



**YOUTH EXCHANGE OFFICER
MANUAL 2016-2017**

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Abbreviations Used In This Manual

AG	Assistant Governor
Council	District Council
DC	District Council
District	Rotary International District 5020 (also: the District)
DG	current serving District Governor
DGE	District Governor-Elect – the person elected by RI to serve as District Governor in the next Rotary year
DLTA	District Leadership Training Assembly
ESSEX	Eastern States Student Exchange
LTEP	Long Term Exchange Program – an exchange for one school year
MOP	Manual of Procedure – compilation of RI policies and procedures, revised following each COL
PDG	Any previous District Governor
PETS	Presidents-Elect Training Seminar
RI	Rotary International
RC	Rotary Club
RCOP	Rotary Code of Policies, subordinate to the Manual of Procedure
RYLA	Rotary Youth Leadership Award
STEP	Short Term Exchange Program – an exchange during the summer months
TRF	The Rotary Foundation
VTT	Vocational Training Team
WCS	World Community Service
YEAH	Western States Student Exchange
YEO	Youth Exchange Officer

Definitions

In this manual:

- The masculine shall include the feminine;
- The singular shall include the plural
- A reference to a parent shall include a person legally appointed as guardian in accordance with the laws of the domicile of the child.

Authority

This Manual is incorporated by reference into the District 5020 Policy Manual. In case of a discrepancy between this Manual and the District Policy Manual, the District Policy Manual shall take precedence.

ROTARY YOUTH EXCHANGE PROGRAM

PURPOSE AND GOALS

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people — regardless of nationality — desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for themselves and for their children. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds of international understanding for a lifetime.

Communities all over the world have much to gain from the continued success of the Youth Exchange program. Students learn firsthand about the challenges and accomplishments of people in other countries. Young people mature as individuals as their concept of the world grows. Host clubs, families, and their communities enjoy extended, friendly contact with someone from a different culture. Exchange students return home with a broader view of the world and a deeper understanding of themselves. Young adults assume leadership roles that are shaped in part by

what they learned during their exchange experiences.

This manual has been created to support your work as a Youth Exchange Officer (YEO). Through Youth Exchange, Rotarians seek to provide the best possible conditions for the participant. Thanks to the efforts of hundreds of dedicated Rotarians and their families, the program is highly successful, and it enjoys the advantages of more than 30 years of experience and a network of more than 1.2 million Rotarians around the world.

The content of this manual incorporates the combined experience of the many Rotarians who have helped make Youth Exchange the thriving program it is today. The procedures and recommendations provided here have been successful in many districts' Youth Exchange programs. Some clubs and districts have developed their own program manuals; ideas from those have been adapted for this manual. You can add your own materials wherever pertinent and adapt the ideas and suggestions to suit your club's or district's needs.

HISTORY

Youth Exchange began as an effort that involved only a few clubs. The first documented exchanges were initiated by the Rotary Club of Copenhagen in 1929 and involved only European participants. These European exchanges continued until World War II and resumed after the war in 1946. Exchanges between clubs in California, USA, and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. The first multidistrict Youth

Exchange activity, known as the Eastern States Student Exchange (ESSEX) program, was formed in the United States in 1962. In 1972, the Rotary International (RI) Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. This was adopted and the program has grown to include approximately 80 countries and more than 7,000 students each year.

DISTRICT YOUTH EXCHANGE COMMITTEE FUNCTION

The District Governor has supervision and control of the Youth Exchange Program in compliance with section 2.110 and 41.080 of the RI Code of Policies. Each Rotary Year, the current District Governor shall appoint a District RYE Chair in accordance with District Policy Manual Section 3.01. The District Chair is answerable to the District Governor and has delegated responsibility for all aspects of the program within the District

including the promotion and coordination of the exchange of youth between the many countries in which Rotary is established. The District RYE Committee is responsible for the selection of students for assignment to host clubs in other countries and has the duty to ensure the supervision and welfare of visiting students hosted by the clubs within the District.

OBJECTIVES OF THE PROGRAM

1. To further international goodwill and understanding by enabling students to study at first-hand some of the problems and accomplishments of people in other lands.
2. To enable students to further their education by studying for a year in a different environment and by undertaking courses of study in subjects not normally available to them in secondary schools of their own country.
3. To broaden the outlook of students through meeting and learning to live with people of different cultures, creeds, colors and having to cope with day-to-day problems in a new environment.
4. To be a broadening, enlightening and worthwhile experience for participating students, host families and Rotary clubs alike.
5. To select students qualified to:
 - (a) act as ambassadors for their own country by addressing Rotary clubs, community organizations and youth groups in the host country and by imparting as much knowledge as they can about their own country to the people they meet during their time away.
 - (b) study and observe all facets of life and culture in their host country so that on return to their home country can pass on the knowledge gained.
 - (c) equip them better for becoming world citizens and leaders of tomorrow.

WHO IS ELIGIBLE

- Rotary Youth Exchange Students must be at least age 16 but not yet 18 years of age on August 15 of their departure year. Some districts with whom we exchange do not accept students over 17 ½ years of age. Inbound high school graduates are not acceptable for enrollment in some high schools in North America.
- Applicants must have above average academic ability.
- Applicants must have an outgoing and pleasant personality and be able to make friends easily, fitting them for the role of “ambassador” for Rotary, Canada and the United States. They must have the ability to accept discipline and be capable of

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adjusting to new and different living conditions, cultures, customs, food and language.

- Applicants must be of good character and reputation.
- Applicants must be in good health
- Applicants must be independent and self-reliant but must keep in mind the goals of

the total program, not their own interests only.

- Applicants must be willing to face challenges and to adjust to a wide variety of people in varying conditions.
- Sons and daughters of both non-Rotarians and Rotarians are eligible. All applicants are selected solely on merit.

PROGRAM SUCCESS

The program is carefully designed to provide a favorable experience for all who participate in it, whether at student, club, host family or district level. As a result of several years of experience at club and district levels, our District Youth Exchange Committee has been able to establish the following guidelines with the hope that it will

help us all make the program even more successful in the future. It should be kept in mind that this is a district-to-district exchange program with some specific stipulations that must be followed by all parties concerned. Clubs agree to these stipulations by virtue of participation.

THREE WAYS TO PARTICIPATE

1. THE YEAR-LONG PROGRAM

Selected High School students leave in August for a year's study at a high school in a foreign country. Each student will live with one or more families during their year. The students will return home the following summer. Age requirement for the year long, or LTEP, exchange program has a two year window, the year you leave on exchange you must be at least 16 years old by August 16 and not older than 18 by August 15. Countries with whom we have exchanged in recent years are:

Argentina	Croatia	France	Japan	Slovakia
Austria	Czech Republic	Germany	Mexico	Spain
Belgium	Denmark	Hungary	Netherlands	Sweden
Brazil	Ecuador	Indonesia	Norway	Switzerland
Chile	Finland	Italy	Poland	Taiwan
Colombia				Thailand

A typical family budget for an outbound student for a year long exchange involves some added expenses and some saved expenses. Here are some examples of these:

Added Expenses for the Exchange		Saved Expenses While Student is Away	
Confirmation Session – Dec Victoria	\$75-\$200	Food	\$1,000 - \$2,000
Orientation Session – March Victoria*	\$300	Car Insurance	\$1,000 - \$1,500
Student Blazer	\$0-\$80	Prom	\$100 - \$300
Outbound fee *see below for details of what is included	\$1,500	Sports Participation	0 - \$500
Plane Ticket	\$1,500-\$3000	Family Travel	0 - \$1,000
Monthly Allowance while abroad	\$0 - \$1,200	Monthly Allowance at home	0 - \$1,200
Travel while abroad	\$0 - \$2,500	Miscellaneous Costs	0 - \$2,000
Language Camp – varies with country	\$0-\$500		
Health Insurance	*		
Miscellaneous Costs	\$500-\$2340		
Passport	\$0-\$80		
Visa	\$100-\$500		
Gifts Pins, Flags, etc.	\$25 - \$300		
TOTALS	\$4,000-\$12,500		\$2,100-\$8,500
(There may be an additional cost for travel to obtain a visa in some countries – this may involve a trip for the student and a parent to San Francisco or Los Angeles for an in-person visit to an embassy of the country.)			

*Outbound fee includes: Business Cards, Health Insurance, Documentation (excluding Visa fee), Name Badge and flag patch, Youth Exchange shirt, Outbound Orientation (including students Saturday night dinner), Rebound Orientation

2. THE SUMMER PROGRAM

JULY - AUGUST (1 month here - 1 month overseas) Selected High School students live overseas with a foreign student's family for approximately one month, and then return with the foreign student to live with his/her family here for approximately one month. Some areas reverse this by having the foreign student come here first, then both going overseas for the second half. Age requirement range is more open than the LTEP program. Check with your Rotary Club to check age limits.

The list of countries in this program changes from time to time; most are in Europe with a few in South America.

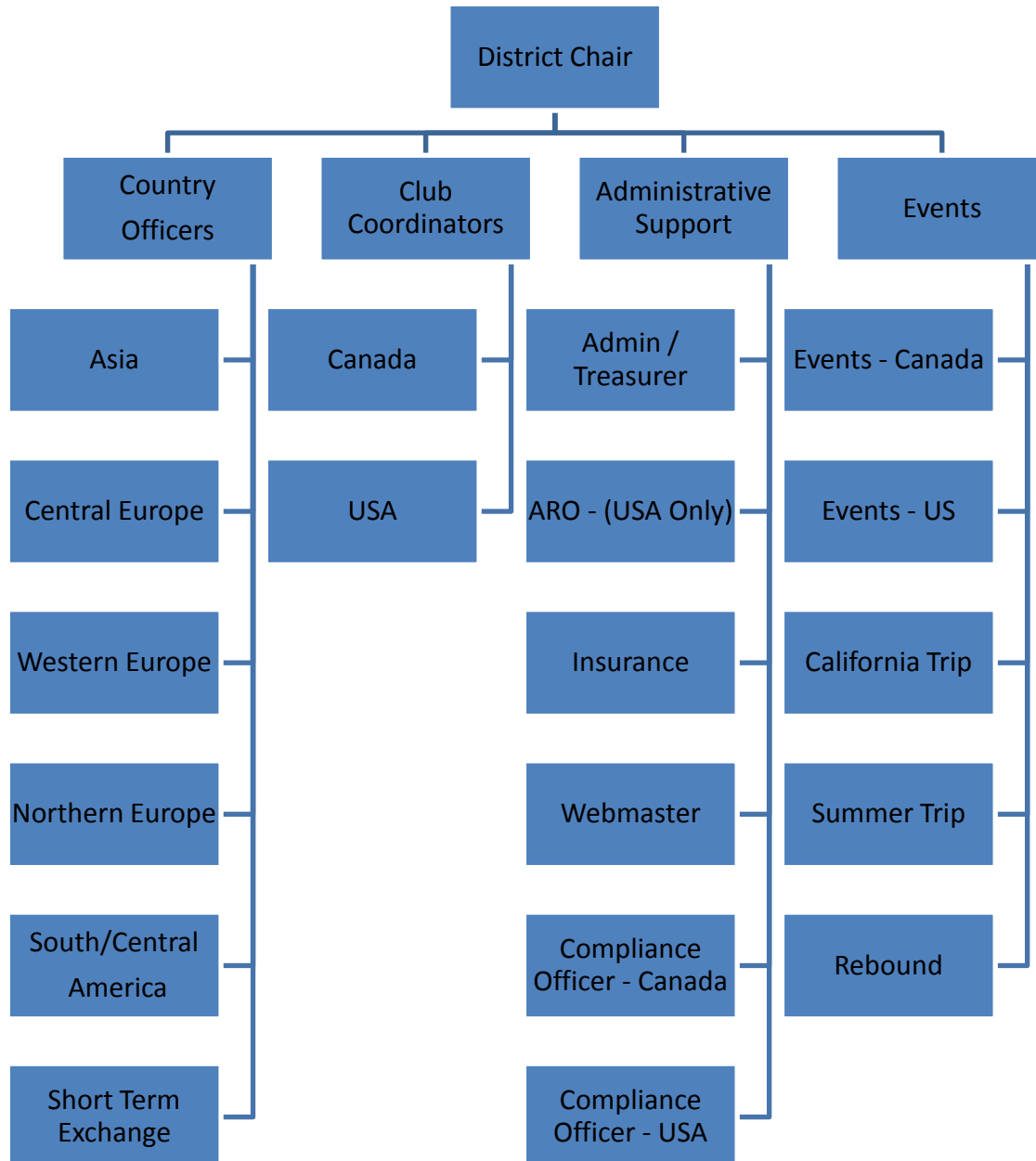
Estimated family budget for an outbound student for a summer exchange is approximately **\$2,000.00 to \$2,500.00**

3. HOST AN EXCHANGE STUDENT FOR THREE MONTHS

During the year an Inbound Foreign Student attends High School. He/she lives with 2- 3 families for approximately 3 to 5 months each. Host families normally live in the High School district to minimize transportation problems. The host families provide room and board for the inbound student. The inbound students receive a monthly allowance from the Local Rotary Club for incidental expenses. The inbound student also has a \$500 "emergency fund" and health insurance.

YOUTH EXCHANGE COMMITTEE STRUCTURE

ROTARY DISTRICT 5020



TYPICAL EXCHANGE CALENDAR FOR EXCHANGE OFFICERS

July

- Attend Youth Exchange Officer Workshop.
- Correspond with incoming student(s)
- Make sure Outbound students are prepared and paperwork, Visa and airline tickets are secured

August

- Pick up Inbound student(s) at airport or make arrangements for host family or another to pick up student
- Obtain and secure the emergency funds of \$500.00 for new inbound students.
- Appoint a club counselor for each new incoming student. The counselor may not be the Youth Exchange Officer or a member of a current host family
- Check visa status and ensure student(s) have required documentation (J-2 class Visa; DS 2019 and I-94 for incoming students to the United States (to travel within our International District 5020.) Incoming students hosted in Canada require (Canadian study permit and a temporary resident visa as well as a US visitor's visa multi-entry class B2. Students hosted in the US may need multi-entry Canadian visas to enter Canada throughout the year. It is necessary to check with the immigration department of the country to be visited (not the host country)
- Register student at school.
- Set up Student bank account. Ensure that Students have access to receive funds (i.e. bank account or debit card).
- Take student around vicinity. Stop at businesses of various Rotarians and introduce them to student.
- If possible, introduce student to each host family. A potluck dinner or barbeque is usually successful
- Settle student with first host family.
- Make copies both sides, of inbound student's insurance card, passport, visas, and as applicable, the (DS 2019, I-94 USA) and study permit (Canada). Keep one copy for your file and give a copy to each host family. Also, instruct host family on what to do if medical attention is needed.
- Make sure student is registered for Inbound Orientation.
- Ask club Treasurer to begin student stipend. Follow up to make sure checks are written and delivered each month.
- Confirm transportation arrangements for Inbound Orientation.
- Confirm remaining host families for new Inbound student(s).. Host families should already be corresponding with student. Make sure home inspections and background clearances are complete.

