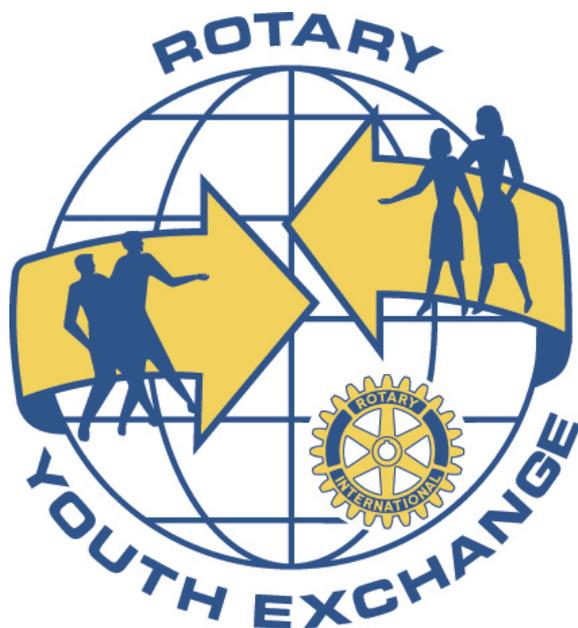


Rotary International Youth Exchange

Promoting Harmony and Understanding throughout the World



Outbound Student Manual

District 6080's Long Term Exchange Program

www.rotary6080.org

Exchange Student Creed

This is my experience.
Many have been here before
And many will follow
But this time is mine.
My journey will present
Numerous doors to unlimited opportunities.
Some of these doors will be open,
Some will be closed.
But one thing I know for certain,
The key to all doors **lies within me.**

Introduction

As a long-term outbound student, you will spend just a little longer than a full academic year with two to four host families in a foreign country. You attend school, just like the teens of your host country. While you are there, your host parents become your parents. They not only provide room and meals, they provide support and guidance. The objective of the long-term exchange program is to foster world peace, international understanding and good will by extending international communication at the personal level through the exchange of students of high school age. It is Rotary's hope that exchange students will be able to see firsthand the problems and accomplishments of other peoples of different colors, creeds, and cultures.

From this experience we hope to open your mind to new ways of thinking about the world and cultural tolerance. Rotary Youth Exchange is a STEPPING STONE. It should not just be the best year of your life, but the first year of many "best years" in your future. Let Rotary help you make a 10 year plan... ask yourself, "What goals can I set that will benefit me ten years from now?"

Once you return with increased confidence and new language skills, you will want to include your exchange experience on resumes and university applications. Most colleges and universities look for unique growth experiences like the Rotary Youth Exchange. They know that living in another culture and learning another language shows perseverance, flexibility and maturity. Most importantly, you'll want to share your exchange experiences with family, friends, Rotary, school, church and your community back home. We offer suggestions on how best to do that below.

The Relationships

Rotary's Exchange system is unique because of the structure of support which is larger than any other international program. The people involved in Rotary Youth Exchange are volunteers from the top to the bottom. This gives the real depth of commitment to each student because there are no paid employees in the decision-making body of Rotary Youth Exchange in the United States and overseas.

Summary of Responsibilities

Sponsor (Sending) District

1. Interviews the Clubs' nominees and makes final selection of students
2. Arranges the exchange with a suitable district and parents
3. Maintains contact with student, parents, and receiving district during the exchange year
4. Provided exchange orientation and support
5. Coordinates ROTEX activities after student's' return from exchange

Host Receiving District

1. Assigns the student to a specific participating Rotary Club
2. Arranges suitable orientation(s) for the newly arrived students
3. Maintains contact with the student and the sending district during the exchange year

Sponsor District/Club Counselor

1. Ensures that outgoing student is familiar with Rotary and the activities of the sponsoring club
2. Arranges for student to attend meetings of the Club
3. Assigns an Outbound Counselor
4. Provides students with club banners prior to departure
5. Arranges for students to address club upon return
6. OB Counselor keeps club informed about how the student is doing throughout the year

Host Club

1. Arranges for the 2 to 4 host families
2. Makes arrangements for school to accept students
3. Appoints an Inbound Counselor for the student
4. Meets student upon arrival
5. Ensures student's attendance at club meetings and Rotary Functions
6. Provides student a regular monthly allowance

Host Family

1. Provides lodging and meals at no cost to student
2. Exercises normal parental responsibilities and supervision over the student
3. Accepts the student as one of the family in all respects

Other Pre-departure Communication and Calendar Issues

You must advise the district youth exchange committee when you change your phone number, email address or mailing address! We request that you become a friend of a member of the youth exchange committee on Facebook. This gives us the ability to contact you when other contacts are not working.

ALL ORIENTATION ACTIVITIES ARE MANDATORY – THE YEARLY CALENDAR IS ATTACHED TO THIS MANUAL. You may NOT miss an orientation due to prom or sport competitions. Even if the sports competition is a tournament! If you don't have the calendar go to www.rotary6080.org and go to the Rotary Youth Exchange page where you will find it.

