US $500. This is to cover major, unexpected items and must be replenished by the natural parents as it is depleted. It is desirable for some check to be maintained on this fund to prevent the student from spending it on non-essentials. This is usually a joint account under the control of both the student and the Counselor.
3. Personal Account: The student may also have a second account in the student's name with ATM access so that he or she is able to cash and or deposit the monthly stipend or funds from home for personal use.
4. Money Problems: Some young people are better at handling money than others - some students are hopeless at budgeting and need some guidance if they are to live within their monthly stipend. Students should be discouraged from borrowing money.

TRAVEL

Host families are encouraged to take their student to local attractions. The host family is under no obligation to take the student on extended trips or family vacations. This will vary based on

each family's personal financial position. If the Host Family is taking a family vacation and is unable to take the student with them the host parents should discuss this with the Rotary Counselor so alternative arrangements can be made. No special permission is required when a student accompanies a host family on a trip or holiday, but the Rotary Counselor must be advised. Special consideration should be taken if a family vacation might take the student outside the country.

Independent travel, traveling alone or not under the direct supervision of an adult, by the student is never permitted. This includes visits to relatives or other family friends. Travel with school or church groups that meets the approval of the host parents will be allowed, but must be approved by the Counselor. Traveling during school terms is discouraged and should only be undertaken under specific conditions which may be established by the Counselor.

SCHOOLING

The Youth Exchange Program rules require attendance at a high school. Usually the Counselor will take care of the enrollment details and will arrange, together with the student and the school, their class schedule. The host family's role is to supervise the day-to-day attendance of the student at school and encourage them to participate fully in both the academic and extra-curricular activities of the school. Exchange students are not exempt from homework assignments and projects and are expected to make an honest effort to succeed in school work. It is important to the success of the exchange that any problems which might arise from language difficulties be dealt with promptly. The host parents should always ensure that the student is provided with a note for the principal/teacher to excuse them from any classes which they need to miss for any reason. It is very important that the school is kept fully informed regarding the student's program of activities.

All school fees should be paid by the hosting club. School supplies such as notebooks or writing implements, gym uniforms, etc. are the responsibility of the student and should be purchased with their monthly stipend.

The purchase of school lunches varies from club to club and host family to host family. A suggested guideline is that the host family treats the student the same as their own children: if their children "brown bag" then the Inbound student does the same; if their children are given money to purchase a lunch, then they should do the same for the Exchange Student.

HOMESICKNESS

Every student experiences homesickness to some degree and the extent of this problem will depend largely on the student's own background and personality. Host families should be appreciative of this fact and should expect the student to have some adjustment problems. Many students say that they feel there are times when they want privacy to cope with feelings of homesickness. If your student spends some time alone in their room, do not be alarmed as this is fairly normal. If, however, the student spends a lot of time alone, this could be a danger signal that all is not well. Instant messaging and excessive contact with friends back home will add to the feeling of homesickness.

The student who is actively involved in the community will be less likely to suffer from adjustment problems and homesickness than the non-participant. Do all you can to encourage your student to accept the opportunities available to become involved in after school and community activities.

CHANGE OF HOST FAMILIES

Host families should keep in touch with the hosting Rotary club through the Counselor regarding hosting arrangements, so that all parties concerned are aware of and know well in advance exactly when each move is to take place. It advisable for the current host family to meet with the next host family to discuss some of the student's habits, likes and dislikes. It can help bring about a smoother transition from one family to the next. The previous Host Family should provide room for the new Host Family to bond with the student.

As soon as a student is settled in, it is advisable for the new host parents to have a detailed discussion with the student and to lay out the house rules so that the student will know what is expected of him or her. Rotary has prepared a set of First Night Questions (www.nayen.org) that are available in both English and most of our student's native languages. These can be used side by side in an initial discussion with a student whose command of English still needs some work. Such a discussion can save some frustration and resentment.

The new host family should make sure that the student's new parents names, address and phone number are given to the student's school.

