

Youth Exchange Club Counselor and Youth Exchange Club Officer

The Youth Exchange Officer and Counselor may be the same individual. If the Club has 2 people in these positions, the Youth Exchange Officer oversees the Club Counselor.

Youth Exchange Club Counselor

Qualifications

- Willing to be an advocate for the student
- Willing to spend time with the student
- Not a member of the host family

Responsibilities

- Before arrival
 - Contact the student—welcome letter with pictures, Chamber of Commerce information, a map of the area, info about weather, clothes, special items to bring
 - Meet the host family
 - Insert articles in bulletin/newsletter
 - Learn about district activities and costs
- Upon Arrival
 - Meet at the airport
 - See that they call home
 - Discuss rules
 - Establish rapport
 - Check insurance
 - Arrange for a welcome party/attendance at Rotary meeting as soon as possible after arrival
- Ongoing
 - Meet with student at least every other week
 - Take to Rotary meetings
 - Insure student is involved in school
 - Review calendar of events
 - Be the student's advocate

Youth Exchange Club Officer

Qualifications

- Willing to work with the student
- Willing to work with the District Youth Exchange Committee
- Willing to intervene and be the disciplinarian if necessary
- Not a member of the host family

Responsibilities

- Find and interview host families
- Invite host families to Rotary functions
- Find and work with Counselor if not same person
- Attend District Youth Exchange meetings
- Purchase Christmas and birthday cards and/or gifts for student
- Review District rules with student
- Ensure student and host family knows about District events and meetings
- Arrange for media interview and publicity
- Remind student to send quarterly reports back to sponsoring District