

**Rotary**

District 5020



**rotary  
youth  
exchange**

**Inbound Student Manual  
2016-2017**

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## **Welcome to Rotary District 5020!**

We want you to have a safe and successful exchange year. We hope that this will be one of the most exciting and valuable years of your life so far. This booklet is designed to help you get the most out of your exchange year.

### **This booklet:**

Please read it carefully and go over it with your family.

Keep this booklet in a place where you can find it easily and read it when you have any questions about our District, our expectations and our rules.

### **District 5020 Geography:**

We are very lucky that our district includes parts of two countries: Canada and the United States. District 5020 includes all of Canada's Vancouver Island and Western Washington State south to nearly to Portland. It is a very beautiful part of North America. The weather is mild- not too hot and not too cold. We are famous for our rain. That is why everything is so green!

There is a map in this booklet that shows you where our Rotary district is located. Can you find your Rotary club?

### **Canadian and U.S. Culture:**

Our two countries are good neighbors and friends. At first it may seem like our cultures are the same. There are many things that are the same and there are also some interesting differences. On both sides of the border you will find warm, friendly and hospitable people. We are known for those qualities in this part of North America. As you go to Rotary events both on Vancouver Island and Washington State, pay attention to what is the same and what is different. You will find it very interesting!

### **Your Circle of Support:**

During your exchange year, you have many people in District 5020 who will care about you and look out for you:

- Your host family
- Your Club Youth Exchange Officer
- Your Club Counselor
- Your Country Officer
- Your District Youth Exchange Committee
- Your brothers and sisters in this experience- the other exchange students here with you this year.

### **Host Families:**

Most of you will have three or four host families during the year. Host families here are volunteers. They host you because they are interested in sharing U.S. and Canadian culture and learning about your culture. They host you because they care about this program. They host you because they want to get to know you.

Your host family may be very different from your family in your home country. They may have different religious or political beliefs. They may eat different foods and they may have very different rules than the ones that you are used to. They may have very different schedules.

Use the “First Night Questions” that you will find in the back of this booklet with each of your host families. It is a very helpful tool to get to know them.

Even though they are all living in the same culture, you will also find your host families to be very different from each other. This is why we have you stay with more than one family during your exchange year. It is sometimes stressful to change families, but it is a great way to see all of the diversity in North American culture.

The job of your host parents is to provide a safe, warm and caring home and family for you. You are not a guest. You are not a tourist. Your job is to be a high school student and to become part of your family. Your job is to adapt to your high school and to how your host family works. Sometimes this will not feel easy. Ask questions if you don't understand something about the family rules and schedules. Be very helpful. Ask to do tasks. Volunteer every day to help around the house.

You are not a guest in your host family. You are part of the family. Your helpfulness will be appreciated and remembered.

### **Your Club Counselor:**

Every student should have a person in their club who has volunteered to be the “counselor” for the club's exchange student. This person is not someone in your host family and is not your Youth Exchange Officer. The counselor is your support person in the club. If you are having problems with your host family or at school, your counselor can help you. If you need help with things like making your bank card work, your counselor can help you. Your counselor can help you get involved with your Rotary club. Your counselor can talk to you about your feelings, your fears, or your confusion. Ask your counselor for his telephone number and keep it with you. Do not be afraid to call your counselor when you want to talk. Your counselor is expecting your phone calls.

If you are not introduced to your counselor soon after you arrive, ask your Youth Exchange Officer for a meeting with your counselor. Let them know that you want to get to know your counselor. They want to be getting to know you, too!

### **Your Youth Exchange Officer:**

The Youth Exchange Officer (YEO) is in charge of all the Youth Exchange activities for your club. The YEO finds and interviews Outbound Students and finds host families for Inbound Students. The YEO registers you for all required meetings and events. The YEO is the person in charge of the club's exchange program and your year-long stay here.

### **Your Country Officer:**

This is the person that you have been in contact with since you learned that you were coming to our District. The Country Officer is like your Rotary Aunt or Uncle in District 5020. Each of the Country Officers supports students from one part of the world. Your Country Officer will help you and support you all year long. You will meet them in person at the Inbound Orientation, and you will see them again in February at the Courtenay-Comox Weekend.

You will have to get permission from your Country Officer for some kinds of travel that you may do. See the "Travel Policy" for more information. Also, your Country Officer will watch your progress with your host families, your high school activities, and your welfare in your community here.

### **Your Sisters and Brothers - the other exchange students:**

You will probably feel a special connection to the other exchange students who are here with you this year. You are having a shared experience! Treat the other exchange students as you would a sister or brother. Look out for each other this year. Be thoughtful and caring and kind. These friendships will last for your lifetime.

It is easy to want to spend time with the students who are from your country, or your part of the world, especially if they speak the same language you do. When every thing all around you feels new and unfamiliar, it is comfortable to be with people who are just like you. But, if you only spend time with people who are just like you, you will miss out on one of the best parts of your exchange- learning about the rest of the world.

Speak English when you are with other exchange students, especially those students who don't speak your language. Do not leave anybody out of the conversation!

You will be amazed by how much richer your life will be if you have friends from many cultures.

### **Leaving home in a digital age:**

Imagine being an exchange student thirty years ago. The telephone was very expensive to use for international calls. Perhaps you only heard your family's voices on your birthday or other special days.

International mail was not very dependable. Perhaps only half of your letters reached your family and half of their letters reached you.

There was no Internet. No Internet phone access or cameras. There were no cell phones or digital cameras. When you left home on exchange, you really went AWAY! You had very little contact with home. You learned your new language very quickly because you were completely immersed in your new culture. You reached out to make new friends and to get to know your host family.

These days it is harder and harder for exchange students to really leave home. Email, instant messaging, cell phones, cell phone cameras, and internet phone connections can keep you connected 24 hours a day to home-speaking, writing and thinking in your own language. This is not good! You must discipline yourself to avoid too much time spent with your home culture, language, and family. You will defeat the purpose of your student exchange year if you never really leave home! You should severely limit contact with your home culture, language, and family for the first two or three months so that you will be forced to learn a new culture, language and family. Even after the first two or three months, you should limit contact with family and friends back home to no more than a phone call to each of them once each month, and limit sending and answering Internet emails to **no more than 30 minutes each day**.

Do not let your computer keep you from getting out of your room and enjoying your host family and making new friends! Do not hide in your room or hide on your computer! Be brave. Be bold. Leave technology in your closet or desk until you are confident that you can move easily in your new culture and enjoy activities with your host family, at school, and with new friends.