Transportation to Pre-departure Orientations

You and your family will be responsible to insure your transport to each pre-departure 6080 Youth Exchange. You will be notified by email and you need to read your email regularly! If you do not read it, you will not know what you need to do to prepare for your outbound exchange and you may miss important deadlines.

Exercises

You will be given assignments to help you understand what it might be like when you leave on exchange. Taking these exercises seriously will make a difference in your preparation. Although these circumstances are very rare, even if you are selected for this program, no guarantee can be given that an exchange can be arranged.

Attend Mandatory Orientations

Obtain Passport immediately after receiving your guarantee form

Contact Host club/family with the exciting news!

Receive Rotary Guarantee Form & other important documents

You will obtain VISA after you receive your Rotary Guarantee Form

Purchase Plane Ticket after you receive your visa

Depart for host country sometime between mid- July and September

Questions about the Process

When will I receive my Rotary Guarantee Form?

The honest answer is that we do not know! Once you have been accepted into Rotary Youth Exchange and have been given a country assignment, the District Committee will send your application to your host country. This document must pass over MANY desks before it is sent back to the US, so it is a time-consuming process. BE PATIENT! Once this form is received by Rotary here in the U.S., an original will be sent to you. When you receive this document, apply for your visa. When you receive your visa, purchase your airplane tickets and be sure you have verified any specific date and time you must arrive in your host country.

How long will it take for me to get my visa?

The length of time it takes to receive a visa will depend on the country you are going to and what consulate you will apply for your visa through. Consulates are jurisdictional, which means that certain offices will accept applications from residents of certain states only. Some visas will be issued in a matter of 3 or 4 days, and others can take up to 3 months. There is nothing you can do to rush the visa in most cases, so turn in your documents early so that you have a better chance of departing on time. Can the required documents for my visa be written by hand, or do I have to type them? All documents for your visa **MUST** be typed unless you are specifically told otherwise by the consulate staff. You will also need to have some documents notarized or have to get an apostille from the state government. All the information is on the consulate website. You might also ask ROTEX students and parents that went to your assigned country about their experiences with visas.

When will I depart for my host country?

Your Rotary host district and host club set arrival dates. Most students are asked to arrive approximately 2 weeks prior to the start date of school. In some cases, you may be given conflicting travel dates. If this is the case, please contact your host club and host family so that they may clarify and make the appropriate arrangements for you.

How will my hosts know when I'm arriving?

Once your tickets have been purchased, it is **YOUR RESPONSIBILITY** to send your **FULL** itinerary to your host Rotary Club Counselor, District Chair and first host family. You must also send a copy of that itinerary to the District 6080 Outbound Program Coordinator at outbound@rye6080.org and the Administrative Assistant at admin@rye6080.org.

Am I flying with any other students?

Whether you travel alone, with another student or with a group of students will depend on what country you are going to. There are some countries that require that all students arrive on one day or within a specific time-frame, in which case you will most likely be traveling with other students. Other countries leave it up to the student, their family and the first host family to decide on a date of arrival, in which case you may be traveling alone. Please check your country's specific document requirement sheets for your target departure date.

What is the cost of my airfare?

The exact cost of your airfare will depend on what country you are traveling to and from and where in the US your trip will originate. Once your visa is received, you will make arrangements to purchase your ticket.

YOUR TICKET MUST BE OPEN ENDED. This means that your return plane ticket is "reserved" with the airline and the return flight may be booked at any time in case of any difficulties while you are abroad. This usually means purchasing a full price ticket.

Can I stay beyond the date of my exchange year?

No, you must depart to go home by the date on the visa. Do not seek to extend your stay beyond the period of one year as it is contrary to the policies of this program.

6 Be's of Rotary Exchange Students:

Be First:

I am a person of action!

Be Curious:

I seek to understand!

Be on Task:

I am certain of my outcome and move steadily toward it!

Be Grateful:

I focus on things I can be thankful for!

Be of Service:

I give of myself!

Be Here Now:

I live in the moment!

The exchange student role

Correspondence and Communication

You are expected to write regularly to your parents, as well as to your sponsoring Rotary Club. They are always interested in the success of your exchange. The best way to do that is to create a blog page that people can read and keep updated on your year exchange. The site for www.travelblog.com is one possibility. This site has vast storage and people can subscribe to your blog easily, just like a newspaper.

Your DISTRICT OUTBOUND COORDINATOR should know about the difficulties which you have while on exchange. When you are feeling homesick, it is best to talk with your hosting club counselor or YEO. If you call mom and dad at home regarding your homesickness, you may become more depressed. You should always get out and do more activities and spend more time with your host family when you are homesick! Do not sit in your room and minimize communications with your friends in the US, which may make you feel worse.

It is important to remember that there are big problems and small problems. The process of integrating yourself in a new home and school will have many challenges. Consider before you leave what types of things you can do to introduce yourself to new people and adjust to an unknown language. Practice "ice breaker" types of conversations with other people to help you feel comfortable with a new group of people. Most of the small problems, such as the daily task of getting your homework done in another language, are things which you will tackle alone.

