



YOUTH EXCHANGE PROGRAM HOST FAMILY GUIDE

Rotary District 9700 Youth Exchange Committee

INTRODUCTION

Hosting a Youth Exchange student from another country can be a wonderful experience. It allows a Host Family to become familiar with another culture and provides the opportunity to share a young student's hopes and ambitions. Youth Exchange promises to enrich the lives of both the student and each member of your family.

This guide serves as a general introduction to the Rotary Youth Exchange program and an overview of Host Family responsibilities.

Detailed information and any further questions you may have should be covered at an orientation session arranged by the Rotary D9700 Youth Exchange Committee. Make sure you attend all of these important sessions. In this way you will fully understand what support systems are available to you and to the student, as well as understanding what you should expect as a Host Family in the Rotary Youth Exchange program and what the exchange student, Committee and District expect of you.

WHAT IS YOUTH EXCHANGE?

Rotary Youth Exchange is a country-to-country exchange of high-school age young people. Rotary District 9700 Inc participates in **one** of the two principal types of Rotary youth exchanges.

This is the **Long-term Exchange Program** which usually lasts a year in the host country, during which the student lives with three or four host families and attends school.

The District does not currently participate in the other program, Short-term Exchange.

The duration of the exchange is typically 11.5 months with the students arriving around July (from Northern Hemisphere) and February (from Southern Hemisphere).

OBJECTIVES OF THE YOUTH EXCHANGE PROGRAM

- To further international goodwill and understanding by enabling students to study first-hand some of the accomplishments and differences of people in other lands
- To enable students to advance their education by studying for a year in an entirely different environment and take courses and subjects not normally available to them in their own country
- To broaden the students' outlook by learning to live with and meet people of different cultures and by coping with day-to-day living in a new environment
- To act as ambassadors for their own country and Rotary, 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
- To study and observe life and culture in their host country so that they can pass on the understanding and knowledge they have gained to Rotary clubs and the wider community in their home country, upon their return.

WHAT IS ROTARY?

Rotary International, as the sponsoring organisation of this program, is an international volunteer organisation comprised of Rotarians around the world dedicated to improving their community, both locally and world-wide, through service to others.

SERVICE ABOVE SELF

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- The development of acquaintance as an opportunity for service.
- High ethical standards in business and professions, the recognition of the worthiness of all useful occupations and the dignifying by each Rotarian of his occupation as an opportunity to serve society.
- The application of the ideal of service by every Rotarian to his personal, business and community life.
- The advancement of international understanding, goodwill and peace through a world fellowship of business and professional men and women united in the ideal of service.

THE ROLE OF THE ROTARY DISTRICT AND YOUTH EXCHANGE COMMITTEE

- Rotary Youth Exchange is an exchange of students between one Rotary club and another in a different country
- Conduct and administration of the Exchange Program is the responsibility of each participating Rotary district under the authority of the respective District Governor
- All Rotary districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines. This responsibility is delegated in District 9700 to the District Youth Exchange Committee
- To assure a complete understanding of the district's rules, regulations, and guidelines, the District 9700 Committee provides a comprehensive orientation to our Inbound Students shortly after their arrival.
- The Youth Exchange Committee establishes and maintains communications with the Inbound Students both before their arrival and during their year here, and also with the Outbound Students we are sending overseas.

The District 9700 Youth Exchange Committee is a valuable resource for both you and the Exchange student, and its members are familiar with the conduct of the Exchange Program both here and in the country your student is from. Feel welcome to contact any member of the District 9700 Committee anytime you have a question or need help with a problem.

ROTARY AT THE LOCAL LEVEL - THE ROTARY CLUB

The 'personality' of each Rotary club is a reflection of the community it serves and the membership of that club. Most Rotary clubs meet weekly. Some have a breakfast meeting while others have a lunch or dinner meeting. Membership represents a cross section of our communities. Clubs carry out a variety of service activities, one of which is Youth Exchange. For administrative purposes, clubs are grouped into geographical areas called **Rotary Districts**.

The administration of a Rotary Youth Exchange program is a District to District program with hosting arranged through clubs within the District.

Exchange students often find that the Rotary Club hosting them will be very different from the Rotary Club sponsoring them, and both will be very different from other Rotary Clubs they may have the opportunity to visit during their exchange year. Rotarians around the world all share the common philosophy of 'Service to Others', and as Rotarians we are here to help provide a successful exchange experience.