## **Homesickness**

Nearly every single exchange student feels homesick at some time during the exchange year. It is normal to miss your family, your friends, your language, your foods and a million other things about home.

Some students are very homesick at the beginning of the exchange. For some, it does not happen until the Christmas holidays or even later in the year. Many students are surprised by what a powerful emotion homesickness can be. You can be feeling fine one minute and then hear a piece of music, or smell something or see a face that reminds you of someone far away. A big wave of homesickness can wash over you in an instant.

Here are some ways to deal with homesickness:

- Limit your contact with home. Hearing the sounds of the voices of your family and friends usually makes you feel worse, not better- especially in the first few months.
- Stay busy. Fill your day with activities. Don't sit in your room all by yourself.
- Eat healthy foods. Junk foods, especially sweet foods can have a negative effect on your emotions.
- Get exercise. It will really help you keep a positive attitude. Walk, bicycle, run, hike, and play sports.
- Remind your self that homesickness is normal. It is part of the process of making yourself more at home in your new country, culture and families. It will pass!

## **Your Role as an Ambassador:**

Rotary does not choose typical teenagers to be exchange students. Rotary selects outstanding and exceptional teenagers. You have an important role to act as an ambassador of your family, your community, your country your culture and for the organization of Rotary. It is a big responsibility. It can feel like a burden sometimes. You may be the only person from your country that someone here has ever met. Many people will judge your country and your culture by your behavior and your attitude. This may not seem fair but it happens all of the time. Your good behavior and positive outlook is very important success of Rotary Youth Exchange.

## **Involvement with Rotary During Your Exchange Year**

The support and involvement of your Rotary club is the primary reason that you are here. Without the enthusiastic support of individual clubs there would be no Rotary Youth Exchange.

We expect all students to be very involved with their clubs. Attend meetings as often as you can. Most Rotary clubs in our district meet at noon. Some clubs are breakfast clubs and meet early in the morning. A couple of clubs meet in the evening.

Attending Rotary meetings may mean that you miss a little school on the day of your Rotary meeting. It is very important that you talk with the teacher of the class (or the classes) that is held at the same time as your Rotary meetings. It is important that you get the homework or other assignments ahead of the class that you will miss so that you will not get behind in this class.

Someone in your club should provide you with a ride to and from your Rotary Meeting every week. Talk to your counselor or YEO about how you get to Rotary meetings. You are not expected to pay for your Rotary Meals.

You will be expected to give a talk to your Rotary club about your country and culture and about your exchange experience. Usually your club has you do this towards the end of your year when your English is a little better. Talking to your Rotary club is great practice for public speaking in other places. Do it often! They will always be a warm and welcoming audience

At each meeting, sit with people that you have not met yet. Wear your Rotary jacket to meetings- you will be recognized easily as the exchange student. Talk to your counselor about how you can become involved in the activities of your Rotary Club. Volunteer to help with different projects and fundraisers. Ask if there is something that you can do at every meeting.

About once a month, you should get up in front of your Rotary Club and share a little about what you have experienced and your observations as an exchange student. Don't be shy about the members of your club knowing about the things that you are interested in. Tell them about your hobbies and interest or about new things that you want to try and places in the area that you want to see. If you are a skier, let your club know that you love to ski and would love to go skiing often. If you are interested in music or the theatre, let you club members know and they will invite you to plays and concerts. The more friendly and outgoing you are, the more likely it is that Rotarians will invite you to go with them to do interesting things.

As in the rest of life, you will get out of Rotary exactly what you put into it.

## **School**

Remember that you are in a STUDENT exchange program. Your visa is a STUDENT visa. We have two simple expectations regarding school:

1. Show up!
2. Do the work!

You will attend a high school and follow all of its rules, just like all of the other students. You are expected to study hard, do homework, and improve your English reading, writing and speaking skills. For some of you, high school grades and credits earned during your year here will not count back home. But they DO count here,

and our schools want you to study to do your best. When exchange students work hard many teachers will help them to get credits back home by writing letters to the student's home school about all that they have studied and learned in North America.

Most schools in North America give two grades. One is for effort and the other is for tests and homework. It is very important that you give great effort. In the beginning school will seem very difficult and confusing. As your English gets better, school will become easier and your homework will not take so much time to do. Many students come from school systems that are far more difficult than the schools in North America. Show Canadian and United States students how well students in your country study. Set a good example!

You may have some opportunities to travel a little with school activities or with your host families. You will not be allowed to miss any school for travel if you are not doing well in school. If you are going to school every day and working hard then teachers will trust you to make up the school work that you might miss if you are traveling.

### **Clothing:**

The climate in District 5020 is very temperate. It does not often get very hot or very cold. When it snows here it is a big deal! You do not need very heavy winter clothes. Most people dress in layers. Shirts, then sweaters or sweatshirts and then a rain jacket over the sweaters. Since it rains often, your most important piece of clothing may be a good rain jacket.

If you are going to participate in some new outdoor sports that you have not tried before, always ask people in your Rotary club if you can borrow clothing and equipment. If you are going back to Brazil or India, you do not want to spend a lot of money for the clothes for an activity that you will only do while you are on your exchange.

You will notice that the style of clothing in this part of North America tends to be casual. You will probably find that what students wear to school is very casual by the standards of your country. While you may want to fit in with other teenagers, be aware that clothes can speak for you before you even open your mouth. Be aware of the image that you are projecting with your clothing and your hairstyle. Remember that you are an ambassador for your country and your culture.

### **Dressing Up:**

There are at least two Rotary events where you will be required to "dress up". There is a very special dinner of 5 Rotary Clubs when all the exchange students are together in Comox, Canada during the winter orientation. Students will also attend the District 5020 Conference and will be expected to be dressed up for this weekend as well. You will be expected to wear your Rotary jacket for these events

When we ask you to be dressed up for an event, we are talking about the kind of clothes that you would wear to a job or a scholarship interview, to a wedding or a special graduation. We do not want to see any jeans. We do not want to see any sneakers or flip flops. Boys should have a shirt and tie and nice shoes. Girls should be in very dressy pants or a dress or a dressy skirt and blouse with nice shoes. Dresses and skirts cannot be any shorter than one hand width above the knee or you must wear leggings under your dress. Low necklines and tight fitting clothes are not appropriate. Show every one that people from your culture and your country have class and style!