If those things over time cause you a lot of stress and you are not making progress, your host parents and host club need to know so they can support and help you. If they are not responsive and supportive and your problems are getting bigger, you need to let others in your Rotary network know. Big problems, such as sexual abuse or harassment are not acceptable and if you have these types of concerns you need to report them to your hosting district committee right away. Please see the abuse guidelines attached as an example.

Who is responsible for my success? YOU ARE! The club and host family give you the tools to help you adjust and find happiness. If you do not participate in the activities or assist in finding appropriate activities, then you are not using the tools which are available to you. Choosing to not participate, choosing not to learn the language and being isolated in your room on the internet are NOT OPTIONS! Be sociable, set goals and make a plan to reach them.

Monthly Reports

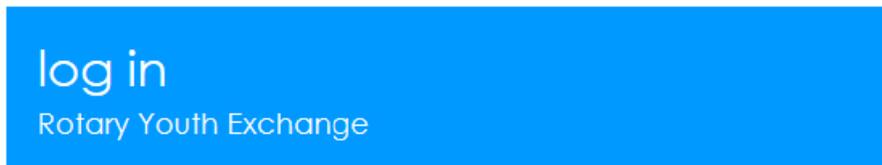
Give monthly reports to the district committee here at home! The committee has to be able to show that we are aware of where you are living and how you are doing because the US government requires it. Each month, you will be emailed the questions of that month. Fill out your reports online and submit them. Reports are tools to use to cope with your challenges. To be able to submit your reports on line you will need to follow the directions below:

First you will be sent an email from the database administer of the SCRYE database (Johnah Terbovic) giving you your log in credentials. You will need to save the log in to favorites so that you will be able to find it easily.

<http://rye5520.org/RYE/>

When logging into the database the first time it is best to copy and paste the password from the email giving you the credentials, as they can be tricky to retype.

Log into the database and answer the security questions. When prompted save your login email and password.



LOGIN

Email

password

Log In

[forgot password?](#)

or

REQUEST ACCESS

At some point you most likely will lock yourself out of the database and will not be able to submit your reports. To remedy this situation ----Email admin@rye6080.org or juliaprullage@gmail.com and we can unlock your settings and resend your password.

HOW TO SUBMIT REPORTS:

1. GO TO THE SCRYE DATABASE LOG IN AND AT THE HOME PAGE SELECT DATA, INPUT, MONTHLY REPORTS FROM STUDENTS

ROTARY District 6080

your account

District 6080 Rotary Youth Exchange
Julia Prullage - VIEW: Committee/District

home | DATA | REPORTS | TOOLS | HELP

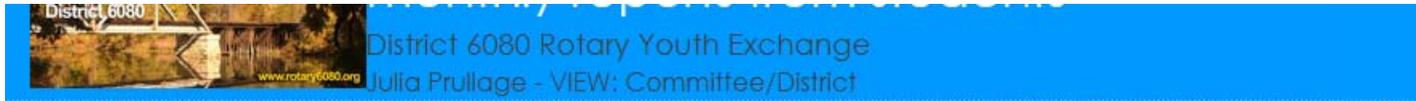
Account
edit account
training & ce
Julia Linn Pr
Club: Jeffers
Permissions:
Role(s)
Local Coordinator, District
Committee, Host Family
Contact
6624 Longhorn Dr
Mokane, MO 65059
United States
Phone: [573-676-5528](tel:573-676-5528)

Actions
User actions (22 total)
Create an action is completed
3 are in it
in bold
(shorten)
ONS
er monthly
Haulund
Contact I

PEOPLE
GROUPS
INPUT
DATA map

contact reports for compliance
monthly reports from students
family photos
family forms
certify & vet individuals
assign cbc date
place student
request visa
club forms
monthly email text

2. SELECT THE CORRECT LONG TERM OUTBOUND YEAR AND THEN YOUR NAME



 home |  DATA |  REPORTS |  TOOLS |  HELP

NOTE: This is NOT the place for program representatives to record their contacts with students. This is for students to record their reports. To record contacts with students, hosts and schools use the **contact report** form.

Select Student Class



Select Student



3. SELECT THE MONTH FOR THE REPORT

EITHER TYPE THE QUESTIONS AND REPORT

OR

UPLOAD THE REPORT FROM A SAVE FILE THAT CONTAINS THE QUESTIONS AND ANSWERS

AND

NOW ADD PHOTOS

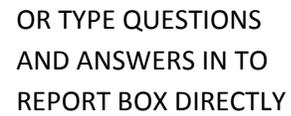
Raela Petersons
Maria Pommerenke

Month

August
September
October
November



OR TYPE QUESTIONS
AND ANSWERS IN TO
REPORT BOX DIRECTLY

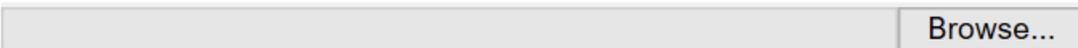


Report

and/or

Upload File of Report

Browse...



optional

Upload Photo

Browse...