COMMUNICATION AND COMPUTER USAGE

Students are encouraged to use email to correspond with family and friends during their exchange. Excessive computer usage can be a problem and host parents should discuss with their students "house rules" concerning the use of the computer.

Students are expected to complete regular reports for Rotary. Students may also be required to use the computer to complete school assignments. Parents should be aware of these needs and allow ample time for the student to complete these kinds of required tasks.

Excessive computer/smart phone usage may result in isolation and lack of interaction with others. Host parents should discuss with their students "house rules" concerning the use of electronic devices. Students need to exercise self-control and limit their daily usage. Excessive communication to friends back home in the student's native language delays the development of English language skills and may contribute to homesickness. The Rotary guidelines suggest a limit of no more than 30 minutes a day on the Internet for these purposes.

Students are advised not to download material from the Internet to the host family computer without specific permission from the host parents. Visiting sexually oriented or other pornographic web sites or the downloading of material from them is prohibited and will result in the termination of the exchange.

CONCLUSION

Finally, as host parents, you must accept the responsibility of being parents to your student in the same way as to your own child. The exchange is a two-way deal and you are the adults in this deal. You should be willing to go more than half way and provide an adult lead to the young person who cannot be expected to know your rules and wishes without being told. You should expect the student to conform to your rules and wishes in the same way as your own children, but to no greater extent. It is essential to establish and maintain effective two-way communications between yourselves and your student right from the beginning. The majority of problems with and for exchange students can be resolved by effective, firm, sympathetic understanding and loving control from the host parents. You have the responsibility for success and your reward is great - you add a student to your family

EXHIBIT D

PROBLEM RESOLUTION

INTRODUCTION

Bringing up a teenager, especially one that is not your own child, will occasionally present some challenges. A Counselor must be appointed by the hosting Rotary Club and they should establish a regular monthly meeting schedule with the student, outside of the regular Rotary meeting, to discuss issues and be aware of what is going on in the student's life. This proactive approach of maintaining ongoing open communication should help to avoid many potential problems.

As surrogate parents, the Host Parents should try to resolve the day to day problems as they occur. The Rotary Counselor however, should be kept abreast of how a student is fitting in at the Host Family home. To assist the Host Parents and the Rotary Counselor in problem resolution, the below guidelines are offered.

EMOTIONAL AND HOMESICKNESS ISSUES

Sometimes, homesickness is not immediately recognized. The sooner it is identified, the easier it is to address and resolve. Most students go through some type of homesickness, however the timing of the feelings of homesickness may vary from the first two weeks, to 4-6 weeks into the exchange, to coinciding with a major holiday back home.
Taking a proactive approach can greatly decrease the concern of homesickness. The Rotary Counselor plays a key role in helping to ensure the successful transition. The Counselor should make sure the student attends the Rotary club meeting on a regular basis and informally meet with the student at least once a month outside of the regular Rotary meeting. Connecting the Inbound Student with a Rebound Student can provide a great support network. If neither is available, current Inbounds can also assist in working through homesickness issues. In general, the more active the student is, the better they will be able to deal with homesickness. Have the student join a sport, a club, a musical or a drama production at school or in the community. Encourage the student to take the initiative to invite friends over to their host family home (with permission) for dinner or social activities.
Significant concerns about homesickness should be communicated by the Rotary club Counselor to the District Inbound Chair and the O-E Country Contact so they can assist the local club and student in trying to resolve the situation.

1. **Observed Homesickness Behavior:** Students may demonstrate homesickness in a variety of ways. Recognizing these signs is the first step to resolving the problem. These signs may include some of the following behaviors:
   (a) Crying a lot or mood swings; depression
   (b) Isolation from the family, typically retreating to their own bedroom for long periods of time
   (c) No desire to do anything, despite offers by family and friends to participate in activities

(d) Excessive tiredness or desire to sleep a lot; not to be confused with tiredness in first few days of struggling with time changes or exhaustion from concentrating on learning a new language

(e) Excessive time on the electronic devices, especially email or social media with friends back home

(f) Rapid weight loss or gain;