## **Emergency Money:**

Every exchange student has to have \$500 in an emergency fund. This money needs to be kept for you by your host parents, your counselor or your Youth Exchange Officer. Talk to your counselor or Youth Exchange Officer about how your club keeps this money for you. You should give them the \$500 immediately after this Inbound Orientation if you have not already done so.

This money is only to be used for true emergencies. If you have an emergency and need to spend some of this special fund, you need to quickly pay it back and get the total amount back up to the full \$500. You will get the \$500 back just before you get on the plane to return home. You may need to have the \$500 as extra travel money with you in case you have problems on your return flight and are stuck somewhere because of a delayed or canceled flight.

This money is to only be used for true emergencies. You cannot use it to pay the deposit on any trips. You cannot use it to go shopping.

Examples of possible emergencies:

- To pay for a visit to the emergency room at a hospital or some other serious or sudden medical care (your insurance will pay you back later).
- To pay for the cost of changing your airplane reservation if you must return home unexpectedly.

## **Other Money Issues:**

### **What you and your natural parents are responsible for:**

- Your spending money
- The costs of the California and End of Year Summer Trip
- Clothing that you buy after you arrive
- Your personal care products (shampoo, body lotion, toothpaste, contact lens solution)
- Any long distance calls made on your host family's telephone
- The cost of after school activities like sports or drama
- The cost of any changes made to your return airplane ticket
- The cost of taking extra baggage home with you

### **What your club is responsible for:**

- The cost of the Inbound Orientation
- The cost of the Courtenay-Comox Meeting
- The cost of the District Conference in the spring
- A monthly allowance
- The cost of any functions that you attend that are held by your club: weekly meetings, special social events like club fundraisers

Any other financial support is by the club's choice. They have no other obligations.

**What your host family is responsible for:**

- Your housing
- Your food while in their home

Usually, if your family is doing something all together and you go with them, they will pay for you like they do with their other children. This is something that you want to talk with them about. Do not make assumptions. Ask ahead of time if you are expected to pay when they ask you to go somewhere with them. They will appreciate your thoughtfulness.

**Travel:**

Your exchange year is not a vacation. Your priority is to get to know your host family, your host community and the Rotary District. Travel on your exchange year is a privilege that you must earn, not an automatic right. Some students will have the opportunity to travel with their host families. Some students will have the opportunity to travel with a school activity like a sports team, a choir or a theatre group.

We always need to know where you are in case of an emergency. Please read the Travel Policy in the back of this booklet.

**For any overnight travel you need:**

- A written itinerary with the names and phone numbers of the people you will be staying with.
- Permission from your host parents
- Permission from school if you will miss any school

**You may also need:**

**Depending on your destination and length of stay you may be required to obtain one or more of the following:**

- Permission from your Youth Exchange Officer
- Permission from your Country Officer
- Permission from your parents back at home (an email from them is OK)
- Approval from the District Chairman

Carefully read the travel policy before you make any plans to travel! If you break the travel rules you can be sent home. We take these rules very seriously.

**Travel on the Return Trip Home**

All students are expected to go straight home at the end of their exchange. This is a rule of Rotary International and a requirement of your visa. You absolutely may not stop along the way home and visit with friends or relatives.

You also may not end your exchange and travel with your family. If your family visits you near the end of your exchange they should return home first. You need to say your goodbyes to your friends and families here all by yourself. Then you go directly home.

Breaking the rules of your visa could mean that you can never get a US or Canadian visa again.

## **Visits from Parents and Other Family Members:**

If your family is planning on visiting you, they should plan their trip for the Spring- April to mid June. They are not allowed to visit during the Christmas holidays or before. You may or may not get permission to travel with them somewhere else in North America. If you are going to see them during your exchange year, they should visit you here in District 5020 and get a taste of your life here.

Before they make any travel arrangements, you need to check with your host family, your YEO, your CCO and your school if you are planning on missing any school. Their visit should not conflict with previous commitments you have with your host family, school or Rotary. You must follow all of the Travel Rules even when your family is here. Rotary is responsible for you even when your parents are here.

You may be very happy to see your family here, but it can also be stressful. It can feel like an interruption of your life. It can be a burden to translate all of the time if your family does not speak good English. It can be confusing to have some roles reversed- suddenly you are the one making hotel reservations and ordering food in restaurants, you are the one giving directions. They should keep their visit short. A week is just about perfect.

## **Sending Students Home:**

We would be so happy to have a year when we do not send students home. Help us to make this the year!

We do not send student home for no reason at all. We send them home because they broke the rules in a big way. We also send them home for less serious issues that they have been warned about- more than once.

If there is a problem with your behavior or your attitude, we will talk with you and let you know very clearly what must change in your behavior or your attitude. If the problem persists, we will then contact your parents, your home club and your home chairman. If the problem(s) still continue, after we have warned you and people back home have been informed, we will not hesitate to send you home.

Read the “Early Return” policy in the back of this booklet.

## **The Famous 4 “D’s”: Drugs, Drinking, Driving and Dating and Other Safety Issues:**

Our first responsibility during your exchange year is to keep you safe. The rules about drugs, drinking, driving and dating are all about keeping you safe and reducing the risk that something bad could happen to you. That is why Rotary has similar rules all over the world. If there is some part of a rule that you do not understand, please talk with us. We have good reasons for all of our rules.

### **Drugs:**

This is very simple. You may not use illegal drugs. You may not use prescription drugs unless you have a prescription from a doctor. You may not use over the counter medications for anything except the treatment of an illness.

**Drinking:**

This is also very simple. You may not drink while on your exchange. It is against the law in both Canada and the US.

Your home country and culture may have very different laws and attitudes about young people and alcohol. They may be more sensible than our laws, but while you are here on exchange you must follow our laws.

**Driving:**

Also very simple: you cannot drive or operate any moving machinery that can carry you. If it has a motor and you can steer it, you cannot operate it. This includes more than cars and motorcycles. This includes jet skis, airplanes, ski mobiles, motor boats, go carts, dune buggys, four wheelers, and even riding lawnmowers.

**Dating:**

We hope that you will make many friends during your exchange year. We want you to have a fun social life and enjoy some of the activities like Prom and Homecoming that are unique to a North American High School experience.

We do not want you to become romantically or sexually involved with anyone on your exchange. Both romance and sex will make your life more complicated. All of the other experiences of being an exchange student will make your life complicated enough!

When you become romantically involved you make fewer friends because you are spending so much time with one person. You also risk a broken heart, because at the end of the year you must return home and long distance relationships are very hard to keep going.

