

SHORT TERM EXCHANGE PROGRAM – STEP

CLUB OFFICERS GUIDE TO STEP

Club Youth Exchange Officer Responsibilities:

- *Publicize the program, recruit students, interviews and evaluating students
- *Perform a home inspection of the student and complete the Home Inspection Form
- *Review completed applications, complete Club section and have all forms signed in BLUE INK
- *Send 3 complete application forms, 1 STEP Country Choice Form, 1 Home Inspection Form and the \$400 deposit cheque to the District STEP Coordinator as soon as possible. **December 31 is the deadline.** *Please note the students are paired to a student from their first choice of country if possible. Matches are made on a first come first serve basis. Please send the applications to the District STEP Coordinator as soon as they are complete. The number of allotted spaces in each country is limited.*
- *To keep in contact with the student via email or phone
- *Invite inbound and outbound to a club meeting. It can be a very good idea to invite the family as well.
- *To ensure outbound family receives the same Protection Training as per the LTEP. Student safety is of utmost importance.

Typical Calendar Year for STEP

August-September: Publicize program through schools, hand out preliminary application forms (LTEP & STEP). Hold presentations at schools etc. Invite outbound student to make a presentation to your club about their summer adventure.

Late September to early October: Hold interviews and direct accepted applicants to our website www.rye5020.org to complete the forms

October to Early November: Visit students home, complete Home Inspection form, sign applications and remit complete packages to District STEP Coordinator. Ensure outbound family receives their Youth Protection training

January thru August: Keep in contact with student and family. Attend orientation with student if possible. Be prepared to assist with the student should problems arise before or during the exchange. Invite outbound student to attend your club meeting prior to their adventure and invite the inbound and outbound during the outbound's visit.

Notes: Some clubs start to publicize the Youth Exchange Programs early in the spring. This gives the student and the families the time to consider the program.

STEP suits the students well who do not want to miss a year in school or want to graduate with their present school class or who just want to experience the world around them. STEP is a great adventure for both the students and the families. It is opportunity to see a small part of the world and learn about others and their lives.

Typical Club Budget for STEP

In the STEP program, clubs have little in the way of expenses. Costs such as hosting the inbound and the outbound at a club meeting are typical. Also it is a good idea to provide a club banner to the outbound student to be presented in the other country's club.

For more information to the student please see "Student's Guide to STEP under the STEP tab on the yre5020 website