(g) Unexpected rebellion or defiance; sometimes being sent home for misbehavior is easier for a student to deal with than the embarrassment of an early return for homesickness

2. **Types of Homesickness & Possible Solutions:** There are a variety of reasons for homesickness and understanding the possible underlying reason is important to finding an appropriate solution. In many cases the student will learn the coping skills to adapt on their own; in some cases prompt action by the host family and Counselor is crucial to preventing an early return; in a few rare cases, no type of intervention will prevent an early return. Some of the issues and possible solutions follow:

(a) Issue: adapting to the food here or missing a favorite food from home

Possible Solutions: incorporate some of the traditional foods into the diet (e.g., rice); ask for the natural mom to send a favorite recipe from home; see if there is a restaurant in the area that serves food of the particular culture and treat the student to a night out; encourage student to share their culture by cooking a traditional meal

(b) Issue: general homesickness - missing family, close relationship with a particular parent; customs

Possible Solutions: find out what aspects they miss and see if you can fulfill some of those needs (conversations, hugs); encourage/promote being active in family activities around the house (e.g., helping with dinner); go for walks or a coffee;

(c) Issue: cultural adaptation & language difficulty

Possible Solutions: find someone who can speak the language to assist in translating concerns; this can be a risk if overused, but can be beneficial in the early stages of phasing in; have that person explain some of the cultural norms or values the student may be missing; get a CultureGram for the country; have the student join some activities at school or in the community that involve a peer group; contact with District Inbound Chair and/or Country Contact

(d) Issue: special holidays, celebrations

Possible Solutions: if possible, celebrate some aspects of the event here as a cultural experience for your own family; have the student call home to send greetings on the particular holiday;

(e) Issue: serious family illness back home

Possible Solutions: this can be a difficult situation if there is a serious family illness back home and often there is no easy solution; frequent open conversations permitting the student to discuss his or her fears; regular communication home to know status of ill family member; in some cases a return flight home for a short duration has proven effective with the student returning following a successful operation/treatment.

(f) Issue: specific homesickness-missing a close friend, family members or serious relationship.

Possible Solutions: this is usually the most difficult situation to resolve; much of this is up to the individual student's desire to do the exchange; restriction of the number of emails/phone calls back home to significant party; advise natural parents (if not aware of situation); advise District Chair and O-E Country Contact to advise Overseas Country Contact of concern.

BEHAVIORAL ISSUES

The Rotary Counselor should be aware of all cases of inappropriate behavior. Sometimes the host family feels they can address the behavior and do not involve the counselor. Unfortunately, the behavior often continues or the pattern is repeated when the student changes to the next host family. The counselor acts as a common thread between families and can be a neutral party in resolving the issue. Often, these problems can be solved at the Club level.
Inappropriate behavior may include, but is not restricted to:

1. Issues at school involving attendance, punctuality, academic effort or causing trouble at school
2. Personality conflict with host family or noncompliance with host family rules, such as not sharing in family duties, staying out beyond established curfew times, excessive phone and/or electronic device use or access to inappropriate computer sites or inappropriate downloading
3. Unexplained or unapproved nonparticipation in Rotary club or District activities that have been identified as compulsory
4. Unauthorized travel - travel outside the district not approved by District Chair
5. Breaking any of the 4-D's: Dating Drinking, Driving, Drugs
   (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, motorized bicycles or electric scooters.
   (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

For small issues (items 1 to 3 above) the Counselor should handle the problem at an oral discussion level. For more significant issues, or repeat problems, the Counselor should draw up

a written Student Behavior Document, which is outlined later in this section. More serious concerns (items 4 & 5 above) should always be brought to the attention of the District Chair and Inbound Chair as well as the O-E Country Contact for that student. Early intervention and communication of concerns to overseas partners and the natural parents can correct behavior concerns and prevent a possible Early Return.

FINANCIAL ISSUES

All students should arrive with sufficient funds to create an Emergency Fund of US$500.00. The account should require two signatures for withdrawal, the Inbound student and the Rotary Counselor. When any money is withdrawn for emergency purposes, the natural parents need to replenish the account to maintain a US$500.00.