September

- Obtaining a state or provincial photo identification card for Inbounds is suggested.
- Contact school and arrange to be at first assembly to speak about the Youth Exchange program to start recruiting for next year's applicants.
- Give the school contact or exchange student contact a supply of the one-page club applications and information sheet. See Appendix section.

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October

- Collect local applications and set up interviews for next year's outgoing candidates. Try to have selections made by end of the first week.
- Inform successful candidate(s) of the next step. Complete the LTEP or STEP Country Choice Form found on the website. If the student is applying for the STEP program, this application is available on the website for downloading. The LTEP application is now available through the YEAH database and should be completed online. This application can be found at <http://yehub.net/W02-obapp>. Students must provide one complete printed application and three (3) additional copies of page 1 of the Guarantee Form – each with original signatures in BLUE ink. For students without internet access, a blank version of the LTEP application should be provided to the student. with instructions that it must be typed, photocopied, and then submitted along with the 3 signed copies of page 1 of the Guarantee Form.
- Request that student and parents obtain passports.
- Make a copy of Outbound student's completed packet for your records.
- Send the originals of the application and Country Choice form to your country's Club Coordinator no later than the November deadline.
- Check with school to see how your Inbound is doing. This is the time to forestall problems in school.

November

- Arrange for a supply of Christmas cards for current Outbound(s). Have Rotarians sign them.
- Make sure the completed LTEP applications are received by your Club Coordinator no later than the November deadline. Late applications are not guaranteed an interview at the district level.
- Make sure next year's Outbound candidates are registered for District Outbound Interviews in December.
- Inbounds may be traveling to California on a district-sponsored trip. Make sure students have PASSPORTS and all required attached documents.

December

- Ensure Outbound candidates attend Outbound Interviews in Victoria. A parent or guardian must accompany candidates. Parent or guardian is responsible for the accommodations and meals of the Outbound candidate.
 - Send Short Term Exchange Program applications to District STEP Coordinator by December 31.
 - Send Christmas cards to current Outbound students.
 - Arrange for Christmas gift from club for Inbounds.
 - Outbounds should receive confirmation of destination country by the end of the month.
 - Check with your Inbounds to make sure they are not having too much difficulty with homesickness. Confirm arrangements for move to next host family.
-

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January

- Make sure Inbounds are registered for the Comox Trip.
- If your club supplies pins, check your supply of pins.
- US Short Term Exchange Program Orientation happens in January or February.

February

- Make sure next year's Outbounds are registered for Outbound Orientation in Victoria, which takes place in March. Remind families that a parent must accompany the student to the orientation at their own expense. Remind students and accompanying parent(s) that passports or enhanced ID must be carried if traveling from the US into Canada.
- For Inbounds, confirm transportation arrangements for Comox Trip. Ensure that PASSPORTS and all attachments are in order.
- US Short Term Exchange Program Orientation happens in January or February

March

- Confirm registration and transportation arrangements for Outbounds to their orientation
- Host family change (?).
- Anytime from now on you will receive from a Country Officer your Inbound student application packet for processing. Process the guarantee form immediately.
- Obtain a letter from your school a School Letter confirming acceptance of next year's Inbound(s)
- After confirmation that your club will receive an Inbound, start looking for host families. Give information packets to prospective host families.
- Canada Short Term Exchange Orientation happens in March or April.

April

- Follow up with Outbounds to make sure they purchase a blazer and are making all arrangements for travel, passport, visa, etc. Identify and assist in resolving problems.
- Make sure this year's Inbound students are registered for District Conference.
- Outbound(s) students for next year should be receiving country guarantee forms by now. Remind students to apply for any necessary visas immediately.
- Canada Short Term Exchange Orientation happens in March or April.

May

- Confirm transportation arrangements for Inbound Students to District Conference. – Remind students that PASSPORTS and attached documents will be required for travel to the US or Canada.
 - Maintain communications with next year's Outbound student(s). They may be getting anxious, especially if they haven't received their guarantee yet. More questions could be popping up.
-

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June

- Is your Inbound graduating from the local school? If so, maybe a card or gift would be in order.
- Arrange for farewell gift from your club for your Inbound.
- Arrange for Inbounds to get their transcripts from school. You may have to mail transcript to student after they return home. Verify and obtain a letter from the school if necessary for Inbound student. The letter may confirm attendance, behavior, academic and non academic achievements. Assist students who want or need to take an English competency test before returning home.
- If your current Inbound student is participating in the Pacific Northwest Summer Trip make sure transportation arrangements to get to the departure point have been made.. Verify that PASSPORT and all attached documents are in order.

July

- Check Inbound arrival information and confirm that someone is meeting student at the airport.
- Check Outbound student's departure date.
- Make sure Outbounds have club banners to take to host country.
- Confirm host families for new Inbound(s). Host families should already be corresponding with student. Make sure home inspections and background clearances are completed.

Miscellaneous

- Make a list of birthdays for both outbounds and inbounds and send them cards.
- Confirm safe arrival of outbounds with their parents. Make sure they're comfortable with all arrangements. Follow up a couple more times during the first month to make sure everything is all right.
- Arrange for outbound student candidate to visit your club several times prior to leaving in August.
- Arrange for inbound student to give a program at your club.
- Arrange for rebound student to give a program at your club.
- Make sure all YEO contact information is up to date with District Administrator and Club Coordinator for your country.

CLUB OFFICER GUIDELINES – LONG TERM EXCHANGE PROGRAM (LTEP)

YOUTH EXCHANGE OFFICER GUIDELINES FOR INBOUND STUDENTS

Overview: Inbound students usually arrive in August. The Rotary Club provides a basic introduction on the Exchange Program through advertising and promotion within the club, at the high school and through the local news media. The first step is to appoint a Youth Exchange Committee. Many other exchange programs require that all expenses be paid by the participants. Although there will still be considerable financial cost to participating families, Rotary does provide some assistance, for example, in providing incoming students with an expense allowance and transportation to orientations and conferences. It is important for your community to recognize that your Youth Exchange Committee is designed to provide the service of placement of Inbound Students and selection of Outbound Students. Providing for the student's needs and requirements is part of our community service.

Notify the Club Coordinator for your country (US or Canada) that your club is willing to receive one or more students. Be sure to receive your club's board approval of the program and the expenditure involved. The club committee must then contact the local high school to arrange for placement of the inbound student. The committee must arrange for host families. Host families may be either Rotary or non-Rotary approved homes. A minimum of three families is recommended.

When an inbound student has been assigned to your club, your Youth Exchange Committee, and in particular the Youth Exchange Officer/Committee Chairman, shall appoint a counselor who will help coordinate student visits within the club throughout the year, helping to enhance the student's experiences. The Youth Exchange Officer and host parent(s) are not eligible to serve as student counselors. The Youth Exchange Officer is responsible for corresponding with the student, with the student's natural family, and with the student's sponsoring Rotary Club prior to arrival. Inform the student about your club, community, school, the first host family, and other topics of interest.

When a Youth Exchange Officer receives the application for the inbound student, you should first study it carefully. Identify the background of the student, observing such things as the occupation of the father and mother, religious affiliation, type of school or community activities in which the student has indicated interest. Also notice the number of brothers and sisters (is it a large family or small?) This information can help in selecting host families. Determine if the student has studied foreign languages, with special reference to the amount of English instruction. Give a copy of the application to the school so as to enable them to determine the correct school curriculum. If your student has had little or no English skill you may want to find someone with appropriate language ability to go with you to the airport to help greet the student upon arrival.

Nothing can bring a smile more quickly to the face of a lonely, tired student who is far away from home and maybe already a little homesick, than to hear a few familiar words in his own language. The host family or families and a few Rotarians should be at the airport to meet the student. At busy airports it helps to hold a card or sign with your student's name to avoid missed connections. Our outbound students have repeatedly told us that one of the most appreciated events during the year was the warm reception they received at the airport. However, it really only requires one genuinely friendly person to greet a student and make him or her feel at home. The important thing is to be sure that you know exactly when your student will arrive and be there with a smile.

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When enrolling the students at the appointed school, do not overload the curriculum. Students must adjust to many things in the school, in the home, and in the community. Your student needs time to make these adjustments before you can expect much in the way of scholastic achievement.

Selection of host families is very important. Families should be friendly, well-adjusted, acceptable members of the community. If possible, the first family should contain at least one brother or sister who attends the local high school and can introduce your exchange student to many friends and associates. It is best if subsequent families also have host siblings about the same age as your exchange student, but this is not necessary. The Rotary club should have within its membership three (3) or more families for hosting your student. If not, obtain non-Rotary families by referral (i.e. Interact, outbound students, professional colleagues, etc.). This is an outstanding way to introduce Rotary service in your community.

District 5020 Youth Exchange Program defines a host family as any family or person hosting a student for a consecutive period of seven (7) days or more. If, however, the club or district was to place a student for a temporary hosting period of less than 7 days (making that family a program participant) the host family screening procedure applies. All host families will be required to have the host family affidavit, reference check, home inspection, the NAYEN Youth Protection Awareness training, host family orientation & background check completed.

Individuals in casual contact with students are not subject to the home inspection and background check requirements. Casual contact is defined to include, but not be restricted to: shopping, dinner invitations, weekends, activities (sports, theatre, etc.) and invitations by school friends or by other exchange students or their host families. Such activities would be at discretion and authorization of the host family and or student counselor / YEO.

The following qualifications will serve as a guide in identifying good potential host families:

1. A family that has a sincere and willing desire to host.
2. It is preferable that an inbound student has a private bedroom, but this is not mandatory. Students must have their own bed and only share a room with a person of the same gender.
3. All host families should live in the same district as the high school that the student will be attending. In some circumstances, the host family may live in a different school district if the host parents are willing to transport the student to and from school.

The youth exchange officer must ensure the following documents on file:

1. Youth Volunteer Affidavit completed and references checked.
2. A completed Host Family Interview and Home Inspection Form. Home visits must be conducted for each family and should include announced and unannounced visits, both prior to and during the placement. The unannounced home visit may be met by visits conducted on short notice, such as calling ahead to ensure that the family is home and able to receive visitors.
3. A completed criminal background clearance for all full-time residents of the home 18 years of age and older. Including students that reside in the home for school breaks.
4. Record that the Youth Protection Training was completed by host family.

A host family is responsible for Students socially, emotionally and physically. Students are expected to become a part of the family and to assume their share of the duties and responsibilities in the family.

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Examples - making their bed, helping with housework, cutting the lawn, etc. A discussion should be held with Students concerning curfew, dating limitations and use of the computer and phone. The host family and student should agree on the names to be used when addressing host mom and dad. Do not let Students use “Mr. and Mrs.”, have them try, “Mom and Dad” or “Aunt and Uncle”; this will help immeasurably to personalize the relationship.

Rotary strongly discourages frequent and prolonged use of the internet by students as it reduces their opportunity to participate with others and become involved, and may delay becoming proficient in English. Accordingly, host families should set limits for students regarding the amount of time that they spend on the internet. The Rotary YEO and counselor will provide guidance on appropriate limits –no more than half an hour to an hour a day maximum is suggested.

Meeting and transporting the inbound student from the point of arrival, if within 100 miles, is the responsibility of the club committee. Students should be met by the YEO, host families and as many Rotarians as possible.

The host club has the financial obligation to pay students a minimum of \$60.00 US per month for spending and incidentals (most clubs are \$100 or more). The Youth Exchange Officer should make sure that this is paid monthly to save students the embarrassment of having to ask for it. The club will also pay for Rotary meals, school fees and for all required district events including meals associated with these events.

Medical insurance for the inbound student is a requirement. It is the Students’ parents’ responsibility to purchase this insurance before arrival. The County Officer shall assist in forwarding the premium, along with the name of Students and the date of arrival to our insurance agent within 15 days prior to the student’s arrival. Regular medical care is the responsibility of the student’s natural parents but the Rotary Club usually takes care of routine medical matters.

The Youth Exchange Officer (YEO) shall be responsible for the general welfare of the inbound student. Make sure that student is happy, content, well settled, and that student, the host parents and the natural parents know that the Rotary Club is maintaining a positive interest. The most common complaint received from host families is “Rotary has never done a thing for this student”. “The YEO never inquires about the student and we have had to do everything that needed to be done”.

The Youth Exchange Officer should try to arrange and approve additional families to host the student for weekends, or for the student to go with other families on special outings. The student should attend the club meetings and must be brought to at least one meeting a month. The YEO should also make arrangements for the student to be a guest speaker at other groups and organization when possible. The YEO shall arrange transportation for the student to and returning from the Rotary District Conference and other district functions. If the YEO and the student’s club counselor finds any element of discontent in the host home and if counseling with the host family and the student does not resolve the problem; it is recommended that the student be moved on to the next host family.

In solving problems between the student and the host family, you are a mediator, not a judge. The YEO should call the County Officer and work to resolve the problems. Never accept the implication that the student is “all wrong”. In many instances moving the student to a new host family immediately solves the problem. Be patient and work out the problems. Sometimes the student will come to you with problems.

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Your role will be to listen, to evaluate, and sometimes to mediate. Above all, listen to both sides of any problem. If there are no workable solutions between the parties refer to the Early Return Policy. See Appendix section.

When decisions are made to move the student from family to family, be sure that you inform the student immediately. A 16 or 17 year old lives in a world of insecurity and needs to know what is going on.

Traveling in company with any Rotary or Rotary approved family is encouraged. Students who wish to travel need to refer to RYE District 5020 Inbound Student Travel Policy (Appendix section).

Our inbound students have come to a foreign country. They are in the upper 1/3 of their class academically and are capable of adjusting very rapidly, but a great deal of tolerance must be exercised. It is the responsibility of the Youth Exchange Officer to facilitate a stress-free move to the next family. There is a natural reluctance by the student to move from the first family. Once students are settled with the new family, they are immediately happy with the new circumstances and welcome the opportunity to broaden their scope and understanding. Every family lives life just a little differently and thus provides another opportunity for the student.

Students in the USA portion of our district come to us on a DS 2019 Form (Certificate of Eligibility for Exchange Visitors [J1] Status). They are allowed to study up to one year in the USA. Students in the Canadian portion of our district require a Declaration of Responsibility. Similarly, they are allowed to study up to one year in Canada. The YEO and the club counselor should examine the student's passport and papers so as to become familiar with them.

