



Rotary District 7780
Youth Exchange Program Policy
REV 1 – Sept 2015



ROTARY YOUTH EXCHANGE PROGRAM

PURPOSE AND GOALS

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people — regardless of nationality — desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for themselves and for their children. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds of international understanding for a lifetime.

Communities all over the world have much to gain from the continued success of the Youth Exchange program. Students learn firsthand about the challenges and accomplishments of people in other countries. Young people mature as individuals as their concept of the world grows. Host clubs, families, and their communities enjoy extended, friendly contact with someone from a different culture. Exchange students return home with a broader view of the world and a deeper understanding of themselves. Young adults assume leadership roles that are shaped in part by what they learned during their exchange experiences.

This manual has been created to support your work as a Youth Exchange Officer (YEO). Through Youth Exchange, Rotarians seek to provide the best possible conditions for the participant. Thanks to the efforts of hundreds of dedicated Rotarians and their families, the program is highly successful, and it enjoys the advantages of more than 30 years of experience and a network of more than 1.2 million Rotarians around the world.

The content of this manual incorporates the combined experience of the many Rotarians who have helped make Youth Exchange the thriving program it is today. The procedures and recommendations provided here have been successful in many districts' Youth Exchange programs. Some clubs and districts have developed their own program manuals; ideas from those have been adapted for this manual. You can add your own materials wherever pertinent and adapt the ideas and suggestions to suit your club's or district's needs.

HISTORY

Youth Exchange began as an effort that involved only a few clubs. The first documented exchanges were initiated by the Rotary Club of Copenhagen in 1929 and involved only European participants. These European exchanges continued until World War II and resumed after the war in 1946. Exchanges between clubs in California, USA, and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. The first multidistrict Youth

Exchange activity, known as the Eastern States Student Exchange (ESSEX) program, was formed in the United States in 1962. In 1972, the Rotary International (RI) Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. This was adopted and the program has grown to include approximately 80 countries and more than 7,000 students each year.



DISTRICT YOUTH EXCHANGE COMMITTEE FUNCTION

The District Governor has supervision and control of the Youth Exchange Program in compliance with section 2.110 and 41.080 of the RI Code of Policies. Each Rotary Year, the current District Governor shall appoint a District RYE Chair in accordance with District Policy Manual Section 3.01. The District Chair is answerable to the District Governor and has delegated responsibility for all aspects of the program within the District including the promotion and coordination of the exchange of youth between the many countries in which Rotary is established through ESSEX. The District RYE Committee is responsible for the selection of students for assignment to host clubs in other countries through ESSEX and has the duty to ensure the supervision and welfare of visiting students hosted by the clubs within the District.

OBJECTIVES OF THE PROGRAM

1. To further international goodwill and understanding by enabling students to study first-hand some of the problems and accomplishments of people in other lands.
2. To enable students to further their education by studying for a year in a different environment and by undertaking courses of study in subjects not normally available to them in secondary schools of their own country.
3. To broaden the outlook of students through meeting and learning to live with people of different cultures, creeds, colors and having to cope with day-to-day problems in a new environment.
4. To be a broadening, enlightening and worthwhile experience for participating students, host families and Rotary clubs alike.
5. To select students qualified to:
 - a) act as ambassadors for their own country by addressing Rotary clubs, community organizations and youth groups in the host country and by imparting as much knowledge as they can about their own country to the people they meet during their time away.
 - b) study and observe all facets of life and culture in their host country so that on return to their home country can pass on the knowledge gained.
 - c) equip them better for becoming world citizens and leaders of tomorrow.

Who Is Eligible?

Rotary Youth Exchange Students must be at least age 16 but not yet 18 years of age on August 15 of their departure year. Some districts with whom we exchange do not accept students over 17 ½ years of age. Inbound high school graduates are not acceptable for enrollment in some high schools in North America.

Applicants must have above average academic ability.

Applicants must have an outgoing and pleasant personality and be able to make friends easily, fitting them for the role of “ambassador” for Rotary, and the United States. They must have the ability to accept discipline and be capable of adjusting to new and different living conditions, cultures, customs, food and language.



Applicants must be of good character and reputation. Applicants must be in good health. Applicants must be independent and self-reliant but must keep in mind the goals of the total program, not their own interests only.

Applicants must be willing to face challenges and to adjust to a wide variety of people in varying conditions. Sons and daughters of both non-Rotarians and Rotarians are eligible. All applicants are selected solely on merit.

PROGRAM SUCCESS

The program is carefully designed to provide a favorable experience for all who participate in it, whether at student, club, host family or district level. As a result of several years of experience at club and district levels, our District Youth Exchange Committee has been able to establish the following guidelines with the hope that it will help us all make the program even more successful in the future. It should be kept in mind that this is a district-to-district exchange program with some specific stipulations that must be followed by all parties concerned. Clubs agree to these stipulations by virtue of participation.

THREE WAYS TO PARTICIPATE

1. THE YEAR-LONG PROGRAM Selected High School students leave in August for a year's study at a high school in a foreign country. Each student will live with one or more families during their year. The students will return home the following summer. Age requirement for the year long, or LTEP, exchange program has a two year window, the year you leave on exchange you must be at least 16 years old by August 16 and not older than 18 by August 15. Countries with whom we have exchanged in recent years are

Country	Columbia	India	Poland
Argentina	Croatia	Italy	Romania
Australia	Czech Rep /Slovakia	Indonesia	Russia
Austria	Denmark	Japan	South Korea
Belgium	Ecuador	La Reunion	Spain
Bolivia	Finland	Mexico	Sweden
Bosnia	France	Netherlands	Switzerland
Brazil	Germany	Norway	Taiwan
Canada	Hungary	Paraguay	
Chile	Iceland	Peru	

**Budgeted Expenses & Savings**

A typical family budget for an Outbound student for a year-long exchange involves some added expenses and some saved expenses. Here are some examples of these:

Added Expenses for the Exchange		Saved Expenses While Student is Away	
Confirmation Session	\$75-\$200	Food	\$1000-\$2000
Orientation	\$300	Car Insurance	\$1000-\$1500
Student Blazer	\$50-\$100	Prom	\$300-\$600
Outbound Fee *see below for details of what is included	\$1,500	Sports Participation	0-\$2500
Plane Ticket	\$1500-\$3000	Family Travel	0-\$1000
Monthly Allowance while abroad	0-\$1200	Monthly Allowance at home	0-\$1200
Travel while abroad	0-\$2500	Miscellaneous Costs	0-\$2000
Health insurance	Included with Outbound fee		
Miscellaneous Costs	\$500-\$2340		
Passport	0-\$80		
Visa	\$100-\$500		
Gifts Pins, Flags, etc.	\$25-\$300		
Totals	\$4000-\$12,500	Totals	\$2300-\$10,800
(There may be an additional cost for travel to obtain a visa in some countries – this may involve a trip for the student and a parent to Boston or NYC for an in-person visit to an embassy of the country.)			

*Outbound fee includes: Business Cards, Health Insurance, Documentation (excluding Visa fee), Name Badge and flag patch, Youth Exchange shirt, Outbound Orientation and Rebound Orientation Weekends.

2. THE SUMMER PROGRAM JULY - AUGUST (1 month here - 1 month overseas) Selected High School students live overseas with a foreign student's family for approximately one month, and then return with the foreign student to live with his/her family here for approximately one month. Some areas reverse this by having the foreign student come here first, then both going overseas for the second half. Age requirement range is more open than the LTEP program. Check with your Rotary Club to check age limits.

The list of countries in this program changes from time to time; most are in Europe with a few in South America. Estimated family budget for an Outbound student for a summer exchange is approximately \$2,000.00 to \$2,500.00

3. HOST AN EXCHANGE STUDENT FOR THREE MONTHS During the year an Inbound Foreign Student attends High School. He/she lives with 2- 3 families for approximately 3 to 5 months each. Host families normally live in the High School district to minimize transportation problems. The host families provide room and board for the inbound student. The inbound students receive a monthly allowance from the Local Rotary Club for incidental expenses. The inbound student also has a \$500 "emergency fund" and health insurance.



TYPICAL EXCHANGE CALENDAR FOR EXCHANGE OFFICERS

July

Attend Youth Exchange Officer Workshop.

Correspond with incoming student(s)

Make sure Outbound students are prepared and paperwork, Visa and airline tickets are secured

August

Pick up Inbound student(s) at airport or make arrangements for host family or another to pick up student

Obtain and secure the emergency funds of \$500.00 for new inbound students.

Appoint a club counselor for each new incoming student. The counselor may not be the Youth Exchange Officer or a member of a current host family

Check visa status and ensure student(s) have required documentation (J-2 class Visa; DS 2019 and I-94 for incoming students to the United States (to travel within our International District 7780.). Students hosted in District 7780 need a multi-entry Canadian visas to enter Canada throughout the year. It is necessary to check with the immigration department of the country to be visited (not the host country)

Register student at school.

Host family sets up Student bank account. Ensure that Students have access to receive funds (i.e. bank account or debit card).

Take student around vicinity. Stop at businesses of various Rotarians and introduce them to student.

If possible, introduce student to each host family. A potluck dinner or barbeque is usually successful

Settle student with first host family.

Make copies (both sides), of inbound student's insurance card, passport, visas, and as applicable, the (DS 2019, I-94 USA). Keep one copy for your file and give a copy to each host family. Also, instruct host family on what to do if medical attention is needed.

Make sure student is registered for Inbound Orientation.

Ask club Treasurer to begin student stipend. Follow up to make sure checks are written and delivered each month.

Confirm transportation arrangements for Inbound Orientation.



Rotary District 7780 - Youth Exchange Program Policy

Confirm remaining host families for new Inbound student(s).. Host families should already be corresponding with student. Make sure home inspections and background clearances are complete.

September

Obtaining a state or provincial photo identification card for Inbounds is suggested.

Contact school and arrange to be at first assembly to speak about the Youth

Exchange program to start recruiting for next year's applicants.

Give the school contact or exchange student contact a supply of the one-page club applications and information sheet. See Appendix section.

October

Collect local applications and set up interviews for next year's outgoing candidates. Try to have selections made by end of the first week.

Inform successful candidate(s) of the next step. Complete the LTEP or STEP Country Choice Form found on the website. If the student is applying for the STEP program, this application is available on the website for downloading. The LTEP application is now available through the YEAH database and should be completed online. This application can be found at www.exchangestudent.org. Students must provide one complete printed application and three (3) additional copies of page 1 of the Guarantee Form – each with original signatures in BLUE ink.

Request that student and parents obtain passports.

Make a copy of Outbound student's completed packet for your records. Send the originals of the application and Country Choice form to ESSEX no later than the EARLY deadline December 15.

Check with school to see how your Inbound is doing. This is the time to forestall problems in school.

November

Arrange for a supply of Christmas cards for current Outbound(s). Have Rotarians sign them.

Make sure the completed LTEP applications are received by your Club Coordinator no later than the November deadline. Late applications are not guaranteed an interview at the district level.

Make sure next year's Outbound candidates are registered for District Outbound Interviews in December.



December

Ensure Outbound candidates attend Outbound Interviews. A parent or guardian must accompany candidates. Parent or guardian is responsible for the accommodations and meals of the Outbound candidate.

Send Short Term Exchange Program applications to District STEP Coordinator by December 31.

Send Christmas cards to current Outbound students.

Arrange for Christmas gift from club for Inbounds.

Outbounds should receive confirmation of destination country by the end of the month.

Check with your Inbounds to make sure they are not having too much difficulty with homesickness. Confirm arrangements for move to next host family.

January

Make sure Inbounds are registered for the BeloTour Trip.

If your club supplies pins, check your supply of pins.

US Short Term Exchange Program Orientation happens in January or February.

February

Make sure next year's Outbounds are registered for Outbound Orientation, which takes place in March. Remind families that a parent must accompany the student to the orientation at their own expense.

For Inbounds, confirm transportation arrangements for BeloTour Trip. Ensure that PASSPORTS and all attachments are in order.

March

Confirm registration and transportation arrangements for Outbounds to their orientation.

Host family change (?).

Anytime from now on you will receive from a Country Officer your Inbound student application packet for processing. Process the guarantee form immediately.

Obtain a letter from your school a School Letter confirming acceptance of next year's Inbound(s)

After confirmation that your club will receive an Inbound, start looking for host families. Give information packets to prospective host families.

April

Follow up with Outbounds to make sure they purchase a blazer and are making all arrangements for travel, passport, visa, etc. Identify and assist in resolving problems.



Rotary District 7780 - Youth Exchange Program Policy

Make sure this year's Inbound students are registered for District Conference.

Outbound(s) students for next year should be receiving country guarantee forms by now.

Remind students to apply for any necessary visas immediately

May

Confirm transportation arrangements for Inbound Students to District Conference.

Maintain communications with next year's Outbound student(s). They may be getting anxious, especially if they haven't received their guarantee yet. More questions could be popping up.

June

Is your Inbound graduating from the local school? If so, maybe a card or gift would be in order.

Arrange for farewell gift from your club for your Inbound.

Arrange for Inbounds to get their transcripts from school. You may have to mail transcript to student after they return home. Verify and obtain a letter from the school if necessary for Inbound student. The letter may confirm attendance, behavior, academic and non-academic achievements. Assist students who want or need to take an English competency test before returning home.

If your current Inbound student is participating in the BeloTour Summer Trip make sure transportation arrangements to get to the departure point have been made. Verify that PASSPORT and all attached documents are in order.

July

Check Inbound arrival information and confirm that someone is meeting student at the airport.

Check Outbound student's departure date.

Make sure Outbounds have club banners to take to host country.

Confirm host families for new Inbound(s). Host families should already be corresponding with student. Make sure home inspections and background clearances are completed.

Miscellaneous

Make a list of birthdays for both Outbounds and Inbounds and send them cards.

Confirm safe arrival of Outbounds with their parents. Make sure they're comfortable with all arrangements. Follow up a couple more times during the first month to make sure everything is all right.

Arrange for Outbound student candidate to visit your club several times prior to leaving in August. Arrange for inbound student to give a program at your club.

Arrange for Rebound student to give a program at your club. Make sure all YEO contact information is up to date with District Administrator and Club Coordinator.



CLUB OFFICER GUIDELINES – LONG TERM EXCHANGE PROGRAM (LTEP)

YOUTH EXCHANGE OFFICER GUIDELINES FOR INBOUND STUDENTS

Overview:

Inbound students usually arrive in August. The Rotary Club provides a basic introduction on the Exchange Program through advertising and promotion within the club, at the high school and through the local news media. The first step is to appoint a Youth Exchange Committee. Many other exchange programs require that all expenses be paid by the participants. Although there will still be considerable financial cost to participating families, Rotary does provide some assistance, for example, in providing incoming students with an expense allowance and transportation to orientations and conferences. It is important for your community to recognize that your Youth Exchange Committee is designed to provide the service of placement of Inbound Students and selection of Outbound Students. Providing for the student's needs and requirements is part of our community service.

Notify the District Rotary Youth Exchange Officer that your club is willing to receive one or more students. Be sure to receive your club's board approval of the program and the expenditure involved. The club committee must then contact the local high school to arrange for placement of the inbound student. Check to see if there is an English proficiency requirement for students. If the school requires proficiency, ask for a waiver. If a waiver can't be granted and guaranteed then the exchange is not to be initiated according to ESSEX. RYE is a CULTURAL EXCHANGE, not a language training course. The committee must arrange for host families. Host families may be either Rotary or non-Rotary approved homes. A minimum of three families is recommended.

When an inbound student has been assigned to your club, your Youth Exchange Committee, and in particular the Youth Exchange Officer/Committee Chairman, shall appoint a counselor who will help coordinate student visits within the club throughout the year, helping to enhance the student's experiences. The Youth Exchange Officer and host parent(s) are not eligible to serve as student counselors. The Youth Exchange Officer is responsible for corresponding with the student, with the student's natural family, and with the student's sponsoring Rotary Club prior to arrival. Inform the student about your club, community, school, the first host family, and other topics of interest.

When a Youth Exchange Officer receives the application for the inbound student, you should first study it carefully. Identify the background of the student, observing such things as the occupation of the father and mother, religious affiliation, type of school or community activities in which the student has indicated interest. Also notice the number of brothers and sisters (is it a large family or small?) This information can help in selecting host families. Determine if the student has studied foreign languages, with special reference to the amount of English instruction. Give a copy of the application to the school so as to enable them to determine the correct school curriculum. If your student has had little or no English skills- you may want to find someone with appropriate language ability to go with you to the airport to help greet the student upon arrival.

Nothing can bring a smile more quickly to the face of a lonely, tired student who is far away from home and maybe already a little homesick, than to hear a few familiar words in his own language. The host family or families and a few Rotarians should be at the airport to meet the student. At busy airports it helps to hold a card or sign with your student's name to avoid missed connections. Our Outbound



students have repeatedly told us that one of the most appreciated events during the year was the warm reception they received at the airport. However, it really only requires one genuinely friendly person to greet a student and make him or her feel at home. The important thing is to be sure that you know exactly when your student will arrive and be there with a smile.

When enrolling the students at the appointed school, do not overload the curriculum. Students must adjust to many things in the school, in the home, and in the community. Your student needs time to make these adjustments before you can expect much in the way of scholastic achievement.

