



YOUTH EXCHANGE PROGRAM COUNSELLOR GUIDE

Rotary District 9700 Youth Exchange Committee

Introduction

Rotary's Youth Exchange Program is a tremendous opportunity for secondary school age students to travel abroad to further their education in an entirely different environment to their own. Rotary hopes that the impact of this experience for the participants will not only have an immeasurable impact on international relations but also will stimulate those in the program to become better citizens and, as such, help prepare them for participation as leaders of their communities and play a significant role in the shaping of tomorrow's world.

Participation in the Youth Exchange Program is a significant decision for a young person. The period from the application stage to their re-integration into their previous place in society involves considerable challenges, separation from all that is secure and familiar, and extends over a period of two years.

During this time it is important that Rotary provides a safe, familiar point of reference for the student to consult regarding matters that range from minor, for help in interpreting the mysteries of Rotary through to assistance in dealing with traumatic incidents that the student may encounter.

This role is undertaken by the Counsellor. Each student will have two, one in their sponsor Rotary District and one in their host Rotary District.

The role of the Counsellor is very important and cannot be overstated. The student should be helped to settle in quickly, feel at home, participate fully in the life of the community and form a good relationship and friendship with their Counsellor.

Serving as liaison between the student, Rotary Club, host family, and community at large, the Counsellor plays a crucial role in the success of the Youth Exchange program.

The appointment of the Counsellor should be made early in the application process and be the same gender as the student. The same Counsellor should continue throughout the exchange including the preparation and re-entry phases. This generally requires a commitment that may extend for almost two years, often extending through three Rotary years.

The District Youth Exchange Committee is always available to offer the Counsellor both advice and assistance if required during the exchange period.

The program is an extremely rewarding experience for all who participate in it whether a student, Rotary Club, host family, counsellor, host community or at district level.

Counsellors for Inbound students should attend the orientation session conducted by the District Youth Exchange Committee shortly after the students' arrival. Counsellors for outbound students should attend part of the first District Committee Training Weekend for outbound students.

Rotary and Youth Exchange in Australia

Whilst the concept of Rotary clubs arranging for students to travel to another country and have others reciprocate this experience first occurred in 1926 the first organised district-to-district student exchange was in 1958. That was an exchange between a district in the USA and one in Australia. Since then the Rotary youth exchange program has become the largest student exchange program and the most respected. Rotary clubs in nearly 80 countries sponsor annually more than 8,000 students. Some are for short duration special interest purposes but the majority are for a full academic year.

The Youth Exchange Committee is responsible for the administration of the program. The exchange itself is the responsibility of the club – both the sponsor and the hosting club. Within the district administrative structure, Youth Exchange is a part of the Youth Service Committee, which looks after all Rotary programs associated with youth.

The objectives of the Youth Exchange Program are:

- **To further international goodwill and understanding** by enabling students to study at first hand some of the culture and accomplishments of people in lands other than their own;
- **To enable students to advance their education** by studying for a year in an environment, entirely different, to their own and by possibly undertaking study of courses and subjects not normally available to them in secondary schools of their own country;
- **To broaden the student's own outlook** by learning to live with and meet people of other cultures, creeds and colours, and by having to cope with day to day problems in an environment completely different to the one they have experienced at home;
- **To act as ambassadors** for their own country by addressing Rotary clubs, schools, community organisations and youth groups in their host country and by imparting as much knowledge as they can of their own country and its culture to the people they meet during their time abroad; and
- **To study and observe** all facets of life and culture in the country where they are hosted so that on return to their home country they can pass on the knowledge they have gained by addressing Rotary clubs, schools, youth groups and community organisations.

INBOUND COUNSELLOR

Inbound Counsellor Tasks

Ascertain from the District Youth Exchange Committee:

- General schedule of the exchange year, including district meetings, outings, travel opportunities, and other activities
- District rules, insurance requirements, and emergency fund and passport arrangements
- Expectations about speaking engagements at clubs
- Flight details including date, time and flight number
- Name and contact information for the first host family

It would also be beneficial to obtain a copy of the Host Family Guide and Student Guide.

