

# 2016-2017



Rotary International District 9700

Governor: Michael Milston

## YOUTH SERVICES Committee and Program Mandates

In this document

A **Standing Committee** is one which provides advice to the Board and oversees a range of special committees

A **Special Committee** is one charged with the planning, operation and management of a specific program or project



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**Name of Role:** **District 9700 Director - Youth**

**Status:** Appointed by District Governor

**Purpose:** To ensure the smooth operation of the District through effective and targeted youth services management and delivery

**Director Tasks:**

- Provide support for the delivery of the various youth service activities within the portfolio
- Bring to the Governor any existing or emerging issues that may flag a potential risk for the organisation, District and/or Rotary International
- Receive reports from the various sections of the portfolio and use these to inform regular reports to the Board against the goals and targets set for the District in this field

**Areas and roles covered include:**

- 1 **Programs for High School Students** - Youth Exchange Program (YEP), Rotary Youth Program of Enrichment (RYPEN), Rotary Youth Driver Awareness – RYDA
- 2 **Youth Science Programs** - National Youth Science Forum (NYSF); Honeywell Engineering Summer School (HESS), Science Experience; Science and Engineering Challenge
- 3 **Programs for Primary School Students** - Model United Nations Assembly (MUNA), **Programs for students with different abilities** - Dream Cricket
- 4 **Programs for Youth over 18** - Rotary Youth Leadership Award (RYLA), Rotaract

**Reporting:** To the District Governor, through the District Board

**Director:** **2016-2017** **Lauren Slater**

**Name of Committee:** Youth Exchange Program (YEP)

**Status of Committee:** Special Committee of D9700 Inc

**Objectives:**

The Rotary International Youth Exchange Program (YEP) provides secondary school students aged 15 to 17, sponsored by a Rotary Club, with the opportunity to live and study abroad and live with host families for one academic year. Students learn a new language, a new way of living and a great deal about themselves.

The outbound student must have the support of a Rotary Club. It is preferable that the local Rotary Club “sponsor” the student but sometimes this does not happen and the District Youth Exchange Committee will endeavour to find a sponsor Rotary Club. The program has high public recognition and extends Rotary to a wider community, crossing boundaries of age, race, nationality and religion. Students act as ambassadors while they study and live in another culture.

Potential outbound student candidates are identified several months before applications are due and screening at Club level occurs in April, when the candidates are generally in Year 9, 10 or Year 11. Once the student is screened at Rotary Club level, the application is submitted to the District Youth Exchange Committee who conducts interviews, generally in late May.

Following selection, the students and their parents receive detailed preparation from the district committee in the months prior to the exchange that occurs over one calendar year, and is followed by debriefing on their return.

Where a club sponsors an outbound student, they will be asked to reciprocate by hosting an inbound student. Inbound students from Europe usually arrive in July, Japan in March and southern hemisphere countries in January.

Web site: <http://www.clubrunner.ca/portal/SitePages/SitePage.aspx?accountid=50099&pid=66202>

**Committee Tasks:**

- To promote YEP within Rotary Clubs and communities,
- Interview applicants which have been recommended by a D9700 Rotary Club and decide on suitability for the program and most suitable exchange country placement
- To provide training and support for both inbound and outbound students, their Student Counsellor, Rotary Clubs and families
- To manage placement and administration of inbound and outbound students
- To liaise with National YEP and other Australian districts with respect to policy Implementation, joint programs & Multi District tours
- To liaise with Rotary International Certified Districts in exchange countries
- Support to enable continuous RI Certification and suitable District guidelines to be met – see ***Mandate RI Code of Policy-Youth Exchange.docx***

**Chair:**

- Assist the District Youth Protection Officer to ensure the Committee, Rotary Clubs, Host Families, Counsellors and volunteers comply with the legislative changes to the NSW Government Working With Children Check which came into effect from 15 June 2013