Selection of host families is very important. Families should be friendly, well-adjusted, acceptable members of the community. If possible, the first family should contain at least one brother or sister who attends the local high school and can introduce your exchange student to many friends and associates. It is best if subsequent families also have host siblings about the same age as your exchange student, but this is not necessary. The Rotary club should have within its membership three (3) or more, but not less than two (2) families for hosting your student. If not, obtain non-Rotary families by referral (i.e. Interact, Outbound students, professional colleagues, etc.). This is an outstanding way to introduce Rotary service in your community.

District 7780 Youth Exchange Program defines a host family as any family or person hosting a student for a consecutive period of seven (7) days or more. If, however, the club or district was to place a student for a temporary hosting period of less than 7 days (making that family a program participant) the host family screening procedure applies. All host families will be required to have the host family affidavit, reference check, home inspection, the ESSEX Youth Protection Awareness training, host family orientation & background check completed.

Individuals in casual contact with students are not subject to the home inspection and background check requirements. Casual contact is defined to include, but not be restricted to: shopping, dinner invitations, weekends, activities (sports, theatre, etc.) and invitations by school friends or by other exchange students or their host families. Such activities would be at discretion and authorization of the host family and or student counselor / YEO.

The following qualifications will serve as a guide in identifying good potential host families:

1. A family that has a sincere and willing desire to host. It is preferable that an inbound student has a private bedroom, but this is not mandatory. Students must have their own bed, a space to study, and only share a room with a person of the same gender.
2. All host families should live in the same district as the high school that the student will be attending. In some circumstances, the host family may live in a different school district if the host parents are willing to transport the student to and from school.

The Youth Exchange Officer must ensure the following documents on file in the ESSEX YEAH Database:

1. Youth Volunteer Affidavit completed and references checked.
2. A completed Host Family Interview and Home Inspection Form. Home visits must be conducted for each family and should include announced and unannounced visits, both prior to and during the placement. The unannounced home visit may be met by visits conducted on short notice, such as calling ahead to ensure that the family is home and able to receive visitors.



3. A completed criminal background clearance for all full-time residents of the home 18 years of age and older. Including students that reside in the home for school breaks.
4. Record that the Youth Protection Training was completed by host family.
5. A host family is responsible for the Student socially, emotionally and physically. Students are expected to become a part of the family and to assume their share of the duties and responsibilities in the family.

Examples - making their bed, helping with housework, cutting the lawn, etc. A discussion should be held with Students concerning curfew, dating limitations and use of the computer and phone. The host family and student should agree on the names to be used when addressing host mom and dad. Do not let Students use "Mr. and Mrs.", have them try, "Mom and Dad" or "Aunt and Uncle"; this will help immeasurably to personalize the relationship.

Rotary strongly discourages frequent and prolonged use of the internet by students as it reduces their opportunity to participate with others and become involved, and may delay becoming proficient in English. Upon Student arrival, enact a thirty (30) day media Blackout period. The student should have no communication with home. After this period, VERY LIMITED communication with home via SKYPE, Facebook, messenger, and other social media is strongly encouraged. Accordingly, host families should set limits for students regarding the amount of time that they spend on the internet. The Rotary YEO and counselor will provide guidance on appropriate limits –no more than half an hour to an hour a day maximum is suggested.

Meeting and transporting the inbound student from the point of arrival, if within 100 miles, is the responsibility of the club committee. Students should be met by the YEO, host families and as many Rotarians as possible.

The host club has the financial obligation to pay students a minimum of \$100.00 US per month for spending and incidentals. The Youth Exchange Officer should make sure that this is paid monthly to save students the embarrassment of having to ask for it. The club will also pay for Rotary meals, school fees, and for all required district events including meals associated with these events.

The Youth Exchange Officer (YEO) shall be responsible for the general welfare of the inbound student. Make sure that student is happy, content, well settled, and that student, the host parents and the natural parents know that the Rotary Club is maintaining a positive interest. The most common complaint received from host families is "Rotary has never done a thing for this student". "The YEO never inquires about the student and we have had to do everything that needed to be done".

The Youth Exchange Officer should try to arrange and approve additional families and Rotarians to host the student for weekends, or for the student to go with other families on special outings. The student should attend the club meetings and must be brought to at least one meeting a month. The YEO should also make arrangements for the student to be a guest speaker at other groups and organization when possible. The YEO shall arrange transportation for the student to and returning from the Rotary District Conference and other district functions. If the YEO and the student's club counselor finds any element of discontent in the host home and if counseling with the host family and the student does not resolve the problem; it is recommended that the student be moved on to the next host family.



In solving problems between the student and the host family, you are a mediator, not a judge. The YEO should call the District YEO and work to resolve the problems. Never accept the implication that the student is "all wrong". In many instances moving the student to a new host family immediately solves the problem. Be patient and work out the problems. Sometimes the student will come to you with problems.

Your role will be to listen, to evaluate, and sometimes to mediate. Above all, listen to both sides of any problem. If there are no workable solutions between the parties refer to the Early Return Policy. See Appendix section.

When decisions are made to move the student from family to family, be sure that you inform the student immediately. A 16 or 17 year old lives in a world of insecurity and needs to know what is going on.

Traveling in company with any Rotary or Rotary approved family is encouraged. Students who wish to travel need to refer to RYE District 7780 Inbound Student Travel Policy and ESSEX Inbound Independent Travel Rules (Appendix section).

Our inbound students have come to a foreign country. They are in the upper 1/3 of their class academically and are capable of adjusting very rapidly, but a great deal of tolerance must be exercised. It is the responsibility of the Youth Exchange Officer to facilitate a stress-free move to the next family. There is a natural reluctance by the student to move from the first family. Once students are settled with the new family, they are immediately happy with the new circumstances and welcome the opportunity to broaden their scope and understanding. Every family lives life just a little differently and thus provides another opportunity for the student.

Students of our district come to us on a DS 2019 Form (Certificate of Eligibility for Exchange Visitors [J1] Status). They are allowed to study up to one year in the USA. The YEO and the club counselor should examine the student's passport and papers so as to become familiar with them.

In all cases, students hosted in the USA will also visit Canada and must travel with their Passports, including their US visa, multi-entry Canadian visa, DS 2019 form and I-94. If the student fails to have the required documents, they will be turned back at the border. Every student must retain the required documents with their passport at all times when traveling, but should store them safely when staying with a host parent.

For all inbound students hosted in the United States, every change in residence, or contact information, (including street address of the new host family) must be recorded in the YEAH database and an email to the Country Officer) indicating that a change has been made.

No student is allowed to drive or operate a motorized vehicle (land, water or air). **THERE ARE ABSOLUTELY NO EXCEPTIONS!**

Students are to attend school faithfully unless excused for a special opportunity, or Rotary meetings or events. They must strive for satisfactory grades. Transferable credits for school courses cannot be assured. The transfer of credits is at the discretion of the School Districts involved. The student must return home at the end of the one-year. **THERE ARE ABSOLUTELY NO EXCEPTIONS!**



Although all students act as unofficial ambassadors for their countries, their activities are to remain within the purposes of the program. They are under the direct control and guardianship of Rotary and are subject to immediate repatriation if their conduct is not acceptable to the Club or District Committee. Students will be eager to please if you provide the framework of rules and regulations you expect them to follow. Although students are encouraged to develop friendships, a romantic entanglement can be a reason to be returned to their country.

If the student has any friends or relatives that are visiting in the district, approval for visitation must be obtained by the student from their YEO and Country Officer. Any travel involved will be governed by our travel policy. Relatives will have no jurisdiction during the course of the student exchange year. If the student has relatives in the area, visiting privileges with the relatives will be extremely limited.

Only the District Exchange Chair or designated representative has the authority to send a student home for disciplinary reasons.

Every Host Family should be furnished with a copy of "Guidelines for Host Families", "General Information and Rules", "A Primer for Host Families" and "Questions for the First Night with a New Family"

Web resources

www.exchangestudent.org

www.yeoresources.org

<http://www.rotary.org/en/StudentsAndYouth/YouthPrograms/RotaryYouthExchange/Pages/ridefault.aspx>

Your efforts, energies, and interest will make this a very exciting year for your inbound student.



Medical/Dental Insurance

Medical insurance for the inbound student is a mandatory requirement. It is the Students' parents' responsibility to purchase this insurance before arrival. Inbound students are required to purchase CISI-Bolduc Insurance Plan B within 15 days prior to the student's arrival. Students can enroll at:

<http://www.culturalinsurance.com/rotary/cisibolduc.asp>

Coverage includes the following:

- 100% payment of medical expenses up to \$1,000,000 limit
- Sports Coverage
- \$100,000 Accidental Death, principal sum
- Personal Liability up to \$500,000
- Pre-existing conditions up to \$500
- \$400 maximum for Emergency Sickness Dental treatment
- Trip Interruption \$3,000
- Security Evacuation \$100,000
- Family Reunion \$5,000
- Trip Cancellation \$3,000
- Medical Evacuation \$100,000
- Repatriation \$50,000
- Meets and Exceeds RI Insurance Requirements

For non US Exchanges:

- \$0 deductible
- Covered Accident or Sickness payable at 100%

For US Exchanges:

- One-time, \$100 sickness or accident deductible

Covered Accident or Sickness payable 80% to \$1,000 out of pocket limit; plan pays 100% thereafter
Regular medical care is the responsibility of the student's natural parents but the Rotary Club usually takes care of routine medical matters.



Finding Host Families:

Survey your club. Contact all members' spouses to determine if they would consider hosting a student for 3 months. (Yes, No, or Maybe) Would the Yes's and Maybes prefer to host a male or a female?

Other sources to contact: previous host families, church members, and friends and spouses from other organizations. If your incoming student has a special talent or interest (i.e. swimming, music, etc.) contact the school's swim coach, music teacher, choir director, etc. It is ok to ask for referrals. Keep a list with potential host families; sometimes a family may not be ready this year, but maybe ready in the future. Host Families do not need to be Rotarians.

Make copies of the Inbound Student application and deliver it to potential host families. Find out what time frame fits their situation.

1st Family mid-August to mid-December

2nd Family Mid December to first part of April

3rd Family First of April to mid-July. For non-Rotary host families – make them "Friends of Rotary" for the year by inviting them to meetings, picnics, or club functions. Put the non-Rotary host family on the mailing list to receive your club bulletin for the full year and not just the time they have the student.

Once you have secured your host family(s), set a date for a 1-2 hour host family orientation. Have host family information packets and topics of discussion to give them. If you have multiple families secured you may choose to invite them as a group to your home for an orientation. During the orientation conduct the Youth Protection Training.

It is ideal if the first family has a teenager in high school. This helps the exchange student get into the stream of classes, study, meeting friends, activities, etc. After the first family, it is not as important that the remaining families have teenagers. The exchange student by then is used to our school system, has made some friends, language skills have improved, etc.

Families 2, 3 and 4 can be families with no children or grown children, both parents working, families with small children, retired couples and appropriate single parent families (with the natural parents approval).

Our exchange students are selected as mature young people. They should not need after school supervision until parents get home. They will be either going to after school activities or will come home to do their homework, household chores, etc.

The bottom line is that you are trying to find AT LEAST two (2) or PREFERABLY three (3) loving and caring families who are going to be fortunate enough to be chosen to enjoy the benefits of having a foreign student at their home for approximately three (3) to five (5) months.

Youth Protection Guidelines See Appendix section – District 7780's Guidelines for Rotary Youth Programs and its supporting appendices and District 7780's Checklist for Youth Services Programs.



Communication The student's Country Officer should be the primary person to initiate communication with the student's sponsoring district or the student's parents or legal guardians if concerns arise. Any questions concerning these policies and procedures should be directed to District 7780's Youth Protection Officer or members of the District Youth Exchange Committee, who are ready to help you through the process.

Counseling Policies, Procedures and Guidelines

Inbound Exchange Students

Every inbound student must have a club counselor, preferably of the same gender.

The counselor may not be the YEO or a member of the student's host family.

The counselor will monitor the student and act as the student's advocate in order to maximize the student's experiences and protect the student's interests.

The counselor should check on the student's progress frequently with the student, host parents and school counselor particularly early in the exchange. The YEO is expected to brief the host families on the rules of conduct for students, methods of communication, and the student's role in the family.

Every Host Family should be furnished with a copy of "Guidelines for Host Families", "General Information and Rules", "A Primer for Host Families" and "Questions for the First Night with a New Family".

Club Counselor Handling of Problems: The club counselor should be trained in responding to any problems or concerns which may arise during the exchange including allegations of physical, sexual, or emotional abuse or harassment.

The counselor, in concert with the YEO, and the CO needs to determine the sources of any reported problems; i.e. the student, the host family, poor communications, etc. Please refer to the Early Return Policy.

Prompt counseling is necessary to effect performance modification. Counseling may have to be both individual and joint with host parents or school counselor to result in the required changes. If repeat counseling for the same problem is required, it should be done with a witness and should be documented.

Any significant student problem must be reported immediately by the YEO to the Country Officer (CO) assigned to the student's country on the District Youth Exchange Committee. The CO will monitor the progress and assist the club. This officer will investigate any problems and notify the District Youth Exchange Chair of the situation with a recommendation for action if necessary.

Problems involving drugs, public drinking or drunkenness, driving, proven sexual activity or breaking the laws of the host country may result in the immediate termination of the student's exchange and a return home. Romantic involvements or sexual activity by the student must be strongly discouraged. Counseling should be used to try to modify the student's behavior.



**TERMINATION OF THE STUDENT'S EXCHANGE WILL ONLY BE DONE ON THE
AUTHORITY OF THE DISTRICT YOUTH EXCHANGE CHAIR OR DESIGNEE.**

GUIDELINES FOR INBOUND STUDENTS

We want you to have a safe and successful exchange year. We hope that this will be one of the most exciting and valuable years of your life so far. This booklet is designed to help you get the most out of your exchange year.

Canadian and U.S. Culture:

Our two countries are good neighbors and friends. At first it may seem like our cultures are the same. There are many things that are the same and there are also some interesting differences. On both sides of the border you will find warm, friendly and hospitable people. We are known for those qualities in this part of North America. As you go to Rotary events both in both Maine, New Hampshire, and Quebec, pay attention to what is the same and what is different. You will find it very interesting!

Your Circle of Support:

During your exchange year, you have many people in District 7780 who will care about you and look out for you:

- ✓ Your host family
- ✓ Your Club Youth Exchange Officer
- ✓ Your Club Counselor
- ✓ Your District Youth Exchange Committee
- ✓ Your District Youth Exchange Officer
- ✓ Your Country Officer
- ✓ Your brothers and sisters in this experience- your fellow exchange students here with you this year.

Host Families:

Most of you will have two, three or four host families during the year. Host families here are volunteers. They host you because they are interested in sharing U.S. and Canadian culture and learning about your culture. They host you because they care about this program. They host you because they want to get to know you.

Your host family may be very different from your family in your home country. They may have different religious or political beliefs. They may eat different foods and they may have very different rules than the ones that you are used to. They may have very different schedules.



Use the “First Night Questions” that you will find in the back of this booklet with each of your host families. It is a very helpful tool to get to know them.

Even though they are all living in the same culture, you will also find your host families to be very different from each other. This is why we have you stay with more than one family during your exchange year. It is sometimes stressful to change families, but it is a great way to see all of the diversity in North American culture.

The job of your host parents is to provide a safe, warm and caring home and family for you. You are not a guest. You are not a tourist. Your job is to be a high school student and to become part of your family. Your job is to adapt to your high school and to how your host family works. Sometimes this will not feel easy. Ask questions if you don't understand something about the family rules and schedules. Be very helpful. Ask to do tasks. Volunteer every day to help around the house.

You are not a guest in your host family. You are part of the family. Your helpfulness will be appreciated and remembered.

Your Club Counselor:

Every student should have a person in their club who has volunteered to be the “counselor” for the club's exchange student. This person is not someone in your host family and is not your Youth Exchange Officer. The counselor is your support person in the club. If you are having problems with your host family or at school, your counselor can help you. If you need help with things like making your bank card work, your counselor can help you. Your counselor can help you get involved with your Rotary club. Your counselor can talk to you about your feelings, your fears, or your confusion. Ask your counselor for his telephone number and keep it with you. Do not be afraid to call your counselor when you want to talk. Your counselor is expecting your phone calls and texts

If you are not introduced to your counselor soon after you arrive, ask your Youth Exchange Officer for a meeting with your counselor. Let them know that you want to get to know your counselor. They want to be getting to know you, also!

Your Youth Exchange Officer:

The Youth Exchange Officer (YEO) is in charge of all the Youth Exchange activities for your club. The YEO finds and interviews Outbound Students and finds host families for Inbound Students. The YEO registers you for all required meetings and events. The YEO is the person in charge of the club's exchange program and your year-long stay here.

Your Youth Exchange District Officer:

This is the person that you have been in contact with since you learned that you were coming to our District. The District Officer is like your Rotary Aunt or Uncle in District 7780. Your Country Officer will help you and support you all year long. You will meet them in person at the airport upon your arrival, Inbound Orientation, and throughout your year here in Maine and New Hampshire.