As far as the student and the host families are concerned, **you are Rotary**. You are the most immediate contact person for the student and for the families and must make yourself available to them for information and advice. You are not alone, however. The District Youth Exchange committee will do everything possible to help. If you need assistance please contact the District Country Co-ordinator responsible for your student.

Whenever the student changes homes, details of the new host family and their contact information must be forwarded to the District Country Co-ordinator and the District Youth Exchange Secretary. This is critical. The District Committee must have accurate, up-to-date information as to how to contact the students/host families at all times.

The counsellor's responsibilities occur in four phases:

- Prior to arrival
- On arrival
- During the exchange
- At the conclusion of the exchange

The tasks may vary but the more important are detailed as follows.

Prior to arrival

- Acquaint him/herself with the rules and guidelines of the Program, and so be in a position to discuss such matters with the student and host families to provide proper guidance
- Assist in the interviewing, screening, selection and orientation of potential host families, including visiting the homes of the host families to look at bedroom/bathroom arrangements etc
- Arrange an opportunity for Host families to meet and discuss, together with experienced host families about the arrangements for the student
- Make contact with the student by e-mail prior to their departure from their home country and provide some details about yourself and your family, as well as the club, the city or town and the immediate surroundings.
- Establish contact with the student before departure, explaining the expectations of the club and the district
- Encourage communication between the student and the first host family before the student's arrival. Sharing information and providing encouragement will the establishment of the relationship and ease the transition once the student arrives
- Keep the Host Club members acquainted of the preparations being made for the student, thus ensuring the Club's enthusiasm for the hosting is maintained

On arrival

- Meet the student on arrival at the airport. It would also be good if some members of the student's first host family could also be there
- Make sure the student contacts his/her parents to inform them of their safe arrival
- Make sure the student contacts the Country Co-ordinator in both the sponsor and host District to advise of their safe arrival
- The Counsellor should host the student for a few days in their home either before they go to their first host family or shortly after and occasionally during the year. This helps form the bond that is really essential between the Counsellor and the student
- Facilitate introductions to the first host family and also the other host families that the student will be living with during their exchange year
- The Host Rotary Club should make the decision as to which school the student attends in close consultation with the Counsellor, who will then liaise with the school
- Service as liaison between the host Rotary club and the school the student attends
- Ensure the student has the completed Acceptance Advice for Secondary Exchange Students (AASES) form
- Arrange an appointment to complete school enrolment with the school who provided the Guarantee when student was accepted by host club
- Accompany student when completing enrolment. When enrolling, have the Principal complete Part D of the AASES Form. The Host school keeps a copy in the student's file and returns a completed copy. The Counsellor is to forward this copy to the Host District Country Co-ordinator and Chairman/Secretary
- Guide the student in selecting suitable subjects, choosing classes, making friends and participating in school activities
- No school fees are to be incurred by the Host families. The Club will not put the exchange student into a private school unless school fees have been waived

- Organise purchase and/or loan of school uniform. If the student insists on having new uniforms they may be asked to purchase the articles themselves. The same applies to schoolbooks, where second hand books should be purchased or borrowed whenever possible. Most schools will assist wherever they can. Be careful that demands to have everything new are not coming from the student
- Transport costs to and from school are always the responsibility of the student unless pre-arranged with Host families. Sometimes clubs choose to assist with travel expenses to and from school. Host parents should never incur travel expenses
- The Counsellor is to help the student set up his/her emergency money account which will require two signatures - that of the Counsellor and that of the student.
- If the emergency fund is used during the year it must then be topped up. That is by the student or their natural parents (i.e. there should always be \$400 in the emergency account, which will be returned to the student prior to their return home at the end of the exchange)
- Set up a bank account for the student's personal use
- Oversee the establishment of direct deposit of monthly allowance from the Host Rotary Club into the student's bank account
- Please organise safekeeping for the student's passport and airline tickets (take copies of these) in a place where they will be secure. After bank accounts are set up the student should not need their passport until they are going home. Counsellors, please remember where these are kept and make sure you are available (ie not on holiday) when the student is due to go home
- Familiarise yourself with the student's travel insurance policy
- Ensure the student has received their OSHC card and assist student to activate the card
- Note visa details and inform student and club of departure window being not earlier than 11 months after entry date and not later than 5 days prior to visa expiry
- Accompany student to District Orientation training with District Youth Exchange Committee where training will include:
 - rules and regulations for students established by the host club and district
 - consequences of breaking a program rule
 - policy on student travel and forms and permission needed
 - monthly allowance arrangements
 - contact information for District Chair/Secretary and Country Co-ordinator
 - student's role as a Rotary ambassador
 - participation in Rotary club meetings and at local Rotary events
 - communications with home
 - school attendance and participation in extracurricular activities
 - use of computers, Internet, e-mail
 - cultural concerns including local customs and colloquial phrases
 - personal hygiene and 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 non-Rotarian resource person
 - arrangements for accessing local medical, dental, and mental health professionals
 - social service resources, where available, including suicide prevention hotlines, rape crisis hotlines, and child protection and law enforcement agencies

