



**Rotary International**

**District 9700 Inc**

**Handbook for Rotary Clubs**

**Undertaking Rotary Youth Exchange**

## **Introduction**

The Rotary Youth Exchange Programme is conducted on behalf of the NSW Department of Education and Training. The student's visa (Subclass 571) is conditional on 80% school attendance with progress rating of at least satisfactory (Condition 8202). The programme is coordinated at the district-level under the supervision of the District Governor through the District Youth Exchange Committee. The Youth Exchange program depends on the participation of Rotary clubs, Rotarians and their families, and others in the community to build an effective support system for sending and hosting students. All members should make an effort to participate in Youth Exchange activities, either as a member of the club Youth Exchange committee, a host parent, or a Rotarian counsellor.

## **Rotary Club Participation**

As with any Rotary program, volunteer support ensures success. Rotary clubs interested in sending or hosting students must coordinate their participation through the district-level program.

An effective Youth Exchange program relies on the dedication of Rotarians serving in leadership positions. These positions will vary from district to district and club to club, depending, in part, on the size of the program. Whatever their specific position, all involved should have a clear understanding of the division of responsibilities in the inbound and/or outbound program. The following provides a general description of roles and responsibilities for each club position or activity.

Each participating club assumes the following responsibilities:

- Coordinating club Youth Exchange activities with the district program and assisting compliance with RI and district policies;
- Attending district Youth Exchange meetings;
- Establishing club expectations for students;
- Ensuring that students attend mandatory functions, such as orientations or District conferences;
- Receiving feedback from students for program modification;
- Involving district Youth Exchange with any student issues or concerns;

### **For outbound students**

- Promoting the program to students in the community, distributing applications, and coordinating selection of students at club level;
- Interviewing and recommending candidates for the exchange;
- Assigning a Rotarian counsellor for each outgoing student;
- Supporting the outgoing student prior to, during and post exchange;
- Maintaining contact with district committee country coordinator

### **For inbound students**

- Assigning a Rotarian counsellor for each student;
- Establishing and maintaining contact with inbound students before they arrive;
- Meeting students at airport or train station;
- Serving as liaison between Rotary club and schools that students attend during long-term exchanges;
- Interviewing and screening potential host families;
- Maintaining contact with district inbound coordinator;
- Arranging disbursement of monthly allowance for long-term exchange students;
- Coordinating selection and orientation of host families and maintaining contact with host families throughout the student's exchange

These responsibilities are shared among the Club President, Club Protection Officer and the Club Youth Exchange committee and Youth Exchange Programme Officer (YEO) as follows:

- The Club President appoints the club Youth Exchange Officer, who should be someone with previous Youth Exchange experience. The president also oversees the selection of the club committee and supports the club's Youth Exchange activities;
- The Club President appoints the Club Protection Officer within the Club Risk Management area to monitor compliance with the District Youth Policy and Procedure;

The club Youth Exchange Officer:

- plans, implements, and supports all activities involving sending and hosting long-term and short-term exchange students;
- maintains a knowledge of, and encourages the support system for students that meets all requirements for district certification.
- Maintains a knowledge of and complies with the procedures for supporting students after an allegation of abuse or harassment, including supporting District Youth Protection Officer in removing alleged offenders from contact with youth in Rotary programs and in conjunction with counsellor criteria for moving a student, finding temporary housing, and providing support services.
- The club Youth Exchange committee provides support as directed by the YEO. The size and scope of this committee will vary according to the size of the club and the extent of its involvement in the program.

### **Rotarian Club Protection Officer**

The responsibilities of the Host Club Protection Officer are detailed in the District Policies & Procedures (Volume 1). In general the Club Protection Officer:

- maintains the records including annual completion of Prohibited Employment Declarations for all members, and
- Screens all Registered Volunteers, including, but not limited to, committee members, host families, Rotarian counsellors, and others. This includes interviewing volunteers to determine their suitability for working with youth, ensuring that volunteers complete the Youth Volunteer Agreement (CL 4), and conducting background checks, including references and legal documentation.
- ensures that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment is prohibited from working with youth in a Rotary context.
- attends to the preparation of forms required by District Committees

### **Club Counsellor**

#### **Selecting the Rotarian Counsellor**

As the Rotarian who is in closest contact with the student, the counsellor is critical to the success of an exchange. Because long-term

students will live with more than one host family, the Rotarian counsellor is the one consistent resource for students throughout their exchange.

The responsibilities of the Host Club Counsellor and Sponsor Club Counsellor are detailed in the Counsellor Handbook (Volume 4).

