



Rotary International
District 9700 - Australia
YOUTH EXCHANGE COMMITTEE



YOUTH EXCHANGE PROGRAM OUTBOUND STUDENT GUIDE

Rotary District 9700 Youth Exchange Committee

Introduction

Welcome to Rotary District 9700 Youth Exchange Program. District 9700 and your Sponsor and Host Rotary Clubs and Host Families will help to make this year a year that will last a lifetime.

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 improve international relations but will also 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.

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

This Outbound Student Guide is designed to offer some guidance to all participants. This handbook is designed to assist in preparing students, parents, host families and Rotary clubs for their participation in the program and to overcome some of the challenges experienced on the journey.

The District Youth Exchange Committee wishes you well as you now formally embark on your Rotary Youth Exchange Journey.

1.1 Rotary International

A vital part of your exchange is understanding the organisation sponsoring you.

So, what is Rotary?

Rotary International (RI) is the association of Rotary Clubs throughout the world.

“ROTARY” was the world's first service club. The first Rotary Club was founded in Chicago, Illinois, USA on February 23, 1905

“ROTARY” is some 1.2 million service-minded men and women belonging to more than 34,000 Rotary Clubs in virtually every nation in the world.

“ROTARY” is The Rotary Foundation, an essential arm of Rotary which each year provides some US\$100 million for international scholarships, cultural exchanges, and humanitarian projects large and small that improve the quality of life for millions of people.

“ROTARY” is committed to Polio Eradication. It works with national and international health organisations towards the goal of eradicating polio around the world. More than one billion children in developing nations have been immunised against polio through Polio Eradication grants. Rotarians through their clubs and personal contributions have raised over 2 Billion dollars for this campaign.

While RI encourages Clubs and Districts to undertake Youth Exchange activities and offers support through publications and suggested guidelines, Rotary Clubs and Districts run their Youth Exchange programs independently of RI.

Rotary Districts

For administrative purposes, Clubs are grouped into geographical areas called Rotary Districts.

Rotary D9700 is located in central NSW and comprises 40 Clubs from Bathurst/Oberon to Wagga Wagga/Henty to Griffith and Lake Cargelligo.

The Rotary Youth Exchange program is administered entirely at the District level.

Rotary Clubs meet weekly in local areas across the world. They have interesting and informative programs dealing with topics of local and global importance.

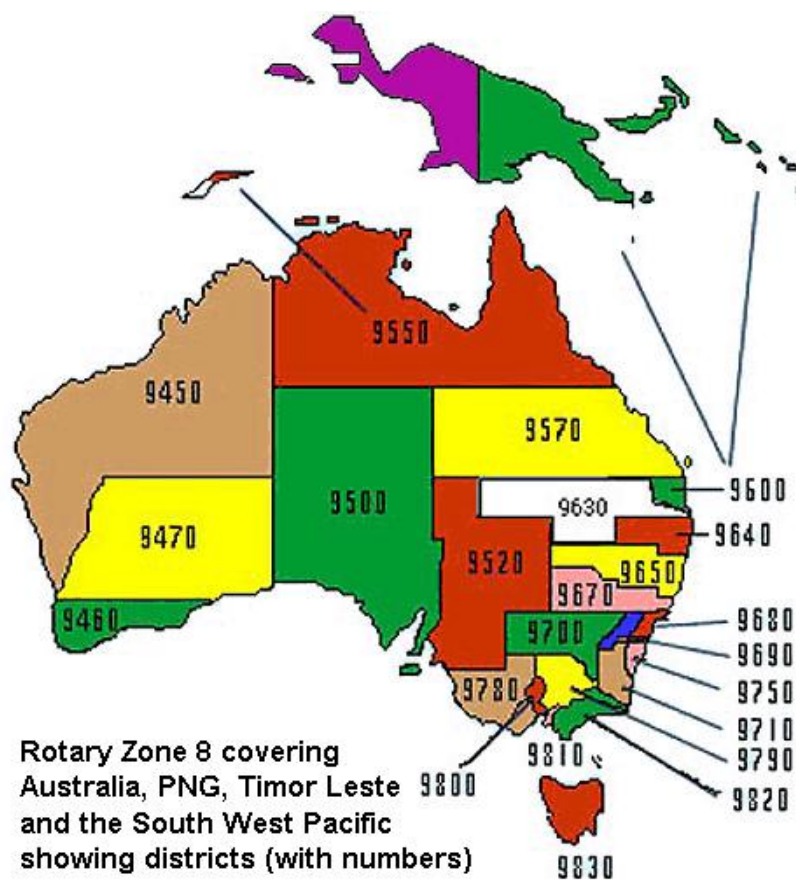
Rotary Clubs carry out a variety of service activities.

Rotarians

People often ask “Who are Rotarians” and the quick answer is: people just like you and me. Some are older and some are younger. Rotarians come from diverse backgrounds, however one thing Rotarians have in common is that they are or were (if retired) experts and leaders in their vocations or in the community.

The thing that binds Rotarians together is their desire to get involved and DO SOMETHING to make a difference.

Rotarians plan and carry out a remarkable variety of humanitarian, educational, and cultural exchange programs that touch people’s lives in their local communities and our world community.



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.

The principle motto of Rotary is "Service Above Self"

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

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

Terms you should know:

- | | |
|------------------------------|---|
| Sponsor Club | Your HOME Club that has sponsored you as an OUTBOUND student |
| Sponsor District | Your HOME District that is organising and training you as an OUTBOUND student |
| Student Host District | The District in your destination country where you will live for 12 months |
| Student Host Club | The Club in your destination city where you will live as an exchange student |

1.2 Rotary and Youth Exchange in Australia and District 9700

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. This was an exchange between a district in the USA and one in Australia. Since then the Rotary Youth Exchange Program has become the largest worldwide 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.

Rotary Youth Exchange is an official activity of District 9700. The program is administered by the District Youth Exchange Committee, which reports to the District Governor through the District Youth Services Chairman.

The Youth Exchange Committee is responsible for the administration of the program. The exchange itself is the responsibility of the Clubs – 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.

Your application has been sent to a nominated country requesting they accept your placement in that country. Administratively that may mean to a multi district organising committee such as in Germany or Denmark or other countries where your final placement will be to any Club within these countries. In other countries the exchange is between specific Districts.

Part of the application is the Guarantee Form, which is what is required and must be completed by your Host Club before you can apply for your student visa. That is the guarantee of your hosting arrangement and enrolment in a secondary school. When that is returned, you are now really an exchange student. Congratulations! This may not occur before November or later. Have patience.

1.2.1 After you have been accepted into the Program

As soon as you have been advised of your selection into the District 9700 Youth Exchange Program your Counsellor will arrange to take you to your Rotary Club to enable you to formally introduce yourself to club members and to thank the club for sponsoring you on the amazing journey that is about to unfold.

You will have been provided with this student handbook. Please spend some time going through this handbook with your Counsellor and ensure that you and your parents/guardians have a full understanding of your responsibilities.

Your Counsellor will assist you with all facets of your preparation, including a country and personal PowerPoint presentation that can be used by you in your host country.

If possible present your PowerPoint presentation at school and to other service clubs or appropriate community groups in your area. Not only is this a great opportunity for you to refine your presentation and gain confidence, it is also a fantastic way to promote the Rotary Youth Exchange Program so that others may have the same opportunity as you now have.

Your Counsellor will organise for you to present your PowerPoint presentation at your Sponsor Rotary Club prior to your departure. Your parents/guardians will also be invited to attend this meeting.

Before you go on exchange

- As soon as information becomes available regarding your host country, Rotary Club and host families, make contact with them.
- Your sponsor Rotary Club Counsellor will ensure you have a supply of Rotary Club banners to take with you on exchange. You will be able to present these to your Host Club President and to other clubs you may visit whilst on exchange.
- Please remember your obligation to Rotary. You must forward a report by the end of each month to your Country Coordinator and Chairman. Make a 'large' note in your diary to attend to this each month.



Whilst you are on exchange

- Regularly keep in contact with your sponsor Rotary Club Counsellor.
- Report any problems which are causing you concern as soon as possible to your host Rotary Club Counsellor. If you feel something needs addressing and you haven't been able to resolve it in your host country, don't wait until the end of the month (when you do your monthly report) to let your country coordinator at home know.
- Your District 97900 Country Co-ordinator will confirm your return flights.

When you return home from exchange

- Upon your return home, your Sponsor Rotary Club Counsellor will arrange for you to speak to your sponsor Rotary Club where you will have the opportunity to share your experiences of your year abroad. Your family will be invited to attend this meeting. You may present, to the Club President, any Rotary banners that you have received while on exchange.
- Make sure you know the date of the District Debriefing to be held in early February. We will notify you and your parents as soon as the date has been confirmed. This is a **compulsory** camp and you must attend.

Conduct and Expectations

RULES AND MORE RULES

Few young people enjoy being told they must follow rules but when you applied to undertake a Rotary Youth exchange you agreed to be bound by the rules established by Rotary International and the Host Rotary District.

When you apply for your Visa and arrive in your host country you are being admitted on the basis you are subject to Laws which apply in that country.

When you enrol at school you become subject to the rules that the particular school has in place.

When you enter a Host Home and discuss the “First Night Questions” you are submitting to the rules of that household.

We have acknowledged that you have a right to be safe but like the rest of society this entails acceptance of some rules.

You must remember that the rules are based on the real life experiences of past exchange students and are a balance between having a good time and keeping you and others safe.

Failure to follow the rules in the past has seen students imprisoned, injured, ill, pregnant and in some cases dead. It is no light matter for the Rotarians who are called on to deal with these rare but real problems. We ask for your responsible co-operation in complying with the rules. Read the District Rules and discuss them with Host Family, Host Counsellor or Host District Committee Co-ordinator. Where you are unsure what is applicable or where a rule is creating some problem for you, talk it through. Don't ignore the issue.

Where a student is charged under a civil law the legal process will apply and Rotary will not be able to influence this.

Where serious breach of Rotary rules arise, the student will be repatriated at their own expense. Where less serious breaches occur and the student does not respond to counselling and coaching to redress these issues, repatriation will result.

Rotary will do everything within its power to make your exchange a success – the biggest influence on our ability to achieve this *is you, the student. This is your exchange: do not allow others to make it a failure for you!!*

Your Role as a Youth Exchange Student

Above all else, we expect you, the outbound student, to be involved with your new Family, your school and the community in which you now live. You are also expected to be involved in your Rotary Club, attend weekly meetings and participate in any events organised by your Club. To do this successfully, you must do two things:

- 1 learn to communicate in the native language, and**
- 2 learn to adapt.**

Your Host Parents and Host Counsellor will assist you in adapting. Remember, the new culture is likely to be quite different and learning to ‘fit in’ and get comfortable in a new country can be a challenge – we understand this!