In all cases, students hosted in the USA will also visit Canada and must travel with their Passports, including their US visa, multi-entry Canadian visa, DS 2019 form and I-94. Students hosted in Canada must have their passport, Canadian Study Permit, Temporary Resident Visa and a US Visitors Multi-Entry Type B2 Visa to present at the American border. If the student fails to have the required documents, they will be turned back at the border. Every student must retain the required documents with their passport at all times when traveling, but should store them safely when staying with a host parent.

For all inbound students hosted in the United States, every change in residence, or contact information, (including street address of the new host family) must be recorded in the YEAH database and an email to the Country Officer and the ARO (Alternative Responsible Officer - our liaison to the State Department) indicating that a change has been made.

No student is allowed to drive or operate a motorized vehicle (land, water or air). There are no exceptions.

Students are to attend school faithfully unless excused for a special opportunity, or Rotary meetings or events. They must maintain satisfactory grades. Transferable credits for school courses cannot be assured. The transfer of credits is at the discretion of the School Districts involved. The student must return home at the end of the one-year. There are no exceptions.

Although all students act as unofficial ambassadors for their countries, their activities are to remain within the purposes of the program. They are under the direct control and guardianship of Rotary and are subject to immediate repatriation if their conduct is not acceptable to the Club or District Committee. Students will be

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eager to please if you provide the framework of rules and regulations you expect them to follow. Although students are encouraged to develop friendships, a romantic entanglement can be a reason to be returned to their country.

If the student has any friends or relatives that are visiting in the district, approval for visitation must be obtained by the student from their YEO and Country Officer. Any travel involved will be governed by our travel policy. Relatives will have no jurisdiction during the course of the student exchange year. If the student has relatives in the area, visiting privileges with the relatives will be limited.

For each sponsoring country our District has a Country Officer (CO) who is a member of our District Youth Exchange Committee. That officer will monitor the student's well-being and be your primary contact should you have problems or need assistance with your student. A list of COs and other committee members is contained in this manual and on the website.

Only the District Exchange Chair or designated representative has the authority to send a student home for disciplinary reasons.

Every Host Family should be furnished with a copy of "Guidelines for Host Families", "General Information and Rules", "A Primer for Host Families" and "Questions for the First Night with a New Family"

Web resources

www.rye5020.org

Find our personalized district 5020 LTEP Brochure to download here

www.yeoresources.org

<http://www.rotary.org/en/StudentsAndYouth/YouthPrograms/RotaryYouthExchange/Pages/ridefault.aspx>

Your efforts, energies, and interest will make this a very exciting year for your inbound student.

Finding Host Families:

Survey your club. Contact all members' spouses to determine if they would consider hosting a student for 3 months. (Yes, No or Maybe) Would the Yes's and Maybes prefer to host a boy or a girl?

Other sources to contact: previous host families, church members, and friends and spouses from other organizations. If your incoming student has a special talent or interest (i.e. swimming, music etc) contact the school's swim coach, music teacher, choir director, etc. It is ok to ask for referrals. Keep a list with potential host families; sometimes a family may not be ready this year, but maybe ready in the future. **Host Families do not need to be Rotarians.**

Make copies of the Inbound Student application and deliver it to potential host families. Find out what time frame fits their situation.

- 1st Family mid-August to mid-December
- 2nd Family Mid December to first part of April
- 3rd Family First of April to mid-July.

For non-Rotary host families – make them “Friends of Rotary” for the year by inviting them to meetings, picnics, or club functions. Put the non-Rotary host family on the mailing list to receive your club bulletin for the full year and not just the time they have the student.

Once you have secured your host family (s), set a date for a 1-2 hour host family orientation. Have host family information packets and topics of discussion to give them. If you have multiple families secured you may choose to invite them as a group to your home for an orientation. During the orientation conduct the Youth Protection Training.

It is ideal if the first family has a teenager in high school. This helps the exchange student get into the stream of classes, study, meeting friends, activities, etc. After the first family, it is not as important that the remaining families have teenagers. The exchange student by then is used to our school system, has made some friends, language skills have improved, etc.

Families 2, 3 and 4 can be families with no children or grown children, both parents working, families with small children, retired couples and appropriate single parent families.

Our exchange students are selected as mature young people. They should not need after school supervision until parents get home. They will be either going to after school activities or will come home to do their homework, household chores, etc.

The bottom line is that you are trying to find AT LEAST two (2) or PREFERABLY three (3) loving and caring families who are going to be fortunate enough to be chosen to enjoy the benefits of having a foreign student at their home for approximately three (3) to five (5) months.

Youth Protection Guidelines

See Appendix section – District 5020's Guidelines for Rotary Youth Programs and its supporting appendices and District 5020's Checklist for Youth Services Programs.

Communication

The student's Country Officer should be the primary person to initiate communication with the student's sponsoring district or the student's parents or legal guardians if concerns arise. Any questions concerning these policies and procedures should be directed to District 5020's Youth Protection Officer or members of the District Youth Exchange Committee, who are ready to help you through the process.

Counseling Policies, Procedures and Guidelines

Inbound Exchange Students

- Every inbound student must have a club counselor, preferably of the same gender.
- The counselor may not be the YEO or a member of the student's host family.
- The counselor will monitor the student and act as the student's advocate in order to maximize the student's experiences and protect the student's interests.
- The counselor should check on the student's progress frequently with the

student, host parents and school counselor particularly early in the exchange. The YEO is expected to brief the host families on the rules of conduct for students, methods of communication, and the student's role in the family.

- Every Host Family should be furnished with a copy of "Guidelines for Host Families", "General Information and Rules", "A Primer for Host Families" and "Questions for the First Night with a New Family".

Club Counselor Handling of Problems:

- The club counselor should be trained in responding to any problems or concerns which may arise during the exchange including allegations of physical, sexual, or emotional abuse or harassment.
- The counselor, in concert with the YEO, and the CO needs to determine the sources of any reported problems; i.e. the student, the host family, poor communications, etc. Please refer to the Early Return Policy.
- Prompt counseling is necessary to effect performance modification. Counseling may have to be both individual and joint with host parents or school counselor to result in the required changes. If repeat counseling for the same problem is required, it should be done with a witness and should be documented.

- Any significant student problem must be reported immediately by the YEO to the Country Officer (CO) assigned to the student's country on the District Youth Exchange Committee. The CO will monitor the progress and assist the club. This officer will investigate any problems and notify the District Youth Exchange Chair of the situation with a recommendation for action if necessary.
- Problems involving drugs, public drinking or drunkenness, driving, proven sexual activity or breaking the laws of the host country may result in the immediate termination of the student's exchange and a return home. Romantic involvements or sexual activity by the student must be discouraged. Counseling should be used to try to modify the student's behavior.

TERMINATION OF THE STUDENT'S EXCHANGE WILL ONLY BE DONE ON THE AUTHORITY OF THE DISTRICT YOUTH EXCHANGE CHAIR OR DESIGNEE.

GUIDELINES FOR INBOUND STUDENTS

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.

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 two, 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.

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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 everything 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

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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 yourself 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.

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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 friendlier and more 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 they have studied and learned in North America.

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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 in February. 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. Show everyone 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 of at least \$60.00 US
- 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 altogether 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 in this booklet 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.

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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 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 CO 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 later in 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 buggies, 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.

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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. Everyone 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,

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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.

QUESTIONNAIRE FOR THE FIRST NIGHT WITH 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?

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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.

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)

District Confirmation Interviews: December 2-4 2016 – Victoria, BC, Harbor Towers
YEO attendance optional (Students on December 5 only)

STEP Orientation – Canada: January 30, 2017 – Parksville, BC

STEP Orientation – US: February 6, 2017 – Tacoma, WA

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

Outbound Orientation: Mar 25-26, 2017– Harbor Towers, Victoria BC

District Leadership Training Assembly (DLTA) Combined with the District Conference – May 4-7, 2017 Location: Poulsbo, Washington
YEO attendance optional (however, attendance IS required at least every 3 years)

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

TRAVEL PERMISSION FOR ROTARY INTERNATIONAL YOUTH EXCHANGE STUDENTS

To whom it may concern:

_____ (Student from Rotary District _____) has permission to participate in any travel that is approved by the Host Family, Host Club and Host Rotary District. Travel could include Rotary sponsored family trips, school trips as well as any other travel that is Rotary approved.

The Host Rotary Club will pay travel costs for the student to attend Orientation Sessions (September and February) and the District Rotary Conference. Any other travel costs will not be paid by the host club; the student must have additional funds for these travel programs.

Permission is granted to the chaperones in charge of the tours to arrange for any necessary medical assistance for the student by a licensed medical doctor, if required. We agree to save and hold harmless the chaperones from any liability that the student may or could claim or assert against them by reason of injury suffered by said youth and for the loss of or damage to any money or personal property during the travel.

Signed by student parent or guardian: _____

Signed by Student: _____

Date: _____

Parent's Address:

Phone Number _____ Fax Number _____

This form has been signed by student and student's parents and is on file with the students CO. All travel other than official Rotary District 5020 trips should follow the district travel policy and have its own travel permission from student's parents if required

YOUTH EXCHANGE AGE LIMITS

Students selected for the Year Long Exchange Program must be at least 16 and no older than 18 years of age **on August 15 of the year they depart or arrive** (see below).

These age limits apply to both Inbound and Outbound Students. We cannot make any exceptions!

For Inbound Students to be hosted in the US, the government will not grant a J-1 (High School) Student Visa to an Inbound who exceeds the age of 18 and 6 months upon arrival.

Example:

The age limits for students selected in the fall of 2016 for the 2017/2018 Rotary year are:
Students must be born between August 16, 1999 (18 years) and August 15, 2001 (16 years).

The critical dates are August 16 and August 15 of any years.

VISA REQUIREMENTS

These are subject to change and should be verified well before each trip across the border. Please visit websites or a Rotary travel agent for updates.

US Consulate General in Vancouver (604) 685-4311 (Recording) Fax (604) 685-5285
US Immigration – Victoria (250) 384-1821

US Hosted Students Entering Canada who require Canadian Visa

The list of countries requiring visas changes frequently. For up to date information please go to the following website:

<http://www.cic.gc.ca/english/visit/visas.asp>

Additional VISA information is available at <http://exchanges.state.gov/jexchanges/index.html>

Canadian Hosted Students Entering US who require a US Visa

For up to date information please go to the following website:

http://travel.state.gov/visa/temp/without/without_1990.html#countries

We have no control when your sponsoring/host country changes the regulations affecting the process by which you obtain your VISA. More and more countries are asking that these visits be made in person.

CLUB YOUTH EXCHANGE OFFICER GUIDELINES FOR OUTBOUND STUDENTS

ANY CLUB THAT SENDS A PRIMARY STUDENT(S) OVERSEAS MUST HOST AN EQUIVALENT NUMBER OF STUDENTS

Outbound students from the United States or Canada will usually go overseas in August each year and return home the following June or July.

The job of selecting outbound students begins with the Rotary Club Youth Exchange Committee under the leadership of the YEO or Club Committee Chairman. The following is a recommended procedure that the YEO or Committee Chairman should use in selecting a student to go overseas.

Read this handbook thoroughly. When you understand the program, then proceed with the next step.

Local Selection and Interview

- Make copies of the Club Level Application. (Found on the District website - www.rye5020.org - under Outbound Program.)
- Inform your fellow Club members that you have the club level application forms if they have a son or daughter who wishes to make application and be interviewed by the Club Committee. **THIS IS ONE OF THE FEW PROGRAMS IN ROTARY INTERNATIONAL IN WHICH THE SONS AND DAUGHTERS OF ROTARIANS CAN PARTICIPATE.**
- Go to your high school and talk with the Principal or Vice Principal. Explain the Rotary Exchange program. Ask for help in announcing the program to the school; also ask for the name of a contact to work with you. Arrange to have club level application forms and information sheets available at a designated school office and posted on bulletin boards, along with an appropriate poster. (See Appendix.)
- **Announce the Exchange Program to the school-** Make certain posters have been placed. Arrange for announcements at assemblies or arrange to make a short presentation yourself by, publication in the school newspaper, etc. Include information telling the students about the rules and regulations of the program and where the students can pick up club level applications. (At the School Office or such other place as you may designate or the school contact can arrange.) See Appendix for a poster and the rye5020 website for the club level application. Be sure to set a deadline for the applications to be returned to you so that you can complete your interviews. Your committee will have to start work in September; very soon after the school year begins as your first choice student's Long Term Application must be completed and delivered to the Club Coordinator –contact him/her for the exact date (usually sometime in November).

Educational Considerations: Typically, student exchanges follow the sophomore (grade 10) or junior year (grade 11), but this can be determined only by consultation with the parents and the school. A year spent on an exchange possibly entails the loss of up to one year of formal education at home. If the student is of good ability and not too old, the addition of an extra secondary year is not a disadvantage when consideration is given to the great advance in general knowledge,

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language ability, understanding of another culture, as well as the maturity gained by a year abroad. (Please refer to the age limits listed in this manual.)

- **The Local Interview** - This will probably be one of the most important steps that you will take in the entire exchange program. The first task should be the formation of a Club Interview Committee. Members should include the YEO and members of the Club Youth Exchange Committee. If available, include a Rebound student, who can provide a valuable perspective. Other members of the club or community may be included if desired. The Committee will conduct the interview, usually chaired by the YEO.
- Each student to be interviewed must be accompanied by at least one parent or legal guardian. It is mandatory that a parent attend. If the parent cannot attend, either drop the student or arrange another time for that interview.
- Two rooms are beneficial for conducting the interviews: One to assemble the entire group for a preliminary half-hour talk about the program, and a second room where your interview committee can conduct the interviews with each student and accompanying parents or guardians in private.
- Typically this interview is in two parts, the first with the student and the second part with student and parent(s). During the student interview it will be useful to observe the student. Does the student hang onto parents, or move right over and mix with the other students? Is the student properly dressed for the occasion? The ability to mix and be a part of the group is important when the student is on exchange. You are looking for a good ambassador; a well-adjusted, well-balanced student.
- Conduct each interview using the same set of questions and evaluation sheet. Follow up on any areas that require additional explanation. Examples of question and evaluation sheets are contained in the manual, on the website and in the Appendix section.