Selection of Counsellors is undertaken by Club Youth Committee under guidance of the Club Protection Officer (refer Volume 1 - Youth Policy & Procedures) who interview suitable candidates for this role using Form CL 3 "A Guide for the Rotarians assessing a potential counsellor or volunteer". The applicant must meet the standard of not less than "suitable" in the Form CL 3 process and have the qualities and characteristics identified as required in the CL 6 Form for Club Counsellor

In general, the role involves serving as liaison between the student, Rotary club, host family, and community at large. The counsellor serves as the student's primary Rotary contact, easing his or her transition into the country and the community through regular personal contact throughout the year. The counsellor should enjoy working with young people and be prepared to advocate on behalf of the student should any issues arise during the exchange. A Rotarian counsellor must not be a member of the host family and should not serve as a club Youth Exchange Officer or District Youth Exchange Committee Chair and also, if possible, the Rotarian counsellor should not be a close friend or relative of other volunteers involved with a particular student (e.g., school principal or host family).

The counsellor must be able to encourage the student during challenging times and facilitate his or her involvement in school, club, and community life.

The Rotarian counsellor must be trained to respond to problems or concerns that may arise during the exchange, including allegations of abuse or harassment. Counsellors should be assigned to every outbound and inbound student in all exchange programs. Outbound counsellors assist in the preparation of students for the exchange and maintain regular contact while the student is abroad.

Parental visits during the exchange are strongly discouraged. They may not occur without the prior approval of both the Sponsor and the Host District Chair.

# Outbound: Sending a Youth Exchange Student

The process of sending a young person abroad as an exchange student begins long before the student departs and continues through the student's return home. Club Rotarians involved with an outbound program promote the program to recruit prospective students, screen suitable candidates and submit their applications to the District Committee for selection interview.

When a student is successful the Club assist with orientation for the students and their parents, correspond with students during their exchange, and help the students and their families adjust to life after the exchange.

## Promoting the Program to Recruit Students

Details on dates and current information for District 9700 is available on the District web site <http://www.rotanet.com.au/users/9/9700dist/yep.asp>.

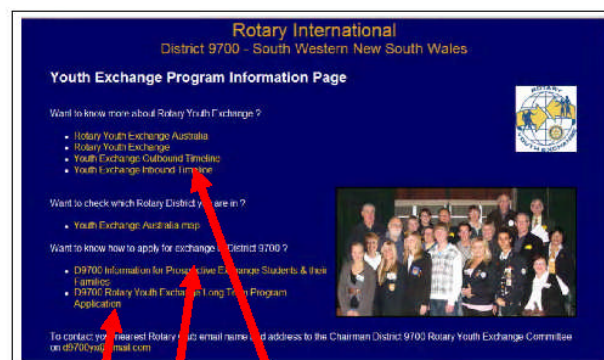
Clubs should publicise Youth Exchange to a wide range of eligible young people to secure the best possible candidates for the program. Promotion should commence in September each year targeting students in Year 9 and Year 10. Applications should be sought in February, when the prospects are commencing Year 10 or Year 12. Clubs should conduct interviews in March/April and forward applications to District Committee towards the end of April for District Interviews early May. Consult the web site for precise current dates.

Secondary schools are excellent places to recruit participants and

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Schedul Dates for Inbound and Outbound submissions and activities

D9700 Information for clubs and students  
For outbound exchange 2011

D9700 Application for Outbound Exchange

Careers Advisers and School Counsellors are a good contact point.

Promotional material is available on request from District Committee. Your District Directory will indicate how to contact the District Youth Exchange Committee member who represents your Assistant Governor Group.

All prospective students should be directed to the site for information and the application form. The PDF Application Form allows them to enter their details into the PDF Document and then print the application. While they will not be able to save the completed PDF it is designed so that they type their name in once and this then appears throughout the document saving time and improving accuracy and legibility.

When approaching schools secure prior approval from the school administration to display the Youth Exchange Poster (751-EN) and request permission for a Rotarian to speak to interested students. Bring copies of the brochures Youth Exchange: Making a World of Difference (755-EN) and Short-Term Youth Exchange (756-EN) when speaking to groups of students, parents, or teachers. Include contact information on the brochures so prospective students will know how to reach you.

In the community, promote the program to religious institutions, youth groups, athletic clubs, and cultural groups. Provide program information to community volunteers who work with students with disabilities.

To reach a wider audience, send out news releases to local media, including school newspapers, or broadcast a public service announcement about your Youth Exchange program on a local radio or TV station. If your club or district is currently hosting exchange students, submit an article to the local newspaper that highlights interesting experiences. Set up a booth at a library, community centre, shopping centre, or other public place to answer questions about Youth Exchange and distribute literature and applications.

The District web site is an active marketing source and the District Committee will refer enquiries received here to the appropriate club.

When promoting the program, stress the cultural and educational benefits of the exchange, as well as the unique qualities of the Rotary program. Arrange for a former or current Youth Exchange student to address the local parent-teacher association or a school assembly and personally recommend the program. When recruiting, don't forget about young people involved in RYPEN, MUNA and RYLA in the district and

follow up on inquiries from interested students referred by the District Committee.

### Selecting Students

Ask an experienced Rotarian to respond to all inquiries from students and their parents. All interested students who meet the following basic requirements should be given the opportunity to apply to the program.