Sexual relationships have their risks, too. You can get an STD, become pregnant or get someone else pregnant. Sex and romance across cultures is very tricky. There are lots of opportunities for miscommunication and misunderstanding.

You can be sent home for sexual or serious romantic involvement.

You cannot control who you feel attracted to, but you are in charge of what you do with those feelings. Your exchange year is a time to focus on building strong friendships with many people. These are the relationships that will last your whole life.

## **Other Important Safety Concerns:**

### **Piercing and Tattooing:**

You may not get ANY new piercing or tattoos while you are on your exchange. Even if your family back home gives you permission to get pierced or tattooed, it is not OK. Even tiny piercing or tattoos. If you break this rule you can be sent home. There are medical risks with both piercing and tattooing and we do not want the responsibility of those complications or problems while you are in our care.

### **Mistreatment by others:**

Most of the rules above are about choices that could make your life more dangerous and complicated. We also want you to know that it is not OK for anyone to hurt you, or to make you feel afraid or humiliated.

It is never OK for anyone to hit you or push you or physically mistreat you in any way.

It is never OK for anyone to verbally mistreat you either

It is never OK for anyone to be sexual with you in a way that makes you feel uncomfortable or is without your permission. We especially want to be sure that someone is not making you do something sexual that you do not want to do.

If someone is mistreating you in any way, physically, verbally or sexually, please let someone on the committee know right away. Remember that Rotary Circle of Support. Everyone in that circle is there to protect you. Every one in that circle is your ally. If you are being mistreated – we will stop the mistreatment. Right away. It does not matter who it is, young or old, we will be on your side. We have to know about it before we can protect you. Tell someone in your circle of support right away! We will protect you and make sure that the mistreatment does not happen again.

## **The Most Amazing Year of Your Life.... So Far:**

What you get out of your exchange will be what you put in to it. Your positive energy, your positive attitude and a big smile will take you far. If you have the courage to try new things, to be open to new ideas, you will grow in ways that you could not have imagined were possible. You will teach many people about your beautiful culture and you will learn about ours. Stereotypes will crumble on both sides. You will build friendships that will last your whole lifetime and make connections that will open doors to other new opportunities for years to come.

Most importantly, you will be a part of an incredibly powerful force for global peace and understanding. Imagine how different the world would be if everyone, while they were a teenager, went to live in a new culture, learned to speak at least one new language and became part of several families on the other side of the world. You are helping to bring peace and understanding to the world in a very special and important way. Never underestimate the positive impact you can have while on your exchange.

### **First Night Questions for New Host Family:**

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
  - a. Make my bed
  - b. Keep my room tidy
  - c. Clean the bathroom up after I use it?
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at meal times? Set, clear, wash, dry the dishes; the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things hung?
15. What are your feelings about my drinking alcohol if offered by you?
16. Do you object to my having wine at the table with you or an occasional beer?
17. What time must I get up weekday mornings?
18. What time should I get up weekends and holidays?
19. What time must I go to bed weekdays? Weekends?
20. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
21. What time must I be in on weekends if I go out?
22. What dates are the birthdays of family members?
23. May I have friends stay overnight?

24. What is your rule on entertaining friends in my room with the door closed?
25. Can I invite friends over during the day? After school? When no one else is home?
26. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
27. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited?
28. May my friends call me? What times are not good?
29. What is the procedure about posting mail?
30. Do any of you have any pet dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
31. How do I get around? bus, bicycle, be driven, riding with friends, etc.
32. What about transportation to the mall or movies?
33. May I play the stereo or TV?
34. May I use kitchen appliances? Microwave? Dishwasher? Stove?
35. What are the rules about going to church?
36. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
37. If I have something bugging me, how do you want me to handle it?
  - a. Write a note explaining it
  - b. Ask for a heart to heart discussion
  - c. Tell my counselor
  - d. Keep it to myself and live with it
38. How often can I go out each week?
39. Who pays for “event” expenses? me? you? Rotary? (movies, sports events, concerts/shows )
40. Can I use the shampoo and tooth paste or buy my own?
41. What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?
42. Are there any eating habits or foods I need to discuss? I don't like \_\_\_\_\_.

**In general, ask about those things you feel are most important the first night, and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.**

## Inbound Student Travel Policy

**Travel for Inbound Exchange Students is a privilege, not a right.** This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults responsible for exchange students know **where** students are, **whom** they are with and **what** activities they are involved in.

**All travel must go through an approval process. Host parents, Youth Exchange Officers and Country Officers can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student.**

If the student's Youth Exchange Officer cannot be located to begin the permission process, the student can contact their Country Officer directly. The Country Officer will copy the Youth Exchange Officer and the host parents on all communication.

### **Travel and School:**

Students who are not doing well in school cannot miss school to travel.

Students, who are doing well in school, may occasionally miss school to travel. All of their homework must be current. Students are to ask their teachers, before their trip, for the homework that they would miss while traveling. They are expected to make arrangements with their teacher for getting their homework finished and for making-up any tests or exams that they miss.

### **School and Church Group Organized Trips:**

Trips organized through school and church groups may be authorized provided the student follows all the proper approval process.

### **Other Rotary District (other than District 5020) Organized Trips:**

**No travel will be approved** for other Rotary District's organized trips. Only those trips described below and organized by District 5020 will be allowed.

### **Large Groups of Students Meeting or Traveling Together:**

Other than the meetings/trips that are described below, large groups of 6 or more students are not allowed to travel or to meet together without the direct supervision of responsible adults involved with the Youth Exchange Program

### **Travel That Is Approved, Authorized, and Organized by District 5020**

There are three **required district** trips/meetings for Inbound Students:

1. The Inbound Orientation – held in late August or early September – shortly after students arrive
2. The Mid- Winter Meeting – usually held in February on Vancouver Island
3. The District 5020 Annual Conference – usually held in May and alternates between the Washington and Canadian sides of the district.

There are two **optional district trips** for Inbound Students that are organized and approved by Rotary District 5020:

1. The California Trip – usually held in early to mid November
2. Pacific Northwest Summer Trip – usually held in late June and early July – depends on participation if this event takes place.



## **Travel Rules for Students Hosted by District 5020 on Vancouver Island**

### **Same Day Travel within British Columbia**

Travel within British Columbia that begins and ends in your host town is with the permission of your host parents. Before they can make the decision to allow you to travel they will need to know:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.

