

## Rotary District 7120 Youth Exchange Program Host Family Home Interview/Visit #1 & Host Family Training

**Bring 2 copies of this document** to the Host Family Interview/Training. Complete Part 1 to determine if Host Family qualifies for Hosting an Exchange Student. If qualified, the training can take place - Part 2 - Review each line item to promote discussion and answer questions that pertain to hosting the Inbound Exchange Student. Leave the Host Family with the "traveling" folder that include the documents underlined below, including this document as it will be a useful tool for your Host Family. The interview/training must be done by the Youth Exchange Officer or Youth Exchange volunteer of the Rotary Club that has knowledge and training in the YE program. **THE SECOND COPY OF THIS DOCUMENT MUST BE SIGNED AND UPLOADED TO THE HOST FAMILIES DOCUMENT PAGE.**

*Once the Interview/Home Visit is completed you must complete the following 2 steps*

- Log onto the Web Portal <https://yehub.net/EM2-portal> to SUBMIT HOME VISIT INTERVIEW REPORT on the Host Family Page (lower section)
- Log onto Rotary YEAH - <http://yehub.net/EM2.php> - upload this signed document, on the document page of the Host Family under HF TRAINING EVIDENCE.

### PART 1 - Interview/Visit #1 Qualification

All Host Family members 18+ have submitted Background Checks and they have been cleared by Rotary \_\_\_\_ (Y/N)

All Host Family members 18+ have completed the NAYEN Youth Protection Awareness Course \_\_\_\_ (Y/N)

Host Family understands and is able to provide the following: (Y/N)

\_\_\_\_ Provide physical, moral and family financial support (3 meals a day, lodging, normal household amenities) for the student in the home, and include him/her in family activities.

\_\_\_\_ Review estimated costs to hosting a student - what is expected - room & board, laundry detergent, toothpaste, soap etc, regular family activities: movies, out to eat, family trips and what is NOT expected - clothing, phone/cell/internet charges, family vacations - discuss expenses and establish costs share

\_\_\_\_ Provide the student with a separate bed and adequate storage and study space. Student may share a bedroom, but with no more than one other individual of the same gender.

\_\_\_\_ Help with Challenges - Language, School, Culture shock and homesickness. Be Parents: Love, Support, encourage understand and discipline. Clearly communicate family expectations. Culture Shock - by Dennis White

\_\_\_\_ Either provide or arrange for student transportation (with the help of the Rotary Club) to school, extracurricular activities or sports and required Rotary activities

Host Family's Home is suitable for host Inbound Student (Y/N)

\_\_\_\_ Host Family selected rooms accurately represent the applications photos

\_\_\_\_ Quality of Home meets standards

\_\_\_\_ Location of Home meets standards

\_\_\_\_ Quality of Neighborhood meets standards

\_\_\_\_ Location of Neighborhood meets standards.

*All Standards above must be met in order to conduct the Interview and Training with the Host Family.  
If any standard is not met, interview can end.*

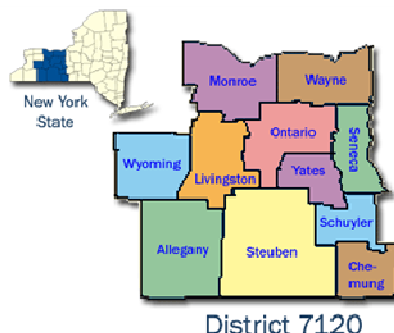
### PART 2

Host Family Training - All Family Members are present \_\_\_\_ (Y/N) \_\_\_\_\_  
INT. Absent Family Members

\_\_\_\_ Host Family has knowledge of Rotary International and District 7120 Information:

- Rotary is the world's oldest and most international service organization – 1905 Paul Harris
- Rotary's Motto: Service Above Self, Rotary's 4 Way Test
- Purpose of RYE Program - Provide an educational and cultural opportunity for high school students for a year and promoting Rotary's goal of world peace and understanding by one exchange students at a time

- **CSIET - Counsel on Standards for International Educational Travel** - A quality standards program that allows students to participate in high school athletic programs that District 7120 is a part of.
- **SEVIS - Student Exchange Visitor Information System** - a required government based tracking and reporting system for the Rotary Youth Exchange student
- **DOS - Department of State** - the rules and regulations by which our program is governed by. Confirm they received the DOS Welcome letter and Rules & Regulations by email \_\_\_\_
- **RI – Rotary International** – District 7120 abides by the Rotary International Youth Exchange Policies
- **Rotary District 7120** - area it covers - the countries # of Rotary Clubs



District 7120

District 7120 Website: [www.rotary7120.org](http://www.rotary7120.org) Youth Services > Youth Exchange Program

District Youth Exchange Calendar for the Student's activities and events - found on District 7120 Youth Exchange Website: <http://rotarydistrict7120youthexchange.org/calendar/> Events are labeled according to attendance requirement: Mandatory – (IB Orientation and District Conference) , Expected or Optional

**Host Family Guide** - YEO can email a copy (WebPortal)

**District 7120 Rules and Regulations** - document signed by student and student's natural parents

**Emergency Contact List** Student's Structure of Rotary's support - review the listing of all the Rotary Volunteers and their District roles that will be involved with student's success in program. In the event of questions/concerns that arise relative to hosting a student, or problems that arise which cannot be resolved within the family, either the student or a host family member should contact the Rotary Club Youth Exchange Officer or Counselor. If the matter remains unresolved a District committee member is contacted to help resolve the situation (24/7)

**Responsibility of Rotary Club** - Minimum Counselor contact with student and family once/month, monthly allowance for student, be advocate for student, sees that student attends Rotary meetings, helps with school issues and registration, help with transportation to events/school, help with transition to next host family, available for 24/7 support - WE CANNOT HELP IF WE DO NOT KNOW

**Medical Insurance** - CISI Insurance or Student's Country's comparable. Student ID card & information on Rotary YEAH for CISI Ins., including claim form - <http://www.culturalinsurance.com/rotary/cisibolduc.asp>

**Authorization for Medical Release** - Natural Parents Medical Release document found in Student's application. Host parents should not sign any medical financial liability forms on student.

