



Rotary District 5170 Youth Exchange

CLUB INBOUND & OUTBOUND COUNSELOR ROLES

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Necessary Steps for Rotary Club Counselors Participating in Rotary Youth Exchange

Inbound Club Counselor Role

- Provide Foreign Student with ID Card (available online in WESSEX database on inbound student record –print, verify contact information for accuracy and give to student).
- Provide the inbound student with club pins and/or banners to be given to other exchange students and to their sponsoring/hosting clubs abroad.
- When inbound student arrives, flag their Notification of Arrival in the online WESSEX system within 36 hours of arrival.
- 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.
- Be an advocate for the student.
- Support the student and make student feel part of the Rotary family. Introduce them to club members and invite them to club functions.
- Be the liaison between student, Rotary Club, host family, school and community at large.
- Provide guidance and counseling to student in matters such as choosing classes, friends, activities.
- Assist student in adapting to our culture and the language.
- Maintain and document on Wessex Meeting Log, all regular contacts with student and family – at least once a month via telephone, Skype or email and in person during the first month after student arrival.
- Make sure student has transportation to and from Rotary activities.
- Listen attentively to student's comments and concerns.
- Provide student with general information about host club and area, including a list of contact information for people and organizations student can contact if he or she needs help.
- Establish contact with student before arrival.
- Work with community and student's school to ensure that student is involved in positive activities and community life.
- Create a supportive atmosphere in which student feels comfortable to discuss his or her concerns.
- Understand District 5170's and Rotary International's policies on abuse and harassment prevention for youth.
- Be aware of signs and symptoms of sexual abuse and harassment and appropriate actions to take (Allegation Reporting Guidelines).

- Work with the Club Youth Exchange Committee & officers to notify the District Inbound Youth Exchange Chair and District Youth Exchange Committee in a timely manner, if any serious incident has occurred, involving the YE student, host family or other Rotarian volunteer, which requires immediate intervention.
- Attend and successfully complete all necessary District 5170 Volunteer, Counselor and Department of state Coordinator Training on an annual basis.

Outbound Club Counselor Role

- Meet with student and parents prior to their departure.
- Create a supportive relationship in which the student feels comfortable to discuss his or her concerns.
- Provide student with your contact information, including e-mail address and phone number.
- Maintain a minimum of monthly contacts with the student, and document contacts on the Wessex database.
- Work with the Club Youth Exchange Committee & officers to notify the District Inbound Youth Exchange Chair and District Youth Exchange Committee in a timely manner, if any serious incident has occurred, involving the Youth Exchange student, host family or other Rotarian volunteer, which requires immediate intervention.
- Attend and successfully complete all necessary District 5170 Volunteer, Counselor and Department of State Coordinator Training on an annual basis.