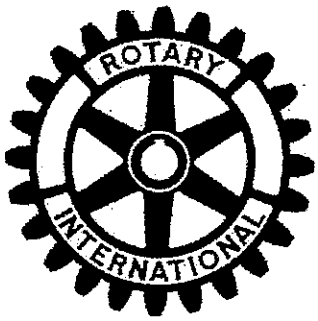
Rotary District 6080



rotary youth exchange

A HANDBOOK FOR YOUTH EXCHANGE OFFICERS & COUNSELORS

2019-2020

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Chapter 1: DISTRICT INFORMATION

Objectives of the Rotary Youth Exchange Program

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

Rotary Youth Exchange is considered to be the premier exchange program in the world with about 8000 exchanges taking place annually. Our goal is to further international goodwill and understanding by enabling students to study first-hand the cultural differences of people from other lands. Rotary Youth Exchange is not funded through the Rotary Foundation but is operated and funded independently at the District level. Youth Exchange enables students to advance their education by studying at the high school level for a year in a completely different environment.

We encourage students to broaden their world view by learning to live with and interact with people of different cultures, creeds, and races. By having to cope with life's everyday difficulties in an environment completely different from the one they have grown up in, students mature and learn to understand different points of view. Their newly developed tolerance promotes international goodwill and harmony. Students act as ambassadors by imparting as much knowledge as they can of their own country and its culture to the people and groups they meet during their 11 months abroad. They study and observe all facets of life and culture in their adopted country so that upon returning home to their native countries they can pass on the knowledge they have gained throughout their lives, thereby drawing the world closer together.

Diversity Statement

Rotary Youth Exchange in D6080 is committed to providing an environment in which all students, host families, volunteers and Rotarians are treated with respect and dignity. Each individual has the right to participate in a Rotary atmosphere that promotes goodwill and prohibits discriminatory practices, including harassment. The district expects that all relationships among persons participating in Rotary Youth Exchange will be respectful and free of bias, prejudice and harassment.

Purpose of this Manual

This manual was created to support the Club Youth Exchange Officer (YEO) and Counselor(s), and to assist them in understanding the Rotary Youth Exchange Program. It also will help YEOs and Counselors to understand the U.S. Department of State regulations by which all Youth Exchange Programs are governed.

While we recognize that there are many different ways to parent a teenager, we have prepared this manual specifically to explain how our program operates. The suggestions that follow are not meant to be dictatorial, but to serve as guidelines to deal with situations created by different cultures, backgrounds, values, and expectations. In our attempt to provide consistency, we have thoroughly explained our positions on a wide variety of topics. (For emphasis, some of the material may be repeated in different sections).

A Host Family Manual, which covers some of the same subjects, will be provided to all host families. Counselors and YEO's are strongly encouraged to read and be familiar with the guidelines given to the host families to assist them in understanding their responsibilities during the year.

The District Youth Exchange Committee

DISTRICT CHAIR / YOUTH EXCHANGE OFFICER (YEO): The District YEO is responsible for all Youth Exchange activities within the district, including stimulating, coordinating, and promoting club participation in the program. The YEO communicates with Rotary International, South Central Rotary Youth Exchange (SCRYE), the District Governor, International Exchange Partners, the district Youth Exchange Committee and with Clubs in developing and maintaining the program in the district. The YEO works with the district committee to identify and define responsibilities and supervises the Administrative Assistant.

OUTBOUND COORDINATOR: The Outbound Coordinator works with all of the clubs in the district to locate and orient students wishing to participate in the Outbound RYE program. He/she oversees the selection process, recommends country assignments and conducts the orientation sessions for all District 6080 Outbound students before they leave to study abroad. During their exchange, the Outbound Coordinator continues to monitor the students' progress and safety through monthly reports, by email or phone when necessary, and by contact with the sponsoring club's YEO, the student's parents and other Rotarians, as necessary.

INBOUND COORDINATOR: The Inbound Coordinator is responsible for coordinating the Inbound Orientation(s) for students and for maintaining contact with all Inbound Students throughout the year. He/she monitors the students' progress and safety through monthly student and counselor reports, and by email, phone, or face-to-face contact with the student, counselor, and/or club YEO. He/she assists with scheduling Inbound Activities during the year and helps to coordinate the RYE Training sessions each year. The Inbound Coordinator also approves all travel requests from Inbound Students and works with the Inbound Counselor and YEO to resolve any problems that may arise.

ADMINISTRATIVE ASSISTANT: The Administrative Assistant serves as the communication and documentation hub for the RYE committee. He/she maintains contact records for all Rotarians, students, and families involved in the RYE program. He/she processes all applications, records and reports student changes of address to the U.S. State Dept. Area Responsible Officer (ARO), prepares RYE manuals for distribution, and assures that all required documents have been received and archived, and assists with training sessions as needed.

COMPLIANCE COORDINATOR(S): The Compliance Coordinator(s) makes sure that ALL volunteers are vetted and in compliance with the District, SCRYE, RI, and the Department of State reporting requirements throughout the year.

ROTEX COORDINATORS: The ROTEX Coordinators are responsible for encouraging former RYE students to stay involved with Rotary. They maintain a current database of where former students are attending school and try to arrange involvement with clubs in those communities.

Rotary Youth Exchange District Directory 2019-2020

POSITION	NAME	E-MAIL ADDRESS	PHONE
District Youth Exchange Officer (YEO)	Brenda Woods	brendawoods628@gmail.com	573-619-3822
Outbound Program Coordinators	Julia & Joe Prullage	jprullage@gmail.com juliaprullage@gmail.com	573-544-3551 (Julia) 573-208-0320 (Joe)
Inbound Program Coordinator	Amy Jammeh	jammeh.amy@gmail.com	816-885-4877
Administrative Assistant	Johnah Terbovic	admin@rye6080.org	816-392-9831
Compliance Coordinator	Lorrie Mayes	rye6080compliance@gmailcom	816-582-2834
RYE Committee Members	Rowland Geddie	rgeddie@sbcglobal.net	417-214-0243
	John Yost	j.yost@charter.net	660-864-4045
	Patrick Prenger	patrick.prenger@countryfinancial.com	573-301-8690
CISI Insurance Coordinator	Ted Cenatiempo	cisiwebadmin@culturalinsurance.com	1-800-303-8120 ext. 5121 1-203-399-5556
Non-Rotarian Resource	Tom & Linda Malinski	thomas.malinski61@gmail.com lindamalinski@gmail.com	573-655-6613 (Tom) 573-355-6614 (Linda)
Protection Officer	Lisa Thomas	lisa.thomas@mchsi.com	573-268-8019

District Calendar of Events

Our District maintains a full calendar of events. Youth Exchange Officers (YEOs) and Counselors, who are responsible for student event transportation, should be familiar with the timelines within these calendars. The YEO or Counselor must also advise and remind Outbound Parents and Host Parents of these meeting dates to avoid scheduling conflicts. Absence from any event requires the advance approval of the District Inbound or Outbound Coordinator.

August		
Inbound Orientation#1	**August 23-25, 2019 (Tentative)**	REQUIRED event for all Inbound students. Students arrive on Friday and depart on Sunday. Counselors and YEOs are encouraged to attend.
Promoting RYE / Receiving Applications for 2020-21 Exchange	**All month**	Conduct civic/school programs to increase awareness of program & to find Outbound Applicants for the next exchange year.
September		
Promoting RYE / Receiving Applications for 2020-21 Exchange	**All month**	Conduct civic/school programs to increase awareness of program & to find Outbound Applicants for the next exchange year.
October		
Club Outbound Interviews	**Before October 31, 2019**	Conduct Club level interview and selection for potential 2020-2021 Outbound students.
Preliminary Outbound Applications Due	**October 15, 2019**	Preliminary applications for outbound students for 2020-21 are due to the District Rotary Youth Exchange Committee.
Inbound Orientation #2	**October 25-26, 2019 (Tentative)**	REQUIRED event for all Inbound students. Counselors and YEOs are encouraged to attend.
November		
Club Sponsorship and Commitment Forms Due	**November 1, 2019**	RYE commitment for 2020-2021 due by each club willing to sponsor/host students in 2020-2021
District Outbound Interviews	**November 23, 2019**	Interviews and selection of 2020-2021 of Outbound students. Current Inbound encouraged to attend.
December		
Outbound Orientation #1	**December 6-7, 2019 (Tentative)**	REQUIRED for all Outbounds and their parents. OB Counselors are encouraged to attend. Current Inbound encouraged to attend.

January		
SCYRE Meeting in Tulsa	**January 10-12, 2020**	REQUIRED event for IB Students. Friday thru Sunday. Saturday – YEO/Counselor Training Session. All YEO/Counselors are encouraged to attend.
February		
Outbound Orientation #2	**Date / Time / Location TBA**	REQUIRED for all Outbounds and their parents. OB Counselors are encouraged to attend.
March		
YEO/Counselor Training Sessions	**Various Dates / Times / Locations TBA**	YEOs and Counselors MUST attend one of the sessions. RYE committee club members also welcome.
North American Youth Exchange (NAYEN) Conference	**Monterrey, Mexico Dates/ Time TBA**	Any RYE volunteers welcome to attend. Many great break-out sessions about RYE best practices and a chance to meet international exchange partners.
April		
Outbound Orientation #3	**Date / Time / Location TBA**	REQUIRED for all Outbounds and their parents. OB Counselors are encouraged to attend.
District 6080 Conference / Inbound Orientation #3	**April 17-18, 2020**	REQUIRED event for Inbounds. Students will be part of the conference program. Counselors and YEOs are welcome.
Promoting RYE / Receiving Applications for 2021-22 Exchange	**All month**	Conduct civic/school programs to increase awareness of program & to find Outbound Applicants for the next exchange year.
May-June		
Rotary-Approved Inbound Student Optional Summer Trips	**June**	Must be approved by Inbound Coordinator. (Usually 10-14 days in mid-June)
Inbound Student Departures	**Varies**	Inbound students must leave 7-10 days after school ends unless traveling on a summer trip.
Promoting RYE / Receiving Applications for 2020-21 Exchange	**All month**	Conduct civic/school programs to increase awareness of program & to find Outbound Applicants for the next exchange year.
July		
Splash Down Rebound Orientation	**Date / Time / Location TBA**	REQUIRED for all returning 2019-20 Outbound students and parents.
SCRYE Summer Meeting:	**July 17-18, 2020**	Recommended for YEOs/Counselors. Cedar Rapids, IA.

*****Non-required Inbound and Outbound student events as scheduled*****

*****Rotary activities and presentations in school and community as scheduled*****

The Club Youth Exchange Committee / Job Descriptions

The Club Youth Exchange Committee IDEALLY should consist of at least two Rotarians, the Youth Exchange Officer (YEO) and the Inbound Counselor. The YEO could also be an Outbound Counselor (if the club is sponsoring an Outbound Student.) It is not recommended that the YEO and the Inbound Counselor and/or the Outbound Counselor are the same person. The President of the Club should also be involved in this committee (at least marginally) as he/she is ultimately responsible for the exchange.

Why Clubs Should Identify More Members to Serve on the RYE Committee

It is recognized that clubs with three to five Rotarians committed to the Youth Exchange program have stronger, more sustainable programs and are able to divide the labor to avoid burnout which potentially happens when only a few individuals take on all the responsibilities. Additionally, it encourages Rotarians who might be willing to serve on the District Committee to move up in the ranks and assume District level leadership roles.

Training

All YEOs and Counselors are required to receive annual RYE District Training. The District Youth Exchange Committee is responsible for conducting these sessions and offers them on different dates throughout the spring. These sessions are held at various locations in the district to make it more convenient for Club RYE Committee members to attend. In addition, SCRYE (South Central Rotary Youth Exchange) conducts two annual training sessions (one in the summer - at various locations - and one in Tulsa in January). SCRYE meetings serve to meet the annual RYE District training requirements for volunteers who have previously taken the district training within the past two years.

Chapter 2: THE OUTBOUND PROGRAM

Sending high school students to live and study in another country for a school year is one of the best ways to develop the leadership and problem-solving skills most important to our communities. This chapter contains several ideas to help you develop the Outbound RYE Program in your Club.

Outbound Student Commitment Policy

District 6080 encourages clubs to recruit Outbound Candidates from their communities. If your Club decides to sponsor an Outbound student, we request (but do not require) that your Club seriously considers hosting a reciprocal Inbound student. We would also encourage, but do not require that parents of Outbound Students serve as host families for Inbound Students

Club Participation in Outbound Program

Each Club can send an Outbound Student APPLICANT to the District Interviews held in November. While it is acceptable for clubs to send multiple applicants to these interviews, the District requests that the sponsoring club rank those applicants prior to the District interviews. If the Club has two or more qualified candidates but cannot afford the fees for more than one student, every effort will be made by the District Committee to locate another Club to sponsor the additional student(s). Clubs that sponsor an Outbound Candidate should identify a club YEO to assist and communicate with the student before, during, and after the exchange. The Club must also submit an Outbound Sponsorship Form verifying that they understand the responsibilities of sponsoring an Outbound Student.

Responsibilities and Timeline of the Club YEO

Each Outbound Student is supported by a number of Rotarians in the District: the District Youth Exchange Officer/Chair (YEO), the District Outbound Coordinator, and the Club Youth Exchange Officer. The Club YEO 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.
Club YEOs must submit to a background check, pass DoS Training, Youth Protection training, and attend a Counselor Training Session.

The Responsibilities of the Club YEO, by time frame, are as follows:

1. **November-December**: Introduce student and his/her parents so that they know Rotary and the club YEO are available to provide local support. Some students will have submitted incomplete Long-Term Applications. So the Club YEO should provide assistance in helping the student to complete his/her application.
2. **December**: The 1st Outbound Orientation will be held in early December. We encourage the club YEO to attend this meeting to learn more about the Youth Exchange Program and get acquainted with his/her sponsoring student and his/her parents. This Orientation is REQUIRED for students and their parents.

3. **On-going**: Invite the student to attend Rotary meetings at least once a month. Get the student involved with your club's service projects and fundraisers.
4. **March**: Attend one of the REQUIRED Counselor Training sessions in late winter/early spring. Offer to assist the student to prepare a 15-20-minute presentation for the sponsoring club and for the exchange hosting club.
   February/April: The 2nd and 3rd Orientation will be held in the spring. Again, this Orientation is MANDATORY for the students and their parents and the club YEO is encouraged to attend.
5. **May-July**: Throughout the months prior to the student's departure, keep in touch with the student and his/her parents to make sure they don't have any questions or concerns. (Most 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 the sponsoring club to practice giving his/her presentation. *Club needs to provide 4-5 Club banners for the student to give to their club in their host country during their exchange and any other clubs that they may visit during this time.*
6. **July-August**: Prior to the student's departure, make an effort to meet again, face to face, to reinforce the fact that the club YEO is part of the Rotary support network.(Again, any significant issues will be handled by the District Committee.) Maybe a special send-off event at a club meeting could be planned. The students and parents should know that the sponsoring club is involved in the exchange.
7. **August-June**: Keep in touch with the student throughout the year. Monthly e-mails are appropriate during the first few months....then every other month is enough. Also, the club YEO should make periodic contact with the student's parents to make sure the parents are aware of the support network that Rotary is providing for their child. It is important to keep the sponsoring club informed periodically about how their student is doing.
8. **Following Summer**: Plan for the student and his/her parents to visit the sponsoring club and make a presentation about their exchange year upon their return.

Promoting Youth Exchange and Selecting an Outbound Candidate

The District recommends that clubs begin searching for Outbound Student applicants before the end of the school year, usually in March or April, as it is more difficult to complete the selection process by mid-October if clubs wait until the fall semester to begin recruiting students.

A. Finding Candidates: The first step in the selection process is to advertise Rotary Youth Exchange in schools and within the community. Most clubs utilize school counselors and language teachers to both promote the program and as a referral source for applicants. Stories in the school newspaper about a current Outbound or Inbound student may help draw attention to the exchange program and may persuade students to apply. However, be aware that this type of broadcast announcement will attract many students and require clubs to pay close attention to applicants during the initial screening process. Some clubs publicize and conduct RYE Information sessions at the school or elsewhere in the community. Club members should always be on the look-out for qualified candidates. Candidates maybe eligible for a scholarship though the Elizabeth J Upton Foundation, which is a need based scholarship to assist in offsetting the Flat Fee.

B. Eligibility: Students must be at least 15-1/2 and no older than 18-1/2 at the time of departure for the exchange. They may have graduated from high school but but are required to continue to attend high school in their assigned country. The applicants should be ranked in the top 50% of their class; however, we recognize that some schools do not rank their students, and that in other schools a student ranked below 50% may actually be more qualified than peers from other schools with higher academic standards. Those applicants should be encouraged to apply and work through the selection and ranking process with the District's Outbound Committee. Adaptability is the key word for all students. We have found that not all top ranked students are able to adapt to life in a small town in Brazil, whereas a C average student may have the personality to easily adapt depending upon life experiences, maturity, independence, and attitude.

C. Application Process: Interested students should go online to https://rotary6080.org/rotary-youth-exchange/outbound-program/ and complete the Preliminary Outbound Application. The Preliminary Application, along with a current transcript, should then be emailed to the District Outbound Coordinator by October 15th. The District Outbound Coordinator will review the Preliminary Application and then forward it, along with an Interview Form and a copy of the transcript, to the local club. At the same time, the student will be notified that his/her application has been received and has been forwarded to the club and that he/she should expect to hear from a local Rotarian to set up an interview. General information about the RYE Program, including costs, will also be sent to the student. If the Club happens to receive the Preliminary Application first, it should be mailed to the Outbound Coordinator at J. Prullage, 6624 Longhorn Drive, Mokane, MO 65059.

D. Club Interviews: Club level interviews with student applicants AND their parents should be conducted prior to October 31. The interview is an opportunity to assess the student's suitability and to make sure the parents and student have a general understanding of the RYE Program. It is important that Clubs take this interview seriously and only select students that appear to be well qualified. Clubs should check with the school counselor to verify that there is positive support for the student. The Club Interview Form is available from the District Outbound Coordinator and should be returned as soon as possible.

E. Long Term (Full) Application: Once your Club has approved a student, he/she should be told to prepare 2 original copies of the full application. The Long Term Application is available for download at the District RYE website https://rotary6080.org/rotary-youth-exchange/outbound-program/. The application can be saved if the student has a later version of Adobe Reader. (The latest version can be downloaded at no cost).
These applications are legal documents that are used to secure State Department Visas, Entry Permits, etc., and are the basis for all transactions with foreign governments and immigration personnel. The applications will be returned if the instructions are not followed exactly, causing missed deadlines and extra work for everyone involved. So, please emphasize careful review to assure that every last detail has been included.

- The two original applications must be identical. Caution the student and parents to READ THE INSTRUCTIONS before completing the application. Page 1 must have a smiling color photo of the student in the proper size as specified on the application.

- All signatures on the applications must be IN BLUE INK. No stamps or copies of signatures are acceptable.
- Use the Application Checklist to review the student's Application for completeness. The application is very detailed, and all required sections must be completed before the application is sent to the RYE Office.
- The preferred deadline for receipt of the completed applications (2 original copies) is November 10th.

F. **Submission of Long-Term (Full) Applications**: The TWO original applications should be sent to the District Youth Exchange Office for final review and distribution prior to the District Interviews in mid-November.

District Outbound Selection Process

The District Selection Committee members will read and become familiar with the information in the Preliminary Applications (or the full application if available) prior to the District interviews. In order to avoid bias or discrimination, the Interview Panel agrees, in advance, upon the questions to be asked of each student and their parents.

At District Interviews the Committee will be looking for how the parents and student interact and for any significant changes in behaviors when the student is alone as opposed to when he/she is with his/her parents. Current Inbound Students and former Outbound Students typically participate in the Interview Process and provide their insights also.

There are a finite number of exchanges available with each country and these are dependent on the number of Inbound Students hosted by our district. Some countries are more popular than others. Students should understand that the "exchange experience" will be just as valuable in Europe as in South America, or Asia. District 6080 cannot guarantee students the country of their choice. Each applicant is asked to list their top five country choices and can typically expect to be assigned to one of those. The most important traits for success are resilience, flexibility, and adaptability.

- Does the student have the desire to adapt to a different language, culture, food, and way of life?
- Does the student have a resilient personality, i.e. do they handle stress well and have developed good life skills?
- Do they have an interest in learning the language by immersing themselves in the culture?
- Will this student be a good ambassador for the ideals of Rotary, for our community, school and
- country?
- Will the applicant be flexible in accepting a country assignment? If an applicant is ONLY willing to accept a specific country, he or she has missed the point of the Program and may be rejected.
- Most importantly, is this student a person you would be willing to host in YOUR own home?