### Eligibility Requirements

Appropriate age at the time of the exchange, as follows:

- Age 15-19 for the long-term exchange program, depending on the laws of the countries involved. Within this age range, exchange candidates' ages must be agreed upon by both sending and hosting districts before finalizing the exchange and in accordance with the laws and regulations of both countries. In some instances, students must be older than 15 or younger than 19 in order to participate in a specific program.
- Age 18-25 for the New Generations exchange program
- Ages set by district for short-term exchange program
- Other age limits set by the district
- Above-average academic performance
- Ability to express oneself clearly and effectively
- Demonstrated community leadership skills
- students with disabilities are potential participants. Many exchanges involving students with disabilities have proven successful and beneficial to all involved.

### Additional Considerations

- Residency within District 9700 or at boarding school with parents within D9700.
- Adaptability (outgoing, confident, and willing to adjust to changing surroundings)
- Potential for being an excellent Rotary ambassador
- Complete and unqualified support of parents
- Proficiency in or capacity to learn the language of the host country

When selecting Youth Exchange students:



- Require students to complete the D9700 web application form that includes program rules and a signed compliance statement. The Long Term Application Form must be the D9700 version not a version sourced elsewhere as the form on the District web site has District specific elements.
- Hold personal interviews with applicants and their parents or legal guardians at both the club and district levels. Discussion topics should include:
  - Feelings about the student spending time away from home and family;
  - Awareness of world news and issues;
  - Attitudes toward program rules;
  - Feelings about the student being an ambassador for his or her city, country, and sending Rotary club;
  - Perception of the purpose of an exchange.

Sample questions are available at [www.rotary.org](http://www.rotary.org) and forms YE-SHI and YE-SEF are included in the Handbook and are to be used by clubs and forwarded with recommended application forms.

Other interview activities might include asking the student to give a self-introductory speech and arranging an informal question-and-answer period with Youth Exchange alumni.

After reviewing applications and conducting interviews, select students based on these criteria:

- Maturity level;
- Attitude towards Exchange;
- Homelife stability;
- Self Confidence
- Personality;
- Social Attitudes;
- Compatibility with goals of Rotary's program;
- Health, both physical and mental;
- Attitude towards discipline
- Clubs should focus on quality not quantity when conducting their interviews. Refrain from selecting doubtful students just to reach a target. These students may be suitable for consideration for other Rotary Youth Programmes.
- Where the number of suitable candidates exceeds the clubs quota their nominations should be forwarded to the District

Committee clearly noted that they are suitable but not sponsored by interviewing club. The District Committee will usually interview them and if suitable will seek to place them with District Clubs who are willing to sponsor a student but do not have an applicant.

After students have been selected their participation will be advised by the District Committee. They will notify students and their parents emphasising the acceptance is contingent on effective participation in orientation meetings, payment of fees and acceptance by hosting country.

#### Pre-departure support for the Students

The District Committee will attend to placement of the student. These arrangements are made in accordance with the written exchange agreement between the sponsor and host Districts.

The District Committee allocates a committee member to manage various exchange countries. Each student will be in contact with the committee member for their allocated host country as well as the sponsor counsellor in their sponsor club.

The sponsor counsellor must maintain communication with their student at this stage and ensure the student is relaying information regarding orientation, travel arrangements and general preparations.

#### **Providing Outbound Orientation**

Outbound orientation is conducted by the District Committee over two weekends. The first is usually in September and a second in November. Consult the web site for dates <http://www.rotarnet.com.au/users/9/9700dist/yep.asp>

Parents must participate in orientation sessions and speak with Youth Exchange officers, travel agents, alumni, and other parents. It's also strongly recommended that students spend time talking with alumni who studied in their future host country.

The unconditional support of the student's parents is crucial before, during, and after the exchange. The parents of outbound students must be included in the selection and orientation process and well-informed about the rules, financial, insurance and welfare support policies and processes

### Parental Visits

Discourage parents from visiting their child during the exchange. Remind them that this is their child's exchange experience and a parental visit may trigger homesickness in their child or in other exchange students, or have other negative effects. If they do plan to visit, strongly recommend that they do so only during the last two months of the exchange and never during holidays, as the host family may have other plans. No visits may proceed without agreement from the District Chair of both the Sponsor and Host District.

### Correspondence

Sponsor clubs should maintain contact with the student and the student's parents during the exchange. Including the family on the Club Bulletin distribution list is a good way of maintaining a connection.

### Preparing for the Student's Return

Reverse culture shock is an often-overlooked aspect of the exchange process, and it's important that clubs are ready to assist parents and/or students to cope with the great changes that will have transpired.

One of the most common problems is the student's newfound independence; often, students find that the rules they lived under before the exchange now seem too restrictive. It's important for parents to try to understand the changes in their child and to work with them to incorporate these changes into their relationship.

It is desirable that the counsellor join the family and student when they attend the District Rebound debriefing in early February after they return.