### **Same Day Travel to Washington State**

Same day travel to Washington State must first be approved by your host family. Your Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify your Country Officer of your travel plans. The host family and the Youth Exchange Officer need to have, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.

### **Overnight Travel on Vancouver Island**

Because district 5020 must be able to locate students at any given time we must have contact information for you. This responsibility falls to your host family and Youth Exchange Officer. If you are traveling without your host family this travel must be approved by your host parents and does not need further notification. If you are traveling with your host family you need to provide contact information to your Youth Exchange Officer. Your host family and/or Youth Exchange Officer need to have, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- The names and phone numbers of the responsible adults who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned

**Overnight travel to Washington State:**

Overnight travel to Washington State must first be approved by your host family. Your Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify your Country Officer of your travel plans. Your host family and Youth Exchange Officer need to know, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- The names and phone numbers of the responsible adults who will be supervising your activities
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts

**Overnight travel to the BC Mainland:**

This travel must be approved by your host parents and Youth Exchange Officer. Your Youth Exchange Officer needs to notify your Country Officer of the travel plans. Your host family and Youth Exchange Officer need to have, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- The names and phone numbers of the responsible adults who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned

## **Travel Rules for Students Hosted by District 5020 In Washington State**

### **Same Day Travel within Washington State**

Travel within Washington that begins and ends in your host town is with the permission of your host parents. Before they can make the decision to allow you to travel they will need to know:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.

### **Same Day Travel to British Columbia**

Same day travel to British Columbia must first be approved by your host family. Your Youth Exchange Officer must also give permission. Your host family and Youth Exchange Officer need to know:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.

### **Overnight Travel In Western Washington\* and Portland**

Because district 5020 must be able to locate students at any given time we must have contact information for you. This responsibility falls to your host family and Youth Exchange Officer. If you are traveling without your host family this travel must be approved by your host parents and does not need further notification. If you are traveling with your host family you need to provide contact information to your Youth Exchange Officer. Your host family and/or Youth Exchange Officer need to have, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- The names and phone numbers of the responsible adults who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned

\* Western Washington is defined as the area encompassing the Cascade Mountains, Cascade ski areas to the coast.

**Overnight travel to Vancouver Island:**

Overnight travel to Vancouver Island must first be approved by your host family. Your Youth Exchange Officer must also give permission. Your Youth Exchange Officer must notify your Country Officer of your travel plans. Your host family and Youth Exchange Officer need to know, *in writing*:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- The names and phone numbers of the responsible adults who will be supervising you
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts

**Overnight travel to Mainland British Columbia and Eastern Washington State:**

Overnight travel to mainland British Columbia and Eastern Washington must first be approved by your host family. Your Youth Exchange Officer must also give permission. Your Youth Exchange Officer must notify your Country Officer of your travel plans. Your host family and Youth Exchange Officer need to know, *in writing*:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- The names and phone numbers of the responsible adults who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned

## **All Other Overnight Travel for Students Hosted in Canada and the US**

This travel will need the final approval of the District Chair and your natural parents. In order for the District chair to approve the travel request, he or she must receive all of the requested information from your Country Officer seven (7) days before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by your host parents and Youth Exchange Officer. Your Youth Exchange Officer needs to provide to your Country Officer the travel plans. Your host family and Youth Exchange Officer need to have, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- The names and phone numbers of the responsible adults who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned
- That you have the necessary travel documents with you
- Written permission (email acceptable) from the natural parents that includes all of the above information

The Country Officer will notify the Youth Exchange Officer who will communicate to the host family and the student that they have District level permission to make this trip.

## **Any travel outside Canada and the United States must have full written permission from your natural parents before any travel will be considered.**

### **Unaccompanied Travel:**

Permission for you to travel to a destination by yourself will only be granted after confirmation that a responsible, approved adult will meet you at the final destination.

### **Guidelines for Parents Visiting District 5020:**

Visits from your parents and family members are permitted only with prior permission from your host club and the District Chair. Visits are only permitted during the last three months of your exchange. Visits by home country friends are strongly discouraged and will be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in the case of a serious emergency.

Before your parents make any travel plans to visit you, or purchase any airplane tickets, their visit needs to be approved in writing (e-mail is permitted) by: the student, the host parents, the Club YEO, the Country Officer and the District Chair.

Failure to get PRE-APPROVAL may result in disappointment and have a financial penalty if tickets are non-refundable.

Visits by parents and family members should occur only during the **last three months** of your exchange. The visit must not interfere with your school time or other required Rotary events. Schools will only give permission for you to be absent if you are doing well in all of your classes and if you have had few previous absences.

If your parents plan to travel with you outside of District 5020, and this travel is approved IN ADVANCE, they must provide a detailed itinerary of all travel on a provided travel form.

Parents are strongly discouraged from coming at the end of your exchange year. Visits DEFINITELY will not be allowed during the last 7 days of your exchange. This will be a very emotional time for you and you will need this time to say your goodbyes to your new friends and families.

**In Summary:**

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. **Host parents, Youth Exchange Officers and Country Officers can deny any travel requests if there is any concern about your safety and and/or your behavior and attitude.** If you break these travel rules, we will send you home and terminate your exchange. You should never buy an airplane ticket or make other financial commitments for travel until the needed permissions have been given.

### **Travel on the Return Trip Home**

You will not be allowed to travel with your natural parents during the last 7 days of your exchange year or to return home with them. All students are required to return home directly with no additional travel. Within 24 hours of your departure date your visa to the USA or Canada will be cancelled. You must depart for home from an airport associated with and approved by District 5020. Breaking this rule may have a negative impact on your ability or the District's ability to get visas in the future. You must leave the country on or before the day that your visa expires or by July 15th, whichever comes first. If these rules are broken, you may be denied a visa to the US or Canada in the future. Failure to follow these rules may also make it harder for students from your country to be a Rotary student in the future.