Selection Committee

The District Selection Committee uses a rating system that scores both the responses to the questions asked and various other factors during the interview. At the end of the interview process, after the students and parents leave, the scores are tallied and the students are ranked. The Committee tentatively assigns students to their preferred countries based on their order in the ranking.
If the applicant has a disability, please discuss this factor with the District Outbound Coordinator IN ADVANCE to determine if an exchange would be feasible for that student. In many cases an exchange may be possible. However, applicants and their parents/guardians should understand that most host districts will NOT provide special accommodations for students with special needs. Unlike the United States, special services are not mandated in most other countries. Once the tentative country assignments have been made, the students will be notified first of their conditional acceptance into the Rotary Youth Exchange Program and second of their country assignment. This notification usually occurs within days of the interview.

Preparing the Outbound Student

After the District Committee has notified the Club YEO that the student has been conditionally accepted, the club YEO (or Club Outbound Counselor) should begin to help prepare the student for their year abroad as needed. Following is a partial list of how the student should begin to prepare for their exchange and how the Club maybe able to help:

- Include the student in several Rotary meetings to give him/her the opportunity to learn more about Rotary, and the Club in particular. Assist the student in developing interpersonal skills in communicating with members of the Club.
- Students should begin preparing a PowerPoint or AV presentation - about family, pets, activities, community, Rotary Club, school, and our state. A picture of the Grand Canyon would not be as representative of life in Missouri as would the Gateway Arch or some other regional feature. You should help your student prepare this presentation and allow him/her to make this presentation to your club sometime in the spring, well in advance of his/her departure. This will give your club the opportunity to provide valuable feedback for the student and allow him/her to improve the presentation.
- Advise parents/guardians that at least one of them must have a valid passport in the unlikely event they would need to go to the host country to bring their child home. All passports must be valid for at least 6 months AFTER the return date for the student.
- Encourage your student to participate daily in the language program provided by District 6080. They need to develop the habit of studying the language of their assigned country. Students should be encouraged to arrive in their host country with basic conversational skills in the primary language of that country. Your student is MUCH form likely to have a successful exchange if he or she arrives with basic knowledge of the language.
- Provide your student with 5-6 Club Banners to present while on his/her exchange.

Outbound Orientations

The student and his or her parents/guardians MUST attend the Outbound Orientation sessions. Failure to attend these sessions will result in students being dropped from the program. The orientations combine training from Rotarians familiar with the program, question and answer sessions with past Youth Exchange Students and their parents, and specialized guest speakers. Club YEOs are welcome and encouraged to attend.

Preparing to Depart

It might be nice to have a farewell party - nothing elaborate – just fun. Make sure the student understands that the sponsoring club is expecting correspondence during his/her exchange year. Reinforce the need for him/her to submit monthly reports to the district Outbound Coordinator and periodic reports to your club. The club YEO should share these reports with the Club, as a whole. The communication should not be just one way while the student is abroad. Keep the lines open with letters about what the club is doing, forward the club's newsletters, and make sure that the club receives information from the student's parents/guardians on how they think things are going. If problems appear to be developing, do not delay contacting the District Outbound Coordinator.

Outbound Fee Structure

District 6080 operates on a Flat Fee System. This means that ALL students pay a flat fee for their exchange, regardless of which country they have been assigned. The Flat Fee is $1,650. A $150 Application Fee is due at the time of the first Outbound Orientation. Candidates maybe eligible for a scholarship though the Elizabeth J Upton Foundation, which is a need based scholarship to assist in offsetting the Flat Fee.

The Flat Fee includes the following:

- Rotary Blazer, name badge, exchange pins, business cards, US Flag, polo shirt.
- Any required language requirements
- Orientation Meetings and Materials
- District Conference Fees
- Postage and Administrative Expenses
- Rebound Orientation and Participation in other events during the first year back home.

Items that are NOT covered in the Flat Fee are:

- Round trip airfare
- Medical and Liability insurances
- Passport and visa fees
- Physical exams
- Personal items such as cell phone, personal computers/notebooks, year-end tours, gifts for families, etc.

Termination of an Outbound Exchange

It should be understood that a student's acceptance is CONDITIONAL until the Youth Exchange Committee is confident that he/she will be a good ambassador for our Country, our State, our community and for our Rotary District. All students will continue to be observed throughout the orientation process, at Club meetings and at District Activities. If the sponsoring Rotary club or any of the committee members have concerns about a student, these concerns will be discussed directly with the student and his/her parents to try to address the concerns and to resolve any issues.
It should be made clear that students are not fully accepted until their departure in August. The committee reserves the right to terminate an exchange at any time if the student has conducted him or herself in any way detrimental to the program or unbecoming as a student ambassador. Additionally, after further observation, students deemed to be too immature to benefit from the program will also be asked to withdraw and apply the subsequent year. The hosting club can also terminate the exchange if the student breaks the rules in their exchange agreement.
Possible refunds will be considered on a case by case basis if the student is asked by the district committee to withdraw from the program.

ROTEX

ROTEX students are returned Rotary Youth Exchange students who have successfully completed their full year abroad. They are world citizens eager to share their experiences with friends and families. ROTEX students are encouraged to engage with current and future inbound and outbound students, helping them with their cultural adaptation and re-adaptation. They should also be strongly encouraged to assist with the recruitment of future Outbound students. Inviting ROTEX students to meet with the club, potential students, and community members is a great way to promote the program. We strongly encourage the Rotary club to keep in touch with their ROTEX to help in their re-entry into the US and school and to continue to encourage an interest in Rotary.

Forms and Paperwork for the Outbound Program

Besides keeping in contact with the student during his/her year abroad, there is relatively little paperwork involved in the Outbound program. On the next pages, you can find documents related to the Outbound program:

- The Outbound Sponsorship Statement: Club commitment for sponsoring an Outbound Student
- Preliminary Application: To be distributed to interested students
- Sample Club Interview Questions
- Recruiting Flyers for Potential Outbound Students and host families

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 outbound@rye6080.org to confirm that your club understands and accepts the responsibilities of sponsoring an Outbound Student as outlined on page 2.

Club President:
Address:
E-mail:
Home Phone
Cell Phone:

Club Youth Exchange Officer (YEO):
Address:
E-mail Address:
Home Phone;
Mobile Phone:

Outbound Counselor:
(May or may not be the same as the Club YEO)
Address:
E-mail:
Home Phone
Cell Phone:
Phone:

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.

CLUB INTERVIEW/EVALUATION FORM FOR OUTBOUND CANDIDATES

This interview guide is designed to help clubs determine the student's ability to handle a year abroad. It is also designed to ensure that the parents and students understand the financial and personal commitment necessary. (Use back of page for notes and additional comments.)

STUDENT'S NAME: _____

_____ 1. Why do you want to become an exchange student?
_____ 2. Tell us about your grades, extracurricular activities, community involvements.
_____ 3. How would you play the role of ambassador?
_____ 4. Do you think you have the confidence and ability to adapt to another culture? Why?
_____ 5. How would you feel about being sent to a country not of your choice?
_____ 6. Are you comfortable with older people?
_____ 7. Have you ever been away from home for any extended period? Explain.
_____ 8. Why do you think we should select YOU to be a Rotary Student Ambassador?
_____ 9. Have you discussed with your school how this might affect your academic status?
_____ 10. Have you read, and do you understand the program Rules and Guidelines?

PARENTS' NAMES: _____

_____ 1. How do you feel about your child going away for a year?
_____ 2. What characteristics does your child have that you think will help him/her to be successful as an exchange student?
_____ 3. What is your biggest concern about your child's participation in the RYE Program?
_____ 4. Have you read, and do you understand the Rules and Program Guidelines?
_____ 5. Do you understand the financial commitment required in order for your child to be Involved in the program?
_____ 6. Finding host families for Inbound students is always a challenge. Would you be willing To host an Inbound student for a 3 ½ month period during your child's xchange?
_____ 7. Are there any medical or health issues of which we should be aware?
_____ 8. Will you and your child commit to attending three Orientations on Dec 8, March /April and June?

EVALUATION OF CANDIDATE:

Appearance: (neat, clean, well groomed): _____
Manner: (polite, respectful, interaction with parents): _____
Response to questions: (clear, well spoken): _____
Additional Comments: _____
Lead Interviewer: (Name and Phone #): _____

The Rotary Club of _____ would/would not be willing to sponsor this student.

Rotary International Youth Exchange

District 6080

http://www.rotary6080.org/rotary-youth-exchange/outbound-program/

Preliminary Application *(return before Oct. 15th)*

So, you want to spend a year abroad...?

Is Rotary Youth Exchange the best program for me?

Rotary is an international network of volunteers who are committed to improving the lives of people in their communities and throughout the world. Rotary's Youth Exchange Program is ***different*** than other programs for several reasons:

1. **Values** – Students act as ambassadors for Rotary, sharing our mission of peace and understanding between cultures.
2. **Costs** – Scholarships are provided by local Rotary clubs which makes it a low cost educational opportunity.
3. **Acceptance** is based on merit. We typically accept from 50-75% of the student who apply for the exchange.
4. **Host Families** – Students live with three host families (occasionally with two families) during their year abroad.
5. **Opportunity** – A year abroad through Rotary will change your life! You will develop long-term friendships, understand yourself and others better, and learn skills that will help you become more effective in interacting with others.

What are the expectations for "contributing" to Rotary's cause"?

Rotary operates a true *"exchange"* program, so for each student we send outbound to another country, we must accept a inbound student from that country and agree to provide a home, schooling, meals, and miscellaneous living expenses. Outbound students and their parents will be expected to identify two families who would be willing to host the reciprocal inbound student. Your sponsoring Rotary Club will be responsible for finding one family, and will also provide the student with a monthly allowance for miscellaneous expenses.

What are my chances of being accepted as a Rotary Youth Exchange student?

Depending on the number of applicants, you have a 50-75% chance of being accepted. As a general rule, Rotary Youth Exchange students are outgoing, mature for their age, and are usually in the top 1/3 of their class. They also tend to be involved in various volunteer/community service activities. It is helpful to have studied a foreign language, but language skills are NOT a requirement. However, you should be prepared to commit to undertaking an **intensive** language learning program once your host country and language have been identified. Additionally, it is important that your parents are supportive of your desire to spend a year abroad.

How old do you have to be to participate?

Our program is open to all high school students who will be between the ages of 15-½ and 18-½ on August 1st of the year they depart for their exchange. A VERY LIMITED number of countries will accept students older than 18-½.

Will I get high school credit for my year abroad?

Prior to making your decision to apply for the Rotary Youth Exchange Program, you should discuss how this will affect your high school status with your school counselor. Many U.S. high schools WILL give academic credit for your studies abroad - others may NOT. To make up for credits you might miss while abroad you may need to attend summer school or take distance learning courses. If you will have graduated prior to your exchange and have applied for college scholarships, most schools will defer your scholarship for one year.

If Rotary Youth Exchange isn't for me, are their other exchange programs that I might consider? Yes, there are many good exchange programs, and some offer summer and single semester exchanges. For a list of accredited programs please review the CSIET Advisory List at:
http://www.csiet.org/publications-resources/publications/listed-programs.html

Preliminary Youth Exchange Application
(submit before Oct. 15th)

Student's FULL Name:

Address:

City, State, Zip:

Home phone (w. area code): Student's CELL phone:

Email address:

Date of Birth: Current Age: Age on next 1 Aug:

Do you have any medical issues that would need to be taken into consideration by a potential host family?
If yes, please explain:

Are you currently taking any medications? [ ] Yes [ ] No If yes, please explain:

Do you have a Passport? If so, what is the expiration date?

High School you are attending:

Current grade in school: Approximate Grade Point Average or Class Ranking:

High School Counselor's name, phone number, and email address:

Have you taken any language courses? (Language, # of years):

How did you hear about Rotary Youth Exchange?

Extra-curricular activities and accomplishments:

Personal Hobbies and Interests:

My future goals are:

I want to live for a year in a foreign country because:

The Countries we ***may*** be able to arrange exchanges with this year are: **Belgium, Brazil, Chile, Colombia, Denmark, France, Italy, Japan, Mexico, Spain, Switzerland, Taiwan, and Thailand**. Others may become available (It is also likely that only **one** student will be sent to each of these countries, so we encourage you to be **FLEXIBLE** and remember that an exchange in **ANY** country will be a life-changing opportunity.)

Please draw a line through any country that you would **NOT** be willing to experience. Then, list your top FIVE choices.

1. 2. 3.
4. 5.

Please note that there is no guarantee that we will be able to arrange an exchange with all of the countries listed as exchange partners vary from year to year.. Also, note that we do **not** exchange with English Speaking Countries.

What other countries (not listed above) might you be interested in?

1. 2.

Do your parents support you in your quest to become an exchange student? [ ] Yes [ ] No [ ] Unsure
Has your family ever hosted a Rotary Youth Exchange student before? [ ] Yes [ ] No

Would your family be willing to host a RYE student for 3-4 months during your stay abroad? [ ] Yes [ ] No [ ] Unsure

Will your family commit to finding three host families – meaning would your family identify families that would be willing to host your reciprocal exchange student during your exchange year? [ ] Yes [ ] No

Mother's Name:

Mother's address (if different from yours):

Mother's Cell Phone and E-mail:

Mother's Work Phone:

Father's Name:

Father's Address (if different from yours):

Father's Cell Phone and E-mail:

Father's Work Phone:

Instructions for submitting application:

1. **Save a copy of this application.**
2. **Send it and a copy of your *most recent high school transcript* as an e-mail attachment to outbound@rye6080.org by October 15th**

What happens next? Once the District Youth Exchange committee has received your preliminary application, it will be forwarded to a local Rotary Club and you will be contacted by one of its members for a preliminary interview. Both you and your parents should plan to attend this interview.
If the Rotary club feels you are qualified, you will be advanced to the District level and you should immediately begin filling out the **Long Term Application.** The first two pages, the letters from you and your parents and the photo page is to be submitted to the Rotary Youth Exchange Office no later than **November 1st.** The **District selection interviews will be held the Saturday before Thanksgiving location to be determined.**

NOTE: *No make-ups for the interview can be scheduled, so please plan accordingly.*
The first Outbound Orientation will be in early December. All Orientations are MANDATORY.

Resources available:

Joe and Julia Prullage, Outbound Program Director
573-544-3551 Julia cell
573-208-0320 Joe cell
email: Outbound@rye6080.org

Brenda Woods, Youth Exchange Program Chairman
573-619-3822 [Cell] 573-734-2198 [Home] email: Chair@rye6080.org

Johnah Terbovic, Rotary District 6080 Administrative Assistant
816-392-9831 [work]
email: admin@rye6080.org

ROTARY YOUTH EXCHANGE – District 6080
FACT SHEET for OUTBOUND STUDENTS

Who is eligible to become an exchange student?
Students should be between the ages of 15 ½ and 18 ½ at the start of the school year when they depart. Selection criteria are based upon character, poise, academic record, leadership ability, independence, maturity and a desire for adventure.

How are students selected?
Interested students first need to complete the Preliminary Application (found at http://www.rotary6080.org/rotary-youth-exchange) no later than October 15th. After submitting the application the student will be contacted by the Youth Exchange Officer of the local Rotary club who will meet with him/her and his/her parents to discuss the program and answer any questions. Once it is determined that the student is a qualified candidate and understands what will be expected, he/she will be directed to complete the Long Term application (located at the same website), and will be invited to participate in the District level selection interviews in mid November.

What are the costs?
The flat fee cost paid to District 6080 for the Long Term exchange is **$1650**. This includes the Orientation sessions (for both students and their parents), training materials, Rotary blazer and pins, business cards, flags and other accessories. The host club provides a monthly allowance, room and board, and school expenses. Costs for passports, visas, airfare and airplane tickets and miscellaneous personal expenses are the responsibility of the student. Families can expect to spend $5000 - $7000 total depending on country, lifestyle and optional Rotary sponsored trips. Some countries offer optional mid-year or year-end trips, but these are not included in the flat fee.

Where can I go?
In recent years our Rotary district has exchanged with **Belgium, Brazil, Chile, Colombia, Denmark, France, Germany, Italy, Japan, Mexico, Spain, Switzerland, Taiwan, and Thailand**. And periodically we enter into exchange agreements with new countries and exchange partners. Candidates are asked to list country preferences on their preliminary application, and we do our best to place students in one of their first five choices. However, there are no guarantees. If none of their chosen countries is available, an alternative will be offered. We suggest students be willing to accept ANY country.

What about school academic credit?
Some school systems will give academic credit for classes taken during the exchange year. Others will not. It is important to check with your guidance counselor/administration to determine their policy.

How long does the program last?
Long-term exchanges usually last 10-11 months, and begin in July - August. Students typically live with 2-3 families during their stay in the host country. These families are carefully screened and selected by the Rotary organization.

What are the benefits of being an exchange student?
The most obvious benefit is the student's mastery of another language. The program also promotes cultural tolerance by providing students the opportunity to really understand and appreciate another culture. Rotary believes that this understanding is part of the foundation on which world peace is built. The Youth Exchange program teaches students to seek solutions to global issues by sharing international perspectives and prepares them to become the leaders of tomorrow. And, while students are learning about another culture, they are also serving as *ambassadors* of good will and teaching the people in their host countries about the United States.

Why the Rotary Youth Exchange Program?
Compare!! Rotary Youth Exchange is run by volunteers with local clubs underwriting many of the costs. This makes our program one of the least expensive in the world. But the real advantages are that host families are carefully selected, supervision is superb, and Rotary's international support network is second to none.

How do I get more information?
Visit: http://www.rotary6080.org/rotary-youth-exchange
District 6080 Outbound Program Coordinators: Joe and Julia Prullage at outbound@rye6080.org

HOST AN EXCHANGE STUDENT

The Rotary Youth Exchange program is a high school exchange program sponsored by Rotary International that provides an opportunity for students from around the world to come to the United States and for local American students to spend a year on an international exchange. The program is approved by the United States Department of State and operated under the rules and regulations of Rotary International.

We are accepting applications for host families for these students. The students will live with two to three different families during their exchange expanding theirexperience and creating lifetime friendships in the process. Inbound RYE students offer knowledge of their country and its culture for thehost family, siblings, students at the school they attend, and the community at large. The host family criteria:

- A safe and secure home for the student
- Room, board and transportation for the student
- Financial ability to provide room and board (no other expenditures are expected of the family)
- Willingness to learn about the student and their culture
- Desire to provide a wonderful, life-changing experience for both the students and your family

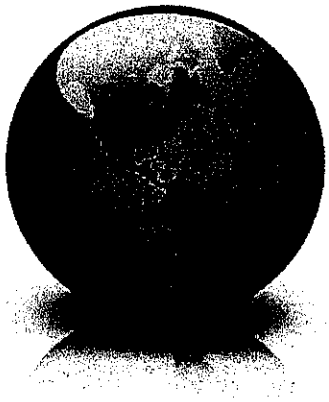
The student will attend a high school in your area. The students will participate with your family in the same ways as your own child would. Help the student improve English, learn US customs and meet and make friends through school and other local activities.

Rotary rotary youth exchange

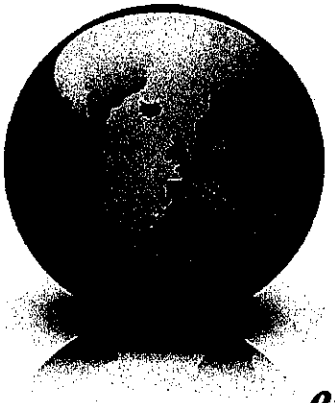
HOST AN EXCHANGE STUDENT

Rotary Youth Exchange

Building peace ~ one student at a time



Need more Information?
Contact:



Expand your world ~ host an exchange student

Rotary | rotary youth exchange

ROTARY YOUTH EXCHANGE – District 6080

Questions and Answers a Family May Ask About Hosting a Student

1. Who are they?
High school male and female students between the ages of 151/2 -18 1/2 from a variety of countries around the world

2. Do they speak English?
Yes, although some are more fluent than others. All will need to time to feel comfortable with the language.

3. What kind of families do they come from?
All kinds of families, although most parents will be business and/or professional people. Often one of their parents is a Rotarian.

4. How long would a student stay with us?
Usually 3-3 1/2 months, although the period may be shorter or longer if you and the Host Rotary Club agree on it. Students usually arrive in August just before school starts, change host families soon after Thanksgiving, and change again about the beginning of March. They normally go home within two weeks of school ending. They may participate in one of two available Rotary-sponsored three-week tours (Eastern States or Western States) which end in June.

5. Do they ever stay longer than this?
No. Their visa is good for one year only and they must return to their home country before they can come back to the United States.

6. Why do students change host families in this program?
There are several good reasons. First, it exposes students to a variety of ways of family life in our country so that they get to know our culture better - and with as little bias as possible. A second reason is that if you and your student don't happen to match personalities too well, it is a short time frame of 3-3 1/2 months. This usually is not a significant problem, but it can happen. This does not mean that you or the student is a "bad guy". On the other hand, if the match between you and your student is really good, more than 3-3 1/2 months produces a bond that is hard to break. Students expect to change host families. Sometimes host families want to keep them longer than the assigned period, but years of experience have shown us that this is not a good idea..