During the exchange

- Make a commitment to talk with the student at least every second week and see that the student is involved with the host Rotary Club. Document the meeting and any significant issues. The Counsellor should be available to the student at all times to answer questions or concerns about the host family or the school. Find a place to talk about such issues away from the host family
- Maintain contact with District Committee Country Co-ordinator
- Maintain contact with host families throughout the student's exchange. These visits to the student in the host family's home should ensure that living arrangements are consistent with what was agreed upon during the screening and also seek to identify if there are issues of concern to either the family or the student
- Each March, June, September and December consult host families, school and club and complete Quarterly Counsellor Report and forward to the District Country Co-ordination with cc to District Chair/Secretary
- Diarise important dates including student birthday, anniversaries, national days and ensure the club acknowledges these and includes the student in Australia Day, Christmas celebrations etc
- Ensure the student obeys the rules and is fulfilling his/her obligations as a family members, school member and is involved in the Rotary Club activities
- Help the student adapt to the language.
- As much as possible you should be aware of the student's cultural background and ethics and help the host families, club members and school, understand them. It's equally important to alert the student to our own cultural ethics. It helps to avoid embarrassment or offence on both sides
- Work with the community and the student's school teachers to ensure that the student is involved in positive activities and community life
- Create a supportive atmosphere in which the student feels comfortable discussing any concerns and ensuring they remain aware of abuse and harassment prevention techniques
- Ensure the student is completing reports to host and/or sponsor districts as required and is meeting any other obligations placed upon them as part of their exchange
- When issues arise requiring discussions with the student, accompany the student as a mentor, and ensure a transcript of the counselling is provided to the Country Co-ordinator
- Serve as an advocate for the student in any matter
- Encourage members of the host Rotary Club to communicate and engage regularly with the student
- Invite the student to cultural and social gatherings. Continue the orientation as needed to help the student cope with specific cultural issues
- Help the student make the transition from one host family to the next and to send excess items home
- Ensure the student is given advance notice, including an exact date for the move to next host family as early as 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 and district country co-ordinator before the move
- Use the same getting-acquainted activities with each new host family, including a discussion of the Interactive First Night Questions
- Encourage host families to pass on details to the next host family of friends and networks as well as details of social routines and sporting commitments
- Help the student move all belongings to the new home
- Confirm the student has no outstanding debts such as medical accounts or family costs such as excessive telephone or internet charges

- It is not the Counsellor's role to approve travel requests but should be an informed party to them. Approval hierarchy is, School Principal (where school is impacted) Host Parents, Counsellor and Club Youth Director. Where travel is:
 - staying overnight away from your host family **within** District 9700
 - travelling **outside** District 9700
 - wanting to undertake **special activities**

the travel form is to be sent to Country Co-ordinator and District Chair/Secretary for approval. Activities such as abseiling, scuba diving, white water rafting and light aircraft activities are special activities requiring district and natural parent consent. Some activities, particularly those excluded from insurance cover are prohibited. Counsellors should ensure applications for travel are submitted as early as possible to allow the various people to be consulted in an orderly timeframe

- The student should attend some Rotary meetings and also club functions/events. Encourage your student to give a verbal report to their Rotary club, periodically
- You should assist the student to build a rapport with all Rotarians in the Host Rotary Club
- You should encourage Rotarians to invite the student to their home for a meal/outing/weekend

It is important for you to make sure that the inbound student is involved in their new family, in their school, in the community in which they now live and in Rotary. To do this successfully, most exchange students must do two things:

1 - Learn to communicate in English

Most students arrive with some understanding of the English language, and some can speak and understand our language well, having studied English for several years in school. For some, considerable effort will be needed on their part to understand the English we *speak*, which is often different than the English they were taught in school.

