

Rotary Youth Exchange Western Australia

District 9455

Host Parents' Manual



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Guidelines for Host Parents & Families

Introduction

Acting as a host to an overseas student can be an extremely rewarding experience for a family, giving you the opportunity to learn about the country from which the student comes as well as sharing the day to day experiences of the student during his/her stay in Australia.

Responsibilities of Host Parents

Your family will be hosting the Exchange Student for any length of time (preferably 3 months) at any stage of his/her 12 months exchange.

Hosting an overseas student presents important obligations. The Host Parents must:

1. Care for the student and look after his/her well being in the same way as if the student was one of the Host Parents' own sons or daughters.
2. Provide room and board for the student and include him/her in all the family activities.
3. Monitor the student's school and leisure activities, ensuring that problems are recognised and minimised.
4. Have applied for a Working with Children Card (issued by Australia Post) [State Law requirement]. Receipt must be forwarded to the Student Mentor, before student's arrival at your house.

It is desirable for the student to have a separate room of his/her own, or alternatively, to share a room with someone in his/her own age group.

Host Parents

- a) Need not have children of similar age and sex as to that of the student. Many a successful hosting has occurred with families who have had young children, or no children.
- b) Need not be a Rotarian, however, it is essential for non-Rotary Host Parents to have been assessed and endorsed by the Host Rotary Club.

The exchange is a two-way process and the Host Parents are the adults in the deal. Host Parents should be willing to go more than half way in understanding the student. They should try to give an adult lead to the young person, who unless told, cannot be expected to know the family's rules and wishes.

Host Parents should expect the student to conform to their supervision, but to no greater extent than they expect of their own children. Host Parents should establish and maintain two-way communication between themselves and the student. Firm but sympathetic understanding and loving control from the Host Parents should lead to a hosting which is both successful and rewarding - and which will also happily add a son or daughter to the family.

Mentor

The Host Rotary Club will appoint a Rotarian Mentor to look after the student's interest for the entire period of the Exchange. The Mentor is virtually the student's guardian and the student should be encouraged to consult with the Mentor on any problem that may arise and which requires help. The Mentor is also available to assist Host Families with any problem they may encounter in hosting the student.

Student Not a Guest

It is most important that the Host Family does not treat the student as a special or honoured guest. The value of the Programme centres on the student being "one of the family" and not receiving any special favours or treatment. The student should contribute to the family life by undertaking normal chores.

Similarly, the student should not address the Host Parents as Mr. and Mrs., but as "Mum" and "Dad" or some other informal title. As soon as the student arrives with the new host family they should jointly discuss the family preferences and requirements. A guide to the agenda of this discussion is set out in "*Questionnaire for First Night with New Host Family*" (Appendix 1).

Household Chores

The hosted student should assist with the household chores - making bed, keeping room tidy, setting and clearing away the meal table, assisting with the meal dishes, etc.

Students are not unpaid home help or live-in baby sitters, but on the other hand, they should not be excluded from household work - a correct balance should be established.

Discipline

The student is expected to adapt to the supervision and discipline of the Host Family - the family does not have to adapt to the student.

Any sign of reluctance or unwillingness on the student's part to accept this requirement should be brought to the attention of the Mentor, who should then clarify the point with the student. It is preferable that such a ruling comes from a third party (i.e., the Mentor) rather than from the Host Parents.

Problems can arise unless the student clearly understands that he/she is expected to conform to host country conditions. At the same time, however, Host Families should be aware of the problems of adapting and be understanding of the student.

Religion

Religion seldom poses serious problems. Most students are very flexible on attitudes and usually accompany the Host Families to their church even where religions differ, but the issue should not be forced. If the student wishes to follow his/her own religion, the Host Family should respect the student's wish and be supportive in this respect.

Alcohol

The consumption of alcohol can present a problem in two ways:

- a) A student who has been accustomed to consuming liquor at home may be placed with a teetotal family. In such a case, the student must respect the wishes of that family and should abstain from consuming liquor in the home whilst being hosted there.
- b) A student from a teetotal home is hosted by a family where alcoholic drinks are regularly consumed. The Host Family should respect the beliefs/practice of the student and make no attempt to induce him/her to partake of alcoholic drinks.

The LEGAL AGE For DRINKING OF ALCOHOLIC BEVERAGES IS 18. Legal drinking must be in moderation and is both strongly discouraged and **not allowed except** in the presence of responsible adults (ie Host Family or Rotarians).

Drugs

The possession and/or consumption of illicit drugs is a breach of the law of Australia and as such is strictly prohibited under the programme.

Any student breaking this rule will be immediately expelled from the programme and repatriated, provided they are not detained by a jail sentence or other legal action.

If Host Parents suspect that a student in their care is taking drugs they should immediately report their suspicions to the Mentor who in turn should contact the District Committee and the Host Club President.