As with most organisations, Rotary Clubs are lead by officers who are elected by the membership for one year terms, beginning on 1 July, which is the beginning of the Rotary year. The officers include the Club President, Immediate Past President, Secretary, Treasurer, Vice- President and/or President-Elect and Directors. Rotary clubs participating in the Youth Exchange Program appoint a Student Counsellor. This Counsellor serves as the primary liaison between the Rotary Club, the Exchange student and the Host families.

STUDENT SELECTION

Rotary Youth Exchange students are of secondary school age and generally accepted into the program if they are able to demonstrate an above-average academic record and involvement in extracurricular activities.

Students are selected using detailed applications and interviews. This process seeks to ensure that only motivated and mature students are sent on an exchange.

Program administrators in the student's home country generally assess an applicant's scholastic record, linguistic ability, and general adaptability, among other qualities. Students with disabilities are also encouraged to apply for exchanges.

RULES

Each District has its own specific rules for students to follow. Where students are accepted into an exchange they must agree to abide by a list of program rules which they sign before their departure from home. While the District Committee will provide you with RI and District rules and discuss these program rules with both you and the student, you should review the rules with the student to be sure that everyone has a clear understanding of what is expected. Allow the student to discuss any needs or expectations with you any time during the exchange.

The program rules generally consist of commonsense stipulations, such as no driving of motor vehicles, no illegal use of drugs or alcohol, and the need to obtain special permission for travel outside of the local area while on the exchange. Special provisions limit the travelling with 'P' Plate drivers. In addition, any romantic involvement during the exchange is discouraged (although companionship in accordance with cultural standards is encouraged). Sexual activity is strictly banned and no tattoo or body piercings are permitted.

Host families must not waive any rules for their Rotary Youth Exchange student without consulting the District Country Co-ordinator. This is because precedents and inconsistent decisions impact on all students in the program.

THE ROLE OF THE HOSTING ROTARY CLUB

- The local Rotary Club provides another level of support to you, the Host Family, the student, and the Exchange Program
- Rotary clubs will appoint a Host Counsellor, preferably the same gender as the student. This person serves primarily as an advisor and advocate for the student, but should certainly also be in contact with the host family on a regular basis, and be available to answer questions or direct host parents to the appropriate resource when needed.
- The exchange student should be encouraged to attend the weekly Rotary meetings and be involved in the hosting club's Rotary events
- The hosting Rotary Club provides the exchange student an allowance of \$120 per month. This is to be used for incidental personal expenses, entertainment, etc. Through the Rotary-provided allowance and parental resources, exchange students are expected to be financially self-supporting in terms of personal expenses, clothing, entertainment and travel when not part of a host family event
- The hosting Rotary Club will screen all volunteers and host families before their participation in the program. The screening will include an application process,

HOST FAMILY RESPONSIBILITIES

While exchange students tend to be high achievers with more developed coping skills than many teenagers, they are vulnerable, living in an unfamiliar country, and often functioning in a non-native language. You as a host family have the important responsibility to make the exchange a success.

Host Families are to provide a safe, non-threatening, respectful and appropriate environment in which trust and friendship between you and the student can develop.

Host Families should maintain close contact with the Rotary Club Host Counsellor so that any problems may be addressed and resolved quickly. In addition, the exchange student should always have free access to his or her Host Counsellor to talk about any concerns or problems during the exchange.

Preparing to Host

Hosting a student can be extremely rewarding for all members of your family, and being a well prepared and involved Host Family will only enhance everyone's experience. Ask the local Rotary Club or District for specific information. Some anxiety is expected if you have never hosted an exchange student, so be sure you are comfortable with the idea before doing so. If you have serious reservations about hosting, feel that you cannot meet your obligations, or do not have adequate answers to your questions, you should not agree to host. Below are some insights on what to expect before and during the exchange.