- The student must practice by engaging in real conversation. Reading and writing our language is necessary to develop true proficiency
- Some host families will label objects around the house, which can be a fun activity
- You can help by asking questions that require more than "yes" or "no" answers, having patience when communications are not clear, and consciously speaking slowly and clearly, with frequent checks for understanding.
- Students may benefit from having a dictionary from their native language to English. If the student does not understand something, just repeating it slower and louder does not help them
- Try to think of other words or phrases, complete sentences and on-truncated words to use and also try to minimise slang so the student understands



2 - Learn to Adapt

- Learning to adapt means, for most students, being willing to try new things, do things differently, recognise the cultural basis for the environment they are used to, and accepting that our cultural differences are neither 'better or worse', simply 'different'. As a Counsellor, remember to not criticise the student's country and culture, but also do not let the student criticise ours
- The host family will also need to adapt and sometimes after the initial excitement wears off hosted students can be irritating to their host brothers and sisters, and host brothers and sisters can be irritating to the hosted student. Help the host parents deal with a situation such as this with mutual care, sensitivity and guidance to all concerned – again please remember the exchange student is a child in a new country with a new family.

The key word is 'different', not 'better' or 'worse'.

It is possible that a counsellor and the student might not get along together. If this happens the counsellor should stand down in favour of another counsellor. The original counsellor should not regard this as failure or an indication of one's inefficiency as personalities can clash for no apparent reason. It is better to make the change in order to achieve a happier relationship.

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 the host country during the exchange. A student can be sent home for violating a District Youth Exchange program rule or due to 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 the 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.

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.

Early returns should be managed with great care and the process preceding any such decision requires the involvement, at an early stage, of the District Chair in both the sponsor and host districts. Where the issue relates to discipline, it is important a formal record be made detailing how these problems have been raised with the student. The record will include the nature of the issue, what support was provided to assist the student in resolving the concern and when the matter will be reviewed. Where any formal counselling process is undertaken the District Chair should be consulted and provided with a copy of the counselling record. The District Chair will alert the Sponsor District Chair of the general nature of the concern and the support action being taken.

Early return is a last resort. District Chairs will ensure that all options to avoid the early return have been attempted or explored, and that due process and procedural fairness to all parties is evident. **Clubs should not contact sponsor clubs nor the student's natural parents.** All disciplinary processes must be via the District Chair in host and sponsor districts. When the sending and hosting districts disagree about an early return, District Governors will be notified and assist in achieving resolution through mediation.

District Chairs will negotiate and agree on travel itinerary and arrangements including contact and briefing of natural parents. The Host District Chair will be responsible for arranging safe conduct from host home to International Airport Departures. The sponsor District Chair will be responsible for ensuring the student's reception in the sponsor country is safe and appropriate.

The joint District Chairs will determine whether an escort is required on the international flight and by whom the cost will be borne. They will also support the student in communicating with their parents during the period prior to departure. The Host District Chair will notify RI in writing that a student is being sent home including the name of the student, sending district, date of return, and reason(s) for return.

The Counsellor should help the student make departure arrangements and facilitate leave-taking from the host family and school friends and make arrangements to be informed when the student has arrived home safely.

The Counsellor should arrange termination of enrolment and request the school notify the appropriate authorities regarding withdrawal of the AASES and to request termination of the student visa.