Driving

Whilst on exchange, the student is specifically forbidden to drive any form of motorised vehicle, be it operated on Land Sea or Air. Violation of these rules can lead to the student being removed from the programme and returned home.

Romance

The Youth Exchange Programme rules state that a student should not become romantically involved. This concerns human relations and is not easy to enforce, but if Host Parents consider that such a relationship is developing, they should discuss the matter with the student and the student's Mentor. It is a difficult matter, but the rule is sound, because a student romantically involved with another person centres all his/her interests on that person to the exclusion of the broad aspects of the Youth Exchange Programme.

Promiscuity

Promiscuity will terminate the Programme for the student, leading to immediate return home.

Finances

The Host Family is not under any obligation to provide the student with pocket money or to finance clothing, school uniforms, travel or other expenses (including telephone calls). The Host Club will provide pocket money each month; whilst the other costs are to be borne by the student from his/her own funds or those provided by the student's natural parents.

Some students are poor at budgeting and need guidance in this respect if they are to live within their finances. Students should be discouraged from borrowing money and from purchasing on the Host Parents' credit accounts.

The Programme requires the student to bring AUD\$500 to be placed in an Emergency Fund bank account. The Fund is not for day-to-day minor items, but is for major expenditure such as clothing, medical and dental accounts, travel, tours, etc. The Fund should be replenished without delay by the student's natural parents. Host Parents should discuss this matter with the Mentor at the beginning of the hosting.

Student Insurance

It is a Rotary International Requirement that all hosted students accepted into the programme must be provided with insurance to cover the risks of:

Overseas Hospital/Medical/Dental Expenses	US\$1,000,000
Accidental Death	\$100,000
Capital Benefits	\$100,000
Emergency Evacuation	\$50,000
Repatriation of student's remains in the event of death	\$50,000
Political/natural disaster evacuation	\$50,000
Legal Liability	\$500,000

In addition, to obtain a visa, the Australian Government requires Students visiting Australia to provide evidence of OSHC, which is available from BUPA, AHM, NIB, OSHC Worldcare and Medibank Private, providing basic Medical & Hospital benefits whilst in Australia. Inbound students should apply directly to their insurer of choice online, with the cover period being the same length as their visa.

(Students from Norway, Sweden and Belgium may be exempt due to reciprocal agreements with the Australian Government)

Travel

Host Parents are under no obligation to take the student on holidays or provide tours. Where the Host Family is to be away and cannot take the student, they should advise the Mentor well in advance of the event and the Mentor should make alternative accommodation arrangements for the student covering the Host Family's absence.

However, most students do manage to see a lot of their host country due to the generosity of their Host Parents, their Rotary Clubs and individual Rotarians. Where this occurs, it is an added advantage to the exchange, not an entitlement.

Where the Host Club and District permit travel, the student must abide by the rules and regulations laid down as a condition for such travel.

An essential requirement of Rotary is that the whereabouts of a student is known at all times by the Sponsor and Host Districts for the purpose of ensuring the student's safety and well being, and for direct contact in the case of emergencies.

Travel Policy Guidelines

These Rotary International District 9455 Youth Exchange Program Policy Guidelines are additional to and take precedence over the general guidelines stated in the Youth Exchange Manual - Australia. The Guidelines will be applied to Inbound students.

An essential requirement of Rotary is that the whereabouts of a student is known at all times by the Sponsor and Host Districts for the purpose of ensuring the student's safety and wellbeing, and for direct contact in the case of emergencies.

1. Official tours organised by the Rotary District Youth Exchange Committee, Rotary Clubs and Hosting Schools have been arranged to provide the student with an opportunity of seeing the area in which they are hosted. It is important the 'Authority for Inbound Students to Travel on Rotary and School Sponsored Excursions and Tours' be completed.
2. Travel with Host Parents, the Rotary Club and individual Rotarians is permitted within Western Australia, as per conditions shown in Rule 5 on 'Rules for Inbound Students' form.

3. The Chair of the District Youth Exchange Committee must be informed, in writing together with an itinerary, well in advance of proposed travel, and formally approve all trips outside Western Australia.
4. Any such travel within the Host Country may be undertaken with the prior permission of the Host Club President and the District Chair. An 'Authority for Inbound Students to Travel on Rotary and School Sponsored Excursions and Tours' form must have been submitted previously.
5. Independent and unaccompanied student travel, while generally is discouraged, may be approved by the District Chair under certain controlled conditions.
6. Travel with Natural Parents is strongly discouraged. The Chairman of the Host District must be contacted prior to the arrangement of travel with/visits from any family member, including Natural Parents. The Host Districts rules regarding family visits, including any restrictions on the time of year they will be approved, must be abided by. Typically, visits/travel must only occur in the final quarter of the exchange, and during school holidays. They must not clash with Host Family or Club arrangements.
7. Travel by the student with natural parents outside the Host Country is not permitted.
8. Travel during school term is not permitted.
9. The student may not telephone another Rotary Club directly to ask for hosting on a trip.
10. The student should not return home by any route other than a route arranged by the Sponsor District Youth Exchange Committee.