## **Inbound: Hosting a Youth Exchange Student**

Hosting a Youth Exchange student provides Rotarians and non-Rotarians in your community with the opportunity to travel without leaving home. Local students and community members contribute to and benefit from the exchange experience. The rewards for all involved are great, but hosting a student requires a significant time commitment for Rotarians in the host club and district.

To arrange for the best exchange experience possible, the host club and district assume responsibility for the student and select host families, assign a Rotarian counsellor, coordinate inbound orientation, and develop an effective support system for the students. Throughout the exchange, the host club and district communicate regularly with the students, invite them to social and cultural events, and immediately address any serious problems that arise.

In addition, the host club help inbound students meeting them at the airport, and coordinate enrolment and tuition payment, if necessary, at local schools.

Host clubs must be willing to recruit, screen, and train host families and Rotarian counsellors.

### **Recruiting Host Families**

Long-term exchange students must have more than one host family during their exchange, preferably three or four different families.

The best host families are responsible, willing and interested in welcoming a young person from another country into their home. Host families do not need to be Rotarian families; in fact, people often become interested in joining Rotary because of their involvement in Youth Exchange. Host families can be recruited using many of the same tools used to advertise the program to potential outbound students.

Suggestions for finding prospective host families:

- Ask Rotarians to recommend non-Rotarian families they feel are qualified and may be interested in hosting a Youth Exchange student.
- Encourage Rotarians to host students. You may wish to make

this appeal during a meeting at which spouses are present or after another student has attended a meeting and has met many of the club's members.

- Ask the families of Youth Exchange alumni to act as hosts. Many of these families would like to participate in the program because of the opportunity provided to their own children.
- Ask Youth Exchange alumni for the names of families in their communities they feel would make good host parents.
- Make a presentation about the Youth Exchange program to your local parent- teacher association. Ask if anyone in attendance is interested in becoming a host family.
- Ask families who have successfully hosted students to recommend other families in the community who would be interested in hosting.
- Keep in contact with Youth Exchange alumni; they may now make excellent host families and future Rotarians.

## **Screening and Selecting Host Families**

Thorough screening of host families and explanation of responsibilities is essential. Families that inquire about hosting a student should be sent a letter of acknowledgment and the Volunteer Declaration (CL 4) and Prohibited Employment Declaration. Program rules and requirements should be clearly outlined and host families must complete and sign the Volunteer Declaration and Prohibited Employment Declaration. Background checks and the legal documentation is required for all adult members of the host family.

When reviewing applications and interviewing prospective hosts, look for responsible, willing families who will exercise appropriate parental responsibility. Identify a variety of families, including some with younger children, some with children around the age of the student, and some with no children in the home. All of these types of families can make excellent hosts. Don't settle for families who are only willing to provide room and board — seek out those who will actively enhance the exchange experience by involving the students in many different community activities.

Before selecting host families, visit applicants in their home at a time when all family members who live in the home are present. During the visit, review the responsibilities of host parents and give them a copy of

Volume 4 – D9700 Host Family Handbook and any additional information that your club may have on the program and hosting students from abroad. Both announced and unannounced home visits should be made before and during the exchange. When screening host families and visiting homes, consider the following questions:

- Why is the family interested in hosting an exchange student?
- What experience (e.g., travel abroad, professional experience, knowledge of foreign languages) do family members have with different cultures?
- How would the family incorporate an exchange student into their daily life? What chores would be assigned to the student? What additional activities would the family plan to help a young person from abroad get to know their host country and community better?
- How would the host parents handle difficult situations with a student? Would they provide appropriate supervision and take on parental responsibility to ensure the student's well-being? How would they handle language and communication challenges, discipline and emotional issues, and culture shock?
- Is the family committed to attending orientation and training for host families and facilitating student involvement in required Rotary activities?
- What is the general condition of the home (clean, adequate heat and light, etc.)? Would you want your child or grandchild living in this home? Does the family have the necessary resources to host a student (space, time, good health)?
- What are the planned sleeping arrangements for the student? (The student must have his or her own bed. If the student must share a room, it must be with a child of the same gender, preferably of similar age.)
- How will the student get to school and activities?

### **Screening Documentation**

Following a review of Volunteer Documentation and Prohibited Employment Declaration and completion of interviews results should be documented on Form CL 2 and records retained by Club Protection Officer with successful outcomes recorded in Club Registered Volunteer Register and the Host Family advised of acceptance. District 9700 Youth Policy and Procedure (Volume 1) documents these requirements in detail.

## **Reciprocal Hosting**

Parents of outbound long-term exchange students cannot be required to host as a condition of their child's participation in the program, but they may host students if interested or may be asked to assist in finding suitable host families. Screen these families as carefully as you do other host families. The short-term exchange program often includes a "family to family" component; in these situations, districts can require reciprocal hosting in order for a student to participate.

