



# Ohio-Erie Rotary Youth Exchange Program, Inc.



## ORIENTATION & TRAINING: RYE OFFICERS

(This form satisfies the requirements of Rotary International Youth Exchange certification and the US Department of State 22 CFR Part 62.25 Regulations)

Exchange Year	Student	Host Rotary Club	Host District

Date of Orientation: 20      -      -       
(YY) (Mon) (DD)

The orientation was given by:

Host Rotary Club

Host District (at a District-wide Orientation)

**The following topics were discussed:**

- Role of Host Family
- Role of Host Rotary Club
- Role of Host Club Counselor
- Role of District Committee Contact
- Student participation in Host Family Activities
- Student participation in Rotary Club Activities
- Student participation in Rotary District Activities
- Financial obligations of Host Family, Rotary Club and Rotary District
- Change in status of the Host Family, such as change of address, finances, employment, or arrests must be reported to the district
- Rotary Health Insurance & mandatory Liability insurance
- School requirements
- Rules of the Exchange
- First Night Questions
- Student Protection Policy
- What to do when there is a problem
- Travel Policy
- RYE website
- Adjusting to a new culture and cross-cultural interaction
- Students must have reasonable access to their natural parents and family by phone and email

- Communication with student before arrival
- Chores → family member → not guest
- NO Alcohol or Smoking
- Curfews
- Phone & Internet use - should not be excessive
- Long Distance phone rates - paying for phone calls
- Rotary Weekend Attendance/Events
- Boy friends/Girl friends
- Problems? Need advice?
- Use Contact Info Sheet
- Grades - They DO count!!
- Passport, DS-2019, I-94, airline ticket security
- Your communication with student's family
- Students should be active with family
- Paying for recreational activities and toiletries
- Travel-visiting relative-especially out of state!!
- Talk to people yourself
- Get addresses and phone numbers
- Notify Youth Exchange Officers of all plans
- ANY travel outside of state notify District Chair
- Communicate with YE officers and next Host Parents
- Tax deduction / \$50 month plus mileage & parking for non-profit organization
- Power of Attorney (18yrs medical records/banking)

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**As part of US Department of State requirements, 22 CFR 62.25(d)(1), I have received training in:**

- Conflict resolution
- Procedures for handling and reporting emergency situations
- Awareness or knowledge of child safety standards
- Information on sexual conduct codes of conduct
- Procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect
- Criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements

**\*\* I have reviewed the Ohio-Erie Student Protection Policy.**

**\*\* I have reviewed a copy of 22 CFR Part 62.25 information and understand that I am required to complete the “Local Coordinator Training Course(s)”, through the US Department of State.**

**\*\* I have reviewed a copy of the State Department “The Exchange Visitor Program” brochure and The State Department “Letter of Appreciation”**

**\*\* I have participated in this Orientation for RYE Officers.**

All of the above referenced material is available on the Ohio-Erie Multidistrict website:

[www.ohioerie.org](http://www.ohioerie.org)

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

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

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

More information can be found at [www.yeoresources.org](http://www.yeoresources.org)

**Instructions: After this Orientation & Training, make one copy for Club YEO file. Send the completed and signed original of both pages to the District Youth Exchange Chair.**