Saying Goodbye

- Help the student plan for their return home. This can take at least 2 months so last minute "bucket list" things are achieved.
- Posting some of their accumulated "stuff" back home is a good idea
- During the final weeks of an exchange, many students struggle with conflicting emotions about leaving the new friends they've made and returning home
- Some host families 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
- Help to plan activities to allow the student a chance to say goodbye to the people they've met throughout the year.
- The major Safari is usually in April/May so it may be close to the departure of northern hemisphere students
- Make sure the student has no debts to settle
- Close the "Emergency Fund" bank account during the last week and ensure the student has enough money for their travel home
- Ensure the school is thanked for having the student within the school and all school obligations and costs have been met.
- Work with the student's parents and sponsor district to finalize travel plans and ensure the Country Co-ordinator and District Chair/Secretary is provided with a copy of the travel plan
- Ensure the Rotary Club has scheduled a date for the student to present their final presentation that doesn't clash with departure date or district commitments or Safari
- Help the student to plan all farewells prior to the day of departure to avoid a mass farewell at the airport
- Arrange to be at the airport for the student's departure to support and facilitate the separation
- Remind the student to email their last host family, Counsellor, host district Country Co-ordinator and Host District Chair/Secretary when they have arrived safely home

OUTBOUND COUNSELLOR

Outbound Counsellor Tasks

Outbound counsellors prepare students for the exchange and maintain regular contact while the student is overseas.

The counsellor's responsibilities occur in four phases:

- Prior to departure
- On departure
- During the exchange
- At the conclusion of the exchange

The tasks may vary but the more important are detailed as follows.

Prior to Departure

- Acquaint him/herself with the rules and guidelines of the Program, and so be in a position to discuss such matters with the student and their family to provide proper guidance
- Assist the student in preparing for the District Interview
- Assist the student in completing the application form
- Explain to the student and their parents, the expectations of the Sponsoring Rotary Club and the district
- Ensure the student attends several Rotary Club meetings before their departure for overseas and at one of these meetings have the student address the Club. Most Clubs have the student give the introductory talk they will give to their overseas Club
- Be committed to maintaining contact with the student before they depart and assist them as needed with any visa paperwork, and to get to know them well and become a friend
- Inform the student about the projects and activities of the sponsoring Rotary Club
- Assist the student to gather information and material for their PowerPoint presentation to take overseas
- Ensure the student notifies the host country District Co-ordinator and first host family of the date, time and flight number of their arrival in the host country
- Make arrangements for the student's 12 months Rotary Youth Exchange to be reported in the local newspaper (with a photo, if possible) and also the Rotary Club Bulletin
- Have the Rotary Club provide banners for the student to take overseas for presentation to clubs that they address.

On departure

- Farewell the student, providing them assistance, support and encouragement
- Remind the student to ring their parents when they arrive and to email their Sponsor Rotary Club, Counsellor, District Country Co-ordinator and District Chair/Secretary

During Exchange

- Keep in regular contact with the student while overseas, at least every month; and on their birthday and on special days such as Christmas
- Keep in regular contact with the student's parents while overseas, at least each two months
- Keep the Sponsor Rotary Club informed on what the student is doing and how they are progressing
- Maintain contact with the student's District Country Co-ordinator

Early Return

If an outbound student is designated for early return, the District Youth Exchange Committee Chair will brief the Club President and Counsellor with relevant details and advise time and means of return. The circumstances may be issues well outside the student's control or may be the result of the student's inability to meet the standards of the exchange.

In all cases a supportive response is appropriate with emphasis on the positive accomplishments the student will have achieved while recognising the reasons for the decision.

Where the return is not family initiated but is due to issues attributable to the student, they will not receive recognition as having completed the Rotary Youth Exchange Program. The Sponsor District Chair will undertake a briefing with the student's parents. The Counsellor's assistance in providing support to the family while respecting the decision of the Rotary Youth Exchange Program will ensure we minimise the negative consequences while maintaining the standards within the program.

Saying Welcome Home

The counsellors tasks continue after the student's return:

- Be prepared, if required by the District Committee, to accompany the student and the student's parents or guardians to the District Debrief day following the students return
- Personally debrief the student and help with any problems of readjustment after their return
- Seek the student's input into how the Club/District could improve the exchange process
- Encourage the student to recruit applicants for future exchanges
- Ensure the Sponsor Rotary Club invites the student to attend the club and speak on how their exchange has influenced them. Bear in mind many older exchange students may be moving away to University shortly after they return and a club visit may need to be scheduled in consultation with them prior to their return.