With respect to financial issues, there are usually two extremes that create problems.:

1. **Substantial (excessive) funds**: The Inbound Student may come from an affluent family and sees the experience as less of an exchange and more of a holiday. Students with excessive money may feel they should have the opportunity to travel more and experience the culture that way. Sometimes this results in behavior issues and attendance issues at school.
2. **Limited funds:** The Inbound Student may come from an impoverished country or from a family with less substantial means. A less affluent Inbound Student may find the standard of living here exceeds their personal funds and the monthly Rotary stipend. The club may choose to assist a student from a more impoverished country. The Counselor and Host Family should identify the ground rules with respect to controlling potential discretionary expenses (phone, personal use products, social outings, etc.). As part of the visa status, exchange students are not allowed to work (this excludes babysitting, garden work or other informal jobs). A family allowance for helping out around the house would be acceptable if also done for other children in the household.

The Rotary Counselor should be aware of spending patterns for both types of students and address concerns early on. The US$500 Emergency Fund should be used to offset any unexpected and unauthorized student incurred charges to the host family.

LEGAL ISSUES

In very rare situations, a student may run afoul of the law. In all cases, the District Chair and Inbound Chair the must be contacted, as well as the O-E Country Contact. Issues such as shoplifting, involvement with drugs, etc. may result in criminal charges. If an Exchange Student is charged and found guilty of a criminal offense, they run the risk of being sent home or incarcerated, the permanent blemish of a criminal record and also the possibility of being denied a visa in the future. In these cases, it is essential that experienced RYE staff at the District and O-E level be involved in resolving the situation. Being charged with an offense does not mean a student will automatically be sent home, although that may be an end result.

1. **O-E philosophy**: Several items need to be considered in resolving legal issues.

(a) Maintain the integrity of the Rotary Youth Exchange program, for both current and future participants.

(b) Enforce the Rotary Rules and consequences, which sends a clear message to the offending student and acts as a deterrent to other exchange students

(c) Prevent the student being found guilty of an offence and ending up with a criminal record and the associated visa consequences

2. **Charges pending or laid/filed:** If a situation occurs where charges are pending or laid/filed, certain steps need to be taken.

(a) Collect the facts (date, time, who is involved, the sequence of events, charges, probable consequences, etc.) from the authorities.

(b) Seek the assistance of a local Rotarian lawyer (if possible) to assist you in interacting with the prosecuting authorities.

(c) Contact the both the Inbound Chair and District Chair and advise them of the situation and the specifics.

(d) The District Chair should in turn contact the O-E General Chair and the O-E Country Contact to assist in walking through the process and inform Rotary International using the Incident Report form.

3. **Admission of Guilt**: In those cases where the student admits guilt, or where there is substantial evidence to indicate a guilty charge would result, a specific procedure must be followed.

(a) Contact the prosecution and offer to terminate the student's exchange and send them home, in exchange for dropping all charges.

(b) Secure and retain the student's passport and legal documents pending an agreement with the prosecution.

(c) This proposal is usually acceptable to the prosecution. It accomplishes several things:

(1) It avoids court costs and justice is still served. The consequences to the student are still punitive, in that the student may forfeit the opportunity to graduate from a high school and the cost of the exchange is lost due to an early termination.

(2) It minimizes the Rotary club's risk of the student possibly re-offending.

(3) Firm consequences by Rotary demonstrates to the community that this type of behavior is not acceptable and helps to soften any potential damage to the program image and possibly prevent a community from deciding not to continue with future Rotary exchanges.

(4) It sends a clear message to all Rotary Exchange Students and acts as a deterrent.

STUDENT BEHAVIOR DOCUMENT

A formal, written Student Behavior Document can be used in resolving both on-going minor concerns and significant problems. The Counselor should be aware that there may be some

language comprehension issues which can hinder understanding the problem. Typically, the Student Behavior Document is written in English. Consideration should be given to provide someone to translate to the student's native language or to provide a translation of the Student Behavior Document in the student's native language. To ensure consistency, clarity and fairness, the Student Behavior Document needs to follow a specific format.