You will have to get permission from your District Officer for some kinds of travel that you may do. See the “Travel Policy” for more information. Also, your District Officer will watch your progress with your host families, your high school activities, and your welfare in your community here.



Your Sisters and Brothers - the other exchange students:

You will probably feel a special connection to the other exchange students who are here with you this year. You are having a shared experience! Treat the other exchange students as you would a sister or brother. Look out for each other this year. Be thoughtful and caring and kind. These friendships will last for your lifetime.

It is easy to want to spend time with the students who are from your country, or your part of the world, especially if they speak the same language you do. When everything all around you feels new and unfamiliar, it is comfortable to be with people who are just like you. But, if you only spend time with people who are just like you, you will miss out on one of the best parts of your exchange- learning about the rest of the world.

Speak English when you are with other exchange students, especially those students who don't speak your language. Do not leave anybody out of the conversation!

You will be amazed by how much richer your life will be if you have friends from many cultures.

Leaving home in a digital age:

Imagine being an exchange student thirty years ago. The telephone was very expensive to use for international calls. Perhaps you only heard your family's voices on your birthday or other special days.

International mail was not very dependable. Perhaps only half of your letters reached your family and half of their letters reached you.

There was no Internet. No Internet phone access or cameras. There were no cell phones or digital cameras. When you left home on exchange, you really went AWAY! You had very little contact with home. You learned your new language very quickly because you were completely immersed in your new culture. You reached out to make new friends and to get to know your host family.

These days it is harder and harder for exchange students to really leave home. Email, instant messaging, cell phones, cell phone cameras, and internet phone connections can keep you connected 24 hours a day to home- speaking, writing and thinking in your own language. This is not good! You must discipline yourself to avoid too much time spent with your home culture, language, and family. You will defeat the purpose of your student exchange year if you never really leave home! You should severely limit contact with your home culture, language, and family for the first two or three months so that you will be forced to learn a new culture, language and family. Even after the first two or three months, you should limit contact with family and friends back home to no more than a phone call to each of them once each month, and limit sending and answering Internet emails to no more than 30 minutes each day.

Do not let your computer keep you from getting out of your room and enjoying your host family and making new friends! Do not hide in your room or hide on your computer! **Be brave! Be bold! Leave home!**

Leave technology in your closet or desk until you are confident that you can move easily in your new culture and enjoy activities with your host family, at school, and with new friends.



Homesickness

Nearly every single exchange student feels homesick at some time during the exchange year. It is normal to miss your family, your friends, your language, your foods and a million other things about home.

Some students are very homesick at the beginning of the exchange. For some, it does not happen until the Christmas holidays or even later in the year. Many students are surprised by what a powerful emotion homesickness can be. You can be feeling fine one minute and then hear a piece of music, or smell something or see a face that reminds you of someone far away. A big wave of homesickness can wash over you in an instant.

Here are some ways to deal with homesickness:

- Limit your contact with home. Hearing the sounds of the voices of your family and friends usually makes you feel worse, not better- especially in the first few months.
- Stay busy. Fill your day with activities. Don't sit in your room all by yourself.
- Eat healthy foods. Junk foods, especially sweet foods can have a negative effect on your emotions.
- Get exercise. It will really help you keep a positive attitude. Walk, bicycle, run, hike, and play sports. Remind yourself that homesickness is normal. It is part of the process of making yourself more at home in your new country, culture and families. It will pass!

Your Role as an Ambassador

Rotary does not choose typical teenagers to be exchange students. Rotary selects outstanding and exceptional teenagers. You have an important role to act as an ambassador of your family, your community, your country your culture and for the organization of Rotary. It is a big responsibility. It can feel like a burden sometimes. You may be the only person from your country that someone here has ever met. Many people will judge your country and your culture by your behavior and your attitude. This may not seem fair but it happens all of the time. Your good behavior and positive outlook is very important success of Rotary Youth Exchange.

Involvement with Rotary during Your Exchange Year

The support and involvement of your Rotary club is the primary reason that you are here. Without the enthusiastic support of individual clubs there would be no Rotary Youth Exchange.

We expect all students to be very involved with their clubs. Attend meetings as often as you can. Some Rotary clubs in our district meet at noon. Some clubs are breakfast clubs and meet early in the morning and some clubs meet in the evening.

Attending Rotary meetings may mean that you miss a little school on the day of your Rotary meeting. It is very important that you talk with the teacher of the class (or the classes) that is held at the same time as your Rotary meetings. It is important that you get the homework or other assignments ahead of the class that you will miss so that you will not get behind in this class.



Someone in your club should provide you with a ride to and from your Rotary Meeting every week. Talk to your counselor or YEO about how you get to Rotary meetings. You are not expected to pay for your Rotary Meals.

You will be expected to give a talk to your Rotary club about your country and culture and about your exchange experience. Usually your club has you do this towards the end of your year when your English is a little better. Talking to your Rotary club is great practice for public speaking in other places. Do it often! They will always be a warm and welcoming audience

At each meeting, sit with people that you have not met yet. Wear your Rotary jacket to meetings- you will be recognized easily as the exchange student. Talk to your counselor about how you can become involved in the activities of your Rotary Club. Volunteer to help with different projects and fundraisers. Ask if there is something that you can do at every meeting.

About once a month, you should get up in front of your Rotary Club and share a little about what you have experienced and your observations as an exchange student. Don't be shy about the members of your club knowing about the things that you are interested in. Tell them about your hobbies and interest or about new things that you want to try and places in the area that you want to see. If you are a skier, let your club know that you love to ski and would love to go skiing often. If you are interested in music or the theatre, let you club members know and they will invite you to plays and concerts. The friendlier and more outgoing you are, the more likely it is that Rotarians will invite you to go with them to do interesting things.

As in the rest of life, you will get out of Rotary exactly what you put into it.

School

Remember that you are in a STUDENT exchange program. Your visa is a STUDENT visa.

We have two simple expectations regarding school:

1. Show up!
2. Do the work!

You will attend a high school and follow all of its rules, just like all of the other students. You are expected to study hard, do homework, and improve your English reading, writing and speaking skills. For some of you, high school grades and credits earned during your year here will not count back home. But they DO count here, and our schools want you to study to do your best. When exchange students work hard many teachers will help them to get credits back home by writing letters to the student's home school about all they have studied and learned in North America.

Most schools in North America give two grades. One is for effort and the other is for tests and homework. It is very important that you give great effort. In the beginning school will seem very difficult and confusing. As your English gets better, school will become easier and your homework will not take so much time to do. Many students come from school systems that are far more difficult than the schools in North America. Show students how well students in your country study. Set a good example!



You may have some opportunities to travel a little with school activities or with your host families. You will not be allowed to miss any school for travel if you are not doing well in school. If you are going to school every day and working hard then teachers will trust you to make up the school work that you might miss if you are traveling.

Clothing:

The climate in District 7780 is four-season. It can often get very hot or very cold depending on the season. You can experience a variety of weather during the course of a single day as the weather changes frequently, without warning. You will need very heavy winter clothes. Most people dress in layers. Shirts, then sweaters or sweatshirts and then a jacket over the sweaters. Your family and Rotarians can help you find clothing that you need temporarily.

You will notice that the style of clothing in this part of North America tends to be casual. You will probably find that what students wear to school is very casual by the standards of your country. While you may want to fit in with other teenagers, be aware that clothes can speak for you before you even open your mouth. Be aware of the image that you are projecting with your clothing and your hairstyle. Remember that you are an ambassador for your country and your culture.

Dressing Up:

There is at least one Rotary event where you will be required to “dress up”. Students will attend the District 7780 Conference and will be expected to be dressed up for that weekend. You will be expected to wear your Rotary jacket for all Rotary events.

When we ask you to be dressed up for an event, we are talking about the kind of clothes that you would wear to a job or a scholarship interview, to a wedding or a special graduation. We do not want to see any jeans. We do not want to see any sneakers or flip flops. Males should have a shirt and tie and nice shoes. Females should be in very dressy pants or a dress or a dressy skirt and blouse with nice shoes. Show everyone that people from your culture and your country have class and style!

Emergency Money:

Every exchange student has to have \$500 in an emergency fund. This money needs to be kept for you by your Youth Exchange Officer. Talk to your counselor or Youth Exchange Officer about how your club keeps this money for you. You should give them the \$500 immediately after the Inbound Orientation if you have not already done so.

This money is only to be used for true emergencies. If you have an emergency and need to spend some of this special fund, you need to quickly pay it back and get the total amount back up to the full \$500. You will get the \$500 back just before you get on the plane to return home. You may need to have the \$500 as extra travel money with you in case you have problems on your return flight and are stuck somewhere because of a delayed or canceled flight.

This money is to only be used for true emergencies. You cannot use it to pay the deposit on any trips. You cannot use it to go shopping.

Examples of possible emergencies:



To pay for a visit to the emergency room at a hospital or some other serious or sudden medical care (your insurance will pay you back later).

To pay for the cost of changing your airplane reservation if you must return home unexpectedly.

Other Money Issues:

What you and your natural parents are responsible for:

- Your spending money
- The costs of the Belo-USA Summer Tour
- Clothing that you buy after you arrive
- Any long distance calls made on your host family's telephone
- The cost of after school activities like sports or drama
- The cost of any changes made to your return airplane ticket
- The cost of taking extra baggage home with you

What your club is responsible for:

- The cost of the Inbound Orientation
- The cost of the District Conference in the spring
- A monthly allowance of at least \$100.00 USD
- The cost of any functions that you attend that are held by your club: weekly meetings, special social events like club fundraisers
- Any other financial support is by the club's choice. They have no other obligations.
- What your host family is responsible for:
 - Your housing
 - Your food while in their home
 - Essential personal care items

Usually, if your family is doing something altogether and you go with them, they will pay for you like they do with their other children. This is something that you want to talk with them about. Do not make assumptions. Ask ahead of time if you are expected to pay when they ask you to go somewhere with them. They will appreciate your thoughtfulness.

Travel:

Your exchange year is not a vacation. Your priority is to get to know your host family, your host community and the Rotary District. Travel on your exchange year is a privilege that you must earn, not an automatic right. Some students will have the opportunity to travel with their host families. Some students will have the opportunity to travel with a school activity like a sports team, a choir or a theatre group.

We always need to know where you are in case of an emergency. Please read the Travel Policy in the back of this booklet.



For any overnight travel you need:

A written itinerary with the names and phone numbers of the people you will be staying with.
Permission from your host parents and permission from school if you will miss any school

You may also need - depending on your destination and length of stay you may be required to obtain one or more of the following:

- Permission from your Youth Exchange Officer
- Permission from your District Officer
- Permission from your parents back at home (an email from them is OK)
- Approval from the District Officer
- Carefully read the travel policy in this booklet before you make any plans to travel! If you break the travel rules you can be sent home. We take these rules very seriously.
- Travel on the Return Trip Home

All students are expected to go straight home at the end of their exchange. This is a rule of Rotary International and a requirement of your visa. You absolutely may not stop along the way home and visit with friends or relatives. You also may not end your exchange and travel with your family. If your family visits you near the end of your exchange they should return home first. You need to say your goodbyes to your friends and families here all by yourself. Then you go directly home. Breaking the rules of your visa could mean that you can never get a US or Canadian visa again.

Visits from Parents and Other Family Members:

If your family is planning on visiting you, they should plan their trip for the May to mid-June. They are not allowed to visit during the Christmas holidays or before. You may not get permission to travel with them somewhere else in North America. If you are going to see them during your exchange year, they should visit you here in District 7780 and get a taste of your life here.

Before they make any travel arrangements, you need to check with your host family, your YEO, your DYEO and your school if you are planning on missing any school. Their visit should not conflict with previous commitments you have with your host family, school or Rotary. You must follow all of the Travel Rules even when your family is here. Rotary is responsible for you even when your parents are here.

You may be very happy to see your family here, but it can also be stressful. It can feel like an interruption of your life. It can be a burden to translate all of the time if your family does not speak good English. It can be confusing to have some roles reversed- suddenly you are the one making hotel reservations and ordering food in restaurants, you are the one giving directions. They should keep their visit short. A week is just about perfect.

Sending Students Home:

We would be so happy to have a year when we do not send students home. Help us to make this the year!



Rotary District 7780 - Youth Exchange Program Policy

We do not send a student home for no reason at all. We send them home because they broke the rules in a big way. We also send them home for less serious issues that they have been warned about- more than once.

If there is a problem with your behavior or your attitude, we will talk with you and let you know very clearly what must change in your behavior or your attitude. If the problem persists, we will then contact your parents, your home club and your Club Officer. If the problem(s) still continue, after we have warned you and people back home have been informed, we will not hesitate to send you home.

Read the "Early Return" policy later in this booklet.



The Famous 4 “D’s”: Drugs, Drinking, Driving and Dating and Other Safety

Issues:

Our first responsibility during your exchange year is to keep you safe. The rules about drugs, drinking, driving and dating are all about keeping you safe and reducing the risk that something bad could happen to you. That is why Rotary has similar rules all over the world. If there is some part of a rule that you do not understand, please talk with us. We have good reasons for all of our rules.

Drugs: This is very simple. You may not use illegal drugs. You may not use prescription drugs unless you have a prescription from a doctor. You may not use over the counter medications for anything except the treatment of an illness.

Drinking: This is also very simple. You may not drink while on your exchange. It is against the law in both Canada and the US.

Your home country and culture may have very different laws and attitudes about young people and alcohol. They may be more sensible than our laws, but while you are here on exchange you must follow our laws.

Driving: Also very simple: you cannot drive or operate any moving machinery that can carry you. If it has a motor and you can steer it, you cannot operate it. This includes more than cars and motorcycles. This includes jet skis, airplanes, ski mobiles, motor boats, go carts, dune buggies, four wheelers, and even riding lawnmowers.

Dating: We hope that you will make many friends during your exchange year. We want you to have a fun social life and enjoy some of the activities like Prom and Homecoming that are unique to a North American High School experience.

We do not want you to become romantically or sexually involved with anyone on your exchange. Both romance and sex will make your life more complicated. All of the other experiences of being an exchange student will make your life complicated enough!

When you become romantically involved you make fewer friends because you are spending so much time with one person. You also risk a broken heart, because at the end of the year you must return home and long distance relationships are very hard to keep going.

Sexual relationships have their risks, too. You can get an STD, become pregnant or get someone else pregnant. Sex and romance across cultures is very tricky. There are lots of opportunities for miscommunication and misunderstanding.

You can be sent home for sexual or serious romantic involvement.

You cannot control who you feel attracted to, but you are in charge of what you do with those feelings. Your exchange year is a time to focus on building strong friendships with many people. These are the relationships that will last your whole life.



Other Important Safety Concerns:

Piercing and Tattooing:

You may not get ANY new piercing or tattoos while you are on your exchange. Even if your family back home gives you permission to get pierced or tattooed, it is not OK. Even tiny piercing or tattoos. If you break this rule you can be sent home. There are medical risks with both piercing and tattooing and we do not want the responsibility of those complications or problems while you are in our care.

Mistreatment by others:

Most of the rules above are about choices that could make your life more dangerous and complicated. We also want you to know that it is not OK for anyone to hurt you, or to make you feel afraid or humiliated.

It is never OK for anyone to hit you or push you or physically mistreat you in any way.

It is never OK for anyone to verbally mistreat you either

It is never OK for anyone to be sexual with you in a way that makes you feel uncomfortable or is without your permission. We especially want to be sure that someone is not making you do something sexual that you do not want to do.

If someone is mistreating you in any way, physically, verbally or sexually, please let someone on the committee know right away. Remember that Rotary Circle of Support. Everyone in that circle is there to protect you. Everyone in that circle is your ally. If you are being mistreated – we will stop the mistreatment. Right away. It does not matter who it is, young or old, we will be on your side. We have to know about it before we can protect you. Tell someone in your circle of support right away! We will protect you and make sure that the mistreatment does not happen again.

The Most Amazing Year of Your Life.... So Far:

What you get out of your exchange will be what you put in to it. Your positive energy, your positive attitude and a big smile will take you far. If you have the courage to try new things, to be open to new ideas, you will grow in ways that you could not have imagined were possible. You will teach many people about your beautiful culture and you will learn about ours. Stereotypes will crumble on both sides. You will build friendships that will last your whole lifetime and make connections that will open doors to other new opportunities for years to come.

Most importantly, you will be a part of an incredibly powerful force for global peace and understanding. Imagine how different the world would be if everyone, while they were a teenager, went to live in a new culture, learned to speak at least one new language and became part of several families on the other side of the world. You are helping to bring peace and understanding to the world in a very special and important way. Never underestimate the positive impact you can have while on your exchange.