SETTLING IN WITH A HOST FAMILY

Becoming a part of the Host Family

- What do I call you?
- Would you please call me.....
- What are the birthdays of the Family members?

What are my responsibilities around the home?

In the kitchen-

- Do I help with the cooking?
- Do I wash up the dishes?
- Are there set times for meals?
- Between meals, can I go to the refrigerator for food, or to the cupboards for biscuits or snacks, without asking?
- What can I do to assist at mealtimes? Help prepare, set table, clear up?

In the bathroom-

- What is the order of usage in the morning?
- How long may I be in the bathroom
- Do I buy my own shampoo, soap, toothpaste or use what is there?
- May I bath or shower every day? Morning or night, or both?

In the bedroom-

- Do I clean my own room?
- Do I keep my room tidy?
- Do I make my own bed
- How often do I change sheets, covers, pillowcases?
- May I hang pictures or posters on the wall in my room?
- May I rearrange my bedroom?

Girls only talk-

- Where do I buy my sanitary needs?
- How do I dispose of these?

The telephone-

- Should I ask to use the telephone?
- Can I make
 - local calls?
 - long distance calls?
 - Overseas calls?
- Do I pay for phone calls?
- Does it matter if I stay on the phone for a long time?

The computer & email-

- May I use the Family computer / wi fi?
- What is the best time for me to use the computer?
- What are your rules about using the internet and social media?

My Mobile phone-

- At what time must I turn off my mobile phone and accept no more calls in the evening?

Clothes-

- Where do I put my dirty clothes?
- What are the arrangements for washing clothes?
- Where do I dry my clothes?
- Is there anything that I should do to help?
- Where will I find my washed clothes?
- Would you like me to iron my own clothes?

Letters-

- When I have written letters, how do I post them?
- Where will I find mail that has arrived for me?
- What address do I use for incoming mail?

Going out-

- What arrangements do I make if I want to go out with friends?
- What time must I be home?
- If I am delayed, what are your phone numbers (mobile, home)?
- What coins or card do I need for a public phone?
- What are the transport arrangements? Bus, Car, Bicycle?
- When we go out as a Family should I pay for my own meals, entrance fees, and the like?
- How will I get to Rotary Meetings?

School-

- How do I get to school and at what time?
- Can I buy my lunch?
- Do I pay for lunch?
- Can I take a prepared Lunch?
- Do I prepare it?
- My parents have been told that they have to pay for my school uniform. Where do I get the uniform? What is the cost?
- Are there other items I need for school? Am I to pay for these?
- Can I apply for a bus pass to travel to school?
- Can I obtain a student concession card for public transport?

Around the house-

- What time should I get up on weekdays? On weekends?
- What time should I go to bed on School nights? On weekends?
- What are your rules about friends visiting me?
- Where do I entertain them?
- What are the rules about playing music?
- I play an instrument, what are your rules about practice?
- What are your rules about smoking and drinking?
- If I am taking medication do you need to know why?
- Where should this medication be kept?
- What do I do if I feel sick?
- Is there anything I should do to help generally in the house?
- Do I have a key to the house? Do I need a security code for any alarm?
- Do you say Grace at the table?
- What religious observances should I know about?
- My religious observances are.....
- Pet hates:- Student
 Family
- Punctuality expectations - Student
 Family
- Are there any areas of the house out of bounds?
- **Is there anything else that you would like me to know?**

Rotary District 9700

'Moving Host Family' Form

Host Rotary Club

Date of move to New Family

Exchange Student details

Name

Country of origin

Mobile number

Email address

School

Host Family details:

Home address

Home phone number

Father's name

Father's mobile number

Father's email address

Mother's name

Mother's mobile number

Mother's email address

Others over 18 year of age living at home

Name

Name

Name

Name

Name

Please email this form to your **Country Coordinator and YEP Chairman / YEP Secretary**
Prior to the move taking place, or within 3 days of your move.