Comply with Rules

As a Rotary Youth Exchange Student, you and your natural parents agree to comply with the rules, regulations, and guidelines that are part of the Rotary Youth Exchange Program. These are common sense conditions that are intended to ensure your safety, comply with local laws, comply with Rotary International, and assure that your conduct does not impose a burden on the families who open their homes to you.

A summary of the more important rules is listed below.



1. **School:** You must attend school every day of the school calendar year and maintain satisfactory class results
2. **Driving:** You are **not** permitted to drive motorised vehicles.
3. **Consumption of Alcohol:** As an Exchange Student from District 9700, you are not permitted to consume alcoholic beverages unless under the supervision of your host parents.
4. **Drugs:** involvement with non-prescription/illicit drugs in any form will result in the immediate termination of your exchange and you will be returned to Australia at the expense of your parents/guardians
5. **Smoking:** Smoking is discouraged. In your Host Family's home smoking may not be permitted at all. Always observe that restriction
6. **Dating:** You are discouraged from being involved with a 'steady' boyfriend or girlfriend. You are encouraged to socialise in mixed groups. Being involved with a single person takes away from the enjoyment of the many and varied experiences that may come your way when on exchange
7. **Travel:** Travel as part of your Family, or with Rotary, school or church groups, is highly encouraged and will provide you with the opportunities to learn about your new country. However, independent travel, or travel without adult supervision is not allowed
8. **Family Visits:** Visits by your parents or Family are strongly discouraged. Past experience has shown that visits may be disruptive and tend to upset a settled student. Homesickness is often heightened by visits from parents. If parents are proposing to visit, they must contact the Australian District Country Coordinator and host Club well in advance with a proposed itinerary. Remember, you cannot live two lives; one on exchange and one in your 'old life'.
9. **Boyfriend/Girlfriend visits:** Visitation by boyfriends or girlfriends during your exchange will not be permitted
10. **Use of home telephone and internet:** Host parents must make the decision about your use of the home computer and home telephone just as you may have had guidelines back here at home
11. **Use of home Mobile Phones:** You are encouraged to have a mobile phone for personal security. A local pre-paid phone plan is the best and most economical. You must purchase and pay for it yourself. This is not the responsibility of your Host Family or Rotary Club.

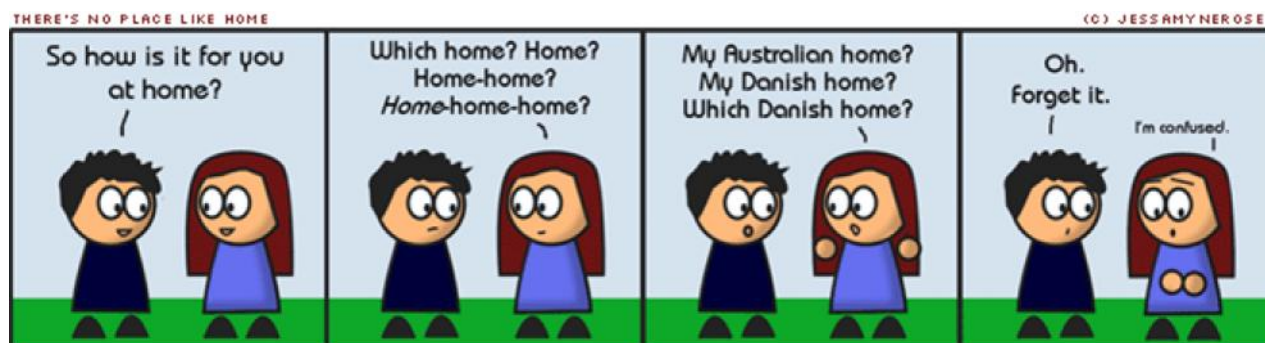


1.2.2 YOUR ROLE AS AN AMBASSADOR

Whilst on exchange, you are an ambassador for Australia and for Rotary. This is one of the main purposes of the exchange. Rotary expects a high standard of behaviour from you, morally and ethically, so that others will form a good impression of your homeland and of the Rotary Youth Exchange Program.

As a participant in the Youth Exchange Program you will be representing:

- Your country
- Your local community
- Your sponsor Club
- Your Family
- Rotary International



Host Families

Hosting arrangements are entirely the responsibility of the Host Club. You will usually have three or four host families, but this may be varied at the discretion of the Host Club. You will be a guest in their homes so live with them as a full member of a Family in every way. Consider them your parents and brothers and sisters and participate in all aspects of your Host Family's life, irrespective of what you are accustomed to in your own home.

Changing families offers you the opportunity to gain a profound view of your host country's culture, while expanding your friendships and experiences. To ease the transition, your counselor may discuss with you any concerns about the adjustment. Make sure you remain flexible as you adjust to your new host family. Many of the same questions or concerns about household rules that arose during the beginning of your first host family experience will need to be discussed with each of your new host families.

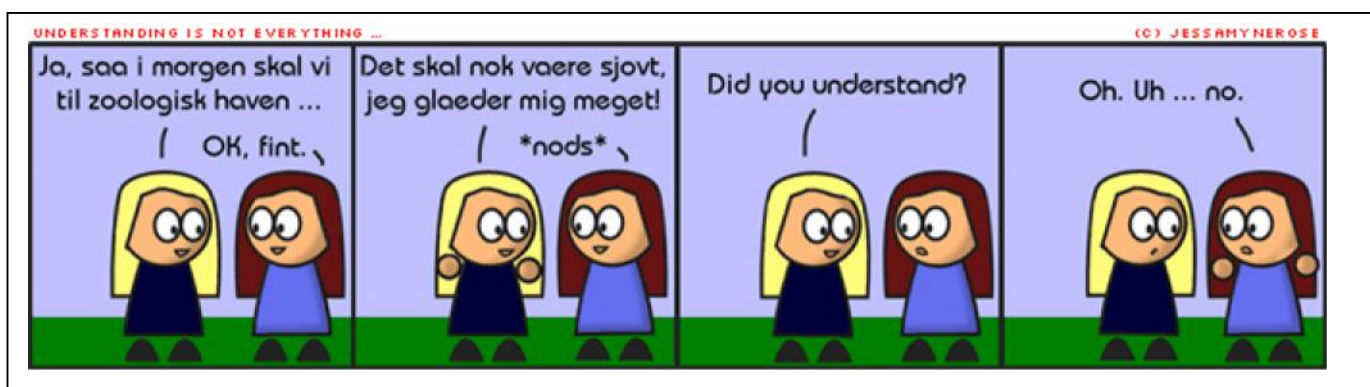
Your hosts are excited about your arrival and will make every effort to welcome you into the family — but please remember that it is up to you to accept their invitation. Your open-mindedness and flexibility were some of the personal qualities the selection committee at home considered in accepting you into the program, and you should be prepared to exercise them to the fullest.



If problems arise at Host Family level, you should contact the Host Counsellor who may be able to assist. You are expected to accept the normal discipline and supervision of the Family, but remember, the onus is always on **you** to adapt to the host family environment. The host family is under no obligation to adjust to your needs nor to treat you as a "special guest". You are expected to accept the normal discipline and supervision of the family and to settle into their routine which may not necessarily be similar to that of your own home.

As soon as you arrive be prepared to discuss the household rules with your host family. Some families do not expect much from exchange students, while others expect everyone to share in the tasks of bed-making, kitchen cleanup, and house cleaning. Your acceptance of whatever may be assigned to you will make the exchange experience enjoyable for everyone involved, even if you are not used to doing certain chores at home. Consider these household chores as the opportunity to learn more about the day-to-day activities of the culture and try not to simply do the bare minimum. A guide is set out in the "Questionnaire For First Night With New Host Family".

This is truly useful to ensure confusion is minimised and that you have a basic understanding of how your new family conducts its day-to-day life. Of course there will be some things that will be found out by experience, but this is a way of finding out about the basics and will start you out on the right foot. Most important!!



Often, you will have a separate room, but you should be prepared to share a room with a host brother or sister who may have sacrificed their own room (and privacy) in order to host. Be aware of this fact and show proper appreciation to those affected.

Some host families have involved the student too much when some "peace and quiet" and privacy would have been appreciated. A tactful word with the host parents usually solves this problem but you should spend most of your time with the Family, not in your room or on the internet.

Host Counsellor

The Host Rotary Club will appoint a Host Counsellor, who is your gender and is not a member of a Host Family for the duration of the exchange whom you should regard as your confidant. If any problem arises at school, with the Host Family, with finances, or of a personal nature, consult the Host Counsellor who is there to help you and will probably welcome the opportunity to assist or act as mediator.

If the Club has not told you who they have appointed as Host Counsellor you should tactfully ask the Club President who this is. Similarly, if the Host Counsellor does not make contact with you, you should contact them. If this situation does occur you should inform your Australian District Country Co-ordinator and they will assist you to resolve the problem.

School Counsellors can help you with academic concerns and any other school adjustment problems you might have. They may also be able to direct you to other resources to help you during your exchange. Remember, your local Rotary Club and School Counsellors are there to help you. However, you should always be sure to discuss anything that worries or confuses you with an adult you trust.

1.3 PHYSICAL FITNESS, HEALTH AND SAFETY

Personal Fitness

On arrival you will experience a period where you are quite tired particularly where you have moved through time zones of more than 4 hours and less the 22 hours. Your body clock will be wanting to sleep during the day and be active at night. This will adjust over several days but you should take care not to be too busy during this period and to try and stay awake during the day. This will help your body to adjust more quickly.



Your personal routine and diet will change dramatically so you should aim to achieve a balance of exercise, rest and social engagement. Some exchange students may put on weight in the first six months of their stay. If this happens to you, don't panic, it's a big change that is going on in your life that will normalise. When you get back home, you will most likely go back to what you were before you left.

Experience the culture but watch out for cultural delicacies - Don't eat your way through the country, well, perhaps, not all the way.

Becoming active in sports or other fitness type activities is a good way of extending your social contacts and also keeping your health, both physical and emotional, in a healthy balance. Don't become fanatical, just do it for enjoyment and some fitness.

Health

Your destination will present health considerations different from Australia. In South America you may find tap water is not pure and bottled water is used for cleaning teeth. In Scandinavia the issues becomes dealing with the climate – catching a bus at 2am in minus 20° becomes a life and death issue if clothing and alertness are not appropriate. Explore the issues before and after you arrive so you can make sound judgements about maintaining your health.



During your year you will almost certainly experience being unwell at some time. This will impact on your exchange opportunities, on your morale and possibly long term health. Don't try to manage health issues by yourself. Act early and share the challenge of maintaining your health.

Talk with your host family and/or your counsellor when you are feeling unwell. They will be able to arrange for you to see appropriate Medical Doctors or Dentists. You may hear much about health systems being in crisis in the media but you can be confident that the health professionals they recommend are well trained and will be able to provide suitable care.

You can usually purchase all the health and hygiene items you need locally but be aware similar names may have very different contents. Having Mum or Dad post items from home could be expensive.

