

Host Family Handbook

**Rotary
district 7430**



**rotary
youth
exchange**

*www.rotary7430yep.org
www.exchangestudent.org*

Host Family Handbook

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Please note: Other information will be given out at the Host Family Orientation. It is mandatory that you attend a District Host Family Orientation prior to the students arrival or schedule an orientation with your Club's Youth Exchange Officer.



Host Family

Training

Orientation Agenda

- Youth Exchange Mission
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Youth Exchange Mission

- 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 our children and ourselves. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures. This plants the seeds for a lifetime of international understanding.



Purpose of Youth Exchange

- Provide high school students an opportunity to spend a year studying in another country, discovering the culture, learning the language, developing skills and maturity
- Bring the world into our local community through friendship
- Promote Rotary's goal of world peace and understanding, one person , one exchange at a time.



Who are Rotary Exchange Students?

- Age 15-18 ½ upon arrival
- Selected and prepared
- Most speak English sufficiently
- Anxious and excited to:
 - Learn our language
 - Discover American culture
 - Represent their countries
 - Become part of YOUR family



What is Rotary?

- World's oldest and most international service organization
 - 1.25 million Rotarians in 170+ countries
 - 32,000 clubs in 520 districts
- Rotarians are a diverse group of professional leaders working to address various community and international service needs. Through community service and other means, Rotary club members help promote PEACE & UNDERSTANDING throughout the world.
- Rotary Motto: "Service Above Self" and adhere to "The Four Way Test"
 - Is it the TRUTH?
 - Is it FAIR to all concerned?
 - Will it build GOOD WILL and better friendships?
 - Will it be BENEFICIAL to all concerned?



Rotary Support System

- Club Level
 - Counselor
 - Club President
 - Club Members
- District Level
 - District Chair
 - District Governor
 - District Committee
- ESSEX
 - Chairperson
 - Country Contact
 - Inbound and Outbound Chairperson



Who is the Host Club?

- Selects host families, provides Host Family Orientation
- Provides student counselor and Club YEO
- Supports and enforces the Essex Youth Protection Policy
- Supports & trains the host families
- Helps with school arrangements
- Supplies monthly allowance
- Involves the student in club activities and encourage club members to get involved
- Work with host families with transportation for special events.



Who is the District Committee?

The District Committee are Rotarians from the District that facilitate the youth exchange program within the District

- Provides education, training, resources and support to Rotary Clubs in all avenues of the exchange
- Provides orientation and resources to the exchange student on the Rotary Exchange Program, Youth Protection, Rules and Guidelines, Health/insurance, cultural differences.....



Who is ESSEX?

Eastern States Student Exchange

- 35 Rotary districts in the northeastern United States, eastern Canada and Bermuda.
- Manages the placement of inbound and outbound students into over 60 countries around the world placing approx. 280 Inbound/240 Outbound Students per year
- Operated completely by volunteer Rotarians



Expectations of Exchange Student

- Adapt to host family
- Learn our language and culture
- Attend school with passing grades
- Communicate
- Represent country and Rotary
- Participate in rotary, school and community
- Adhere to the Rotary Int'l, Essex and District Rules and Guidelines



Expectations of Host Families

- Provide a safe, non threatening, respectful and appropriate environment
- Adhere to the ESSEX Youth Protection Policy & the ESSEX Rules & Guidelines
- Room and board
- Treat student like your own child
- Help with challenges
 - language
 - School
 - culture shocks
 - homesickness
- Provide an ear to listen, a shoulder to cry on, a hand to depend on
- Assist with transportation



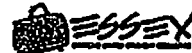
What is the ESSEX Youth Protection Policy

- **Statement of Conduct for working with Youth**
"Creating and maintaining the safest possible environment for all participants in Rotary Youth Activities"
- **Provides definitions of harassment & abuse**
- **Outlines Volunteer selection and screening procedures**
- **Provides Incident Reporting Guidelines**
- **Meets the US State Department Regulations**



Host Family Youth Protection Responsibilities

- **Provide safe & nurturing environment**
- **Be interviewed in home and provide access to club counselor**
- **All 18 and over household members must.....**
 - Sign Youth Volunteer Affidavit
 - Permit criminal background check
 - Provide references
- **Receive and review State Department Policy 22 CFR**
- **If student reports incident of abuse or harassment to you as a host parent....**
 - Listen attentively and stay calm
 - Protect the student
 - Get facts, but don't interrogate
 - Be non-judgmental and reassure the student
 - Assure privacy and record details
 - Immediately report this information to the Club Youth Exchange Counselor, provided the Counselor is not the accused individual
 - Do not challenge the alleged offender



Arrival and Settling In

- Meet and welcome your student at the airport
- Introduce student to your family and home
- First Night Questions
- School arrangements
 - registration, choose classes
 - encourage participation in activities, such as sports, music, drama, interact club, etc



Are you a 1st Host Family?