Characteristics Governing Selection

Questions directed to the applicants during the interview should determine the following:

1. Why they wish to enter the program?
2. If they are of above average ability. (The upper 1/3 of their class)
3. Probe their abilities as leaders, their participation in school, church and/or community activities.
4. Their attractiveness of personality.
5. Their degree of tolerance, their ability to adjust to a wide variety of people of different races, cultures and religious backgrounds.
6. Their ability to make friends.
7. Their ability to express themselves in both spoken and written foreign language. (This is not a requirement. however)
8. Their approach to world problems and affairs.
9. Their ability to debate without offending others.
10. Whether they have a spirit of helpfulness in the home.
11. The family's ability to cover the financial commitment of the exchange.

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It is best if students have had the opportunity to study the language of the country to which they are going, but it is not a requirement. Language classes are encouraged once the students know where they are going.

The student should have common sense, a pleasant personality, good manners and an ability to mix easily, thus making good ambassadors for their home, country and, on return, for the host country. To do this effectively they should have a keen sense of observation and the ability to learn and extend their knowledge of their host country and later to promote understanding of that country.

Remember, this program is not just for gifted students. We select on other criteria as well. The student must be competent and capable to cope with educational commitments overseas.

Good home and life experiences are vital qualifications for selection. Selected students should come from happy homes where they have been raised in an atmosphere of security. Involvement in scouting, student council, debate, school newspaper, music and music competition and school sports are usually indicators of resourcefulness, good sense of public duty and ability to work well with a team. The student applicants should know their own community and country, its industries and way of life. They should be readers of current magazines, books and newspapers. Both student applicants and parents should be made aware that exchanges are limited to interested countries only. Although each student will be given the opportunity to list several country choices, it should be made clear that the student may be placed in some other country entirely.

After the Interview

After the committee has selected the student or students:

- Send a letter or call all students that you have interviewed telling them of the action taken by your Rotary Club Committee.
- Notify the successful candidate(s) whose next task will be to complete the Long Term (LTEP) Application. The application can be accessed at <http://yehub.net/W02-obapp>. We will need one complete printed application and three (3) additional copies of PAGE 1 of the Guarantee Form signed in **BLUE INK**.
- The applications must be submitted to the Club Coordinator for your country no later than the November deadline.
- Make sure the student knows the club name that is sponsoring them so the correct club will receive the online application when submitted. YEOs should review the application to ensure that it is properly completed; with color photographs and that all required signatures are signed in **BLUE INK**. *****Don't forget to collect the additional three (3) SIGNED copies PAGE 1 of the GUARANTEE FORM.***** It is advisable that you request that the completed application be submitted to the YEO one to two weeks before deadline so there is time to review the application and have the student redo anything that is not satisfactory; i.e.: photo page or essay page.

District Confirmation Interviews:

- The YEO will notify the student about the District Confirmation Interviews to be held in Victoria in December. The student and at least one parent must attend the confirmation interview. Inform the student that the district interviews are also part of the elimination process. Absolutely nothing is for certain at this point.
- The sponsoring club is responsible for registering the student(s) for the Confirmation Interviews in Victoria and for payment at time of registration. Registrations can be found online at www.rye5020.org
- U.S. students and family members traveling to Victoria will be required to show their passports or enhanced Washington State ID upon returning to the US by the US Customs Department.
- The club may submit more than one primary candidate. Remember that your club must host the same number of inbound students as proposed outbound primary candidates. In addition a club may submit no more than one alternate candidate. The District Committee reserves the right to accept or reject any candidate. Note that there may not be sufficient overseas openings for placement of all of alternate student candidates. If a student is not approved for placement the club must still honor its hosting position.
- Maintain communication with the student candidates to be certain that they get to the district interviews in December with at least one parent or guardian. The district committee will complete its work on selection and the applications of successful candidates will be mailed to prospective overseas districts in January of the following year. Students will be notified of the country that has been selected for them in December.

Student Country Assignment

Soon after the District Confirmation Interviews the student will be notified by a member of the district committee and offered a country to go on their exchange. The student is offered only one country and has the option to discuss the selection with their parent(s). After the student has accepted their exchange country the YEO will be notified by the district committee.

When your student has been assigned to an overseas Rotary Club it is time to complete the following steps:

- Arrange for the student to attend as many regular weekly meetings of your Rotary as possible before departure.
- Tell your student as much as you can about your club projects.
- Sit down and talk with your students. Be sure that they have knowledge of your area of the country, and its industrial, agricultural, social and cultural situation.
- Place publicity in the local and school newspapers. Impress upon your student the need to write to your Rotary Club once a month so that publicity can be released during the year.

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Alternate students will be contacted and offered countries only as placement positions open up. These students may not hear if they have been selected for several months. The YEO should remain in contact with these students during this process to assure their continued interest in the program.

District Outbound Orientation

Orientation Session: EVERY OUTBOUND STUDENT MUST ATTEND THE DISTRICT OUTBOUND ORIENTATION SESSION. No student will be allowed on exchange until meeting this requirement. The orientation program may include rebound students from our foreign partner countries who can provide valuable advice on all matters pertaining to their experiences with exchange in foreign country. Students will also benefit from meeting other members of the Outbound group. The orientation is conducted by the District Committee in March in Victoria, BC; YEOs are encouraged to attend; at their own or club expense.

Registering: The student is responsible for registering for the orientation. The fee for the orientation is included in the student's outbound fee that has already been paid to the district by the student's family. Any costs incurred for travel and overnight hotel accommodations are the responsibility of the family.

At the District Outbound Orientation the student will receive information about visa processing companies as well as travel agencies that can assist the student with obtaining their visa as well as making travel arrangements. The student should immediately begin to arrange for the immunization shots as required by their host country or recommended by their physicians.

General Information

Travel Arrangements: These are the responsibility of the parents. Students must purchase complete changeable round trip tickets. This type of ticket expedites an emergency return home if required. Using frequent flier miles is NOT allowed as they do not provide the required flexibility.

Passports: Students who do not already have a passport should be instructed to apply for passports as soon as they have been notified of their country placement. All passports must be valid through January of the year following the student's scheduled end of exchange year. U.S. students and family members traveling to Victoria will be required to show their passports or enhanced Washington State ID upon returning to the US by the US Customs Department.

Emergency Fund: Suitable clothing must be provided by the parents as well as funds to purchase additional items as required. The student must take an emergency fund in the amount required by their hosting country. Students should also carry additional cash so that they can pay for expenses while in transit, especially if they experience an emergency.

Credit Cards: If the parents agree, it is useful for the student to have a credit card, but some cash, preferably in US dollars, should also be provided.

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Insurance: This is required for every Outbound student. There is a District group insurance program covering medical, hospitalization and accidents. The fee varies annually and is included in the student's outbound fee. Some countries require that our students purchase health insurance in the Host Country. After this is applied for and the student provides proof of purchase to the Country Officer the student will receive a refund of the insurance portion of their outbound fee.

Touring on the Journey: The District Committee will not authorize the student to break the outbound journey to visit friends or relatives. Such delays in travel to the destination are discourteous to the host Rotary club and the host family. Independent travel is contrary to the intent of the program. Furthermore, breaking the journey cancels coverage by the insurance taken out by the exchange student. While abroad, any independent touring must be under the guidance of the host parents and approved by host Rotary club. Deviation from direct travel home upon completion of the exchange year will be approved only with permission of the natural parents or guardians and the Country Officer.

Discipline and Control: Finally, the host District, host Rotary Club, and the host parents have full disciplinary powers over the students while abroad. The good names of your country and of Rotary International are too valuable to allow any person under Rotary sponsorship to act in a manner unbecoming to a person selected as an ambassador. This principle must be accepted by the sponsoring Rotary Club and the parents, as well as by the student. Strict adherence by all parties to the policies of a balanced program outlined by the District Committee will result in a successful exchange. The greatest responsibility for success, however, falls upon the shoulders of the Rotary Exchange Student.

GUIDELINES FOR OUTBOUND STUDENTS

OBLIGATIONS

Students who travel abroad under the Rotary Youth Exchange Program are required to conform to the “Youth Exchange Program General Information and Rules.” Each student will have received a copy of this information at the time of their selection by the sponsoring Rotary Club and will have agreed to abide by them. These rules are a part of the application. Please read and reread them carefully so there can be no misunderstandings.

Each Rotary district is autonomous. Although the programs and rules of each district are similar for the most part, the host district guidelines take precedence over those of the sponsoring district. Within the limits of common sense and good judgment, the host district, host club and host family are totally responsible for each student’s cultural, spiritual and physical well-being and have the responsibility of setting their own rules and guidelines. You should become familiar with them upon arrival in your host country.

Making Contact:

As soon as you have been notified of the name of the Rotary club and country where you will be hosted, you should write to your host club contact and first host family, giving them some personal and family details. You may also want to ask about dress, school, climate, activities, etc. Seize every opportunity to exchange correspondence before departure as this helps tremendously in the initial settling in period in a new environment.

Counselor

The Rotary club that hosts you will appoint a counselor to advise and help you. Your sponsoring club’s YEO (Youth Exchange Officer) will help you prepare for your year abroad. Ideally your host club’s YEO or counselor should:

- Introduce you to your school and help you select suitable subjects.
- Help you coordinate social and Rotary club activities,
- Help you arrange suitable banking and a budget, and
- Help you resolve problems of any kind

You should take the initiative to be in communication with your host club counselor about once a week, especially during the first few months, and don’t let it drop off to less than once every two weeks. If problems develop which the counselor cannot resolve, do not hesitate to see your host club president or communicate with your Country Officer in the host Rotary district.

Host Families:

The hosting arrangements are entirely the responsibility of the host club. The usual arrangement is for you to be hosted by three or four different families; each for a three or four-month period, but the host club may vary this at its discretion. If problems do arise at the host family level, consult your counselor, who may be able to assist. You must at all times remember that the responsibility is always on you to adjust to the host family environment. The host family is under no obligation to adjust to you, or to treat you as a “special guest.” You are expected to accept the normal discipline of the family and settle into their routine, not the routine you have been used to back home.

You are expected to call your host parents “Mom” and “Dad,” “Aunt” and “Uncle” or similar titles – not Mr. and Mrs. This is a subject you should discuss with your host family as soon as you arrive in order to find the most comfortable form of address for everyone. You will receive a list of “first night questions” which you should review as soon as possible after arrival, as knowledge of what is expected of you and how the household operates will be your best defense against misunderstandings and disagreements. In most cases you will have a room to yourself. Some students have complained that their host families involved them too much and they wanted some “peace and quiet” on their own, and yet others have the opposite complaint that there is not enough to do. If either situation develops, have a tactful word with your host mom and dad.

Do not be disturbed if you are initially somewhat homesick. It will pass, believe it or not, especially if you can keep yourself really busy.

Arrival and Settling Down

Arrival will be one of the high points of the trip, the fulfillment of all the planning. But there will be an inevitable letdown when the excitement subsides. Although your hosts will make every effort to welcome you into the family, never forget that you are the one who must adjust. This quality of flexibility was one of the criteria the selection committee considered in choosing you and you must be prepared to exercise it to the fullest.

This means, for example, tolerating what may appear to be silly questions about your homeland or doing things as part of the family that you might not expect to do at home. In addition some of Rotary’s rules may be troublesome, especially the prohibition against driving any motorized vehicle, especially if you drive at home. There are, however, good reasons behind all the rules. They were adopted as the result of experience. You should discuss them with your host family and Rotarian counselor shortly after arrival so that the rules are clear to all.

You should discuss the household rules with your host family. Some families do not expect much from their young members, while others divide the household tasks of bed making, kitchen help and house cleaning among the various members. Accept willingly and cheerfully whatever may be assigned to you. Discuss the responsibilities entailed. Discover the times you are expected to be home at night. You will find that such understanding will go a long way toward creating a smooth path.

Participation

You will get the most out of your visit if you participate to the fullest. This means sharing family life, school life, and community life. If you play a musical instrument, get together with other musicians in the school or community. If you are good at a particular sport, play it if at all possible. Contribute whatever talents you can whenever you can. Participation also will help avert the pangs of homesickness, which are almost inevitable at some point. Use the resourcefulness and sensitivity that were among the qualities your sponsors sought in choosing you.

Be Prepared to Adapt:

We must emphasize once again that, you must be prepared to adapt to the ways of your host family and country. You will be in a different social and political climate frequently. Be discreet in your social and political observations. There are usually two points of view on most issues, so keep an open mind. Try to see the other point of view even if you do not agree and, above all, be tactful and diplomatic when your hosts express views contrary to your own. It is best not to express any views on religion, race or politics.

Learn the Language

Students who are sent to countries where a language other than English is spoken are expected to learn the local language as quickly as possible. You should learn the basic fundamentals of the language prior to departure. Aim to become reasonably proficient in the language no later than three months after your arrival in the country. Taking a course in the language of your host country can do this. We stress the importance of obtaining a language course if you did not have other means of learning the fundamentals of your host country language before you departed.

Language Problems

You may well have initial difficulty in being understood particularly on the telephone. If you naturally speak quickly, the problem can become acute. For the first month, train yourself to speak slowly and distinctly.

There are some words and phrases which are commonly used in the US or Canada, but which are offensive or have double meanings in other countries. Explain this to your host family and ask them to correct you if they notice you are misusing such phrases. This can save you a lot of embarrassment by preventing you from using them in public.

Cameras

Most students with non-digital cameras find that film and film processing is one of the most expensive items in their budget. If you find that film is less expensive in the US or Canada you may wish to take a supply with you. You may also wish to mail film home for developing, or to purchase a digital camera.

Before using your camera, it is always wise to find out if there are special laws and regulations in your host country about what specific items or areas may not be photographed; in some areas taking a photograph of something as innocuous as a bridge may land you in considerable legal difficulty. Also, in many areas of the world people may not want to be photographed, sometimes for religious reasons, or in fear that they are being ridiculed. Always use tact and ask for permission before aiming your camera. A friendly smile may help.

Travel

Remember, you are not going away on a glorified holiday, and your host club and host families are not obliged to take you anywhere. However, the great majority of students who go abroad do manage to travel a great deal and see a lot of their host country thanks to the generosity of Rotary clubs, club members and host families.

It should be kept in mind that there are restrictions on traveling by you alone or with other students. You may travel only with the permission of your host family, host club YEO and always following your host district's guidelines.

Money

You must take with you the equivalent of \$500.00 US for your emergency fund. When you arrive at your destination, your YEO or counselor will help determine the best means of keeping this money safe and yet allowing for access in case of emergencies. This may mean opening a savings account at a bank that will require the signatures of both for withdrawal or it may mean that the YEO will keep it in a safe place in their residence. Students must surrender these funds to the YEO. As you deplete your emergency fund, your parents at home must replenish it. Your host club will give you a minimum monthly allowance (minimum \$60.00 equivalent US currency, many clubs pay more per month). Whatever amount your host club decides upon, you will have to accept, as the host club has complete discretion in this matter. If you experience problems with money, consult your counselor.