Sexually transmitted diseases (STD) including Human Immunodeficiency Virus (HIV) are present among males and females. HIV can develop into AIDS which is debilitating or fatal. These are reasons why maintaining a high standard of personal behaviour is very important for you.

Maintaining your personal hygiene is most important. Talk to your host family about when and how much with both personal bathing and the arrangements for washing clothes.



Medical Records

You should ask your doctor for a new prescription for medications you must take that can be filled in your host country. If you wear glasses, a copy of your lens prescription, or even a spare set of glasses, can help avoid a big problem in the event your glasses are lost or broken.

Make a Plan for Emergencies

Prior to departure, discuss family wishes in the event that there is an emergency during your year abroad – such as illness or death in the family. You should try to anticipate your wishes and those of your family if you are confronted with a situation in which your early return home is a consideration. There have been occasions when a student has had to be told by phone of a death of a friend or family member, though they are not necessarily expected to come home. Most often, when a student is called home for a family emergency, it is not an option to return to your host country. Any emergency that causes you to leave should be very serious.

PERSONAL DETAILS

BLOOD GROUP	
ALLERGIES
MEDICATION

Safety and Wellbeing

When moving about in public or shopping, you need to exercise a level of care no less than you would in Australia.

Tourist areas are a popular target for scams and robbery. Often you will be integrated into the community to the degree you present as a local, thereby reducing your risks. Other times you will be visiting sites targeted by “Tourist Criminals”. Keep your valuable items, camera, passport, credit cards and cash all out of sight and access them with care.

Try and travel in a group and walk purposefully. At night or in poor or targeted areas take extra care. Take care at ATMs and guard your PIN. Have your mates watch out for suspicious characters while you focus on the transaction.

Keep your bag/purse close. If grabbed, release it but try and upend contents – this limits risk of injury but minimises your losses. Always keep a means of telephoning for help and have your contacts and addresses written down, especially when you are travelling and staying in unfamiliar accommodation.

1.4 OVERCOMING CULTURE SHOCK AND HOMESICKNESS

Culture and Customs

Learn something about the culture of your host country every week.

Your pre-departure phase is a good time to study your host country; learning more about where you are going will help you build confidence. Libraries, bookstores, the Internet, and consulates are good sources of reference materials that can supplement the outbound orientation program your sending Rotary Club or District may arrange for you.

You should also know something of the history, literature and arts, and principal struggles of your host country. You are by no means expected to become an expert, but you will benefit from acquiring a foundation on which to build your first-hand experience of the host country. You may also wish to speak to former Youth Exchange students who spent their year abroad in that country.

Learn about your country's history and heritage. Understanding your own country's values and customs will enable you to better understand those of your host country.

As a student ambassador for your country, you will also inevitably be asked questions about your country's customs, culture, history, geography, and government. Being able to answer these questions thoroughly and objectively will allow you to feel more comfortable speaking about your own country and sharing your culture with people in your host country. You may find it difficult to accept some of the local customs at first but as you persevere with the local way of doing things you will gradually come to appreciate the difference and learn that

IT IS NOT WORSE, NOT BETTER, JUST DIFFERENT

Don't compare your life in Australia with life in your host country. It will be different and that is what you are there to experience.

Culture Shock

Most people who move to a new culture experience a series of emotional ups and downs while they are living there, especially during the early months when most major adjustments are taking place. The emotional low points that go along with adaptation to a new culture may cause you some anxiety. These 'down periods' are an indication that you are experiencing culture shock or homesickness.

Your lifestyle is about to change

- It is likely that what you experience next year will be very different from what it is now and, most likely it will also impact upon you when you return. In fact, for some, the experience may have a lasting impact
- Some of the differences you experience you will like, others you will find irritating, some may be unbearable, but all experiences challenge and prepare you to cope with 'life'
- Always consider things to be 'different' and don't be judgmental that something is 'better' or 'worse' than what you are used to – **it is just different!**
- Don't depart Australia believing the stereotypes about the country to which you are going. They will be false
- Depending on your host country you should expect differences in all, or some, of the following:



- o Language
- o Climate
- o Food
- o Sport
- o Gender roles
- o Dress and appearance
- o Religion and religious observance
- o Social
- o School

Very few students avoid homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. One misses the little things at home previously taken for granted.

The continuous "bombardment" of a strange language leaves one mentally exhausted. Frustration may set in due to the inability to communicate adequately. All this leads the student to wondering (despairing) how to cope for the next nine or ten months.

Common symptoms of homesickness are:

- Over eating
- boredom
- for no good reason, feeling miserable and unhappy. Unexpected crying
- easily upset and losing one's temper over small things which normally would have been shrugged off
- sleeping too much or not sleeping at all
- comparing habits and customs unfavourably with how it was done at home (idealising your homeland)
- staying within the security of one's room and not wanting to go outside. (isolation)
- physical discomfort, headaches, upset stomach, uneven menstrual cycle, etc

How to cope with culture shock

- o Be open minded
- o Observe
- o Adjust and adapt
- o Participate
- o Ask questions
- o Be patient



Remain Positive

There are three skills critical in an overseas experience, they are:

- The ability to manage psychological stress
- The ability to communicate effectively
- The ability to establish interpersonal relationships

Each student will have his/her own way of coping with homesickness when it occurs, but recommended remedies include:

- recognise the classic symptoms,
- talk and share the problem, especially with the host parents, Counsellors,
- keep busy, either with studies, sport, club involvement, or letter writing (but keep these cheerful and positive).

The following are definitely **not** remedies for homesickness:

- moping around and feeling sorry for one's self,
- eating the "blues" away,
- asking to go home, especially in the early stage of the Exchange.

While you may think phoning or e-mailing people in your home country will alleviate homesickness, try to limit these forms of contact. Telephone and data lines are often very expensive and it is impolite to abuse the generosity of your host family. In addition, constant contact with family and friends could hinder your ability to fully assimilate into your host country's culture.

You should, however, correspond regularly with both your sponsor Rotary Club, District Country Co-ordinator and your parents. Let them know of any concerns and indicate whether they are serious or otherwise, because parents easily become anxious when their children are far from home. Tell them about your exchange, including any travel plans you have with your family or Rotary group. Also share your exciting experiences, as they will be happy to hear how much you are enjoying your exchange.

Homesickness can attack at any time throughout the year and is not limited only to the early stages of the exchange.

Don't try to cope with it on your own—SEEK HELP

1.5 PUBLIC SPEAKING

You are expected to address Rotary and other service clubs both before and after your exchange and whilst overseas. In addition, talks and visits may be arranged at schools, youth/community groups and other organisations.

To assist with addresses, we suggest that you have 20 to 30 good colour pictures on a thumb drive. These should be pictures of parents, family, pets, home, local community area as well as a cross section of Australia. (scenes, flora, fauna) that can support your presentations,



**BE PREPARED TO GIVE YOUR TALK
IN YOUR HOST'S LANGUAGE—EVEN
IF IT IS A LITTLE BROKEN**

You should prepare to speak to the host club early in your exchange and again towards the end of your exchange. The first presentation should focus on who you are and where you are from. Your last presentation should focus on what changes you have experienced and what lessons you have learned and what your future plans may be.

Prepare and plan

- The occasion dress suitably
- The audience e.g. Rotary meeting or school group
- Your topic content, length, practice
- The location microphone, lectern, other technology, room size

Delivery

- Language if speaking in English, consider how to (or not) to use Australian slang. Be prepared to explain. if using your host language, avoid embarrassment by having someone reliable check your script
- Be precise Structure your speech and keep to it
- Variety in content (e.g. personal anecdotes, statistics, humour, descriptions etc)
- Variety in tone and pitch This helps maintain interest
- Pace When you practice, check your timing
- Volume Can everyone hear you?
- Body language Keep gestures natural. Decide what to do with your hands. Fidgeting and unusual behaviours will distract your audience. Stand tall
- Eye contact Look around the room.

Aids

- Use palm cards with outline points rather than reading your speech
- Use PowerPoint presentations to support your speech. Too many images can overwhelm your audience
- Check that your images can be seen all around the room
- Ensure that you speak to your audience, not to the screen

In summary: have a beginning, a middle and an end to your speech.
Stand up, speak up, 'shut up' and sit down.

**No matter how large an audience seems
- it is made up of individuals.**

1.6 SUPPORT SYSTEMS

Sometime during your exchange you may encounter difficulties that may not be able to be resolved easily.

The Rotary Support System Model shown below will be able to help you if you do have any problems.

You may have difficulties with school, your Rotary Club, host siblings, travel, other students etc. *There is always a way that the problem can be resolved.* If you have any concerns and are uncomfortable speaking with your host family or Host Counsellor then contact your District Country Co-ordinator back home.

Please remember that your Rotary District Country Coordinator is always available to help you, whatever the problem.

Returning home early

There may be times when unsolvable problems arise, a student becomes too distressed for the exchange to continue, or a student breaks the agreed-upon rules. In these cases, the host Rotary District may decide that it is best for the student to return home early.

While this is a difficult decision for Rotary to reach and students will naturally be anxious about the reactions of family and friends at home, it is usually in their best interest.

In these instances, it is vital that students and Rotarians cooperate and keep the lines of communication open. The Host and Sponsor Clubs/Districts, Counsellor, Host Family and student's family back home should all be kept fully informed of the circumstances surrounding an early return. The host Rotary Club and the student's family should establish a mutually agreed-upon route for the student's return home, before his or her departure.

ROTARY SUPPORT SYSTEM MODEL

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
Host Family	Every Day	Daily	Your first point of contact with most simple needs. For problems, you will need to use your Host Counsellor in conjunction with your Host Family
Host Counsellor	Problems, Successes, Social Occasions	Bi-Weekly / Monthly	This is your Rotary contact for Host Family arrangements, allowances, rules, travel permissions, meeting attendance etc. This is also your advocate for solving problems when things go wrong – to provide advice, support, and help when needed
Host District Co-ordinator	Routine Reporting, serious problems	As needed	If reports are required, make sure you complete them
Host District Chairman	Unresolved problems, routing reporting	As needed	
Sponsor District Country Co-ordinator	Routine reporting, serious problems not solved by previous channels	Monthly/as needed	Monthly Reports MUST be sent on time
Sponsor District Chairman	Routine reporting and very serious problems	Monthly/ as needed ON SCHEDULE	Please contact the District Chairman at any time you need assistance d9700yx@gmail.com
Parents	Routine, non Youth Exchange problems, health emergencies	Regularly as arranged	LIMIT email and phone contact



The decision as to which school you attend will be made jointly by your Counsellor and your Host Parents – this decision will have been made well before your arrival in your host country.

Your Host Counsellor or Host Family will assist you with enrolment process.

You may find your choice of subjects at your new schools is much more restricted than at home. Take the chance to try different and enjoyable subjects.