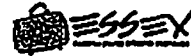
Expect...

- Excitement – everything is new
- Culture shock – major adaptations
- Homesickness
- Language struggles
- Organize school registration
- Often the closest bonds



2nd and/or Last Host Family

- Language and culture begins to click
- Involved in school activities
- Hopefully many friends
- Transition to new family, new rules and family practices
- Big events: . prom, graduations, departure
- Preparing for separation
- Tearful goodbyes



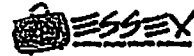
The end of the year

- Leaving for home will be harder than arriving, especially if a successful exchange
- Reverse culture shock
- "The more successful the exchange, the harder the re-entry"
- You will see them again, and you will have travel opportunities unlike any you've experienced before



Other Topics to Discuss

- Medical Insurance and care
- Dietary issues (religious or other)
- Sibling relationships
- Choosing friends
- Travel while on exchange
- Family visits
- Calendar of events for Club & District activities



QUESTIONS?

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A PRIMER FOR HOST FAMILIES

A PRIMER FOR HOST FAMILIES

Hosting a Youth Exchange student from another country can be a wonderful experience. It allows a host family to become familiar with another culture and provides the opportunity to share a young student's hopes and ambitions. Youth Exchange promises to enrich the lives of the student and every member of your family.

This primer serves as a general introduction to the Rotary Youth Exchange program and an overview of host family responsibilities. Detailed information and any further questions you may have should be covered at an orientation session arranged by your local Youth Exchange program. Make sure you attend all of these important sessions to fully understand what you should expect as a host family for the Rotary Youth Exchange program and what the exchange student and program organizers expect of you.



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INTRODUCTION

There are two principal types of Rotary youth exchanges:

1. **Long-term exchanges** usually last an academic year in the host country, during which the student lives with two to three host families and attends school.
2. **Short-term exchanges** vary from several days to several weeks; they often take place when school is not in session and usually do not include an academic program. Short-term exchanges usually involve a homestay experience with a family in the host country, but can also be organized as international youth camps that bring together students from many countries.

Host families for these programs can be Rotarians or non-Rotarians. Typical Rotary host families come in all shapes and sizes and might include young children, older children, or no children at all.

For non-Rotarian families, an important part of your hosting experience is understanding how Rotary works.

Rotary clubs are service organizations that strive to improve the quality of life in their communities, promote high ethical standards in business, and foster international understanding and goodwill throughout the world. Membership represents a cross section of local business and professional leaders. Clubs carry out a variety of service activities, one of which is Youth Exchange.

For administrative purposes, clubs are grouped into geographical areas called **Rotary districts**. The administration of a Rotary Youth Exchange program is carried out entirely at the club and district levels.

Rotary International (RI) is the association of Rotary clubs throughout the world. While RI encourages clubs and districts to undertake Youth Exchange activities and offers support through publications and suggested guidelines, Rotary districts run their Youth Exchange programs independently of RI.

Each year, Rotary districts worldwide arrange more than 7,000 international youth exchanges for secondary school students. A primary goal of the program is to foster world understanding through intercultural exchange.



Student Selection

Rotary Youth Exchange students are of secondary school age and generally accepted into the program if they are able to demonstrate an above-average academic record and involvement in extracurricular activities. It is standard practice for local Rotary clubs and districts to screen young people using detailed applications and interviews. This process helps ensure that only highly responsible and mature students are sent on an exchange. Program administrators in the student's home country generally assess an applicant's scholastic record, linguistic ability, and general adaptability, among other qualities. Disabled students are encouraged to apply for both long- and short-term exchanges.

Rules

Each club or district program has its own specific rules for students to follow. Students accepted into an exchange sign and agree to abide by a list of program rules before their departure from home. While the student's host Rotary club will discuss all program rules with both you and the student, you should review the rules with the student to be sure that everyone has

a clear understanding of what is expected. Allow the student to discuss any needs or expectations with you any time during the exchange.

The program rules generally consist of commonsense stipulations, such as no driving of motor vehicles, no illegal use of drugs or alcohol, and the need to obtain special permission for travel outside of the local area while on the exchange. In addition, any romantic involvement during the exchange is discouraged (although companionship in accordance with cultural standards is encouraged). Sexual activity is strictly banned.

Rotary Club and District Responsibilities

The sponsor Rotary club or district in the student's home country will:

- Inform the host club or district of the student's travel itinerary and arrange outbound orientation.
- Maintain contact with the exchange student and the host district and club during the exchange.
- Arrange suitable debriefing for the exchange student when changing host families and upon his or her return from overseas.



