



Rotary District 5170 Youth Exchange

CLUB YOUTH EXCHANGE CHAIR ROLE

Preliminary Copy Presented at District Assembly 04/09/2011

Necessary Steps for Rotary Club Chairs Participating in Rotary Youth Exchange

- Serve as a liaison between host club and the District YE Committee
- Assist and direct the Youth Exchange Committee efforts to screen, interview and select all host families and other adult volunteers involved with the Youth Exchange program.
- Ensure that community, host family and club volunteers complete the appropriate forms, training, and screening procedures in a timely manner.
- Ensure that all volunteers understand expectations and responsibilities, and are informed of necessary training and activities related to Youth Exchange.
- Participate in the screening, interviewing and selection of all outbound students your club will be sponsored by the Club.
- Oversee processing of all Youth Exchange paperwork that is necessary for club participation, including:
 - Club Youth Services Agreement Form
 - Inbound student paperwork i.e. Guarantee Form
 - Make contact with high school or school district to obtain written approval for inbound student to attend local high school (School official signs Guarantee Form).
 - Assist with the processing and tracking of student health insurance claims if needed.
 - Ensure Club Counselor(s) and committee members are in monthly contact with students and host families and updating their meeting logs via the online database (rotarywessex.org).
- Students typically arrive with \$300-\$500 for their emergency fund. Club Counselor or Youth Exchange Committee chair should hold the inbound student's emergency money in safe keeping until needed. Return any unused portion to student when they return home. If substantial portion is used, notify District Youth Exchange Committee so that they can make arrangements with student's sponsor district to have the natural parents replenish the fund.
- Keep Club members informed about Youth Exchange program and student activities
- Participate in annual Youth Exchange training provided by District 5170 and the U.S. Department of State. (brief online training modules)
- Identify two non-Rotarian resource adults for Inbound student voluntary contact. (This could be a local clergy or school counselor or social worker. Prefer one male and one female)