7. Who meets our student when he/she arrives at the airport?
We recommend that the student stay with the Counselor for the first few days so that a relationship can be established. For that reason, we suggest that the counselor meet the student at the airport. However, as many other people who want to participate in welcoming the student are also encouraged to do so.....any of the families or other Rotary members. A small welcoming gift at the airport also helps a lot to make the student feel welcome. A token is enough - flowers or a hometown t-shirt. Photos should be made of the student when he/she arrives at the airport and a copy should be sent to the student's home family AND the District Youth Exchange Chairman. The student should also be encouraged to phone home as soon as possible to inform the home family of a safe arrival. By the way, the student is expected pay for his/her own long distance charges.

8. What is a "Host Rotary Club"?
The Rotary Club in your community serves as host club for your Inbound Student. Among other responsibilities, they provide an allowance for the student (usually $100- $150 per month). The Club also assigns a Counselor to serve as a mentor for the student throughout the year. The Counselor will assist him/her in getting enrolled in school, opening a bank account and whatever else is necessary to ensure a smooth transition. He/she will maintain routine contact with both the student and the host family to make sure there are no problems.

9. What else does the Counselor do?
Although the Club Counselor is advocate for your student, he/she also serves as a resource for you in case some situation develops which either you don't know how to handle or which is uncomfortable direct confrontation. In other words, the Counselor serves as a "go between" for you and your student on matters which are awkward for either you and/or your student. The Counselor "takes the heat" either direction! It makes things a lot more peaceful around your house!

10. And what if we don't have children, or they are still small, or they are already gone?
Strangely, it doesn't seem to matter very much. Like everybody else, exchange students come with preconceived notions about the characteristics of the best host family, children, no children, small children, children of the same age, older parents, etc... But at the end of the year, they usually think the host families they had were the right ones.

11. If we have children in our family, who "looks after" our exchange student?
Nobody! And everybody! Your exchange student lives as a member of your family, has the same care from and responsibilities to others as any other family member. This includes chores, rules of the house, curfew, the kinds of friends - same as any other child in the family. No child in the host family should be expected to "look after" the social life of your student, take him/her along every time they leave home to see a friend, etc. They should treat their exchange brother/sister like other brothers and sisters.

12. What about transportation to school, and other places? Will our student expect to drive our new BMW?
Absolutely not!!! Indeed, Rotary Exchange Students are not permitted to operate any motor powered vehicle - automobile, motor boat, tractor, motorcycle, whatever. Rotary is absolutely emphatic about this rule. Violations are grounds for getting sent home early.

13. So how will our student get to and from school?
Any of the usual means is fine. They can walk, ride the school bus, ride with your son or daughter, or another school friend if you approve. Some host parents drive their exchange students to and from school as they may do or may have done with their own. Whatever is reasonable, safe and works for you is good.

14. What about other places our student needs or wants to go? Can't this transportation thing get to be a headache?
If it does, it doesn't usually hurt as much as you think. If your student needs to go to a special school event, someone is just about always going who would take them; if they need to go to a store to buy something, they can usually go with one of the host parents at a time when they happen to be going anyway. Keep in mind that a teenager's needs for transportation are not usually urgent; they can usually be worked into the family schedule. And besides, family togetherness is the essence of this experience. Two often overlooked solutions to transportation problems are legs and bicycles; and most of our

exchange students are much more familiar with these modes of transportation than we here in the US are. Also, walking and riding a bike are not against Rotary rules. Ask your Rotary Club Counselor to see if there are other transportation options.

15. Speaking of transportation, what about family trips, etc?
Take your student any place you would take your children, especially family trips to see the relatives, on family outings, vacations, etc. If you must make a trip considered inappropriate for your student, "board him/her out" with his/her counselor or one of the other host families This flexibility is one of the benefits of the Rotary program.

16. Are there rules about trips our student takes?
You bet! They must either be with you or else approved by you and the Rotary Club Counselor. Often Rotary families will volunteer to take some student along on trips to see something special or some special place they might otherwise not see. Or sometimes students have the opportunity to go somewhere on a school or church sponsored trip. The Counselor should always know how to reach your student. All trips involving travel outside Missouri must be approved by the District Inbound Director AT LEAST THREE DAYS in advance by filling out a form available on the District website. It is important that we be able to locate a student in the event of an emergency.

17. Will our student have obligations to the Rotary organization while they are here?
Yes. Several activities will be scheduled during the year for your student along with other Rotary Youth Exchange Students. Most of these are on weekends, but occasionally your student may miss some school for such activities. Rotary Exchange Students are obligated to attend some meetings which require them to be gone for two or three days. For example, there is a two day Inbound Orientation Meeting for them in September, the District Conference in October, a second Inbound Orientation in November, a large Youth Exchange meeting in Oklahoma in late January or early February and several other events in the spring and prior to their departure. The Counselor or Club Youth Exchange Officer will help to arrange transportation for all Rotary events.

In addition, from time-to-time your student will be invited to make presentations at the local Rotary Club and other community meetings. If it is out of town, a Rotarian will accompany your student and, of course, provide transportation.

18. Won't all these activities interfere with school?
Not much. Exchange students have been selected, in part, because they are usually good students academically. Also, although students are required to attend school and make an effort in their classes, the Rotary Youth Exchange Program is primarily a CULTURAL exchange and intended to provide students the opportunity to gain an understanding of our country.

19. Well, just what is the purpose of this program, anyway; why are we doing this?
The overall objective of the Rotary Youth Exchange Program is to promote good will and better understanding among the people of the world, and thereby make our whole world a better place in which to live. For the student, it is a life changing experience; it broadens their perspective in a way that nothing else can and allows them to develop a self confidence that will enable them to feel at home and comfortable in almost any environment. For host families, it is a milestone in the family experience, and often the acquisition of a new family member. It removes anxiety and fear of the word foreign. Everyone involved begins to feel that they are a part of a community much larger and more comprehensive than what they perceived before.

20. Well, these are very noble ideals, but someone has to ask - How much is this going to cost me?
If you happen to have a son or daughter who goes to another country as a Rotary Youth Exchange Student, it comes out even. In fact, you probably will end up dollars ahead, because the chances are that your son or daughter drives a car, which they can't do as an exchange student, and the associated savings in auto insurance, etc. may more than offset the cost of the exchange. But in any case, it's not much.

As already noted, the Rotary Club will give your student an allowance and your student's own family (overseas) is expected to pay for clothing and such. To put it in usual terms, you will be expected to furnish room and board - that is, a bed in your house and meals with the family. This includes a school lunch, either sent to school or bought in the school lunch room. If the family goes out to eat, to a movie, or whatever, then your student is treated as a member of the family - same rules about what to and not to order, and with his/her cost as a part of the family bill. But if your student goes to the movie or out to eat with his/her school friends, they pay with their own money from the Rotary Club allowance or from home. Around the house, your student would surely use the family soap, and maybe toothpaste, but buy their own toothbrush, lipstick and hair spray. You can generalize from these examples. But if in doubt, ask the Counselor.

21. Now that cost has come up, what about medical expenses, the flu, accidents, etc.?
Your student has insurance for medical expenses, including sickness and accidents. It's required, and he/she will have proof. Any expenses not paid by insurance are paid by his/her own parents back home. All students come with an emergency fund that will be maintained by his/her Rotary Counselor. The Counselor will assist in setting up a bank account for the student and will have access to monitoring it. However, your student should be encouraged to manage his/her own money; it's part of the experience.

22. Is there anything else we need to know about money?
Well, you can get a $50 per month reduction on your Federal Income Tax Return for hosting a Rotary Youth Exchange Student!

23. And how do we deal with the 50 million things we forgot to ask about?
Just use the same common sense you would use with children of your own. But don't forget, the Rotary Counselor works for you, too. When in doubt, ask!

24. A cold chill just came over me; what if our student turns out to be that one in a million who "takes drugs" or is alcoholic or something?
Call the Rotary Counselor at once when you suspect a problem. He/she will communicate with members of the District Youth Exchange Committee to decide how to handle the situation. If situation warrants it, your student may be sent home.

25. Now that it's come up, are there other reasons why our student might be sent home?
Yes, there could be a serious accident or illness. And flagrant violations of such Rotary rules as operating a motor vehicle can do it. A serious love affair that is getting out of hand can do it. But it's pretty unusual for anything so serious to occur. Rotary Youth Exchange Students are selected and given careful orientation and counseling before they leave home. They and their parents know "the rules" and they sign agreements to follow them. They also sign a release for medical treatment, etc. With very rare exception, Rotary Youth Exchange Students are very fine and honorable young people that you would be glad to adopt as your own.

Chapter 3: THE INBOUND PROGRAM

Rotary District 6080 has a long and successful history with the Youth Exchange Program. We host between 12-20 Long-Term Inbound Students each year and depends on how many clubs commit to hosting. We work to establish long-term relationships with well operated partner districts around the world. These relationships serve to ensure consistency and quality for our Outbound students and provide us with a level of confidence in the quality of Inbound Students that we will receive.

The Roles of the Club YEO and the Inbound Counselor

Generally speaking, the Club YEO is responsible for finding host families, completing most of the initial paperwork and helping to arrange transportation for students to various events throughout the year. The Counselor is responsible for the actual care of the student, filing monthly reports, keeping in touch with host families and monitoring how the student is doing throughout the year. Many of the tasks below can be shared. See a brief overview below. U.S. Department of State (DOS) Regulations are noted with an asterisk (*).

Related to the Club:

- Introduce the student to the Club and keep members informed about his/her progress
- Encourage Club members to get involved with the student
- Arrange for student to attend meetings as often as is practical
- Make sure the Club Treasurer remembers to provide the student's monthly allowance
- Arrange for student to make his/her presentation to the Club (and other Clubs/organizations in area)

Related to the Host Families:

- Conduct IN HOME interview of all host families and answer any basic questions they may have*
- Take pictures of host family home, collect HFAs and check the host families' references*
- Encourage each family to send short bio's and photos to the student prior to his/her arrival
- Conduct a host family orientation AT A SEPARATE TIME from the in-home interview*
- Keep in touch with the host families to monitor how things are going with the student*
- Arrange for second home inspection by different person than who conducted initial in-home inspection*
- Arrange for transfer between families

Related to the Student:

- Establish contact with student and his/her parents/guardians prior to his/her arrival
- E-mail student a community profile – including information about the school, weather, etc.*
- Meet student at airport and spend several days getting acquainted and bond with him/her
- Verify that student's insurance policy is in place (student keeps original insurance card/YEO keeps copy)
- Retain color copies of important documents–airline tickets, passport, visa, $300 emergency fund

- Open checking account (with first payment of monthly allowance) and obtain debit card
- Review Rotary Guidelines/Rules and First Night Questions
- Advise student what to expect during the year, provide student with information on all host families
- Enroll student in school and assist with class selection
- Keep in contact with student monthly throughout the year to make sure he/she is doing well*
- Remind student to file his/her reports to District YE in home country (most Districts require this)
- Remember to acknowledge/celebrate important dates, i.e. Birthdays, holidays
- Make travel arrangements for student to attend District functions
- Help student make arrangements for year-end trip, if necessary
- BE A FRIEND AND ADVOCATE FOR YOUR STUDENT

Related to the District:

- Attend the Counselor Orientation Session; complete the DOS and North American Youth Exchange Network (NAYEN) Sexual Abuse training modules*
- Comply with SCRYE Data Privacy Policy
- Make sure Club has submitted the Host Club Compliance Checklist Form*
- Make sure initial paperwork for student is completed and returned in a timely manner respecting privacy policy*
- Submit the Inbound Student Arrival Checklist (online)*
- Report when student moves from one family to another (online)*
- File Permission to Travel form, or assist host parents to do this (online)
- Advise Inbound Coordinator or Dist. YEO of any problems, travel plans, changes in schedule
- File MONTHLY reports of your interaction with student and host family (online)*

Paperwork: A Beginning to End Review and Checklist

There is a lot of paperwork and reporting involved in the RYE program. Much of it is required by DOS in order to maintain the status as a certified Youth Exchange program. Without certification, District 6080 cannot participate in youth exchange, so complying with these continually expanding rules is not an option, but a necessity. Below is an overview (with a checklist format in a SEQUENCIAL order) of the paperwork involved with the Inbound program.

Part 1: Initial Paperwork - Club, YEO and Counselor

☐ **Club Commitment/Compliance Form**
(submit to admin@rye6080.org and rye6080compliance@gmail.com)

Each fall, all clubs in the District receive a letter from the District RYE Chair requesting that they commit to hosting an Inbound Student the following year (11 months out). This request is accompan ied by a Club Commitment/Compliance Form. Although the current president will be out of office by the time their newly committed student arrives, the RYE program's timeline for Visa's require commitments at this early date.

Each participating Rotary club MUST sign this agreement to host and care for a student. This is a written commitment to host an Inbound student and a guarantee that the club will accept all the responsibilities of hosting a student. (A similar Commitment/Compliance form is also required to sponsor an Outbound Student.)

On this form, the club may indicate a preference to host either a female or a male student from a particular country. The District RYE Committee makes every to comply with club request – THOUGH DOES NOT GUARANTEE - to be able to meet the request.)

☐ **Pay Student Activity Fee In July (submitted to District Treasurer)**
The club president will receive an Invoice from the District Treasurer for the Inbound Student Activity Fee. This fee helps to cover the costs of the various activities throughout the year.

☐ **YEO/Counselor Volunteer Applications**
(submit to admin@rye6080.org and rye6080compliance@gmail.com)

All RYE YEO/Counselors and committee members are required to submit a Volunteer Application. The application should be completed and submitted as soon as possible. This form is used to check references and submit to Criminal Background Check (CBC) for everyone hosting the student OR working with RYE program

Criminal Background Checks (CBC) Our RYE certification requires that all Rotarians and non-Rotarian Volunteers (essentially all adults with a formal association with the RYE program who have a specific role in dealing with the students) must submit to a Criminal Background Check annually before having on-going regular student contact. Information for the background checks is collected on Volunteer and Host Family Applications. No one on the RYE Committee actually conducts the background checks. Required information is submitted to an agency that conducts the checks. The RYE Committee is then notified that the person has passed or not passed the check. The personal information collected is not shared with anyone or used for any other purpose.

☐ **Student Application – Distribution (Keep Private)**
CAUTION: Student Applications are considered PRIVATE and must comply with the SCRYE Data Protection Policy! The student application cannot be emailed to other individuals and can only be downloaded on the YEO/Counselor's computer. All downloaded student applications must be deleted from the YEO/Counselor's computer by the end of the exchange. DOS prohibits the sharing of Full Student Applications with ANYONE until their Criminal Background Checks have been completed. Therefore, all personal information and pictures must be removed from the student's application before sharing it with potential host families.

The IB YEO and/or Counselor will be e-mailed a secure document with a copy of the student's application. The student application will include personal information, a letter from the student, a letter from the parents/guardians, pictures, medical and dental reports, school transcripts, a declaration giving permission for health care and 2 blank Guarantee Forms.

Part 2: Paperwork Before Your Student Arrives

☐ **Fully Vet and Process First Host Family**
(submit to admin@rye6080.org and rye6080compliance@gmail.com)
To process a student's paperwork for his/her visa, a first host family must be identified and vetted. This can be done prior to receiving the student's application. More about host family vetting can be found in Chapter 7.

☐ **Submit and Receive Required Documents from High School**
1. Submit Application and Cover Letter
Print off a copy of the full application to give to the school. A cover letter provided the US Department of State should also be included. Also, the school will need to correctly fill out the appropriate section on the Guarantee Forms (see below).
2. **Guarantee Forms (to be mailed directly to Administrative Assistant ASAP)**
The two (2) completed Guarantee Forms will become the official documents that provide information required for the student's entry visa and need to be executed precisely. These will have the information about the inbound student's housing arrangements, school acceptance and Rotary Contacts. These forms verify the financial commitment of the club (monthly allowance of $100-$150 plus free room and board) arrival airport information, and contact information of the host club president, YEO and first vetted host family. Timely completion and return of TWO ORIGINALS of this form to our District RYE Office is vital.

It is critical that these documents are signed in **BLUE INK**, and that all addresses indicated are physical addresses (no PO Boxes). In addition, the school needs to provide an official stamp or seal on the designated section of the form. Some schools do not have an official seal but have a stamp that they use to validate official transcripts. If the school does not have an official seal, this alternative should work. Be sure to put the City and Airport Code for the arrival airport – not the name of the airport. For example, instead of Kansas City International, put Kansas City, MO (MCI).

DEADLINE: Remember, the student cannot begin their Visa application process until the two original "Guarantee Forms" are provided to the District's RYE Office with signatures in BLUE INK. Guarantee Forms are to be returned to the RYE Office, via mail, no later than April 15th (sooner is better).

☐ **Emergency Contact Form (submit to admin@rye6080.org)**
This document must provide every key contact and resource that the student may need during the course of his/her year. In addition to Club-level contacts, the list should provide contact information for a local doctor, dentist, professional counselor, police and child or sexual abuse hotlines, etc. This form should be returned to the District Youth Exchange Office where additional information will be added (Insurance information, Department of State contact information, etc.) to create an emergency card that will then be sent to the student in his/her Welcome Packet.

☐ **Community Profile E-mail (submit a forwarded copy to admin@rye6080.org)**
The club's YEO or Counselor is required to document that information about your community,

school and first host family is sent to your student. A template is available to help you create this email. This is emailed to the District Youth Exchange Office so it can be included in the student's file district as required by DOS .

☐ **Confirm Student's Inbound Itinerary (submit itinerary to admin@rye6080.org)**
It is also important that the district office knows WHEN and HOW the student will be arriving in the U.S. Therefore, a copy of the inbound itinerary should be provided as soon as it is available.

☐ **Inbound Arrival Checklist (submit to admin@rye6080.org)**
An Inbound Arrival Checklist should be provided to the District Youth Exchange Office prior to the first Inbound Orientation in August. This document is a checklist to confirm that the information received prior to the student's arrival matches the paperwork they arrived with (i.e., they have the right type of visa (J-1, multiple entry), have their required emergency cash, PowerPoint or other presentation and return airline ticket/itinerary). This form will be e-mailed to the Club's YEO and/or Inbound Counselor.

☐ **Host Family Vetting and Processing—ON-GOING THROUGHOUT YEAR (submit to admin@rye6080.org and rye6080compliance@gmail.com)**
More information about host family processing can be found in Chapter 7.

☐ **Club Host Family Roster (Emergency Contact List)**
The Club Host Family Roster (aka Emergency Contact List) is a one page form that is created by the Club YEO or Counselor providing each host family with all contact information about the student. It should be kept current, and copies should also be provided to the student and host families.

Part 3: Paperwork While Your Student is in the U.S.

☐ **Monthly Reports for Compliance (submit via the database)**
It is required by the U.S. Department of State and District 6080 that the counselor (or YEO) have monthly contact with the student and host family. This could be an email, phone call, or face-to-face meeting (preferred). The purpose of this contact is check on the student's well-being and to make sure that there are no issues to be addressed.

☐ **Permission to Travel outside of Missouri (submit to inbound@rye.6080.org and admin@rye6080.org)**
If a student travels outside of the state of Missouri, she/he must receive permission from the Inbound Coordinator BEFORE travel. Details such as purpose of travel, contact information, vehicle information, and itinerary need to be provided.

☐ **Parental Visit Form (submit to inbound@rye.6080.org and admin@rye6080.org)**
The parents of students may only visit during the last three months of their exchange. However, before plans are made, parental visits must be approved by the Inbound Coordinator BEFORE travel.

Start preparing for the next year's student ☺

Chapter 4: SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program

In many countries around the world, strict data protection and privacy regulations has been implemented. For example, many of our European exchange partners must comply with the The General Data Protection Regulation (EU) 2016/679 ("GDPR"). This is a regulation in EU law on data protection and privacy for all individuals residing within the European Union (EU) and the European Economic Area (EEA). Regulations like the GDPR are now becoming more prevalent, and it is necessary that our district complies with the policies mandated by the governments of our exchange partners. Effective January 2019, our district will begin transitioning and incorporating the SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program.

Please thoroughly read the SCRYE Privacy Policy on the next page. The most important takeaways for this year's YEO/Counselors are summarized below:

- Inbound Student Applications must be sent via secure, encrypted and password protected email. Once the YEO/Counselor receives the student's application, he/she is not allowed to send the application by email to other individuals unless it is encrypted and protected by a password. The application can be downloaded to the YEO/Counselor's computer; however, the application must be deleted from his/her email and computer at the end of the student's exchange.
- Host Families may not receive the Inbound Student's full application. Only a redacted application can be given to the host family.
- All Rotary Volunteer and Host Family Members must sign and give consent to use & Release of Collected Personal Data; Agreement Not To Disclose Confidential Information; & Agreement to Destroy Confidential Information
- ALL information collected (including but not limited to Student Applications, , etc.) will be destroyed at the end of a student's exchange. This includes anything sent/received electronically and hard copies.

SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program

South Central Rotary Youth Exchange, Inc. (SCRYE) and its member districts adopt the following policy for handling information that many people would consider confidential. This policy applies to information collected in the Rotary Youth Exchange Program. SCRYE has adopted this policy in order to:

- Guide its volunteers about how to handle information in a confidential manner;
- Let the persons who provide information to a member District know how the member district or SCRYE may use the information;
- Comply with the requirements for handling of information under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. part 160 and part 164, as amended occasionally ("Privacy Standards") under the Health Insurance and Portability and Accountability Act of 1996 ("HIPAA") and the General Data Protection Regulation ("GDPR").

1. **Definitions.** These terms that are used in this policy shall have these definitions.

a. "Confidential Information" means:

- "Protected Health Information," as defined by HIPAA, that is received by SCRYE or a member district.
- Information collected by the member district or SCRYE on Rotary Youth Exchange Student Application forms and the Volunteer Affidavit and Host Family Application forms. Examples include, but are not limited to:
  - Names, addresses, telephone numbers, and email addresses;
  - Photographs of the exchange student and his or her family and friends;
  - Dates of birth;
  - Social Security Numbers;
  - Medical and dental information;
  - Religious and ethnic background;
  - Community service background;
  - Employment information;
  - Education records;
  - Letters of recommendation; and
  - References.
- Criminal record history including, but not limited to information obtained from criminal history searches and databases.
- References.
- Information about any history (accusations or convictions) of abuse, harassment, or crimes of violence.
- Information obtained from sexual offender registries.
- Information about Court orders involving sexual, physical, or verbal abuse including but not limited to a domestic violence or civil harassment injunction or protective order.

b. "Use" means the collection, processing, sharing, application, utilization, examination, or analysis of Confidential Information within the internal operations of a member district or SCRYE.

c. "Disclose" and "Disclosure" mean the release, transfer, provision of access to, or divulging in any other manner, of Confidential Information outside SCRYE's and its member districts' internal operations or to those other than its agents. "Disclose" and "Disclosure" does not mean those Disclosures permitted by HIPAA.

2. **HIPAA.** Information to be provided under this policy shall comply with all Privacy Standards. The District agrees to ensure consistency in applying Federal and State laws and regulations, including but not limited to, regulations promulgated under HIPAA.

3. **GDPR (General Data Protection Regulation).** If GDPR applies, SCRYE and its member districts will comply with applicable portions of GDPR.

4. **Use and Disclosure of Confidential Information.** A member district and SCRYE shall use and

disclose Confidential Information *solely as necessary* to facilitate the Rotary Youth Exchange Program and Rotary Youth Exchange ROTEX programs. Examples of anticipated use and disclosure of Confidential Information include, but are not limited to:

Information from Exchange Students

- Providing copies of applications to the sponsor or host District Youth Exchange Committee, Host Clubs, Host Schools, and Host Families;
- Required sharing of information with a:
  - Department responsible for issuing visas;
  - Department or agency responsible for monitoring foreign visitors;
  - Department responsible for homeland security; or
  - Law enforcement agency;
- Providing copies of the Guarantee Form to Rotary International;
- Using the student's name and image on a Rotary District or SCRYE website and in Rotary newsletters;
- Sharing of student monthly reports with the sponsor and host Rotary Districts or Multi-Districts;
- Sharing of student electronic communication (including social media) with the sponsor and host Rotary Districts or Multi-Districts;
- Sharing information with a travel agent so it can help with travel arrangements and securing visas;
- Sharing information to facilitate participation in other Rotary programs including, but not limited to, ROTEX, RYLA, Interact, Rotaract, and membership in a Rotary club.

Information from Host Families

- Sharing information in the Volunteer Applications and Host Family Applications with the Host Clubs, District Youth Exchange Committee, Sponsor Districts, Host Schools, Sponsor Clubs, and the families of Inbound Students;
- Sharing information in the Criminal Background Checks and Reference Checks with the committee that determines whether family members meet the criteria to host;
- Sharing the information to run criminal background checks with an outside agency with which a member district has contracted to provide these checks.

Information from Rotary Volunteers

- Sharing information in the Volunteer Applications with the Host Clubs, District Youth Exchange Committee, Sponsor Districts, Sponsor Clubs, and the families of Inbound Students;
- Sharing information in the Criminal Background Checks and Reference Checks with the committee that determines whether family members meet criteria to serve as a volunteer; and
- Sharing the information to run criminal background checks with an outside agency with which the District has contracted to provide these checks.

Information to Law Enforcement Agencies. SCRYE and its member district will provide Confidential Information to law enforcement agencies when it receives legal or appropriate requests and when required to do so under its Youth Exchange Sexual Abuse and Harassment Reporting Guidelines.

Information to the Department of State. SCRYE will provide Confidential Information to the Department of State when required to do so under Department of State regulations.

Information to Rotary International. SCRYE and its member district will provide Confidential Information to Rotary International when required to do so under its Youth Exchange Sexual Abuse and Harassment Reporting Guidelines.

Uploading information to database maintained by SCRYE. Most of the above information is uploaded to a secure database maintained by SCRYE.

5. **Rights of Individual.** To the extent that the General Data Protection Regulation (GDPR) of the European Union or a similar law applies and subject to any limitation imposed by law (United States, state, or foreign) or by Rotary International policies and requirements, a person whose data has been collected or held by SCRYE or a member district has the following rights:

- To request details about what information is being about held about him or her;
- To amend or correct information that is being held about him or her;
- To limit the use of information that is being held about him or her; and
- To request deletion of the information that is being held about him or her.

Other laws and regulations may require that data be retained. Hence, usually SCRYE and its member districts

cannot honor a request to delete data. Because much of the data is required to safely manage an exchange, the decision to comply with a request to delete data may cause SCRYE or a member district to end the exchange or participation in the exchange.

6. **Adequate Safeguards for Confidential Information.** SCRYE and its member districts maintain safeguards to secure the data and prevent the use or disclosure of Confidential Information unless permitted by this policy. Data will be maintained securely until the data is destroyed. SCRYE and its member districts have a Data Protection Officer whose responsibilities include:

- Supervising security;
- Dealing with questions and concerns from students, host family members, volunteers, and third parties whose data is stored or collected; and
- Responding to requests for access to archived data pursuant to this policy.

7. **Storage of Documents.** Paper documents concerning each exchange shall be uploaded to the SCRYE database. To protect the integrity of the documents, SCRYE will checksum verify them according to a schedule consistent with industry standards. SCRYE shall make sure that at all times the records are stored in a document format that is generally supported. (This may require SCRYE to convert documents from their original format to a new format that is generally supported.)

8. **Availability of Internal Practices, Books, and Records to Government Agencies.** SCRYE and its member districts agree to make their internal practices, books, and records relating to the use and disclosure of Confidential Information available to the relevant authorities to determine the districts' and SCRYE's compliance with privacy regulations.

9. **Disposition of Confidential Information.** SCRYE and its member districts will hold confidential information in perpetuity, *except that:*

- *Paper documents.* No later than 30 days after the end of an exchange, SCRYE and its member district shall destroy all paper documents.
- *Upon termination of a member district* (excluding merger of the member district with another district), the member district shall destroy all Confidential Information in its possession or control and all Confidential Information in the possession or control of persons over whom it exercises control.
- *With respect to a host family that the member district declines to allow to host,* the member district will destroy all data of the host family and its members five years after the District communicates its decision to the family.
- *With respect to a prospective outbound student who the District declines to send on an exchange,* the District will destroy all data 11 years after the member district communicates its decision to the student and his or her family.
- *With respect to a prospective inbound student who the member district declines to host or is unable to place,* the member district will destroy all data 12 years after the member district communicates its decision to student's sponsoring district.

At the conclusion of an exchange, SCRYE shall retain all collected information.

Any *host or sponsor Rotary Club* shall destroy all information collected (including but not limited to Student Applications, Volunteer Applications, Criminal Background Checks, Host Family Applications, Refences, and Interview and Inspection Forms:

- At the conclusion of the exchange;
- Promptly after a student is notified that the student was not accepted into the program;
- Promptly after a Host family applies and is notified that the family has not been accepted as a host family;
- Promptly after a volunteer applies and is notified that the volunteer has not been selected to serve; or
- Promptly after the conclusion of the period of validity of a Volunteer Application.

Host Rotary Clubs may retain contact information so that they can maintain contain with former exchange students, former host families, and former volunteers.

10. **Archiving of Confidential Information.** Five years after the conclusion of each exchange, SCRYE and its member district shall transfer all collected data to an archive where access shall be restricted to SCRYE'S Data Protection Officer. Only basic contact information on students and information documenting the host families in which a student was placed may be retained outside the archive. SCRYE's Data Protection

Officer controls access to archived data. Persons who want access to archived information must submit to SCRYE's Data Protection Officer a written request that clearly explains the basis for the request. Access to the data will be allowed when required by law. The Data Protection Officer should generally allow access to archived data if it contains relevant evidence to support or defend a legal claim or lawsuit. The Data Protection Officer decides whether the data contains relevant data and may require a person who requests this data to sign an agreement which may include various terms including limiting the use of the data, limiting the persons who may see the data, and requiring the eventual return or destruction of all copies of the data that were provided. If a valid subpoena is issued for archived data, SCRYE or its member district may seek a protective order with various provisions including limitation of the data produced, restricting the use of the data, restricting the persons who may see the data, and requiring the return or destruction of all copies of the data.

11. Survival. The terms of paragraphs 4 through 9 shall survive the termination of this Agreement.

Host Family Member and Rotary Volunteer Consent to Use & Release of My Collected Personal Data; Agreement Not To Disclose Confidential Information; & Agreement to Destroy Confidential Information

1. *Copy of policy provided.* I have been provided a copy of "*SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program*" (SCRYE Privacy Policy). It explains how South Central Rotary Youth Exchange, Inc. (SCRYE) and its member Rotary District will use my personal data in their Rotary Youth Exchange program and how they will share this data with others.

2. *Consent to use and disclosure of personal data.* I consent to SCRYE and its member Rotary District collecting, processing, using, and disclosing my personal data in a manner consistent with the SCRYE Privacy Policy.

3. *Disclosure of confidential information about exchange student.* I agree that I will disclose confidential information only to the extent permitted by the SCRYE Privacy Policy.

4. *Disposition of confidential information.* At the end of an exchange, I may retain contact information so I can maintain contact with a former exchange student or a former host family. As a Host Family member or Rotary Volunteer, I hereby agree to destroy all other copies (electronic or paper) of collected information including, but not limited to:

- Student Application; and
- Monthly reports from the student.

If I am a Rotary Volunteer, I also agree to destroy all items on this non-inclusive list:

- Volunteer Applications from host family members;
- Criminal Background Checks
- References;
- Host Family Applications;
- Host Family Interview and Inspection (including photos); and
- Host Family Orientation.

Dated: _____ _____ _____

Printed Name Signature

Student Consent to South Central Rotary Youth Exchange, Inc.'s & its member Rotary District's Use & Release of My Collected Personal Data

1. *Copy of policy provided.* I have been provided a copy of "*SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program.*" It explains how South Central Rotary Youth Exchange, Inc. (SCRYE) and its member Rotary district will use my personal data in my exchange and how it will share this data with others.

2. *Consent to use and disclosure of personal data.* I consent to SCRYE and its member Rotary district collecting, processing, using, and disclosing my personal data in a manner consistent with the *SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program.*

Dated: _____ _____ _____
Name of Exchange Student — Signature

Dated: _____ _____ _____
Name of Mother or Guardian (on my own behalf and student's) — Signature

Dated: _____ _____ _____
Name of Father or Guardian (on my own behalf and student's) — Signature

Instructions: Regardless of the age of the student, this form should be signed by the exchange student and by both of his or her parents. If a parent does not have custody of the student and a guardian does, then the form should be signed by the guardian. A step parent needs to sign the form only if the step parent has adopted the student or has been appointed guardian of the student.

Chapter 5: REQUIRED FORMS & DOCUMENTS FOR THE INBOUND PROGRAM

This chapter contains the necessary forms and documents to be completed before, during and after the inbound exchange. As mentioned in the previous chapter, it is important that our district is in compliance with the rules set by the U.S Department of State, SCRYE, and District 6080, and it is necessary to submit the required paperwork in a timely manner. Most of the forms in this section can be found under the "Documents and Links" folder on the SCRYE website (scrye.org).

DOCUMENTS/FORMS REQUIRED BEFORE STUDENT ARRIVES

- **IB-1**:Club Compliance Certification (Host Club Commitment Form)
- **V-1**: Volunteer Application Affidavit to Serve in Rotary Youth Exchange
- Copy of the Guarantee Form (you will receive this document when a student has been assigned to your club)
- **Letter from Department of State to High School**
- **Cover Letters (2) to High School** Principal, School Superintendent and/or Guidance Counselor (to be submitted with Guarantee Form and student's full application)
- **Emergency Contact Form**
- **Community Profile Email**
- **Inbound Arrival Checklist** (sent via email upon student arrival)

DOCUMENTS/FORMS FOR MONTHLY REPORT FOR COMPLIANCE

- To be submitted on Database EVERY month*

DOCUMENTS/FORMS REQUIRED FOR EACH HOST FAMILY

- **V-1: Volunteer Application Affidavit to Serve in Rotary Youth Exchange (same as above)**
- **HF-1: Host Family Application***
- **HFV-1: Reference Report Form***
- **HF-2: In Home Interview (5 photos)***
- **HF-4: Host Family Orientation***
- **HF-6: Program Information for Host Families (Department of State regulations)**
- **HF-7: Cover Letter from the Department of State**
- **HF-8: Secondary Home Visit***

Travel Documents

- Traveling Outside of Missouri Form
- IB-6: Inbound Request for Visit by Family

Club Name	IB-1

Rotary

Club Compliance Certification

Rotary Youth Exchange, District _____

(Updated 26Jan2017 – G)

Rotary Club Identification

Rotary Club Name	President's Name

Club Youth Exchange Chairman/Officer (Club YEO)

Name		E-mail	
Home Phone	**Work Phone**	**Cell Phone**	**Fax**
Street Address	**City**	**State**	**Zip Code**

Additional Members of the Club YE Committee (Add pages if needed)

Name	E-mail
Name	E-mail
Name	E-mail
Name	E-mail

YEO Certification

I am the designated Youth Exchange Officer for my Rotary Club and agree to the best of my ability to assure that my Rotary Club's youth exchange program will conform to the standards of my Rotary District, Rotary International, the USA State Department and the Council on Standards for International Travel.

Club YEO Signature or E-signature	Date
/S/	

Club President Certification

I certify that the above information is correct and will provide my support to the Youth Exchange Committee and assure the youth exchange program's implementation within the guidelines of Rotary International, the USA State Department, and the Council on Standards for International Educational Travel.

Club President Signature or E-signature	Date
/S/	

Email to admin@rye6080.org & rye6080compliance@gmail.com

Rotary Club Name	District	Page 1 of 5	V-1
	6080		

Application to Participate in Rotary Youth Exchange

(Background Information Required by US Dept. of State)

(Updated 26Jan2017 – G)

Full Name

First Name	Middle Name	Last Name (In Caps e.g. SMITH)	Gender
			◯Male ◯Female

Current Location

Street Address	City	State	Zip

If different, list location for previous seven years

Period of Residence(From date to date)	Street Address	City	State	Zip

Contact Information

Home Phone	Work Phone	Cell Phone	E-mail

*Other Personal Information

Date of Birth (e.g. 25/Jan/1981)	Country of Birth	Citizen of what country?	Social Security Number

Drivers License Number	State of Issue of Driver License

☐ African American ☐ American Indian ☐ Anglo ☐ Asian ☐ Hispanic ☐ Other

Education Level (Check highest earned degree)

☐ High School Diploma ☐ Bachelors Degree ☐ Masters Degree ☐ Doctorate

Relevant organization and club memberships

Member of Rotary? ◯Yes ◯No	If yes, Club Name	District No.	Previous Rotary Club Memberships

List other relevant organization and club memberships – current and past

*Used for background screening only and not for any other purpose.

Rotary Club Name	District	Page 2 of 5	V-1
	6080		

Volunteer History with Youth (e.g. Scouting, School, Church, Sports – If needed, attach additional sheet(s)

Organization Name	Position	Dates of Service	Director Name	Phone Number(s)

Employment History for Last Five Years

Current Employer	Job Title	Supervisor's Name	Supervisor's Phone

Street Address	City	State	Zip

Previous Employer	Job Title	Supervisor's Name	Supervisor's Phone

Street Address	City	State	Zip

Previous Employer	Job Title	Supervisor's Name	Supervisor's Phone

Street Address	City	State	Zip

Criminal Record

Have you ever been charged with any crime(s) or plead guilty to any crime(s)? ◯Yes ◯No

If yes, attach separate sheet(s) describing each incident in full. Include date(s) of charge(s) and county & state in which each was made.

Have you ever been subject to any court order involving sexual, physical or verbal abuse, including but not limited to any domestic violence or civil harassment injunction or protective order? ◯Yes ◯No

If yes, attach separate sheet(s) describing each incident in full. Give date(s) of crime(s) and in which country and state each took place.

Personal References – Two required – No relatives - No Rotarians

Full Name	Relationship

Street Address	City	State	Zip

Home Phone	Work Phone	Cell Phone	E-mail

Full Name	Relationship

Street Address	City	State	Zip

Home Phone	Work Phone	Cell Phone	E-mail

Declarations

Rotary Youth Protection Policy

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, spouses, partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse.
(Adopted by the Rotary International Board of Directors, November 2006)

Certification of Truthfulness & Agreement to Follow Rotary Regulations

I certify that all of the statements in my Application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect my Application unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with any Rotary Youth Exchange program. I further certify that I understand that the intent of Rotary Youth Exchange Programs is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I further agree to conform to the rules, regulations, and policies of Rotary International, South Central Rotary Youth Exchange, the Rotary District Youth Exchange Program in which I am applying as a volunteer and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the named Rotary District Youth Exchange Program or its affiliates, or at my option. I understand and agree that this Rotary District Youth Exchange Program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I acknowledge that I have read and understand the above affidavit, waiver, consent and release, and that I sign this form voluntarily. The typing of my name in the signature block below is intended to be my electronic signature.

Signature or E-signature	Date
/S/	

Release and Indemnification Agreement

I waive any right to assert that the investigation that I have authorized above constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in Rotary Youth Exchange, and I fully consent to such investigations.

Rotary Clubs, Rotary Districts, SCRYE, and Rotary International act through their respective members, officers, directors, committee members, employees, and volunteers to administer the Rotary Youth Exchange Program. For the purpose of this release and indemnification provision, these entities and individuals are referred to as "Indemnities." To the extent of any applicable insurance, the Indemnities shall remain responsible for any damages resulting from their negligence in administering the program; investigating my background, and protecting the confidentiality of my personal information. I hereby release, agree to indemnify and hold harmless, and covenant not to collect damages from "Indemnities" for those damages that are over and above those covered by all applicable insurance policies. I execute this limited release of liability, indemnification and hold harmless agreement, and covenant not to collect damages in consideration of my acceptance and participation in the program.

I acknowledge that I have read and understand this Release and Indemnification Agreement. I sign this agreement voluntarily. The typing of my name in the signature block below is intended to be my electronic signature.

Signature or E-signature	Date
/S/	

Email to admin@rye6080.org & rye6080compliance@gmail.com

First Name	Middle Name	Last Name	Rotary Club Name	District	Page 4 of 5	V-1
				6080		

Authorization to Investigate

Disclosure Regarding Background Investigation

South Central Rotary Youth Exchange and its member Rotary Districts ("SCRYE") may obtain information about you from a consumer reporting agency for volunteer service purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The Department of State requires that SCRYE secure a national criminal background check that includes the Department of Justice's National Sexual Offender Public Registry. Otherwise, the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for volunteer service is an investigation into your education and/or employment history conducted by an organization that provides background investigations for non-profit organizations.

The scope of this notice and authorization is all-encompassing. It allows SCRYE to obtain from any outside organization all manners of criminal background checks, consumer reports, and investigative consumer reports now and throughout the course of your volunteer service to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Acknowledgment and Authorization

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT. I certify that I have read and understand both of those documents. I hereby authorize the obtaining of criminal background checks, "consumer reports" and/or "investigative consumer reports" by SCRYE at any time after receipt of this authorization and throughout my volunteer service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by any organization acting on behalf of SCRYE that provides background investigations for non-profit organizations, another outside organization acting on behalf of SCRYE, or SCRYE itself. I agree that a facsimile ("fax"), electronic, or photographic copy of this Authorization shall be as valid as the original.