**When the student is ill** - setting up a local doctor – (Rotarian's or Host family) urgent care

**Emergency Fund for Student** - \$500 savings account set up and held by Rotary Club for emergencies

**Student Bank Account** - Debit card set up for student

**Monthly Allowance** - set amount given to the student each month by the Rotary Club for spending

## Host Family Responsibilities and Information

### Family Expectations:

- Establishing family rules
- Household Chores - makes them feel part of the family
- Curfews - setting family guidelines specially with a younger family with no teenagers
- Religious Affiliations and Students
- The 4 D's - Drinking, Driving, Drugs & Dating
- Smoking if they checked "No" on their application then they are not allowed to smoke, includes E-Cigs.
- Riding in a car with Friends/overnights
- IB gatherings/parties around the District – you are not a taxi service! Carpooling and Club help is always available. For a hosting a group of 3 or more IB students please contact Club YEO & District IB Chair or Chair for awareness of this event.
- Student Issues: Difficulty in making friends, excessive contact with home, homesickness, isolation, Computer/Internet usage, lack of meaningful engagement with host family, language, abiding by rules, school and but not limited to adaptation.
- Behavioral Contract – a student will be put on a Behavioral Contract with the attempts of saving the exchange and not sending the student home. This contract will spell out in detail what is expected of the student. The Rotary club and District will work closely with the student to make sure the contract is upheld. If the contract is violated the student will be sent home.
- Medical Issues beyond “Normal” - Host Family is to alert Rotary Club/District if these issues occur.
- Visits from home - No Friends/siblings are allowed to visit during exchange, parents with siblings last quarter of the exchange with District approval
- Communication with club – issues with students, change in family within the home, financial changes
- 1st Host Family - Welcoming Student and greeting at the airport, First Night Questions - <http://www.yeoresources.org/Pages/FirstNightQuestions.html>, Excitement/newness vs. Culture Shock/adaptations, language struggles, getting settled in their new school/any friend issues and setting standards for the year.
- 2nd Host Family – First Night Questions, transition issues, new family "rules and practices", language and culture beginning to "click" and notifying school of move (busing)
- 3rd Host Family - First Night Questions , comfortable with language and culture, Big events: prom, graduation, USA bus trip if planned, reverse culture shock, preparing for separation and goodbyes

Permission to Travel Form Monitor the travel of this student and obtain approval for all travel in accordance with the District 7120 Travel Policy and the student's travel restrictions on their J-1 VISA.

*Students may not travel alone. Students may not travel alone with only other students. Travel is permitted with host and/or Rotary authorized adults. Travel is permitted on Rotary authorized functions. All travel outside the District for more than a 12 hour period or travel by air or out of the country must be approved by completing the Permission to Travel Form and signed by the Host Family, Host Club YEO , District Chair and the student's school if missing school.*

DS-2019 (Document with Student's passport) must be signed a second time by the District's SEVIS chair if the student is leaving the country during exchange (Canada).

**NAYEN Youth Protection Awareness Course** - Host Parents are required to complete the Youth Protection Awareness Course as part of the Host Family Training.

*Rotary's Student Protection Policy: Create and maintain the safest possible environment for all participants - Immediately report any complaint or indication of abuse to the Student Protection Officer.*

Host Family understands that if they have a son/daughter that would like to be considered for the Rotary Youth Exchange Program they are not required to host.

Host Family may qualify for a \$50 monthly deduction – go to IRS Publication 526 for information.

## Student Responsibility and Expectations:

Adaptation - Learn the language, culture & Family

- \_\_\_ School in MANDATORY! J-1 VISA requirement, perform well in school, be involved with extra- circular activities (Interact/sports/music)
- \_\_\_ Travel – understand the limitations of travel under the J-1 VISA
- \_\_\_ Communicate with host family but limit time spent communicating with “home”, Rotary & School
- \_\_\_ Use of Computers
  - All use of computers is to be in English. This includes all Social Media.
  - Rotary will be given full access to Student's Face Book Page
  - Time on computer should be limited and students are not to lock themselves in their room to be on the internet
- \_\_\_ Expenses for student: cell phones, personal clothing/souvenirs, optional Rotary trips and Emergency Fund
- \_\_\_ Ambassador for their Country and Rotary having a good attitude, behavior and appearance.
- \_\_\_ Participate in Rotary and community activities
- \_\_\_ Abide by the District 7120 Rules and Regulations. Smoking - if they checked "No" on their application then they are not allowed to smoke and that includes E-Cigs.
- \_\_\_ Friends - students need to choose friends wisely. Host Family/Rotary may need to provide some guidance.
- \_\_\_ Working - Students are not allowed to hold a job. Community volunteering is encouraged
- \_\_\_ Contact with "home" is to be limited, especially during the beginning months with language and culture emersion. Set up scheduled limited contact times with home. Too much contact with family and friends back home can limit and sometimes end an exchange.

*The undersigned agree to serve as a host family for this student from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_. We understand that the host family will not be reimbursed or compensated for ordinary day to day living costs of maintaining this student. Further, we understand that the host family assumes certain responsibilities to include but not be limited to the above.*

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Host Club Officer \_\_\_\_\_

Host Father \_\_\_\_\_ Host Mother \_\_\_\_\_

District 7120 - 5/22/2017