When you are buying items such as clothing do not hesitate to consult your host family or counselor for guidance especially in the early stages. As long-term residents of the area, they should be very helpful in assisting you in making "good buys".

We suggest that you take with you when departing, an additional \$100.00 in cash, preferably in US funds. The money you do not need during the trip can be added to your bank account on arrival.

School Fees

Your host club will pay school fees or tuition. Schoolbooks may or may not be provided free. You will likely have to buy your own supplies such as notebooks, pens, pencils, etc. In a few countries you may also have to buy a school uniform.

Clothing

Students may experience weight gain during the first few months. Also, style and type of clothing worn in your host country may differ from ours. For these reasons you are strongly urged to take a minimum of clothing, unless you can determine from your host family, counselor or visiting exchange students the type and style of clothing worn, and assuming there is a financial benefit in buying here. Any clothing bought here should be a bit on the large size or have wide seams that can be let out to allow for the weight problem.

Blazer

Students are to purchase a navy blazer jacket of their choice. Sponsoring district will supply student with other regalia. Blazers are normally worn while traveling to and from the host country and at all special Rotary events. You should not hesitate to wear it to the homes of Rotarians, or on other occasions.

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Students usually come home with their blazer lapels covered with pins that are presented to them during the course of the year. Students have told us over and over again how much the blazers help draw people to them in very positive ways. You will also wear your identification badge on your blazer at all times.

Business Cards

Most students take business cards with them. These are included in your initial fee and will be ready before your departure.

Lapel Pins, Club Banners and Flags

It is customary to exchange club banners when you visit a Rotary club. Your sponsoring club will give you a supply. It will be most appropriate for you to exchange banners with your host club when you attend your first meeting.

Lapel pins have become extremely popular. Most students take 200 to 300 pins to give to club members, fellow students, and all of your new host brothers, sister, cousins etc. These make excellent small gifts. Many of the lapel pins are handmade to represent your home country. Sponsoring Rotary Clubs may help supply their outgoing student with appropriate pins.

Students also sometimes take at least one full sized flag of their country (2 1/2 ft x 5ft). These can be used in several ways such as a gift to your host club or use as a part of presentations. Students tell us that these expressions of goodwill go over exceptionally well. While in some parts of the world writing on the country flag is acceptable, in others it is considered disrespectful and in some cases may even be against the law. Before using a flag as an autograph memory check with your host family and club.

Luggage

Luggage can be quite a problem. Please check with your travel agent or airline prior to departure for specific information. Excess luggage charges are high. The rules can also change while you are away on exchange.

PLAN CAREFULLY. DO NOT TAKE UNNECESSARY ITEMS NO MATTER HOW PRECIOUS THEY MAY BE TO YOU.

Correspondence

Students write two types of letters. One is the newsy correspondence to family, friends and sponsoring club YEO. These supplement the information you provide in your September, December, March and June district reports. The other type of letter is a thank you note to people who invite you to their homes or take you somewhere. It cannot be overstressed just how important the little thank you notes really are. To add a touch of meaningful class, it is nice if you can take with you note paper or cards with distinct British Columbia or Washington State motifs.

Computer and Internet Use

Email has become the written correspondence of choice. It is very beneficial to most people. Exchange students should benefit greatly from the opportunities email provides. The students may develop email distribution list and communicate with others throughout the year. One note of caution, however -- use email wisely. Your District Committee will not tolerate offensive language. All email

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messages find their way to Rotarians who forward them to the committee. Students have and will be sent home if email messages contain unacceptable language and subject matter.

Email can be helpful in keeping in contact with your family and friends in your sponsoring country. Be careful, however, to ensure that this contact doesn't interfere with your exchange year. Your exchange provides you the opportunity to experience a new culture. Don't allow yourself to be physically in your new culture and mentally in the culture of your homeland. Your parental guidance should be from your host parents NOT mom & dad via email.

Similar advice applies to Internet use. It can be a great resource for school related research or for material you need for a presentation. Beyond that, avoid use of the Internet as the time it consumes will seriously interfere with your integration into the host family, school and community and will without a doubt slow your foreign language acquisition. Your host parents may well set limits on computer usage, especially if internet usage monopolizes the family telephone line.

Gifts

Do not overlook the importance of gifts for your host families and for others who will act as your hosts for occasional weekends, meals, etc. The gifts need not be expensive, but should be something distinctly Canadian or American. Here are some suggestions:

- Tea towels with Canadian or US locality motif
- A set of coasters with local motif
- Indian print reproductions
- Arctic souvenirs
- Big wall maps of Washington State or British Columbia
- Country flags
- T-shirt with local design
- Canadian maple syrup or Washington State candies
- Books relating to your country

You should have a special present for your host families when you depart. Do not forget birthday and Christmas presents for your many mothers, fathers, brothers, and sisters. You may want to send a list home and ask Mom or Dad to mail suitable gifts, but make certain that these will not cause difficulties with host country Customs clearances. Again, it should be stressed that the gifts need not be expensive; that they are from your home country and given with warm thoughtfulness is what really counts.

Here is one more small suggestion. It is amazing how a single flower or small box of chocolates given to your host mother with a little hug can have so much meaning.

Picture Album – Power Point – Slide Show

It is recommended that you take along a good set of 50 to 75 color images for showing at Rotary meetings, school, church groups and other special groups. You might want to take a CD or USB Jump Drive with these pictures to be used in a computer program.

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It is also recommended that you prepare a good quality picture album of about 25 to 200 pictures to show your host families and people you visit for dinner or on weekends.

It is suggested that the power point slides and picture album should cover four aspects:

1. Your family, home, house etc
2. Your special interests, such as school, sports activities, trips etc
3. Special local sites, such as historic and scenic points of interest.
4. National points of interest. Obtain a good cross section of the prairies, mountains, and shores.

Knowledge About The United States And Canada

As an ambassador of the United States or Canada you will be expected to be knowledgeable about your home country. There are many good sources of material available; much of it free from governmental departments. The weight of printed material mounts up very quickly; therefore it is recommended that you take only a limited number of well-selected publications with you for reference.

Your knowledge should include basic information on

1. Geography,
2. Climate,
3. Government,
4. The States Or Provinces,
5. Finance,
6. History, Etc.

Study the material carefully before your departure. You will be asked a vast array of questions about your country. Being prepared with accurate information will do much to enhance your image.

District Report

All students are required to write a quarterly report to their home District Country Officer by

1. September 30th,
2. December 31st,
3. March 31st and
4. June 30th.

Copies of your reports are made available to your sponsoring club.

Your reports are very helpful in enabling us to monitor your progress and the types of activities your host club and district provide. Often we can glean new ideas on how we can add to the effectiveness of our programs. In writing your report, you should keep in mind that exchanges like yours could not exist without the dedicated efforts of many Rotarians and sponsoring club host Moms and Dads. It is, therefore important that your reports be newsy and completed on time. People at home are interested in you and want to know how you are doing. Your report does not have to be long but it should tell about your activities with your host family, Rotary Club and school. Tell about the impressions your experiences have made on you. The importance of your reports cannot be overstressed.

If you wish to write about something you do not want distributed to other people, do not hesitate to write at anytime in a letter separate from your quarterly report.

Characteristics of a Good Youth Exchange Ambassador

This information is to help you prepare as adequately as possible for the significant responsibilities bestowed upon you as an “ambassador” of goodwill and international understanding for Rotary, your family, your community and your country. In the final analysis, the tact and manner in which you exercise your responsibilities will determine the real success of the program. We have a great deal of confidence in your ability to do a good job; otherwise you would not have been selected.

The basic ingredients for a successful exchange are in place. You are keen to go. Your host club wants you and your host families want you, or they would not have agreed to participate in the exchange. So, let’s review some of the essentials that will make YOUR exchange an outstanding success.

- Become part of your host family. Adapt to them. Comply with their rules, whether you agree with them or not. Remember, it’s all part of a learning experience, and it is for a relatively short period of time.
- Keep your room neat and accept your full share of the chores ... and fun.
- Be loyal to your host families. Do not criticize them to other people.
- Be sensitive to the use of the bathroom, laundry, etc. Use them when others do not need to and do not use all the hot water. Clean up after yourself.
- Take a real interest in other people. Ask lots of questions. Be a good listener.
- NEVER comment about anything in Canada or the US, such as our school system, government, industrial efficiencies, homes, standard of living, social customs, etc as being better than what is found in your host country. You should provide information when asked, but do not be judgmental.
- Do not express an opinion until you know what you are talking about.
- Keep in close contact with your host Rotary Club. Ask to be put on their club bulletin mailing list. Make a point of getting to know the members and their spouses and ask them lots of questions about themselves, their families business, interests, etc. Be careful in some cultures, however, in which intensive curiosity and questioning may be considered impolite or intrusive.
- Above all else, do not sit on problems you cannot work out on your own. Talk to the appropriate individuals: your host parents, your host club counselor, your host club president, your host Country Officer. All problems can be resolved; view problems as just unresolved challenges and opportunities.
- Your first priority should be to keep yourself available for involvement with Rotary clubs, club members, and host families. All other interests, except your standing in school, should receive a secondary priority
- Always be sure to express thanks to anyone who does something for you. After all, if they took the interest and time to do something for you, the least that you should do is show warm appreciation.
- When you return home, tell the facts about your year away in a positive, instructive manner.
- Each country has different customs, values and mannerisms. Be sensitive to them. Adjust to them. The adjustments are all part of the wonderful exchange experience. One word of advice from professional diplomats. When you observe a difference in your host society, something that may seem bizarre or counterproductive, do your very best not to jump to an immediate critical judgment. Instead, observe and analyze – try to discover why things are done that way. There is always a reason. It is up to you to discover it.

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- When you return home, write immediately to all of your host families and to your host counselor, to let them know that you have arrived home safely and to thank them once again for all the hospitality and courtesies extended to you. They will be eager to hear from you. They will have taken you to their hearts for the rest of your life.

This will probably be the most memorable and exciting year of your life. Enjoy it to the fullest! Good luck and best wishes.

CLUB OFFICERS GUIDELINE - SHORT TERM YOUTH EXCHANGE PROGRAM (STEP)

Overall Summary

The STEP is a short term exchange between families. The student lives with a foreign student's family for approximately one month before both students return to the US or Canada where the foreign student lives with the student's family for another month. In some cases, the foreign student spends the first month with our student and then both travel overseas and stay with the foreign student's family for the next month. The program seeks students and parents as a team who are committed to spending the summer with their exchange experience. The student must be flexible enough to exchange with a family in whatever country Rotary can find a good match. Although country choice is solicited and considered, careful matching of students and families is the key to success

Direct Exchange: One Canadian or US student exchanging with one foreign student for a period of a month in each country.

Eligibility: Students may range in age from 15 to 19 years of age and may have graduated from high school.

Countries available for summer exchange: See STEP Country Choice Form.

Application: Students use the same preliminary application as LTEP applicants prior to club interviews. Subsequently they complete a specialized STEP application form.

Timetable:

- Students are selected during regular screening and interviews in September.
- Applications, home visit form, country choice form and a deposit of \$400 are submitted to the District before December 31. Only completed applications will be considered.
- Students are matched with foreign countries during January and February
- Students and parents are gathered for orientation in April.
- Flights are organized and tickets purchased March through May.
- May – June. Insurance and costs are finalized, and balance of deposit is returned to families in August.
- Students may begin to travel in June.

Orientation: A STEP exchange student orientation will be held in the spring. Topics will include a summary of the program, financial matters, insurance, rules, travel arrangements, passport and visa information, culture shock, language, gifts, good ambassadorship, knowledge of US and Canada, money, luggage, cameras, parent travel interfacing and so forth. The orientation gives the students and parents opportunity to ask questions as well as to form networks with other families. The students receive insurance forms and information packets and, in some cases, the information about their exchange partner.

Insurance: Students will utilize the same insurance company as the yearlong students as arranged through the District Insurance contact. They will be covered for every day they are overseas. It is the student's responsibility to apply for the insurance but payment will come from the deposit. Estimated costs are \$1/day Canadian currency for Canadian Students and \$2/day Canadian currency for US students.

Fees: A \$50 administration fee will be deducted from the deposit.

Travel: Travel arrangements are made by the family through a travel agency selected by the family. The travel agent works directly with the families.

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Rules: The STEP exchange students sign the same Rules form that has been adapted to fit the LTEP. It is important that they adhere to these rules on both ends of the exchange. One exception is driving. Our driving students are allowed to drive their exchange partners in our countries if they are licensed to do so, but are not allowed to drive overseas. Their foreign partners are not allowed to drive a vehicle in our countries.

Finances: The student should have an adequate amount of money for the exchange. There will be no stipend from the host club. It may be advisable to obtain a credit card for the student. Air fares range in price depending on the destination and the number of students traveling together.

Special requests, food allergies: The district will attempt to place students with special requests and needs. Sometimes it is not possible and the district will try to caution those students initially that an exchange may not be possible.

Family/Student Responsibilities

- Complete application forms and pass an interview at club level.
- Submit District application along with a \$400.00 deposit through the YEO to the District STEP Coordinator. All applications must be typed. Applications should be completed from the www.rye5020.org or Rotary International website. Make sure you use the STEP application form. Submit to the YEO three (3) original signed sets of the form, including pictures of the applicant, one home inspection form and one country selection form.
- Understand and sign District Rules for STEP and submit to YEO with the application materials.
- Student and a least one parent must attend Orientation in April..
- Provide funds, in cash or by credit card, for purchase of airline tickets immediately when requested. Provide spending money for Outbound student.
- Make certain that your outgoing student has appropriate clothing The student should have at least one nice outfit for dress-up occasions: skirt or dress slacks for girls, slacks and shirt and tie for boys. Some countries are much more formal than ours. Blazers are not required, but work well if student has one. Trading pins and business cards are not provided for STEP participants.
- Obtain Passport and VISA (if necessary) for student to country selected.
- As soon as you learn the identity of the incoming participant, communicate with the student and family. This will be helpful for both students and both families to prepare for the exchange and to establish rapport. . E-mail and faxes work great.
- It is your responsibility as host family to meet the Inbound exchange student on arrival. If possible, it is useful for the YEO to meet the Inbound student.
- As host, make the foreign counterpart feel at home and a member of your family. Afford the student all the same privileges and responsibilities as your own children
- Take time out from your other responsibilities to make certain that the guest student is busy and happy. Your own child should not work fulltime, nor be preoccupied with other activities during the period of the exchange period.