- To carry out the Procedures for Critical Incidents as outlined in the Mandates-Administration (Risk Management) documentation [***Mandates-Administration-2016-7.docx***] including to inform the District Youth Protection Officer and District Governor immediately of a reportable incident, *see also the RI requirements below*
- Recommend to the District Governor persons suitable to form the Youth Exchange Committee
- Convene, arrange and conduct meetings of the committee
- Report to the District Governor, through the District Youth Director on relevant issues, as required including regular reports to the D9700 Board of Directors
- Promote the program publicly and through the network of Rotary Clubs
- Represent the committee at conferences and any relevant meetings which may be called
- Assist and support YEP committee members and Rotary Clubs who may be experiencing difficulties with students or their parents
- Communicate where appropriate with Chairmen counterparts internationally and within Australia, with RYEP and the office of Rotary International for exchange of information
- Assist committee members to deal with, or where appropriate initiate, liaise and manage counseling and discipline of both inbound and outbound students whose behaviour has the potential to bring disrepute upon themselves, this District or Rotary International
- To discharge any other duties and responsibilities agreed to by the committee

**Meeting Frequency:** As necessary – YEP Committee meetings are independent of student training and briefings

**Reporting:** Annually (or as requested) to the District Board through the District Youth Director

**Finances and Audit Requirements:**

The Youth Exchange Program Committee will maintain Youth Exchange accounts to be established and operated in accordance with D9700 Inc guidelines, with 2 active members of the committee being the joint signatories. The accounts are to be audited by August each year with the Audited report being forwarded to the District Treasurer for inclusion in the Annual D9700 Report to the Board.

**Committee Chair:** 2016 – 2017 Judith Hall

**Risk Management and YEP from RI Youth Exchange Handbook, pp 5-6:**

**5 Implement risk management policies and put a crisis management plan in place:**

- Develop procedures for reporting and handling incidents, such as early returns and allegations of abuse or harassment, and inform all adult volunteers about the district's allegation response reporting guidelines.
- Establish guidelines for the removal of students, adult volunteers, and any other participants who do not comply with program requirements. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth in Rotary programs until the matter is resolved.
- Develop crisis management procedures for emergencies such as natural disasters and civil or political unrest.
- Make sure back-up host families are available for emergency situations.
- Set required insurance levels for inbound students and necessary liability insurance for the district program and coordinate coverage and carriers with hosting district. Assist outbound students in securing insurance.

**Name of Committee:** Rotary Youth Program of Enrichment (RYPEN)

**Status of Committee:** Special Committee of D9700 Inc

**Objectives:** The aim of RYPEN is to provide an enriching and challenging experience for Year 9 high school students. The weekend camp is a balance of social interaction, adventures and speakers to assist the students in developing life skills. RYPEN provides students with a wider experience than many have previously had. They interact with Rotarians and their peers from across the District and undertake challenging activities and adventures.

RYPEN will be held at Borambola, Wagga Wagga on 25, 26, and 27 November 2016

**Committee Tasks:**

- To conduct the annual RYPEN camp for D9700
- To liaise with D9700 clubs to promote the RYPEN program
- To maintain a record of supporting Rotary Clubs and participants for follow up by other Youth programs within D9700

**Chair:**

- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed

**Meeting Frequency:** As needed

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** The RYPEN Committee will maintain RYPEN accounts to be established and operated in accordance with D9700 Inc guidelines, with 2 active members of the committee being the joint signatories. The accounts are to be audited by August each year with the Audited report being forwarded to the District Treasurer for inclusion in the Annual D9700 Report to the Board. Any surplus funds will be 80% reimbursed to the District (allowing for a small amount of \$50 to keep the bank account open) and 20% retained by the Host Club. Reimbursement to the Host Club of 80% of any loss provided a budget of income and expenditure has been submitted and previously approved by the Board.

