

D6080 Compliance/Sponsorship Statement for OUTBOUND Students

Item's in red are necessary in order for student to complete his/her application.

Rotary Club:

Club ID #:

OB Student's Name(s):

SPONSORING CLUB RESPONSIBILITIES:

- The Club will conduct a thorough interview of the student and his/her parents prior to recommending the student to the District level interviews. (Questions will be provided by the District Committee)
- The Club will only advance those students that they feel are well qualified.
- The Club will appoint an Outbound Counselor for the Outbound Student.
- The OB Counselor will submit a Volunteer Application Form. (If not already on file)
- The OB Counselor will submit to a Criminal Background Check. (This is an annual requirement.)
- The OB Counselor will complete all required training.
- The Club will pay a \$150 sponsorship fee for the Outbound Student (To be billed if student is selected.)

Please fill in the blanks below and return via e-mail to admin@rye6080.org to confirm that your club understands and accepts the responsibilities of sponsoring an Outbound Student as outlined on page 2.

Club President or President-Elect:

Address:

Home Phone:

Cell or Work Phone:

E-mail:

Club Youth Exchange Officer (YEO):

Address:

Home Phone;

Cell or Work Phone:

E-mail:

Name of Outbound Counselor (OBC) if known:

(May or may not be the same as the YEO)

Address:

Home Phone:

Cell or Work Phone:

E-Mail:

SPONSORING DISTRICT RESPONSIBILITIES:

- The District will require all students to submit an approved long term application.
- The District will provide documentation of the interview and questions asked.
- The District will document that all OB students and their parents have been oriented.
- The District will ensure that all students are aware of the Youth Protection Policy and provide training about how to handle issues of sexual, emotional or physical abuse.
- The District OB Coordinator will submit to a Criminal Background Check.
- The District will provide verification that all OB students are covered by approved insurances.
- The District will have a copy of student's itinerary.
- The District will be able to document monthly contact with the OB student.
- The District will ask the student to verify routine contact with the Host Club Counselor.
- The District will verify that OB student is attending school full time in the host country.
- The District will conduct a debriefing for students upon their return.



OUTBOUND COUNSELOR

Responsibilities and Time Line

Each Outbound Student is supported by a number of Rotarians in the District: The Outbound Program Director, the District Youth Exchange Officer/Chair (YEO), the Club Youth Exchange Officer and the Club Outbound Counselor.

The Club Outbound Counselor is the “front line” contact for the student being sponsored by a club. He/she serves as the liaison between the student’s parents and the District and plays an important role in helping to ensure that communications are maintained.

The Responsibilities are as follows:

1. **November-December:** Introduce yourself to your student and his/her parents so that they know you are available to provide local support.
2. Some students will have submitted incomplete Long Term Applications. We may ask for your assistance in helping your student to complete his/her application.
3. **December:** The 1st Outbound Orientation will be held in early December. If possible, plan to attend this meeting to learn more about the Youth Exchange Program and get acquainted with your student and his/her parents. This Orientation is REQUIRED for students and their parents.
4. Invite your student to attend your Rotary meetings at least once a month.
5. Offer to assist your student to prepare a 15-20 minute presentation.
6. Attend one of the REQUIRED Counselor Training sessions in late winter/early spring..
7. **March/April:** The 2nd Orientation will be held in the spring. Again, this Orientation is MANDATORY for the students and their parents. Again, you are encouraged to attend.
8. **May-July:** Throughout the months prior to the student’s departure, you should keep in touch with him/her and his/her parents to make sure they don’t have any questions or concerns. (Most real “issues” will be dealt with by members of the District Youth Exchange Committee) This is also a good time frame to have the student visit your Club to practice giving his/her presentation
9. **July-August:** Prior to your student’s departure, make an effort to meet again, face to face, to reinforce the fact that you are part of the Rotary support network. (Again, any significant issues will be handled by the District Committee.) Maybe plan a special “send off” event at your club meeting. We want the students and parents to know that your club is involved in the exchange.
10. **August-June:** Keep in touch with your student throughout the year. Monthly e-mails are appropriate during the first few months....then every other month is enough. Also, make periodic contact with the student’s parents to make sure they “feel” the support network that Rotary is providing for their child. Keep your club informed periodically about how their student is doing.
11. **Following Summer:** Plan for the student and his/her parents to visit your club and make a presentation about their exchange year upon their return.

*****All Outbound Counselors must submit to a background check and complete Counselor Training.*****

Remember, the District Youth Exchange Committee is always available to assist you.

District YEO: Kit Freudenberg at chair@rye6080.org

Outbound Program Director: Kit Freudenberg at outbound@rye6080.org

Assistant Outbound Program Director: Terry Furstenau at outbound@rye6080.org

Administrative Assistant: Johnah Terbovic at admin@rye6080.org

Treasurer, Transportation, Compliance: Stephanie Sherman at stephaniesherman@charter.net