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SHORT TERM EXCHANGE PROGRAM - STEP

Budget for Short Term Exchange Program

Typical Minimum Family Budget (In Us Dollars)

*Orientation	\$50
Camera – cost vary with individual requirements	\$150-300
Airplane ticket – varies with destination	\$1,500
Monthly allowance	\$200
Miscellaneous costs	\$100
* Health Insurance	\$60-120
Passport	\$100
Gifts	\$100
	<hr/>
Total	\$2260-2470

*These fees come from your deposit due by Dec. 31. This does not include costs associated with hosting your exchange partner.

Typical Club Budget (In Us Dollars)

As this program is considered a Family to Family Exchange clubs generally have little or no expense. We encourage clubs to try and invite all students involved in this program to one Rotary meeting.

SHORT TERM EXCHANGE PROGRAM - STEP

CLUB YOUTH EXCHANGE OFFICER RESPONSIBILITIES

The club YEO is responsible for publicizing the program, recruiting, interviewing and evaluating applicants. We expect the YEO or designee to visit the student's home during the application process and to complete a home inspection form. (available on the www.rye5020.org website). The club officer works with the applicants throughout the Short Term application process, then submit the complete file to the STEP committee. The STEP committee will process the application, deal directly with the family and forward successful applications to the District STEP Coordinator with little or no further communication with the YEO. If interested, the club YEO may remain active in the application process and query the District. In some cases, the club officer may be requested to step back into the process if problems arise. Your club has no financial responsibilities for the STEP student but may volunteer assistance at its discretion. The club may wish to invite the both Inbound and Outbound students to a meeting to be introduced, and possibly to make presentations.

Typical Calendar For Step

September: YEO makes publicity presentations to schools and students and directs student to website www.rye5020.org forms or distributes Club Level Application Form. Typically LTEP and STEP presentations are made at the same time.

September – early October: Conduct local interviews of STEP applicants right along with year-long applicants. STEP may be an alternative for applicants not chosen for a year-long exchange.

In selecting the candidates for the exchange, your club is also selecting the host families for the Inbound STEP students. Use the same guidelines as for year-long host parents. Also consider the flexibility of the families, their willingness to make the month a special time and their ability to work with Rotary as the application exchange matching process progresses.

October – November: Direct successful applicants to www.rye5020.org forms for STEP application. Complete home inspections (form available on website). Remind them of the \$400 deposit requirement.

December: YEO collects applications completed by applicants, checks them for completeness including signed Rules and deposit. Forwards completed applications, home inspection forms, country choice form and deposits to the District STEP Coordinator.

December 31: Completed application forms, the deposit, country choice form and home inspection must have been received by the District STEP Coordinator in order for us to consider the application complete. Incomplete applications received after this date will be returned.

January – May: YEO may monitor progress of outgoing student's family in preparation for exchange (previous page) and assist if necessary. Note that STEP Orientation is usually between January and March.

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District STEP Chairman begins to take on primary communication with students. Matches are beginning to be worked on during this time. Remind students/families to be patient. Many part of the world do not respond until April.

Students travel with family to Tacoma or Parksville for day-long orientation, covering material similar to Year Long Orientation. In some cases the District will provide a specialized orientation for students with travel difficulties.

June: YEO may wish to make sure that all arrangements for exchange are complete. Invite outgoing student to a club meeting.

July – August: YEO and STEP committee monitor progress and success of exchange and invite outgoing and incoming students to Club meeting and possibly to make presentations. Resolve problems as they arise.

SHORT TERM EXCHANGE PROGRAM - STEP

Outbound and Inbound Students General Information and Rules

NOTE

All students selected to participate in the Youth Exchange Program must at all times remember that they are ambassadors of their generation and 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. To become familiar with and understand clearly the aims and objects of Rotary International, its organization, structure, purpose, ideals and service record.
2. Travel directly to their destination in the host country without breaking the journey en route and, whenever possible, to travel with other students with destinations in the same host country.
3. Inbound Student travel will be at the consent of the host family and/or family of origin.
4. The family bears the primary responsibility for the student. In case of difficulties, consult with the club's Youth Exchange Officer, District STEP Chairperson, or the District's Country Contact).
5. Students will not receive financial support from the host clubs and must bring sufficient spending money to last during the one month exchange period..
6. Students are expected to become integral members of their host families, assuming duties and responsibilities normal for a person of their age.
7. Students should choose friends wisely. There will be many social opportunities, so students must not feel that they have to accept every invitation. Students should trust the host family to aid in choosing appropriate friends.
8. Host families are responsible for students socially, spiritually and physically. Students should respect their wishes and requests. Each society has its own customs and ways of doing things. Student must be flexible and adaptable. Some guidance and restrictions are to be expected and advisable.
9. Smoking is discouraged. You are expected to abide by host home rules and local laws that may not allow smoking.
10. Piercing and tattooing are forbidden except with a written formal authorization from the natural parents describing the nature and placement of such body adornment. Such a practice is not without sanitary dangers (AIDs/Hepatitis).
11. A student should know the essentials of the language of the host country upon arrival in the host country;
12. Student must obey the laws of each country that they are in. They can expect no assistance from their own government if laws are violated.
13. During the month abroad, the student may be invited to Rotary and Youth Exchange functions and should make every effort to accept. Students may also be asked to make a brief presentation to a host club meeting, and to the sponsoring club on return home.

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14. Students are "ambassadors" for their home country and must, at all times, behave in a manner that will reflect credit upon themselves, family and country.
15. Students are to refrain from any anti-social activity or sub-standard behavior that will reflect adversely on themselves or on Rotary. A pervasive negative attitude will not be tolerated.
16. Students must at all times abide by the four "D" rules, namely:
 - Absolutely no **d**rugs will be used except as prescribed by a physician for valid medical reasons.
 - The student must not **d**rive/operate any motorized vehicle of any kind (Land, water or air).
 - Serious **d**ating will not be permitted. Dating in a casual way, preferably with a group, is quite acceptable. But if the club counselor or host parents feel that the student is becoming "romantically involved," students will be told to discontinue the relationship. Sexual involvement will not be tolerated. Students violating this policy will be sent home.
 - There is to be absolutely no **d**rinking.
17. Students are to refrain from seeking or obtaining employment while under the program.
18. The student will return home upon the completion of the stay in the host country. In no circumstances will they remain beyond the period authorized by the program nor beyond the period for which they have been admitted to the country.
19. Active participation with the student's host family and community will help to make the exchange a success. Frequent and prolong personal use of the internet, including email, will interfere with this and is therefore strongly discouraged. Students will abide by the expectations and rules of the host parents and Rotary with regard to internet use.
20. Students are to obey all the rules and respect all the guidelines in keeping with the spirit of the program.
21. Under the auspices of the District Governor, the District Youth Exchange Chair of the host district is the final authority on any matter pertaining to the Youth Exchange Program. Most matters, though, will be handled at the local Rotary Club level.
22. It should be emphasized that this District Youth Exchange Committee will have absolutely no hesitation to remove students from the program and sending them home at their own expense if they do not adhere to the general intent and conditions of the program.

The undersigned student understands the conditions and rules of the program and agrees to abide by them.

Dated_____

Student _____

Father (Guardian) _____

Mother (Guardian) _____

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Appendix 1 - District Committee Names and Addresses

District Youth Exchange Chair (2015-2018)

Craig Gillis	Spouse	Gerry
671 Ash Street	Club	Campbell River Daybreak
Campbell River, BC	Bus	
V9W 1G1	Res	250-923-6330
Canada	Cell	250-202-1399
	Email	craig.gillis@shaw.ca

Country Officer – Central & South America

Argentina, Brazil, Chile, Colombia, Ecuador, Mexico

Maureen Considine	Spouse	
2617 Cain Road SE	Club	Olympia
Olympia WA	Bus	360 725-1652
98501	Res	360 352-9711
USA	Cell	360 701-4939
	Email	meauxmo@aol.com

Country Officer – Asia

Indonesia, Japan, Taiwan, Thailand

Sarah Bryant	Spouse	
8085 NE Evergreen Avenue	Club	Bainbridge Island
Indianola, WA	Bus	None
98342	Res	None
USA	Cell	949-554-5830
	Email	saritabryant@gmail.com

Country Officer – Central Europe

Austria, Croatia, Czech Republic/Slovakia, Hungary, Poland

Paul Geneau	Spouse	Cathy
101-6330 Dover rd	Club	Nanaimo North
Nanaimo, BC	Bus	250-390-1447
V9V1S4	Res	250-756-1067
CANADA	Cell	250-713-0809
	Email	pgeneau@hotmail.com

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Country Officer - Western Europe

Belgium, France, Germany, Italy, Spain, Switzerland

Julia Loo	Spouse	Phil
70 Filberg Rd	Club	Comox
Comox, BC	Bus	
V9M2M5	Res	250-33-1816
CANADA	Cell	250-218-1840
	Email	louluke@shaw.ca

Country Officer – Northern Europe/Scandinavia

Denmark, Finland, Netherlands, Norway, Sweden

John Stockwell	Spouse:	Debbie
900 Sheridan,	Club:	Bremerton
Suite 108	Bus.	(360) 405-1231
Bremerton, WA	Phone:	(360) 377-9664
98310	Fax	(360) 405-1269
USA	Cell	(360) 981-1211
	E-mail:	stockwell@convergence-tech.com

Club Coordinator - Canada

Erica Chan-Lafrance	Spouse	Marc
980 Alder Street		Campbell River Daybreak
Campbell River, BC	Club	250-286-0744
V9W 2P9	Bus	250-287-6853
CANADA	Res	280-287-6853
	Cell	ericaye5020@gmail.com
	Email	

Club Coordinator - USA

Paul Ofsthun	Spouse	Debbie
1979 NW Palmer Lane	Club	East Bremerton
Bremerton, WA 98311	Bus	
PO Box 2792	Res	
Silverdale, WA 98383	Cell	360-710-8672
USA	Email	pofsthun@msn.com

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Short-term Exchange Program (STEP) Coordinator

Treasurer

<i>Ron Dyck</i>	<i>Spouse</i>	<i>Helen</i>
53 Jenkins Place	Club	Parksville
Parksville, BC	Bus	250 954-7720
V9P 1G4	Res	250 248-8841
CANADA	Cell	250 954-7720
	Email	rotarystep5020@gmail.com
	Email	rw.dyckrye@gmail.com

Rebound Coordinator

Becky A Fontaine	Spouse	Gary
3125 East K Street	Club	Tacoma #8
Tacoma, WA	Bus	253 441-7620
98404-3230	Res	253 627-8061
USA	Cell	253 314-6971
	Email	bfontaine@wamail.net

Rebound Coordinator Assistant

Stephanie Sherman	Spouse	Jim
5153 Blue Mountain Road	Club	Laurie Sunrise Beach
Port Angeles. WA		
98362	Res	360-452-6278
US	Cell	360-461-5065
	Email	stephanierye5020@gmail.com

District 5020 Youth Exchange Compliance Officer
YEAH Database District Administrator

Charlie Neu	Spouse	Jayne
5337 Landes Street	Club	Port Townsend Sunrise
Port Townsend, WA	Bus	
98368	Res	360 385-0764
USA	Cell	360 301-2356
	Email	yeah.neus@gmail.com

USIA - Alternate Responsible Officer

David A Weikel	Spouse	
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Bremerton, WA	Bus	360 405-9170
98310	Res	360 616-4527
USA	Cell	360 808-1765
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District 5020 Youth Exchange Committee Administrative Coordinator
Program records maintenance, Web manager, YEAH Administration

Jayne Neu	Spouse	Charlie
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California Trip Coordinators

Jayne and Charlie Neu	Club	Port Townsend Sunrise
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Summer Trip Coordinator 2015-2016

Please Contact Craig Gillis
Contact Information Above

District Youth Protection Officer - All Youth Programs

Ron Fisher	Spouse	Kelly
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Appendix 2- INBOUND STUDENT TRAVEL POLICY

Rotary District 5020 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.

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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

Changes to the Travel Policy

Throughout the year the District Committee may feel it is necessary to make updates or changes to the current travel policy for purposes of clarification or for added safety of our students. These changes may occur without notice. Therefore, always check the current travel policy online posted on the rye5020.org website before making any travel arrangements.

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 the student's host town is with the permission of the host parents. Before they can make the decision to allow the student to travel they will need to know:

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

Same Day Travel to Washington State

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

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has 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 them. This responsibility falls to the host family and the Youth Exchange Officer. If the student is traveling without the host family this travel must be approved by the host parents and does not need further notification. If the student is traveling with the host family they need to provide contact information to the Youth Exchange Officer. The host family and/or Youth Exchange Officer need to have, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip

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- When the student will leave and return
- The names and phone numbers of the responsible adults who will be supervising the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

Overnight travel to Washington State:

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

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

Overnight travel to the BC Mainland:

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

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

*****Sample Travel Request Form is at the end of this section.*****

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 the student's host town is with the permission of the host parents. Before they can make the decision to allow the student to travel they will need to know:

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

Same Day Travel to British Columbia

Same day travel to British Columbia must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The host family and the Youth Exchange Officer need to know:

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

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- That the student has 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 the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing*:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- The names and phone numbers of the responsible adults who will be supervising the student
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has 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 the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing*:

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

*****Sample Travel Request Form is at the end of this section.*****

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

This travel will need the final approval of the District Chair and written permission from the student's natural parents. In order for the District chair to approve the travel request, he or she must receive all of the requested information from the 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 the host parents and the Youth Exchange Officer. The Youth Exchange Officer needs to provide to the student's Country Officer the travel plans. The host family and the Youth Exchange Officer need to have, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be supervising the student how the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has the necessary travel documents with them
- That the student has sufficient funds for the activities planned
- 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 the student's natural parents before any travel will be considered.

Unaccompanied Travel:

Permission for students to travel to a destination by themselves will only be granted if a responsible, approved adult will meet the student at the final destination in accordance to District 5020's protection policy.

Travel with Visiting Parents

Visits by parents and family members are permitted only with prior permission from the host club and the District Chair. Visits are only permitted during the last three months of the student's 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 parents make any travel plans, or purchase any airplane tickets, their visit needs to be approved in writing (email is permitted) by the:

- Student
- The host parents
- The Club Youth Exchange Officer

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- The Country Officer
- 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 the student's exchange. The visit must not interfere with the student's school time or other required Rotary events. School will only give permission for the student to be absent if the student is doing well in all of their classes and if they have few previous absences.

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

Parents are strongly discouraged from coming at the end of the student's exchange to visit them. Visits will not be allowed during the last 7 days of the student's year. This is a very emotional time for them and they will need this time to say their goodbyes to their new friends and family.