QUESTIONNAIRE FOR THE FIRST NIGHT WITH NEW HOST FAMILY

- What do I call you? "Mom", "Dad", or given (first) name?
- What am I expected to do daily other than: a. Make my bed b. Keep my room tidy c. Clean the bathroom up after I use it?
- What is the procedure about dirty clothes? Where do I keep them until wash day?
- Should I wash my own underclothes?
- What is the procedure if I need to iron my clothes?
- May I use the iron, washing machine, sewing machine, etc.?
- Where can I keep my bathroom accessories?
- When is the most convenient time for me to use the bathroom on weekday mornings?
- When is the best time for me to shower or bathe?
- When are mealtimes?
- Do I have a regular job at meal times? Set, clear, wash, dry the dishes; the garbage?
- May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
- What areas are strictly private e.g. your study, bedroom, pantry, etc.?
- May I put posters and pictures in my room? On the wall? How do you want things hung?
- What are your feelings about my drinking alcohol if offered by you?
- Do you object to my having wine at the table with you or an occasional beer?
- What time must I get up weekday mornings?
- What time should I get up weekends and holidays?
- What time must I go to bed weekdays? Weekends?
- What time must I be in on school nights if I go out? (Exceptions by special arrangement).
- What time must I be in on weekends if I go out?
- What dates are the birthdays of family members?
- May I have friends stay overnight?
- What is your rule on entertaining friends in my room with the door closed?
- Can I invite friends over during the day? After school? When no one else is home?
- What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
- 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?
- May my friends call me? What times are not good?
- What is the procedure about posting mail?
- Do any of you have any pet dislikes? e.g. Chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
- How do I get around? Bus, bicycle, be driven, riding with friends, etc.
- What about transportation to the mall or movies?
- May I play the stereo or TV?
- May I use kitchen appliances? Microwave? Dishwasher? Stove?
- What are the rules about going to church?



Rotary District 7780 - Youth Exchange Program Policy

- May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
- If I have something bugging me, how do you want me to handle it? a. Write a note explaining it b. Ask for a heart to heart discussion c. Tell my counselor d. Keep it to myself and live with it
- How often can I go out each week?
- Who pays for “event” expenses? me? you? Rotary? (movies, sports events, concerts/shows)
- Can I use the shampoo and tooth paste or buy my own?
- What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?
- Are there any eating habits or foods I need to discuss? I don't like _____.

In general, ask about those things you feel are most important the first night, and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.



TRAVEL PERMISSION FOR ROTARY INTERNATIONAL YOUTH EXCHANGE STUDENTS

To whom it may concern: _____ (Student from Rotary District _____) has permission to participate in any travel that is approved by the Host Family, Host Club and Host Rotary District. Travel could include Rotary sponsored family trips, school trips as well as any other travel that is Rotary approved.

The Host Rotary Club will pay travel costs for the student to attend Orientation Sessions (September and February) and the District Rotary Conference. Any other travel costs will not be paid by the host club; the student must have additional funds for these travel programs.

Permission is granted to the chaperones in charge of the tours to arrange for any necessary medical assistance for the student by a licensed medical doctor, if required. We agree to save and hold harmless the chaperones from any liability that the student may or could claim or assert against them by reason of injury suffered by said youth and for the loss of or damage to any money or personal property during the travel. Signed by student parent or guardian: _____

Signed by Student: _____

Date: _____

Parent's Address: _____

Phone Number _____ Fax Number _____

This form has been signed by student and student's parents and is on file with the District Youth Exchange Officer. All travel other than official Rotary District 7780 trips should follow the district travel policy and have its own travel permission from student's parents if required



YOUTH EXCHANGE AGE LIMITS

Students selected for the Year Long Exchange Program must be at least 16 and no older than 18 years of age on August 15 of the year they depart or arrive (see below).

These age limits apply to both Inbound and Outbound Students. We cannot make any exceptions!

For Inbound Students to be hosted in the US, the government will not grant a J-1 (High School) Student Visa to an Inbound who exceeds the age of 18 and 6 months upon arrival.

Example:

The age limits for students selected in the fall of 2015 for the 2016/2017 Rotary year are: Students must be born between August 16, 1998 (18 years) and August 15, 2000 (16 years).

The critical dates are August 16 and August 15 of any years.

VISA REQUIREMENTS

These are subject to change and should be verified well before each trip across the border. Please visit websites or a Rotary travel agent Tzell for updates.

US Hosted Students Entering Canada who require Canadian Visa. The list of countries requiring visas changes frequently. For up to date information please go to the following website:

<http://www.cic.gc.ca/english/visit/visas.asp>

Additional VISA information is available at <http://exchanges.state.gov/jexchanges/index.html>

Canadian Hosted Students Entering US who require a US Visa. For up to date information please go to the following website:

http://travel.state.gov/visa/temp/without/without_1990.html#countries

We have no control when your sponsoring/host country changes the regulations affecting the process by which you obtain your VISA. More and more countries are asking that these visits be made in person.



CLUB YOUTH EXCHANGE OFFICER GUIDELINES FOR OUTBOUND STUDENTS

ANY CLUB THAT SENDS A PRIMARY STUDENT(S) OVERSEAS MUST HOST AN EQUIVALENT NUMBER OF STUDENTS

Outbound students from the United States or Canada will usually go overseas in August each year and return home the following June or July.

The job of selecting Outbound students begins with the Rotary Club Youth Exchange Committee under the leadership of the YEO or Club Committee Chairman. The following is a recommended procedure that the YEO or Committee Chairman should use in selecting a student to go overseas.

Read this handbook thoroughly. When you understand the program, then proceed with the next step.

Local Selection and Interview

Inform your fellow Club members that you have the club level application forms if they have a son or daughter who wishes to make application and be interviewed by the Club Committee. THIS IS ONE OF THE FEW PROGRAMS IN ROTARY INTERNATIONAL IN WHICH THE SONS AND DAUGHTERS OF ROTARIANS CAN PARTICIPATE.

Go to your high school and talk with the Principal or Vice Principal. Explain the Rotary Exchange program. Ask for help in announcing the program to the school; also ask for the name of a contact to work with you. Arrange to have club level application forms and information sheets available at a designated school office and posted on bulletin boards, along with an appropriate poster. (See Appendix.)

Announce the Exchange Program to the school- Make certain posters have been placed. Arrange for announcements at assemblies or arrange to make a short presentation yourself by, publication in the school newspaper, etc. Include information telling the students about the rules and regulations of the program and where the students can pick up club level applications. (At the School Office or such other place as you may designate or the school contact can arrange.) See Appendix for a poster and the rye5020 website for the club level application. Be sure to set a deadline for the applications to be returned to you so that you can complete your interviews. Your committee will have to start work in September; very soon after the school year begins as your first choice student's Long Term Application must be completed and delivered to the Club Coordinator –contact him/her for the exact date (usually sometime in November).

Educational Considerations: Typically, student exchanges follow the sophomore (grade 10) or junior year (grade 11), but this can be determined only by consultation with the parents and the school. A year spent on an exchange possibly entails the loss of up to one year of formal education at home. If the student is of good ability and not too old, the addition of an extra secondary year is not a disadvantage when consideration is given to the great advance in general knowledge, language ability, understanding of another culture, as well as the maturity gained by a year abroad. (Please refer to the age limits listed in this manual.)

The Local Interview - This will probably be one of the most important steps that you will take in the entire exchange program. The first task should be the formation of a Club Interview Committee.



Members should include the YEO and members of the Club Youth Exchange Committee. If available, include a Rebound student, who can provide a valuable perspective. Other members of the club or community may be included if desired. The Committee will conduct the interview, usually chaired by the YEO.

Each student to be interviewed must be accompanied by at least one parent or legal guardian. It is mandatory that a parent attend. If the parent cannot attend, either drop the student or arrange another time for that interview.

Two rooms are beneficial for conducting the interviews: One to assemble the entire group for a preliminary half-hour talk about the program, and a second room where your interview committee can conduct the interviews with each student and accompanying parents or guardians in private.

Typically this interview is in two parts, the first with the student and the second part with student and parent(s). During the student interview it will be useful to observe the student. Does the student hang onto parents, or move right over and mix with the other students? Is the student properly dressed for the occasion? The ability to mix and be a part of the group is important when the student is on exchange. You are looking for a good ambassador; a well-adjusted, well-balanced student.

Conduct each interview using the same set of questions and evaluation sheet. Follow up on any areas that require additional explanation. Examples of question and evaluation sheets are contained in the manual, on the website and in the Appendix section.

Characteristics Governing Selection

Questions directed to the applicants during the interview should determine the following:

1. Why they wish to enter the program?
2. If they are of above average ability. (The upper 1/3 of their class)
3. Probe their abilities as leaders, their participation in school, church and/or community activities.
4. Their attractiveness of personality.
5. Their degree of tolerance, their ability to adjust to a wide variety of people of different races, cultures and religious backgrounds.
6. Their ability to make friends.
7. Their ability to express themselves in both spoken and written foreign language. (This is not a requirement. however)
8. Their approach to world problems and affairs.
9. Their ability to debate without offending others.
10. Whether they have a spirit of helpfulness in the home.
11. The family's ability to cover the financial commitment of the exchange.



It is best if students have had the opportunity to study the language of the country to which they are going, but it is not a requirement. Language classes are encouraged once the students know where they are going.

The student should have common sense, a pleasant personality, good manners and an ability to mix easily, thus making good ambassadors for their home, country and, on return, for the host country. To do this effectively they should have a keen sense of observation and the ability to learn and extend their knowledge of their host country and later to promote understanding of that country.

Remember, this program is not just for gifted students. We select on other criteria as well. The student must be competent and capable to cope with educational commitments overseas.

Good home and life experiences are vital qualifications for selection. Selected students should come from happy homes where they have been raised in an atmosphere of security. Involvement in scouting, student council, debate, school newspaper, music and music competition and school sports are usually indicators of resourcefulness, good sense of public duty and ability to work well with a team. The student applicants should know their own community and country, its industries and way of life. They should be readers of current magazines, books and newspapers. Both student applicants and parents should be made aware that exchanges are limited to interested countries only. Although each student will be given the opportunity to list several country choices, it should be made clear that the student may be placed in some other country entirely.

After the Interview

After the committee has selected the student or students:

Send a letter or call all students that you have interviewed telling them of the action taken by your Rotary Club Committee.

Notify the successful candidate(s) whose next task will be to complete the Long Term (LTP) Application. The application can be accessed at www.exchange student.org. We will need one complete printed application and three (3) additional copies of PAGE 1 of the Guarantee Form signed in BLUE INK.

The applications must be submitted to the Club Coordinator for your country no later than the November deadline.

YEOs should review the application to ensure that it is properly completed, with color photographs attached and that it is signed in BLUE INK.

Don't forget to collect the additional three (3) SIGNED copies PAGE 1 of the GUARANTEE FORM.

It is advisable that you request that the completed application be delivered to the YEO one to two weeks before deadline so there is time to review the application and have the student redo anything that is not satisfactory; i.e.: photo page or essay page.



District Confirmation Interviews:

The YEO will notify the student about the District Confirmation Interviews to be held in December. The student and at least one parent must attend the confirmation interview. Inform the student that the district interviews are also part of the elimination process. Absolutely nothing is for certain at this point.

The club may submit more than one primary candidate. Remember that your club must host the same number of inbound students as proposed Outbound primary candidates. In addition a club may submit no more than one alternate candidate. The District Committee reserves the right to accept or reject any candidate. Note that there may not be sufficient overseas openings for placement of all of alternate student candidates. If a student is not approved for placement the club must still honor its hosting position.

Maintain communication with the student candidates to be certain that they get to the district interviews in December with at least one parent or guardian. The district committee will complete its work on selection and the applications of successful candidates will be mailed to prospective overseas districts in January of the following year. Students will be notified of the country that has been selected for them in December.

Student Country Assignment

Soon after the District Confirmation Interviews the student will be notified by a member of the district committee and offered a country to go on their exchange. The student is offered only one country and has the option to discuss the selection with their parent(s). After the student has accepted their exchange country the YEO will be notified by the district committee.

When your student has been assigned to an overseas Rotary Club it is time to complete the following steps:

- ☉ Arrange for the student to attend as many regular weekly meetings of your Rotary as possible before departure.
- ☉ Tell your student as much as you can about your club projects.
- ☉ Sit down and talk with your students. Be sure that they have knowledge of your area of the country, and its industrial, agricultural, social and cultural situation.
- ☉ Place publicity in the local and school newspapers. Impress upon your student the need to write to your Rotary Club once a month so that publicity can be released during the year.
- ☉ Alternate students will be contacted and offered countries only as placement positions open up. These students may not hear if they have been selected for several months. The YEO should remain in contact with these students during this process to assure their continued interest in the program.

District Outbound Orientation



Orientation Session: EVERY OUTBOUND STUDENT MUST ATTEND THE DISTRICT OUTBOUND ORIENTATION SESSION. No student will be allowed on exchange until meeting this requirement. The orientation program may include Rebound students from our foreign partner countries who can provide valuable advice on all matters pertaining to their experiences with exchange in foreign country. Students will also benefit from meeting other members of the Outbound group. The orientation is conducted by the District Committee in March; YEOs are encouraged to attend; at their own or club expense.

Registering: The student is responsible for registering for the orientation. The fee for the orientation is included in the student's Outbound fee that has already been paid to the district by the student's family. Any costs incurred for travel and overnight hotel accommodations are the responsibility of the family.

At the District Outbound Orientation the student will receive information about visa processing companies as well as travel agencies that can assist the student with obtaining their visa as well as making travel arrangements. The student should immediately begin to arrange for the immunization shots as required by their host country or recommended by their physicians.

General Information

Travel Arrangements: These are the responsibility of the parents. Students must purchase complete changeable round trip tickets. This type of ticket expedites an emergency return home if required. Using frequent flier miles is NOT allowed as they do not provide the required flexibility.

Passports: Students who do not already have a passport should be instructed to apply for passports as soon as they have been notified of their country placement. All passports must be valid through January of the year following the student's scheduled end of exchange year.

Emergency Fund: Suitable clothing must be provided by the parents as well as funds to purchase additional items as required. The student must take an emergency fund in the amount required by their hosting country. Students should also carry additional cash so that they can pay for expenses while in transit, especially if they experience an emergency.

Credit Cards: If the parents agree, it is useful for the student to have a credit card, but some cash, preferably in US dollars, should also be provided.

Insurance: This is required for every Outbound student. There is a group insurance program (CISI-Bolduc) covering medical, hospitalization and accidents. The fee varies annually and is included in the student's Outbound fee. Some countries also require that our students purchase health insurance in the Host Country. After this is applied for and the student provides proof of purchase to the District Officer the student will receive a refund of the insurance portion of their Outbound fee.

Touring on the Journey: The District Committee will not authorize the student to break the Outbound journey to visit friends or relatives. Such delays in travel to the destination are discourteous to the host Rotary club and the host family. Independent travel is contrary to the intent of the program. Furthermore, breaking the journey cancels coverage by the insurance taken out by the exchange student. While abroad, any independent touring must be under the guidance of the host parents and approved by host Rotary club. Deviation from direct travel home upon completion of the exchange year will be approved only with permission of the natural parents or guardians and the Country Officer.



Discipline and Control: Finally, the host District, host Rotary Club, and the host parents have full disciplinary powers over the students while abroad. The good names of your country and of Rotary International are too valuable to allow any person under Rotary sponsorship to act in a manner unbecoming to a person selected as an ambassador. This principle must be accepted by the sponsoring Rotary Club and the parents, as well as by the student. Strict adherence by all parties to the policies of a balanced program outlined by the District Committee will result in a successful exchange. The greatest responsibility for success, however, falls upon the shoulders of the Rotary Exchange Student.



GUIDELINES FOR OUTBOUND STUDENTS

OBLIGATIONS

Students who travel abroad under the Rotary Youth Exchange Program are required to conform to the “Youth Exchange Program General Information and Rules.” Each student will have received a copy of this information at the time of their selection by the sponsoring Rotary Club and will have agreed to abide by them. These rules are a part of the application. Please read and reread them carefully so there can be no misunderstandings.

Each Rotary district is autonomous. Although the programs and rules of each district are similar for the most part, the host district guidelines take precedence over those of the sponsoring district. Within the limits of common sense and good judgment, the host district, host club and host family are totally responsible for each student’s cultural, spiritual and physical well-being and have the responsibility of setting their own rules and guidelines. You should become familiar with them upon arrival in your host country.

Making Contact: As soon as you have been notified of the name of the Rotary club and country where you will be hosted, you should write to your host club contact and first host family, giving them some personal and family details. You may also want to ask about dress, school, climate, activities, etc. Seize every opportunity to exchange correspondence before departure as this helps tremendously in the initial settling in period in a new environment.

Counselor

The Rotary club that hosts you will appoint a counselor to advise and help you. Your sponsoring club’s YEO (Youth Exchange Officer) will help you prepare for your year abroad. Ideally your host club’s YEO or counselor should:

- ⦿ Introduce you to your school and help you select suitable subjects.
- ⦿ Help you coordinate social and Rotary club activities.
- ⦿ Help you arrange suitable banking and a budget.
- ⦿ Help you resolve problems of any kind.

You should take the initiative to be in communication with your host club counselor about once a week, especially during the first few months, and don’t let it drop off to less than once every two weeks. If problems develop which the counselor cannot resolve, do not hesitate to see your host club president or communicate with your District Officer in the host Rotary district.

Host Families

The hosting arrangements are entirely the responsibility of the host club. The usual arrangement is for you to be hosted by three or four different families; each for a three or four-month period, but the host club may vary this at its discretion. If problems do arise at the host family level, consult your counselor, who may be able to assist. You must at all times remember that the responsibility is always on you to adjust to the host family environment. The host family is under no obligation to adjust to you, or to treat you as a “special guest.” You are expected to accept the normal discipline of the family and settle into their routine, not the routine you have been used to back home.