The Rotary club or host families will incur no school fees. You will not be put into a private school unless school fees have been waived or your parents in your home country are willing to pay the fees.

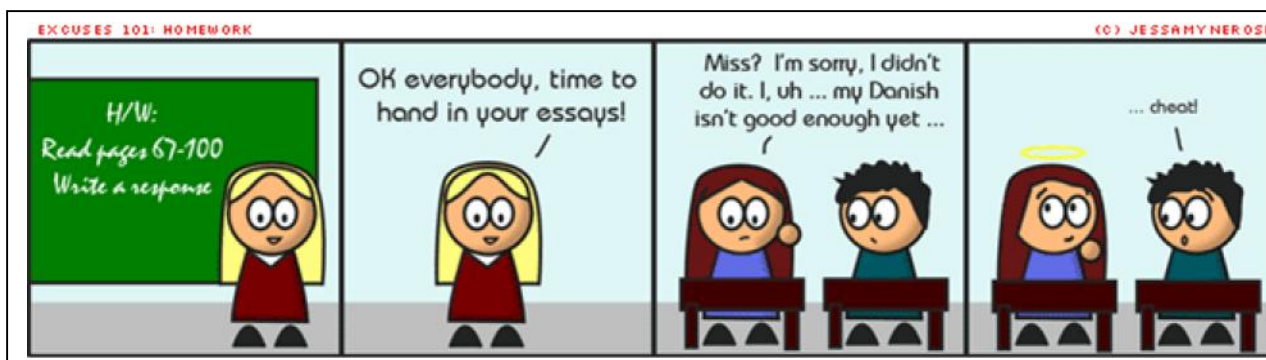
School related expenses vary from country to country. In many countries school students do not wear school uniforms. If they do in your host country, then most schools will assist wherever they can with the supply of second hand uniforms and books however the costs of uniform and optional school activities are the responsibility of your natural parents.

When starting school be super outgoing - make the effort because the other students may be too embarrassed or intimidated to approach you. Or you might be the hundredth foreign student and they've had enough. Be aware that some cultures are not quite as outgoing as we are here. People may need time to get to know you.

Be aware that discipline may be quite different from Australia and you will need to be careful how you adapt. An absence of uniforms, the presence of smoking and in class use of mobile phones may be encountered in Scandinavian cultures and in some European countries the structure may be quite strict with rigid policies and practices.



You will most likely be responsible to pay any public transport costs to and from school.



Your Education whilst on Exchange

Take your school attendance seriously. It is a condition of your visa and participation in the Youth Exchange Program that you attend school for the year of your exchange. Your fellow students will be working towards important examinations – the students and their teachers will not appreciate an exchange student who is a distraction or who is disruptive or who doesn't do homework, assignments or exams.

Remember, absences from school require a note of explanation from Host Family or Host Counsellor and excessive absences are a breach of your visa conditions.

It is not intended, nor is it permitted, for you to work or attend a post secondary school or institution

Should any special educational needs be required, these should be made known to the Host Rotary Club well in advance of your arrival. Your parents will be required to meet any costs incurred in these special requests.

Once you are settled into your new school you could be asked to give lessons on Australia and, perhaps, run some English classes. Be prepared

Become a part of your new school in the same manner you would do if you changed schools here at home. Join in and participate.

If you encounter any sort of problem whilst away, talk to your Host Counsellor or a school staff member. Most, if not all, schools will have a staff member who will be your form/home or pastoral care tutor.

1.8 TRAVEL PROCESS

TRAVEL

District 9700 has appointed a qualified, licensed and accredited travel agent who will handle all your travel arrangements and look after much of the formal requirements such as visas.

Terra Australis Tours Pty Ltd
PO BOX 713
Newcastle NSW 2300

Tel: 02 4002 8792
Fax: 02 4927 5141
Contact: Susan Rynberk



Passports

If you do not already have an Australian passport you should make immediate arrangements to obtain one.

Should you have an existing passport for another country, please contact Terra Australis or your Country Co-ordinator for advice.

At least one parent must have a current passport with at least 18 months travel time available on it.

Visas

Terra Australis will send you visa application forms and instructions.

Please ensure all visa application forms are fully and properly completed and returned **with your passport** to Terra Australis. Mail all documents by registered mail.

Final Travel Arrangements

A representative of Terra Australis will visit an orientation session and go through all travel arrangements with you and your parents. Your passports will be returned to you and other paperwork i.e. visa, tickets, travel guides, and a Student pocket book of travel information and tips will be distributed.

Ticketing

Tickets (E Tickets) will be issued to you electronically. This is valid for twelve months from the date of travel. As such, it is needed for your return journey. When issued the return date shown will be less than twelve months. The **actual return date will be confirmed and advised to you during the year.**

Keep a photocopy and an electronic copy of your tickets (and your passport's front page and the page with the visa) at home with your parents and the same with you whilst you are away.

Your Host Club Counsellor may look after your passport for you, although you may need ready access to this for travel and other reasons.

You will be advised by Terra Australis and your Country Coordinator of your date of departure, which is usually mid January.

Baggage allowance

The airline you are travelling with will determine the baggage allowance however the normal maximum allowance is 20kg.

Cabin baggage allowance for all destinations

- 1 piece not exceeding 5 kg
- Sum of dimensions not exceeding 100 cm
- Your baggage allowance may help you determine whether you send, by surface mail, and several weeks before you depart, any 'bulky' items or clothing not immediately required upon arrival, e.g. summer clothes for a winter climate.

Remember
Excess baggage is very costly.
Don't just hope it won't be noticed or presume that if you
smile nicely they will let it through – They won't!

1.9

SELF RELIANCE AND SELF CONTROL

What will I get?

Well, this is largely up to you. Everyone's experience is different.

However, you will certainly get a lifetime of memories!

In your host country you will probably learn another language, experience different foods, study different subjects and enjoy a new culture and a new way of living.

The exchange offers you the opportunity to learn a great deal about yourself, gain confidence and self-sufficiency, as well as become an ambassador for Australia.

You will attend school in your local community, as well as participate in Rotary activities and civic functions. At the same time you will be making heaps of new friends, visit exciting places and experience adventures that you will remember for life.

In short, it should be a life changing experience.

The majority of people who have participated in the program are in general agreement about the benefits to all concerned

To students the main advantages are:

- Greater maturity
- Knowledge of alternative lifestyles
- Appreciation of one's own country
- Growth of self understanding
- Greater tolerance of other point of view
- Appreciation of one's own family
- Learning a new language
- Formation of lasting friendships
- Broadening outlook on life
- Being able to mix with all sorts of people
- Self discipline and self confidence
- Self reliance
- Development of self expression
- Interest in international affairs

Another benefit mentioned was an awareness of the essential sameness of human beings regardless of their race, their language, their colour or beliefs.

1.10

WHAT WILL I NEED - GIFTS AND SOUVENIRS

What will I need?

You will need to prepare carefully to ensure you have everything organised well before you travel.

Students travelling from Australia will often experience a wide extreme in climate. Destinations range from Scandinavia where temperatures descend below zero to equatorial destinations. Students should consult Host Families before departure and make decisions based on their advice.

- Pack selectively and don't overload!
- Pack less than you think you will need. You must be able to carry your luggage without assistance. Negotiating airports can involve walking long distances

- Don't run out and go shopping for new clothes prior to your departure. Your style and size will likely change quickly when you reach your destination
- Place your name, home address, destination address, and telephone numbers on both the inside and outside of every piece of luggage

Checked luggage

Make sure you have contained your luggage within the weight limit. It is no fun unpacking your bags at the airline check-in counter deciding what needs to stay behind. Sometimes the airline will allow no excess at any cost. Luggage should be light, sturdy, durable, easy to handle, and easy to close. Wheeled luggage is desirable.

Carry-on luggage

You may see others with outrageous carry-on luggage, but you cannot risk losing vital items because they enforce limits. Watch size, weight and ease of handling. Pack only essential items, including any medications; for longer flights, basic toiletries should be added. If medication is carried, ensure that you have original prescriptions to present to customs officials.

Personal wear

Plan to "wear" the critical items, passport, ticket details, contact details, cash and credit cards, camera, telephone, pen. These are the items you see as "must have".

To protect from pickpockets or accidental loss, wear a "safe pouch" inside your clothes that contains your passport, money, tickets, host family's and Country Co-ordinator's telephone numbers, and other important papers.

For clothing, dress smart but comfortable. Short tight clothing is not travel friendly. Your Rotary Blazer is essential – wear it – it helps others identify you and will aid you when dealing with authorities. Comply with security – comply with liquids limits, be ready to process all electronic items, coats and bulky items through x-ray and aim to have no metallic items on your clothing as you pass through the security zone.

Often clothing manufactured for Australian conditions are not suited to conditions abroad. Consider purchasing and or borrowing clothing designed for local standards while away. This is a sound move which addresses issues of suitability while aiding the challenge of keeping luggage within the airline weight limits.

- Clothing remains the responsibility of the student's natural parents. The Host Rotary Club or family is under no obligation to provide clothing
- Pack coordinating clothes. Only pack what you know you *will* wear, not what you think you *might* wear
- Pack your most comfortable pants or jeans. Your weight may fluctuate due to your new culture's food
- Do not pack multiple pairs of dress shoes that you will probably not wear. If you need shoes, buy them in your host country and be right in style
- If you wear glasses, have an extra pair or at least a copy of your prescription
- If you wear contact lenses, pack extra cleaning solution, as your brand may not be available or may be very expensive. Have a copy of your prescription in case you need to replenish your supply of lenses or replace those lost or damaged
- You are discouraged from taking expensive items including computers or electronic games with you on your exchange. They can be easily lost or damaged and may not be compatible with power and media systems
- You may need power adapters for any items requiring electrical current as most countries differ from Australia in voltage and plug design. You should check with your host Rotarians before selecting adapters from your home country.
- You do not need to carry your entire home library, music collection, jewellery or other such items, no matter how precious. On the other hand, photos to introduce your family, home, school, etc can be taken on a thumb drive and will be greatly appreciated by your host families and new friends.

Gifts

- Why take gifts?
- Who should you take gifts for?



You should be thinking about ideas for gifts.

Students should carry a few and arrange to have sent at a later date, a gift for each of the host families, Counsellor, friends and Rotarians.

In addition, smaller tokens of appreciation should be brought for others who may assist during the year.

Your Sponsor Rotary Club should have provided club banners to be presented to your Host Rotary Club and other clubs at which you may be the guest speaker. Banners received in exchange should be presented to your Sponsor Club upon return home.

The gifts need not be expensive, but should be thoughtful and something distinctly Australian, preferably local to your community.

Don't hand out all the presents that you have brought in the first couple of months. You may have three or four families to stay with. Hand the presents out slowly - take four or five good presents and apportion them out.