Travel on the Return Trip Home

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

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 the safety and security of the student and/or the behavior and attitude of the student.** If students break these travel rules, we will send them home and terminate their exchange. Students should never buy an airplane ticket or make other financial commitments for travel until the needed permissions have been given.

D 5020 – SAMPLE Travel Request Form

This form is accessible on the District RYE website 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.

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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.

Appendix 3 - 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. Avoid serious romantic activity. Abstain from sexual activity.
- 6) 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.
- 7) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 8) 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.
- 9) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 10) 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.

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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 from 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 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 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.

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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 whichever 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.

Appendix 4 - Frequently Asked Questions

Do you have a website? Yes – www.rye5020.org

What options are there? We have two programs - Long Term (LTEP) and Short Term (STEP) Exchange Programs. Long Term is for those students who are able to commit to a year abroad in their host country. Short Term is for students who would like to spend 4-6 weeks abroad and host their “match” for 4-6 weeks in their home. STEP requires you to host.

How do I apply? Contact your local high school, Rotary Club or visit the website. Local applications are due shortly after the school year begins for programs either the following summer or the following school year.

What restrictions are there? You can learn more about other restrictions by visiting the website. Age requirement for the year long, or LTEP, exchange program has a two year window. The year you leave on exchange you must be at least 16 years old by August 16 and cannot turn 18 before August 15. Students who smoke are not accepted.

Can I pick my country? We allow students to share with us country preferences, but we cannot guarantee placement in those countries. Every year we list the countries we are exchange with as they vary from year to year.

Who pays for this? And how much does it cost? Rotary clubs vary in how much they support Outbound Students, so the cost is carried by you and your family. A limited scholarship fund is available. See the website under Lee Belas Foundation. LTEP program can run between \$8,000 and \$12,000 per year depending on country, additional travel and your spending habits. STEP runs between \$2,000 and \$3,000.

When will I leave/return? This really depends on the country you are going to. Most LTEP students leave in August and return the following June. STEP students typically are busy June-Aug. Because of this it is not advised for STEP students to have summer jobs.

Will I get school credit? LTEP – you must check with your school counselor. Most students have gotten some if not a full year’s credit. STEP – typically no credit is given.

What is Rotary’s job/responsibility? For LTEP students we provide support for students and families on a yearlong basis. We actually are involved with you from the moment you get accepted until after you return home. For STEP our primary work is over once the match is made, but we are available for assistance and problem-solving if the need arises.

Are there Orientations? Yes - LTEP is usually the second weekend of March in Victoria, Canada. STEP orientation is half day and the date varies, but usually between mid – Jan. – late March. Attendance is required of the student and at least one parent.

Appendix 5 – EARLY RETURN

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

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- 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

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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. | 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. |
| 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 | 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. | 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 |
| 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. | |

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:

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- 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.

Appendix 6

Youth Protection Guidelines for Rotary Youth Programs

To complement and be used in conjunction with the Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines and Manual

Introduction

This Rotary District has an impressive history of programs dedicated to serving the youth of our communities, and it is important at this time to protect and maintain this great tradition of service. Rotary Youth Exchange, Rotaract, Interact, RYLA, and other youth programs initiatives have helped to define our district identity, and so many Rotarians in District 5020 regard youth services as a key reason for the enjoyment and commitment to Rotary.

So that Rotary clubs may plan for certain required changes in the administration of Rotary youth programs these guidelines have been produced to describe the key elements which should be part of strategies to ensure the safety and well-being of all participants in Rotary youth activities. These statements have been taken from the RI Abuse and Harassment Training Manual and from materials developed for the Rotary District 5020 Abuse and Harassment Prevention Training, February 2007.

Rotary International has asked all rotary Clubs in the world to address the issue of youth protection, and in so doing all Rotarians can be confident that international exchange partners are applying protection measures that meet the same minimum standards as those within our own programs.

While the Youth Exchange Program Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines (**Appendix A**) is an important document for all clubs, the statements below are designed to complement recording and reporting guidelines with information pertinent to abuse, neglect and harassment prevention strategies for all Rotary youth programs.

A Re-statement of Conduct for Working with Youth

Rotary District 5020 is committed to protecting the safety and well-being of all who are involved in youth programs. It is the duty of Rotarians, Rotarian's spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of young people with whom they come in contact.

Rotary Youth Services

Include all club and district activities involving youth, including but not limited to Youth Exchange, RYLA, Rotaract, and Interact.

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Volunteer

Any adult involved with Rotary youth activities that has continued contact with youth. This includes, but is not limited to, club and district Youth Exchange Officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host youth for activities, host parents and any person living in a host family 18 years and older.

Continued contact is defined as persons assigned to support Rotary functions such as YEO, Counselor, Host Families and assigned persons to transport students to and from meetings and events. Persons having casual contact with youth are not required to have volunteer applications and background checks.

Casual contact is defined as persons not directly responsible for the youth but who may provide incidental transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or approved travel by the Host Family and Club YEO. Casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment. Persons having casual contact with youth are **not** required to be screened (i.e., not required to have volunteer applications or background checks).

Policy For Casual Contact For Overnight Travel: This policy will permit a youth to take advantage of unanticipated overnight opportunities which may occur, thereby enhancing the youth's understanding and experience of the local environment. Such opportunities include trips of up to 72-hours duration, such as ski weekends, in which the youth will be in the care and custody of an adult who has not been screened. It is understood that no activity can be totally free of risk and the objective of the policy is to minimize risk for all parties.

For overnight travel to be permitted under this casual contact policy, the Host Parent and the Club YEO must jointly decide that:

- the unscreened adult appears to be responsible and trustworthy;
- the unscreened adult understands that he or she must treat the youth as would a conscientious parent caring for the welfare of their own child and the unscreened adult accepts that responsibility;
- the proposed activity does not present significant risk of abuse; and
- they accept the consequences and outcome of their decision.

If the Host Parent and the Club YEO are unable to reach such a joint decision, the proposed activity shall not be permitted.

The District Youth Exchange Committee may, if it sees fit, develop guidelines for Casual Contact overnight travel that are consistent with the above policy.

Volunteer Selection and Screening

The following selection and screening steps must be completed prior to participation in youth activities:

All volunteers who have continued contact with youth must:

- Complete a volunteer affidavit
- Be interviewed in person

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- Undergo background/criminal record checks
- Take the online NAYEN Youth Protection Training about abuse and harassment prevention.

Host Families must:

- undergo selection and screening steps outlined for volunteers who have continued contact with youth;
- provide a list reference checks
- home visits must be conducted for each family and should include announced and unannounced visits, both prior to and during the placement. The unannounced home visit may be met by visits conducted on short notice, such as calling ahead to ensure that the family is home and able to receive visitors. Home visits must be conducted annually, even for repeat host families.

Club Counselors must:

- undergo selection and screening steps outlined for volunteers who have continued contact with youth;
- must not be a member of a youth Exchange student's host family;
- have a full understanding of the reporting procedures outlined in Appendix A.

Youth Selection and Screening

All students interested in participating in District 5020 Youth Exchange program must meet these requirements:

- complete a written application and be interviewed to determine suitability for participation in the program;
- attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 5020 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

Management of Screening Process

Rotary Clubs shall appoint one or more persons to carry out the selection and screening process. As well, Rotary clubs must appoint one Rotarian or non-Rotarian, who will maintain all records of criminal background checks as prescribed by law, and all waivers, and screening information in perpetuity.

Prohibited Person

A person prohibited from participating in a Rotary youth program is anyone who:

- a) has been convicted of any offense, which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment or neglect;
- b) has been convicted of any offense, which in the opinion of the District Youth Policy Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual;
- c) is a person subject to a court order or decree prohibiting that person in being in contact with another individual or being at a specific location.

Training

Rotary District 5020 will provide abuse and harassment prevention training for all youth program volunteers. The District Youth Policy Coordinator who will engage Youth Exchange committee members, or others who have been appropriately trained, to lead the training program, will organize these training programs. This

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training may take place at a district assembly and in various locales throughout the district in a given Rotary year. A calendar of district training events for the year will be published at the beginning of a Rotary year.

Special training for district leaders will be scheduled as part of the District Team Training Seminar, and a short relevant training program should be part of Youth Exchange orientation programs and, where appropriate, other youth activities.

The most recent edition of the RI Abuse and Harassment Training Manual will form the basis for these training sessions, and this document should be available in every club participating in Rotary youth programs.

Reporting an Allegation

A child or young person involved in a program can report an allegation to the District Youth Policy Coordinator whose name and contact information will be made known to children and young people involved in Rotary youth activities. When any allegation is disclosed, this information should be immediately communicated to the Youth Policy Coordinator who will then contact the District Governor, the Rotary Club President and other district leaders, where appropriate. The Youth Policy Coordinator must ensure the procedures described in the Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines are followed.

If the allegation disclosed involves a youth exchange student, the reporting should follow the procedures described in the Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines (Appendix A) and the District 5020 Youth Exchange Chair will immediately inform the Youth Policy Coordinator and District Governor.

Rotary Club Compliance

It is the **duty of each club** to ensure that its members comply with the statements within these guidelines. The district will also monitor club compliance through the office of the District Governor and with the help of the district leadership team. All clubs that wish to participate in Rotary youth programs must comply with the guidelines described in this document and the attached **Appendix A**.

Appendix A
Rotary District 5020
Youth Protection Policy

Recording and Reporting Guidelines

Introduction

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual, or emotional abuse or harassment of every student with whom they come into contact.

Rotary District 5020 is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse and harassment will be taken seriously and must be handled within the reporting guidelines.

The safety and well-being of students should always be the first priority.

Definitions

Sexual Abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Additional example of sexual abuse could include, but are not limited to non-touching offenses:

- Indecent exposure
- Exposing a child to sexual or pornographic material

Sexual Harassment: Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment could include, but are not limited to:

- ◇ Sexual advances;
- ◇ Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess;
- ◇ Verbal abuse of a sexual nature;
- ◇ Displaying sexually suggestive objects, pictures or drawings;
- ◇ Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Physical or Emotional Abuse and Harassment: All other non-sexual physical or emotional abuse and harassment that affects the health and well being of the student.

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Is it Abuse or is it Harassment?

Whether the alleged conduct amounts to abuse or harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate Rotary and the appropriate authorities.

Recording Guidelines

For use by all adults to whom a student reports an incident of abuse or harassment

1. Allegations from Student

- a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse.
- b. It is appropriate to listen and be supportive. Do not express shock, horror or disbelief.
- c. Assure privacy and the limits of confidentiality. Explain that you will have to tell someone about the abuse and/or harassment to make it stop.
- d. Get the facts, but do not interrogate. Ask the student questions that establish what happened and who was involved. Reassure the student that he/she did the right thing in telling you. Avoid asking “why” questions. Your responsibility is to present the student's story to the proper authorities.
- e. Be non-judgmental and reassure the student. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student.
- f. Assure the student that they were brave and mature to come to you.
- g. Record: Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words and record only what has been told to you.

2. Protecting the Student

To ensure the safety and well-being of the student, remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

3. Action by Rotary in District 5020

Club officers, and an attorney (determined by the severity of the charge), should quickly meet with parties to determine what steps should be taken to safeguard the student and the well-being of the student. These activities should be completed in confidentiality to protect the reputations of all the parties involved until decisions are made and actions are taken. In Canada and the USA, the law requires that any claim of sexual impropriety must be immediately reported to the proper authorities.

The complaint must also be reported immediately to the District 5020 Youth Exchange Chair or to a designated member of the District Youth Exchange Committee (Country Officer).

The District 5020 Youth Exchange Chair must report immediately to the District Governor who then reports to Rotary International within 72 hrs.

It is probable that, even if a claim of sexual abuse or harassment were not substantiated, there would be no way that student could be returned to the original home or situation. Other arrangements must be made.

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Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

In the case of abuse and harassment; the adult to whom the student reports must not contact the alleged offender. Interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district chair and district governor are responsible for follow-up, and will be in contact with the alleged offender after the student has been removed from the home.

4. Post Report Procedures; For use by Rotarian Counselors, YEOs, Country Officers, and District Youth Exchange Chairs:

- a) Confirm that the student has been removed from the situation immediately and no further contact with the alleged abuser or harasser.
- b) Make sure all Allegation Reporting guidelines are followed up.
- c) Ensure the student receives immediate support services. Offer, if available, the student an independent, professional counselor to represent the interests of the student.
- d) The Country Officer shall contact the students' parents or legal guardian and the Sponsoring Rotary District. Outline the steps taken to safeguard the health and well-being of the student.
- e) Provide the student with the option of either staying in the country or returning home.
- f) Keep the District Governor informed of initial and follow up action.

5. Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians.

* Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. They need to do whatever is necessary to reassure the student of their support at all times.

* Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police investigations.

*Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals.

* Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or Clubs by the alleged abuser.

Appendix B
ROTARY DISTRICT 5020

HOW TO COMPLETE THE YOUTH VOLUNTEER AFFIDAVIT

To complete this form, See YEAH forms @ <http://yehub.net/W02-volapp>

U.S. Clubs are responsible for maintaining completed document to the YEAH database. Canadian clubs are responsible for obtaining the necessary Volunteer forms and reference checks in accordance with Rotary International and keeping the documents in a secure a safe place for the acceptable time period.

Canadian clubs will begin to use the YEAH database for all volunteers, host families and student reporting records.

Appendix C
ROTARY DISTRICT 5020
GUIDELINES FOR REFERENCE CHECKS

Who requires a reference check?

- Any adult involved with Rotary youth activities who has continued contact with youth. This includes, but is not limited to, club and district Youth Exchange Officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host youth for activities, host parents and any person living in a host family 18 years and older.

Who can be a reference?

- Friend, neighbor, work colleague, employer etc. Personal references must not be related to the applicant and no more than one former or current Rotarian.

When should reference checks be done?

- Reference checks **MUST** be completed before applicant has unsupervised access to youth.

How should reference check be completed?

- Through the online application process in YEAH

How many reference checks should be done?

- Minimum of three per volunteer applicant or two per household for host families.

Who should do reference checks?

- This process is completed automatically online but occasionally assistance is required from the club. In that case the club Youth Exchange Officer, a member of the Youth Committee or a member of the board might be required to check references.

Do references need to be done by the same person who is responsible for receiving the applicant's criminal record check?

- No

Where should the reference check information collected be stored?

- In the YEAH database.

Access to confidential information collected in the volunteer screening process should be restricted. Interviews and background checks may uncover sensitive information that would not disqualify a potential volunteer but should be kept confidential nonetheless.