1. **Problem Identification:** State the issue(s) and the specific behavior which is inappropriate (e.g., failing grades, because the student is not making sufficient effort in school)
2. **Expected Behavior:** State what behavior is expected or appropriate. Be specific, if possible, so that it is measurable and the student knows when he or she has achieved the expectation. (e.g., spend 1 hour per day doing school work and improve grade average by 10%)
3. **Timeline:** Provide a specific time line for changing the behavior (e.g., must show 10% improvement in 4 weeks)
4. **Consequences for Non-compliance:** State clearly what the consequences will be if the behavior does not change. (e.g., student will have access to electronic devices restricted to a set amount of time, time of day or location; or student will be sent home if no effort is made to improve grades)

The student should sign and date the Student Behavior Document. This reinforces the seriousness of the concerns and acknowledges that the concerns and expectations have been reviewed with the student. Copies should be forwarded to the student, Host Club, District Chair, Inbound Chair, the O-E Country Contact and the student's parents. Although this may seem severe, it is better to make sure all the key parties are aware of the concern early in the exchange. This usually corrects the behavior. In all cases, the club Counselor should feel free to call the District Chair to seek assistance in handling the problem.

EXHIBIT E

STUDENT PROTECTION

INTRODUCTION

In order to protect all participants in Rotary Youth Exchange and to comply with guidelines promulgated by Rotary International, O-E Rotary Youth Exchange puts forth the following policy pertaining to issues of youth protection.

POLICY FRAMEWORK

1. Statement of Conduct for Working with Youth (each Rotary Club in O-E is required to abide by this policy):

   O-E 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.

2. Definitions

   (a) **Volunteer**: The term volunteer includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotary counselors, host parents, other adult residents of the host home (including siblings and other family members), or other persons who have a specifically defined role in the district or club Youth Exchange Program.

   (b) **Student**: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

   (c) **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

   (d) **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

(1) Sexual advances

(2) 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

(3) Verbal abuse of a sexual nature

(4) Displaying sexually suggestive objects, pictures, or drawings

(5) Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Exchange Program and Liability Insurance

The multidistrict known as O-E is incorporated as O-E Rotary Youth Exchange Program, Incorporated and is incorporated under the laws of the state of Ohio. O-E member districts that are located in the United States are covered under the U.S. Rotary Club and District General Liability Insurance Program. All district Rotary Youth Exchange activities fall under the governance of their district and are consequently presumed covered under that insurance program.

4. Volunteer Selection and Screening

O-E member districts maintain all records of criminal background checks, waivers, and screening for adults working with minors, for a period of ten years.

All volunteers interested in participating in the O-E Rotary Youth Exchange program must:

(a) Complete a Volunteer Application or Host Family Application as appropriate as found the YEAH database o and authorize the district to conduct a criminal background check (subject to local laws and practices) annually.

(b) Undergo personal interviews.

(c) Provide a list of references for the district to check. References may not include relatives or Rotarians

(d) Meet RI and district eligibility requirements for working with students. RI requires thatany volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

(e) Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

(a) Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:

(1) Demonstrated commitment to the safety and security of students

(2) Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange

(3) Financial ability to provide adequate accommodations (room and board) for the student

(4) Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being

(b) Host families must complete a written application. (See Host Family Application found in the YEAH database)

(c) Home visits must be conducted for each family prior to the placement. Home visits must be conducted annually, even for repeat host families. Random unannounced visits will also be conducted.

(d) All adult residents of the host home must meet the criteria for all volunteers in the above section. This includes adult (18 years of age or older) children of the host family and other members of the extended family that reside in the home.

Rotarian counselors must meet the criteria for *All Volunteers*, as well as the following:

(a) Counselors must not hold a role of authority over the student's exchange (for example, a member of the student's host family or other host family relative, school principal or their teacher, club president, or district or club Youth Exchange officer.

