



Rotary District 5170 Youth Exchange

CLUB ROLE

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Necessary Steps for Rotary Clubs participating in Rotary Youth Exchange

Get Organized:

- Annually complete and return to District 5170 Governor a signed Club Youth Services Certification Application indicating that Club is operating its program in accordance with District and RI policies.
- Notify District of Club's intention to participate in Youth Exchange by completing a Youth Exchange Commitment Form and returning it to the District Youth Exchange Committee Chair.
- Appoint a Youth Exchange Chair and Counselor(s) and provide their contact information to District Youth Exchange Committee Chair.
- Ensure all volunteers involved with the Youth Exchange Program, including, but not limited to, adult residents of host home, Counselor, Club Youth Exchange Chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth, properly complete appropriate volunteer and host family training/orientation, Volunteer Affidavit, personal interviews, criminal background checks and reference checks. See Volunteer Certification Matrix for details.
- Ensure that all volunteers involved with the Youth Exchange Program complete the necessary **annual** Youth Exchange Volunteer Recertification steps. (National Sex Offender Registry Check, Annual Reference Check Verification, Department of State Online Local Coordinator Training, Rotary District 5170 Online Youth Protection Certification Training).
- Ensure that all club volunteers are comfortable with and committed to using the online Youth Exchange record storage and retrieval system – www.rotarywessex.org.
- Ensure that all Youth Exchange Committee members are trained in responding to problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment and that they have knowledge of and convenient access to the Allegation Reporting Guidelines (found on Rotary5170.org and RotaryWESSEX.org).

Get Participation:

- Ensure that no promotion of or recruitment for the Rotary Youth Exchange Program in any way compromises the privacy of participants, families or schools. Specifically, personal student data or contact information may not be on websites or in promotional material such as public newsletters or brochures.
- Publicize and promote the Youth Exchange program in local high schools and other locations locally to generate interest in participation by local high school age students as outbound participants & interest by student families to act as hosts for inbound students. .
- Locate, interview, and select local high school student(s) to sponsor as outbound exchange student ambassadors to represent the Club and District.
- Meet with parents of student youth exchange candidates to be sure that they are committed to supporting their child's exchange experience.
- Advise & Assist student(s) selected as club candidates with preparation for District level interview and written application.
- Ensure that all hosting is voluntary. Parents of outbound students and Club members must not be required to host students.

- Locate and screen three local host families, provide Host Family Application, screen, interview (in person interview of all family members residing in the home where the student will be living) and then facilitate training/orientation for host families. Note that these steps must take place before providing a host family with any personally information about any foreign exchange student they might be hosting (U.S. Department of State Rule). Use the Youth Exchange Host Family Volunteer Certification form for detailed steps regarding Host Family certification. Have first Host Family identified and completely screened before completing the Student Guarantee Form (may be permanent or “temporary,” but if temporary, they must be willing to host student until regular/permanent family is certified).
- Have Guarantee Forms signed by club, family and school officials before school goes into summer recess (District must help get visas and additional items completed based on the completed Guarantee forms – some foreign countries take over six weeks to process paperwork).**
- Develop contingency hosting plans that include prescreened, available back-up families.

Get Ready:

- Invite selected outbound student (and their parents) to club meetings and encourage members to get to know them.
- Make home visit to local host family at least twice while student is in residence with family. One visit should be within 30 days of student arrival in home and should be done by a certified Rotarian other than the one that would have originally interviewed the family at the family’s home. One visit should be unannounced. Complete a Host Family Home Visit Report for each visit and upload to www.rotarywessex.org.
- Provide Counselor(s) for local host family, inbound and outbound student(s).
- Ensure that counselor is prepared to help promptly resolve any issues raised through their contact with students, and/or local host family.
- Ensure that the host counselor for each inbound student is not a member of the student’s host family.

Go Into Action:

- For both outbound and inbound students, provide Foreign Student ID Card (available online in WESSEX database on inbound student record –print, verify contact information for accuracy and give to student).
- Provide both the inbound and outbound students with club pins and/or banners to be given 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 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.
- Inbound student Counselor contact must be in-person during the first month after arrival and may be via telephone, Skype or email after the initial in-person contact. Contacts must be documented via online meeting log (www.rotarywessex.org).
- Provide each inbound student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Invite student to club meeting on a monthly basis and have student present as a speaker at one of their meetings.
- Provide stipend to student promptly each month (Usually \$150-\$200 per month).
- Provide additional stipend money or “school lunch card” to student if it is necessary for them to purchase lunch at school.
- Support the student and make student feel part of the Rotary Family. Encourage club members to get to know the exchange student and to include exchange student in social activities whenever possible.
- Ensure that all Counselor contacts with host family members, inbound or outbound students, are documented via online meeting log (www.rotarywessex.org).

- Frequency of Counselor contact should be at least monthly for both inbound and outbound students (best practices would be 2+ contacts per month). Contacts must be documented via online meeting log (www.rotarywessex.org).
- Counselor contact for local host family should be at least monthly and may be telephone, Skype or email. Contacts must be documented via online meeting log (www.rotarywessex.org).
- Outbound Counselor contact may be telephone, Skype or email. Contacts must be documented via online meeting log (www.rotarywessex.org).
- When students are moved from one host family home to another, revise the “Host Family” information in WESSEX to indicate the new Host Family within 24 hours of the move.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately and to local authorities if the situation warrants.