## **Dealing with Early Returns**

Approximately 3 percent of all exchange students return home early. Some leave because of homesickness, illness, or problems back home. Others are sent home because of problems that occur in country during the exchange. Although orientation on program rules should always focus on the consequences of rule violations, breaking a rule is not always a reason to send a student home. A student may be sent home for violating a district Youth Exchange program rule or for geopolitical crises or other health and safety issues that may arise during the exchange. However, a student must not be sent home solely for reporting problems, especially incidents of abuse or harassment. In the worst case scenario, a student can be involved in a crime during an exchange. If a student is a witness to or victim of a crime, the decision to return early or stay should be left to the student and his or her parents. This choice is especially important for sexual assault victims, who may feel that being sent home early from the exchange is a punishment for reporting the crime. If a student elects to return home, confirm with local law enforcement that he or she isn't needed in country as a witness before making travel arrangements. If a student is accused of a crime, local law enforcement will determine if and when the student can leave the country.

Problems or issues in student behaviour should be dealt with openly and early and the issue, response sought, support offered and timeframe for outcomes are to be documented. Unless the student has committed a grievous breach of rules an early return would not be considered unless fairness and due process can be demonstrated. In seeking to provide fairness, counselling interviews should be formal and the student supported in such counselling sessions by their counsellor. The District Committee Chair should be informed of any

developing issues but must be informed of any such counselling. Where the student does not respond effectively following the counselling, the District Chair is to be kept informed; the Sponsor Country District Committee Chair will be briefed by the Host District Chair. Any decision regarding early return is a matter for agreement between the two District Chair.

Early returns should be managed delicately and always with the full knowledge of the sending club executive and District Committee Chair and the student's parents. Whatever the cause of the early return, the student will not be sent home until both the hosting and sending district committees agree to specific travel arrangements and the student's parents have been notified.

### **Providing Assistance during the Exchange**

Throughout the exchange, the Rotarian counsellor is the most important member of the wide range of Rotarians who will provide support to the student.

The Counsellor Handbook (Volume 3) provides detailed guidance for Counsellors.

The counsellor and members of the host club should communicate regularly with the student, make any necessary financial arrangements, and help facilitate the transition from one host family to the next.

The Rotarian counsellor should be available to the student at all times to discuss questions or concerns about the host family or the school. Find a place to talk about such issues away from the host family. In addition to responding to calls from the student, the Rotarian counsellor should initiate communication with the student at least once a month by phone or in person.

The counsellor or another qualified Rotarian should visit the student in the host family's home to make sure that living arrangements are consistent with what was agreed upon during the screening.

Invite students to cultural and social gatherings. Continue the orientation as needed to help the student cope with specific cultural issues. Work with the community and the student's school to get the student involved in positive activities and community life. While the student's visa allows paid employment up to 20 hours per week, school and Rotary are core



priorities and students would not usually undertake employment during their exchange.

In addition to paying school and textbook fees, the club should give the student a monthly allowance, the agreed amount within Australia is currently \$A120.

Host clubs and Rotarian counsellors also should help students make the transition from one host family to the next. To make this process as smooth as possible:

- Give the student advance notice, including an exact date for the move. If possible, arrange for the student to meet the family and visit their home before the move.
- Provide the new host family's contact information to the student and the student's parents or legal guardians at least one month before the move.
- Use the same getting-acquainted activities with each new host family, including a discussion of the Interactive First Night Questions.
- Help the student move all belongings to the new home.

### **Providing Inbound Orientation**

Clubs should meet all students upon arrival, and facilitate their introduction to the Host Rotarians and their first host family. Rotarian counsellors would be present at this reception with as many club members as possible. The student should be hosted with the counsellor for the first week to allow development of a firm relationship and to allow completion of preliminary administration including Medicare, Bank accounts and School enrolment and transition to first host family. Although pre-arrival correspondence can help ease the transition, both the student and the host family will be full of questions and apprehensions. The Interactive First Night Questions can help the host family and student work through some of the practicalities of the exchange/host family experience. These questions will introduce the issue of house rules and other important topics that should be addressed early in an exchange. Because many inbound students struggle with the language of the host country in the first weeks or months of an exchange, the questions should be provided in both the student's native language and the language of the host country.

The District Committee will conduct a formal inbound orientation within four weeks of the student's arrival, usually as a district group. Inbound orientation should cover the following topics:

- Rules and regulations for students established by the host club, district, and multidistrict
- Consequences for breaking a program rule
- Policy on student travel and forms and permission needed
- Monthly allowance
- Host contact information for District Chair, District Governor, Club President, and Rotarian Counsellor

### Expectations

- Student's role as a Rotary ambassador
- Participation in Rotary club meetings and at local Rotary events
- Communications with home
- School attendance. A visa condition requires 80% attendance and progress of at least a satisfactory standard.
- participation in extracurricular activities
- Use of computers, Internet, e-mail including access and moderation in usage.