**ALL TRAVEL MUST HAVE A TRAVEL REQUEST FORM SUBMITTED FOR APPROVAL – FIND SAMPLE ON THE NEXT PAGE:**

## D 5020 –Travel Request Form

**This form is accessible on the District RYE website [www.rye5020.org](http://www.rye5020.org) and must be completed and submitted prior to travel as specified in the previous pages.**

### Travel Request:

Student's Name: \_\_\_\_\_

Person Submitting Request: \_\_\_\_\_

Role of Person Submitting Request: \_\_\_\_\_

E-mail of Person Submitting Request: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

### Contact Information:

Responsible Adult with whom student will travel: \_\_\_\_\_

Cell Phone Number of Responsible Adult: \_\_\_\_\_

E-mail of Responsible Adult: \_\_\_\_\_

Student's Cell Phone: \_\_\_\_\_

Who else with be travelling on this trip: \_\_\_\_\_

### Transportation

Vehicle Information (model/ color of car & license #): \_\_\_\_\_

OR

Carrier Information (airline/flight numbers): \_\_\_\_\_

### Itinerary

Departure Date: \_\_\_\_\_

Date of Return: \_\_\_\_\_

COMPLETE Trip Itinerary:

### Lodging (where student will be staying):

Comments:

**\*Our District requires this information so that we are ALWAYS able to locate the student quickly in the event of an emergency or an unexpected situation.\***

## Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

### Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 3) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 4) You may not operate a motorized vehicle or participate in driver education programs.
- 5) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 6) You must attend school regularly and make an honest attempt to succeed.
- 7) You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 8) You should have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange.
- 9) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 10) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 11) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 12) You should communicate with your first host family prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.
- 13) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 14) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.



### Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 2) Body piercing or obtaining a tattoo while on your exchange is not allowed, for health reasons.
- 3) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 4) Learn the language of your host country. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 5) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 6) Avoid serious romantic activity. Abstain from sexual activity.
- 7) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 8) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 9) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 10) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 11) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

### Additional Program Rules and Conditions Clarified for Inbound Students to District 5020:

**Every student selected to participate in the Youth Exchange Program must at all times remember that they are an ambassador of their country and must therefore conduct themselves with intelligence, common sense and dignity, consistent with the privilege of being a Rotary International Youth Exchange Student.**

#### STUDENTS MUST AGREE TO THE FOLLOWING:

- 1) Students must arrive with a complete round-trip airline ticket, including both domestic and international segments, and the ticket must have a changeable return date.
- 2) Students must maintain an Emergency Fund of \$500 US, to be deposited upon arrival with the host Rotary Club Counselor or Youth Exchange Officer. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents.
- 3) All inbound students must purchase the Rotary-approved accident and sickness insurance policy

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from CISI-BOLDUC and must be paid for prior to the student's arrival, by credit card or by bank check (in US Dollars, drawn on a bank in the USA), or have their own Rotary D5020 approved policy. Visa documents will not be issued until the insurance premium is paid

- 4) Students must certify that they have no dietary or physical restrictions other than those shown on the application.
- 5) Students are permitted to travel with host family, school groups, or Rotarians. Inbound students must comply with our District Travel Policy as printed in the inbound manual.
- 6) Visits by parents and family members are permitted only with prior consent by the host club and host district during the last quarter of the exchange year. Visits by home country friends are strongly discouraged, and will be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in cases of emergency.
- 7) To become familiar with and clearly understand the aims of Rotary International, its organization, structure, purpose, ideals and service record.
- 8) Inbound students must arrive directly in District 5020 from their home country, and must return directly at the end of the exchange year.
- 9) Students are to forward a written report to the Country Officer by Sept 30, Dec 31, Mar 31 and June 30. Copies of the report may be sent to your sponsoring district
- 10) Hosting Inbound Students is the responsibility of the Rotary Club. In case of difficulties, one should consult with the club Youth Exchange Officer, Club Counselor, Club President, or your Country Officer.
- 11) The student is expected to become an integral member of their host family, assuming duties and responsibilities normal for a person of their age.
- 12) Host families and clubs are responsible for you socially, spiritually and physically. The student should respect their wishes and requests. Each society has its own customs and ways of doing things. The student must be flexible and adaptable. Some guidance and restrictions are to be expected and advisable.
- 13) Smoking is NOT ACCEPTABLE and may result in sending you home if the club cannot find host families that tolerate smoking.
- 14) The student is not allowed to get any tattoos, body piercing (including pierced ears) or other permanent disfigurements during the exchange
- 15) The student is expected to know the essentials of the language. Upon arrival you are expected to work diligently to learn the language quickly.
- 16) The student must obey the laws of the country. They can expect no assistance from the government if laws are violated.
- 17) The student is required to enroll at the high school selected by the host club, attend class full time, seriously attempt to achieve good grades, and participate fully in all school activities during the exchange year. Failure to do this may result in terminating your exchange and canceling your visa privileges. Under no circumstances will the student be allowed to take driver education or operate a motor vehicle.
- 18) During the year the student is expected to attend the Rotary and Youth Exchange functions as directed by the host club and the district. These functions come first, ahead of other social activities and sometimes school attendance. The school must be made aware of all these functions and requests made for absence from school.
- 19) The student is expected to address Rotary clubs, youth and school groups while being hosted and upon your return home. Prepare a visual and spoken presentation about your home and host country.
- 20) The student is an "ambassador" for their home country and must, at all times, behave in a manner which will reflect credit upon themselves, family and country.
- 21) The student is to refrain from any anti-social activity or sub-standard behavior which will reflect

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adversely on themselves or on Rotary. A pervasive negative attitude will not be tolerated.

22) YOU MUST AT ALL TIMES ABIDE BY THE FOUR “D” RULES, AS FOLLOWS:

- a. Absolutely no drugs will be used, except for medical reasons as prescribed by a physician.
- b. The student must not drive/operate any motorized vehicle of any kind(land water or air)
- c. Serious Dating will not be permitted. Dating in a casual way, preferably with a group, is acceptable. But, if the club counselor or host parents feel the student is getting “romantically involved” they will be told to discontinue the relationship. Sexual involvement will not be tolerated-students will be sent home.
- d. Consumption of alcohol (Drinking) under the age of 21 in the USA and 19 in Canada is ILLEGAL. For all Inbound students, regardless of age; consumption of alcohol is NOT acceptable. There is to be absolutely NO consumption of Alcohol at anytime during your exchange. This includes special occasions even under the supervision of your host family.

23) Students are to refrain from seeking or obtaining permanent or full-time employment while under the program. Casual employment such as yard work and babysitting is acceptable. For any further clarification contact your Country Officer with the District.

24) The student will return directly home upon the completion of the exchange program. In no circumstances, extend your stay beyond the exchange period or time frame of their visa which ever is the shortest. Your visa application and acceptance is based on returning home DIRECTLY at the end of the exchange. Visa applications will be denied by US & Canada if this rule is ignored.