Preparing for the Exchange Student's Arrival

While the exchange student's sponsor and host Rotary Club will be taking care of most of the logistics of the exchange, there are some ways you can prepare for the student's arrival. Consider whether you are familiar enough with the student's culture to understand any differences that may arise. If not, do some general research. The local Rotary Club may also be able to give you further information. As soon as the student's name and contact information are known, the Host Family should contact the exchange student and his or her parents. The easiest way to do this is to obtain the student's e-mail address from the District Country Co-ordinator. You should extend a welcome to the student, including information about your family. That is, how many members, their ages, hobbies, etc; the type of clothing required for the climate if the student has not yet left home; the local community and school; and other considerations. In short, ask yourself what you would like to know about a new home in a foreign culture and supply that kind of information.

Meeting Your Exchange Student and Making Introductions

Although the Rotary Club Host Counsellor will be at the airport to meet the student on arrival, a member of the student's first host family should also be there. Please keep in mind that the student will likely be very tired upon arrival and may need several days to recover from jet lag or fatigue, from adjusting to the duration of travel and time difference. Many host Rotary Clubs hold a social event to start this process of introductions early in the exchange. This should be held not earlier than a few days after arrival. Events held earlier have no lasting value to the student as the travel and culture shock prevent any meaningful interaction.

Communication with your student

- Meet the student on arrival
- Together with the Counsellor, arrange enrolment, tuition and other educational matters with the local public secondary school
- Establish a clear understanding of expectations soon after your student arrives.
- Your student will have some questions to ask you. These are referred to as "the first night questions" and helps the student to settle into your home.

Examples of questions are:

- *Would you prefer that I call you by your first name or by another name?*
- *I will make my bed, keep my room tidy at all times and clean the bathroom after I use it. What else should I do regularly?*
- *What are normal meal times? The normal daily routine for the household?*
- *Discuss any dietary requirements and work out suitable alternatives.*
- *Do I have a permanent job at meal times – lay or clear the table, wash or dry the dishes, empty the rubbish?*
- *May I help myself to food and drink (within moderation) or should I ask first?*
- *What are the arrangements for school lunches?*
- *What are the laundry arrangements? Where should I put my dirty clothes?*
- *Should I do my own washing and ironing?*

- *Where can I keep my toiletries? May I use family soap, shampoo or toothpaste?*
 - *When is the most convenient time for me to use the bathroom? Are there any water restrictions?*
 - *What areas of the house are private?*
 - *Do you have any dislikes that I should avoid?*
 - *What times should I go to bed and rise in the morning? Is this different for weekends?*
 - *May I use the stereo, TV, DVD, computer, sewing machine or workshop tools?*
 - *Can I go out during the week? At weekends? Under what conditions?*
 - *What are the responsibilities of house employees? (if there are any) How should I address them?*
 - *May I have my own pictures or posters in my bedroom?*
 - *Where should I store my luggage?*
 - *If I have a problem getting home, I will phone you. If I am going to be late I will phone you within 30 minutes. Is that acceptable?*
 - *May I invite friends around during the day, to stay the night or for a weekend?*
 - *What are your expectations of me if I use the home phone?*
 - *What postal address should I use for incoming mail?*
 - *Should I use public transport to and from school, to the city, for outings at night and during the day?*
 - *When and how are birthdays of host family members celebrated?*
 - *Are there any other special or festive days you observe?*
 - *If I have a problem, how would you like me to handle it?*
- Explain to your student that he/she is a **member of the family** and not a guest while staying with you. He/she is expected to do chores, accept duties and participate in family activities along with everyone else. He/she is **not on vacation or a visitor** but is here to participate in the culture of Australia.
 - Explain to your student that he/she is expected to attend Rotary meetings regularly (most clubs meet every week). Organise transport with other Rotarians if you are not able to take him/her.
 - Please treat your student as you would your own child regarding school activities and if you have any problems with your Exchange Student not attending school/school activities, please speak with the *Host Counsellor* or *Country Coordinator* immediately.
 - Discuss school work with your student, your student's teachers and school officials if academic or social problems are becoming apparent. Please attend parent-teacher interview sessions at the student's school.
 - Encourage your student to get involved in Rotary activities, school extra-curricular activities, sport, community activities and family activities. However, be aware that these may be new and unfamiliar to your student and could also be very 'different' from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because **no one has asked him or her to join in**
 - Assist your student to get to know as many club members as possible
 - Together with the Host Counsellor, help your student become acquainted with other Host Families he/she is scheduled to stay with so that the transition will be easier when the time comes. If you are not the first Host Family, understand that your student and earlier Host Families may want to maintain contact as well. Students will generally stay with four families for 3-4 months each
 - Try to learn as much as you can of the customs of the student's home country. Too much freedom may be bad for a student who comes from a restrictive society. Likewise, too much restriction may be bad for a student who comes from a more lenient society. Often you will just have to play this by ear and do the best you can. For the most part, these students are good, reasonably mature, level-headed representatives of their countries and can be trusted — but they are also just teenagers!
 - Make sure you remember your student's birthday. It is often around this time that students feel really homesick and miss their families