The host Rotary club or district will:

- Screen all volunteers and host families before their participation in the program. The screening will include an application process, announced and unannounced home visits, and one or more interviews conducted by Rotarians. You may be required to provide references and agree to police background checks before being selected as a host.
- Meet the student on arrival.
- Arrange enrollment, tuition, and other educational matters with the local secondary school (for long-term exchanges).
- Conduct inbound orientation.
- Facilitate discussion of needs and expectations between you and the student, and organize some social and cultural functions for the student.
- Appoint a Rotarian counselor and possibly arrange a monthly allowance or stipend for the student (for long-term exchanges).
- Maintain contact with the student and host families during the exchange through the Rotarian counselor, who is not a member of the student's host family or their immediate social circle.

Host Family Responsibilities

While exchange students tend to be academic achievers with more developed coping skills than many teenagers, they are vulnerable, living in an unfamiliar country, and often functioning in a nonnative language.

You as a host have the most important responsibilities to make the exchange a success. Host families are to provide a safe, nonthreatening, respectful, and appropriate environment in which trust and friendship between you and the student can develop. To emphasize the host family's important role, Rotary International has adopted a Statement of Conduct for Working with Youth (see inside back cover) that must be understood and followed by all participants in the program.

Host families should maintain close contact with the host Rotary club so that any problems may be addressed and resolved quickly. In addition, the exchange student should always have free access to his or her counselor to talk about any concerns or problems during the exchange.



PREPARING TO HOST

Hosting a student can be extremely rewarding for all members of your family, and being a well prepared and involved host family will only enhance everyone's experience. Ask the local Rotary club or district for specific information.

Some anxiety is expected if you have never hosted an exchange student, but be sure you are comfortable with the idea before doing so. If you have serious reservations about hosting, feel that you cannot meet your obligations, or do not have adequate answers to your questions, you should not agree to host.

Below are some insights on what to expect before and during the exchange.

Preparing for the Exchange Student's Arrival

While the exchange student's sponsor and host Rotary clubs will be taking care of most of the logistics of the exchange, there are some ways you can prepare for the student's arrival. Consider whether you are familiar enough with the student's culture to understand any differences that may arise. If not, do

some general research on the Internet or at the library. The local Rotary club may also be able to give you further information.

As soon as the student's name and contact information are known, the host family should contact the exchange student and his or her parents. The easiest way to do this is to obtain the student's e-mail address from the local program representative. You should extend a welcome to the student, including information about your family, i.e., how many members, their ages, hobbies, etc.; the type of clothing required for the climate if the student has not yet left home; the local community or school; and other considerations. In short, ask yourself what you would like to know about a new home in a foreign culture and supply that kind of information.

Meeting Your Exchange Student and Making Introductions

Although a Rotarian from the host Rotary club or district should be at the airport to meet the student on arrival, a member of the student's first host family should also be in the





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welcoming delegation. Please keep in mind that the student will likely be very tired upon arrival and need time to recover from jet lag, or fatigue, from adjusting to the duration of travel and time difference.

In addition to airport greetings, many host families organize informal welcoming parties for the newcomer. The purpose is to introduce the exchange student to family friends and people in the community with whom the student will have contact. After the party, the student can be eventually introduced to more members of his or her peer group, which will comprise the majority of associations during the exchange. Many host Rotary clubs hold a social event to start this process of introductions early in the exchange, especially if many exchange students are in the vicinity.

Rotary International has produced a list of "Sample Questions to Ask Your Host Family" for the students and host families to discuss early in the student's stay. If you would like a copy of these questions, please contact the local Rotary club or visit the Download section on the RI Web site at www.rotary.org.

Orientation and Adaptation

As stated above, exchange students will receive formal orientation from the district before and/or after arrival in the host country. But no matter how thorough the orientation, the student comes into the first host family as a stranger in a strange land, possibly encountering a strange language, a strange accent, or different use of words. The exchange may even be the student's first long trip away from home.

One way to ensure that the exchange student adapts as smoothly as possible is to realize that you and the student will have misconceptions about each other's cultures. What you consider to be ill-mannered or unacceptable behavior may be the norm in the student's culture and vice versa. Please be aware that these misapprehensions can lead hosts to attribute inaccurate motives to the student's actions. Some Rotary districts offer intercultural orientation to host families to address these issues, and you are encouraged to attend these sessions.

Another way to aid your visitor's adjustment is to share your culture with him or her as it exists in everyday life. This does not mean that you need to arrange elaborate entertainment. Simply make the student a part of your family with the oppor-



tunity to share in the same aspects of family life experienced by most teenage students in your culture. Try to treat the student as a member of your family and not as a guest. Also, treat the student as you would want your own child treated on an exchange.