4. VERY IMPORTANT MUST SCROLL TO BOTTOM OF PAGE AND CLICK ON SUBMIT IN ORDER FOR REPORT TO BE SAVED

Report

and/or

Upload File of Report

optional

Upload Photo

caption



until auto-logout. If expired, you will not be able to submit.

Ambassador

Speak at Rotary and other public meetings. You can produce a presentation that is personal to you, putting in pictures of your family, town or friends. Rotarians and people abroad are truly interested in who you are and what your life is about! Participate in community activities with your Rotary club and school. You will be continually in the public eye and will be judged by your conduct and behavior. You have within your safe keeping your self respect, the good name of your country, your school, your home and the Rotary Club which sponsors you.

Attend School - You must attend school regularly and maintain passing grades. Schooling will be in the native language and will be very difficult in the first few months. Advanced knowledge of your host country language is not a requirement, but it is absolutely essential that you make an outstanding effort to try to overcome the language barrier as rapidly as you can.

Family Interaction - You will enjoy your year most if you become part of the family. Do the things your family does and assumes household duties which are normal to a student of your age, even if you are not specifically requested to do so. Each student is expected to make his/her bed, keep the room clean, assist with the dishes, etc

Friends

You have been chosen to participate in this program because you are above average in abilities, are able to make friends easily, are willing to face challenges, and are able to adjust to a wide variety of people under varying conditions. You will have many opportunities to make friends at school and at other social occasions, but **DO NOT** go steady with anyone romantically... it is much better to cultivate as many friendships as possible.

Have Pride in Who You Are

If you are not setting positive goals and following the rules then you are defeating the purpose of exchange. Being secretive about your activities because you think others will not like what you are doing will be fatal to your exchange.

The six D's are

NO DRINKING

NO DRIVING

NO DRUGS

NO DECORATING – tattoos or body-piercing

NO EXCLUSIVE DATING

NO DISHONESTY -a sure way to poison a new relationship.

Travel and High Risk Sports

If you travel outside your hosting Rotary district, you must advise your host club and district and follow approval rules. High Risk Sports such as bungee jumping, rock climbing, hand gliding and so forth are not approved activities. Your parents and hosting Rotary district must approve these activities and insure you have adequate insurance in case of injury or death. Please do not participate in these activities while abroad unless specifically approved by your parents and host district as well. When in doubt, **ASK!**

The host club role

You will have a Youth Exchange Counselor and/or YEO appointed by the host Rotary Club. He or she will see that you are well cared for, and any decision he or she makes will be in your best interest in the situation. Make every effort to get to know and develop a close relationship with your counselor/YEO, before problems arise. Let them help you solve problems while they are small.

The host family role

While you are on exchange you will usually live with two to four families. They will provide you room and board. Your host family is responsible for you socially, spiritually, and physically. You will soon arrive at comfortable name arrangements by calling them Mom and Dad or Mother and Father, rather than Mr. and Mrs. A list of questions to ask when you move into a new host home is provided as an attachment to this manual. Always ask permission from your host mother or father when going out. Never arrange a trip away without seeking the permission of your hosting Rotary Club counselor, then finalize the details with your host parents or other hosting adults.

The parent role

Your parent's job is to:

- Agree to attend the interviews, and outbound orientation program.
- Agree to complete the necessary documents and travel arrangements.
- Provide \$300-\$400 US for an emergency fund with the hosting Rotary club.
- A monthly allowance will be provided by the hosting Rotary Club to cover your miscellaneous expenses and any small items which you might need.

Your parents must provide the balance of your needs. The following things are suggested:

- Arrange for the student to have a credit/debit card which will work overseas. Frequently the hosting Rotary Club or a host parent can help the student arrange for a savings account with a debit card in the hosting country as well, so there is a place to store any additional cash.
- Be prepared to pay for/reimburse the host families and Rotarians for any additional expenses including Cellular telephone, travel expenses with host family and Rotarians, Summer tour with large Rotary group, and additional language camp expenses, if required.
- Advise the sponsoring club here in the United States of your student's progress.
- Work closely with the host club counselor so that he or she may successfully fulfill his or her obligation. Acquaint this person with any problems of health, personality, etc.
- Keep in contact with each host family as needed to insure open communication.
- Arrange for inoculation and other medical tests as soon as possible.
- Be responsible for purchasing medical and liability insurance as required by the district committee and as may be required by the host country.
- Contact the host Rotary Club with all the details of travel arrangements well in advance.
- Agree that departure travel arrangements are the parent's responsibility. Assistance and advice is available through the district committee.
- Sometime in February or just after, book the return ticket through the travel agency. This ticket should be booked in coordination with the departure term, host family and the club YEO/counselor. The itinerary for this ticket should be copied to the hosting and sponsoring district chair as well.
- Parents should let their young people stand firmly on their own feet, under the guidance of their hosts and counselor overseas. Do not write letters or emails to the student or hosts that will upset them, particularly in the early stages when they might be homesick. Parents should always encourage their child to deal with the problem or contact their local counselor, youth exchange officer, or the US Outbound Coordinator so the problem can be solved as close to its source as possible and Rotary is informed. By all means write letters and emails to the student, hosts, and hosting Rotary Club, but keep to matters which will not cause poor reactions.