- Explain to your student that it would be in their interest to attend any special opportunities, trips, cultural or social events that you or other Rotarians may ask them to, in order for them to make the most of their exchange
- From time to time ask your student if he/she is in contact with family and also sending in monthly reports to his/her Rotary District and Sponsor Club.
- Do not hesitate to ask for help from your student's Host Counsellor, local Rotary Club, or members of the District Youth Exchange Committee if you have questions, concerns or issues of any kind.

Orientation and Adaptation

Exchange Students will receive formal orientation from the district before and/or after arrival in the host country. But no matter how thorough the orientation, the student comes into the first Host Family as a stranger in a strange land, possibly encountering a strange language, a strange accent or different use of words. The exchange may even be the student's first long trip away from home.

One way to ensure that the exchange student adapts as smoothly as possible is to realise that you and the student will have misconceptions about each other's cultures. What you consider to be ill-mannered or unacceptable behaviour may be the norm in the student's culture and vice versa. Please be aware that these misapprehensions can lead hosts to attribute inaccurate motives to the student's actions.

Another way to aid your student's adjustment is to share your culture with him or her as it exists in everyday life. This does not mean that you need to arrange elaborate entertainment. Simply make the student a part of your family with the opportunity to share in the same aspects of family life experienced by most teenage students in your culture. Treat the student as a member of your family and not as a guest. Also, treat the student as you would want your own child treated on an exchange. It is desirable to have the student address the host parents with an informal title, or by another appropriate name, to encourage the student to be part of the family. Developing this sort of relationship with the student early on will help ensure a smooth and successful homestay.

In spite of these considerations, the Host Family may not be able to resolve the student's feelings of homesickness or adequately address difficulties the student may have. A key element of the student's orientation program is an explanation of the network that is in place. This network includes the host District Country Coordinator, the Host Counsellor, School Counsellors, District Youth Exchange officers, club members, and the student's own family. Be sure the student knows how to contact each of these people, and do not feel threatened if the student feels unable to discuss problems with you.

This broad support network ensures that there is always someone the student can feel comfortable approaching if a concern or problem arises. .

General Family Arrangements

For the first 4 to 7 days the student should reside with the Host Counsellor appointed by the Host Club. In this way a meaningful relationship and level of confidence can be developed before moving to the first Host Family.

The length of stay with your family should have been determined before the student's arrival. The student should have his or her own bedroom or share a room with another young person of the same gender and a similar age. The student must, however, have his or her own bed and appropriate privacy to dress and bathe. A place should also be designated in the house that allows the student to study in privacy. In addition to providing room and board, host parents are expected to exercise general parental supervision, as would the student's own parents. It is also the host parents' responsibility to notify the student's Host Club Counsellor if the student is encountering any exceptional problems such as illness, difficulty in adapting to the Host Family or school, anxieties about family matters or relationships at home, or serious homesickness.

Open communication with everyone involved is necessary in creating a safe atmosphere for the student and Host Family. The student should be encouraged to voice and address his or her concerns at any time.

It is wise to avoid misunderstandings by discussing the following issues and household rules from the start:

- Student responsibilities for household tasks, such as cleaning his or her room and helping with meals, as expected with one's own family
- Normal household routines: laundry arrangements, meal and bed times, study hours, etc.
- Curfews
- House keys
- Explanation of emergency telephone numbers and procedures
- Information about local transportation (maps are useful)
- Religious practices
- Reasonable use of telephone and computer.

Being the first Host Family

- While being 'first' often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent host families.
- The first Host Family will have a huge impact on the student and how he or she copes in, what is, the most challenging period of their exchange
- Once your student has moved to the next Host Family, maintain contact without undermining the development of relationships with the next family. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier, and will usually be welcomed by the current Host Family, just as you welcomed others' invitations to the student when part of your family.