### Cultural Concerns

- Local customs and colloquial phrases
- Information about gestures, personal space, and communications differences
- Gender, personal hygiene, time, and respect for elders

### Health and Safety

- Information on local laws and customs that apply to young people
- Information on reporting incidents of abuse and harassment
- District 24-hour contact number and contact information for two non-Rotarian resource people, one male and one female
- Contacts for local medical, dental, and mental health professionals
- Local social service resources, where available, including suicide prevention hotlines, rape crisis hotlines, and child protection and law enforcement agencies

Selection considerations:

- Conflicts of interest. If a problem should arise, the student must feel comfortable talking with the counsellor.
- Gender. Assign counsellors of the same gender as students when possible. If a student has a counsellor of a different gender, assign a person of the same gender (either Rotarian or non-Rotarian) as an additional resource person.
- Commitment. Assess the Rotarian's willingness and ability to devote more time and energy to the exchange than is required of other host club members.

### **Communicating with Students before Arrival**

Once inbound students have been assigned to counsellors and host families, send the following welcome and orientation materials:

- General schedule of the exchange year, including district meetings, outings, travel opportunities, and other activities
- Name and contact information for the first host family
- Name and contact information for the Rotarian counsellor
- General information about the community and country (local geography, history, government) and the culture (colloquial phrases, meaning of certain gestures, customary greetings, holiday traditions, social customs, religious beliefs and practices)
- Practical information about climate, clothing, and school
- District rules, insurance requirements, and emergency fund amounts
- Expectations about speaking engagements at clubs

### **Effective Hosts**

The most effective host families are

- Caring and respectful with each other
- Curious about different activities and places outside the home and interested in a variety of topics
- Flexible (able to adapt to having someone new in the home)
- Good humored and able to put a problem or situation into perspective

Patient and willing to work through common misunderstandings

## **Placing Students with Host Families**

Once a host family has met all screening and training requirements, they can be matched with inbound students. In making a good match for both students and families, consider:

- Similar interests (recreation, hobbies, sporting and cultural activities)
- Similar ages of siblings, if possible (especially for the student's first host family)
- Personalities and values of the \_\_\_\_\_ individuals

It's best to place students with their host counsellor for the first week and then immediately following this, with their first host family.

Rotarians responsible for inbound students should support and advise host families and make sure they understand their responsibilities. Host families must receive training that includes information on program administration and rules as well as abuse and harassment awareness and prevention.

Host families are essential to the program, and Rotarians in the host club should work to maintain a positive relationship with the families. Invite them to club events, and show appreciation in person and through written thank-you notes. Following an exchange, ask each family to complete an evaluation form. Cultivating a relationship with host families increases the possibility that they will want to host students in the future.

Occasionally, a host family situation does not work out, and all inbound programs should have at least one pre-screened host family available to accept a student in an emergency. Try to find an experienced host family skilled in problem solving and working with youth in a crisis situation.

## **Saying Goodbye**

During the final weeks of an exchange, many students struggle with conflicting emotions about leaving the new friends they've made and returning home. Inbound programs should work with students to make the transition as smooth as possible.

- Involve host families. The host family may begin to feel neglected as the student becomes increasingly involved in year-end school activities and social gatherings. Help them anticipate some of the emotions they may experience when it's time for the student to return home.

- Plan end-of-year activities. Give inbound students a chance to say goodbye to the people they've met throughout the year and schedule a date for a farewell presentation to the club;
- Ascertain travel arrangements. Work with the student's parents and District country co-ordinator regarding travel plans. The student should not leave earlier than 11 months after arrival and depart not later than 5 days prior to the expiry of their visa. Help the student with packing, shipping, and planning for departure.
- Conduct evaluations. Survey all program participants — students, host families, Rotarian counsellors, and others — to gather insight and information to assist in future exchanges.

# Club Youth Exchange Resources

District 9700 Inc Youth Exchange Web Site

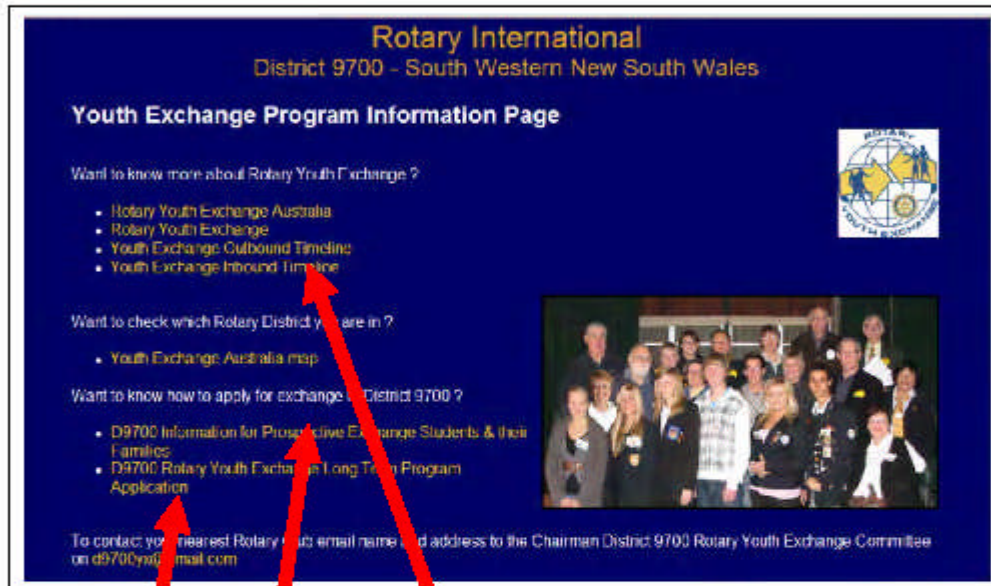
<http://www.rotarnet.com.au/users/9/9700dist/yep.asp>

