

What Do You Do If You Find A Short Term Exchange Candidate?

1. First determine if the student attends a high school that is supported by your Rotary Club. If not, contact Melissa at the District Office (717-854-7842) so we can attempt to match the student with the correct club.
2. If yes, determine if the student has any general questions about the program. If you are not able to answer them give STEP chairman, Tom Barton a call at 717-771-2420 or send the questions to tbarton@trolaindustries.com.
3. The student may have some questions about cost. Included in this packet is a cost summary sheet for your reference. Remember the travel related costs are country dependent. The student has the option to make their own travel-flight arrangements or to utilize a company recommended by Rotary (same that is used for our long term program).
4. Have the student visit www.exchangestudent.org to download and complete multiple copies of the Short Term Exchange Program Application. (3 Copies-see #7)(Signatures in blue ink and photos may be color scanned) Deadline to the District Office is **January 15, 2018**. (See Below)
5. If your club is new to Youth Exchange you will need to have one Rotarian assigned as a "counselor". That person will be required to have a criminal background check done. Please contact Melissa Bruck at the District Office for assistance on this. (This is not difficult or expensive.) There are two levels of background checks. Melissa can explain this to you.
6. Once you have your CBC completed, arrange to meet the student with a minimum of one of their parents. You may want to meet with them jointly and then separately to explore the expectations of each. What are their goals? Do they understand the costs involved? Rotary is looking for someone who would make a good student ambassador and is mature enough to be away from home for 3 weeks (living with a host family). Check their application for errors and omissions. If you think their letter in the application needs some modifications please advise them to make the changes. (i.e. slang or abbreviations are difficult to translate.) Also, please make sure the student has a professional email (name is embedded or abbreviated). If you think their email needs changed have them do that and correct it in the application accordingly.
7. If everything looks positive after your local club interview, you can make the recommendation to send them on to District Interviews in late January. Your club president should sign (in blue ink only) all (3) copies of the application. The student should retain one copy and your club should retain another copy for reference. Your club (not the student) should send the third signed copy directly to Melissa Bruck at the District Office by January 15, 2018. The District will begin to make communications via email to both the student and counselor as to the important date of **January 27, 2018 at 1:00 PM** when we will hold a combined District Interview and training session for the balance of the afternoon. (Ending approximately 4:30 pm). (This is assuming they pass the front end interview.) We would like to have the counselors attend along with the student and their parents.
8. Assuming they pass the District Interviews in November, afterwards you may want to plan to have them (and their parents, if available) to attend a couple of your meetings to get to know Rotary. Please be prepared to provide your student with three club banners to take with them. When their counter-part host sibling visits in the summer of 2018 they will be bringing a banner from their country to present to your club.
9. The coordination of times to travel and to host here in the US is the responsibility of the student and their family.
10. Thanks for helping to "S.T.E.P. It Up" with your support of the Short Term Exchange Program.