The best gift you can take costs nothing and is easy to pack: a smile coupled with politeness, courtesy, manners and respect. A hand written note or card of thanks is something really appreciated, especially in these days of electronic communication. Going to that little extra effort means a great deal to the recipient.

Sources of gifts

- Make your own e.g. laminate stamps, or gum leaves
- Buy 'Australiana' ribbon from craft stores and make ribbon pins
- Stick pins depicting Australia are a great collector's item
- Purchase 'Australiana' gifts from discount shops
- Cheaper alternatives include \$2 shops or markets
- Download images of Australia from "Google image" or elsewhere and laminate



Rotary Youth Exchange Blazers



Students can be recognised by their Rotary Youth Exchange blazer.

The colour of the blazer usually depends on which country or region the exchange student is from but they can vary from navy blue, pale blue, maroon or dark green. **In District 9700 our blazers are dark green.**

A Rotary tradition is that students cover their blazers in pins and patches they have traded with other students or bought in places they have visited as evidence of their exchange.

It is popular for the students to take a collection of pins and trade them with other students.

All Rotary Youth Exchange Students get a Rotary Blazer. It starts with no pins but when you get back home after a year it will likely be full of pins and weigh many kilograms!

Wear your blazer with pride, at departure, arrival and all formal Rotary occasions.

Souvenir Collections

A student is bound to collect a surprisingly large amount of booklets, souvenirs and pictures during the year away.

It is recommended these be periodically sorted, with parcels being made and sent home by mail. Don't wait until the end of the exchange, otherwise excess baggage will be exorbitant. Ignore this at your peril – we have had students incur in excess of \$1,000 excess luggage and their parents were not amused !

1.11 UNDERSTANDING GRIEF AND LOSS

You may encounter emotional experiences which will include grief or a sense of loss in a variety of forms. We will spend time looking at this in a general way, however we have also covered homesickness, culture shock and sexual harassment as particular situations in which you should expect a sense of grief and a feeling of loss.

There is no "normal" or "abnormal" response to grief. Common elements of denial, anger, loss, sadness, guilt, despair, shock, acceptance all may occur, and at different times for different people.

Grief may follow a death in your host environment or back home in Australia. It may be your pet, a school friend or a family member. It may arise when happy things are occurring back home, a wedding, a 21st birthday party and you are not there.

You will respond in your own way but you can manage this by using sound strategies and by sharing your thoughts with someone you trust.

Coping Strategies

- Keep a personal diary — a way of venting what is happening and then looking back and recognising how well you've coped
- If a death happens at home (e.g. family members, friend, pet), get the details of what happened. Imaginings can be much more distressing than the facts. Have a "good cry"
- With the "what ifs" and "if only" ask yourself: "What could I have done? How would it be different now?" Face the reality: probably nothing
- Write to the bereaved person — give your condolences and describe the positive times you shared with the deceased
- Avoid clichés like "time heals" — they don't help. Phrases like: "I remember how much fun..." "how he/she loved to..." are better
- If a death occurs in your host family, keep aware that each family and culture handles death in different ways. Symbols and rituals are important for you and your host family. Ask your Counsellor or your host family how you can show your support in the bereavement
- A death in which you have no deep emotional involvement now (eg either at home or in your new country) may trigger your painful memories of past losses. Recognise where the sadness comes from and talk to a friend or your Counsellor or someone you think will understand

- Build your resilience. Your social roles as a son/ daughter, brother/sister, a friend, a student, a Rotary exchange student, a member of hobby or sports groups at school, means your energy is channeled and strengthened across these roles. When we lose one role, we channel our energy into the remaining ones. The more roles you have, the more opportunities you have to keep building on that strength or resilience. Remember the rubber band! Do you snap or stretch?

So..... Remain involved: go to school, play sport, and attend social functions.

Strengthen your sense of identity and your coping skills.

1.12 COMMUNICATION, REPORTS AND GUMTREE GAZETTE

Communicating and Reporting

Your Monthly Report

In District 9700 it is a mandatory requirement of your exchange that you complete a report, each and every month. The report is confidential and is important for knowledge on how your exchange is going.

Students are required to submit their monthly report to their country coordinator with a copy to the Youth Exchange Committee Secretary and Chairman at email d9700yx@gmail.com

- **The Monthly Report Form** requires that you give us specific detail every month. A template of this form will be emailed to you and we suggest you keep a master copy, and make a copy each month. The monthly report is due to your Country Coordinator and YEP Secretary / Chairman before the last day of each month
- **The Monthly Report** is to tell us about the progress of your exchange and allows you to inform us of anything you feel is important for us to know. We would also like to hear of your experiences, challenges and successes.



If a **serious** issue arises that you need to tell us about, don't wait until the end of the month when you send your monthly report. If you have not been able to resolve the issue with your Host Counsellor, Host Family or Rotary Club then you must make immediate contact with your Country Coordinator or the Youth Exchange District Chairman and we will respond and act immediately.

Gumtree Gazette

Students are also required to submit a summary of your exchange at the end of March, June, September and December. The report is to be one A4 page, including some photos, and is to be sent to Debbie Schache at jdschache@gmail.com

The reports are combined and will be sent to the other outbound exchange students, your parents, the District Committee, you sponsor Rotary Club, the District Governor, District Governor Elect and District Governor Nominee

It is your responsibility to submit your report on time

Keeping in Touch



Once your year of exchange has commenced there will be many people interested in knowing and hearing about your experiences whilst away and the progress of the exchange – both the good and the bad! They include your **family**, your **Sponsor Rotary Club**, and your **Counsellor**, the members of District 9700 **Youth Exchange Committee** and your **friends** back home.

Of course, in the ever-changing world of communication, it's now so easy through the Internet and e-mail. It's important to keep open the lines of communication with your home, community and especially your friends, as it will help you 'settle back in' when you return from your exchange.

Email addresses

Today many people have email addresses that are quirky and fun. These are fine to use amongst your friends and peers but when it comes to being an ambassador for Rotary, your country and your community then your email address should reflect an appropriate and professional image.

With that in mind, if there is any doubt about the appropriateness of your address i.e.

littlemisshugsgalore@bigpond.com we will be insisting that you set up a new address that is more suitable for a Rotary Exchange Student. Also have one which is easy to read and write.

When setting up an email account, it is most helpful to include your name in the address as it makes it easier for people to identify you immediately.

Computer and Internet

The use of the computer at your host family's home or at school is a privilege during your exchange year.

Discuss with your host family and/or teacher what the guidelines are for using the computer and what the guidelines are for using the internet.

For some families and schools, they are charged for the time spent on the internet so be sure you understand any time limit.

It is most important that you check your emails regularly as your Country Coordinator will use email communication to keep you informed.

A word of caution about blogging

Blogs are popular and they are a convenient way to communicate without leaving anyone out.

These give you an opportunity to be creative in content and presentation.

- You need to remember that the Internet is also a convenient way for perpetrators to find you. It is an international advertisement that can help anyone find out what your name is, what you look like and where you live.
- When/if you use a weblog, take precautions by using a reputable provider, use all available security features, and avoid posting personal details.
- Even with all of these precautions, you are never 100% secure from hackers.

Facebook and MySpace

You should think very seriously about what you post on Facebook or MySpace or similar sites because the consequences could be dire.

- Anyone 'in the know' can view these social networking sites and see your profile and posts. What seems an innocent form of 'having fun' and 'keeping in touch' with friends could become a tool used against you.
- Don't be afraid to join Facebook or MySpace or similar sites, but don't put anything on the Web that you wouldn't want someone to find immediately or in several years time, i.e. future education providers or employers.
- Remember that what you put on or allow to be put on these sites is a personal reflection of yourself. It could be funny at the time but what about tomorrow or in several years?
- All we are trying to do is to convince you to be sensible about the use of these tools.

1.13 FAITH ON EXCHANGE

When a person is invited to join Rotary they are not asked are they Protestant, Hindu, Buddhist, Catholic, Muslim or Jew.

All religions and beliefs are welcome in the Rotary family.

In respect of faith

- We encourage you to sustain the faith you hold whatever it may be
- We ask you to respect the faith of others you encounter
- We encourage you to accept opportunities to observe and experience the expressions of faith, both familiar and unfamiliar to you
- We encourage you to seek to understand the faith composition of your host country
- We encourage you to develop an understanding of social and inter-religious tensions that may be occurring in your host country
- We advise you to discover how to respond respectfully when in the presence of others practising their faith

In seeking to overcome significant challenges, many have experienced a strengthening of their resolve and ability where they have a faith on which to place reliance.

Never underestimate the power of this element of the human condition.

Reflect on this during your year away when you may well be moved beyond your comfort zone.

Your Role as an Exchange Student in your Host Country

Above all else, you will be expected to be involved: involved in your new family, involved in your new school, involved in the community in which you now live, and involved in Rotary. To do this successfully you must do at least two things:

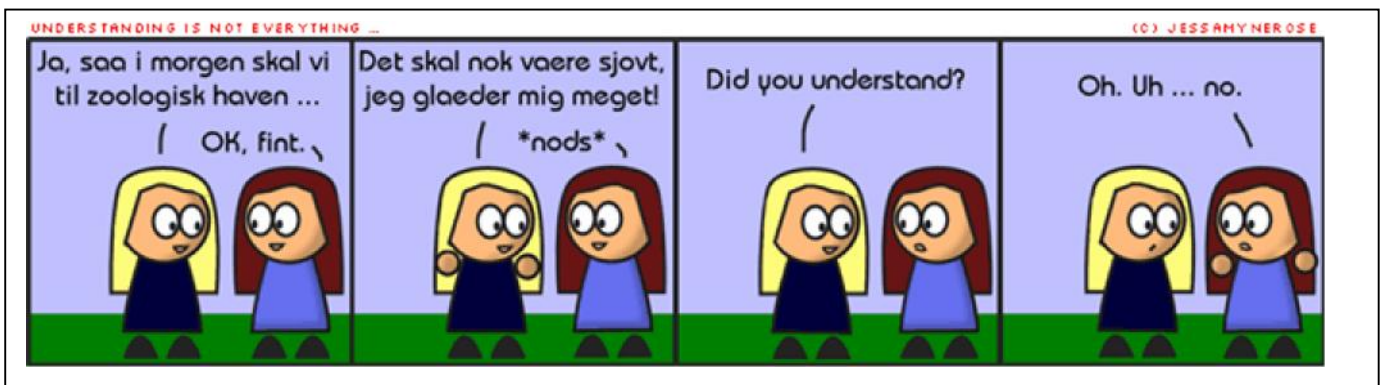
- **learn to communicate in the language of your new country; and**
- **learn to adapt.**

Your Host Counsellor will ensure your participation and assist you in adapting. Remember, the new culture is likely quite different, and learning to 'fit in' and get comfortable in your new country can be a challenge – we understand this!

Learning the language of your new country

You will possibly arrive with little understanding of the language of your host country, and considerable effort will be needed on your part to understand and be understood.