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|-------|--|
| Vol 1 | Rotary Youth Programmes – D9700 Inc Policy & Procedures              |
| Vol 2 | Primer for Rotary Clubs undertaking Rotary Youth Exchange            |
| Vol 3 | Primer for Rotary Counsellors participating in Rotary Youth Exchange |
| Vol 4 | Primer for Host Families undertaking Rotary Youth Exchange           |
| Vol 5 | Survival Handbook for Outbound Youth Exchange Students               |
| Vol 6 | Survival Handbook for Inbound Youth Exchange Students                |

Go to

<http://www.rotarnet.com.au/users/9/9700dist/yep.asp>

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Scheduled Dates for Inbound and  
Outbound submissions and activities

D9700 Information for clubs and students  
For outbound exchange 2011

D9700 Application for Outbound Exchange

## Background to Youth Exchange

### Rotary International

Youth Exchange programs are implemented by districts, with Rotarians making all exchange arrangements. The RI Secretariat provides the following support to Rotarians involved in Youth Exchange:

- **Forwarding inquiries from prospective exchange students to district chairs and club presidents**
- Providing an updated list of district Youth Exchange chairs and multidistrict officers each quarter
- **Facilitating communications between Youth Exchange chairs around the world**
- Developing promotional materials for Rotarians to use and working to place stories on Youth Exchange in newspapers and other publications
- **Working with other exchange organizations and regulatory bodies**
- Helping RI's Youth Exchange Committee plan the annual meeting held in conjunction with the RI Convention

### Youth Exchange Officers Preconvention Meeting

The Youth Exchange Officers Preconvention Meeting is held immediately before the RI Convention and is part of the official convention program. Meeting content is designed for Youth Exchange officers at the club, district, and multidistrict levels, though registration is open to any convention attendee, including Youth Exchange students.

### RI Youth Exchange Committee

At the international level, the RI president appoints a Youth Exchange Committee to advise the Board on all aspects of the program and to develop content for the preconvention meeting. Rotarians may contact members of this committee for advice and feedback; see the Official Directory for contact information.

Exposure to different cultures ranks as one of the most powerful ways to promote international understanding and peace. The Rotary Youth Exchange program provides thousands of young students with the opportunity to meet people from other countries and to experience new cultures, planting the seeds for a lifetime of international



understanding.

The program offers numerous benefits to its young participants and their Rotarian hosts and mentors, as well as to the community at large. Through Youth Exchange, students learn firsthand about all aspects of life in another country. As their concept of the world expands, they mature and develop a deeper understanding of themselves. Immersion in another country's educational system enhances their academic and personal growth. Host clubs and families and the entire community are enriched by extended, friendly contact with someone from a different culture.

### History

Youth Exchange began during the 1920s as an effort between a handful of clubs in Europe. These European exchanges continued until World War II and resumed in 1946. The reciprocal long-term academic exchange grew in popularity during the 1950s and became the primary type of Rotary Youth Exchange. In 1972, the RI Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. Today, more than 8,000 Youth Exchange students travel abroad each year to live and study in about 80 countries.

### Types of Exchanges

Rotary Youth Exchange offers three types of exchange programs:

- Long-term exchange. These exchanges usually last one year, during which the student lives with more than one family in the host country and is required to attend school there. Long-term exchanges may be extended to include part or all of the holiday/vacation periods immediately before and after the academic year.
- Short-term exchange. These exchanges vary from several days to several weeks; they often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a home stay experience with a family in the host country, but they can also be organized as international youth camps or tours that bring together students from many countries.
- New Generations exchanges. These specialized short-term exchanges last three to six weeks and are open to young people ages 18-25. This program may include a vocational element. Currently District 9700 are engaged only in the Long Term Exchange Programme.

## Glossary

**alumni** Youth Exchange students who have successfully completed a Rotary exchange.

**background check** Part of screening process for any Registered Volunteer or adult member of a host family who will have direct unsupervised contact (contact without other adults present) with one or more Youth Exchange students. In general, it includes checks of references and compliance with legal requirements.

**certification program, RI** Minimum requirements established by RI for exchange program operation best practices and youth protection. Only districts recognized by RI as certified may participate in the Youth Exchange program.

**culture shock** Difficulty in adjusting to a new culture. Can include feelings of disorientation and alienation. This typically occurs at the beginning of an exchange.

**district** Name given to a limited territory within which a number of clubs are grouped for RI administrative purposes.