I acknowledge that I have read and understand this authorization to investigate. I sign this authorization voluntarily. The typing of my name in the signature block below is intended to be my electronic signature.

Signature or E-signature	Date
/S/	

Email to admin@rye6080.org & rye6080compliance@gmail.com

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to** www.consumerfinance.gov/learnmore **or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment — or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.**
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.**
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.**

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore

United States Department of State

Bureau of Educational and Cultural Affairs

Washington, DC 20522

January 8, 2019

Dear School Administrator:

On behalf of the U.S. Department of State, I want to thank you for accepting the enrollment of a secondary school student participating in the Exchange Visitor Program. The Secondary School Student Program is one of many ways foreign nationals participate in people-to-people exchange programs in the United States. People-to-people exchanges are a valuable tool of foreign policy. This program offers a unique opportunity for your school to experience firsthand the richness and diversity of a culture different from your own, and for you to exemplify American values and culture to a foreign visitor. Through this program, you will join thousands of American educational institutions and professionals who serve as citizen ambassadors of the United States. Many schools have found the secondary school student program to be a rewarding and enjoyable experience.

Secondary school programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 25,000 high school students from around the world participate annually in the Exchange Visitor Program. This program is not only a great opportunity for international students to experience the culture and diversity of the United States, but it allows U.S. students to expand their horizons as well. The goodwill of American high schools in opening their campuses to these young international visitors is vital to this program's success.

Each sponsoring organization has a local representative who will oversee each student's year in your school. They are also available to serve as a point of contact for you, your teachers, and the students' host families. The health, safety, and well-being of the students who participate in this program are our highest priority.

I hope this will be a rewarding experience for you, your school, and the exchange visitor student. It is critical that you notify the student's program sponsor if you have any concerns or if the student's personal health, safety, and/or well-being is threatened in any way. If the sponsor is not responsive to your concerns, please contact the Department of State directly at our 24-hour toll-free number (1-866-283-9090) that has been established for this purpose. In addition, the program sponsor provides each student with an identification card that lists the student's host family address and telephone numbers, separate telephone numbers for immediate contact with the sponsor organization and the sponsor's local representative, and the Department of State's toll-free phone number and email address (jvisas@state.gov). Your exchange visitor students should keep this card with them at all times and contact us if they have any concerns about their health, safety, and/or well-being.

The Secondary School Student Program offers you, your staff, your exchange visitor student, and your local community the opportunity to create a strong lifelong relationship. I hope this will be a positive and rewarding experience for all of you. The Department of State is deeply appreciative of your part in ensuring this program reaches its maximum potential as a quality educational and cultural exchange experience.

Sincerely,

G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange

Rotary District 6080 Youth Exchange

Dear High School Principal, School Superintendent and/or Guidance Counselor:

Thank you for agreeing to accept a Rotary Youth Exchange student in your high school next year. For your review and permanent records we are providing you a copy of the student's complete application including immunization records, transcripts (and a summary thereof, in English) and documentation of how many years the student has already completed in school.

Included are two copies of the student's Guarantee Form. We need for you to complete Section F (Schooling Guarantee) on BOTH of these forms, as we are required to have TWO ORIGINALS of this document. Please remember to include the school seal, use the school's PHYSICAL ADDRESS (Not P.O. Box) and use blue ink for all signatures.

In additional to myself, below is the contact information for Rotarians who will be part of the student's support network throughout the year. Please contact any of these Rotarians if you have any questions or concerns about how our student is doing in school - or if issues arise of which you think we should be aware.

Local Rotary Counselor: _____
Inbound Coordinator: Amy Jammeh 1-816-885-4877, inbound@rye6080.org
District Administrative Assistant: Johnah Terbovic, 1-816-392-9831, admin@rye6080.org

Also listed below is the contact information for the program sponsor (SCRYE) under which all District 6080 Rotary students receive their visas as well as the Office of Designation at the Department of State.

SCRYE	**Office of Designation**
Erin Garcia Alternate Responsible Officer 512-585-8603 scryeinfo@gmail.com	US Department of State – Private Sector Programs ECA/EC/PS – SA-5, Floor 5 2200 C Street NW Washington DC 20522-0505 jvisas@state.gov

District 6080 Rotary Youth Exchange is a CSIET accredited program because of being a member of the South-Central Rotary Youth Exchange, Inc. Our program is administered by Rotarians in your community with support from district committee members throughout central Missouri. Our program is also certified by Rotary International which is one of the most well-respected service organizations in the world.

We continually strive to provide a positive experience for students, teachers and administrators.

Thank you for helping us to promote Rotary's goal of world peace and understanding.
In the Spirit of Rotary,
Brenda Woods Youth Exchange Chair
573-619-3822
chair@rye6080.org

Dear School Official,

The Guarantee Form (two original copies) is a legal document that is required in order for a student to get a visa to the United States. It is important that these two original copies of the document are filled out accurately as follows:

□ All signatures must be in **BLUE INK**.

□ The school seal must be affixed. □ The address of the school must be the PHYSICAL address, not a PO Box.

□ All information must be **LEGIBLE**.

We appreciate your attention to the above so that the student who will be attending your school next year does not have any problems with documentation when he/she visits the U.S. Consulate to get his/her visa.

EMERGENCY CONTACT INFORMATION

We are required to provide all Inbound Students emergency contact information PRIOR to their arrival.

STUDENT'S NAME: **HOST CLUB:**

Name of Club President: _____

E-mail Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Name of Club YEO: _____

E-mail Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Name of Inbound Counselor: _____

E-mail Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Name of Local Doctor: _____

Work Phone: _____

Name of Local Dentist _____

Work Phone: _____

# of Local Public Health Dept.: _____

Preferred Arrival Dates for student: _____

**We prefer students to arrive 7-10 days before the start of school. Please give a 4-6 day date range so that there is some flexibility in booking flights.

COMMUNITY PROFILE TEMPLATE

Use this to create Welcome E-mail to Student

Dear <Your Student's Name>,

Introduce yourself to your student.

(Create letter that includes the following information) Host City: Location in State: Population: Primary industries: Additional Information (parks, recreation, special interests, libraries, other): Transportation: (If possible, provide websites for the community, school, etc.)

Host Rotary Club: Number of Members: When Your Club Meets: Other Information about Club:

1st Host Family (Name, address, phone, e-mail): # of Children in Family – including ages: Occupations of Parents: Family Hobbies and Interests: ***Attach pictures you took during the In-Home Interview and Inspection***

Name of School: Number of Students in School: When School Starts: Information about school (classes, extra-curricular activities): Probable grade of enrollment: Website of school:

Where and When you want your student to arrive (give a 4-5 day date range and include airport codes)

(Create a closing that provides information about your role as counselor and how you will be assisting student during the first week and throughout the year.

Sign your name and provide your contact information

When you send this e-mail to your student, send a copy to admin@rye6080.org so that we have this first communication in our records. WE MUST BE ABLE TO DOCUMENT THAT YOU PROVIDED THIS INFORMATION TO YOUR STUDENT PRIOR TO HIS/HER ARRIVAL.

Email to admin@rye6080.org & rye6080compliance@gmail.com

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 1 of 5	HF-1

Rotary

Host Family Application

(Adult Members must also complete Volunteer Application V-1)

Rotary Youth Exchange, District _____

(Updated 18Feb2018 – G)

Thank you for your interest in this program. The form that follows this introduction is interactive. Save it on a computer and complete it there. Just type name for signature.

The Role of a Host Family

United States Exchange Visitor Program

The Exchange Visitor Program promotes mutual understanding between the people of the United States (U.S.) and the people of other countries by educational and cultural exchanges, under the provisions of U.S. law. Exchange Programs provide an extremely valuable opportunity to experience the U.S. and our way of life, thereby developing lasting and meaningful relationships.
In carrying out the responsibilities of the Exchange Visitor Program, the Department of State (DOS) designates public and private entities to act as exchange sponsors. Designated sponsoring organizations facilitate the entry of foreign nationals into the U.S. as exchange visitors. The first step for a prospective nonimmigrant exchange visitor is to be accepted in an established exchange visitor program that is Student and Exchange Visitor Program (SEVP) certified. At the conclusion of their program, Exchange Visitor program participants are expected to return to their home countries to utilize the experience and skills they have acquired while in the U.S. Questions regarding the Rotary Youth Exchange program should be directed to local Rotary representatives or scryeinfo@gmail.com.

A Summary of Host Family Responsibilities in RYE Programs

e host family is a critical element in any cultural exchange program for youth, providing a first-hand opportunity to experience a new culture and help others to better understand the culture that they represent. The Rotary program is distinct from other exchange programs because it is operated completely by volunteers around the world. Each student participant and each host family is carefully selected and actively supported by Rotary volunteers within their own community. Host families are in close contact with volunteers from a local Rotary club and Rotary district who will guide and assist them throughout their experience.

Hosting a student can be an extremely rewarding experience for everyone in a family, but of course, there are responsibilities. Most are natural since they are what a family would expect to do for one of its own children. Following is a list of responsibilities a family would want to consider in accepting the role of a host family.

Before the student arrives:

- Participate in training and orientation sessions provided by program officers.
- Establish communication with the student.
- Understand the program rules that the student must follow.
- Know how to contact key Rotary Youth Exchange leaders and community services in case of an emergency.

During the exchange:

- Provide a safe, welcoming environment to encourage the development of trust and friendship between the student and host family.
- Help the student feel like a part of the family, with the same privileges and obligations.
- Gently help the student adjust to the ways of the family household and the new culture.
- Provide room and board for the student. All students must have their own bed. If they must share a bedroom, then it must be with a child of the same gender.
- Provide a place in the home where the student may study undisturbed.
- Recognize the student's birthday and other special occasions.
- Ensure the student knows how to contact family members, friends, and other support networks.
- In case of an emergency, know how to access and use the student's insurance policy.
- Voice any concerns and questions regarding the student to his/her Rotary counselor, including serious homesickness, difficulty adapting to family life or school, or illness.
- Maintain close contact with the host club, and address problems and concerns quickly.
- Exercise supervisory and parental responsibility to ensure the student's well being.
- courage involvement in community life by introducing the student to neighbors, friends, and local groups.
- lp the student understand the local culture, and take an interest in the culture of the student's home country.
- Advise the student about matters related to school, family, friends and community.

Remember to save this form on a computer and complete it there. *Thank you!*

Host Family Profile

Host Family Name and Address

Host Family Name (e.g. John and Mary SMITH)	Home Phone	Home E-mail

Street	City	State	Zip

Prior Residence (Only if less than five years at current address)

Street	City	State	Zip	Years at this address

Household Occupants (other than host parents) – Please list all

Name (First, middle, last)	Relationship	Birth Date (e.g. 25/Jan/1981)	Gender	Full Time or Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time
			○M ○F	○Full Time ○Part Time

Relevant Experience for Hosting

Have you been a Host Family before? ○ Yes ○ No If yes, when and where?

What language(s) is spoken in the home?

If any family member speaks another language, please name the person and the language (e.g. John – Spanish, Sue – German)

If any family member has lived in another country, please name the person and the country(s), and indicate how long

Describe usual family activities (For example: Camping, traveling, shopping, sporting events, art, music, etc.)

Describe the special interest or hobby of greatest interest for each member of the family. (For example: Father – Golf, Mother – Bridge, John – Baseball, Mary – School Band, etc.)

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 3 of 5	HF-1

Community and School Profile

Community

Type			Population	City or Town Website
◯ Urban	◯ Suburban	◯ Farm		

Nearest Major City	Population	Distance to it	Nearest Major Airport	Distance to it

List "points of interest" near your area (parks, museums, historical sites, etc.)

Areas that should be avoided in or near your neighborhood, if any:

Brief Description of your neighborhood or community:

School – Note: Exchange students are not required to pay school tuition.

Name of School	Street Address	City	Zip Code

School Website	Start Date for Fall Classes	Enrollment	
			◯ Public? ◯ Private?

Is any member of the host family had contact with a coach regarding the hosting of an exchange student having a particular athletic ability? ◯ Yes ◯ No If yes, describe the contact and name the sport.

Would the host family provide transportation for extracurricular activities after school or evenings? ◯ Yes ◯ No Explain

List names of host siblings who are enrolled in same school as the exchange student

List names of host siblings who participate in sports, clubs and activities at school, and name the activity(s)

Does any member of the host family work for the school in a coaching, teaching or administrative capacity? ◯ Yes ◯ No
If so, please name the person(s) and name the position(s)

Name of School Official (Contact)	E-mail	Telephone	Mailing Address

Approximate distance between school and host home:	

How will student get to school and back to host home? (Check all that apply)

☐ Bus	☐ Carpool	☐ Bicycle	☐ Walk	☐ By car with host parent	☐ By car with host sibling

If there is a different plan, please describe it

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 4 of 5	HF-1

Home Description

Home Type (Check all that apply)

◯ Single family home	◯ Duplex	◯ Apartment	◯ Mobile home	◯ Condominium

Does the home also serve as a functioning business? (For example: Farm, Day Care, etc.) ◯ Yes ◯ No **If so, please describe**

Home Features (Check all that apply)

☐ Formal Living Room	☐ Family Living Area	☐ Dining Room/Area	☐ Kitchen	☐ Laundry

Number of bathrooms?	Number of bedrooms?

Required Photos – The USA State Department requires photos of the following home features.

1. Home Exterior & Grounds, 2. Kitchen, 3. Student's Bedroom, 4. Student's Bathroom, 5. Family Living Area
Our Local Coordinator will make them when they visit your home.

Utilities (Check all that apply)

Cooking			Home Cooling			Home Heating		
☐ Gas	☐ Electric	☐ Other	☐ Central	☐ Window units	☐ Other	☐ Central	☐ Space Heaters	☐ Other

Student's Bedroom (Check all that apply)

☐ Private Bedroom	☐ Single Bed	☐ Double Bed	☐ King or Queen Bed	
☐ Window	☐ Chest of Drawers Space	☐ Closet Space	☐ Desk for Study	☐ Study Lamp

Note: Students must not share a bed. They may share a room with at most one person of the same gender and compatible age.
If the student is to share a bedroom, state the name, gender and age of the student here.

Name	Date of Birth	Gender
		◯ Male ◯ Female

Home amenities to which the student has access (Check all that apply)

☐ TV in Family Room(s)	☐ Family Computer	☐ Internet	☐ Laundry	☐ Refrigerator

List Others here (if any):

Family Pets – List type and number of indoor pets and outdoor pets (Dogs, Cats, Birds, etc.)

Indoor Pets	Outdoor Pets

Food and Diet

Does any host family member follow dietary restrictions? ◯ Yes ◯ No **If yes, name the person(s) & describe the restrictions**

Do you expect the student to follow a dietary restriction prescribed by you? ◯ Yes ◯ No **If yes, please describe it**

Would you host a student who is a vegetarian, vegan, or follows another strict diet? ◯ Yes ◯ No ◯ Not sure **Comment?**

Would the host family be able and willing to provide three nutritious meals daily for the student? ◯ Yes ◯ No **Comment?**

How will school lunch be provided for the student?

☐ Eat at school cafeteria ☐ Come home for lunch ☐ Take from home ☐ Other

If school lunch is taken from host home, who will prepare it?

☐ Host mother ☐ Host father ☐ Student ☐ Share duty ☐ Other

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 5 of 5	HF-1

Family Expectations for Student

Describe *Responsibilities and Behavior* expected of the student while in your home regarding the following topics.

Homework

Household chores

Curfew (school night, and weekend)

Access to refrigerator and food

Drinking of alcoholic beverages (In the USA, drinking of alcoholic beverages is not legal for persons under 21 years of age)

Driving (Operating a motor vehicle is prohibited by Rotary for RYE students)

Smoking (In the USA, using tobacco products is not legal for persons under 18 years of age)

Computer/Internet/E-mail

Other

Religion/Church: (Note: Host family must not require their student to attend a religious service or program of any kind. However, if the student decides, without solicitation, to attend such a function, then the family may accommodate this interest by taking the student to such a service or program.)

Are you willing voluntarily to inform the exchange visitor in advance of any religious affiliations of household members?

◯ Yes ◯ No

Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own?

◯ Yes ◯ No

How did you learn about being a host family?

Family Resources

Please indicate the *host family income range* by checking the appropriate box. (The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange student can be met, including three quality meals per day and transportation to and from school activities. Please understand that verifying adequate resources to host a student in precisely this manner is a requirement of the US State Department and this information will be kept in strict confidence.)

◯ Less than $25,000 ◯ $25,000-$35,000 ◯ $35,000-$45,000 ◯ $45,000-$55,000

◯ $55,000-$65,000 ◯ $65,000-$75,000 ◯ $75,000 and above

If any person residing in the host home receives any kind of public assistance (financial needs-based government subsidies for food or housing), give the name of the person and the kind of assistance.

Identify the personal expenses expected to be paid by the student (Check those that apply and add any items not listed.)

☐ School Supplies ☐ Movie Rentals ☐ Clothes ☐ Shoes ☐ Personal care products (e.g. makeup, shampoo, etc.) ☐ Others (List):

Certification: We certify that to the best of our knowledge, the contents of this application are accurate and that all members of the family support this application.

Host Father Signature or E-signature	Host Mother Signature or E-signature	Date
/S/	/S/	

Email to admin@rye6080.org & rye6080compliance@gmail.com

Applicant Name (Host Family Member or Other Volunteer)	Club	District	HFV-1

Rotary

Reference Report

For Volunteer in Rotary Youth Exchange

(Updated 26Jan2017 – G)

has submitted your name as a reference in his/her application to serve as a host family member or other volunteer work in the Rotary Youth Exchange Program. Your assistance by answering the questions below would be appreciated. ***The completed form should be sent to the program representative designated at the bottom of this form, not the applicant. Thank you very much.***

Reference for provided by person named below

Name	Phone	E-mail Address	
Street or PO Box	**City**	**State**	**Zip**

1. Are you a relative (Cousin, Stepfather, Mother-in-law, etc) of the applicant named above?

Yes ◯ No ◯ **If yes, please STOP here and return the form.**

2. Are you a member of a Rotary Club?

Yes ◯ No ◯ **If yes, please STOP here and return the form.**

3. How long have you known applicant?

4. What is your relationship with this applicant? (Friend, coworker, know them well, not well, etc.)

5. What about this applicant best qualifies him/her to be a youth exchange volunteer or host parent?

6. Do you have any concerns about the applicant interacting with youth? If so, please explain.

Validation Signature (If you completed this form, please check appropriate box and complete next line)

Form completed by: Program Representative ◯ Person Providing Reference ◯

Note: The typing of my name in the signature block below is intended to be my electronic signature.

Name	Signature or E-signature	Date
	/S/	

Return completed form to the following program representative:

Name	Phone	E-mail Address	
Street or PO Box	**City**	**State**	**Zip**

Email to admin@rye6080.org & rye6080compliance@gmail.com

Host Family Name (e.g. John and Mary SMITH)	Club	District	HF-2

Rotary

Host Family Interview & Accommodations Inspection

Rotary Youth Exchange, District ____

(Updated 26Jan2017 – G)

Student's Name (if known at time):

Host Home Photos (Following five are required)

1. Exterior of house and grounds, 2. Kitchen, 3. Student's bedroom, 4. Student's bathroom, 5. Living and family areas

◯ Photos submitted by host family with application were authenticated by Local Coordinator during visit

◯ Photos made by Local Coordinator

Host Home Features Inspected

Student's Bedroom ☐ Student's Bathroom ☐ Kitchen ☐ Family Room ☐ Laundry ☐ Other ☐

Student Accommodations (Checked items describe student accommodations)

☐ Has own bedroom

☐ Shares bedroom with _____ (e.g. Host brother, host sister, etc.)

☐ Has separate bed, not convertible, not inflatable

☐ Has adequate storage space for clothes and personal belongings

☐ Has study space in bedroom or elsewhere in the house

☐ Has reasonable access to bathroom facilities

☐ Shares bathroom with _____ (e.g. Host brother, host sister, etc.)

◯ Has unimpeded access to the outside of the house in the event of a fire or similar emergency

Interview Topics (LC makes notes *if needed*)

☐ 1. Family Routine – work, activities, schedules, etc. – for both children and adults.

☐ 2. Student's Transportation Needs – such as for youth/school activities, shopping, visits to friend's home, etc.

☐ 3. Would the student occupy the room of a family member who is away? If this person returns before the student is scheduled to move out, what adjustments would be made?

☐ 4. Have special family activities or trips already been planned for this period? Would the student participate?

☐ 5. Past Hosting Experience, if any

Certification

☐ All family members were present for this interview.

Date of In-home Interview	Name of LC who Conducted interview	Signature or E-signature of LC
		/S/

Email to admin@rye6080.org & rye6080compliance@gmail.com

Host Family Name (e.g. John and Mary SMITH)	Club	District	HF-4

Rotary

Host Family Orientation

Rotary Youth Exchange, District _____

(Updated 26Jan2017 – G)

Student Information

Student's Name	Gender	Home Country	Home District
	◯ Male ◯ Female		

Section 1 – Prerequisites for Orientation (Must be completed before orientation.)