It is desirable to have the student address the host parents with an informal title, such as "mom" or "dad" or by another appropriate name, to encourage the student to be part of the family. Developing this sort of relationship with the student early on will help ensure a smooth and successful homestay.

In spite of these considerations, the host family may not be able to resolve the student's feelings of homesickness or adequately address difficulties the student may have. A key element of the student's orientation program should be an explanation of the network that is in place. This network includes the host country counselor, school counselors, district Youth Exchange officers, club members, and the student's own family. Be sure the student knows how to contact each of these people, and do not feel threatened if the student feels unable to discuss problems with you.

This broad support network ensures that there is always someone the student can feel comfortable approaching if a concern or problem arises. However, students should be able to contact their parents more frequently than usual if a problem or concern is not easily resolvable.

General Family Arrangements

The length of stay with your family should have been determined before the student's arrival. The student should have his or her own bedroom or share a room with another young person of the same gender and a similar age. The exchangee must, however, have his or her own bed and appropriate privacy to dress and bathe. A place should also be designated in the house that allows the student to study in privacy.

In addition to providing room and board, host parents are expected to exercise general parental supervision, as would the exchangee's own parents. It is also the host parents' responsibility to notify the student's Rotarian counselor if the student is encountering any exceptional problems such as illness, difficulty in adapting to the host family or school, anxieties about family matters or relationships at home, or serious





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homesickness. Open communication with everyone involved is necessary in creating a safe atmosphere for the student and host family. The student should be encouraged to voice and address his or her concerns at any time.

It is wise to avoid misunderstandings by discussing the following issues and household rules from the start:

- Student responsibilities for household tasks, such as cleaning his or her room and helping with meals, as expected with one's own children
- Normal household routines: meal and retirement times, study hours, etc.
- Curfews
- House keys
- Explanation of emergency telephone numbers and procedures
- Information about local transportation (maps are useful)
- Religious practices
- Reasonable use of telephone and computer

SOME PRIMARY ISSUES FACING EXCHANGE STUDENTS

Although most exchange students are mature, they are still teenagers. Host families should consider this in dealing with the student during his or her stay. As the host family, you are the first point of contact for the student during the exchange. Should any serious problems occur, report them to the student's counselor immediately to discuss the situation and determine the best resolution. Voice any questions or concerns you may have — even seemingly insignificant ones — to the student's counselor or host Rotary club president or district Youth Exchange chair. While each exchange experience is unique, most students face certain issues at some point during an exchange, such as the following.

Language Proficiency

During their initial days together, students and host family members will become aware of any language problems that exist. Some students will have studied the host country's language before arrival, sometimes to a considerable extent.



Others may be required to take an additional language class upon their arrival. The knowledge gained from books, however, does not prepare one for daily language use. Be prepared for any slight misunderstandings and frustrations that may accompany communication with the student. Speak clearly and slowly and be patient.

Make every effort to see that the student understands what is being said about house rules, geographical directions, and other matters. Keep in mind that the frustration of communicating in an unfamiliar language may lead an embarrassed student to indicate he or she has understood something when such is not the case. Conversely, hosts should be sure that they understand what the student is telling them, and they should not hesitate to ask for clarification. Be prepared to go over some issues several times. On occasion it may be necessary to seek help from someone fluent in the exchangee's native language — a teacher, interpreter, or visitor from the student's home country.

Homesickness

Language problems, if present, often coexist with a phenomenon that nearly all exchange students face sooner or later: homesickness. After the novelty and excitement of the early stages of an exchange wear off, the student may suddenly feel alone in a strange place. This is a normal reaction. Homesick students may consider many day-to-day problems overwhelming and look nostalgically toward home.

Acute homesickness can be devastating. The best remedies may include contact with someone who speaks the student's native language and a full program of activities. A side trip to some point of interest or simply a social event can help, as well as encouraging the student to develop hobbies and join in other community functions. For long-term exchanges, the student's Rotarian or school counselor can help if the homesickness persists.





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Medical Concerns

You should be informed of any special medical needs the student may have, including medications, allergies, or prescription eyewear (glasses or contact lenses). The host Rotary club or district will have the student's recent medical history along with his or her application materials.

Students are expected to have adequate medical insurance for their time in the host country. This insurance should be arranged through the district and cover any medical expenses incurred by the student. You should have a copy of this policy and any additional medical documentation while the student resides in your home.

Dietary Concerns

Students may have special dietary needs related to health, religion, or personal preference. These considerations should always be respected. Many foods in the host country may be new or seem strange to the student. Encourage students to try new dishes, but be accommodating to their preferences and do not force foods upon them.