**district chair** Rotarian appointed by the district governor to head the district committee for a given program or area.

**district committee** Rotarians appointed to manage district operation of a given program or area.

**district governor** Rotarian elected to oversee operation of all activities within a Rotary district.

**District youth protection officer appointed by the District Governor** who is responsible for maintaining youth protection policies and procedures for the District Youth programmes; serves as the first point of contact should any Rotarian receive an allegation of abuse or harassment. This person should have experience in youth protection, social work, law enforcement, or a similar field.

**early return** Designation for a student who returns to her or her home country before the scheduled end of an exchange.

**homestay** A hosting arrangement in which a student lives in the home of a host family.

**host** To receive a student from another country or district into your own country or district; to act as a host club or host district.

**host family** Family selected by the Rotary club to provide accommodations for the student and act as the student's family during a period of the exchange.

**inbound** Designation for Youth Exchange students coming into your country or district from another country or district.

**long-term exchange** A yearlong (11 to 12-month) exchange that includes academic enrolment.

**multidistrict Youth Exchange group** An administrative body representing a larger geographic area established to support exchange activities, such as student applications, travel arrangements, insurance, visa processing, and orientation.

**orientation** Training sessions, often scheduled over a weekend, for outbound and inbound students to prepare them for their exchange.

**outbound** Designation for students departing your country or district to be hosted by another country or district.

**preconvention meeting** A meeting on a specific subject (e.g., Youth Exchange) held in conjunction with (and immediately before) the annual convention of Rotary International.

**rebound** Designation for a student who has recently returned home from an exchange.

**reverse culture shock** Adjustment difficulties and disorientation experienced by the student upon return home.

**Rotarian counsellor or Host Club Counsellor** Member of host Rotary club appointed to serve as the student's main contact with the club. Acts as liaison between the student, Rotary club, district, host family, and community at large. This individual must not be a member of the student's host family.

**ROTEX** Groups of Youth Exchange alumni who meet for fellowship or to support Youth Exchange programs through promotion and involvement in orientation; not an official RI program.

**short-term exchange** An exchange lasting several days to several weeks. Most short-term exchanges do not include an academic program; some

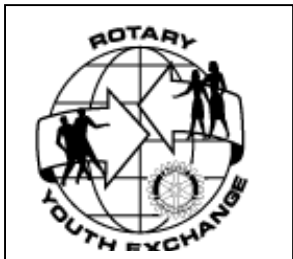
feature a camp or tour.

**Sponsor club/district** Club or district in an outbound student's home country.

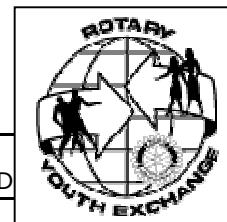
**Youth Exchange officer** A Rotarian appointed or elected to hold office on a district or club Youth Exchange committee. The district Youth Exchange chair is the Youth Exchange officer for the district.

**Youth Exchange student** Young person participating in a Youth Exchange program.

# Youth Exchange - Student Evaluation Form

		NAMES OF STUDENTS							
	MAXIMUM SCORE								
1. Reason for applying									
2. Knowledge of Australia									
3. Knowledge of world									
4. Local Knowledge									
5. Specific Knowledge									
6. Self Expression									
7. General appearance									
8. Speech									
9. Manners									
10. Personality									
11. Ability to communicate									
12. General Attitude / Self Discipline									
<b>TOTAL SCORE</b>									
Would you enjoy having this student in your home	YES	NO							
Would this student fit into a family situation while overseas	YES	NO							
Would student cope with Family/School problems	YES	NO							
Rotary Club of .....									

## STUDENT HOME INTERVIEW



Student Name	D	
Gender/Age	M/F Years      Months	Degree of Maturity
Maturity to age	Less/Same/Greater	Attitude to Exchange
School type	Co-Ed/Govt/Non Govt	
Religion	Reg/Occ/Rarely	
Church Attendance '		
Rotarian Parent	Mother/ Father	Type of Home Life
Father's Occupation		Student's Degree of Confidence
Work Status	Full/Part/Other	
Mother's Occupation		
Work Status	Full/Part/Other	
Home Location	Rural/Urban/City	Personality of student
Sibling Gender/Age		Student exchange preferences
Suitable for inbound	YES/NO	
If Yes own bedroom	YES/NO	
Sport interests		
Music Interests		Family social attitude
Hobbies		Family attitude to discipline, youth relationships, economic capacity,
School form now		
Academic level	A B C D	
Conduct level	A B C D	
Sport Level	A B C D	
Personality	A B C D	
Future career, aims and or plans	Does family relationships and attitudes suggest suitability for programme participation	

**This form must accompany the student's application when being forwarded to District Committee**

## **District 9700 YEP Committee Contact Details**

**Chairman:** George & Kay Thomas

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**District Group 2, Country Co-ordinator—Finland France**

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**District Group 3, Country Co-ordinator—Belgium, Denmark**

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**District Group 7, Country Co-ordinator— Germany Gumtree Gazette**