25) Active participation with the student’s host family, rotary club, school and community will help to make the exchange year a success. Frequent and prolonged personal use of the internet, including e-mail, will interfere with this and is strongly discouraged. Students will abide by the expectations and rules of the Host Parents and Rotary with regard to computer and internet use. Failure to respect the use of the computer has, and can, result in ending your exchange.

26) Under the authority of the District Governor, the District Youth Exchange Chair is the final authority on any matters pertaining to the Youth Exchange Program. Most matters, although, are and can be handled by the local Rotary Club and the Country Officer.

27) It should be emphasized that the District 5020 has absolutely no reservations about removing any student from the program and sending the student home at their own expense if the student does not adhere to the general intent and conditions of this program. The student is accepted into the program on the invitation of Rotary International and Rotary District 5020.

## Early Return Policy

### POLICY REGARDING THE PREMATURE TERMINATION OF AN EXCHANGE

#### Background

Our goal is to support our students in completing a successful year as an exchange student. In order to work towards peace and good will in the world and ensure the continuation of this valuable program, District 5020 expects that students during their exchange year will strive to:

- Build good relationships between each other, their host families, their clubs, their schools and their communities,
- Learn the language and culture of their host country,
- Share the culture of their home country,
- Be an active, positive participant in a high school in their community.
- Be a good ambassador for Rotary.

Each year some students encounter problems due to their behavior or attitude that are serious enough to require district review and correction or require return before the intended return date. **Sending a student back to their home country before the end of their exchange is a serious matter, and will not to be done lightly or without due process.**

This policy has been developed in order to address several issues:

- The need to address problems as early as possible.
- The need to address problems openly and clearly with the student and with others (host parents, natural parents, home Rotary club, etc, if necessary). Because of language difficulties and cross cultural differences, students may need to hear something several different times, said several different ways and perhaps from several different people.
- The process must be fair, open and applied equitably across the district
- Our procedures must be so fair and just that we would welcome their application to our Outbound Students if their behavior is problematic.

As we recognize the value of guidance and counsel from the student's home district, club and family, it is important to include them in communications with the student when problems arise. Unless the behavior or incident is extremely serious, the student's return should not come as a surprise to the student, to District 5020, or to the student's home district, club and family.

#### Problematic Behavior

Examples of behavior or incidents warranting immediate return to home country include but are not limited to:

- Driving of any motorized vehicle (land, water or air)
- Theft
- Pregnancy or impregnation
- Illegal drug possession, use or distribution
- Abuse or distribution of prescription drugs
- Expulsion from school for serious violation of school rules
- Alcohol consumption

- Possession of, or intimidation or assault with, a firearm or other weapon
- Serious violation of District 5020 Travel Policy
- Arrest by law enforcement
- Serious undisclosed medical problems
- Sexual assault or molestation
- Possession or distribution of pornography

Examples of behavior or incidents that warrant a warning and communication with home country and family include, but are not limited to:

- Unexcused absences from school
- Suspension from school)
- Lack of effort at school and with homework
- Violations of District 5020 Travel Policy
- Cigarette smoking in places where smoking is not allowed
- Serious romantic relationships
- Sexual activity
- Delay or unwillingness to pay any debts
- Disregard of curfew established by host family or Rotary
- Disregard for host family rules regarding use of personal computer, internet or telephone
- Disrespect of host family and host family roles, rules and expectations
- Intimidating behavior
- Interference in student's exchange experience by parents, other family members, girlfriends or boyfriends in home country

These behaviors become especially problematic when they occur in clusters or begin to form a pattern.

### Addressing the Behavior

The rules and expectations of District 5020 will be reviewed thoroughly with Inbound students at both the Fall and Winter Orientations. However, it is recognized that many students are struggling with language issues when they first arrive and that the rules and expectations will need to be spelled out and repeated many times by all who have contact with the student, including the District Committee, the Club YEO and Counselor and the host family. Problem behavior or attitudes should be addressed when they first occur. Be specific about the issue and be especially clear about what the student can do to remedy the situation.

Depending on the situation or issue, the person giving the student feedback or guidance may be the student's YEO, Club Counselor, or Country Officer or some combination. There should be close communication between all three and with the host family as well. If it is a school related issue, the school should be in the communication loop as well.

**Be specific about the nature of the problem:** Example: The student is spending excessive amount of time on the Internet in a home where there is only one line for the telephone and the computer.

**What do you want the student to understand:** Example: "When someone is on the Internet in this house, the phone is unavailable. No one can call in and no one can call out. There are x number of people living in this family that need access to the phone and your Internet use is not allowing everyone phone access. Secondly, when you are spending all of your time E-mailing and chatting with people back home, you are not building relationships here with your host family and your new friends. Also, you are slowing the process of learning English by spending so much time thinking and writing in your first language."

**What do you want the exchange student to do:** Make this concrete and measurable so that you and the student will both know when the expectation has been met and the behavior has changed. Example:” Starting today, we are asking you to limit your internet time to no more than X minutes in the morning and X minutes in the afternoon. This way, all the family can receive and make phone calls and other family members can also use the Internet.”

At this stage of the situation, the Country Officer, even if already in the communication loop, must be notified **in writing** of the problem and the guidance given to the student.

If the student continues the behavior despite very clear counsel and guidance, the following actions will take place:

1. A second conversation will occur with the student to reiterate the problem and the change in behavior that must occur.
2. The Country Officer will send letters to the student’s family, home club and District Representative notifying them that there is a problem, that the student has been counseled about the problem, that the problem is persisting and that we would like their support in bringing about a change in behavior or attitude.
3. The student will be handed or sent a copy of the letter.

If the behavior or attitude problem persists, or another significant issue arises establishing a pattern of problem behavior or attitudes, the following additional steps will be taken:

1. The student will be told orally and in writing that he or she is on probation and is at significant risk of being sent home.
2. The Country Officer will send second letters to the student’s family, host club and District Representative notifying that the problems have not been resolved and/or that new problems have arisen and that the student is now on probation and at significant risk of being returned home.
3. The student will be given, in writing, clear and concrete guidance regarding what exactly they need to change, in ways that will be clearly observable and measurable, in order to be able to remain and complete the exchange year. The student and a Rotary Representative will sign the document and copies will be sent to the home family and the sponsoring club and District as well as to the sponsoring Country Officer

If the behavior persists despite the efforts on the part of the host family, clubs and District as well as the home family, club and District, a letter will be sent to the student’s family, home club and District stating that arrangements are being made to send the student home.