Preparation for Departure

SUITABLE GIFTS to take along for arrival at the home of your host family and for holidays or special occasions:

- They should be small and light.
- They should have some association with the Midwest or Missouri.
- They should be useful to the recipients.
- They should be suitable for your host parents and their children, your counselor, your Rotary club members, close school friends and teachers, and for hosts with whom you spend a night or weekend.
- Thank you notes which can be used each time someone in the hosting country has you to dinner, takes you out for the weekend or helps you in other ways, such as your teachers.

MEDICAL SUPPLY KIT

It is recommended that you take prescription and other necessary medications that you may be taking with you. If you have an allergy or require special medical care, you should wear or carry an identity tag at all times. Prescription medications that you must take should be accompanied by a letter from your physician. The letter should include a statement of major health problems and dosage of prescribed medications to provide information for medical authorities in case of emergency. You should carry an adequate supply of such drugs.

LUGGAGE

Check the airline carrier's website for the ticket you purchased for allowances of your luggage on international flights. Most former students agree that they took too much. You may be carrying your bags on and off trains, planes, buses, and small cars. Excessive baggage creates hardships and troubles not only for you, but for your hosts as well. You may have to walk long distances with the bags along the way.

Take clothing appropriate for the climate in which you will be living. Include things you can wash and that will dry quickly, include only what you absolutely need. Select colors that don't show dirt. Dry cleaning services are not easily obtainable or reliable in many countries. Use good common sense when packing. You should bring a small photo book of your family and friends that you can share with people.

Rotary District 6080 will supply 50 pins to trade with your friends. If you want to make your own pins you can glue pennies to pins, make bead flags out of safety pins, use bottle caps from a local bottling company and put a pin inside, make origami... the possibilities are endless! Use something that is personal to you or represents your town or culture!

POCKET MONEY for travel

The student should have adequate funds with them to pay for meals in the airports or to pay for transportation and/or a hotel room if a flight is delayed overnight.

CONTACT INFORMATION FOR ROTARY

The student must have readily accessible at all times while travelling:

Passport/Visa

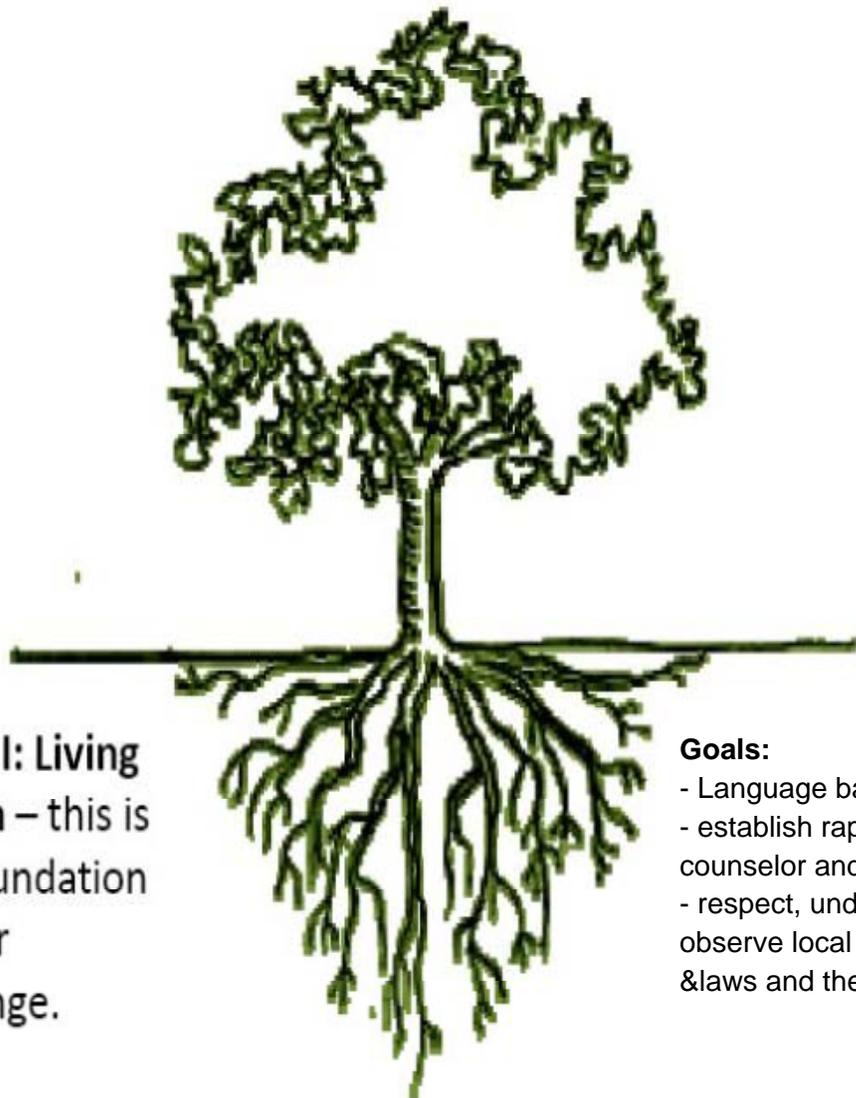
Money and credit card

Phone numbers for all important contacts

A copy of their electronic ticket

A change of clothes

An alternate form of photo identification if possible, such as a school ID

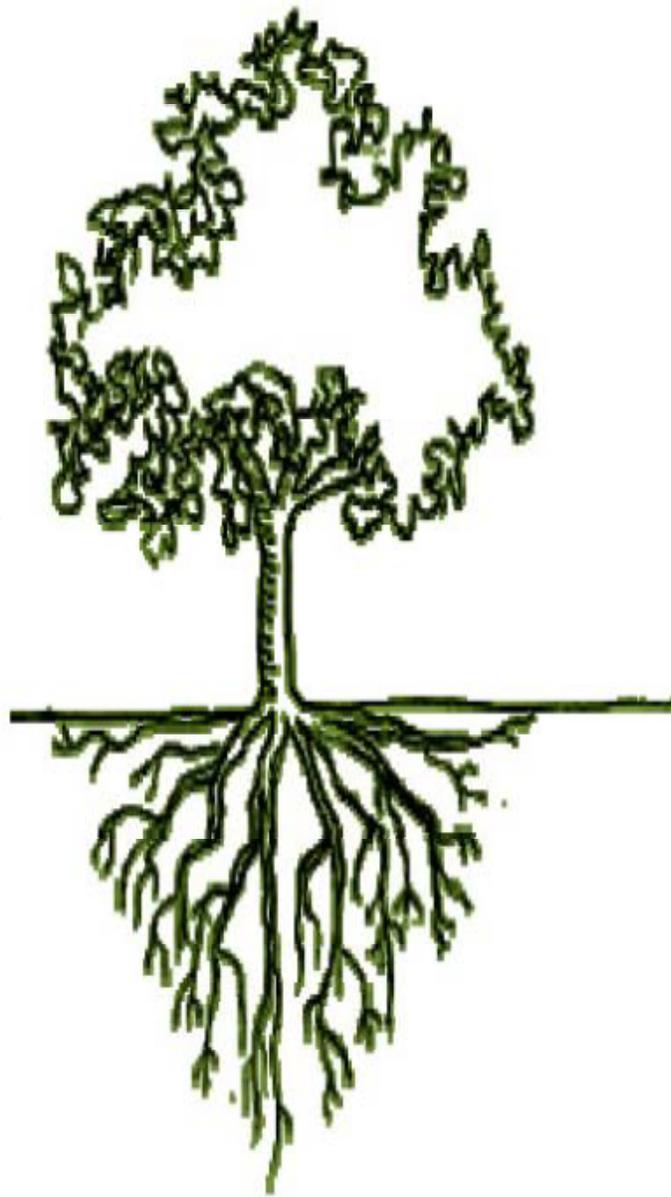


Phase I: Living Within – this is the foundation of your exchange.

Goals:

- Language basics
- establish rapport with counselor and host family
- respect, understand and observe local customs & laws and the 6 D's