Being the second/third Host Family

- By this time the student has usually overcome home sickness, better understands the language, has hopefully settled into school and made new friends.
- This is often a time when students prove they are typical teenagers and may try to push the boundaries – as our own teenagers sometimes do. Do not be frightened to say "NO" to your exchange student.
- Check and confirm departure date with the Country Coordinator about February/September in conjunction with the Counsellor
- Arrange for items to be sent home to avoid excess baggage at end of exchange.

Being the final Host Family

Being the Host Family at the conclusion of the exchange year could involve dealing with many of the same emotions the student had upon arrival but this time caused by the realisation that the 'familiar' is now **our** culture and the 'unknown' involves **returning home**.

A sign of a successful exchange is the student's reluctance to go home and we wouldn't want it any other way!

The following points are important for the final Host Family:

- You will need to help your student prepare to go home
- Confirm the departure date with the Country Coordinator and Counsellor
- Make sure, through the Country Coordinator, that return dates have been confirmed and that the reservations have been booked
- Check well in advance with the Host Counsellor that the student's passport and tickets will be available when required
- Help the student with packing and luggage
- Students may need to send possessions home via surface mail to ensure they meet airline weight requirements

- Ensure the student has finalised any financial obligations – please note that students are told they must never borrow money but we need to make sure all financial obligations have been finalised
- Ensure the Counsellor and the student (joint signatories) have withdrawn the AUD400 emergency money, closed off the bank account and the full balance of the account refunded to the student
- If the student has been provided with a 'loan' mobile phone, make sure it is returned to the owner and there are no outstanding costs
- Make sure appropriate arrangements have been made regarding school uniforms, books, calculators ie. they may need to be returned to the second-hand shop at school or given back to the Rotary Club for recycling. If the student wishes to take them home they need to pay for them
- The Rotary Club should plan a farewell event involving all Host Families, the student's Counsellor and Club members
- Allow the student time in their final days of exchange to say goodbye to the many friends they have made during the past year.

Some issues facing exchange students

Although most exchange students are very mature, they are still teenagers. Host Families should consider this in dealing with the student during his or her stay. As the Host Family, you are the first point of contact for the student during the exchange. Should any serious problems occur, report them to the student's Host Counsellor immediately to discuss the situation and determine the best resolution.

Voice any questions or concerns you may have — even seemingly insignificant ones — to the Host Counsellor or host Rotary Club President or District Youth Exchange Country Co-ordinator. While each exchange experience is unique, most students face certain issues at some point during an exchange, such as the following.:

- **Language** – students will have various degrees of English language proficiency. However, this does not prepare them for daily language use. Be prepared for slight misunderstandings and frustrations. Remember that listening and speaking in a different language is mentally very demanding and students will become tired quickly. Speak clearly and slowly and be patient
- **Homesickness** – nearly all exchange students experience homesickness at some time during their exchange year. Homesick students may consider many day-to-day problems as overwhelming and look nostalgically toward home. The best remedies may include a full program of activities, a side trip to some point of interest, playing sport, involvement in community events and school activities
- **Medical Concerns** – you should be informed of any special medical needs the student may have, including medications, allergies or prescription eyewear (glasses or contact lenses). The Country Co-ordinator will have the student's recent medical history. Students will have an Overseas Student Health Card and also a Travel and Medical Insurance Policy. You should have a copy of these policies and any additional medical documentation while the student resides in your home. Where possible the same doctor should be utilised throughout the student's exchange

The cost of any medical treatment is the responsibility of the student and his/her natural parents. Host parents are not expected to pay any medical expenses. Students should have the financial ability to pay for any medical expenses at the time provided and will then claim them back from their insurance provider

However, as Host Parents, you are asked to make arrangements for medical treatment when necessary, as you would your own child.

Whilst it is important to respect the privacy of your Exchange Student, common sense should prevail as to who is made aware of medical conditions. Serious illnesses or injuries must be made know to the Host Counsellor, Country Co-ordinator and Youth Exchange Chairman and Secretary immediately.

- **School Concerns** – The student visa requires the student to maintain an 80% attendance at school with a satisfactory performance level. Be aware that students sometimes feel obligated to assume an almost impossible academic load, please encourage the student against taking too many classes while adjusting to the new school. The student may also need your guidance to become acquainted with School procedures, particularly if accustomed to a radically different School system. Be sure the student knows the way to and from school and arrangements for lunch.