While we hope this process will be a learning and growth experience for the student, it should also assist us to improve the program. We will all have the opportunity to learn and improve from these difficult situations. We suggest the following:

- Someone familiar with the situation but in a position to provide objectivity should conduct an “exit interview” with the student. It is an opportunity to assure students sent home early that they are not bad persons but that their behavior or attitude made it impossible for them to complete their exchanges. We can share with them what we wish they had done differently and they can let us know what they wish we had done differently. Was there something we could have said or explained differently, or in such a way the students could have integrated the guidance into their behavior?
- Debrief the people closely involved with the situation and the student. These are painful decisions to make even when they are the right decisions.

Host parents, YEOs and District Committee members and school staff need the opportunity to talk about how they were affected and what they might do the next time to achieve a better outcome.

- Summaries of the above conversations should be discussed with the District Committee for possible sharing with our exchange partners and to use for overall program improvement.
- It would be useful to prepare a written summary of the problem, the efforts made to improve the situation, the difficulties encountered and the final outcome. Copies should be provided to the Rotarians involved, and a copy retained to serve as club “institutional memory.”

**Under no circumstances is a student to be returned to their country early before these steps are completed and with the written approval of the District Chair.**

## **Important Dates to Remember this Year:**

**Inbound Orientation: September 10, 11 & 12 2016 – Seabeck, Washington**  
**Student Attendance Required**

**California Trip: November 17-21 Student Attendance optional**  
**(Additional payment required)**

**Annual Comox Mid-Year Orientation: February 22-26, 2017 – Comox, Canada**  
**Student Attendance Required**

**District Training Assembly Combined with the District Conference – May 4-7, 2017**  
**Location: Poulsbo, Washington**

**Student Attendance at the Conference is required - Permission to be excused may be granted only by your Country Officer for special circumstances.**

**End of Year Summer Trip: Usually takes place end of June and first of July – Student Attendance optional**  
**(additional payment required)**

**The only automatically authorized and sanctioned optional trips are:**

**California Trip – usually held in early to mid-November**

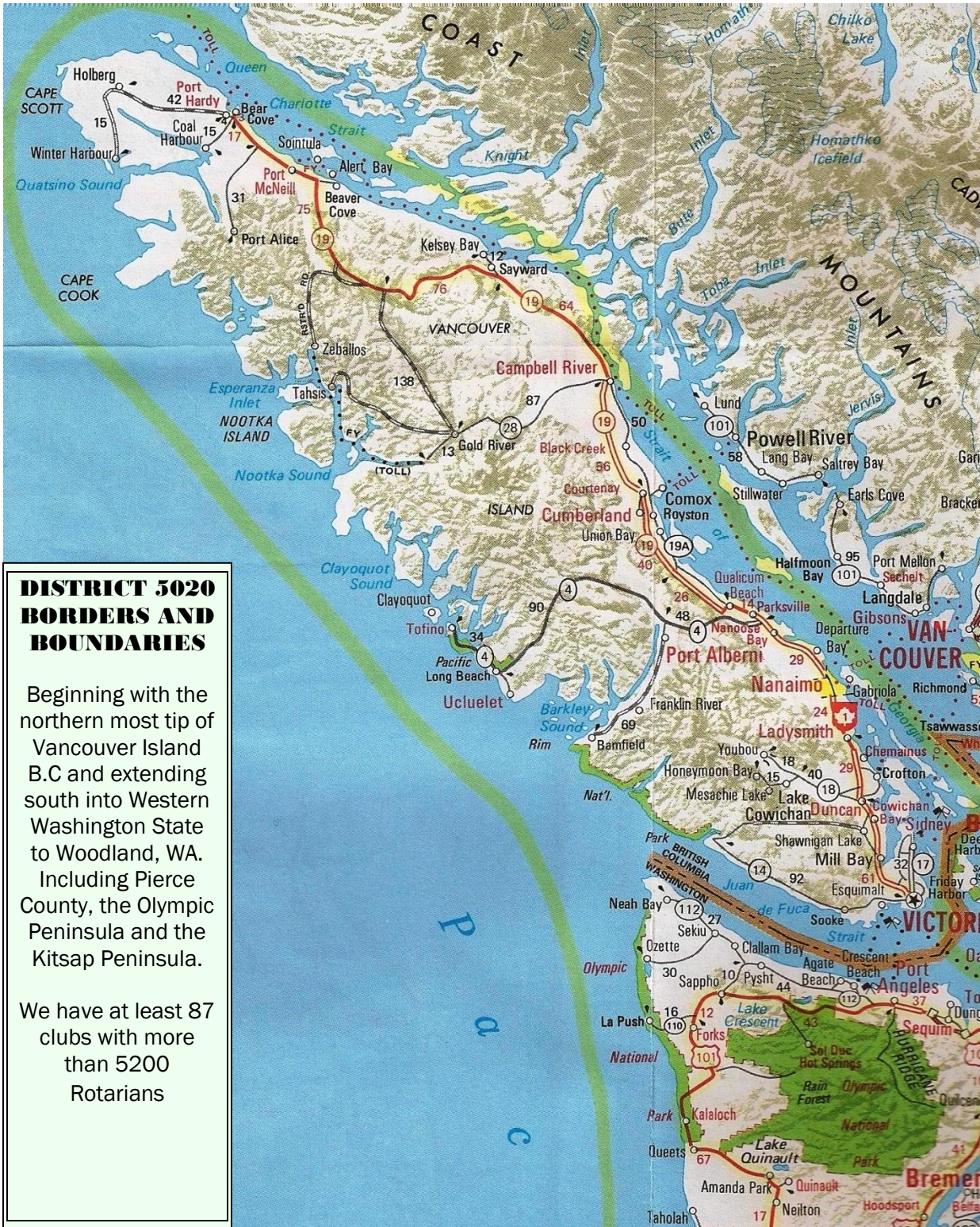
**Pacific Northwest Summer Trip – usually held in late June and early July**

**All other travel must follow the District Travel Policy – Outlined in the appendix section**



# **DISTRICT 5020 MAP OF VANCOUVER ISLAND AND WESTERN WASHINGTON**





**DISTRICT 5020  
BORDERS AND  
BOUNDARIES**

Beginning with the northern most tip of Vancouver Island B.C and extending south into Western Washington State to Woodland, WA. Including Pierce County, the Olympic Peninsula and the Kitsap Peninsula.

We have at least 87 clubs with more than 5200 Rotarians