Date Background Check Done	Date Reference Checks Completed	Date In-Home Interview/Inspection Done

Section 2 – Policy on each of the following must be explained. Check as discussed.

- ☐ Rotary organization, youth exchange program
- ☐ Student protection policy
- ☐ Rotary Club and Rotary Counselor's roles
- ☐ Rotary activities (district and club)
- ☐ How to respond to a problem
- ☐ Rotary resource persons
- ☐ Medical, liability and dental insurance
- ☐ Passport
- ☐ Airline Ticket
- ☐ Money
- ☐ Employment
- ☐ School (academic expectations, etc.)
- ☐ Dress Codes (School and social occasions)
- ☐ School lunches
- ☐ Financial obligations
- ☐ Student's place in the family
- ☐ Religion
- ☐ Customs and mores of student's home country
- ☐ Local transportation
- ☐ Travel
- ☐ Drinking (In USA, alcoholic beverages is illegal for persons under 21)
- ☐ Drugs (Non-prescription drugs are not permitted.)
- ☐ Driving (Operating a motor vehicle is prohibited for inbound students)
- ☐ "Dating" (No sexual and/or romantic relationships)
- ☐ Body decorations (No new piercing, tattoos, etc.)
- ☐ Smoking (In USA, the use of tobacco is illegal for persons under 18)
- ☐ "Downloading"
- ☐ Internet/computer policy
- ☐ Phone/Text message policy
- ☐ Post hosting evaluation

Section 3 – Items to present to host family. Check as presented.

- ☐ Host Family Handbook and/or Guidelines
- ☐ Copy of the student's application
- ☐ Calendar of student activities
- ☐ Rotary District Rules and Conditions of Exchange
- ☐ Contact information for club and district youth exchange volunteers
- ☐ Letter to Host Family from USA State Department (HF-7)
- ☐ Copy of USA State Department Exchange Visitor Program Regulations (HF-6)

Certification

☐ **This host family has been advised of their responsibility to inform the Host Rotary District of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.**

☐ **All family members were present for this orientation session.**

The signature below certifies that information stated or implied in this report is accurate and that the host family understands their responsibility.

Date Orientation Conducted	Name of LC who Conducted Orientation	Signature of LC who Conducted Orientation
		/S/

Rotary

Program Information for Host Families

(USA Exchange Visitor Program)

Rotary Youth Exchange, District _____

(Updated 26Jan2017 – G)

All youth exchange programs operating in the United States must comply with regulations set by the USA State Department. Herein is a copy of the policy containing these regulations for your review.

§ 62.25 Secondary school students

(a) ***Purpose.*** This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) ***Program sponsor eligibility.*** Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations

(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and

(2) Which are United States citizens as such term is defined in §62.2.

(c) ***Program eligibility.*** Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and

(3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) ***Program administration.*** Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
(4) Place no exchange student with his or her relatives;
(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;
(6) Make no monetary payments or other incentives to host families;
(7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;
(8) Make certain that the exchange student's government issued documents (*i.e.* , passports, Forms DS–2019) are not removed from his/her possession;
(9) Conduct the host family orientation after the host family has been fully vetted and accepted;
(10) Refrain, without exception, from acting as:
  (i) Both a host family and a local coordinator or area supervisor for an exchange student;
  (ii) A host family for one sponsor and a local coordinator for another sponsor; or
  (iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.
(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.
(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.
(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (*i.e.* , twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.
(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and
(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) ***Student selection.*** In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:
(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;
(2) Demonstrate maturity, good character, and scholastic aptitude; and
(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F–1 or J–1 visa status.

(f) ***Student enrollment.***
(1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:
  (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
  (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS–2019.
(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.
(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.
(7) Upon issuance of a Form DS–2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) ***Student orientation.*** In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:
(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
(2) A copy of the Department's welcome letter to exchange students;
(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;
(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;
(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and
(6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) ***Student extra-curricular activities.*** Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:
(1) Authorized by the local school district in which the student is enrolled; and
(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.
(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) ***Student employment.*** Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) ***Host family application and selection.*** Sponsors must adequately screen and select all potential host families and at a minimum must:
(1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.* , field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) ***Host family orientation.*** In addition to the orientation requirements set forth in §62.10, sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) ***Host family placement.***

(1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) ***Advertising and marketing for the recruitment of host families.*** In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) ***Reporting requirements.*** Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS–2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS–019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

[75 FR 65981, Oct. 27, 2010

Email to admin@rye6080.org & rye6080compliance@gmail.com

Host Family Name (e.g. John and Mary SMITH)	Club	District	HF-8

Rotary

Host Family Home - Second Visit

Rotary Youth Exchange, District _____

(Updated 26Jan2017 – G)

NOTE: The purpose of this form is to provide a record of a visit to the host home of a student by a representative of Rotary other than the person who interviewed the host family and visited their home initially. This visit must be made during the first two months of the student's placement in the home.

The General Information Section (the first section) should be completed on a computer. Other sections are to be completed by the program representative who visits the home. They may be completed on a computer, or by hand. If done by hand, please print or write legibly in ink.

General Information

Date of Move-in to This Host Home	Local Coordinator Who Made First In-Home Visit	Student's Name

Family Members Present During Visit (Not required that all be present)

- ☐ Host Father
- ☐ Host Mother
- ☐ Host Siblings
- ☐ Student hosted by this family

Student Accommodations

Accommodations for student appeared satisfactory? ◯Yes ◯No If no, please explain.

Comment

Please describe any matter considered to need attention and/or another follow-up visit.

Program (Rotary) Representative Making this Visit

Note: The typing of my name in the signature block below is intended to be my electronic signature.

Name (Please Type or Print)	Signature or E-signature	Date
	/S/	

Email to admin@rye6080.org & rye6080compliance@gmail.com

Travel Request Form

The Club Counselor must be informed of day trips or overnights within the district and the state of Missouri.

Host families and students may text, email or telephone the contact information to the Counselor. We want to know when the students are traveling away from their home communities.

Please fill out this travel request for any travel OUTSIDE of the State.

Then send it to BOTH inbound@rye6080.org and admin@rye6080.org

The Inbound Coordinator will review the request and approve or deny.

Travel Request

Student's Name:
Person Submitting Request:
E-mail of Person Submitting Request:
Purpose of Trip:

Contact Information Responsible adult with whom student will travel:
Cell Phone Number of Responsible Adult:
OR E-mail of Responsible Adult:

Student's Cell Phone:
Itinerary Departure Date:
Date of Return:
Trip Itinerary:

Transportation Vehicle Information (model and color of car & license #) OR Carrier Information (airline and flight numbers and times)

Comments: Any additional information or comments about trip:

Student Name	Host Club	Page 1 of 2	IB-6

Rotary

Inbound Student Request for Visit by Family

Rotary Youth Exchange, District _____

Approvals <u>required</u> for visit during exchange year

(See district rules concerning visits with inbound students on next page)

(Updated 26Jan2017 – G)

General Information (at Time of Proposed Visit)

Name of Student to be Visited	Phone	E-mail	Home Country

Host Family Name	Phone	E-mail

Proposed Visit Schedule

Proposed Date of Visitor Arrival (mm/dd/yyyy)	Proposed Date of Visitor Departure (mm/dd/yyyy)

Names of Visitors and Relation to Student (For example, Father, mother, brother, uncle...)

Name	Relation to Student

Accommodations during Proposed Visit (If more space is needed, add additional pages)

Proposed living accommodations during visit. (For example, have hotel accommodations for proposed visitor(s) been arranged, or do proposed visitors expect to stay with the host family or another Rotary family? <u>Describe fully</u>.

Describe proposed activities with student during the visit. (For example, do visitors expect to travel with the student during the visit? <u>If so</u>, provide a complete proposed travel itinerary – giving proposed dates and destinations of travel as well as proposed activities during travel.) Remember, missing school for visits with family and/or friends requires approval in advance.

Student Name	Host Club	Page 2 of 2	IB-6

District Rules Regarding Visits by Family and Friends

-Do not finalize a parental visit plan before obtaining required approvals.
-Approved visits should take place in the last quarter of the exchange ONLY.
-NO visits should be planned during holidays.
-The Host Parents are NOT obligated to house or entertain the visiting parents.
-Students must be given permission to miss school in order to travel with their parents.
-We STRONGLY suggest that parents NOT come during the last weeks of a student's exchange. We have found that this puts a real "burden" on the student trying to say their good-byes while, at the same time, trying to "entertain" and pay attention to their parents.
-Boy or girlfriend visits will be denied.
-Unaccompanied siblings visits should be carefully examined and defined before approval is granted.

Required Approval Signatures (All approvals required)

Student Name	Student Signature or E-signature /S/	Date
Rotary Counselor Name	Counselor Signature or E-signature /S/	Date
Host Parent Names	Host Parent Signature or E-signature /S/	Date
Names of Student's Natural Parents	Natural Parent Signature or E-signature /S/	Date
Host District YEO Name	Host District YEO Signature or E-signature /S/	Date

Chapter 6: NAVIGATING THE DATABASE

Due to the fact that there is quite a bit of paperwork and training involved in the Inbound program, it has become necessary to ask YEOs, Counselors, and students to actively use the RYE Database. Although your familiarity with the database may be at various levels, it is now required that YEOs and Counselors use the database for several required training modules and reporting monthly contact with students and host families. This chapter gives you step-by-step instructions on how to navigate the database.

Accessing the Database

You should receive an email with your login and password information. Once you have this information, the database can be accessed at: **http://rye5520.org/RYE/**

If you forget your login and/or password, don't hesitate to email admin@rye6080.org or the Compliance Officers to have it reset.

Training

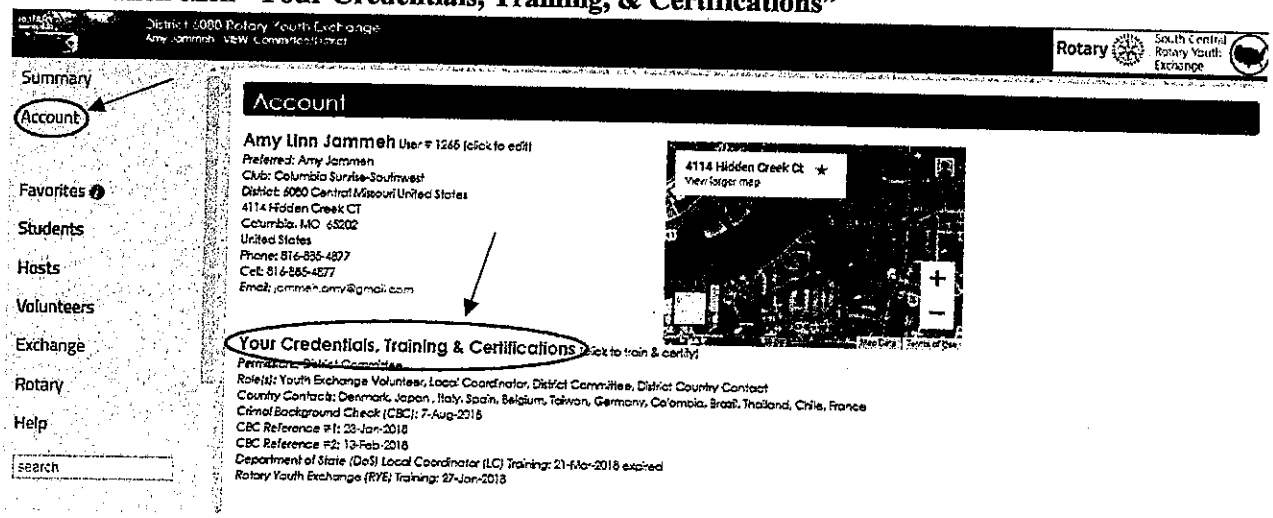
There are several trainings sessions that you will need to complete on the database:

- ☐ North American Youth Exchange Network (NAYEN) Youth Protection Training
- ☐ Department of State Local Coordinator Training

Below are step-by-step instructions on how to conduct these trainings on the database.

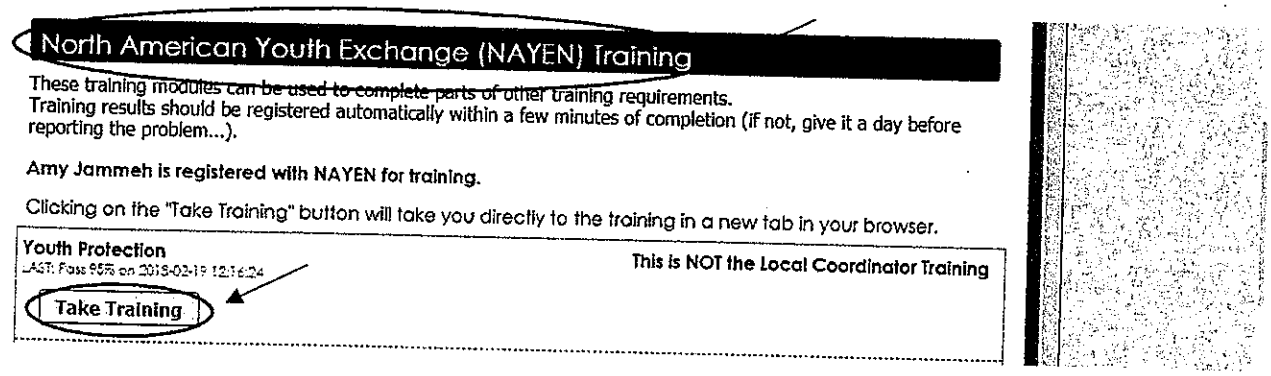
NAYEN Training

- Go to the SCRYE database home page and click **"Account"**
- Then click **"Your Credentials, Training, & Certifications"**



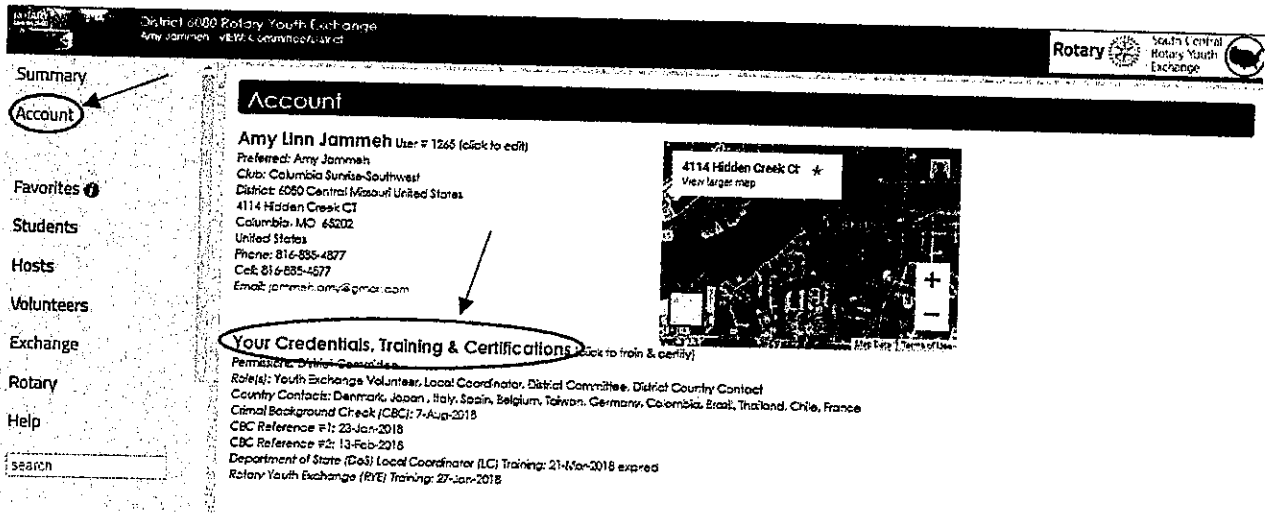
- Then scroll down to find **North American Youth Exchange (NAYEN) Training**
- Click **"Take Training"** tab

  This will take you to another page where you will click on the 'go' button. This will generate an email for you to use to log in and take the training. It appears to take about 24 hours for this email to be sent to your inbox. After you have completed the training and passed the test, email admin@rye6080.org or the Compliance Officers (prullage@ktis.net). This training does not send us a notification that you have completed the training.

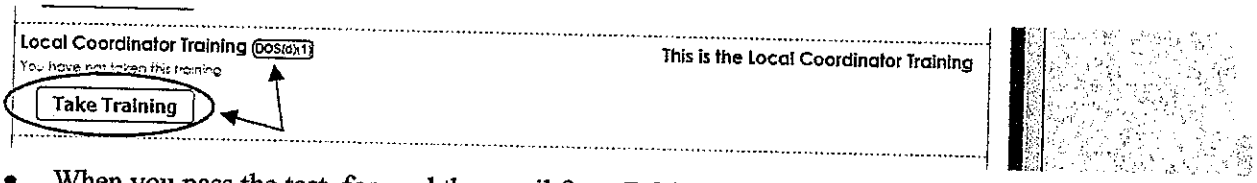


DOS Training

- Go to the SCRYE database home page and click **"Account"**
- Then click **"Your Credentials, Training, & Certifications"**



- Scroll down to "Local Coordinator Training". The button after this title, labeled "DOS(d)(1)", is the information that you can read through before taking the test.



- When you pass the test, forward the email from DOS or the certificate to admin@rye6080.org and rye6080compliance@gmail.com, and they will upload your certification of completion to the database.

Other Useful Trainings on this Page

We encourage you to take the other training modules under the **"Your Credentials, Trainings, and Certification"** tab. For example, the host family training modules can be used to help you conduct the host family orientation.

Monthly Contact Reports for Compliance

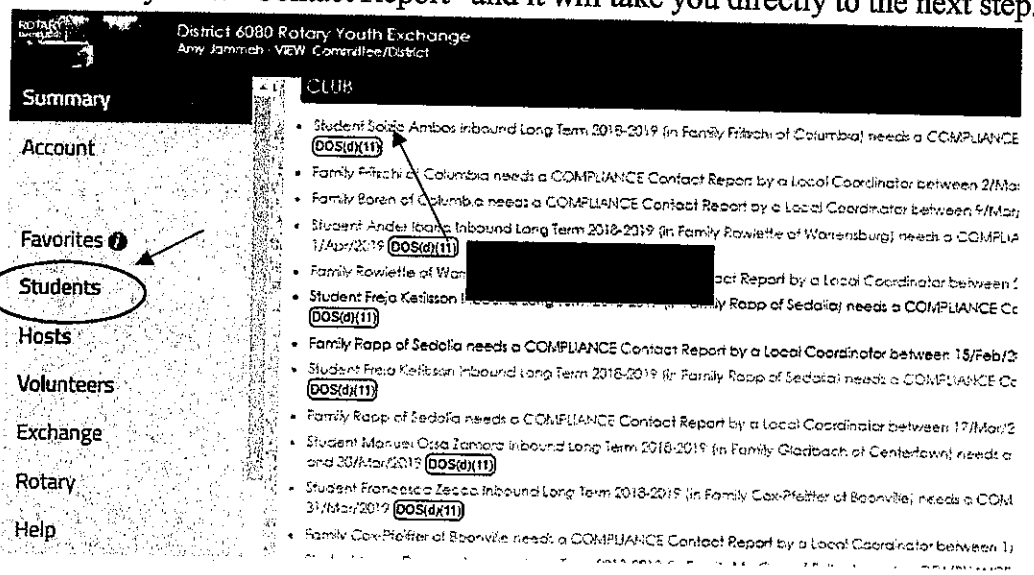
It is extremely important that each Counselor (or YEO) maintain monthly contact with the student and host family. This is a strict DOS requirement and must be done to be in compliance.

All documentation of contact must be submitted to the database.