You are expected to call your host parents “Mom” and “Dad,” “Aunt” and “Uncle” or similar titles – not Mr. and Mrs. This is a subject you should discuss with your host family as soon as you arrive in order to find the most comfortable form of address for everyone. You will receive a list of “first night questions” which you should review as soon as possible after arrival, as knowledge of what is expected of you and how the household operates will be your best defense against misunderstandings and disagreements. In most cases you will have a room to yourself. Some students have complained that their host families involved them too much and they wanted some “peace and quiet” on their own, and yet others have the opposite complaint that there is not enough to do. If either situation develops, have a tactful word with your host mom and dad.

Do not be disturbed if you are initially somewhat homesick. It will pass, believe it or not, especially if you can keep yourself really busy.

Arrival and Settling Down- Arrival will be one of the high points of the trip, the fulfillment of all the planning. But there will be an inevitable letdown when the excitement subsides. Although your hosts will make every effort to welcome you into the family, never forget that you are the one who must adjust. This quality of flexibility was one of the criteria the selection committee considered in choosing you and you must be prepared to exercise it to the fullest.

This means, for example, tolerating what may appear to be silly questions about your homeland or doing things as part of the family that you might not expect to do at home. In addition some of Rotary’s rules may be troublesome, especially the prohibition against driving any motorized vehicle, especially if you drive at home. There are, however, good reasons behind all the rules. They were adopted as the result of experience. You should discuss them with your host family and Rotarian counselor shortly after arrival so that the rules are clear to all.

You should discuss the household rules with your host family. Some families do not expect much from their young members, while others divide the household tasks of bed making, kitchen help and house cleaning among the various members. Accept willingly and cheerfully whatever may be assigned to you. Discuss the responsibilities entailed. Discover the times you are expected to be home at night. You will find that such understanding will go a long way toward creating a smooth path.

Participation- You will get the most out of your visit if you participate to the fullest. This means sharing family life, school life, and community life. If you play a musical instrument, get together with other musicians in the school or community. If you are good at a particular sport, play it if at all possible. Contribute whatever talents you can whenever you can. Participation also will help avert the pangs of homesickness, which are almost inevitable at some point. Use the resourcefulness and sensitivity that were among the qualities your sponsors sought in choosing you.

Be Prepared to Adapt- We must emphasize once again that, you must be prepared to adapt to the ways of your host family and country. You will be in a different social and political climate frequently. Be discreet in your social and political observations. There are usually two points of view on most issues, so keep an open mind. Try to see the other point of view even if you do not agree and, above all, be tactful and diplomatic when your hosts express views contrary to your own. It is best not to express any views on religion, race or politics.



Learn the Language- Students who are sent to countries where a language other than English is spoken are expected to learn the local language as quickly as possible. You should learn the basic fundamentals of the language prior to departure. Aim to become reasonably proficient in the language no later than three months after your arrival in the country. Taking a course in the language of your host country can do this. We stress the importance of obtaining a language course if you did not have other means of learning the fundamentals of your host country language before you departed.

Language Problems- You may well have initial difficulty in being understood particularly on the telephone. If you naturally speak quickly, the problem can become acute. For the first month, train yourself to speak slowly and distinctly. There are some words and phrases which are commonly used in the US or Canada, but which are offensive or have double meanings in other countries. Explain this to your host family and ask them to correct you if they notice you are misusing such phrases. This can save you a lot of embarrassment by preventing you from using them in public.

Cameras- Most students with non-digital cameras find that film and film processing is one of the most expensive items in their budget. If you find that film is less expensive in the US or Canada you may wish to take a supply with you. You may also wish to mail film home for developing, or to purchase a digital camera. Before using your camera, it is always wise to find out if there are special laws and regulations in your host country about what specific items or areas may not be photographed; in some areas taking a photograph of something as innocuous as a bridge may land you in considerable legal difficulty. Also, in many areas of the world people may not want to be photographed, sometimes for religious reasons, or in fear that they are being ridiculed. Always use tact and ask for permission before aiming your camera. A friendly smile may help.

Travel- Remember, you are not going away on a glorified holiday, and your host club and host families are not obliged to take you anywhere. However, the great majority of students who go abroad do manage to travel a great deal and see a lot of their host country thanks to the generosity of Rotary clubs, club members and host families.

It should be kept in mind that there are restrictions on traveling by you alone or with other students. You may travel only with the permission of your host family, host club YEO and always following your host district's guidelines.

Money- You must take with you the equivalent of \$500.00 US for your emergency fund. When you arrive at your destination, your YEO or counselor will help determine the best means of keeping this money safe and yet allowing for access in case of emergencies. This may mean opening a savings account at a bank that will require the signatures of both for withdrawal or it may mean that the YEO will keep it in a safe place in their residence. Students must surrender these funds to the YEO. As you deplete your emergency fund, your parents at home must replenish it. Your host club will give you a minimum monthly allowance (minimum \$60.00 equivalent US currency, many clubs pay more per month). Whatever amount your host club decides upon, you will have to accept, as the host club has complete discretion in this matter. If you experience problems with money, consult your counselor.

When you are buying items such as clothing do not hesitate to consult your host family or counselor for guidance especially in the early stages. As long-term residents of the area, they should be very helpful in assisting you in making "good buys".



We suggest that you take with you when departing, an additional \$100.00 in cash, preferably in US funds. The money you do not need during the trip can be added to your bank account on arrival.

School Fees- Your host club will pay school fees or tuition. Schoolbooks may or may not be provided free. You will likely have to buy your own supplies such as notebooks, pens, pencils, etc. In a few countries you may also have to buy a school uniform.

Clothing- Students may experience weight gain during the first few months. Also, style and type of clothing worn in your host country may differ from ours. For these reasons you are strongly urged to take a minimum of clothing, unless you can determine from your host family, counselor or visiting exchange students the type and style of clothing worn, and assuming there is a financial benefit in buying here. Any clothing bought here should be a bit on the large size or have wide seams that can be let out to allow for the weight problem.

Blazer- Students are to purchase a navy blazer jacket of their choice. Sponsoring district will supply student with other regalia. Blazers are normally worn while traveling to and from the host country and at all special Rotary events. You should not hesitate to wear it to the homes of Rotarians, or on other occasions.

Students usually come home with their blazer lapels covered with pins that are presented to them during the course of the year. Students have told us over and over again how much the blazers help draw people to them in very positive ways. You will also wear your identification badge on your blazer at all times.

Business Cards- Most students take business cards with them. These are included in your initial fee and will be ready before your departure.

Lapel Pins, Club Banners and Flags- It is customary to exchange club banners when you visit a Rotary club. Your sponsoring club will give you a supply. It will be most appropriate for you to exchange banners with your host club when you attend your first meeting.

Lapel pins have become extremely popular. Most students take 200 to 300 pins to give to club members, fellow students, and all of your new host brothers, sister, cousins etc. These make excellent small gifts. Many of the lapel pins are handmade to represent your home country. Sponsoring Rotary Clubs may help supply their outgoing student with appropriate pins.

Students also sometimes take at least one full sized flag of their country (2 1/2 ft x 5ft). These can be used in several ways such as a gift to your host club or use as a part of presentations. Students tell us that these expressions of goodwill go over exceptionally well. While in some parts of the world writing on the country flag is acceptable, in others it is considered disrespectful and in some cases may even be against the law. Before using a flag as an autograph memory check with your host family and club.

Luggage- Luggage can be quite a problem. Please check with our travel agent Tzell or airline prior to departure for specific information. Excess luggage charges are high. The rules can also change while you are away on exchange. PLAN CAREFULLY. DO NOT TAKE UNNECESSARY ITEMS NO MATTER HOW PRECIOUS THEY MAY BE TO YOU. A good rule is to pack your bag full and take two-thirds out and leave it at home.



Correspondence- Students write two types of letters. One is the newsy correspondence to family, friends and sponsoring club YEO. These supplement the information you provide in your September, December, March and June district reports. The other type of letter is a thank you note to people who invite you to their homes or take you somewhere. It cannot be overstressed just how important the little thank you notes really are. To add a touch of meaningful class, it is nice if you can take with you note paper or cards with distinct British Columbia or Washington State motifs.

Computer and Internet Use- Email has become the written correspondence of choice. It is very beneficial to most people. Exchange students should benefit greatly from the opportunities email provides. The students may develop email distribution list and communicate with others throughout the year. One note of caution, however -- use email wisely. Your District Committee will not tolerate offensive language. All email messages find their way to Rotarians who forward them to the committee. Students have and will be sent home if email messages contain unacceptable language and subject matter.

Email can be helpful in keeping in contact with your family and friends in your sponsoring country. Be careful, however, to ensure that this contact doesn't interfere with your exchange year. Your exchange provides you the opportunity to experience a new culture. Don't allow yourself to be physically in your new culture and mentally in the culture of your homeland. Your parental guidance should be from your host parents NOT mom & dad via email. BE IN THE PRESENT!

Similar advice applies to Internet use. It can be a great resource for school related research or for material you need for a presentation. Beyond that, avoid use of the Internet as the time it consumes will seriously interfere with your integration into the host family, school and community and will without a doubt slow your foreign language acquisition. Your host parents may well set limits on computer usage, especially if internet usage monopolizes the family telephone line.

Gifts- Do not overlook the importance of gifts for your host families and for others who will act as your hosts for occasional weekends, meals, etc. The gifts need not be expensive, but should be something distinctly Canadian or American.

Here are some suggestions:

- ☼ Tea towels with US (Maine or New Hampshire) locality motif
- ☼ A set of coasters with local motif
- ☼ Native American print reproductions
- ☼ Country flags
- ☼ T-shirt with local design
- ☼ Maple syrup or Salt Water Taffy
- ☼ Books relating to your country

You should have a special present for your host families when you depart. Do not forget birthday and Christmas presents for your many mothers, fathers, brothers, and sisters. You may want to send a list home and ask Mom or Dad to mail suitable gifts, but make certain that these will not cause difficulties with host country Customs clearances. Again, it should be stressed that the gifts need not be expensive; that they are from your home country and given with warm thoughtfulness is what really counts.



Here is one more small suggestion. It is amazing how a single flower or small box of chocolates given to your host mother with a little hug can have so much meaning.

Picture Album – Power Point – Slide Show It is recommended that you take along a good set of 50 to 75 color images for showing at Rotary meetings, school, church groups and other special groups. You might want to take a CD or USB Jump Drive with these pictures to be used in a computer program.

It is also recommended that you prepare a good quality picture album of about 25 to 200 pictures to show your host families and people you visit for dinner or on weekends.

It is suggested that the power point slides and picture album should cover four aspects:

- 🌀 Your family, home, house etc.
- 🌀 Your special interests, such as school, sports activities, trips etc.
- 🌀 Special local sites, such as historic and scenic points of interest.
- 🌀 National points of interest. Obtain a good cross section of the prairies, mountains, and shores.

Knowledge About The United States- As an ambassador of the United States you will be expected to be knowledgeable about your home country. There are many good sources of material available; much of it free from governmental departments. The weight of printed material mounts up very quickly; therefore it is recommended that you take only a limited number of well-selected publications with you for reference.

Your knowledge should include basic information on

1. Geography
2. Climate
3. Government
4. The States
5. Finance
6. History, Etc.

Study the material carefully before your departure. You will be asked a vast array of questions about your country. Being prepared with accurate information will do much to enhance your image.

District Report- All students are required to write a monthly report to their home District Officer by the first of the month. Copies of your reports are made available to your sponsoring club.

Your reports are very helpful in enabling us to monitor your progress and the types of activities your host club and district provide. Often we can glean new ideas on how we can add to the effectiveness of our programs. In writing your report, you should keep in mind that exchanges like yours could not exist without the dedicated efforts of many Rotarians and sponsoring club host Moms and Dads. It is, therefore important that your reports be newsy and completed on time. People at home are interested in you and want to know how you are doing. Your report does not have to be long but it should tell



about your activities with your host family, Rotary Club and school. Tell about the impressions your experiences have made on you. The importance of your reports cannot be overstressed.

If you wish to write about something you do not want distributed to other people, do not hesitate to write at any time in a letter separate from your monthly report.

Characteristics of a Good Youth Exchange Ambassador

This information is to help you prepare as adequately as possible for the significant responsibilities bestowed upon you as an “ambassador” of goodwill and international understanding for Rotary, your family, your community and your country. In the final analysis, the tact and manner in which you exercise your responsibilities will determine the real success of the program. We have a great deal of confidence in your ability to do a good job; otherwise you would not have been selected.

The basic ingredients for a successful exchange are in place. You are keen to go. Your host club wants you and your host families want you, or they would not have agreed to participate in the exchange. So, let’s review some of the essentials that will make YOUR exchange an outstanding success.

Become part of your host family. Adapt to them. Comply with their rules, whether you agree with them or not. Remember, it’s all part of a learning experience, and it is for a relatively short period of time. ☐ Keep your room neat and accept your full share of the chores ... and fun.

Be loyal to your host families. Do not criticize them to other people.

Be sensitive to the use of the bathroom, laundry, etc. Use them when others do not need to and do not use all the hot water. Clean up after yourself.

Take a real interest in other people. Ask lots of questions. Be a good listener.

NEVER comment about anything in the US, such as our school system, government, industrial efficiencies, homes, standard of living, social customs, etc. as being better than what is found in your host country. You should provide information when asked, but do not be judgmental.

Do not express an opinion until you know what you are talking about.

Keep in close contact with your host Rotary Club. Ask to be put on their club bulletin mailing list. Make a point of getting to know the members and their spouses and ask them lots of questions about themselves, their families business, interests, etc. Be careful in some cultures, however, in which intensive curiosity and questioning may be considered impolite or intrusive.

Above all else, do not sit on problems you cannot work out on your own. Talk to the appropriate individuals: your host parents, your host club counselor, your host club president, your host District Officer. All problems can be resolved; view problems as just unresolved challenges and opportunities.

Your first priority should be to keep yourself available for involvement with Rotary clubs, club members, and host families. All other interests, except your standing in school, should receive a secondary priority.

Always be sure to express thanks to anyone who does something for you. After all, if they took the interest and time to do something for you, the least that you should do is show warm appreciation.



When you return home, tell the facts about your year away in a positive, instructive manner.

Each country has different customs, values and mannerisms. Be sensitive to them. Adjust to them. The adjustments are all part of the wonderful exchange experience. One word of advice from professional diplomats. When you observe a difference in your host society, something that may seem bizarre or counterproductive, do your very best not to jump to an immediate critical judgment. Instead, observe and analyze – try to discover why things are done that way. There is always a reason. It is up to you to discover it.

When you return home, write immediately to all of your host families and to your host counselor, to let them know that you have arrived home safely and to thank them once again for all the hospitality and courtesies extended to you. They will be eager to hear from you. They will have taken you to their hearts for the rest of your life.

This will probably be the most memorable and exciting year of your life. Enjoy it to the fullest! Good luck and best wishes.



CLUB OFFICERS GUIDELINE - SHORT TERM YOUTH EXCHANGE PROGRAM (STEP)

Overall Summary

The STEP is a short term exchange between families. The student lives with a foreign student's family for approximately one month before both students return to the US where the foreign student lives with the student's family for another month. In some cases, the foreign student spends the first month with our student and then both travel overseas and stay with the foreign student's family for the next month. The program seeks students and parents as a team who are committed to spending the summer with their exchange experience. The student must be flexible enough to exchange with a family in whatever country Rotary can find a good match. Although country choice is solicited and considered, careful matching of students and families is the key to success.

Direct Exchange: One US student exchanging with one foreign student for a period of a month in each country.

Eligibility: Students may range in age from 15 to 19 years of age and may have graduated from high school. Countries available for summer exchange: See STEP Country Choice Form.

Application: Students use the same preliminary application as LTEP applicants prior to club interviews. Subsequently they complete a specialized STEP application form.

Timetable: Students are selected during regular screening and interviews in September.

Applications, home visit form, country choice form and a deposit of \$400 are submitted to the District before December 31. Only completed applications will be considered.

Students are matched with foreign countries during January and February

Students and parents are gathered for orientation in April. ✈ Flights are organized and tickets purchased March through May.

May – June. Insurance and costs are finalized, and balance of deposit is returned to families in August.

Students may begin to travel in June.

Orientation: A STEP exchange student orientation will be held in the spring. Topics will include a summary of the program, financial matters, insurance, rules, travel arrangements, passport and visa information, culture shock, language, gifts, good ambassadorship, knowledge of US, money, luggage, cameras, parent travel interfacing and so forth. The orientation gives the students and parents opportunity to ask questions as well as to form networks with other families. The students receive insurance forms and information packets and, in some cases, the information about their exchange partner. **Insurance:** Students will utilize the same insurance company as the year-long students as arranged through the ESSEX Insurance contact CISI-Bolduc. They will be covered for every day they are overseas. It is the student's responsibility to apply for the insurance but payment will come from the deposit. **Fees:** A \$50 administration fee will be deducted from the deposit.

Travel: Travel arrangements are made by Tzell which works directly with the families.