**Committee Chair:** 2016 – 2017      Darren Wallace

<b>Name of Committee:</b>	Rotary Youth Driver Awareness - RYDA	
<b>Status of Committee:</b>	Chairperson appointed by District Governor with Coordinators in both Northern & Southern divisions of the District	
<b>Make up of Committee:</b>	<p><b><i>Coordinators:</i></b></p> <p>Northern – Brian Burke and representatives from Group 6 Clubs  Southern – Sandra Robinson and club representatives</p> <p><b><i>Committee Members:</i></b></p> <p>One representative from each Club within the operational areas</p>	
<b>Objectives:</b>	<p>RYDA is a road safety education program delivered to the youth of our community through Rotary Clubs. RYDA is a one-day event held at a non-school site that coordinates the efforts of local road safety experts, including driving instructors, Police, recovering survivors of road crashes, drug &amp; alcohol educators and motoring services personnel.</p> <p>Targeted at Year 11 students, RYDA delivers sophisticated, integrated and powerful road safety education to help young adults become more responsible on the road.</p>	
<b>Website:</b>	<a href="http://www.rse.org.au/RYDA.aspx">http://www.rse.org.au/RYDA.aspx</a>	
<b>Chair's Task:</b>	To report on a regular basis to the Board; to ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed.	
<b>Coordinator's Tasks:</b>	<ul style="list-style-type: none"> <li>• To store &amp; purchase presentation equipment &amp; materials used for RYDA activities within D9700</li> <li>• To provide assistance at venues of RYDA to local coordinators/clubs</li> <li>• To liaise with Executive of Road Safety Education Limited regarding sponsorship</li> <li>• Maintain appropriate registration and insurance on District property</li> </ul>	
<b>Meeting Frequency:</b>	As needed	
<b>Reporting:</b>	To the District Board through the Director - Youth	
<b>Finances and Audit Requirements:</b>	Managed through the District Treasurer and Road Safety Education Limited	
<b>Chair:</b>	2016 – 2017	PDG Peter Chivers

**Name of Program:** Youth Science Programs

**Name of Committee:** National Youth Science Forum (NYSF)

**Status of Committee:** Special Committee of D9700 Inc

**Objectives:** The National Youth Science Forum (NYSF) provides about 10 talented Year 11 students from the District with a 2 week science odyssey in Canberra or Perth in January prior to Year 12. Selections are made following interview by the District Committee. Some 280 students are selected from Rotary Districts all over Australia and overseas to come together for the science odyssey. Selected students have an enthusiasm for a career in science, engineering or technology. NYSF is a hands-on experience in which science comes to life and students learn leadership and communication skills and start networking for their future careers.

Website: <http://www.nysf.edu.au/>

**Committee Tasks:**

- To promote the National Youth Science Forum (NYSF) to Clubs in D9700
- To undertake District selections for NYSF
- To promote the Honeywell Engineering and Science Experience programs in D9700
- To coordinate the use of returned students as speakers to Rotary clubs and District Conferences
- To liaise with Club Co-ordinators for the Science & Engineering Challenge

**Chair:**

- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed

**Meeting Frequency:** As needed

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** Managed through the District Treasurer

**Committee Chair:** 2016 – 2017 Sue Moffatt

***Other Science programs supported by Rotary***

- **Honeywell Engineering Summer School (HESS)**  
HESS is run by the Institute of Engineers and provides students with a week-long practical engineering experience at Universities and engineering sites in Sydney. HESS is held in December, with a 100 Year 11 students selected from NSW and the ACT. Students gain a better understanding of engineering as a university and career option as well as broadening their horizons and experiencing the interaction with practicing engineers and their peers.

Website: <http://www.engineersaustralia.org.au/divisions/sydney-division/schools-programs/>



- **Science Experience (SE)**

The Science Experience is a fun three-days of science activities for Year 9 and 10 students. Each program is designed to provide students who have an interest in science with an opportunity to engage in a wide range of fascinating science activities under the guidance of scientists who love their work. The program takes place in universities at various times of the year.

Website: <http://www.scienceexperience.com.au/>

- **Science and Engineering Challenge (S&EC)**

The Science and Engineering Challenge is an outreach program founded by the University of Newcastle in conjunction with Rotary. The Challenge takes teams of high school students out of the classroom and gives them a day of fun, teamwork and discovery. It is designed to inspire students to study science and engineering at a senior level. Each challenge day, 250 students participate in a series of exciting competitive activities. These activities are designed to demonstrate the varied and practical elements of a career in the science and engineering industries.