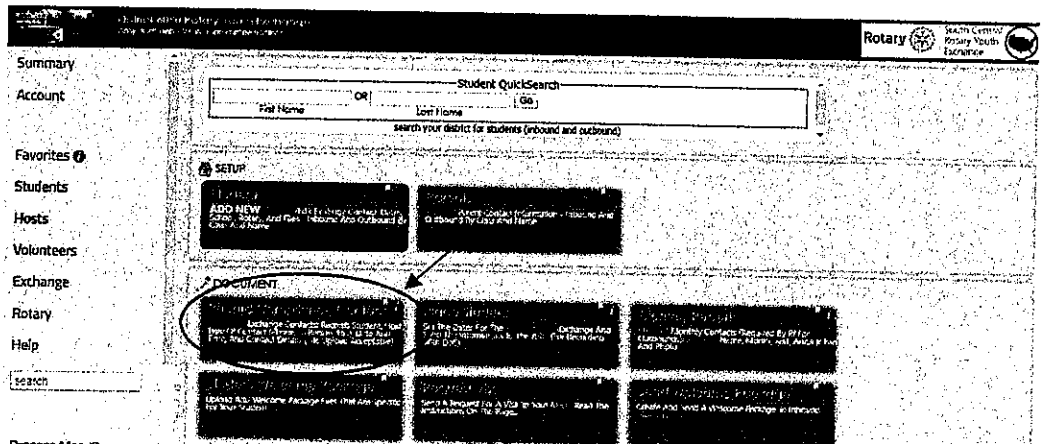
Below is an outline on how to input your contact monthly contact report:

- Go to the SCRYE database home page, and select **"Students"**

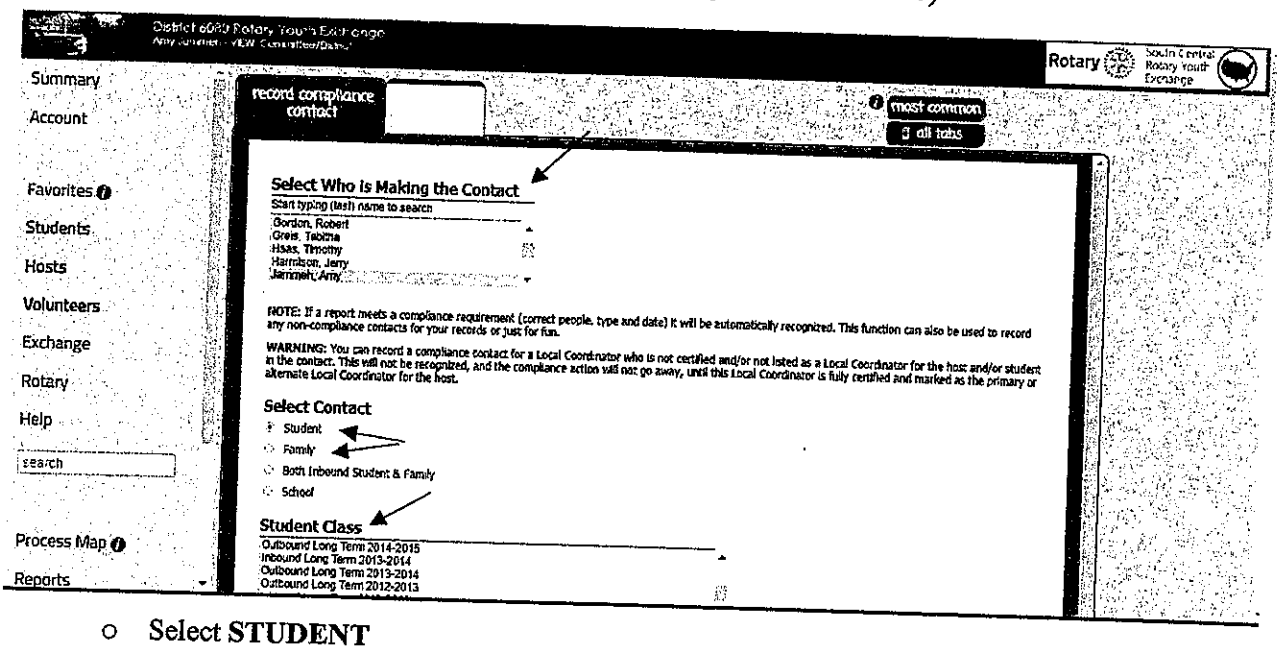
  Faster Method: On the home screen, you may see that you need to submit a compliance report. Click the yellow "Contact Report" and it will take you directly to the next step.



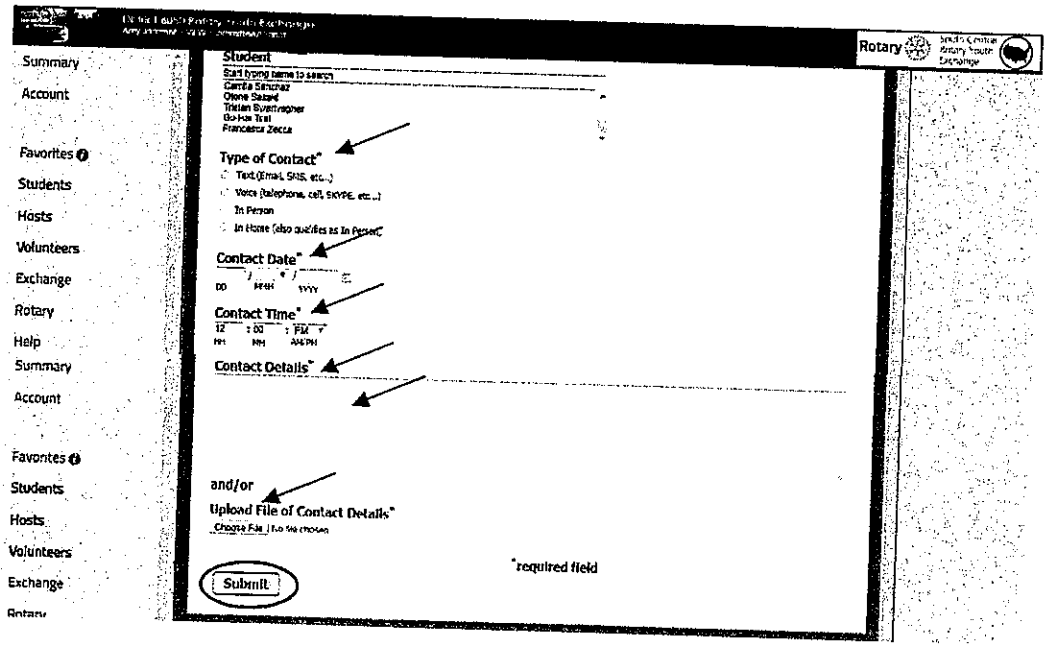
- Click the **"Record Compliance Contact"** tab



- Enter Contact Information by selecting:
  - **WHO is making the contact (YOU!)**
  - **Select WHO was contacted----STUDENT or FAMILY**
    Do not choose "Both Student & Family" because the database does not recognized them as individual reports. You MUST complete two (2) separate reports (one for the student and one for the family) each month. Contact reports for school are optional.
  - Select the **STUDENT CLASS** (Inbound Long Term 2019-2020)



  - Select **STUDENT**
  - Select the **TYPE of Contact** (Text, Voice, In Person, In Home)
  - Enter Contact Details by entering the following:
    - Date
    - Time (approximate is OK)
    - Details Directly in box
      OR
    - Upload a file of Contact Details
  - Click submit.



Chapter 7: HOST FAMILY PROCESSING

Rather than having you upload all the documents to the database, we have decided to route all host family documents through the administrative office. However, because of the SCRYE Data Protection policy, ALL host family documents must be submitted directly to admin6080@rye.org and rye6080compliance@gmail.com. You are more than welcome to upload documents directly to the database after a brief training has been completed and/or prior notification has been given. Contact the Inbound Coordinator if you are interested in uploading host family documents to the RYE Database.

Documents Required For Each Host Family

- **V-1: Volunteer Application Affidavit**
- **HF-1: Host Family Application**
- **HFV-1: Reference Report Form**
- **HF-2: In Home Interview and Inspection (including 5 photos)**
- **HF-4: Host Family Orientation**
- **HF-6: Program Information for Host Families (Department of State regulations)**
- **HF-7: Cover Letter from the Department of State**
- **HF-8: Secondary Home Visit**

Outline of Host Family Processing

V-1, HF-1, HF-6, HF7: Send the Program Information (HF-6) and Cover Letter from the DOS (HF-7) along with the V-1 Volunteer Application and the HF-1 Host Family Application to the host family and ask that they complete these forms electronically and return them to you via email. All family members who are 18 and older and live in the home need to complete a V-1 Volunteer Application. However, only one HF-1 needs to be completed per family. When you get these back, make a copy of these two documents for your future reference. Forward the V-1 and HF-1 to admin@rye6080.org and rye6080compliance@gmail.com

HFV-1: Complete the HFV-1 form for the two references listed on the Volunteer Application. When completed, forward the TWO HFV-1 forms to to admin@rye6080.org and rye6080compliance@gmail.com

HF-2: Go to the host family's home and complete the HF-2 Host Family Interview and Inspection form and take the required pictures (exterior, kitchen, living area, student's bedroom and student's bathroom) of the home. Scan the completed and signed HF-2 into your computer and email it, along with the five photos of the host family's home to to admin@rye6080.org and rye6080compliance@gmail.com

HF-4: The Host Family Orientation must be done at a separate time from the initial In-Home Interview and Inspection. Print the HF-4 Host Family Orientation form off and take it with you to the orientation. Make sure that you cover all the topics listed on the form and then get the appropriate signatures when indicated. Send this form to to admin@rye6080.org and rye6080compliance@gmail.com. Make sure to

give the host family a Host Family Manual and your contact information. Advise them that you will be in touch with them—and the student—on a monthly basis to monitor how things are going.

HF-8: Someone other than the person that did the initial In-Home Interview and Inspection needs to make a secondary visit to the host family. When this is done, that person should complete the HF-3 Secondary Visit form and send it to to admin@rye6080.org and rye6080compliance@gmail.com.

Monthly Compliance Reports

You will be required to interact with the database when filing your monthly report for your student and host family. You will automatically be sent a monthly reminder from the database to do this.

One Time Items to Be Completed

Complete the **Emergency Contact Form** and e-mail it to admin@rye6080.org and inbound@rye6080.org

Welcome Community Profile Email: Using the template provided and information from the Host Family Application, send the student an email that includes information about the community, the first host family, the school and the host Rotary club. Send a copy of this email to to admin@rye6080.org and rye6080compliance@gmail.com

Chapter 8: WORKING WITH HOST PARENTS

A universal challenge for Rotary Clubs involved in the Youth Exchange program is finding families willing to host an Inbound Student. Ideally, the student will be hosted by three families so each family enjoys about 3 - 4 months with the young person. Hopefully you will find some of the following points helpful in the search for host families in your community.

When to find Host Families

Recruiting host families should really be a year-round activity. Be aware of people that seem to be interested. Talk about the program throughout the year. In casual conversation, ask people if they would EVER consider hosting a student.....and make a mental note if the response is yes.

Who Should Host?

The biggest barrier to becoming a host family is fear of the unknown. Informing the prospective host family about the program benefits and their responsibilities as host parents breaks down this barrier. There is no perfect family situation that makes for a good host family. The most important ingredient of a good host family is the willingness to show love and understanding to the student and make them feel like they are part of the family

It is acceptable for a single parent to be a host family as long as the student is of the same gender. This requires an even greater commitment by the parent, as there is no one else in the family with whom to share the responsibility. It also requires prior approval of the student and natural parents/guardians. Contact the Inbound Coordinator if you have single parent family.

Most importantly, you want to know that the parents will support and enforce the RYE rules and guidelines and will not treat the student as a guest in their home.

Finding Host Families - Who are good host families?

Families with young children: Young children are very willing to welcome an exchange student into the home. In addition they are very helpful in helping the student to become more language proficient and aware of our "customs" as they are not afraid to correct language or behavior errors.

Families with high school age children: Having a child of the same general age in the home can prove beneficial to help an exchange student "fit in" at school and make friends.

Families with no children: Older host parents often have more time to devote to the student and can often develop a closer relationship with the student because they can be more focused. BASICALLY, any family that has the willingness to open their hearts and home is interested in learning about another country/culture would be a good host family.

Finding Host Families in the Rotary Club: Identify members in your club that you specifically think would be a good host family and personally ask them. Announcements at the Club are fine but 1:1 is better.

Make several copies of the picture page/letter pages of the student's application (BE SURE TO REMOVE ANY PERSONAL CONTACT INFORMATION) and put a copy at each table at the club meetings. Also, include some of this "significant" information in the club bulletin/newsletter. If anyone seems to be at all interested, suggest that he/she take the information home so that the spouse can also take a look.

If all host families are not identified prior to the student's arrival, it is especially important to involve the students with the club members in as many activities as possible. The better your members know the student, the more apt they are to be interested in hosting.

FOLLOW UP and do the calling yourself or have a Club Committee member assist – remember this is a team effort.

Finding Non-Rotarian Host Families

Consider your friends and neighbors, team parents, and people from church or other organizations that you and other Rotarians belong to. Teachers may also be willing to host if invited. Ask your fellow Rotarians if they have friends or relatives that might be interested. Ask former host parents for some suggestions of their friends. They may know of someone who was exposed to the YE program when they were hosting.

BE POSITIVE AND UPBEAT ABOUT THIS OPPORTUNITY. Hosting a Rotary Youth Exchange student is NOT a burden. It is FUN.....and it should be projected to the family that this is an honor to be considered.

Never coerce or guilt a family into becoming a host family. This will only create problems later if they are not doing it willingly from the beginning.

The student must stay enrolled in the same school all year. This generally means that all host families need to live within the boundaries of that school district. Families just outside those lines who can commit to problem-free transportation may also be considered as long as it is approved by the school district.

Outbound student candidates and families are required to assist their sponsoring club with finding host families. ***DOS regulations forbid requiring them to host***, but many will wish to help. Also, these students are currently in the local high school and can provide the access needed to school families. Ask school counselors for assistance in announcing the opportunity to the students.

Use previous host families to assist you in recruiting other host families and sharing their great experiences. Don't rely on the same families to continue to host students. Try to spread it around among your interested current or past Club members and the community.

Discuss hosting opportunities at Rotary social events as well as at your weekly club meetings. The spouses will often be instrumental in getting their families to host a student or may know an interested neighbor or PTA member.

Place an article in the school newspaper in the spring encouraging students who are interested in other cultures to talk to their parents about hosting. Get permission to address the foreign language classes about the RYE program and ask if any student is interested in talking with their family about having a student live with their family for 3-4 months. If a club in your city is hosting an Inbound student, he or she will probably be glad to accompany you to speak with the class. Also, former Outbound students are usually to help with presentations, and may already know people at the school.

Families of current and former Outbound Students can be a great source of assistance. Many of these families feel an obligation to participate in the program because of the opportunity that was provided for their own child or children. Families of outbound students who will be returning are not permitted to host an exchange student during the first months of their own student's return. Their child will be going through reverse culture shock and will need their parents' full attention.

Make personal opportunity calls on families that you or your committee feel would make good host families or be interested in supporting the program. Personal one-to-one contact works MUCH better than standing up in a Rotary meeting asking for host families. No one thinks you are talking to them.

Discussing the Advantages of Hosting a Student

Your first visit with a prospective host family should be to provide information and answer basic questions. Provide them information about the student they may be hosting. Be sure to include the children in the interview. They must be happy at the prospect of having a host brother or sister or it will not work out well. It is the wife who frequently takes on most of the responsibilities of hosting; she is the one that may be spending more of her time with the student, so ensure that both the husband and wife are in agreement on hosting.

Assure the prospective host family of the full support of the local Rotary Club and the YEO/Inbound Counselor during the time they are hosting the student. Emphasize that should problems arise, every effort will be made to resolve the situation in a manner that is mutually agreed upon and beneficial. Some advantages you can mention when discussing the program are:

- The opportunity to share their home and love with a person from another country and culture.
- The opportunity to learn about another culture from the hosted student.
- Developing a broader outlook on world affairs by helping a student understand our culture

and customs.

- Developing a life-long friendship with a person from another country.
- Participating in Rotary's efforts to promote friendship and understanding between nations.
- The opportunity for children to begin learning about other languages and to assist the
- Inbound student in becoming more proficient in English.

Begin your search for families immediately upon making a commitment for an Inbound student. Although there are no guarantees, the District Youth Exchange Committee does try to accommodate the club's request for a specific gender of student to match host families. Once the student's application has been received (usually in the late winter or spring) a copy of **non-specific portions** of the application should be distributed to potential host families for further consideration. **(Full name, contact information, other personal information and pictures must not be shared with a potential host family until they have undergone a criminal background check and the In Home Interview has been completed.)**

It is important to finalize host family commitments quickly, (before April 15th if at all possible) as our District requires that the application papers be send before May 15th. This is a short time, so advance preparations should be made accordingly.

Responsibilities of a Hosting Family

Hosting Rotary Clubs are responsible for selecting families who are members in good standing in the community and who are willing to assume the responsibility for hosting an exchange student. No two exchange experiences are exactly alike, but we have found that if the host family abides by the guidelines, the experience will prove to be a good one for both the family and the student.

Provide an environment of love and understanding. This requires that the host family treat the student as one of their own children, not as a house guest or visiting tourist.

Provide housing accommodations. A separate bed (not an inflatable mattress bed) is required and a separate room is preferred, but not required. If a student is sharing a room with another family member, that member must be of the same gender and enough space should be provided for the student to store belongings. A private study space is also preferred.

Provide meals, including a sack lunch, if hot lunch is not provided at the school. The host family is responsible for funding the cost of lunch at school. If you would buy the meal for your own child, you would do the same for your hosted student. If this is a financial burden, the Club YEO should help resolve the issue.

Make the student feel a part of the family:

- Assign normal household chores consistent with those performed by the other children in the family.

- Do not expect the student to be a babysitter for small children in the family. Occasional babysitting is reasonable, but not to the exclusion of other activities. This is not an au pair or nanny program.
- Set curfew times. **It is advisable for all the families hosting the student during the exchange agree on curfew times so they will be consistent with moves from one family to the next.**

Recommend families keep electronic equipment such as TV's and computers out of the student's bedroom, as these devices will allow them to isolate themselves from family activities.
Remember special days for the student such as birthdays, graduation, Christmas, etc. Also, make the student aware of the special days for the host family to avoid embarrassment should they forget. Additionally, help your student remember the special dates of their natural family.

Paperwork Required from the Host Families – ***see Chapter 5 Required Forms and Documents***

It is the responsibility of the YEO/Counselor to educate and train host families, so they understand the workings of the RYE program.

Other Host Family Issues and Discussions

Move Dates - Agree on dates the student will move from one family to the next.

Interaction - Suggest that host parents attend and interact with other families/students/RYE Committee Members at the various events during the year.

Understanding the Student's priorities – The Rotary Club is ultimately responsible for their student, and should become well acquainted with him or her. The host family should understand the student's first scheduling priority is attendance at district RYE events - followed by any Club activities. These events take precedence over the family's calendar (with rare exception). The current host family has second priority followed by former host families, other Rotarians, and then by the student's new friends. The student's natural parents may be consulted on different issues, but the Youth Exchange Program has the final authority over the student during his or her stay.

Avoiding Scheduling Conflicts - Review the District calendar of events and discuss transportation requirements and suggest what arrangements will be fair for all parties. Families should be advised not to schedule activities that will conflict with the District events. District Youth Exchange events have a greater priority than all other activities - including Homecoming, football games, Prom, etc. With proper advance notice to the District Inbound Coordinator, arrangements and compromises may be made to allow the student to attend special school or community events.

Medical Treatment and Permission for Treatment - The student's application contains a statement from the natural parents releasing their guardianship and establishing guardianship with Rotary and the current host parents to make all decisions related to schooling, medical treatment, and social activities.

This form, in addition to the student's Insurance ID Card, should be taken along on any trip taken by the family and student so that emergency medical decisions can, if necessary, be made by the host parents and be accepted by the authorities.

Rules – see Chapter 10 District 6080 Rules - Review the Rotary and District rules and guidelines that each student must abide by during his/her stay.

First Night Questions - Stress the importance of each family utilizing the First Night Questionnaire. These questions are found below and are are also located in the Host Family Manual, Inbound Student Manual, and at http://fnq.yeoresources.org/ (can be translated in various languages).

First Night Questions

1. What would you like me to call you? Should I call you "Mom", "Dad", given (first) name, or something else?
2. What are my daily responsibilities while living in your home:
3. Make my bed?
4. Keep my room neat and clean?
5. Clean the bathroom after I use it?
6. d. Other?
7. Are there other chores around the house that you would like for me to help with?
8. What is the procedure for cleaning clothes? Where do I keep dirty clothes until they are to be washed? Do you want me to do my own laundry? If so, please show me how to do this.
9. Where can I keep my bathroom accessories?
10. When is the best time for me to use the bathroom on weekday mornings (to get ready for school)?
11. When is the best time for me to shower or bathe?
12. Is there anything special about using the bathroom I should know (such as how to use the shower)?
13. May I use the family's shampoo and tooth paste or should I buy my own?
14. If I need an item from the store, can I ask you to purchase it for me and then pay you back for the cost? Or, should I make arrangements to get to the store myself.
15. When are mealtimes?
16. Do I have meal time responsibilities (such as setting or clearing the table, washing or drying dishes, or disposing of the garbage?)
17. May I help myself to food and drinks at any time or should I ask first?
18. May I use kitchen appliances such as the microwave, dishwasher or stove?
19. What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?
20. What time should I get up on school days? Will I have an alarm clock, or will you wake me up?
21. What time should I get up weekends and holidays?
22. What time should I go to bed on school nights? Weekends?
23. What time should I be at home on school nights if I go out?