Rules: The STEP exchange students sign the same Rules form that has been adapted to fit the LTEP. It is important that they adhere to these rules on both ends of the exchange. One exception is driving. Our driving students are allowed to drive their exchange partners in our countries if they are licensed to do so, but are not allowed to drive overseas. Their foreign partners are not allowed to drive a vehicle in our countries.

Finances: The student should have an adequate amount of money for the exchange. There will be no stipend from the host club. It may be advisable to obtain a credit card for the student. Air fares range in price depending on the destination and the number of students traveling together. Special requests, food allergies: The district will attempt to place students with special requests and needs. Sometimes it is not possible and the district will try to caution those students initially that an exchange may not be possible.

Family/Student Responsibilities

Complete application forms and pass an interview at club level.

Submit District application along with a \$400.00 deposit through the YEO to the District STEP Coordinator. All applications must be typed. Applications should be completed from the ESSEX www.exchangestudent.org website. Make sure you use the STEP application form. Submit to the YEO three (3) original signed sets of the form, including pictures of the applicant, one home inspection form and one country selection form.

Understand and sign District Rules for STEP and submit to YEO with the application materials.

Student and a least one parent must attend Orientation in April.

Provide funds, in cash or by credit card, for purchase of airline tickets immediately when requested. Provide spending money for Outbound student.

Make certain that your outgoing student has appropriate clothing. The student should have at least one nice outfit for dress-up occasions: skirt or dress slacks for girls, slacks and shirt and tie for boys. Some countries are much more formal than ours. Blazers are not required, but work well if student has one. Trading pins and business cards are not provided for STEP participants.

Obtain Passport and VISA (if necessary) for student to country selected.

As soon as you learn the identity of the incoming participant, communicate with the student and family. This will be helpful for both students and both families to prepare for the exchange and to establish rapport. . E-mail and faxes work great. It is your responsibility as host family to meet the Inbound exchange student on arrival. If possible, it is useful for the YEO to meet the Inbound student.

As host, make the foreign counterpart feel at home and a member of your family. Afford the student all the same privileges and responsibilities as your own children

Take time out from your other responsibilities to make certain that the guest student is busy and happy. Your own child should not work fulltime, nor be preoccupied with other activities during the period of the exchange period.



SHORT TERM EXCHANGE PROGRAM - STEP

Budget for Short Term Exchange Program

- ⦿ Typical Minimum Family Budget (In Us Dollars)
- ⦿ Orientation* \$150
- ⦿ \$50 Camera – cost vary with individual requirements
- ⦿ Airplane ticket – varies with destination \$1,500
- ⦿ Monthly allowance \$200
- ⦿ Miscellaneous costs \$100
- ⦿ Health Insurance \$60-120
- ⦿ Passport \$100
- ⦿ Gifts \$100
- ⦿ Total \$2260-2470

*These fees come from your deposit due by Dec. 31. This does not include costs associated with hosting your exchange partner.

Typical Club Budget (In Us Dollars)

As this program is considered a Family to Family Exchange clubs generally have little or no expense. We encourage clubs to try and invite all students involved in this program to one Rotary meeting.



SHORT TERM EXCHANGE PROGRAM - STEP

CLUB YOUTH EXCHANGE OFFICER RESPONSIBILITIES

The club YEO is responsible for publicizing the program, recruiting, interviewing and evaluating applicants. We expect the YEO or designee to visit the student's home during the application process and to complete a home inspection form. (Available on the www.exchangestudent.org website). The club officer works with the applicants throughout the Short Term application process, then submit the complete file to the STEP committee. The STEP committee will process the application, deal directly with the family and forward successful applications to the District Officer with little or no further communication with the YEO. If interested, the club YEO may remain active in the application process and query the District. In some cases, the club officer may be requested to step back into the process if problems arise. Your club has no financial responsibilities for the STEP student but may volunteer assistance at its discretion. The club may wish to invite the both Inbound and Outbound students to a meeting to be introduced, and possibly to make presentations.

Typical Calendar for STEP

September: YEO makes publicity presentations to schools and students and directs student to website www.exchangestudent.org forms or distributes Club Level Application Form. Typically LTEP and STEP presentations are made at the same time.

September – early October: Conduct local interviews of STEP applicants right along with year-long applicants. STEP may be an alternative for applicants not chosen for a year-long exchange.

In selecting the candidates for the exchange, your club is also selecting the host families for the Inbound STEP students. Use the same guidelines as for year-long host parents. Also consider the flexibility of the families, their willingness to make the month a special time and their ability to work with Rotary as the application exchange matching process progresses.

October – November: Direct successful applicants to www.exchangestudent.org forms for STEP application. Complete home inspections (form available on website). Remind them of the \$400 deposit requirement.

December: YEO collects applications completed by applicants, checks them for completeness including signed Rules and deposit. Forwards completed applications, home inspection forms, country choice form and deposits to the District Officer.

December 31: Completed application forms, the deposit, country choice form and home inspection must have been received by the District Officer in order for us to consider the application complete. Incomplete applications received after this date will be returned.

January – May: YEO may monitor progress of outgoing student's family in preparation for exchange (previous page) and assist if necessary. Note that STEP Orientation is usually between January and March.



District Officer begins to take on primary communication with students. Matches are beginning to be worked on during this time. Remind students/families to be patient. Many part of the world do not respond until April.

Students travel with family for day-long orientation, covering material similar to Year Long Orientation. In some cases the District will provide a specialized orientation for students with travel difficulties.

June: YEO may wish to make sure that all arrangements for exchange are complete. Invite outgoing student to a club meeting.

July – August: YEO and District Officer monitor progress and success of exchange and invite outgoing and incoming students to Club meeting and possibly to make presentations. Resolve problems as they arise.

SHORT TERM EXCHANGE PROGRAM - STEP

Outbound and Inbound Students General Information and Rules

NOTE All students selected to participate in the Youth Exchange Program must at all times remember that they are ambassadors of their generation and country and must therefore conduct themselves with intelligence, common sense and dignity, consistent with the privilege of being a Rotary International Youth Exchange Student.

Students Must Agree To The Following:

1. To become familiar with and understand clearly the aims and objects of Rotary International, its organization, structure, purpose, ideals and service record.
2. Travel directly to their destination in the host country without breaking the journey en route and, whenever possible, to travel with other students with destinations in the same host country.
3. Inbound Student travel will be at the consent of the host family and/or family of origin.
4. The family bears the primary responsibility for the student. In case of difficulties, consult with the club's Youth Exchange Officer, District STEP Chairperson, or the District's Country Contact).
5. Students will not receive financial support from the host clubs and must bring sufficient spending money to last during the one month exchange period.
6. Students are expected to become integral members of their host families, assuming duties and responsibilities normal for a person of their age.
7. Students should choose friends wisely. There will be many social opportunities, so students must not feel that they have to accept every invitation. Students should trust the host family to aid in choosing appropriate friends.
8. Host families are responsible for students socially, spiritually and physically. Students should respect their wishes and requests. Each society has its own customs and ways of doing things. Student must be flexible and adaptable. Some guidance and restrictions are to be expected and advisable.



9. Smoking is discouraged. You are expected to abide by host home rules and local laws that may not allow smoking.
10. Piercing and tattooing are forbidden except with a written formal authorization from the natural parents describing the nature and placement of such body adornment. Such a practice is not without sanitary dangers (AIDs/Hepatitis).
11. A student should know the essentials of the language of the host country upon arrival in the host country;
12. Student must obey the laws of each country that they are in. They can expect no assistance from their own government if laws are violated.
13. During the month abroad, the student may be invited to Rotary and Youth Exchange functions and should make every effort to accept. Students may also be asked to make a brief presentation to a host club meeting, and to the sponsoring club on return home.
14. Students are "ambassadors" for their home country and must, at all times, behave in a manner that will reflect credit upon themselves, family and country.
15. Students are to refrain from any anti-social activity or sub-standard behavior that will reflect adversely on themselves or on Rotary. A pervasive negative attitude will not be tolerated.
16. Students must at all times abide by the four "D" rules, namely:
 - ⦿ Absolutely no drugs will be used except as prescribed by a physician for valid medical reasons.
 - ⦿ The student must not drive/operate any motorized vehicle of any kind (Land, water or air).
 - ⦿ Serious dating will not be permitted. Dating in a casual way, preferably with a group, is quite - acceptable. But if the club counselor or host parents feel that the student is becoming "romantically involved," students will be told to discontinue the relationship. Sexual involvement will not be tolerated. Students violating this policy will be sent home.
 - ⦿ There is to be absolutely no drinking.
17. Students are to refrain from seeking or obtaining employment while under the program.
18. The student will return home upon the completion of the stay in the host country. In no circumstances will they remain beyond the period authorized by the program nor beyond the period for which they have been admitted to the country.
19. Active participation with the student's host family and community will help to make the exchange a success. Frequent and prolong personal use of the internet, including email, will interfere with this and is therefore strongly discouraged. Students will abide by the expectations and rules of the host parents and Rotary with regard to internet use.
20. Students are to obey all the rules and respect all the guidelines in keeping with the spirit of the program.



21. Under the auspices of the District Governor, the District Youth Exchange Chair of the host district is the final authority on any matter pertaining to the Youth Exchange Program. Most matters, though, will be handled at the local Rotary Club level.

22. It should be emphasized that this District Youth Exchange Committee will have absolutely no hesitation to remove students from the program and sending them home at their own expense if they do not adhere to the general intent and conditions of the program.

The undersigned student understands the conditions and rules of the program and agrees to abide by them.



Appendix 1 – ESSEX Independent Travel Rules



INDEPENDENT TRAVEL RULES

ESSEX has recently had to deal with students who wanted to terminate their experience and travel on their own. In our opinion, this represents a significant risk to Rotary and to the students.

1. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
2. The RI guidelines require that when in a host District's care, a student not travel alone nor be accompanied only by other students. District **MUST** approve all travel outside the boundaries of the District.
3. The Insurance coverage obtained for the young people is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.
5. The Rotary Youth Exchange Program is not a travel program. Any opportunity to travel is at the discretion of the Rotary District with the permission of the natural parents.
6. You may, with the approval of your Host District/Club and with the approval of your natural parents, enroll in Rotary approved tours that are available to students. Travel on commercial airlines is acceptable for these tours with approved/responsible adults meeting the student at each end.

Therefore, all travel that does not follow these guidelines is not approved for ESSEX students. There may be an occasion when a student elects to leave the host district



without the approval of Rotary. In this event, the following steps will be taken: The Host Club Youth Exchange Officer will:

1. Advise the ESSEX country contact who will communicate with the sponsoring district chair.

2. Advise the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual**. Due to this decision and action of the student (and parents, where applicable), the following steps are taken:

A. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system

B. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage** should be **cancelled** immediately.

C. The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.

D. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.

E. The student's **return travel** to the home country is **the sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

_____ Printed Student Name	_____ Signature	_____ Date
_____ Printed Parent Name	_____ Signature	_____ Date



Appendix 2- INBOUND STUDENT TRAVEL POLICY

Rotary District 7780 Travel Policy

Travel for Inbound Exchange Students is a privilege, not a right. This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults responsible for exchange students know where students are, whom they are with and what activities they are involved in.

All travel must go through an approval process. Host parents, Youth Exchange Officers and the District Officer can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student.

If the student's Youth Exchange Officer cannot be located to begin the permission process, the student can contact the District Officer directly. The District Officer will copy the Youth Exchange Officer and the host parents on all communication.

Travel and School: Students who are not doing well in school cannot miss school to travel.

Students, who are doing well in school, may occasionally miss school to travel. All of their homework must be current. Students are to ask their teachers, before their trip, for the homework that they would miss while traveling. They are expected to make arrangements with their teacher for getting their homework finished and for making-up any tests or exams that they miss.

School and Church Group Organized Trips: Trips organized through school and church groups may be authorized provided the student follows all the proper approval process.

Other Rotary District (other than District 7780) Organized Trips: No travel will be approved for other Rotary District's organized trips without District Officer approval. Only those trips described below and organized by District 7780 will be allowed

Large Groups of Students Meeting or Traveling Together: Other than the meetings/trips that are described below, large groups of students are not allowed to travel or to meet together without the direct supervision of responsible adults involved with the Youth Exchange Program

Travel That Is Approved, Authorized, and Organized by District 7780: There are four required district trips/meetings for Inbound Students: 1. The Inbound Orientation – held in late August or early September – shortly after students arrive 2. Quebec Carnival – usually held in February in Quebec 3. The District 7780 Annual Conference – usually held in May or June 4. Overnight Sailing Adventure- usually in May

There are three optional district trips for Inbound Students that are organized and approved by Rotary District 7780: The Bella Travel Tours.



All Other Overnight Travel for Students Hosted in the US

This travel will need the final approval of the District Officer and written permission from the student's natural parents. In order for the District Officer to approve the travel request, he or she must receive all of the requested information from the Club Officer seven (7) days before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by the host parents and the Youth Exchange Officer. The Youth Exchange Officer needs to provide to the student's Country Officer the travel plans. The host family and the Youth Exchange Officer need to have, in writing, the following information:

1. Where the student is going.
2. Who the student is going with.
3. How they are getting there.
4. What are the planned activities for the trip?
5. When the student will leave and return.
6. The names and phone numbers of the responsible adults who will be supervising the student.
7. How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
8. That the student has the necessary travel documents with them.
9. That the student has sufficient funds for the activities planned
10. Written permission (email acceptable) from the natural parents that includes all of the above information

The District Officer will notify the Youth Exchange Officer who will communicate to the host family and the student that they have District level permission to make this trip.

Any travel outside Canada and the United States must have full written permission from the student's natural parents before any travel will be considered.

Unaccompanied Travel:

Permission for students to travel to a destination by themselves (alone) will not be granted under any circumstance.

Travel with Visiting Parents Visits by parents and family members should occur only during the last three months of the exchange year. The visit must not interfere with the student's school time or other required Rotary events. Schools will only give permission for the student to be absent if the student is doing well in all of their classes and if they have few previous absences.

If parents plan to travel with their students outside of District 7780, and this travel is approved, they must provide a detailed itinerary of all travel on a provided travel form.

Parents are strongly discouraged from coming at the end of the student's exchange to visit them. Visits will not be allowed during the last 7 days of the student's year. This is a very emotional time for them and they will need this time to say their good-byes to their new friends and families.



In Summary:

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. Host parents, Youth Exchange Officers and the District Officer can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student. If students break these travel rules, we will send them home and terminate their exchange. Students should never buy an airplane ticket or make other financial commitments for travel until the needed permissions have been given.

Travel on the Return Trip Home

Students will not be allowed to travel with their natural parents during the last 7 days of their exchange year or to return home with them. All students are required to return home directly with no additional or indirect travel. Within 24 hours of their departure date their visa to the USA or Canada will be cancelled. Students must depart for home from an airport associated with and approved by District 7780. Breaking this rule may have a negative impact on the student's or the District's ability to get visas in the future. Students must leave their host country on or before the day that their visa expires or by July 15, whichever comes first. If these rules are broken, the student may be denied a visa to the US or Canada in the future. Failure to follow these rules may also make it harder for students from your country to be a Rotary student in the future.

Parent's Name: _____

Signature of Student's parent or guardian: _____

Student's Name: _____

Signature of Student: _____

Both students and parents must sign this document indicating that they understand and agree with the policy.



District 7780 –Travel Request Form

This form must be completed and submitted prior to travel as specified in the previous pages.

Travel Request:

Student's Name: _____

Person Submitting Request: _____

Role of Person Submitting Request: _____

E-mail of Person Submitting Request: _____

Purpose of Trip: _____

Contact Information:

Responsible Adult with whom student will travel: _____

Cell Phone Number of Responsible Adult: _____

E-mail of Responsible Adult: _____

Student's Cell Phone: _____

Who else with be travelling on this trip: _____

Transportation Vehicle Information (model/ color of car & license #):

_____ OR

Carrier Information (airline/flight numbers): _____

Itinerary Departure Date: _____ Date of Return: _____

COMPLETE Trip Itinerary:

Lodging (where student will be staying):

Comments:



Our District requires this information so that we are ALWAYS able to locate the student quickly in the event of an emergency or an unexpected situation.

Appendix 3- Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 3) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 4) You may not operate a motorized vehicle or participate in driver education programs.
- 5) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 6) You must attend school regularly and make an honest attempt to succeed.
- 7) You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 8) You should have sufficient financial support to assure your wellbeing during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange.
- 9) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 10) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 11) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 12) You should communicate with your first host family prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.



- 13) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 14) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 2) Body piercing or obtaining a tattoo while on your exchange is not allowed, for health reasons.
- 3) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 4) Learn the language of your host country. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 5) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 6) Avoid serious romantic activity. Abstain from sexual activity.
- 7) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 8) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 9) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 10) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 11) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

Every student selected to participate in the Youth Exchange Program must at all times remember that they are an ambassador of their country and must therefore conduct themselves with intelligence, common sense and dignity, consistent with the privilege of being a Rotary International Youth Exchange Student.