School Concerns

Most long-term exchanges require schooling for the exchangee. While host Rotary clubs and districts make the necessary tuition arrangements with the local secondary school, host parents should see that the student gets started on the right foot. The first host parents should consider visiting the school counselor with the exchange student to arrange the study program. Be aware that exchange students often feel obligated to assume an almost impossible academic load. Advise the student against taking too many classes while adjusting to the new school.

The exchangee may also need your guidance to become acquainted with school procedures, particularly if accustomed to a radically different school system. Host brothers and sisters can help the school counselor provide assistance in this area. Be sure the student knows the way to and from school and how to get lunch off school grounds if needed.



Changing Families

Most long-term exchange students live with two to three different host families during the school year. This exposes the students to a variety of family life in the host country and allows them to better understand the culture as a whole. It is important that both the hosts and the exchange student realize at the outset the limited duration of each stay with a host family. The first change of families will probably be the most upsetting for the student, as he or she will have established a good rapport with the family that aided in overcoming the initial culture shock.

As a result, the exchange student should ideally be introduced to his or her next host family early in the exchange. It is often a good idea to arrange for the new host family to pick up the exchangee at the previous family's home to ease the transition from one to another, and for the previous families to make occasional visits.

If the student is having difficulty changing families, offer him or her words of sympathetic understanding, couched in terms of a broadening of opportunity. Guidance from the Rotarian

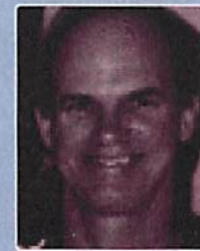
counselor, an understanding teacher, or a representative of the individual's religion can help smooth the transition.

Exchange Student's Rotary Obligations

Hosts are encouraged to help their exchangee meet Rotary obligations, which take precedence over other extracurricular activities. These obligations usually include attendance at Rotary functions such as club and/or district meetings and may involve giving a speech. The student's sharing of the exchange experience with the host club or district is an important feature of the exchange and contributes to the student's ambassadorial role.

Hosts should be aware of Rotary obligations from the start and factor them into the student's overall adjustment process. Be aware, for example, that the student will need time to adjust to the new culture and language before being required to speak at a Rotary function. It is a good idea for the student to attend Rotary club meetings early in the exchange as part of the familiarization process, so that he or she will feel comfortable speaking at these meetings later.





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Students should not be permitted to decline speaking at Rotary meetings with the excuse that he or she is "not a public speaker." The student is not expected to be an experienced orator. Audiences are interested in seeing the student and hearing his or her reactions to the culture, not the polished delivery of a speech.

Non-Rotarian host families may also want to consider participating with the student in these Rotary functions. This type of support may go a long way in making the student feel more comfortable at Rotary events.

SUMMARY

The responsibility of hosting an exchange student can be summarized as follows:

- Meet your exchange student on arrival in your country, and make him or her feel at home as part of the family.
- Treat the student as you would wish a member of your family to be treated while living abroad.
- Ensure that the student is in a safe, respectful, and appropriate environment at all times.

- Involve the student in chores, responsibilities, and activities similar to those of your own family members.
- Monitor the student's performance at school.
- Help the student master your language.
- Encourage the student to meet other young people.
- Guard the student from outside demands to allow him or her time to accept Rotary obligations.
- Be tolerant of differences and willing to change your own ideas.

The responsibility of hosting an exchange student is not complicated, but does require understanding, compassion, and patience. The rewards of hosting a student through your local Rotary Youth Exchange program are great. They include expanded views, international understanding, and the development of long-term friendships, to name a few. Additional information about hosting an exchange student in your community is available from your local Rotary club or district.

Congratulations on your decision to enrich your life, while making a world of difference in the life of an exchange student.



STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' partners, and any volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact through Rotary.

Insert Actual Application



District 7430
Long-Term Exchange Program

Personal Information

Before you begin your application, please read all instructions on the opposite page.

Smile!

Attach a recent, good-quality color photo of yourself (head and shoulders). Original photos or color copies must accompany all four sets of the application.
 Size: 2 x 2½ in. (5 x 6.5 cm)

1. Applicant Information

Full Name (Last, First, Middle Initial) Patricia A. Smith		Preferred Name Patti	Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Home Address 1162 Horseshoe Drive			
City Blue Bell	State PA	Postal Code 19422	Country USA
Home Address (if different) same			
Home Telephone 610-2777553			
Mobile Telephone 610-304261		E-mail pattjessex7430@comcast.net	
Date of Birth (Month/Day/Year) 21/February/		Place of Birth (City, State, Province, County, Country) Revere, Massachusetts	Country of Birth USA

2. Parent/Legal Guardian Information

Parent/Legal Guardian Name		Relationship	
Address		City/State/Postal Code/Country	
Home Telephone		Mobile Telephone	
E-mail		E-mail	
Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No		Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of Rotary club:		If yes, name of Rotary club:	
<input type="checkbox"/> Check here if your parents are divorced or separated. Authorizations should be obtained from all parents/legal guardians and others who have legal rights to decisions affecting the student's participation.			
Parent/legal guardian to contact first in the event of an emergency:			

3. Siblings (add pages as necessary)

Name		Date of Birth		Country of Birth	
<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Youth Exchange **FAQ's** for Host Families & Counselors

WHAT IS ESSEX/ROTARY YES? We are part of an 32 District Multi-District Program encompassing Northeast USA, Bermuda, Quebec Canada. Each District has 1 YEO and we share Country Coordinators and Officers.