Flying

A hosted student is permitted to travel within Australia in an aircraft licensed to carry passengers. Travel in any of the following aircraft types will not be approved under any circumstances:

- i) Non-motorised glider.
- ii) Motorised glider.
- iii) Ultra light aeroplane (any type).
- iv) Hang glider (any type).
- v) Private flight with an unlicensed pilot or pilot not authorised to fly the particular type of aircraft proposed to be used.

The following aerial activities will not be approved under any circumstances:

- i) Parachute jumping.
- ii) Skydiving.
- iii) Bungee jumping.

Schooling

The rules of the Youth Exchange Programme require the student to attend a secondary school. The Host Mentor should attend to the enrolment details and, in conjunction with the student, organise a subject package.

The Host Mentor is the continuing contact between the school and the Host Student. The Host Parent's role is to supervise the day-to-day attendance of the student at school and to encourage him/her to participate fully in both the academic and extracurricular activities of the school. It is important that any problems arising from language difficulties be dealt with promptly. The Host Parents explaining any absence of the student from classes should always provide a note to the school.

Homesickness

Every student will experience homesickness to some degree. Host Parents should appreciate this fact and expect the student to have some adjustment problems. At this time a student may want privacy to cope with his/her feelings, so do not be alarmed if some time is spent alone in his/her room. Encourage the student to be open about homesickness and to be confident to discuss the problem when it arises.

If the student spends a lot of time alone, this could be a danger sign that he/she is not adjusting well to the new environment. In an attempt to solve this problem it is wise for the Host Parents to discuss the matter with the Mentor and the student. Encourage the student to be involved with youth groups and other community activities, as this will help alleviate adjustment problems.

Change of Host Families

Through the Mentor, Host Families should keep in touch with the Rotary Club regarding hosting arrangements, so that all parties are aware of and know well in advance exactly when each change of home is to take place. It is recommended that the current Host Family meet with the next Host Family to discuss the student's likes and dislikes, thus assisting with a smooth transfer from one home to the next.

Telephone Calls & Computer Usage

Abuse of the telephone by the student can lead to conflict with the family. Upon moving into the Host home, the parents should discuss telephone requirements with the student and establish operating rules.

The cost of telephone calls should be borne by the student. Help the student to establish a cost efficient way to contact home. Telephone Cards are available at News agencies; those help reduce the costs for phone-calls enormously. VOIP - a telephony system through the Internet is another solution (see www.skype.com as an example - there are other providers).

Computer usage can lead to conflict as well. Please establish in the beginning when the student may use the computer, if at all and for how long! Also make sure the student understands not to occupy too much space on the hard-drive but that he buys himself preferably a "thumb-drive".

Shared Knowledge

Exchange of knowledge on an international level is one of the main objects of the Youth Exchange Programme. The host student is an ambassador for his/her country. However, the Host Family also are ambassadors - for Australia. The Host Family should show interest in the student's country and learn as much as possible about that country. At the same time, the Host Family should also impart knowledge about Australia and its way of life, thus enabling the student to take back home a good understanding of Australia.

The following pages form the Inbound Student Manual:

Youth Exchange Programme - Guidelines for Hosted Students

Introduction

A warm welcome is extended to you as the Rotary Youth Exchange student arriving from overseas, and it is hoped that the year under the programme will be one of the greatest experiences in your entire life. The Guidelines set out below are provided to help you prepare for the exchange and to gain the maximum benefit and enjoyment from the programme.

Being with Australians:

Although Australia has many similarities in its way of life to that of overseas countries, there are also many differences, and it is these differences that offer a stimulating opportunity to learn, experience and understand.

Australians have a reputation of being warm, friendly, frank and very hospitable and with a dry "irreverent" sense of humour. However, their attitudes can be influenced by the attitudes of others toward them, so you as a host student:

1. Should be careful not to continually compare Australia in unfavourable terms with your own homeland, giving the impression that you do not like Australia. One place compared to another is merely different and usually with a reason, therefore, nothing is better or worse.
2. Should not appear to be disinterested in your exchange. Perceived lack of interest will cause Australians not to be interested in you.

The principal objective of the Youth Exchange Programme is to promote better understanding and goodwill. This objective will not be achieved unless your endeavours are constructively examined and discussed with its various facets and problems.

You should be aware of the need to thank people who have made efforts to assist in your exchange. A short "Thank you" note is a courteous and efficient way of showing appreciation.

With the Host Family:

You most likely will feel nervous at the beginning of the exchange. Your Host Parents may feel the same way. You should behave naturally and act as if you were at home. A happy relationship will soon develop between the Host Family and yourself.

In most cases, you will stay with three to four different Host Families, but the Host Rotary Club has complete autonomy in this matter and can make variations.