STUDENTS MUST AGREE TO THE FOLLOWING:

1. Students must arrive with a complete round-trip airline ticket, including both domestic and international segments, and the ticket must have a changeable return date.
2. Students must maintain an Emergency Fund of \$500 US, to be deposited upon arrival with the host Rotary Club Counselor or Youth Exchange Officer. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents.
3. All inbound students must purchase the Rotary-approved accident and sickness insurance policy from BOLDUC and must be paid for prior to the student's arrival, by credit card or by bank check (in US Dollars, drawn on a bank in the USA), or have their own Rotary approved policy. Visa documents will not be issued until the insurance premium is paid.
4. Students must certify that they have no dietary or physical restrictions other than those shown on the application.
5. Students are permitted to travel with host family, school groups, or Rotarians. Inbound students must comply with our District Travel Policy as printed in the inbound manual.
6. Visits by parents and family members are permitted only with prior consent by the host club and host district during the last quarter of the exchange year. Visits by home country friends are strongly discouraged, and will be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in cases of emergency.
7. To become familiar with and clearly understand the aims of Rotary International, its organization, structure, purpose, ideals and service record.
8. Inbound students must arrive directly in District 7780 from their home country, and must return directly at the end of the exchange year.
9. Students are to forward a monthly written report to the Club Officer. Copies of the report may be sent to your sponsoring district.
10. Hosting Inbound Students is the responsibility of the Rotary Club. In case of difficulties, one should consult with the club Youth Exchange Officer, Club Counselor, Club President, or your District Officer.
11. The student is expected to become an integral member of their host family, assuming duties and responsibilities normal for a person of their age.
12. Host families and clubs are responsible for you socially, spiritually and physically. The student should respect their wishes and requests. Each society has its own customs and ways of doing things. The student must be flexible and adaptable. Some guidance and restrictions are to be expected and advisable.
13. Smoking is NOT ACCEPTABLE and may result in sending you home if the club cannot find host families that tolerate smoking.



14. The student is not allowed to get any tattoos, body piercing (including pierced ears) or other permanent disfigurements during the exchange
15. The student is expected to know the essentials of the language. Upon arrival you are expected to work diligently to learn the language quickly.
16. The student must obey the laws of the country. They can expect no assistance from the government if laws are violated.
17. The student is required to enroll at the high school selected by the host club, attend class full time, seriously attempt to achieve good grades, and participate fully in all school activities during the exchange year. Failure to do this may result in terminating your exchange and canceling your visa privileges. Under no circumstances will the student be allowed to take driver education or operate a motor vehicle.
18. During the year the student is expected to attend the Rotary and Youth Exchange functions as directed by the host club and the district. These functions come first, ahead of other social activities and sometimes school attendance. The school must be made aware of all these functions and requests made for absence from school.
19. The student is expected to address Rotary clubs, youth and school groups while being hosted and upon your return home. Prepare a visual and spoken presentation about your home and host country.
20. The student is an "ambassador" for their home country and must, at all times, behave in a manner which will reflect credit upon themselves, family and country.
21. The student is to refrain from any anti-social activity or sub-standard behavior which will reflect adversely on themselves or on Rotary. A pervasive negative attitude will not be tolerated.
22. YOU MUST AT ALL TIMES ABIDE BY THE FOUR "D" RULES, AS FOLLOWS: A. Absolutely no drugs will be used, except for medical reasons as prescribed by a physician. B. The student must not drive/operate any motorized vehicle of any kind (land water or air) C. Serious Dating will not be permitted. Dating in a casual way, preferably with a group, is acceptable. But, if the club counselor or host parents feel the student is getting "romantically involved" they will be told to discontinue the relationship. Sexual involvement will not be tolerated; students will be sent home. D. Consumption of alcohol (Drinking) under the age of 21 in the USA and 19 in Canada is ILLEGAL. For all Inbound students, regardless of age; consumption of alcohol is NOT acceptable. There is to be absolutely NO consumption of Alcohol at any time during your exchange. This includes special occasions even under the supervision of your host family.
23. Students are to refrain from seeking or obtaining permanent or fulltime employment while under the program. Casual employment such as yard work and babysitting is acceptable. For any further clarification contact your District Officer with the District.
24. The student will return directly home upon the completion of the exchange program. In no circumstances, extend your stay beyond the exchange period or time frame of their visa whichever



is the shortest. Your visa application and acceptance is based on returning home DIRECTLY at the end of the exchange. Visa applications will be denied by US & Canada if this rule is ignored.

25. Active participation with the student's host family, rotary club, school and community will help to make the exchange year a success. Frequent and prolonged personal use of the internet, including e-mail, will interfere with this and is strongly discouraged. Students will abide by the expectations and rules of the Host Parents and Rotary with regard to computer and internet use. Failure to respect the use of the computer has, and can, result in ending your exchange.
26. Under the authority of the District Governor, the District Youth Exchange Chair is the final authority on any matters pertaining to the Youth Exchange Program. Most matters, although, are and can be handled by the local Rotary Club, Club Counsellor, and Club Officer.
27. It should be emphasized that the District 7780 has absolutely no reservations about removing any student from the program and sending the student home at their own expense if the student does not adhere to the general intent and conditions of this program. The student is accepted into the program on the invitation of Rotary International and Rotary District 7780.



Appendix 4 - Frequently Asked Questions

Do you have a website? Yes – www.exchangestudent.org

What options are there? We have two programs - Long Term (LTEP) and Short Term (STEP) Exchange Programs. Long Term is for those students who are able to commit to a year abroad in their host country. Short Term is for students who would like to spend 4-6 weeks abroad and host their “match” for 4-6 weeks in their home. STEP requires you to host.

How do I apply? Contact your local high school, Rotary Club or visit the website. Local applications are due shortly after the school year begins for programs either the following summer or the following school year.

What restrictions are there? You can learn more about other restrictions by visiting the website. Age requirement for the year long, or LTEP, exchange program has a two year window. The year you leave on exchange you must be at least 16 years old by August 16 and cannot turn 18 before August 15. Students who smoke are not accepted.

Can I pick my country? We allow students to share with us country preferences, but we cannot guarantee placement in those countries. Every year we list the countries we are exchange with as they vary from year to year.

Who pays for this? And how much does it cost? Rotary clubs vary in how much they support Outbound Students, so the cost is carried by you and your family. A limited scholarship fund is available. See the website for scholarship information. LTEP program can run between \$8,000 and \$12,000 per year depending on country, additional travel and your spending habits. STEP runs between \$2,000 and \$3,000.

When will I leave/return? This really depends on the country you are going to. Most LTEP students leave in August and return the following June. STEP students typically are busy June-Aug. Because of this it is not advised for STEP students to have summer jobs.

Will I get school credit? LTEP – you must check with your school counselor. Most students have gotten some if not a full year’s credit. STEP – typically no credit is given.

What is Rotary’s job/responsibility? For LTEP students we provide support for students and families on a yearlong basis. We actually are involved with you from the moment you get accepted until after you return home. For STEP our primary work is over once the match is made, but we are available for assistance and problem-solving if the need arises.

Are there Orientations? Yes - LTEP is in March. STEP orientation is half day and the date varies, but usually between mid – Jan. – late March. Attendance is required of the student and at least one parent.



Appendix 5 – EARLY RETURN

POLICY REGARDING THE PREMATURE TERMINATION OF AN EXCHANGE

Background

Our goal is to support our students in completing a successful year as an exchange student. In order to work towards peace and good will in the world and ensure the continuation of this valuable program, District 5020 expects that students during their exchange year will strive to:

Build good relationships between each other, their host families, their clubs, their schools and their communities.

Learn the language and culture of their host country.

Share the culture of their home country.

Be an active, positive participant in a high school in their community.

Be a good ambassador for Rotary.

Each year some students encounter problems due to their behavior or attitude that are serious enough to require district review and correction or require return before the intended return date. Sending a student back to their home country before the end of their exchange is a serious matter, and will not to be done lightly or without due process.

This policy has been developed in order to address several issues:

The need to address problems as early as possible.

The need to address problems openly and clearly with the student and with others (host parents, natural parents, home Rotary club, etc., if necessary). Because of language difficulties and cross cultural differences, students may need to hear something several different times, said several different ways and perhaps from several different people.

The process must be fair, open and applied equitably across the district

Our procedures must be so fair and just that we would welcome their application to our Outbound Students if their behavior is problematic.

As we recognize the value of guidance and counsel from the student's home district, club and family, it is important to include them in communications with the student when problems arise. Unless the behavior or incident is extremely serious, the student's return should not come as a surprise to the student, to District 7780, or to the student's home district, club and family.



Problematic Behavior

Examples of behavior or incidents warranting immediate return to home country include but are not limited to:

- ☉ Driving of any motorized vehicle (land, water or air)
- ☉ Theft
- ☉ Pregnancy or impregnation
- ☉ Illegal drug possession, use or distribution
- ☉ Abuse or distribution of prescription drugs
- ☉ Expulsion from school for serious violation of school rules
- ☉ Alcohol consumption
- ☉ Possession of, or intimidation or assault with, a firearm or other weapon
- ☉ Serious violation of District 7780 Travel Policy
- ☉ Arrest by law enforcement
- ☉ Serious undisclosed medical problems
- ☉ Sexual assault or molestation
- ☉ Possession or distribution of pornography
- ☉ Examples of behavior or incidents that warrant a warning and communication with home country and family include, but are not limited to:
 - ☉ Unexcused absences from school
 - ☉ Suspension from school)
 - ☉ Lack of effort at school and with homework
 - ☉ Violations of District 7780 Travel Policy
 - ☉ Cigarette smoking in places where smoking is not allowed
 - ☉ Serious romantic relationships
 - ☉ Sexual activity
 - ☉ Delay or unwillingness to pay any debts
 - ☉ Disregard of curfew established by host family or Rotary
 - ☉ Disregard for host family rules regarding use of personal computer, internet or telephone
 - ☉ Disrespect of host family and host family roles, rules and expectations
 - ☉ Intimidating behavior
 - ☉ Interference in student's exchange experience by parents, other family members, girlfriends or boyfriends in home country

These behaviors become especially problematic when they occur in clusters or begin to form a pattern.

Addressing the Behavior

The rules and expectations of District 7780 will be reviewed thoroughly with Inbound students at both the Fall and Winter Orientations. However, it is recognized that many students are struggling with language issues when they first arrive and that the rules and expectations will need to be spelled out and repeated many times by all who have contact with the student, including the District Committee, the Club YEO and Counselor and the host family. Problem behavior or attitudes should be addressed when they first occur. Be specific about the issue and be especially clear about what the student can do to remedy the situation.



Depending on the situation or issue, the person giving the student feedback or guidance may be the student's YEO, Club Counselor, or Country Officer or some combination. There should be close communication between all three and with the host family as well. If it is a school related issue, the school should be in the communication loop as well.

Be specific about the nature of the problem: Example: The student is spending excessive amount of time on the Internet in a home where there is only one line for the telephone and the computer.

What do you want the student to understand: Example: "When someone is on the Internet in this house, the phone is unavailable. No one can call in and no one can call out. There are x number of people living in this family that need access to the phone and your Internet use is not allowing everyone phone access. Secondly, when you are spending all of your time E-mailing and chatting with people back home, you are not building relationships here with your host family and your new friends. Also, you are slowing the process of learning English by spending so much time thinking and writing in your first language."

What do you want the exchange student to do: Make this concrete and measurable so that you and the student will both know when the expectation has been met and the behavior has changed?

Example: "Starting today, we are asking you to limit your internet time to no more than X minutes in the morning and X minutes in the afternoon. This way, all the family can receive and make phone calls and other family members can also use the Internet."

At this stage of the situation, the Club Officer, even if already in the communication loop, must be notified in writing of the problem and the guidance given to the student.

If the student continues the behavior despite very clear counsel and guidance, the following actions will take place:

1. A second conversation will occur with the student to reiterate the problem and the change in behavior that must occur.
2. The Country Officer will send letters to the student's family, home club and District Representative notifying them that there is a problem, that the student has been counseled about the problem, that the problem is persisting and that we would like their support in bringing about a change in behavior or attitude.
3. The student will be handed or sent a copy of the letter.

If the behavior or attitude problem persists, or another significant issue arises establishing a pattern of problem behavior or attitudes, the following additional steps will be taken:

1. The student will be told orally and in writing that he or she is on probation and is at significant risk of being sent home.
2. The Club Officer will send second letters to the student's family, host club and District Officer notifying that the problems have not been resolved and/or that new problems have arisen and that the student is now on probation and at significant risk of being returned home.



3. The student will be given, in writing, clear and concrete guidance regarding what exactly they need to change, in ways that will be clearly observable and measurable, in order to be able to remain and complete the exchange year. The student and a District Officer will sign the document and copies will be sent to the home family and the sponsoring club and District as well as to the sponsoring Country Officer.

If the behavior persists despite the efforts on the part of the host family, clubs and District as well as the home family, club and District, a letter will be sent to the student's family, home club and District stating that arrangements are being made to send the student home.

While we hope this process will be a learning and growth experience for the student, it should also assist us to improve the program. We will all have the opportunity to learn and improve from these difficult situations. We suggest the following:

Someone familiar with the situation but in a position to provide objectivity should conduct an "exit interview" with the student. It is an opportunity to assure students sent home early that they are not bad persons but that their behavior or attitude made it impossible for them to complete their exchanges. We can share with them what we wish they had done differently and they can let us know what they wish we had done differently. Was there something we could have said or explained differently, or in such a way the students could have integrated the guidance into their behavior?

Debrief the people closely involved with the situation and the student. These are painful decisions to make even when they are the right decisions. Host parents, YEOs and District Committee members and school staff need the opportunity to talk about how they were affected and what they might do the next time to achieve a better outcome.

Summaries of the above conversations should be discussed with the District Committee for possible sharing with our exchange partners and to use for overall program improvement.

It would be useful to prepare a written summary of the problem, the efforts made to improve the situation, the difficulties encountered and the final outcome. Copies should be provided to the Rotarians involved, and a copy retained to serve as club "institutional memory."

Under no circumstances is a student to be returned to their country early before these steps are completed and with the written approval of the District Officer.



Appendix 6—District 7780 Protection Policy

District 7780 Protection Policy for Prevention of Abuse and Harassment

1. Statement of Conduct for Working with Youth and other Vulnerable People

District 7780 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, spouses or partners of Rotarians, 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, youth and vulnerable persons with whom they come into contact. This policy applies specifically to all activities of Interact, Rotary Youth Leadership Awards (RYLA), and Rotary Youth Exchange as well as to other projects and programs of Rotary Clubs and District 7780 that involve youth and other vulnerable people. In addition, Rotary Youth Exchange Programs will comply with the standards set forth by Eastern States Student Exchange Program (ESSEX).

It is the responsibility of all Rotarians and every volunteer in Rotary programs to safeguard the welfare of persons with whom they come into contact during Rotary activities. Special attention is to be given to protected persons. This includes the prevention of abuse and harassment. Rotarians and volunteers should always:

- Provide a model of good and appropriate behavior;
- Treat others with respect;
- Respect each person's right to privacy;
- Be aware that behavior can be misinterpreted even when well intentioned; and
- Challenge unacceptable behavior.

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards (RYLA), Interact and Rotaract clubs, and mentoring programs. This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with these guidelines. This policy will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred. Nonetheless, whenever an allegation is made, the safety and wellbeing of youth or vulnerable persons should always be the first priority.

2. Scope

This Policy applies directly to all youth, young adults, and vulnerable persons regardless of age, who come into contact with Rotarians and volunteers in District or Club programs, activities, or events, together with persons who are ordinarily present including, but not limited to, Club counselors, leaders in RYLA, Interact, or Rotaract.*



Clubs must follow the “Requirements for Clubs” that are attached as Appendix D to this policy. This includes adopting this Policy, either directly into its bylaws or by incorporating it into the club’s own written and District approved policy for the prevention of abuse and harassment.

3. Definitions

VOLUNTEER: Any adult involved with any Rotary sponsored activity that has direct, unsupervised interaction with youth or other protected persons. This includes, but is not limited to:

- Club and District Protection Officers, (CPO) and (DPO), respectively.
- Youth Exchange Officers (YEO), Youth Exchange Counselors (YEC), and Youth Exchange Committee members.
- RYLA staff, Interact and Rotaract advisors
- Rotarians and non-Rotarians, their spouses and partners, who host youth for activities and outings or who might drive youth to Rotary events or functions.
- Host Parents and other adult members of the host family, including all offspring, who host youth for a period shorter than 14 days (Short Term Host Parents)*.
- Host Parents and other adult members of the host family, including offspring, who host youth for a period of 14 days or longer (Long Term Host Parents)*. In general, the term, volunteers, as described by this policy, does not apply to adults that have only casual or occasional group interactions with protected individuals.

YOUTH / YOUNG ADULT: Children and adolescents, under the age of 21, who are involved with any Rotary sponsored program, (such as RYLA, Interact, Rotaract, or any other community or youth service project), activity or event and to whom Rotary may have a duty of care.

PROTECTED PERSON: Protected person means a youth, young adult or other vulnerable person, however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix H when needing Youth Exchange information.

SEXUAL ABUSE: Sexual abuse refers to engaging in implicit or explicit sexual acts with a protected person or forcing or encouraging a protected person to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offenses.
- Indecent exposure.
- Exposing a student/youth to 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 or language, explicit or implicit.
- 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.



Rotary District 7780 - Youth Exchange Program Policy

- 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.
- All sexual overtures.