HOW LONG IS THE STUDENT HERE? The students are generally here for 9 – 11 months.

HOW MANY HOST FAMILIES? The student will generally have 2-3 host families – 3 - 4 months per family. Minimum of 2 families is required by RI Certification but length of time per family is totally flexible.

WHEN DO THE STUDENTS ARRIVE? Students generally arrive in 2nd or 3rd week of August. Should arrive about a week before school starts. HAVE to arrive before Inbound Orientation in early September.

WHEN DOES THE STUDENT GO HOME? Students usually go home late June (or a week after the approved end of year trip).

HOW OFTEN SHOULD STUDENT CONTACT HOME? No more than once or twice a month. The more the student calls home, the slower he or she will adapt and the longer the home sickness will last.

WHAT IS HOST FAMILY RESPONSIBLE FOR PAYING FOR? Room and board is expected, rest is optional. Student receives stipend from host club but should also have a budget provided by family back home.

CAN STUDENT GET A JOB WHILE THEY'RE HERE? No. Their visa will not permit this. YE can, however, receive donations for occasional babysitting, extra chores, etc.

CAN STUDENT TRAVEL ON HIS OWN? No. Students must be accompanied by parent, Rotarian or other responsible adult. No road trips with just other teens. We're responsible for student's safety. Going with friends to a local event, beach, movies, shopping mall, etc. is totally fine.

SHOULD THE STUDENT ATTEND ROTARY MEETINGS? This is really the key to a successful exchange. The student should attend Rotary meetings at least 1-2 times a month and be involved in the Club's activities – The whole club hosts the student, not just host family. Counselor helps arrange transportation to/from meetings.

WHAT IS AN INBOUND vs. OUTBOUND? **INbound** students come here to attend high school and learn about our language and culture. **OUTbounds** are students from our area that travel abroad to do the same.

IS THERE AN INBOUND STUDENT ORIENTATION? – Yes, September 11-13 in Conrad Weiser. This is mandatory for the student and is combined with a weekend of fun for the first get-together. YEO will help organize rides for Inbounds. Host families and Counselors don't have to attend but they are welcome to join us anytime during the event.

ARE THERE OTHER MANDATORY EVENTS BESIDES ORIENTATION? Yes, see the Calendar of Events enclosed in your "Host Family Handbook". There may also be other events added throughout the year if there is a need. The hosting Rotary club will also have events for the student to participate.

DO YOU HAVE TO HAVE A TEENAGER AT HOME TO HOST? No, easily 40% of host families don't. Many students enjoy the extra attention of being 'an only child.' Having several host families allows the student to experience a variety of family dynamics. Single parents may of course host and Bachelors/Bachelorettes may host a student of the same sex. Student does not have to have his/her own room, sharing with a same-sex sibling is ok.

DOES THE HOST FAMILY HAVE TO BE IN ROTARY? – NO – so long as they are suitable and willing and are interviewed by Club's Youth Exch. Chair. Adults in the household must be willing to undergo background check.

DOES D7430 HAVE A WEBSITE? Yes, www.rotary7430yep.org

DOES THE STUDENT'S COUNSELOR HAVE TO BE IN ROTARY? – – this is the person who usually gets the student to the meetings & is the liaison between the student and the club. Rotarian's spouse may like to help as Co-Counselor especially if YE is opposite sex as Counselor.

ESSEX Inbound Student Rules and Conditions of Exchange

Addendum to Long Term Application - Section G: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may add an addendum to this document if needed to account for local conditions.

Important

1. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
2. This is a school year program (generally late August to mid-June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your host family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.
3. An emergency fund of U.S. \$300 is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.
4. You may not reside with any relative during your exchange.
5. You may not be employed on either a full-time or part-time basis but may accept intermittent employment such as babysitting or yard work. The purchase of tobacco and vaping products by anyone under age 18 is illegal and prohibited.
6. Telephone, e-mail, and other communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.

School

1. You must enroll and participate in a full course of study in your school.
2. School Credit - You must not expect to be placed in a certain grade level or receive a graduate diploma from secondary school in your host country. Transferring course credits will depend on the policies of your home school and the hosting school.
3. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district and by the State authority responsible for determining athletic eligibility. Athletic eligibility or participation is not guaranteed.