- You must practice by engaging in real conversation
- Reading, and writing the language is necessary to develop true proficiency
- Some host families will label objects around the house, which can be a fun activity – perhaps encourage them to do so if they have not already
- You can help yourself 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
- Think of other words, other phrases, complete sentences and non-truncated words to use so you are better understood.
- Do not 'pretend' to understand because you believe you are 'expected' to understand.
- You may be agreeing to something that you don't understand the consequences of. Ask for an explanation or translation.



Knowledge of the host country's language is key to the success of your exchange year. In addition to making your transition easier, it is sometimes needed to obtain visas. Become as proficient as you can before leaving for your exchange. You may wish to contact host country nationals in your area who can help you practice new language skills and provide a deeper understanding of your destination's culture.

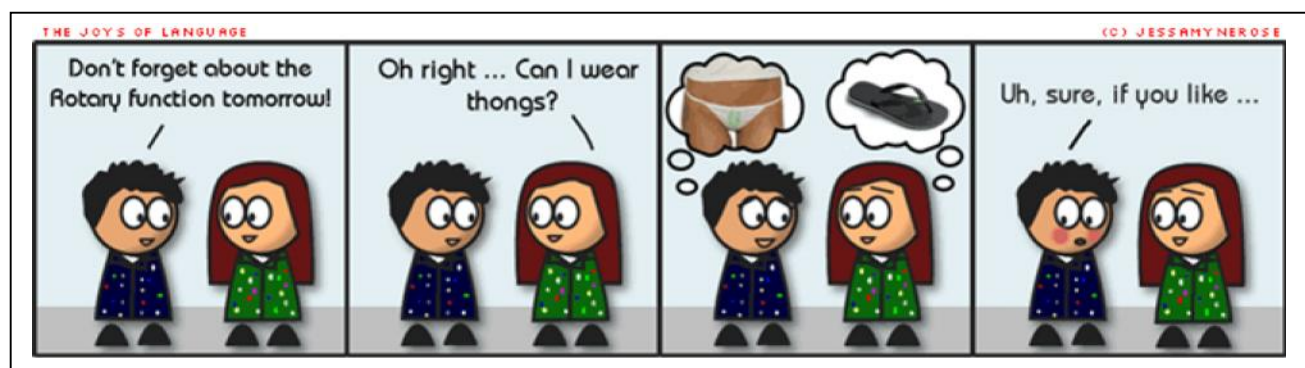
Regardless of your language preparation before the exchange, you will still need to adjust to speaking the language throughout every day. Be prepared for misunderstandings and frustrations that may accompany communication with your host family. Speak clearly and slowly and be patient. Be sure you understand what your host family, Rotarians, or school officials are saying to you.

English is almost a universal language. You will find others will be keen to practise their English with you. Resist this as the more you persevere, the sooner you will become competent with your new language in your new environment.

Remember it is considered rude to speak your native language when others around you do not

Don't be afraid to ask someone to repeat or explain what they said. It is better that you understand them rather than just nodding your head. Do not hesitate to ask for clarification and be prepared to go over some issues several times. Sometimes it may be necessary to seek help from someone fluent in your native language — a teacher, interpreter, or visitor from your home country. Carry a good dictionary.

Be aware that some expressions may have multiple meanings in other countries and be embarrassing or offensive.



When you use an incorrect word or your sentence structure is incorrect, many adults will not comment out of politeness. Your biggest coach will be young children, and reading children's books is a good start.

You will need to encourage your hosts to explain any mistakes you make – remember this is a great opportunity to become proficient with your Host Language. Take care with unfamiliar words students at school encourage you to use – these may be rude or offensive – a Host Mum will be understanding if you quietly ask the meaning of a suspicious word but may not appreciate you using it in conversation at the dinner table.

Make the effort to learn or improve your language skills; it will be well worth it six months down the track and will be useful all your life.

Start learning language now – put name labels on items around you. List survival words: please, thank you, toilet, hungry, tired, don't understand, then recite and memorise them.

What new word did you learn today?



Monthly Allowance

Your Host Club will provide you with a monthly allowance, usually around \$A120 each month. Usually the monthly allowance will not be sufficient to meet all the daily needs of a student so you will need to carefully match your expenditure to your available funds.

You should establish a bank account with a debit card access and request your Host Rotary Club to arrange an automatic transfer of your allowance into that account. Your Counsellor will be able to advise on how and where and what type of account is best for you. In the event that you do not receive an allowance, you should tactfully raise the matter with the Host Counsellor.

Travel

While overseas you should always have some negotiable money with you to cover the event of an emergency.

When invited by host family, Rotarians or others to accompany them in some form of travel it is wise to enquire how much expenses you need to provide for. This will ensure you have sufficient funds and also avoid any unpleasant surprises if an excursion costs you more than you were anticipating.

Emergency Fund

You are required to have an 'emergency account' of \$A400 opened in your host country with the help of your Counsellor. Your Counsellor will be a co-signatory to operate the account. This will be available for any unforeseen emergencies or other unmet obligations you may have.

If funds are utilised during the year, you will be required to arrange new funds to return the Emergency Fund to the required balance. At the end of your exchange any residual funds will be returned to you. If you have cash to pay for tours which is arranged by the District, it is recommended that the money for this event also be placed in the Emergency Fund until required.



Don't forget to have enough money on arrival to set up your emergency fund.

Budgeting

You will need to manage your personal expenditure and also maintain security of your cash, cards and Personal Identification Number (PIN). If you have concerns or any problems discuss them with your Counsellor without delay.

Prior to departure you and your parents need to come to a mutual agreement about money and how to budget:

- Your parents may decide that you must live on agreed periodical allowance, or
- Your parents may agree to put in an extra amount when and if required.
- **Never borrow money** – If you have financial problems, speak with your Host Counsellor who will assist you to budget appropriately.

Transferring funds overseas

In addition to the option of Internet banking, your parents may deposit money into your Australian bank account or make a payment into a Visa account. Funds can then be withdrawn in your host country by yourself using your debit or credit card. A debit card is recommended as then you can only spend what you have available

Check with your own bank whether it has a reciprocal bank in your host country.

Please note that if you are under 16 years of age you cannot have a credit card.



Other money matters you should know about

Parents should have the authority and access to operate on your everyday bank account and any other personal matters during your year away.

Photocopy your documents, including your bank details and insurance, and keep them in a safe place but where your parents and Host Family know about in case they have to access them in an emergency

Don't buy things you don't really need



The hidden cost of exchange is **POSTAGE**, both ways. One student's comment: "When postage costs were more than the cost of the contents, I realised how expensive it was".

Think about how you're going to make and pay for telephone calls home. Reverse charge may be the best option as in some countries overseas phone call costs are very expensive. It is cheaper to ring from Australia, so you might want to make a very quick call home and then your parents can call you back using a phone card for a few cents per minute. Unlike Australia most phone calls are timed.



Skype or similar communication needs to be controlled, as an overuse will cause problems from time to time.

Discuss money matters with your parents before you go and avoid **awkward requests for extra funds**;

Stop buying clothes, CDs and going out too often **NOW**. You will be thankful for every cent you saved and curse every cent you spent.

You should practice budgeting, looking after your own finances and living within your means – **NEVER BORROW MONEY**.



Remember – To allow you to go on exchange, your family has made a significant financial commitment. Do not pressure them for too much money whilst you are away. You can never have enough money. Live within your means – learn to budget and stick with it.

Practice budgeting now!

Rotary Tours

- The Rotary tours are not compulsory, but highly recommended
- The Rotary Tour is the second largest single payment requirement for your year away on exchange
- It is a great opportunity for you and other exchange students to get together on an organised tour. It may be a Euro, Amazon, or other depending on your country of exchange
- Yourself or your parents pay for these and any other private travel.



1.16 AUSTRALIA'S PLACE IN THE WORLD

As an ambassador for Australia during your year away you will be expected to know much about Australia and its relationship with the rest of the world. This is quite a challenge and you will need to develop your knowledge but also be ready to say "I don't know but I will find out and get back to you".

PAST

Many of you will be in locations with a long history but are you aware:

- the aboriginal culture in Australia is one of the oldest continuous cultures known

Following settlement as a prison in 1788, in a little over 100 years, a federation of states was formed in which:

- wide voting rights were given early in the nation's history;
- trade unionism and social justice issues were widely accepted;
- was among the first nations to provide old-age pensions and set a "fair and reasonable" wage;
- women were given the vote in 1902

In the mid 20th Century

- significant multi ethnic immigration commenced;
- the exclusion of aboriginals from political and statistical recognition revoked;
- shifted alliance dominance from UK to USA and subsequently increased engagement as a nation within Asia.

PLACE

Australia is:

- the only nation which occupies an entire continent (plus Tassie);
- an area equal to mainland USA excluding Alaska;
- spread over three time zones with central aligned with Japan;

POWERS

Australia:

- is a Constitutional Monarchy
- comprises eight states and territories who form the federation of Australia.
- has compulsory voting for all 18 years and older

PRODUCTION

Australia:

- from settlement exports were substantially agricultural production plus significant gold production;
- in the late 20th Century the importance of agricultural exports declined but mineral and energy exports became dominant;
- most exports are as commodities – that is bulk transfer of resources with limited processing;
- has made many outstanding breakthroughs in medical, education and engineering production, including Ultra scan, nano-technology, Cochlear ear, Blackbox air safety devices and many others.

PERCEPTIONS

You will need to anticipate perceptions ranging from confusion between Austria and Australia to expectations that you live with Kangaroos or that Home and Away and Crocodile Dundee are documentaries of Australian life.

You may meet people who are very critical of social issues such as treatment of indigenous Australians and refugees, involvement in the War in Iraq or many other values based issues.

Remember that:

- Australia is a small nation in terms of population and economy;
- it plays a part in world issues that are well above its place in these terms;
- criticisms of Australia are not personal attacks on you so don't take them personally;
- listen, acknowledge the concern, express general views such as "some people in Australia would agree with you however..." or "Government policy has been....but many people do not agree" or "That is interesting, I hadn't heard that before, I'll make some enquires and then perhaps we could chat..."

Be confident that as a nation we are not perfect, but are able to hold our head high as a young nation moving forward. Aim to build relationships rather than win the argument.

1.17 BECOMING PART OF YOUR ROTARY CLUB

Rotary Club participation

Rotary obligations take precedence over other extracurricular activities. These obligations usually include attendance at Rotary functions such as Club and/or District meetings and may involve giving a speech. Sharing your exchange experience with the Host Club or District is an important feature of the exchange and contributes to your role as a student ambassador.

Participation in your host club is an important way to extend your opportunities for new experiences. The members have already been very generous to you in agreeing to host you and to provide you with an allowance. You need to respond to this generosity.

- Learn members' names and something about them. Ask for a copy of the District Directory so you can seek member details. Each meeting engage at least two different members in conversation. Tell them the good things you have done and how much you appreciate them.