It is most important that the Host Family does not treat you as a special or honoured guest. The value of the programme centres on you being "one of the family" and not receiving any special favours or treatment. You should contribute to the family life by undertaking normal chores.

Similarly, you should not address the Host Parents as Mr. and Mrs., but as "Mum" and "Dad" or some other informal title. To save any embarrassment, this matter should be resolved as soon as you arrive in the family - see "Questionnaire for First Night with new Host Family".

You have an obligation to adapt to the family's style. On the other hand, you will normally find the Host Family most understanding as to problems of adapting being experienced by you.

All students should always remember that you owe a great debt of gratitude to the Host Families, as it is through their considerable generosity and personal sacrifice that the exchange is possible.

Youth Exchange Programme Rules

There are guidelines and rules within the Programme. Guidelines are recommendations and suggestions, both allowing some discretion as to action. On the other hand, you and your natural parents have signed the Rotary Guarantee Form, binding them to the rules of the programme. The rules are:

1. **Laws of the country:** The laws of the Host Country must be obeyed.
2. **Drugs:** The possession and/or consumption of illicit drugs are a breach of the law of Australia and as such are strictly prohibited under the programme.
3. **Driving:** A student is specifically forbidden to drive any form of motorised vehicle, be it operated on Land, Sea or Air.
4. **Romance:** A student should not become romantically involved. If the student centres all his/her attention on another person, the broad aspects of the programme are excluded and therefore the exchange fails.
5. **Schooling:** The student will attend full-time education at a secondary school of the Host Rotary Club's choice.

In regard to Rules 1 to 3 (inclusive), any breach of a rule will lead to the automatic expulsion of the student from the programme and immediate repatriation home.

Host District Rules

In addition to the Rotary International rules set out above, District Youth Exchange Committees have local rules (e.g. alcohol, smoking, attendance at Rotary functions, reports, travel etc.) to which you will be bound.

Alcohol

The LEGAL AGE For DRINKING OF ALCOHOLIC BEVERAGES IS 18. Legal drinking must be in moderation and is both strongly discouraged and **not allowed except** in the presence of responsible adults (ie Host Family or Rotarians).

Smoking

Smoking is for the most part socially unacceptable in Western Australia, is forbidden in schools (even for teachers) and almost all public facilities, and it is illegal to sell tobacco products to, or buy them for, anyone who is under 18 years of age. It is also not in keeping with the image we would wish our young Rotary Youth Exchange ambassadors to portray; as such our Exchange Students are expected not to smoke for the entirety of their Exchange.

Rotary Requirements

The District Youth Exchange Committees require you to attend and assist at various Briefing and Orientation seminars for potential Outbound exchange students. Districts also require you to be present at the annual District Conference. The Host Club has the responsibility to make sure you attend these functions and to pay your travel and accommodation costs.

Reports

You are required to submit regular written reports to the District Youth Exchange Committee on a monthly basis. These reports are in addition to those required by the Sponsor District.

There is a web-link for submitting your reports:

http://youthexchange.asn.au/html/inbound_students.html

Family visits

Family visits are only permitted if the District and Host Club have given their approval, and only under the conditions they set. Information should be sought **before** making plans. Students are not expected to receive visits from travelling friends whilst they are on a Rotary Youth Exchange.

Travel

Host Parents are under no obligation to take you on holidays or to provide tours. Where the Host Family is to be away and cannot host you, they have the obligation to advise the Mentor well in advance of the event and the Mentor has to arrange accommodation arrangements for you covering the Host Family's absence.

However, most students do manage to see a lot of their host country due to the generosity of their Host Parents, their Rotary Club and individual Rotarians. Where this occurs, it is an added advantage to the exchange, NOT an entitlement.

Where the Host Club and District permit travel, prior to any arrangement being made, you must abide by the rules and regulations stipulated as a condition of such permission.

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- ii) Motorised glider
- iii) Ultra light aeroplane (any type)
- iv) Hang glider (any type)
- v) A private flight with an unlicensed pilot or a pilot not authorised to fly the particular type of aircraft proposed to travel

The following aerial activities will not be approved under any circumstances:

- i) Parachute jumping
- ii) Skydiving
- iii) Bungee jumping

Student Insurance

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Accidental Death	\$100,000
Capital Benefits	\$100,000
Emergency Evacuation	\$50,000
Repatriation of student's remains in the event of death	\$50,000
Political/natural disaster evacuation	\$50,000
Legal Liability	\$500,000

In addition, to obtain a visa, the Australian Government requires Students visiting Australia to provide evidence of OSHC, which is available from BUPA, AHM, NIB, OSHC Worldcare and Medibank Private, providing basic Medical & Hospital benefits whilst in Australia. Inbound students should apply directly to their insurer of choice online, with the cover period being the same length as their visa.

(Students from Norway, Sweden and Belgium may be exempt due to reciprocal agreements with the Australian Government)

Host Mentor

The Host Rotary Club should appoint a Rotarian Mentor for the duration of the Exchange and whom you should regard as your confidant. If any problem arises at school, with the host family, with finances, or of a personal nature, you should consult the Mentor who is there to help and will probably welcome the opportunity to assist or act as mediator.

If the Club does not appoint a Mentor, as soon as possible after arrival you should tactfully ask the Club to appoint a Mentor. Similarly, if the Mentor does not make contact with you, the Club should investigate or appoint a new Mentor.

Protection Officer

The Host Rotary Club should appoint a Rotarian Protection Officer for the duration of the Exchange and whom you should regard as your confidant. If any problem arises at school, with the host family, with the Mentor in regards to sexual harassment or abuse, you should inform immediately your Protection Officer who is there to help and remove you of a potentially very dangerous situation.

If the Club does not appoint a Protection Officer, as soon as possible after arrival you should tactfully ask the Club to appoint a Protection Officer. Similarly, if the Protection Officer does not make contact with you, the Club should investigate or appoint a new Protection Officer.

What is the Definition of Harassment or Abuse?**Sexual Abuse**

Sexual abuse refers to engaging in sexual acts with a student or forcing or encouraging a student to engage in sexual actions alone or with another person of any age, of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offences
- Indecent exposure
- Exposing a student to sexual or pornographic material

Sexual Harassment

Sexual harassment refers to sexual advances, requests for sexual favours or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and is a technique used by sexual predators to desensitise, confuse or groom their victims.

Examples of sexual harassment could include, but are not limited to:

- sexual motivated advances including comments to the effect that the adult in a position of trust finds the student sexually attractive
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comment about an individual's sexual activity, deficiencies, or prowess
- verbal abuse of a sexual nature
- displaying sexually suggestive objects, pictures or drawings, videos and internet images
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Emotional Harassment

Emotional harassment is any action or comment that unreasonably disturbs the student. This includes but is not limited to repeated comments about a student's social background, home country, language, culture,

personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they are directed.

Physical Abuse

Physical abuse is any physical harm inflicted on a student and includes but is not limited

To:

- providing insufficient nourishment for the student
- depriving the student of a reasonable amount of sleep
- requiring the student to do an unreasonable amount of work
- inflicting physical pain on the student

Abuse & Harassment

Abuse and harassment refers to any form of abuse or harassment described above whether it is sexual, emotional or physical.

After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary Club depending on the circumstances. In some cases, a student may wish to remain in the country, but change to a different host Club. It is the student's choice!

Student Finances

Student money requirements are:

1. **Emergency Fund:** Upon arrival in the host town, you will be required to open an "Emergency"-bank account which is to be used only for major items, such as clothing, authorised travel, medical and other emergencies. The account will require the joint signatures of both you and your Mentor for withdrawals to be effected, thus guarding against impulse of spending. The account is to be replenished by your natural parents without delay should funds be withdrawn. You should bring a bank draft of at least AUD\$500.00 to establish the account. If you are planning to join the Safaris, which is arranged by the District, it is recommended that the money for this event also be placed in the Emergency account.
2. **Personal Spending Money:** A bank account controlled by you should be set up for this purpose. If problems are being experienced managing finances, you should approach the Mentor for help and guidance. Budgeting finances is very important.
3. **Monthly Allowance:** The Host Club will provide you with a monthly allowance, the amount of which will be determined by the District and/or Club. In the event of you failing to receive an allowance, you should tactfully raise the matter with the Mentor. The money should be deposited to your bank account each month. Usually the monthly allowance will not be sufficient to meet all your daily needs and will need to be supplemented by your natural parents.
4. **International Travel:** You should always have negotiable money with you whilst travelling to cover the event of an emergency.

Schooling

The rules of the Youth Exchange Programme require you to attend a secondary school. Usually the Host Mentor will attend to the enrolment details and, in conjunction with you, organise the optimum subject package.

You are expected to take part fully in life and activities at the school. You should undertake all exams and complete all assignments as required by the school.

It is important that any problems arising from language difficulties be dealt with promptly. The Host Parents explaining any absence of you from classes should always provide a note to the school.

Unless waived by the school, all compulsory education expenses are to be covered by the Host Rotary Club.

You are not permitted to be enrolled at institutions of tertiary education.

Homesickness

Very few students avoid homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. Missing the little things at home previously taken for granted, the continuous "bombardment" of a strange language leads to mental exhaustion, frustration may set in due to the inability to communicate adequately. All this may lead you to wondering (despairing) how to cope for the next nine or ten months.

Symptoms of homesickness are:

- for no good reason, feeling miserable
- losing your temper over small things, which normally would have been shrugged off
- comparing habits and customs unfavourably with how it was done at home
- staying within the security of your room and not wanting to go outside
- physical discomfort, headaches, upset stomach, uneven menstrual cycle, etc.

You will have your 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, and
- keep busy, either with studies, sport, Club involvement, or letter writing (but keep these cheerful and positive).

The following definitely are not remedies for homesickness:

- moping around feeling sorry
- eating the "blues" away
- asking to go home, especially in the early stage of the Exchange

Ultimately, returning home may be the correct course of action, but it should be the last resort. Homesickness can attack at any time and is not limited only to the early stages of the exchange.

The Role as Ambassador

Whilst in Australia, you are an ambassador for your own country and for Rotary; this is one of the main purposes of the exchange. Rotary expects high standard of behaviour from you, morally and ethically, so that people will form a good impression of your country and of the Rotary Youth Exchange Programme.

Public Speaking -

You are expected to address Rotary and other service clubs whilst in Australia. In addition, talks and visits should be made to schools, youth groups, community and other welfare organisations.

Be a Joiner

To gain the maximum benefit from the year abroad, you should take an active part in the host community. You should make every opportunity to join and be actively involved in school clubs, youth and church groups, especially Interact if such a club is available in the area. The wider the involvement the greater the number of friends a student will make. You should not confine your friendships mainly to other Exchange Students.

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.

Interviews

When interviewed by the media, you should always have your Mentor or Host Parent present. Never be critical of one's own country or of Australia. Careless remarks when publicly reported may cause serious embarrassment. Never join people in criticising their country, way of life, government, etc.

Religion

You are expected to respect the practice of the Host Family

Communication

You should maintain regular communication with your natural parents, family and friends. Communication does not have to be long, but it should be frequent. Apart from the reports required of you by both your sponsor and host Districts, you should also maintain contact throughout the year with the Sponsor Rotary Club and the Sponsor Mentor.

International Airline Ticket Upon arrival in Australia, your return airline e-ticket will be noted by the District Youth Exchange Committee's representative who will ensure return flight details are adjusted appropriately. You are not to make any changes yourself without discussing those changes with your District Coordinator.

Problems & Early Return Home

Where you are experiencing major problems with your Exchange and attempts by the Club, Mentor and Host Parents to resolve the matters have not been successful, the Club should approach the District Committee for assistance and guidance. Unless for compassionate grounds, your repatriation should be considered only as a last resort and after all other avenues to save the exchange have been explored by both Host Club and the District Committee.

If there is any likelihood of repatriation, the District Committees should immediately advise full details to the District Governor.

The Sponsor District Committee must be told of the circumstances, and they in turn should inform their District Governor and your natural parents.

A Host Club cannot terminate an exchange. This decision is only to be made on consultation with the District Committee and the District Governor.

The travel arrangements for you returning home should be completed by the Rotary Youth Exchange District Committee and full details will be advised to the Sponsor District for advice to your natural parents.

You should be accompanied to the airport and the District Committee will assist with all the departure and boarding procedures. The District Committee will forward to the Sponsor District a full written report of the premature repatriation.

Returning Home at End of Exchange

Your exchange has duration of minimum **50 weeks** from your arrival date or as stated in your Visa; and you will not be allowed to remain in Australia upon conclusion of the exchange period. You will travel directly home with no stopovers, however, your natural parents may authorise otherwise provided they accept full responsibility for the safety of you and, in writing, entirely absolve Rotary from any responsibility.

The return home journey is arranged by the Sponsor Youth Exchange Committee and usually the date is shown on the flight ticket. It is essential that this date be first confirmed through the District Youth Exchange Committee or your Mentor at least three months before return, and reconfirmed at least three days prior to actual departure time.

Upon returning home, you may experience adjustment problems. Usually these problems pass with the time, but should difficulties persist, it is wise to seek assistance from the Sponsor Mentor or the Sponsor District Youth Exchange Committee.

Conclusion

All these Rules and Guidelines may appear formidable, but their purpose is only to ensure that the exchange is successful, that all participants are aware of their rights and obligations, and that you have a wonderful year in Australia.

Appendix 1**QUESTIONNAIRE FOR FIRST NIGHT WITH NEW HOST FAMILY**

1. What do I call you? Mum, Dad or first name?
2. Do you have any special rules for your own children that apply to me?
3. What am I expected to do daily, other than:
 - a. Make my bed
 - b. Keep my room tidy
 - c. Clean the bathroom after use
4. What is the procedure about dirty clothes? Where do I keep them till wash day?
5. Should I wash my own underclothes?
6. What is the procedure about ironing clothes?
7. May I use the iron, washing machine, sewing machine, etc. Should I ask first?
8. Where can I keep my bathroom toilet accessories?
9. When is the most convenient time for me to use the bathroom weekday's mornings?
10. When is the best time for me to bath/shower - A.M. or P.M.?
11. What time are meals?
12. Do I have a permanent job at meal times? i.e.
 - a. Set the table
 - b. Clear the table
 - c. Wash or dry dishes
 - d. Put everything away after meals
 - e. Empty the rubbish bin etc
13. May I help myself to food and drink (non alcoholic) at any time, or must I ask first?
(Promise to do that in moderation if acceptable)
14. What areas are strictly private? e.g. bedroom, bar, study, sewing room, pantry.
15. May I put up pictures, posters etc. in my bedroom? - If yes, how?
16. What are your feelings about my drinking alcohol, and do you object to me having wine at the table with you or the occasional beer?
17. Where can I store my suitcases?
18. What time must I get up on weekday mornings?
19. What time must I get up on weekends and holidays?
20. What time do you want me to go to bed on weekdays?
21. If I want to arrange a night out with my friends, is this OK with you and what do you need to know?

22. What time must I be in at night if I go out? (exceptions by special arrangement)
23. What dates are the birthdays of Host Dad, Mum, brothers, sisters?
24. Can I have friends to stay overnight?
25. Can I invite friends around in the day? (Not opposite sex if parents are not there)
26. Do you have a computer? If so, can I use it and when?
27. What are your rules about using the Internet and email?
28. What are the rules about the use of the telephone?
 - a. May my friends phone me?
 - b. What are the rules about local phone calls?
 - c. What are the rules about overseas calls, fax and internet/email? (Remember to offer to pay for all the calls)
29. May I play the Hi-Fi, Television, etc?
30. What is the procedure about mailing letters?
31. Does Host Dad have any pet hates or dislikes, e.g. wearing curlers at the table, chewing gum, music, being interrupted when reading the newspaper, smoking etc
32. Does Host Mum have any pet hates or dislikes, such as?
 - a. Chewing gum
 - b. Rock or other music
 - c. What clothing is worn around the house or to meals?
33. Do Host brother and sister have any likes or dislikes?
34. What are the Host parent's feelings or rules about transport?
35. How do I get around? Is there a bus route? Do I get a bicycle? Will it be possible to get a lift to and from parties, etc? Will I be collected from the bus stop?
36. What are the rules about going to church?
37. Do you mind me attending my own Church as well as yours?
38. Do you expect me to phone if I am going to be 10, 20 or 30 minutes late?
39. How often can I go out a week?
40. If I have something bothering me, how would you like me to handle my problem?
 - a. Write a note explaining my problem
 - b. Ask if we can have a heart-to-heart talk to thrash it out.
 - c. Tell my Mentor what bothers me and let him decide what to do.
 - d. Bottle it up and learn to live with my problem
41. Do you accept that I am here fully as a son or daughter?

42. Who pays for school outings or sporting expenses? - The Club or Host Parents or Student?
43. If we go out as a family, who pays entrance fees, etc. Parents or Student?
44. If you have special dietary needs, mention them at this time (early in your exchange)
45. Can I use shampoo, tooth paste, etc. or shall I buy my own?
46. Do I take lunch with me to school, or do I buy lunch at school?
47. Am I responsible to pay my bus fares to school?
48. If relevant - If there are servants in the house, seek advice on how to deal with them...

Appendix 2 Inbound Student Travel While in Australia

INBOUND EXCHANGE STUDENTS ARE NOT TO TRAVEL INTERSTATE OR TO THE NORTH WEST OF WESTERN AUSTRALIA WITHOUT PRIOR APPROVAL

Written permission must be submitted from

1. the student's natural family
2. the current host parents
3. the President and the Service Director or Mentor of the hosting club

A letter including the above written permissions and providing full details of travel itinerary (flight details, where the student will be staying and with whom and **which Rotary Club** the student will visit and make a presentation of their country of origin to.) should be sent to:

1. The chairman of the District Rotary Youth Exchange Committee; and
2. Senior Placement Officer,

no less than six weeks before the proposed trip. The Rotary Youth Exchange Committee may submit the request to the District Governor as the travel may require the approval of the District Governor.

Travel should be at the expense of the student or their natural family.

Where possible, travel should be arranged only during the holiday periods. The school should be notified in writing if the student is absent at any time, and permission sought for the absence.

The student cannot go touring alone or in an unescorted group with other students.

Where travel is arranged for a student, it should be with Rotarian or person approved by the host Rotary Club. Where appropriate arrangements must be made for the student to travel alone, it must be on scheduled airline services, and prior arrangements must be made for them to be met and hosted by Rotarians or Rotary approved people.

There are opportunities for inbound exchange students to travel on excursions arranged by schools or District, such as the North West Safari. These trips are optional and must be with the permission of the natural family and host Rotary Club, and are at the expense of the student.

Mentors should be notified at all times when the student is away from their hosting family. This is important in case the student's natural family needs to make contact in an emergency.

If you would like further information please contact the District Youth Exchange Committee.

Travel Application for (Student Name) _____

Place you want to visit _____

Date and time of departure _____

Date and time of return _____

Name of hosting person _____

Address _____

Contact Phone Numbers _____

Reason of travel:

Rotary Club, you will visit and make presentation to

Date and time of Rotary Club Meeting

Further places of interest you want to visit (eg. Adventure parks, museums etc.)

President

RYE Chairman

Signature & Date

Signature & Date

District Governor

Signature & Date

Appendix 3**General Information and Rules for D9455 Inbound Students****To be read in Conjunction with the Guidelines for the D9455 Youth Exchange Programme and the Rules as Stated on your Application Form****Rules**

1. The duration of the Program is a full twelve (12) months. Students must complete a minimum of 50 weeks stay in the host district.

2. Each student must attend school during the year of his or her exchange. Credits for study cannot be assured and Rotary in no way can be held responsible. In some instances, students can transfer credits but this will be the decision of your home school administration.

3. Each student is to have a \$500 emergency fund provided by their parents. If used it must be restored to \$500. A monthly allowance for the student is arranged for by the host club for spending money and incidentals.

4. If the student has relatives in Australia they will have no Authority over him or her while under the supervision of the program.

5. Students may not tour alone or with other students. All travel must be approved by the host and sponsor District Chairman, the hosting and sponsor clubs and by the students' own parents (in writing). A complete itinerary of every trip must be filed with the host District Chairman, 6 weeks before the journey commences. Policy guidelines on Travel as attached, form part of this rule.

6. The student is **NOT PERMITTED TO DRIVE A MOTOR VEHICLE OF ANY KIND!** This includes boats, tractors, motorbikes, aircraft or any motorised vehicle, or participate in dangerous activities such as gliding or hang gliding.

7. The student is **NOT PERMITTED TO USE DRUGS**, except for valid medical reasons as prescribed by a physician.

8. **LEGAL AGE For DRINKING OF ALCOHOLIC BEVERAGES IS 18.** Legal drinking must be in moderation and is both strongly discouraged and not allowed Except in the presence of responsible adults (ie Host Family or Rotarians).

9. Smoking is for the most part socially unacceptable in Western Australia, is forbidden in schools (even for teachers) and almost all public facilities, and it is illegal to sell tobacco products to, or buy them for, anyone who is under 18 years of age. It is also not in keeping with the image we would wish our young Rotary Youth Exchange ambassadors to portray; as such our Exchange Students are expected not to smoke for the entirety of their Exchange.

10. Students must avoid romantic attachments.

11. Students must attend all Rotary sponsored events.

12. Family visits are only permitted if the District and Host Club have given their approval, and only under the conditions they set. Information should be sought **before** making plans. Students are not expected to receive visits from travelling friends whilst they are on a Rotary Youth Exchange.

General Information**Student**

1. All Passport, visa, and return transport costs including excess luggage and airport tax are to be paid by the student. **In the event of an early return due to termination of the Exchange, the costs associated with placing the students on the first available flight home must be borne by the student's natural parents.**

2. School fees, Transport to school and uniforms are part of the natural parents cost of exchange.

Families

1. The student is to become an integral member of the host family, assuming duties and responsibilities normal to a student his or her age.

2. Do not address your hosts as Mr and Mrs; arrive at a comfortable arrangement, "Mum and Dad" for example. Become one of the family.

3. Choose your friends slowly and wisely as you will have many social opportunities. You do not have to accept the first invitation. Trust your hosts to aid you in developing a respectable circle of friends

Host Club

1. Hosting of students is the responsibility of the host club. In case of difficulties the student should consult his or her host parents, followed by the Club Mentor, Club Youth Exchange Officer, Placement Officer and finally the District Chairman, in that order.

2. Your hosts are responsible for you socially, spiritually and physically. You will respect their wishes and requests. Our society may be different to yours and some guidance and restrictions are to be expected and advisable.

District

1. A briefing Session will be held shortly after arrival to discuss all phases of the programme and to aid in planning. Attendance of the students is **COMPULSORY** at these meetings.

2. Some students, in conjunction with their sponsor district, are responsible for the return flight booking which must satisfy both the sponsor and host districts as to the planned departure date. Airline ticket information will be copied on arrival and held by the transport officer.

Photographs

Please understand that your photograph and /or details may be used by your Rotary Club or the District for RYE and Rotary Promotional purposes (eg on our facebook pages)

I agree to abide by the rules of this programme.

Name of Student _____

(print clearly)

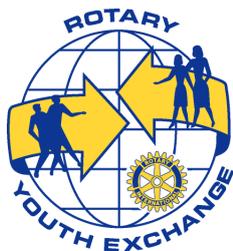
Signed by: _____

Student _____

Father Mother _____

_____ Date _____

Should queries arise on interpretation of the above points please contact the District Chairman of Youth Exchange 9455. The student should clearly understand the conditions and rules of the programme. They must be followed or he or she will be returned home



District 9455 Contacts

District Governor

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Chair Rotary Youth Exchange

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District Insurance Officer

RYE Insurance Matters - refer to Chair

District Protection Officer

Hank de Smit

E hank@businessmasters.net.au