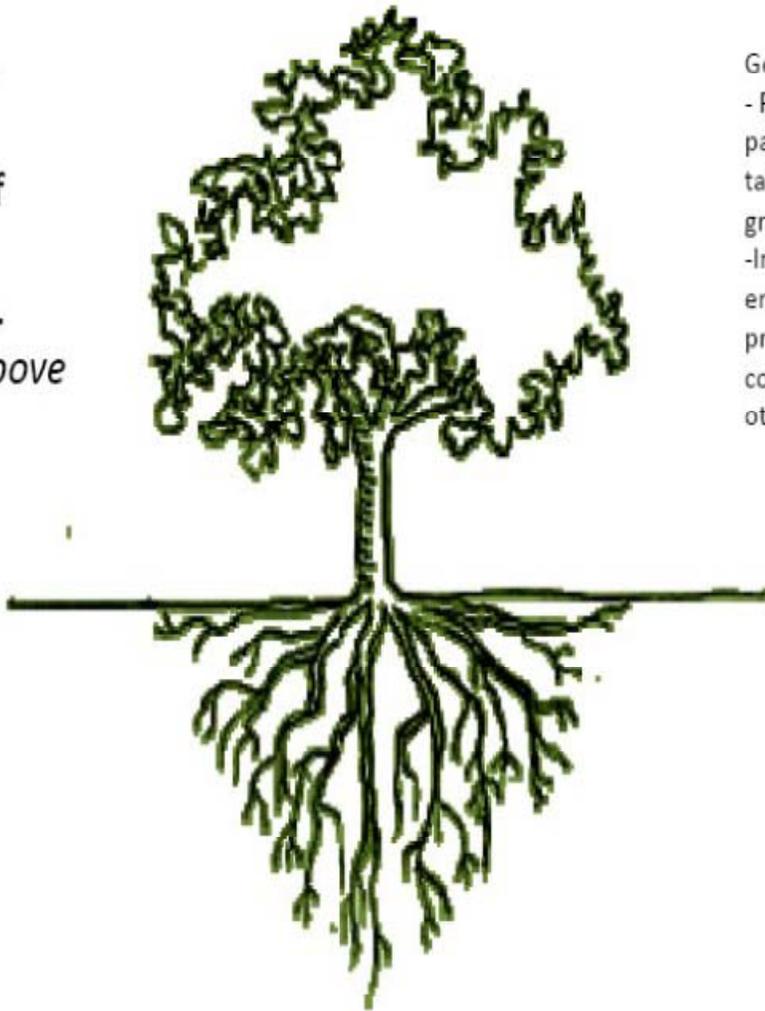
Phase II:
Ambassador –
growing,
sharing and
developing –
branching out.



Goals:

- Regular speaking roles
- Extensive contact network
- Deep understanding of local culture
- High level of functioning in local language
- Deepening understanding of host culture
- Sharing homeland culture

Phase III:
Leaving a
Legacy –
“fruits” of
your
exchange.
Service above
Self.



Goals:
- Freely sharing
passion, gifts and
talents for a
greater purpose
-Initiating an
endeavour or
project that
contributes to
others

Attachment 1

Sample Questions to Ask Your Host Family *(Remember to practice in the language of your host country)*

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 tidy 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 should I purchasing my own?
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. Where can I store my suitcases?
18. What time must I get up (on weekdays, on weekends)?
19. What time must I go to bed (on school nights, on weekends)?
20. 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?
21. May I have friends spend the night or visit during the day?
22. What are the rules about me using the telephone? Must I ask first?
23. May my friends call me?
24. May I call my friends?
25. May I make long-distance calls?
26. How do you want me to keep track of the costs of my telephone calls?
27. What is the procedure for mailing letters? What address do I use for my incoming mail?
28. Do you have any dislikes, such as chewing gum, wearing a hat or curlers at the table, loud music Etc.?
29. Do my host brothers or sisters have any dislikes?
30. What are the dates of your birthdays?
31. What are the transportation arrangements (car, bus, bike, walking, etc.)?
32. May I use the stereo, TV, computer, etc., at any time? Any restrictions on computer and Internet use?
33. What are the rules about attending religious services?
34. Would you like me to phone home if I will be more than 30 minutes late?
35. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
36. What arrangements should I make for school lunch?
37. Does the Rotary club pay my cost of travel to school?
38. Am I to attend Rotary club meetings? If yes, how will I get there?
39. What else can I do around the house (yard work, help clean, babysit)?
40. Please tell me how to interact with the house servants (where applicable).
41. Is there anything else you would like me to know?

Attachment 2

Your sponsoring Rotary District overseas will have a similar policy to this one for the protection of youth. The procedures and agencies in the sponsoring Rotary District will be different.

Parents of a student who experiences sexual abuse or harassment should notify the Youth Protection Officer of District 5520 (listed below) and let the Rotary network take care of the logistics for their son/daughter. Parents should never confront the offender overseas.

Sexual Abuse and Harassment Reporting Guidelines for District 6080

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority.

Definitions

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. 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 used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of 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

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. In some countries, this reporting is required by law.

Allegation Reporting Guidelines

Any adult to whom a Rotary youth exchange student reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. *Receive the report.*

- a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it does not happen to others.
- c. Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the exchange student that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.

d. Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the exchange student. Emphasize that the situation was not his or her fault and that it was brave and mature to come. Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the exchange student's words and record only what he or she told you.

2. Protect the exchange student.

a. Ensure the safety and well-being of the exchange student by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the student that this is being done for his or her safety and is not a punishment.

3. Report the allegations to appropriate authorities — child protection or law enforcement.

Immediately report all cases of sexual abuse — first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow through. a. Report allegations of sexual harassment to the District 6080 Youth Protection Officer who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of the Youth Protection Officer then contact the Inbound Placement Officer or the Rotary district governor.

b. District 6080 will cooperate with police or legal investigations.

4. Avoid gossip and blame.

a. Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

b. District 6080 will maintain the privacy (as distinct from confidentiality) of any accused person by limiting discussions only to those people who need to know. The audience will be limited to the club counselor, club youth exchange officer, district youth exchange officer, district Youth Protection Officer, the District Governor, and appropriate government or law enforcement individuals.