- Volunteer to assist with club activities and fundraising.
- Learn Rotary Grace and the National Anthem and join in enthusiastically.
- Learn the Four Way Test and the Objects of Rotary and learn about various Rotary projects. Share your knowledge with members.
- Always express interest and give high priority to invitations by members to join them in activities, always subject to Host Family/Counsellor approval.

These actions will ensure the members respect you and be more willing to offer opportunities to you and to future exchange students.

1.18 INSURANCE – TRAVEL & HEALTH

All students accepted into the Youth Exchange Program must be provided with the Rotary Travel and General Insurance Policy which covers the risks of:

- personal accident, injury and/or death
- funeral expenses
- travel
- loss of personal belongings
- personal liability
- medical expenses
- hospitalisation

You need to keep the card issued by your Travel and General Insurer safe and if you have any insurance problems you contact the Insurance Company as per their instructions.

You should provide each host family with a copy of the card so they can support you if you have health issues and are not able to act for yourself.

The Rotary Youth Exchange Australia insurance policy covers amounts significantly in excess of RI minimum levels and is among the most extensive student exchange policies available anywhere in the world

The travel insurance policy is underwritten by the insurer, ACE Insurance Limited (ACE) and arranged through Aon Risk Services Australia Ltd (Aon).

The policy provides 12 months coverage – it begins from the time you leave your home to the time you return to it at the end of the exchange period.

Access to your cover automatically ends from the time you no longer meet the insured person definition (e.g. You are no longer nominated as a Rotary Youth Exchange student or you return to Australia after completing the exchange program)



Policy exclusions

Like most insurance policies, there are several *exclusions* you should be aware of.

The policy does NOT cover the following – check your policy for complete list

- Professional sports
- Suicide or attempted suicide
- Riot or civil commotion
- Racing a motor propelled vehicle
- Travelling in an aircraft unlicensed to carry passengers.

Policy Excess

A policy excess of \$250 applies to the following claims:

- Baggage
- Electronic equipment
- Personal liability

Youth Exchange Policy Claims must be submitted to:

- **Aon Risk Services**
GPO Box 65 Brisbane Qld 4001
- **Under no circumstances send it anywhere else.**
- ***If you wish to be paid, please remember the documentation must go to the above address.***

The insurance E Wallet contains:

The insurance E Wallet will be emailed to you as soon as it is received from the insurance provider. This will be after 1 January.

- The 'Insurance Policy' which includes your name;
- An explanation and instruction on how to make a claim;
- The Insurance Policy number;
- A Claim Form – this is in a computer writeable format; and
- An ACE Assistance Card.

Before you leave

- Familiarise yourself with the contents of the E Wallet;
- Be aware of the exclusions on pre-existing conditions and report any to AON;
- Have a complete medical and dental check up – especially in relation to wisdom teeth;
- Check personal items you wish to take and remember Rotary only recommends inexpensive jewellery, watches, cameras, clothing etc.;
- Ensure you have listed on the policy any additional items high in value i.e. musical instruments, lap tops, camera equipment – remember, the higher the value, the higher the risk;
- Ensure your parents have a copy of the insurance E Wallet.

Whilst away

- Carry your ACE Assistance Card with you at **all times**;
- Ensure your host family and/or your Host Club Counsellor is aware of the contents of the E Wallet and how to use the card.

How to use your ACE Assistance Card

For assistance:

Contact the local telephone operator in your host country and ask for a reverse charge call to ACE Assistance on **+61 2 8907 5995**

o **24 hour telephone access 365 days of the year**

- Say: "I am a Rotary Exchange Student";
- State your name and contact details [your phone number]; and
- State the nature of the problem.

When to use the card

- In any **emergency** situation;
- Whenever authorisation for payment is required e.g. for hospital or medical costs;
- For urgent legal advice;

Do not use the card for general inquiries. Full details of the policy and how to use the card are contained in the insurance E Wallet, which will be distributed prior to your departure.

Remember to make a claim you must fill in and forward the claim form,
with your receipts, to

AON Risk Services
GPO Box 65
Brisbane, Qld. 4001

Do not send this claim form to Ace Insurance



Arranging travel for your exchange will require you to obtain and complete several necessary travel documents, including a passport, visas, and vaccinations or inoculation certificates. In addition, the governments of the sponsor or host countries may require other documentation. While your sponsor Rotary Youth Exchange officers and Terra Australis staff can help arrange the details, it is primarily your responsibility to ensure that everything is in order.



Here are some of the general arrangements you must make:

- You should apply for a passport as soon as you are informed by the Rotary Club that you will be recommended to the District program.
- After you have been successful at the District interviews and accepted into the Rotary Youth Exchange program, a Guarantee Form within the application forms will be completed and the visa process will begin. Working with your Host District, and the Terra Australis travel agency you should start as early as possible in arranging for both of these documents to ensure sufficient time for processing or the need for further supporting documentation.
- Your airline ticket will be arranged from Sydney to the airport designated by your Host District. This is part of your exchange package and is arranged by Terra Australis. It is your responsibility to arrange travel to Sydney in sufficient time to make your flight boarding and security deadlines.
- It is mandatory that all students carry approved travel and health insurance for the duration of their exchange. This is arranged by the

District as part of the exchange package.

- Most likely you will be required to have immunisation documentation. Check with your local health department and Terra Australis to determine required or recommended immunisations for the countries to which you are traveling.
- You may also need to have a thorough pre-exchange medical examination. With this examination, you may wish to obtain an identification card including your name, blood type, and medications you take or to which you are allergic. You should carry this card at all times while on the exchange.
- Your Counsellor or Host Family may wish to examine your passport, visa, and airline tickets to confirm that your documents are in order. These may be retained by your Counsellor or Youth Exchange officer to ensure their safety.

Security – upon departure and at all Airports

- Stick pins in jackets **could** be confiscated, but most seem to be able to get through;
- Ensure that your cabin baggage contains no sharp objects e.g. scissors in a personal amenities bag;
- Never leave your bags unattended;
- Never carry another person's baggage;
- If you are travelling on a domestic flight out of Melbourne to connect with your international flight, your family and friends will be able to farewell you from the departure lounge. Note that they will have to go through a security gate and be subject to a security check. Remind them not to have sharps or other restricted items in their pockets or bags.



Security – when travelling

When you are travelling keep with you, *at all times*, your three most valuable items:

Passport Airline ticket Money (cash /credit card)

We highly recommend you purchase a money belt or small pouch to wear around your neck and under your clothes. This will keep your valuables, tickets and passport safe and readily available at all times.

Do not place your valuable items into your blazer pocket as you run the risk of those items falling out when you take off your blazer and stow it in the overhead luggage compartment.

Rules for Taking Liquids onto International and Domestic Flights

Liquids are only allowed in carry-on baggage if they are in containers up to 100ml in capacity and these containers fit comfortably in a one-litre, re-sealable transparent plastic bag.

- Having carry-on liquids organised in the plastic bag before arriving at the security screening point will minimise delays and disruption.
- Passengers are only allowed one one-litre bag.
- The bags can be purchased at most supermarkets and measure approximately 20cm by 20cm.
- You will not be able to take drinks in cans, bottles or plastic containers onto the aircraft.



Documents whilst away

You should make several sets of photocopies of your:

- Passport (main page and student visa)
- Airline ticket, and
- Insurance details (E wallet).

These should be held by your:

- Parents at home,
- Host family (you should take them with you when you change host families),
- Host Club Counsellor.

Rotary Escorts

Escorts *may* be provided as follows:

- **Europe** Fully escorted to Bangkok or an Asian hub, then to London or Copenhagen or Frankfurt or Paris or an European hub and then assisted with connecting flights to final destinations.
- **North America** Fully escorted to Los Angeles and assisted with connecting flights to final destinations.
- **South America** Fully escorted to Sao Paulo and assisted with onward connections.

As escorts are arranged with other Australian Rotary Districts, these arrangements may vary and you will be advised of final escort arrangements and contacted by the tour leader before departure to finalise airport arrangements.

Your return flight

- The ticket you use to fly to your host country is a *return* ticket. In other words you will need it in order to return home. Your Counsellor will keep it in a secure place and return it to you before your departure.
- Although the ticket is valid for 12 months from the date of first travel, to facilitate ticketing, an earlier fictitious date appears on your ticket. This is **not** your return date, which will be booked by Terra Australis and advised to you usually in November
- Your return date will, in all likelihood be between 5 – 15 January – **Please do not ask to return early, you have agreed on a 12 month exchange**
- You should contact the airlines involved in your return travel at least one month prior to your return and advise them of a phone contact during the last two weeks of your stay in your host country.



Travel Tips

- Confirm/reconfirm your bookings 72 hours prior to departure
- Carry a reasonable amount of cash (suggest \$200) in the currency of the country to be visited
- Take care of your personal possessions at all times
- Carry your passport, ticket and money with you at all times. Don't ever put them on the seat beside you, even for an instant
- **Do NOT, under any circumstances**, carry items on or off the plane for anyone
- **Do NOT, under any circumstances**, offer to carry or pack any item in your checked luggage for anyone else
- **Do NOT pack your passport in your suitcase**
- Your cabin baggage should contain a spare set of clothes (at least underwear)
- Allow for warm clothing for the northern hemisphere upon arrival
- Don't take too much with you in your cabin baggage (remember the allowance)
- Adhere to the checked baggage limits – excess baggage charges are very high
- Arrive at the airport in plenty of time – 3 hours prior to departure is recommended
- Wear neat/casual clothes. Wear your Rotary blazer for departure and for arrival.

To travel is a privilege not a right

- One of the aims of the exchange is to live in another country and experience another culture for twelve months
- The exchange is not meant to be a holiday, although there will be opportunities to see a lot of the host country and, perhaps, neighbouring countries. Most countries organise a 'tour' for approximately three weeks. The cost of this is the responsibility of you or your parents.

Remember

- Spending as much time as you can in tourist locations gives you the sites but doesn't immerse you in the culture of the host country
- All travel costs money
- If your host parents wish to take you on a weekend away, consider it a bonus and show your appreciation



What is Rotary?

The main objective of Rotary is service—in the community, in the workplace, and throughout the world. Rotarians provide goodwill and peace, provide humanitarian service, and encourage high ethical standards in all vocations. The Rotary motto is “Service Above Self.”

What exactly does Rotary do?

Rotarians initiate and help raise money for community projects that address many of our society's most pressing issues, such as violence, drug abuse, youth, AIDS, hunger, the environment, and illiteracy. Rotary clubs are autonomous and determine service projects based on local needs.

Why join?

To make a difference – Rotary gives people an opportunity to make a direct and personal impact on their community, and, through Rotary International and its Foundation, to provide humanitarian assistance to people around the world.

To connect with other business and community leaders – At weekly meetings you meet with community, government, educational and religious leaders with similar interests and goals.