Appendix D
Rotary District 5020

GUIDELINES FOR CRIMINAL RECORD CHECKS

Who requires a criminal record check?

- Any adult involved with Rotary youth activities who has continued contact with youth. This includes, but is not limited to, club and district Youth Exchange Officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host youth for activities, host parents and any person living in a host family 18 years and older.

When should criminal record checks be done?

- Criminal record checks **MUST** be completed before applicant has unsupervised access to youth.

How often does someone involved in a Rotary youth program need to have a criminal record check completed?

- Criminal record checks need to be repeated at minimum every 36 months for volunteers that reside in Canada.
- A criminal background check must be completed annually, which must include a search of the Department of Justice's National Sex Offender Public Registry (NSOR) for volunteers residing in the United States.

Is there a cost to get a criminal record check done?

- In the normal sense the record check would be completed free of charge by the local police agency, however throughout the province there may be some agencies which charge and in such cases it is suggested the local Rotary Club deal directly with the local police agency to see if some sort of deal can be worked out -- although this may not always be possible. In those rare cases where an applicant may have a Criminal Record and there is a need to confirm the record through the submission of fingerprints - then there is a charge to do so, the cost will vary depending on the jurisdiction.

Who in the club should receive the criminal record checks?

- It is suggested a lawyer, law enforcement official or Youth Exchange Officer of the club should receive all criminal record checks. All applicant information must be kept confidential. Once applicant process is complete (volunteer affidavit, reference checks and criminal record check), information should be kept in a secure place by the selected official.

How long does the above information need to be kept on file?

- No statute of limitations on sexual abuse or harassment. Records are to be kept in perpetuity.

CANADIAN Criminal record check process:

- Applicant must go to police station within their municipality or jurisdiction of residence and fill out the criminal record check request form; alternatively if the Rotary club has an account set up with the Ministry of Justice they may run the checks online
- Allow two weeks for the criminal record check to be completed by the police (it may take less time);

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- Applicant will need to return to the police station to pick up the completed criminal record check;
- Criminal record check should be placed in a sealed envelope by the applicant;
- Completed criminal record check should be opened ONLY by the person who receives all criminal record checks for the club;
- In most cases the no record box will be checked;
- In a case where there is a criminal record indicated, the applicant MUST obtain a copy of this record from the police. It is best to advise applicants in advance, when they pick up their criminal record check, if a record is indicated on the form details regarding this record will be necessary. These details should be enclosed with the completed criminal record check in the sealed envelope and passed on to the person in the club who receives all criminal record checks;
- Depending on the details of the criminal record it will be up to the lawyer, law enforcement person or Youth Exchange Officer to decide if the applicant is suitable to be involved with the Rotary Youth Exchange program. This is confidential information and should not be discussed with other members of the club. The District Youth Policy Coordinator is contact person if in doubt.

US Criminal record check process (can all be done on-line <https://fortress.wa.gov/wsp/watch/>):

- Establish a free account with W.A.T.C.H. (Washington Access to Criminal History) for non-profit organizations;
 - *Registered non-profit organizations that have established an account are exempt from payment requirements when performing searches of convictions of crimes against children or vulnerable adults for prospective employee and volunteers.*
 - *To establish a billing account or a Non-Profit account click on Forms, then click WATCH Account Application Packet. Print the forms, fill them out and mail, e-mail or fax to the Section.*
- Complete the W.A.T.C.H. form on each person requiring a criminal record check;
- Record will come back with one of the following:
 - -no exact match – which means there is no conviction record in the WSP database that matches the search criteria used (in other words the person has not been found possibly a misspelled name);
 - -a candidate listing – which means there is a candidate list of record that matches or closely matches the search criteria used and the ability to immediately retrieve a transcript of record;
 - -a duplicate match – indicating there are two or more exact names and date of birth matches to the search criteria used – if this happens contact the Section at 360-705-5100 for further instructions.

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Appendix E
ROTARY DISTRICT 5020 CLUB
CHECKLIST FOR YOUTH PROGRAMS

The following checklist outlines the club's responsibilities to participate in youth programs:

1. By July 31st each year, the Club President must complete, sign and return the compliance statement (*below*) in accordance with District 5020 and RI policies.
 - Have in place a Club Youth Protection Policy which mirrors the district policy or adopt that of the district;
 - Appoint one Club member as a Club Youth Protection Officer to ensure all guidelines for participation in youth programs are followed;
 - Ensure contact information for the District Youth Protection Officer is made available to club members;
 - Ensure Youth Exchange host families and students to be given a copy of the Club and District Youth Protection Policy;
 - Appoint one person (Rotarian or non-Rotarian) who will maintain all records of criminal record checks, all waivers, and screening information in perpetuity (Volunteer Affidavit, reference checks and criminal record checks together in one location in order to maintain privacy and confidentiality of all information); a suggestion is to rent a safety deposit box to keep all documents;
 - Follow the procedures outlined in District 5020 Youth Protection Policy Recording and Reporting Guidelines;
 - Ensure at least one youth services volunteer from the club attends the District 5020 Youth Protection Training Session at the annual District Assembly. Clubs must have representation every three years; more often if the volunteer vacates the role of Club Youth Protection Officer and/or Rotary;
 - Ensure youth services volunteer who attends the District 5020 Youth Protection Training Session provides other club youth services volunteers with the information from the training session. Club committees meeting to discuss youth activities shall always have 'youth safety' as an agenda item for discussion;
 - Ensure club provides Youth Protection Training to host families;
 - Ensure outbound/parents and inbound students receive training on Youth Protection at the September or March Youth Exchange Training Sessions;
 - Maintain attendance records for all Club Youth Protection Training Sessions;
 - Provide each Youth Exchange Student with a list of local services i.e. rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies and community services, as well as a 24-hour emergency contact number;
 - Provide youth with District Youth Protection Officer contact information;
 - Conduct home visits for host families as outlined in Guidelines for Rotary Youth Program;
 - Ensure that the host counselor for each student is not a member of the student's host family (if a host counselor wishes to host an exchange student in their home another member of the club must be appointed as host counselor for the exchange student during this period).

Document Date June 1, 2007

Updated October 17, 2009, Updated May, 12, 2014

Appendix F
District 5020 CLUB COMPLIANCE Report Form

This form must be completed prior to the Rotary Club entering the Youth Exchange Program or conducting other Rotary Youth Services.

The Rotary Club of _____:

1) Acknowledges receipt and review of the following information;

- District 5020 Rotary Youth Services Guidelines
- Rotary District 5020 Club Checklist for Youth Services programs
- Abuse and Harassment Prevention Training Manual and Leaders' Guide (if the club does not have a copy this document it can be found on the district website)

2) Confirms that this Rotary Club is operating its Youth Services Programs in accordance with Rotary International and District 5020 policies and guidelines;

3) Has completed one of the following; and

- Board adoption of the District 5020 Abuse and Harassment Prevention Policy; or
- Board adoption of a Club Abuse & Harassment Prevention Policy that mirrors the district policy; (if the club has used this option, then include a copy of the policy with this form).

4) Conducts or will conduct any or all of the following Youth Exchange/Youth Services activities
(check all applicable):

- ☐ **Youth Exchange**
- ☐ **RYLA**
- ☐ **Rotaract**
- ☐ **Interact**
- ☐ **Other _____**

PLEASE EXPLAIN- ATTACH EXTRA SHEET IF NEEDED

Print Club President Name _____

Print Club Youth Protection Officer (YPO) Name _____

YPO Email _____ YPO Phone _____

Club President Signature _____ Date: _____

Return to: Ron Fisher, District Youth Protection Officer

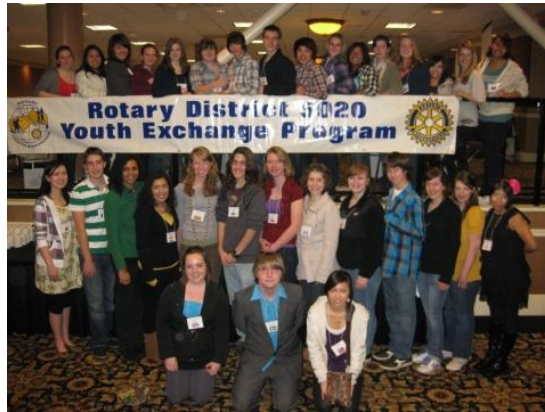
Email: fisherrk@telus.net

Cell: 250-202-6114

Document Date June 1, 2007; Updated October 17, 2009, Updated May, 12, 2014

Appendix 7 - Sample LTEP Poster

**PICTURE YOURSELF ATTENDING
A YEAR OF HIGH SCHOOL
IN ANOTHER COUNTRY**



***Thousands of teenagers become
Rotary Youth Exchange Students each year***

YOU could be one of them!

These are countries we are currently exchanging with:
Argentina/Paraguay Austria Belgium Brazil Chile Columbia
Croatia Czech Republic/Slovakia Denmark Ecuador
Finland/Estonia France Germany Hungary Indonesia Italy
Japan Mexico Netherlands Norway Poland Spain Sweden
Switzerland Thailand Taiwan

Age requirement for the year long, or LTEP, exchange program has a two year window, the school year you leave on exchange you must be at least 16 years old by August 16 and not older than 18 by August 15.

Want to Know More?

Contact your local Rotary Clubs

website: www.rye5020.org

Appendix 8
Sample Questions for Local Interviews

Student Name

Parent(s) Name

Interviewers Name

Suggested Questions for Student:

How did you hear about Rotary's exchange program?

Do you know anyone that has been or is an exchange student?

Why do you want to be an exchange student?

What is your parents' reaction to your decision about applying to be an exchange student?

How are your grades in school? If your credits from a foreign school won't apply here are you willing to go and additional year to high school?

Do you and your family understand there are family expenses required to be an exchange student?

Do you have brothers or sisters? How will they feel about you being gone on an exchange?

What would you do if a relative died during your exchange?

What are your concerns about being away from home on an exchange?

Rotary District 5020 Youth Exchange Manual
2016-2017

Suggested Questions for Parents:

When (your student) showed an interest in Rotary Exchange what was your reaction?

Do you have any reservations about letting your (son/daughter) go on an exchange?

Do you have any countries that you would not want your child to live in?

There are financial requirements involved with this exchange. Will that be a burden financially?

Would you be willing to host an in-bound exchange student in your home while your child is on exchange?

While your (son/daughter) is on exchange would you travel to see them?

There are additional interviews and training that must be attended if selected. Are you willing to commit to the two weekends necessary to get your (son/daughter) ready for exchange? The weekends are in December and March. Both are in Victoria, BC Canada.

What other questions do you have for us?

Appendix 9
LONG TERM APPLICATION

Application can be accessed on line at: <http://yehub.net/W02-obapp>

Rotary District 5020 Youth Exchange Manual
2016-2017

Appendix 10
SAMPLE CHOICE OF COUNTRY FORM-LTEP YEAR 2017-2018

See <http://www.rye5020.org/>

Dear Rotary Exchange Student Applicant:

We are pleased that you have applied for the Student Exchange Program. It is an excellent program and we believe it will provide a rewarding and significant year of your life.

This year, our Rotary District is exchanging with 28 countries as listed below. The District Exchange Committee makes every effort to place our students in a country on their preference list. YET WE DO HAVE TO MAKE IT CLEAR THAT THIS IS NOT ALWAYS POSSIBLE.

We are asking you to list 15 countries in which you would consider living. Group 1 should be your top 5, Group 2 the next and Group 3 the final. Please list them alphabetically as we do not priority rank amongst the group. No country should appear more than once on the list.

If you are willing to go anywhere in the world, please write this on your form.

If there are countries that are unacceptable, please list them below in the space indicated.

Confirmed Countries with Certified Districts for Exchange

Argentina/ Paraguay	Croatia	France *	Japan	Spain
Austria	Czech Republic/Slovakia	Germany	Mexico	Sweden
Belgium *	Denmark	Hungary	Netherlands	Switzerland
Brazil	Ecuador	Indonesia	Norway	Taiwan
Chile	Finland/ Estonia	Italy	Poland	Thailand
Columbia				

*No Vegetarians

Countries in Red are not yet confirmed

Group 1	Group 2	Group 3

*Czech Republic and Slovakia are treated as one district-students may be placed in either country

List countries you do not wish to live in for one year.

NAME OF STUDENT

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PARENT/GUARDIAN

Appendix 11
SAMPLE STEP POSTER

PICTURE YOURSELF SPENDING THE SUMMER IN ANOTHER COUNTRY



***Thousands of teenagers become
Rotary Summer Youth Exchange Students each year***

YOU could be one of them!

Study a new culture from the inside

Experience the food, customs and language

Make new friends

These are countries we are currently exchanging with:

Austria Belgium Brazil Chile Denmark Ecuador England Finland France
Germany Italy Mexico Netherlands Spain Sweden Taiwan Turkey

Age requirement for the short term, or STEP, exchange program has a long window of opportunity, students range in age
from 15 to 19 years old

Want to Know More?

Contact your local Rotary Club

website: www.rye5020.org

Appendix 12
SHORT TERM APPLICATION

Follow the link on the district web site <http://rye5020.org> to complete the full short term application.

Appendix 13
SAMPLE CHOICE OF COUNTRY FORM STEP 2017

See <http://www.rye5020.org/>

Dear Rotary Exchange Student Applicant:

We are pleased that you have applied for the Student Exchange Program. It is an excellent program and we believe it will provide a rewarding experience for you and your family.

We exchange with many countries for the short term program. The counties are listed below.

Most of our exchanges occur in the northern hemisphere as the “school summer breaks” are similar however if you exchange with a southern hemisphere country the exchange can be broken up in two parts as their “school summer breaks” are opposite of ours. Please get your full applications to your Youth Exchange Officer as soon as possible as the choice of country is awarded as they are received by the STEP Coordinator. Although there is no guarantee that we will be able to arrange an exchange with a country of your choice, we will not place you in any other country without first receiving your permission.

It is extremely important that we know if you are willing to have an exchange match made with either a male or female student. Please indicate by marking the appropriate box below.

Confirmed Countries with Exchanges Available:				
Austria	Colombia*	Finland	India	Slovakia
Belgium	Denmark	France	Italy	Spain
Brazil	Ecuador	Germany	Mexico	Taiwan
Chile *	England	Hungary	Netherlands	Turkey

*Possible exchange – not confirmed

1.	3.	5.	7.
2.	4.	6.	

I will accept an exchange match who is _____ Female Only, _____ Male Only, _____ Either Gender

You will have a better chance of finding a matching student if you are open to Either Gender, rather than restricting a match to a specific gender.

NAME OF STUDENT

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF

PARENT/GUARDIAN