Insurance

1. You **MUST** purchase CISI Bolduc Health Insurance – Plan B coverage **PRIOR** to your arrival. For detail information visit: <http://www.exchangestudent.org> (You will receive a special link)
2. The Insurance coverage obtained is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that you be a Rotary Exchange Student and under the guidance and supervision of Rotary.

Medical

1. You must show proof of proper immunization as required by your hosting school district and State. You could be asked to confirm other immunizations based on your hosting school requirements.
2. If any new medical issues occur that would change any answer on the medical or dental form of the Rotary Long-Term Application, this change **MUST** be reported to your Hosting District Chair within 10 days of the occurrence.
3. You are not allowed to possess or use any drug that has not been prescribed or drug-related paraphernalia, described in applicable state or federal law.

Travel

1. Agree upon a mutually convenient arrival date with your first host family. You must arrive prior to your hosting district orientation and the start of school. You must notify your Hosting District and family of your travel arrangements.
2. You **MUST** purchase a ticket directly to the airport of your final destination (in your host Rotary District). You must arrive with a return trip ticket to your home city.
 - a. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
 - b. Your parents may not accompany you to the USA.
3. Travel is permitted with host parents or for Rotary functions authorized by the hosting Rotary club or district with proper adult chaperones. Some travel must be approved by the host district chair, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange.
4. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL WITH: Host parents, Host Rotary Club, Rotarians, Host Rotary and ESSEX sanctioned trips, Recognized school classes or school groups, Travel with recognized church groups and Friends of host family age 25 and over.

5. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District.
 - a. *Signed permission forms will be required in advance for all trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
 - b. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*

*We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX) **Program Rules and Conditions of Exchange and Program Guidelines** and will abide by these Rules & Conditions.*

Student Signature _____ Date _____
 Parents Signatures _____ Date _____
 _____ Date _____

English

Español

Sample Questions to Ask Your Host Family

Preguntas que se sugieren para formular a la familia anfitriona

In general, ask the questions that you feel are the most important the first night and then ask the other questions over the next few days. Remember, when in doubt ask, and always try to be open and honest with your host family and your Rotary counselor. Good communication is essential for a successful exchange.

En general, plantéales las preguntas que consideras más importantes durante la primera noche en el hogar anfitrión y las restantes durante los días subsiguientes. Recuerda que, ante la duda, siempre es mejor preguntar. Sé sincero con tu familia anfitriona y tu consejero rotario. La buena comunicación es fundamental para un buen intercambio.

1. What do I call you?
2. What am I expected to do daily other than make my bed, always keep my room tidy, and clean the bathroom every time I use it?
3. What is the procedure for dirty clothes?
4. Where do I keep clothes until wash day?
5. Should I wash my own clothes and underclothes?
6. Should I iron my own clothes?
7. May I use the iron, washing machine, sewing machine at any time?
8. When is a convenient time for me to use the shower/bath (a.m. or p.m.)?
9. Where may I keep my toiletries?
10. May I use the family's bathroom toiletries (toothpaste, soap, etc.), or am I responsible for purchasing my own?

1. ¿Cómo debo llamarles?
2. ¿Qué tareas del hogar desean que cumpla además de hacer mi cama todos los días, mantener siempre ordenada mi habitación y limpiar el baño cada vez que lo utilice?
3. ¿Cuál es el procedimiento para el lavado de ropa?
4. ¿Dónde debo guardar la ropa sucia mientras tanto?
5. ¿Debo lavar mi propia ropa?
6. ¿Debo plancharme la ropa?
7. ¿Puedo usar la plancha, la lavadora, la máquina de coser, etc. en cualquier momento?
8. ¿A qué hora les resulta conveniente que utilice la ducha/el baño?
9. ¿Dónde puedo guardar mis artículos de tocador?
10. ¿Puedo usar los productos de tocador de la familia (pasta de dientes, jabón, etc.)?