To learn – Weekly meetings feature programs about issues and topics related to your community, your health, your family and your business.

The Program is a cultural exchange, not a glorified holiday and a student should not enter the Program with the expectation of travelling extensively in the host country.

Neither the Host District, Host Club nor the Host Parents are under any obligation to provide or permit travel. However, most students do manage to see a lot of their host country due to the generosity of Rotary Clubs and individual Rotarians.

Where this occurs, it is an added advantage to the exchange, **NOT** an entitlement. Prior to any arrangements being made you must abide by the rules and regulations stipulated as a Condition of such permission and seek authorisation by the Host Club and when necessary by the District Committee.

Approval must be obtained using the process directed by the Host District Youth Exchange Committee. This process is a specific requirement of Rotary International and Districts which do not comply will have RI Certification withdrawn. The process is designed to minimise risk to the Student and to the reputation of Rotary.

Details of the travel itinerary should be lodged with the Host Family and Host Counsellor. When outside the District, the District Committee Chairman must have details of the itinerary showing the name, address and telephone number of the responsible Rotarian (or approved contact) at each stopover.

Unaccompanied travel or travel with other students without a Rotarian or host family outside the community area is not encouraged and is strictly forbidden by most Districts.

Under **NO** circumstance may a student make individual travel arrangements and then expect the host Club or District to go along with the arrangements.

Most Rotary Districts organise or approve student exchange tours, the cost of which is usually the student's responsibility.

Remember - if you want to go travelling, you must have the permission of your Club & District. They are responsible for you and you should check that nothing has been organised by the District Committee, by your Club or your Host Family for the time that you said you wish to travel..

If you are going to visit friends or relatives, contact the family. Make sure that you have received a written invitation to visit or you may find that you are not expected and the family has gone away on holiday.

1.22 SEXUAL HARRASSMENT AND ABUSE

Rotary International and the District 97000 Youth Exchange Committee AND THE Committee in your host country considers harassment of any of our students to be a serious offence. Under Australian laws these behaviours, particularly sexual harassment or abuse are criminal matters.

Any allegation of such behaviour will be treated as a serious matter and we will take steps to ensure your safety while in Australia. It is our policy that you have a right to **ALWAYS** feel safe, comfortable and unthreatened. Harassment includes sexual harassment, but can take the form of repeated comments or gestures about a student's social background, home country, language, culture, personal appearance or other characteristics.

Harassment is any unwanted physical or verbal conduct that offends or humiliates you.

Both males and females can be abused in ways including:

- **Being encouraged to engage in full sexual intercourse, masturbation, oral sex and fondling**
- **Being offered pornographic books and videos**
- **Being asked to take part in making videos or taking pornographic photographs.**

If you are placed in any of the above situations or think the situation is “uncomfortable”, **then contact an adult you trust immediately. Leave if possible.**

DO NOT try to handle the situation on your own — there are Rotary members here to help you and ensure that your exchange is safe and enjoyable.

Remember – If it doesn't feel right, it isn't right.

Top Ten Online Safety Tips

- 1 **Keep** personal information to a minimum – don't use your full date of birth.
- 2 **Don't** put your mobile phone number on your profile.
- 3 **Keep** identifying information about your private life, including your school, to a minimum.
- 4 **Keep** your password private.
- 5 **Use** a generic and non-identifying email address.
- 6 **Lock** your profile and photo albums – don't let people you don't know have access to your photos.
- 7 **Think** before posting photos.
- 8 **Always** get the permission of others before putting their photos online.
- 9 **Check** your profile regularly to check what others have posted or written on your profile.
- 10 **Report** abuse, harassment, bullying or inappropriate content to the website and if necessary your school or police.



Be a joiner

To gain the maximum benefit from your year, take an active part in the host community. Take every opportunity to join and be actively involved in school clubs, youth, church or sporting groups, especially Interact or Rotaract if they are available in the area. The wider the involvement the greater the number of friends you will make. Don't confine friendships mainly to other Exchange Students, remember that your friendships and experiences will last a lifetime.

You have a very special opportunity to be a member of another community and culture for your year, a year that will last your lifetime. This means that you have to adjust to the new community not them adjust to you. You also need to show that you appreciate that these people are sacrificing privacy, time, space and value for you who begins as a total stranger and becomes a member of this new family, school and community.

Say "Please" when you ask for something and "thank you" for their response whether you get what you wanted or not.

Have an open mind

There is usually more than one view on most issues, so keep an open mind, especially on controversial matters (race, religion, politics, etc.).

Do not take sides and avoid expressing strong contrary views - be diplomatic and tactful.

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

Interviews

If interviewed by press, radio or television at home or abroad, a student should always have his/her Host Counsellor or parents present. Never be critical of your own or your Host Country. Careless remarks when publicly reported may cause serious embarrassment. Smile for the camera.

After the Exchange

For most students, the Youth Exchange experience does not end the moment they return home. Your year may be over but it will remain with you for the rest of your life - the good, the bad, the boring and the exciting - and you will be a different person forever.

Although you will be busy readjusting to family life for weeks or months, continued correspondence with your host families and new friends abroad will keep your new world view alive. Maintaining these important contacts will also help to ease your re-entry orientation during this last phase of your exchange.

You will need to check your flights about 5 months prior to leaving. i.e. August. When you find out you should let your Parents, Host Parents, Counsellors and Country Co-ordinator know. Start checking your baggage will fit into the luggage allowance. Remember to take adequate money with you to the airport, as you may have to pay for excess baggage.

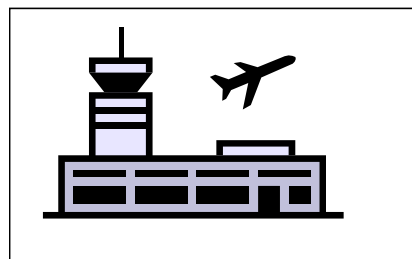
Don't forget to bring photographs home with you and lots of wonderful memories of a fabulous year. See if you can leave a set on a hard drive with your host family so that if your drive or CD's are lost in transit you can seek replacements from overseas.

It is illegal for a student to remain in the Host Country after conclusion of the exchange period defined by the sponsor Youth Exchange Committee. Students will travel direct to home with no unauthorised stopovers allowed.

However your natural parents may authorise otherwise provided they accept full responsibility for your safety and entirely absolve Rotary. This would need to be discussed well before your departure as the Sponsor and Host District Committees must consult and there are insurance issues to be addressed.

Readjusting Difficulties

Upon returning home, you may experience adjustment problems. This should be anticipated and the District Youth Exchange Committee will have alerted your parents to this possibility. Usually adjustment problems pass with time, but should difficulties persist, it is wise to seek assistance from your Sponsor Counsellor or the District Youth Exchange Committee.



Shortly after returning home, you and your parents shall be expected to attend a meeting conducted by the District Youth Exchange Committee for the purpose of debriefing the recently returned students

You should also visit your Sponsor Club and present your report along the lines of your final presentation at your Host Club.

Your readjustment upon returning home is a crucial aspect of the exchange process. Just as you will have faced the challenge of adapting to the new culture, you may need help dealing with the feelings that accompany your return home. You will probably view your native culture, friends, and school life in a different light, and this is normal. Dealing with the difficulties of returning home is the culmination of your exchange.

Here are a few ways to mitigate them:

- Recognise the thoughts you are feeling. They are normal and it is okay to find it difficult to slip back into your "old" life exactly as it used to be. You have changed and, therefore, your life at home will be different, too.
- Try to talk about your experiences during your exchange. Give a presentation to your host Rotary club, groups of interested students, or your classmates. You may also want to find other former exchange students who will relate to your experiences.
- Don't be critical of your family if you have less freedom than you had when you were abroad.
- Be patient with yourself. Just as you took time to adjust to your new life in your host country, you will need time to readjust to your life at home.

YOU WILL RETURN HOME!

A terrible thought, but yes it will eventually happen.

**Don't have your going away party the night before you leave –
A VERY BAD IDEA!!!!**

BEING AN EXCHANGE STUDENT

- Is fantastic
- Is meeting hundreds of wonderful people
- Is giving speeches and writing letters
- Is seeing a new country and experiencing new things
- Is being homesick and at times, miserable
- Is getting tired
- Is being an ambassador
- Is personal growth

THE SUCCESSFUL EXCHANGE STUDENT

- Is flexible and adaptable and wants to learn and have new experiences
- Is knowledgeable and well read
- Is open to challenge and change
- Is sensitive, loyal and trustworthy
- Is involved
- Recognises "Different" from good, bad, wrong, etc.
- Communicates with family, Rotary, school, friends
- Is introspective

"If it is to be – it is up to me"



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 INTERNATIONAL DISTRICT 9700 YOUTH EXCHANGE COMMITTEE MONTHLY REPORT

Report Month:

STUDENT INFORMATION

Student Name:

Details:

Student Mobile No:

Details:

Student Email Address:

Details:

Sponsor Rotary Club Name:

Details:

Sponsor Counsellor Name:

Details:

Host Club Name:

Details:

Host Counsellor Name:

Details:

HOST FAMILY INFORMATION

Host Family Name:

Details:

Home Address:

Details:

Home Phone Number:

Details:

Mobile Number:

Details:

Email Address:

Details:

Date arrived here:

Details:

NEXT HOST FAMILY INFORMATION (if known)

Host Family Name:

Details:

Home Address:

Details:

Home Phone Number:

Details:

Mobile Number:

Details:

Email Address:

Details:

Date of expected transfer:

Details:

SCHOOL

Name of School:

Details:

Date Enrolled:

Details:

Contact Person:

Details:

HOST COUNSELLOR

Home Address:

Details:

Home Phone Number:

Details:

Mobile Number:

Details:

Email Address:

Details:

Date of Last Contact:

Details:

Number of Contacts this Month:

OTHER CONTACTS THIS MONTH

PARENTS:

Date of Last Contact:

Details:

Number of Contacts this Month:

Details

SPONSOR CLUB:

Date of Last Contact:

Details:

Number of Contacts this Month:

Details

HOST CLUB:

Date of Last Contact:

Details:

Number of Contacts this Month:

Details

HEALTH & SAFETY

Have you had any illness or injury this month?

Details:

Has there been any difficulties with your host family?

Details:

Has there been any difficulties with your School?

Details:

Has there been any difficulties with your Counsellor?

Details:

Has there been any other problems with your exchange?

Details:

ACTIVITIES

What activities have helped you learn the language?

Details:

What public speaking engagements have you had this month?

Details:

What community service or Rotary projects have you been involved with this month?

Details:

What Rotary Club meetings have you attended?

Details:

What sporting and social activities have you undertaken?

Details:

Provide an example of what you have discovered about your host country's culture this month ?

Details:

TRAVEL

Travel undertaken during the month?

Details:

Future travel planned?

Details:

GENERAL COMMENTS

What other information would you like to tell us?

Details: