

Role of Club Counsellor - Inbound

Pre Exchange

- Arrange four host families and interview if they are not Rotarian families. Ensure “Working with Children’ check (or N.S.W equivalent) is completed for everyone in the household above 18 years old.
- Contact Inbound prior to travel and establish communication.
- Send photos of self and Hosts
- Ensure that the gender of the Counsellor is matched with the gender of the student
- Ensure the Host families have registered the Inbound under the family’s ambulance cover

During the Exchange

- Meet Inbound at the airport. Introduce to Host families.
- Arrange a social event to include all Host families
- Establish and maintain regular contacts (e.g. weekly coffee etc)
- Find out Inbound’s interests and arrange involvement in these activities e.g. sporting, dance etc
- Remember to celebrate birthdays etc
- Meet Inbound’s friendship group
- Encourage Club members to be involved in the exchange by taking Inbound to sporting events, scenic areas, regular activities
- Attend all District YEP activities (Dookie weekends)
- Ensure that the student has some things to do over the long summer breaks
- Arrange transport to connect with Safari and Tatura weekend
- Arrange for student to give regular updates to Club members on activities undertaken
- Establish regular communication with natural parents - update on progress / activities
- Keep regular contact with Host parents – work through any areas of conflict
- Ensure that any difficulties with school / host family are addressed – Round table discussion with Counsellor as mediator if necessary
- Ensure paperwork on each host family from Department of Education (N.S.W.) is completed
- Support Inbound for their final talk
- Accompany Inbound to airport to farewell.