(b) Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

(c) It is highly recommended that the counselor be the same gender as the student.

5. Student Selection and Screening

All students interested in participating in the O-E Youth Exchange program must:

(a) Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.

(b) Attend and participate in all district and O-E orientation and training sessions.

Parents or legal guardians of students interested in participating in the O-E Rotary Youth Exchange program must:

(c) Be interviewed to determine the student's suitability for participation in the Youth Exchange program.

6. Training

O-E will:

(a) Adapt the Rotary International promulgated Rotary Youth Protection Guide (https://my-cms.rotary.org/en/document/rotary-youth-protection-guide) to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.

(b) Offer specialized training sessions to district Youth Exchange Committees (i.e., General Chairman, Inbound Chairman, Outbound Chairman, STEP Chairman) on youth protection and the proper reporting procedures.

Districts will:

(a) Develop an annual calendar for training defining the frequency of training required for each volunteer position, including descriptions of who is to participate, when training will occur, and how training will be conducted.

(b) Conduct specialized training sessions, including sexual abuse and harassment, for the following Youth Exchange program participants:

(1) District Governor

(2) District Youth Protection Officer (if applicable)

(3) District Youth Exchange committee members

(4) Club Youth Exchange committee members

(5) Rotary counselors

(6) Host families

(7) Students (outbound and inbound)

(8) Parents and legal guardians of students

(9) Other Rotarians and non-Rotarians who have a specifically defined role in the District or Club Youth Exchange Program.

(c) Establish guidelines to ensure that all those required to be trained have participated.

(d) Maintain records of participation to ensure compliance.

7. Allegation Reporting Guidelines

O-E 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 in accord with the Youth Exchange Abuse and Harassment Allegation Reporting Guidelines, found in Appendix A. Coordination of reporting should include the O-E Multidistrict General Chair, district youth exchange leaders and Rotary International. All allegations must be reported to the above within 72 hours of learning of the incident.

8. Investigation Guidelines

   Districts must take all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The districts will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

9. Other District Responsibilities

   O-E Multidistrict districts:

   (a) Have procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.

   (b) Ensure that all inbound Youth Exchange students maintain the O-E required insurance which meets or exceeds the minimum insurance that is required by the Rotary Code of Policies.

   (c) Provide each student with a list of local services in the district (rape and suicide crisis hotlines; alcohol and drug awareness programs; relevant law enforcement agencies; Lesbian, Gay, Bisexual, Transgender, Queer services; etc.). This list must also include the following contacts:

   (1) For inbound students: host Rotary counselor, host club president, host district Youth Exchange chair, host district governor, and at least two nonmember resource people (one male and one female) who are not related to each other and do not have close ties to the host families or the Rotary counselor and who can help the students with any problems

   (2) For outbound students: sending Rotary counselor, sending club president, sending district Youth Exchange chair, sending district governor.

   (d) Will complete a student data request form for all participating Youth Exchange students and return it to RI one month before the beginning of the exchange.

   (e) Will maintain and provide to Youth Exchange students a "district hotline."

   (f) Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.

   (g) Will appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.

   (h) Will report all criminal allegations to RI and O-E within 72 hours of learning of the incident.

   (i) Will report all incidents (accidents, crimes, early returns for disciplinary reasons, death) involving Youth Exchange students to RI and O-E.

(j) Prohibit any unauthorized exchange activity, such as sending a student on exchange outside of the Rotary Youth Exchange program or outside of the district certification structure.

(k) Ensure long-term program participants stay with multiple host families, if possible. It is recommended that they be placed with three host families during their exchange. If circumstances prevent multiple host family placements, the sending and the host district must agree and must inform the student's parent or legal guardian in advance. At least one backup host family must be available.

(l) Request a monthly report from each inbound and outbound program participant that includes information on their current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange committee can review the reports and assist program participants as needed.

(m) Store participant and volunteer records securely within the YEAH database using the then current O-E Multidistrict retention policy, in accordance with all applicable privacy laws

(n) Evaluate and review this policy and accompanying procedures on a regular basis.