- **Changing Families** – living with three to four different host families during the school year exposes the students to a variety of family life in the host country and allows them to better understand the culture as a whole. Ensure the student understands the length of stay at the outset. The first change of families will probably be the most upsetting as they will have established a good relationship with the family. It is advisable for the student to meet all the families that will be hosting them early in the exchange. Host Families are encouraged to pass on details of friends, networks and social and sporting routines.
- **Rotary Obligations** – The student's sharing of the exchange experience with the Host Club or District is an important feature of the exchange and contributes to the student's ambassadorial role.
- **Travel** – the student may not travel outside of the District or undertake special activities such as abseiling, scuba diving or light aircraft travel without the approval of the District Chair. The student is required to submit a travel form to the Country Co-ordinator for all special activities or out of district travel or overnight stay at another town within District.

IMPORTANT RULES FOR YOUR STUDENT

Your student will already have knowledge of these rules as they are outlined in the Student Guide. However it is important for the Host Parents to regularly discuss and reinforce these rules, if necessary:

ALCOHOL/SMOKING/DRUGS

- Underage drinking of alcoholic beverages is expressly forbidden. Students who are of a legal age should also refrain at public gatherings. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home
- Smoking is discouraged
- With the exception of prescribed medication, use of any drugs is not permitted. Use of illegal drugs would result in immediate repatriation (if not imprisonment!)

DRIVING

- The student is not authorised to operate a motorised vehicle of any kind or participate in driver education programs. This will make the student's insurance cover void
- A Rotary Exchange Student in District 9700 **is not permitted** to be a passenger in a motorised vehicle when a learner driver is in control of that vehicle. Please discuss this with both the Exchange Student and each of the Host Families to ensure everyone is clear about this
- Special provisions limit the travelling with 'P' plate drivers. Please discuss the circumstances with the Country Co-ordinator

USE OF HOME TELEPHONE AND INTERNET

- Any costs incurred by the student must be paid for by the student. The student is responsible for any telephone, computer or internet charges they incur and Host Parents should decide, in advance, how the student will pay for such usage when it is permitted. It is a privilege, not a right, for the student to use the home computer. Host Parents must make sure there is a mutual understanding of this usage.

USE OF MOBILE PHONES

- If students do not wish to use their own mobile phone and wants to purchase an Australian one they are expected to pay for it themselves. In the first 2 weeks the Host Counsellor may help the student with their selection and purchase of a phone and a pre-paid start up kit where credit can then be replenished as required to suit the needs of the student. Mobile phones always need to be switched on, charged and with credit

TRAVEL

- Unauthorised travel is forbidden. Depending on the travel destination, if the student wants to travel outside the District, prior permission must be gained from their Host Parents, Host Counsellor, Country Co-ordinator and Chairman

TRAVEL INSURANCE

- Ensure that you are familiar with your student's travel insurance so that when required you will be able to assist with claims. The Country Coordinator will have checked that the student's insurance meets the minimum guidelines required by Rotary Youth Exchange Australia and recommended by Rotary International for Youth Exchange Students.

STUDENT ALLOWANCE

- The hosting Club provides the exchange student an allowance of AUD120 per month. This is to be used for incidental personal expenses, entertainment, etc. Through the allowance provided by Rotary and parental resources, exchange students are expected to be financially self-supporting in terms of personal expenses, clothing, entertainment, and travel when not part of a Host Family event.

ABUSE OR HARASSMENT

- It is important to emphasise to your student that physical or mental abuse or harassment must not be tolerated. He/she should talk to their Host Counsellor and/or the Host Parents or other trusted adults if they encounter any form of abuse or harassment whilst on their exchange. The Host Counsellor and Host Parents MUST the District Chairman and Secretary

FAMILY VISITS

- You may need to reiterate with your student that visits by parents/guardians, siblings or friends are discouraged. Any planned visits MUST be discussed with the Country Co-ordinator and District Chairman

RETURN HOME

- Ensure that your student is aware that he/she must return home to their country directly by a route mutually agreeable to their Host District and their parents/guardians.

Please remember

The Exchange Student is in a new country with a new family.