In 2016-7 Challenges will be held in Forbes, Orange, Young and Wagga Wagga.

Website: <http://www.newcastle.edu.au/faculty/engineering/community-engagement/challenge/>

**Coordinator's Tasks:**

- To promote and manage the Science & Engineering Challenge

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** Managed through the District Treasurer

**Co-ordinators**

Forbes:	2016 – 2017	John Saleh
Orange:	2016 – 2017	Bruce Whiley
Wagga Wagga:	2016 – 2017	Trevor Webb
Young:	2016 – 2017	Frank Lincoln

**Name of Committee:** Model United Nations Assembly (MUNA)

**Status of Committee:** Special Committee of D9700 Inc – currently in recession

**Objectives:** MUNA simulates the workings of the United Nations Assembly by having teams of secondary students represent UN nations in debates on matters of world political and social concern. The program builds bridges of goodwill for world peace through encouraging young people to learn respect and tolerance for people of all races, religions and nationalities.

**Committee Tasks:**

- To promote the MUNA program within D9700 Rotary Clubs
- To run the annual D9700 MUNA project
- To support a team of participants to the National MUNA project

**Chair:**

- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and the protocols are followed

**Meeting Frequency:** As needed

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** Managed through the District Treasurer

**Committee Chair:** 2016 – 2017      If you and your club is interested please contact the Director - Youth

**Name of Program:** Dream Cricket

**Status:** D9700 Coordinator appointed by District Governor

**Role of Rotary District Dream Cricket Coordinator:**

- Appoint a Coordinator for each District Group
- Liaise with the DCA secretary and District Group Coordinators
- Assist District Group Coordinators as required.

**The District Group Coordinators shall:**

- Ensure Rotary Club representatives have all appropriate forms to be completed by club/schools
- Organise area visits to towns/schools to reduce travel
- Liaise with clubs/schools to ensure that relevant forms are completed and returned.
- Ensure there is have sufficient equipment for the number of children anticipated.
- Plan set up for the DCD program.
- Arrive in sufficient time, (normally 90mins prior to start) for set up.
- Set up program.
- Brief Rotarians and High school students 30 min prior to start
- Explain process to children, teachers and assistants.
- Start program
- Take note of numbers or children participating, names of schools attending, High school children numbers, names with name and contacts of the school, numbers of Rotarians, parents/others, name of media coverage.
- Request Rotary club and schools to complete post program report and return to secretary DCI.
- Ensure Rotary have list of High School students names.
- Send Rotary representative Certificates of Appreciation for completion and presentation to students on school assembly.
- Send "Letter of thanks to schools" to Rotary representative to complete and send to all school principals who participated
- Collate all paperwork for each event and send to DCI secretary for filing.
- Spreadsheet all the above data for future reference.
- Promote at all times the program and ensure only DCI paperwork is used for all forms and media releases.
- Request copies of all media coverages be sent to DCI secretary.

The duties of the District Group Coordinator should be the person who keeps in touch with the schools to ensure their understanding of the program as supplied in an initial booklet and quarterly newsletters by DCA and Department of Disability Services. This will only be necessary for schools not previously visited in NSW, as those previously attended should have kits and be running the program as a school sport.

**Meeting Frequency:** As required

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** Managed through the District Treasurer, if required.

**Chair:** 2016 – 2017 PDG Geoff Tancred

**Name of Committee:** Rotary Youth Leadership Award (RYLA)

**Status of Committee:** Special Committee of D9700 Inc

**Objectives:** RYLA is an intensive program designed to develop leadership skills and enable participants to grow as a person. It focuses on 'leadership, learning and laughter' in an environment of 'co-operation, consideration, communication and confidence'. It is a "kick-start" for young people aged 18-28, who have demonstrated leadership, intelligence and compassion within their local community.