10. Club Compliance

O-E Multidistrict districts will monitor and endeavor to ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. The district governor is responsible for supervising and controlling all youth activities in the district, including those associated with Rotary Youth Exchange. The district will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

(a) Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.

(b) List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services).

Participating clubs must agree to:

(a) Complete and return a signed compliance statement that the club is operating their program in accordance with the District, O-E and Rotary International policies.

(b) Conduct background checks and reference checks for all volunteers which includes host families. All volunteers must complete and sign either the *Volunteer Application* or *Host Family Application* as appropriate, as found in the YEAH database. Volunteers will be prohibited from contact with program participants until a written application, interview,

reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued.

(c) Develop a comprehensive system for host family selection and screening that includes home visits and interviews prior to the placement.

(d) Conduct follow-up evaluations of both students and host families.

(e) Follow the *Youth Exchange Abuse and Harassment Reporting Guidelines* found in Appendix A. Report all cases of abuse or harassment to the appropriate law enforcement authorities immediately, then to the club and district leadership for investigation, remembering that the district must notify RI within 72 hours.

(f) Not participate in direct placement of students outside of the O-E Rotary Youth Exchange program structure (e.g. "backdoor exchanges").

(g) Follow district procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance).

(h) Develop contingency plans for hosting that include pre-screened and available back-up families

(i) Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.

(j) Endeavor to ensure that long-term exchange students have multiple host families.

(k) Provide each student with a comprehensive local services list.

(l) Counselors must not hold a role of authority over the student's exchange (for example, a member of the student's host family or other host family relative, school principal or their teacher, club president, or district or club Youth Exchange officer.

(m) Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.

(n) Have host families, outbound students, inbound students, and their parents or legal guardians attend district training. This must cover all types youth protection including but not limited to, sexual abuse and harassment prevention and reporting.

(o) Follow Rotary International guidelines for Youth Exchange Web sites and usage of the Rotary Marks.

(p) Report all incidents (accidents, crimes, anticipated early returns, death) involving Youth Exchange students to the district immediately, remembering that the district must notify RI within 72 hours.

(q) Conduct interviews of all outbound applicants and their parents or legal guardians.

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.

EXHIBIT F

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.i-sight.com/portal or by emailing 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. 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.

EXHIBIT G

Club Compliance Certification - Long Term

(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

The Rotary Club of _____ (Club), in District _____ is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

The Club certifies that it will adhere to the following procedures and practices, listed below:

Pre-Arrival:
- ❑ Recruit, check background and references, visit potential host families (at least 2, preferably 3 with at least one emergency placement also available)
- ❑ Sign and return guarantee form to District and Ohio Erie representative (necessary overseas for student visa)
- ❑ Ensure that all host families are oriented before arrival of student
- ❑ Ensure that contacts are made with student and his or her family in preparation
- ❑ Assign Rotarian of same gender as counselor, and ensure their regular, documented contact with student

1st Week:
- ❑ Ensure student welcomed upon arrival
- ❑ Provide contact information to student, including:
  - Host club Rotary counselor
  - Host club Youth Exchange chairperson
  - Host club president
  - 2 non-Rotarian resource persons, one male, one female (school personnel are typical candidates)
  - Local medical, dental, mental health professionals
  - Local social service agencies for issues such as suicide prevention, rape counseling, etc.
  - District hotline for inbound students
- ❑ Ensure that student's visa and documents (e.g., DS-2019) and return airplane ticket are correct
- ❑ Ensure that student has sufficient funds for compulsory insurance and emergency fund ($350 US)
- ❑ Open bank accounts (personal and emergency)
- ❑ Arrange for schooling

Ongoing:
- ❑ Ensure that student attends mandatory functions of District for exchange students, such as Orientation and District Conference
- ❑ Stay in touch with host families to identify and respond to issues and problems as rapidly as possible
- ❑ Ensure careful coordination for transitions between host families
- ❑ Ensure that student attends and participates in local Rotary meetings and activities regularly
- ❑ Provide a fair share of volunteer assistance with transportation and chaperoning responsibilities for the district's inbound students

Post Exchange:
- ❑ Conduct post-exchange evaluations with students and host families

Signatures

We, the 20 ___ - 20 ___ President and Youth Exchange Officer for the _____ Rotary club, being the persons responsible for youth exchange activities in our club, certify that each of the above marked statements is true and correct as of 20 ___ -Jul-1, and thereafter.