11. What time will meals be served?
 12. What can I do to assist at mealtimes (help prepare meals, set the table, wash dishes, empty garbage)?
 13. May I help myself to food and drink any time or should I ask first?
 14. What areas of the house are strictly private (parents' bedroom, study/office)?
 15. May I put pictures or posters in my room?
 16. May I rearrange my bedroom?
 17. What are your rules for me with regard to alcohol and smoking?
 18. Where can I store my suitcases?
 19. What time must I get up (on weekdays, on weekends)?
 20. What time must I go to bed (on school nights, on weekends)?
 21. What are the rules for going out at night and at what time must I be home? Can exceptions be made if I ask in advance?
 22. May I have friends spend the night or visit during the day?
 23. What are the rules about me using the telephone? Must I ask first?
 24. May my friends call me?
11. ¿A qué hora se sirven las comidas?
 12. ¿En qué tareas puedo ayudar a la hora de comer? (ayudar a preparar la comida, poner la mesa, despejar la mesa, ayudar a lavar los platos, guardar los platos, tirar la basura, etc.)
 13. ¿Puedo servirme yo mismo comida y bebida o debo esperar a que me lo ofrezcan?
 14. ¿Qué sectores de la casa son estrictamente privados? (dormitorio de los padres, estudio/oficina.)
 15. ¿Puedo colocar fotos/carteles en mi habitación?
 16. ¿Puedo arreglar la habitación a mi gusto?
 17. ¿Qué reglas debo seguir en cuanto al consumo de tabaco y bebidas alcohólicas?
 18. ¿Dónde puedo guardar las maletas?
 19. ¿A qué hora debo levantarme los días de semana? ¿Y los fines de semana?
 20. ¿A qué hora debo acostarme? (Durante la semana y los fines de semana.)
 21. ¿Qué reglas debo seguir en cuanto a salir por la noche y a qué hora debo regresar a casa? ¿Se pueden hacer excepciones si lo pregunto con suficiente antelación?
 22. ¿Puedo invitar a amigos a pasar la noche conmigo? ¿Y a visitarme en horas del día?
 23. ¿Qué normas debo seguir en cuanto al uso del teléfono? ¿Debo pedir permiso antes de utilizarlo?
 24. ¿Pueden llamarme mis amigos?

25. May I call my friends?
26. May I make long-distance calls (overseas and within the country)?
27. How do you want me to keep track the costs of my telephone calls?
28. What is the procedure for mailing letters? What address do I use for my incoming mail?
29. Do you have any dislikes, such as chewing gum, wearing a hat or curlers at the table, loud rock music, or smoking?
30. Do my host brothers or sisters have any dislikes?
31. What are the dates of your birthdays?
32. What are the transportation arrangements (car, bus, bike, walking, etc.)?
33. May I use the stereo, TV, computer, etc., at any time?
34. Are there restrictions on computer, e-mail and Internet use?
35. What are the rules about attending religious services?
36. Would you like me to phone home if I will be more than 10 minutes late? 20 minutes late? 30 minutes late?
37. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
38. What arrangements should I make
25. ¿Puedo llamar a mis amigos?
26. ¿Puedo hacer llamadas de larga distancia?
27. ¿De qué forma podría llevar cuenta del importe de mis llamadas telefónicas?
28. ¿Cuál es el procedimiento para enviar cartas? ¿Qué dirección debo utilizar para recibir correspondencia?
29. ¿Hay cosas que puedan molestar a mi padre anfitrión o madre anfitriona, tales como mascar chicle, sentarse a la mesa con sombrero (o bigudies para el cabello), escuchar música rock con alto volumen o fumar?
30. ¿Hay algo en especial que pueda molestar a mis hermanos anfitriones?
31. ¿Cuáles son sus fechas de cumpleaños?
32. ¿Qué medio de transporte debo utilizar? (Automóvil, autobús, bicicleta, caminar, etc.)
33. ¿Puedo utilizar el equipo de sonido, el televisor o la computadora en cualquier momento?
34. ¿Existen limitaciones al uso de la computadora y el acceso a Internet?
35. ¿Qué reglas debo cumplir en cuanto a la asistencia a la iglesia?
36. ¿Es necesario que llame a mis anfitriones si voy a tardar más de 10 minutos, 20 minutos, o media hora con respecto a mi hora prevista de llegada?
37. Cuando salga con toda la familia, ¿debo pagar mis propias entradas, comidas, etc.?
38. ¿Qué arreglos debo hacer para

for school lunch?

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| <p>39. Does the Rotary club pay my cost of travel to school?</p> <p>40. Am I to attend Rotary club meetings? If yes, how will I get there?</p> <p>41. What else can I do around the house (yard work, help clean, babysit)?</p> <p>42. Please tell me how to interact with the people hired to work in the household (where applicable).</p> <p>43. Is there anything else you would like me to know?</p> | <p>almorzar en la institución educativa?</p> <p>39. ¿Sufraga el club rotario mis gastos de transporte escolar?</p> <p>40. ¿Debo asistir a reuniones de Rotary? Si es así, ¿cómo puedo llegar hasta el lugar de la reunión?</p> <p>41. ¿Qué otras tareas puedo hacer en la casa? ¿Cortar el césped, ayudar a limpiar, cuidar niños?</p> <p>42. ¿Podrían indicarme cómo debo comportarme con el personal de servicio de la casa? (cuando corresponda).</p> <p>43. ¿Hay algún otro asunto que quisieran comunicarme?</p> |
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