5. Do not challenge the alleged offender.

a. Don't contact the alleged offender. In cases of sexual abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the district governor is responsible for follow through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

Follow-through Procedures

Either the District Youth Exchange Chairman or District Youth Protection Officer will ensure that the following steps are taken immediately after a sexual abuse allegation is reported.

1. Confirm that the exchange student has been removed from the situation immediately and has no contact with the alleged sexual abuser.

2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.

3. Ensure that the student receives immediate support services.

4. Offer the exchange student an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.

5. Contact the student's parents or legal guardian. If the exchange student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the exchange student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the exchange student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the exchange student leaving the country.

6. Remove alleged abuser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.

7. Cooperate with the police or legal investigation.

8. Inform the district governor of the allegation. Either the District Governor, District Youth Protection Officer or the Youth Exchange Chairman will inform Rotary International of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.

Attachment 3
Rotary Youth Exchange Committee – Sponsoring District
Rotary Year 2017-18
District 6080 – South & Central Missouri

Website: www.rotary6080.org/rotary-youth-exchange

POSITION	NAME	E-MAIL ADDRESS	PHONE	ALT. PHONE
District Youth Exchange Officer YEO & Chair	Brenda Woods	chair@rye6080.org	573-619-3822	
Outbound Program Coordinator	John Yost	outbound@rye6080.org	660-864-4045	
Asst. OB Program Coordinators	Joseph Prullage Julia Prullage	juliaprullage@gmail.com prullage@ktis.net	573-544-3551 573-208-0320	Julia Joe
Inbound Program Coordinator	Amy Jammeh	inbound@rye6080.org	816-885-4877	573-882-5525
Asst. IB Program Coordinator	<i>vacant</i>			
6080 Administrative Assistant	Johnah Terbovic	admin@rye6080.org	816-392-9831	
MEMBERS AT LARGE				
Jefferson City Area	Alicia Turner	turnera@ncrpc.com	573-634-2266	
Springfield Area	Rowland Geddie	rgeddie@sbcglobal.net	417-214-0243	
Insurance Coordinator	Sherry Nielsen	sherry.nielsen.cz0b@statefarm.com	573-374-5656	
Compliance Coordinators	Joseph Prullage Julia Prullage	juliaprullage@gmail.com prullage@ktis.net	573-544-3551 573-208-0320	Julia Joe
ROTEX Coordinators	Warren Prost Debbie Prost	warrenprost@gmail.com debbieprost@gmail.com rotex@rye6080.org	573-443-1731	573-257-0041 573-424-8203
Non-Rotarian Resource	Tom Malinski Linda Malinski	thomas.malinski61@gmail.com lindamalinski@gmail.com	573-355-6614 573-655-6613	Linda Tom
Youth Protection Officer	Lisa Thomas	lisa.thomas@mchsi.com	573-268-8019	

District RYE Mailing Address for all documents:

Rotary District 6080 Youth Exchange
c/o Johnah Terbovic
1400 NW 74th Street Kansas City, MO 64118
United States
816-392-9831

2016-2017 ROTARY YOUTH EXCHANGE CALENDAR

2016	
DATE	
June 26-29	RYLA Camp
July 14-17	Summer SCRYE Meeting - Bentonville, Arkansas
Jul 22-23	Re-Entry Orientation - <i>Required for all returning Outbounds .</i>
July 25 - August 11	Inbounds Arrive
August 26-28	1st Inbound Orientation – Jefferson City <i>Required for all Inbounds . Counselors invited.</i>
October 15	Preliminary 2016-2017 Outbound Applications Due
Oct 29-30	District Conference – Jefferson City <i>Required for Inbounds. ROTEX invited</i>
October 1-30	Club Level Interviews for Potential Outbounds
November 4	Long Term Applications Due
November 28	RYE Committee Meeting - <i>Lake area (Location TBD)</i>
November 19	District Outbound Interviews - <i>Location TBD</i>
December 2-3	1st Outbound Orientation - <i>required for all Outbounds and their parents</i>
December	ROTEX Get-together - <i>Date & Location TBD (between Christmas & New Years)</i>
2017	
January 27-29	SCRYE Meeting in Tulsa, Oklahoma <i>Required for all Inbounds . Recommended for YEOs and Counselors</i>
January	SEND 2017-2018 Outbound Applications to Exchange Partners
January-March	RECEIVE 2017-2018 Inbound Applications from Exchange Partners
February 19-22	NAYEN Conference in Calgary, Alberta Canada
March	PLACE Inbound Students in Host Clubs
February - March	YEO/Counselor Training Sessions - <i>Dates & Location TBD Required for all club volunteers not certified.</i>
March 31 - Apr 1	PETS/SETS – Jefferson City
April 7-8	2nd Outbound Orientation <i>required for all Outbounds and their parents</i>
May	Final Gathering for Inbounds - <i>Dates TBD</i>
June 1-30	SCRYE Tours to East and West Coasts
Jul 22-23	Re-Entry Orientation - <i>Required for all returning Outbounds .</i>