President

_____ (Print Name) _____ (Signature) 20 _____ (YYYY) - _____ (MMM) - ____ (DD)

Youth Exchange Officer

_____ (Print Name) _____ (Signature) 20 _____ (YYYY) - _____ (MMM) - ____ (DD)

EXHIBIT H

First Night Questions

English

FIRST NIGHT QUESTIONS WITH YOUR HOST FAMILY These questions are suggestions only. You and your host family should discuss anything that youlhink is important. We suggest you discuss the items most important to you *as* soon as possible. When you are in a new place with not much language skill, it is best not to assume anything, but rather, to ask. The simplest questions may be the most important, such as "where is the bathroom"? You can come back to other questions as they seem necessary.

1 What would you like me to call you? Should I call you Mom, Dad, or given (first) name, or something else?

2 What are my daily responsibilities while living in your home:
a. Make my bed?
b. Keep my room neat and clean?
c. Clean the bathroom after I use it?
d. Other?

3 What is the procedure for laundering clothes? Where do I keep dirty clothes until they are to be washed?

4 What is the procedure if I need to iron my clothes?

5 May I use the iron, washing machine, sewing machine, etc.?

6 Where can I keep my bathroom accessories?

7 When is the most convenient time for me to use the bathroom on weekday mornings (in order to get ready for school)?

8 When is the best time for me to shower or bathe?

9 Is there anything special about using the bathroom I should know?

10 May I use the familyis shampoo and tooth paste or should I buy my own?

11 When are mealtimes?

12 Do I have any responsibilities at meal times, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?

13 May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?

14 May I use kitchen appliances such as the microwave, dishwasher or stove?

15 What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?

16 What are your rules about my drinking alcohol?

17 What time must I get up weekday mornings?

18 May I rearrange the furniture in my bedroom?

19 May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?

20 Where can. I store my suitcases?

21 May I use the stereo, computer or TV?

22 What time should I get up weekends and holidays?

23 What time must I go to bed weekdays? Weekends?

24 What time must I be at home on school nights if I go out?

25 What time must I be in on weekends if I go out?

26 What dates are the birthdays of family members?

27 May I have friends stay overnight?

28 What is your rule on entertaining friends in my room?

29 Can I invite friends over during the day? After school? When no one else is home?

30 What is the telephone number here? How do I contact you in an emergency when I am not here?

31 How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want• me to keep track of my expenses for telephone calls?

32 What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?

33 May I receive telephone calls from my friends? Are there times of the day when calls are not· acceptable?

34 What is the procedure about sending and receiving mail?

35 Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.

36 What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc) Are there times or places it is unsafe for me to walk unescorted? Are there rules about traveling with friends?

37 What transportation is available for shopping or going to movies?

38 What are your expectations for me about going to ·church or other religious institution?

39 May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms) .

40 If I have a problem with the family or a fatally member that is bothering me, how do you want me to handle it?
a. Write a note to you explaining it.
b. Ask for a face-to-face discussion with you.
c. Tell my Rotary counselor.
d. Keep it to myself and live with it.

41 How do I enroll in school?

42 What do I do about school lunch? If there is an expense, who pays- me, you, Rotary?

43 How can I arrange to go shopping for personal items?

44 Is there anything else I can do around the house to be of help?

45 Am I expected to attend Rotary meetings? How often? Who will arrange for this?

46 Is there anything else we should discuss?

47 Remember, ask about those things you feel are Most important the first night, and then others as appropriate. Try to always keep an open and honest communication with your Host Family and Rotary.