RYLA provides a training experience, to encourage continued and stronger leadership of youth and to publicly recognise the high qualities of the many young people who are rendering service to the community as young leaders. Rylarians also meet and interact closely with Rotarians and other Rylarians who are successful people with similar backgrounds of service.

During the week-long intensive program, the Rylarians are involved in numerous interactive sessions covering many topics including Team Building, Challenges of Leadership, Community Involvement and Developing Their Full Potential. Speakers are selected on the basis of reputation within the community, contribution to youth projects and ability to relate to young people. The wide range of highly regarded speakers enable Rylarians to gain a better understanding of the people and material resources available in their local community and further afield, and to establish a network of personal contacts.

Clubs should seek applications from candidates and their employers to sponsor suitable employees.

The 2017 RYLA will be at CSU Campus Orange in March/April.

**Committee Tasks:**

- To conduct the annual RYLA camp for D9700
- To liaise with D9700 clubs to promote the RYLA program
- To maintain a record of participants for future follow up

**Chair:**

- To ensure that the Committee and volunteers have been trained in Youth Protection procedures and that the protocols are followed

**Meeting Frequency:** As needed

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** The RYLA Committee will maintain RYLA accounts to be established and operated in accordance with D9700 Inc guidelines (account to be set up by host Rotary Club), with at least 2 active members of the committee being the joint signatories. The accounts are to be audited by August each year with the Audited report being forwarded to the District Treasurer for inclusion in the Annual D9700 Report to the Board. Any surplus funds will be 80% reimbursed to the District (allowing for a small amount of \$50 to keep the bank account open) and 20% retained by the Host Club. Reimbursement to the Host Club of 80% of any loss provided a budget of income and expenditure has been submitted and previously approved by the Board.

**Committee Chair:** 2016 – 2017 John Willing (Orange Daybreak)

**YOUTH PROJECTS**

**Name of Committee:** D9700 Rotaract

**Status of Committee:** Special Committee of D9700 - Chair appointed by District Governor  
District Rotaract Representative elected by District Rotaractors (to be eligible they must have served one term as President of a Club or have considerable board experience either at a club level or District Committee level)

**Objectives:**

To encourage and work with District Rotary Clubs to establish and support Rotaract Clubs by promoting Rotaract and Rotary Youth Programs to all young people aged 18 – 30 years old within the District as well as promoting, encouraging and supporting the creation of Rotaract Clubs within the District.

**What is Rotaract**

- Rotaract is an international program for young adults aged from 18 to 30 who want to make a difference. Rotary Clubs organise and sponsor this leadership, professional development and service organisation.
- Rotaract develops leaders while members have fun and carry out at least one community service project.
- Rotaractors plan their own activities and welcome opportunities to work alongside their sponsoring Rotary Clubs.

**District Rotaract Representative's Tasks:**

- To promote the formation of Rotaract Clubs within D9700
- To support Rotaract clubs in their activities
- District representative for liaison with the national organisation

**Committee Membership:** The Rotaract Committee is composed of equal numbers of Rotarians and Rotaractors. The Committee serves to support both Rotary and Rotaract Clubs of the District to publicise and administer the Rotaract program and create new clubs.

The District Rotaract Committee is co-chaired by a Rotarian (appointed to represent Rotary Clubs) and the District Rotaract Representative (elected from all eligible District Rotaractors).

**Committee's Tasks:**

- Advances effective club practices and sustainable service projects
- Develops relationships between Rotaract Clubs and their sponsor Rotary Clubs
- Plans district wide projects, events and training sessions for incoming Rotaract Club officers and the District Rotaract Representatives.
- Distribute a District wide Rotaract Newsletter

**Meeting Frequency:** As needed (perhaps Monthly Teleconference)

**Reporting:** To the District Board through the Director - Youth

**Finances and Audit Requirements:** Managed through the District Treasurer

**Chair:** 2016- 2017 Vacant - If you and your club is interested please contact the Director - Youth

**District Rotaract Representative:** 2016 – 2017 William Woods

**YOUTH PROJECTS**