CONTRIBUTING TO THE DELINQUENCY OF A MINOR: Contributing to the delinquency of a minor means inducing, aiding, or encouraging a youth to violate any federal or state law, municipal or county ordinance, or court order.

DISTRICT PROTECTION OFFICER (DPO): Oversees the enforcement of the Protection Policy for the District. See Appendix B for complete job description.

CLUB PROTECTION OFFICER (CPO): Oversees the enforcement of the Protection Policy at the Club level. See Appendix E for complete job description.

YOUTH EXCHANGE OFFICER (YEO): Accomplishes the detailed duties and responsibilities related specifically to the Youth Exchange Program*

YOUTH EXCHANGE COUNSELOR (YEC): Acts as an intermediary for the exchange student and host family and is the student's advocate and confidante. Provides assistance to the YEO*.

4. Volunteer Selection and Screening

ALL VOLUNTEERS interested in participating in Rotary activities that include youth, young adults, or other vulnerable individuals must complete a Volunteer Application (Appendix H) form every three years that includes:

- Authorizing the District to conduct background checks (subject to jurisdictional law, ordinance, and/or policy.)
- Providing references to be checked by the Club or District Protection Officer.
- Providing personal interviews by the Club or District Protection Officer. Meet RI and District eligibility requirements for working with youth and other vulnerable individuals. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with vulnerable persons 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 participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any others with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in Rotary programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. Participate in District and/or Club Protection training. Understand and comply with the District Protection Policy.

LONG TERM HOST FAMILIES see Section 10 and Appendix I for details regarding Youth Exchange*.

SHORT TERM HOST FAMILIES must meet the following selection and screening requirements*:



Complete a Volunteer Application (Appendix H) form:

- Authorizing the District to conduct background checks (subject to local laws and practice).
- Providing references to be checked by the Club or District Protection Officer.
- Must undergo a comprehensive interview conducted by the CPO and/or the YEO that determines the family's suitability for hosting students/youth.
- All individuals over the age of 10 however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix I when needing Youth Exchange information.
- Who will reside in the home during the time of the exchange need to be part of the screening interview.

The interview should determine:

- Demonstrated commitment to the safety and security of students/youth.
- Motivation for hosting a student/youth is consistent with Rotary ideals.
- Financial ability to provide adequate accommodation (room and board) for the student/youth.
- Aptitude for providing appropriate supervision and parental responsibility that ensures the student/youth's well-being.
- In-Home screening visit must be conducted for each host family prior to approving the family for hosting.
- In-Home screeners will provide the host family a copy of the District Protection Policy in advance of the screening visit.
- In-Home screeners will provide the host family ideas and best practices for creating a positive experience for the student/youth, club and community.

5. Allegation Reporting Guidelines

All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Abuse and Harassment Allegation Reporting Guidelines in Appendix A.

6. Investigation Guidelines

The Club and District will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per RI, District, and Club policy to such an extent that it does not interfere with other investigations.

7. Training in Protection for Youth and Other Vulnerable Individuals All volunteers with Rotary activities involving youth or other vulnerable individuals need to receive Protection Training at a frequency determined by the District Protection Officer. This includes, but is not limited to:

- District Governor, District Governor-Elect and District Governor-Nominee.
- District Committee Coordinators (including, but not limited to Youth Services Coordinator, RYLA, Interact, and Youth Exchange Chairs)
- Club Protection Officers
- RYLA counselors and Interact Advisors
- Rotarians and non-Rotarians volunteers who participate in Rotary sponsored activities.



8. District 7780 Responsibilities District 7780 has the following responsibilities related to carrying out the Protection Policy. Establish a standing District 7780 Protection Committee.

Members will include:

- Youth Services Chair
- District Protection Officer
- Representatives of all District programs involving vulnerable individuals (such as Youth Exchange, RYLA, Interact, Rotaract (pending), District Literacy)
- Sitting District Governor, DGN and/or DGE,
- 2 Former District Governors.
- Representatives of relevant professions such as school personnel, social work, law enforcement, medical, and legal.

Responsibilities will include:

- Will act to ensure that protected persons who are involved in District programs, activities, or events are protected from abuse or harassment.
- Meet at least twice a year and more often as needed.
- Regularly review District Protection Policy.
- Work closely with District Protection Officer to enforce this policy.
- Address any concerns or allegations of abuse in District Rotary programs.
- As necessary, take appropriate action to protect protected persons in District Rotary programs.
- Maintain records of background checks, Volunteer Applications, and any screening documentation for all volunteers working with protected persons in Rotary activities in perpetuity.
- Have a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- Offer to assist in locating resources such as an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Report all criminal allegations involving any Rotary youth activity to RI within 72 hours.

District Protection Officer (DPO)

- The complete DPO job description appears in Appendix B. The District Governor will appoint the DPO whose main duties and responsibilities are to:
- Serve as the Mandated Reporter for the district, as defined by state statute. The DPO will report incidents to appropriate law enforcement and/or social service agencies as required by law.
- Host workshops / roundtables throughout the district delivering training on protection policies and procedures involving vulnerable persons.
- Assist Clubs in the recruitment and selection of Club Protection Officers.
- Interview, check references and train Club Protection Officers.



Rotary District 7780 - Youth Exchange Program Policy

- If not providing the direct training, arrange for an appropriate trainer.
- Assist in recruiting, selecting, and training of an Assistant District Protection Officer who will function as a back-up and to ensure succession planning.
- Maintain familiarity with current state, federal and Rotary International policies, laws, practices and ethics that protect youth and other vulnerable individuals.
- Stay in contact with the Club Protection Officers to assure they are carrying out their responsibilities according to the District Protection Policy.
- Monitor protection procedures, rules and regulations.
- Maintain complaint procedures.
- Handle, with the involvement of the District Protection Committee, concerns and allegations of abuse.
- Maintain data base of Certified Clubs within the District. □ Develop and distribute training material.
- Compose articles on protection of vulnerable individuals for the District Newsletter.
- Participate as a member of the District Protection Committee.
- Adapt the Abuse and Harassment Prevention Training Manual to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who must participate, when training should occur, and how training will be conducted.
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.
- Interview Club Protection Officers and check on their references.
- Develop a uniform plan to assist clubs in complying with this policy.
- Fulfill the requirements of the current Job Description as established by the District.

10. Club Responsibilities Rotary clubs participating in activities, programs, or events, either at a Club or District level, that involve vulnerable individuals and specifically with Rotary Youth Exchange are required to be Certified by the District by demonstrating the following:

- Compliance with District Protection Policy.
- Assure that the Club Protection Officer (CPO) is carrying out his/her duties as defined in the District Job Description for this position.
- Amend their club by-laws to include the CPO as an official and standing officer of the club.
- The Club will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.
- Complete and return a signed resolution that the club is operating their program in accordance with District 7780 and RI policy by adopting District 7780's Protection Policy (or an alternative approved by the District). See Appendix F for Sample Resolution.
- For background check procedures, contact the CPO or DPO. The cost of such screening is the responsibility of the club, unless the District sponsors the program. Anyone failing to pass such a



background check may challenge the result of the background check, but must do so himself/herself by direct contact with the screening company at his or her own expense.

11. Club Protection Officer (CPO) Clubs will appoint a Club Protection Officer whose responsibilities will include the following:

- Assure that volunteers, including the YEO, YEC, host families are trained in protection procedures and how to respond to an abuse or harassment allegation.
- Provide information to exchange students about local and District services including: District hotline for Youth Protection; suicide crisis hotlines; alcohol and drug awareness programs for youth; proper law enforcement agencies, community services, private services, YEO and YEC information, and both female and male support persons separate from YEO, YEC, and host families.
- Arrange to have all volunteers involved with programs involving vulnerable individuals complete a Volunteer Application (Appendix H) and submit for a background check.
- Complete personal or phone interviews of the references of all volunteers.
- Follow the District 7780 Sexual Abuse and Harassment Reporting Guidelines found in Appendix A. Report all cases of suspected sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the Club and District Protection Officer for investigation.
- Report all serious incidents (accidents, crimes, return of exchange students, death) involving protected individuals to the District Governor and District Protection Officer.

12. Rotary Youth Exchange Program Requirements

Rotary District 7780 Youth Exchange Program is part of Eastern States Student Exchange Program (ESSEX) which is an incorporated entity and maintains liability insurance sufficient to cover the claims reasonably considered possible. All Youth Exchange programs supported by Clubs in District 7780 will abide by the practices and procedures indicated in the District Youth Protection Policy as well as the policies and requirements of the Eastern States Student Exchange Program (ESSEX) (See Appendix I *)

13. Sanctions a club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual or physical abuse or sexual harassment. Should a club knowingly fail to terminate the membership of such a Rotarian, the District Governor may recommend to the Board of Directors of Rotary International that they take steps to have the Rotarian's membership terminated.

A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual or physical abuse or sexual harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual or physical abuse or sexual harassment.

If an investigation into a claim of sexual or physical abuse or sexual harassment is inconclusive, then, for the safety of protected persons and the protection of the accused, additional safeguards must be put



Rotary District 7780 - Youth Exchange Program Policy

into place to assure the protection of any other protected persons with whom the person may have future contact.

If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with protected persons in a Rotary context.

Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to other protected persons. (It can also benefit the adult by preventing additional accusations from other persons.)

A person who is accused, but later cleared of charges, may apply to be reinstated to participate in any and all Rotary programs. Reinstatement is not a right, and no guarantee is to be made that he or she will be reinstated to any former roles or responsibilities.

District Governor _____ Date

District Governor Elect _____ Date

District Governor Nominee _____ Date

* District 7780's Guidelines Regarding Abuse and Harassment apply to Youth Exchange volunteers; however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix I when needing Youth Exchange information.



APPENDIX 7



Rotary Youth Exchange Guidelines, Conditions & Rules for *OUTBOUND* Students

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

GENERAL INFORMATION

AGE -- You must be in high school at the time of application, and should be in the age range of 15 to 18 1/2 when you will be leaving the country.

EXCHANGE YEAR -- This is a school year program. School years vary from country to country.

SCHOOL CREDIT -- You must not expect to receive a diploma, placement in a certain grade level, or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring course credits will depend on the policies of your home high school and the foreign high school you will be attending.

COSTS -- You and/or your parents are financially responsible for:

- (1) All necessary documents (passport, visa, translation fees, etc.)
- (2) **Round trip transportation** is mandatory and **MUST** be obtained through the official ESSEX approved travel agency.
- (3) Health insurance and Personal Liability Coverage **MUST** be purchased through CISI/Bolduc Cultural Insurance.
- (4) Any necessary or required language training or camps (required in some countries),
- (5) All appropriate clothing, toiletries, and other personal items,
- (6) Reasonable spending money,
- (7) Costs of any trips, activities, and events in which you participate,
- (8) Any required "emergency fund,"



Rotary District 7780 - Youth Exchange Program Policy

- (9) All phone/computer/internet charges,
- (10) Outbound District Fees

ORIENTATION -- Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at these meetings is **MANDATORY** for students. Attendance at certain specified meetings is **MANDATORY** for parents. Questions and/or problems relating to this program may be directed to the sponsoring District Rotary Youth Exchange Chair or the Outbound Chair at any time.

TRAVEL ARRANGEMENTS –

1. All travel arrangements to your host country **MUST** be made through the official ESSEX approved travel agency, Tzell Park Avenue Travel Agency. No exceptions.
2. Tzell Park Avenue Travel Agency will contact you after notification of your country placement by ESSEX. You must complete the registration forms and return them with the necessary fee to Tzell Park Avenue Travel Agency in the time specified.
3. Discuss and agree upon a mutually convenient arrival date and destination airport with your first host family, host Rotary District, and Tzell Park Avenue Travel Agency once the Guarantee Form is received.
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and first host family know the date, time, airline, and flight number of your arrival so that there will be someone to meet you at the airport when you arrive.

INSURANCE -- All outbound exchange students from ESSEX are required to purchase the "Plan B" Accident & Sickness Insurance Policy and Personal Liability Coverage through CISI/Bolduc Cultural Insurance. The "Plan A" or "Plan A + Sports Rider" policy can be purchased when a similar supplemental insurance policy is required by your host Rotary District or host Multi-District group. **This insurance is mandatory and MUST be purchased prior to departure.**

PORNOGRAPHY -- No pornography is permitted.

MEDICAL - If anything occurs that would have changed any answer on the medical or dental form, this change **MUST** be reported to your district chair within 10 days of the occurrence.

DURING THE EXCHANGE YEAR

MONTHLY REPORTS -- You are required to submit monthly reports on your exchange to your sponsoring District Rotary Youth Exchange Chair during your exchange year.

ROLE AS AN AMBASSADOR -- You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host family and friends.

RETURNING HOME - You should return home shortly after school closes to avoid imposing on your host family and host Rotary District. Leaving prior to the end of the school year is considered "Early Return" and will be reported as such.

*****These rules are an Addendum to Rotary International Long-Term Application Rules & Guidelines***



GUIDELINES & CONDITIONS -- All other ESSEX and sponsoring and hosting Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

We have read, understand and agree to the above Guidelines, Conditions and Rules for Outbound Exchange Students, and will abide by them.

Student Signature _____ Date_____

Parents Signatures _____ Date_____

Sign and return four copies of these rules with your application to your sponsoring District Rotary Youth Exchange Chair.



APPENDIX 8



ESSEX Inbound Student Rules and Conditions of Exchange

Addendum to LongTerm Application - Section F: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

1. You may not reside with any relative during your exchange.
2. You may not be employed on either a full-time or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.
3. School Credit - You must not expect to receive a diploma, placement in a certain grade level, or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring course credits will depend on the policies of your home high school and the foreign high school you will be attending.
4. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district in which you are enrolled and authorized by the State authority responsible for determining athletic eligibility. However, athletic eligibility or participation is not guaranteed.
5. You must enroll and participate in a full course of study in your school.
 - a. Before your departure you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved).
 - b. You must provide an English language summary of your academic course work.
 - c. You must inform your host district if you will have graduated before the program begins.
 - d. You must certify that you have not previously been an academic year or semester exchange student in your host country.
6. You MUST purchase CISI Bolduc Health Insurance – Plan B and Personal Liability coverage PRIOR to your arrival or your visa could be in withdrawn.
For detail information visit: http://www.culturalinsurance.com/pdf/rotary_brochure_english.pdf
7. You must show proof of proper immunization as required by your school district and State. The usual requirements are listed below: You could be asked to confirm other immunizations based on your hosting high school requirements.
 - Hepatitis B (HEP-B NOT HIB) -- 3 properly spaced doses.
 - Diphtheria -- 4 or more properly spaced doses.
 - Tetanus -- 4 or more properly spaced doses. (Diphtheria and Tetanus are usually in a combined vaccine with Pertussis. The last immunization must be after age 4.)
 - Poliomyelitis -- 3 or more properly spaced doses.



- Measles (rubeola) -- 2 properly spaced doses, the first at 12 months or older.
 - German measles (rubella) -- 1 dose at 12 months or older.
 - Mumps -- 1 dose at 12 months or older.
8. **MEDICAL:** If any medical issues occurs that would change any answer on the medical or dental form of the Long-Term Application, this change **MUST** be reported to your Hosting District Chair within 10 days of the occurrence.
 9. You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongs, clips, papers, or any other item of drug paraphernalia described in applicable state or federal law.
 10. The purchase of tobacco products by anyone under age 18 is illegal and prohibited.

ESSEX Program Guidelines

Violations will result in a district review and restrictions. Severe/consistent disregard for these rules will result in being returned home.

1. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.
2. **Travel arrangements --**
 - a. Discuss and agree upon a mutually convenient arrival date with your first host family. If your host Rotary District has an orientation program before the start of school, you must arrive in time to participate in that program.
 - b. You **MUST** purchase and arrive with a **ROUND TRIP** transportation ticket. If you don't arrive with a roundtrip ticket your exchange could be terminated within 10 days unless a roundtrip ticket is confirmed.
 - c. Make your travel plans directly to the airport of your final destination (in your host Rotary District).
 - d. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
 - e. Your parents may not accompany you to the USA.
 - f. Let your host District Rotary Youth Exchange Chair and your host family know the date, time, airline, and flight number of your arrival. This information must be received at least two weeks before you leave your country, or there may not be anyone to meet you at the airport when you arrive.
3. Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. Other travel must be approved by the host district chair, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make



Rotary District 7780 - Youth Exchange Program Policy

your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL: Travel with host parents

Travel with host Rotary Club

Travel with Rotarians

Participation in host Rotary District, Multi-District, and ESSEX trips.

Travel with recognized school classes or school groups

Travel with recognized church or youth groups

Travel with friends of host family age 25 and over.

4. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District . *NOTE:*
 - a. *Signed permission forms will be required in advance for all District, Multi-District, and ESSEX trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
 - b. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) I-94 Form (stapled inside passport), and (4) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*
5. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
6. This is a school year program (generally late August to mid June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.
7. An emergency fund of U.S. \$_____ is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.

*We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX) **Program Rules and Conditions of Exchange and Program Guidelines** and will abide by these Rules& Conditions.*

Student Signature _____ Date_____

Parents Signatures _____ Date_____

_____ Date_____