24. What time should I be home on weekends if I go out?
25. What is your rule on entertaining friends?
26. May I have friends stay overnight?
27. Can I invite friends to the house during the day? After school? When no one else is home?
28. If my plans change, how do you want me to notify you?
29. May I ask you for assistance to understand my homework assignments?
30. May I rearrange the furniture in my bedroom?
31. May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
32. Where can I store my suitcases?
33. May I use the stereo, computer or TV?
34. What dates are the birthdays of family members?
35. What is the telephone number here? How do I contact you in an emergency when I am not here?
36. How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want me to track my telephone call expenses?
37. If there is a computer with Internet access in the house, what are the rules about access to the Internet and e-mail? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
38. May I receive telephone calls from my friends? Are there times of the day when calls are not acceptable?
39. What is the procedure about sending and receiving mail (letters and packages)?
40. Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.
41. What is the address here, so I can ask someone to help me find my way home in the event I get lost?
42. What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc.) Are there times or places it is unsafe for me to walk alone? Are there rules about traveling with friends?
43. What transportation is available for shopping or going to movies?
44. What are your expectations for me about going to church or other religious institution?
45. If I have a problem with the family or a family member that is bothering me, how do you want me to handle it?
    a. Write a note to you explaining it
    b. Ask for a face-to-face discussion with you
    c. Tell my Rotary counselor
    d. Keep it to myself and live with it
46. What do I do about school lunch? If there is an expense, who pays: me, you, Rotary?

Language/School - Discuss the need for the student to improve his/her English skills and the importance of his/her attending and making an earnest and continuous effort at school. Host parents should be willing to monitor the student's study habits, be aware of any language problems that may result in poor performance in school, and assist the student with school assignments. If a school bus is

not available to your student, it is the responsibility of the host parents to arrange for safe transportation to and from school on a daily basis. If the student participates in after school activities the host parents must arrange for safe transportation from school to home. However, before signing up for sports or other on-going activities that require significant transportation commitments, students should first discuss their interest with their counselor, who will discuss it with the host parents.

Back-up Host Family - Discuss having a back-up family. This back-up family will provide a place for the student if the host family needs to leave town temporarily and cannot take the student along. If there is an emergency issue, the student can be moved in a short time frame. Many times, a former host family or counselor will be willing to serve in this capacity.

Financial Responsibilities - The host family is not responsible for expenses related to clothing (including sports gear), trips, gifts, prom, graduation or individual recreational activities. These expenses are the responsibility of the student and their natural parents. It is reasonable that the host family should provide the minor necessities such as soap, toothpaste, shampoo, and laundry detergents.

When the family dines out, the student should not be expected to pay for their own meal. Likewise, if the family goes to a movie or event, the student should be included just like the other children. The student will receive a monthly allowance of $100-$150 from the Club. This money is intended to cover the expenses that they may incur when out with friends and other students (food, movies, bowling, etc.). Some students who would not otherwise have been able to afford the summer bus tour have managed to save their expense money, and with additional help from the club, have been able to participate.

The YEO/Counselor is responsible for student receiving an allowance promptly each month. Help your student avoid lending or borrowing money. If money is borrowed the host parent should urge the student to contact their natural parents for the funds to pay back the money as soon as possible. Review the policy requiring students to pay for their cell phone. Discuss the calling plans available, phone cards, etc. Also discuss that the student – not the host parents - is responsible for any costs related to participation in sports, school dances, graduation ceremonies, etc.

Let the host families know that you have $300 emergency funds from the student.

Transportation – Transportation is always an issue with students as there is lack of public transit in most of our communities. Host families are responsible for the daily transport needs: school, activities, etc. Be sure host families know that the Club committee may be able to assist in several cases.

Misunderstandings - Many times, what appear to be problems are only misunderstandings and can be resolved easily if caught and addressed quickly. Discuss the symptoms of homesickness and what measures can be taken to combat this frequent problem. Also discuss culture shock and lack of involvement which can also cause problems if not addressed.

Remember: Inviting a stranger into your home for 3-4 months requires a special type of person - and host families are special people. They provide love and understanding to a young, impressionable stranger who may not even be able to speak our language. Consider how your Rotary Club can give host families the highest recognition for their contributions.

Resolution - Changing Families Early

At times, certain issues arise between students and their host families that cannot be resolved. Although it can sometimes be a very awkward situation, it is not unheard of for a student to change host families ahead of schedule. As this is a very serious step to take, changes should not take place until all avenues of resolution have been explored and no other options exist. **The Host Family and Student should both be prepared carefully for this move in order to minimize damage to the reputations of the Family, Student, and to our exchange program.**

Here are several reasons when changing host families is acceptable:

- A death or serious illness occurs in the host family
- A change in the financial circumstances within the host family
- Damage to the home due to a natural disaster or fire
- The host family is relocating out of the school district due to work
- The host family is requesting that the student be moved
- Irreconcilable differences between a student and the host family

There are also many issues that are considered not to be significant enough to warrant changing host families although it is always within the power of the Club YEO to direct a change whenever it is deemed necessary. Here are some of those possibilities:

- The student complains that the placement is too rural
- The student refuses to adjust and adapt to the host family
- The student is too attached to a previous host family
- The student is unwilling to share a bedroom
- The student desires to be in another school, city, or state
- The student desires to be closer geographically to a friend or relative
- The student is dissatisfied with the school they are attending
- No public transportation is available
- The student is unhappy with the presence or absence of host siblings

If the student does not appear to be making an effort to adjust to what they believe is a difficult situation, the Inbound Coordinator will become involved. Often a discussion with the Inbound Coordinator, the sponsoring District YEO or with the student's natural parents will create an incentive for the student to make more of an effort to adapt. If the situation becomes a crisis, the District may decide that the student should be sent home, but that is the last thing we ever want to happen with any exchange student.

Questions you might want to ask when contacting the host family

- What's been your biggest issue/problem this month?
- Is there an experience that you've had this past month with your students that you'd like to share to any potential future host families?
- If you could change one thing about your student's actions this past month, what would it be?
- How are you encouraging your student to get involved with your family?
- What could our Rotary club do this month to support you and your family (ex. help with
- transportation, take weekend off, take to events/dinner, discuss a particular topic, etc.)?

Chapter 9: WORKING WITH YOUR STUDENT

Your primary job as Counselor is to guide the student and to be an interface between the student, the Host Families, Rotary, and your community as a whole. The Inbound Counselor is the one person that plays a direct role with the student throughout their stay. This section provides an overview of the key elements in those interactions.

What to do When the Student Arrives
Here are some suggestions for the YEO/Counselor:

Meet the flight at the airport: Include as many of the host families as wish to attend. Do not assume you will recognize your student or that he/she will recognize you. Make a banner, bring flowers or balloons or an American flag. Bring a camera and make sure that someone takes some pictures. This will be the start of a memorable year, and the student will appreciate having some photos of the first meeting. A small gift would be appropriate.

Phone natural parents: Ensure that your student IMMEDIATELY notifies his/her natural parents that they have arrived safely and that all is well. Think like a parent. If you don't call them, they will be calling us!

Welcome Party: After the student has had a few days to recover from jet lag, have a small welcome party to allow everyone to meet your new student. Invite Club members and their families, other high school students, and the other host families. Target the first weekend they are in town. The club should pay for the refreshments, but keep it simple.

School Enrollment – Stay with your student during enrollment. Try to assess their language abilities, enrolling them in interesting (but not too difficult) classes. They are here to attend school, learn our culture, and do well at the classes they attempt. Help them to choose classes where they will meet the most people, have the greatest opportunity to experience our culture, and have fun. English Grammar, U.S. Government or History, PE Team or Individual Sports, Music, Art, Speech and Drama are usually good classes to consider.

Encourage your student to take school ***seriously***. Grades should be as good as the students' innate ability and grasp of the language. The student should make an effort in all classes. This is not a free year. Conversely, the student has not come on this exchange to spend all of their time doing homework and studying. A balance is necessary to create a positive school and family experience. Remember RYE is a cultural exchange.

Monitor performance. Host parents or the counselor are encouraged to visit with the teachers to assure that all school requirements are being met and that the student has the ability to comprehend the materials. If necessary, cancel one class in favor of one better suited to the student's abilities and interests.

High School Graduation - Most students will **NOT** receive credit for this school year or become certified U.S. high school graduates. If the student wants to graduate, an immediate and frank discussion with the school counselor about those requirements is important. Some schools are flexible and will allow the student to graduate and/or walk across the stage at graduation. Other schools are not so flexible. Talk to the school officials EARLY in the exchange so there is no confusion or disappointment about this. If the school is willing to give credit for classes, arranging for the transfer of official transcripts would be the first step in this process - but there are likely to be many other requirements (including required classes). Beyond this, the host club is not required or expected to assist an Inbound Student in meeting requirements for a full, certified, US high school graduation and diploma.

Competitive Sports or Academic Teams for Graduated Students - If the student has already graduated in their home country, they will NOT be eligible for most competitive school sports/teams. All graduated Inbounds will be advised of this prior to their arrival. However, it may still be an issue when they arrive. Be sure to discuss this with the school AND the student.

Open a Bank Account – In order to open the account, you will need to include yourself as co-owner and as an authorized signer on the account. This is because the student does not have a Social Security # and will not be allowed to open the account individually. Open a bank account for debit card use only – no checks. When opening the account, make sure to specify that the card NOT have overdraft protection and can only be used if there is enough money in the account to cover any purchase or withdrawal. Explain how to use the card.

This account may also be used for any monies transferred to the student by their natural parents - as well as a place to deposit their monthly allowance checks. Check to see if one of your Club members has a banking connection that can provide this account with no service charges. The monthly bank statement should be sent to the Counselor's home and be available online so that activity can be monitored. If the student's natural parents provided a credit card for your student, help them understand its use in our stores.

Emergency Fund: Each student must come with an emergency fund of $300. This money is to be used only in the event of an emergency and must be replaced immediately by the natural parents so that the balance remains at $300. If the student does not have this money upon arrival, the parents should be contacted immediately to arrange for this amount to be transferred to the U.S.

Safekeeping of Documents: In the past we have recommended that the YEO or Counselor keep the student's passport and visa (and other important documents) in a safe deposit box. However, Department of State regulations now require that the student keeps his/her passport, visa, and insurance card **in his/her possession**. The Counselor, however, should make color copies of all these other documents to keep in a safe place: one set for the host family and one set for Club. If a safe deposit box is opened, have at least 3 names on the account, requiring the presence of at least two Rotarians (examples would be Student, Club YEO, Inbound Counselor, or Club Treasurer) for access to the safe deposit box. Be SURE the student keeps ALL original documents safe!

Insurance: All students have purchased U.S. based insurances (accident and sickness and liability) prior to arrival. They should have a copy of their insurance card with them. A copy of the policies, claims forms and instructions are posted on the District Website for easy access. The policy should be considered an accident and sickness policy and will not cover routine medical expenses such as sports physicals. See the Insurance section for details regarding coverage, co-pay, deductible, payments, etc.

Permission for Medical Treatment: The student's application contains a document that gives permission for medical treatment. The YEO should make sure that each host family has a copy of this document and knows where the student should be taken for medical treatment should the need arise. This information will be included on the student's Emergency Contact Card. The original document should be kept in a secure place.

What to do While Your Student in In the United States

Developing and Maintaining a Relationship

Making Time for your Student

One of the most important ingredients is time.....both prior to and during the exchange. Exchange students (as do all teenagers) require a lot of time. Initially, spend time getting acquainted with the student and his/her family via e-mail. Having a "relationship" in place prior to the student's arrival makes the first weeks so much easier!!!

During the first weeks, time is required - sounding out what they like, laying down boundaries and explaining expectations. Most importantly, time must be spent with the student in talking - about new feelings, questions, confusions, insecurities, traditions, and life in general. Your exchange student is dealing not only with a foreign country, food, school, and customs, but also with normal teenage feelings and issues, most likely in the following order of priority: the opposite sex and friends, clothes, food, family and school.

Throughout the year, time is required to ensure that everything is going well and that your student is not having any serious problems. (Minor problems can be expected.) It is important to keep the lines of communication open so that your student feels like he/she can talk to you about ANYTHING. On occasion it might be nice to invite the student to spend the night at your home to allow plenty of time to visit in a casual, safe environment.

Questions you might want to ask when contacting the student

- What's been your biggest issue/problem this month?
- If you could change one thing about your past month, what would it be?
- How have you been active with your family? Can you give me some examples?
- Are you dealing with homesickness? If so, what are you doing to lessen this? Do you think _____ (communicating too much with family/friends back home, using too much technology, not engaging with host family, etc.) is supporting this?
- What Rotary activities (ex. service projects, club meetings, etc.) have you participated in this month?

- What's something in your school, local community or your host family that you want to participate in this coming month? Do you need help with transportation?

Inbound Student Monthly Report (submitted by student) – This is one ongoing report for which the counselor or YEO is not responsible (at least not directly)! All Inbound students must submit monthly reports. They will be reminded via an email prompt to answer the monthly questions and submit these and photos to the database. This is a DOS requirement. The Inbound Coordinator reads and uses these reports to check on the student. The students will learn how to file this report at the 1st Inbound Student Orientation.

Allowance Check (provided by Counselor) –The Club Treasurer must provide this check to the Club Inbound Counselor on a monthly basis, at the beginning of the month. Monthly, the Club Inbound Counselor should verify with the student that they have submitted their Monthly Report and then provide the Allowance Check. We will, at least initially, take the student at their word if they say they have submitted their Monthly Report. If your club provides 10 months of allowance checks, beginning with the August check, then the May check will be the last one that your student receives- even though he/she may remain in the U.S. into June. So that they can budget accordingly, be sure your student knows well in advance that May will be their final allowance check.

Inbound Counselor Monthly Report (submitted by Counselor) – The Inbound Counselor is also required to submit a monthly report to provide details about the contact made with the Inbound Student AND the host family. To simplify the process, the counselor will receive a monthly email prompt from the database to file these reports.

While the most comfortable and successful student contact is informal (i.e. stopping for a drink at a restaurant or having a conversation before or after the Rotary meeting), care must be taken that it is done in a setting away from the host family and others. The Student must not be rushed and must be made to feel free to share his/her thoughts, feelings, and concerns. At least one meeting per month is required, though more frequent contact is highly recommended during the student's first month in each host family, as well as during any particularly challenging times such as over the Christmas and other holidays when your student may be experiencing homesickness.

The Counselor must also maintain contact with the Host Family. This is important in order to identify any issues as they arise before they turn into problems. It is important that Host Families feel the support of Rotary and know they have someone to turn to if they have questions or concerns. Details of these contacts are to be included in the Monthly Host Family Report.

Secondary Home Inspection (submitted by the Counselor or YEO) - A second home inspection is required. This should be conducted 30-60 days after the student's arrival and MUST be conducted by someone OTHER than the person who conducted the first inspection. This inspection should be unannounced.

Change of Address Information (submitted by Counselor) - When the student moves to a new Host Family, the Inbound Counselor must report the change of address to the RYE Office. We are required to

report this to the State Department within 10 days of the move.

Travel Requests (submitted by Counselor or Club YEO) – The Club YEO and/or Counselor must be aware of the District's Travel Guidelines and the Travel Request Form to be completed by the Inbound Counselor or Host Family and approved by the Inbound Coordinator BEFORE any travel out of the State is allowed. The host parents, Club YEO or IB Counselor must approval all travel arrangements. The safety of the student and our ability to reach them in the event of an emergency is the reason for these requirements. A copy of the Travel Request Form is on the District Website at www.rotary6080.org/rye.htm.

Request for Parental Visits (submitted by Counselor) – All visit requests from the natural parents must be submitted to the Inbound Coordinator **BEFORE** any plans are made. Visits early in the exchange or during the Holidays will NOT be approved. Inbound Students and their parents have been advised in earlier paperwork that visits are only allowed during the last quarter of the exchange.

Discussions should determine if the visit is convenient for the current host family, where the parents will stay and what will be expected during the visit. Parents will often want to take their child out of school to do some traveling. This may or may not be approved. Again, all plans MUST be submitted to the Inbound Coordinator for approval.

If your student intends to have his/her parents arrive for a visit at the end of the exchange year, this must also be discussed with and approved in advance by the Inbound Coordinator. End of year visits are generally NOT recommended as the student needs this time to say his/her good-byes to friends and families without the added stress of having to entertain parents. If parents do come at the end of the year, the student and parents should be made aware that the student's involvement with the RYE Program ends when their natural parents take the student away from your community and assume control. This understanding must be obtained IN WRITING.

Spring & Summer Bus Tours – There are two District 6080 approved Travel agencies that students are able to use:

- USA Tour (Major cities across the US in June-July; tour begins in Iowa and student return home on the last day of the tour—and not return to Missouri)
- BELO Tours (both spring and summer tours). Spring tours must coincide with school spring breaks in order to not miss many days of school.

The bus tours will be discussed during the Inbound Orientation. Participation is optional and not all students may be able to afford the cost (usually between $1,500 - $3,000 plus airfare). On occasion, a club may choose to underwrite the costs for all or part of the student's trip or assist the student in a fund-raising effort although this is not the norm.

The students and their natural parents will have received information about these tours in the Inbound Student Welcome Packet sent to them in April or May, but you should try to determine early in the exchange whether or not your student is interested. If he/she is interested, you should help him/her register as soon as information is sent out to all students.

In addition to the registration form, students must submit a deposit and a release signed by their natural parents. To reduce the number of trips to the airport, the YEO or Inbound Counselor should help arrange carpooling for students in clubs in the same part of the District.

Ticket Changes for Return Flights – Check your student's return itinerary. It is likely the return date on their ticket will NOT be correct because airlines are not allowed to book flights more than 320 days in advance. Changes to the return itinerary should be made AT LEAST several weeks in advance of any originally specified return date (we recommend making the changes in February or March, when availability is high for summer flights). Sometimes the return flights are rebooked through the travel agent in the sponsoring country, but often students are expected to make the changes themselves. Be prepared to assist your student if necessary. Depending on the class of ticket, there may be no charge to change the ticket date. However, it is possible that there will be a cost to initiate the ticket change. The student should be prepared to pay this cost with his/her debit card. **KEEP IN MIND.....If the change is not made in advance of the currently scheduled return date, the ticket will become invalid and a NEW (and EXPENSIVE) one-way return flight will need to be purchased. YOU DO NOT WANT THIS TO HAPPEN!**

Our Inbounds are told that they should expect to return home within 7 days of the end of school unless they are going on the year-end tour or unless one of the host families specifically invites them to stay (for example, to travel with the family on a summer vacation). In all cases, the student should return before July 1st.

Once the return date and flight are set, be sure to provide this information the District Inbound Coordinator via e-mail at inbound@rye6080.org.

Because the host family can be put in an uncomfortable position if the student requests an extended stay, be sure to discuss summer plans and expectations with host families before initiating a discussion of return dates with your inbound student.

Year End and Post-Exchange Paperwork

The year is coming to an end, but your responsibilities as YEO/Counselor continue to play an important part in the success of the Program for your student. Here are some suggestions to end the year on a high note:

Return Flight Arrangements: Confirm return flights 72 hours prior to departure.

Luggage Restrictions: Check the airline website to determine baggage weight limits – or be sure the student is prepared to PAY THE PRICE. Frequently it is necessary to ship any excess baggage as the cost is great when you exceed airline limits. In the past, international travelers have been allowed 2 bags with a maximum weight of 70 pounds each. However, in recent years, many airlines have tightened their baggage restrictions. Suggest sending winter coats, accumulated gifts and memories home in the spring to help avoid this problem in June or July. If the student doesn't want to take all of his or her things home, encourage donations to charities. (Or maybe some of the items can be used for subsequent exchange students.)

Departure Reporting Requirements: Be sure to notify the RYE Office when the student has left the country. We are required to report this to the Department of State within 10 days. **FAILURE TO DO SO COULD JEOPARDIZE YOUR STUDENT'S ABILITY TO GET A VISA TO ENTER THE UNITED STATES IN THE FUTURE.**

Financial Arrangements: Help your student close his/her bank account and return their emergency fund to them. Before doing so, be sure any medical deductibles have been paid and that the student owes no money to any host parent. Counsel them not to spend all of their money prior to departure so they have funds available to pay extra luggage fees or shipping fees - or in the event something unexpected occurs during their return flight.

Final Club Meeting: Arrange for the Host Parents to attend a club meeting before the student leaves so that they can feel appreciated by the Club and the student. A token gift is appropriate. The student should be given the opportunity to say thank you to your Club for hosting them during their exchange year. This is a good time to check with those host parents to see if they have an interest in being a host parent again in the future, or if they know another interested family for you to contact. Prepare a "Certificate of Completion" or some other document to give to the student commending them for their successful completion of their Youth Exchange Year.

Feedback: Visit with your student privately and ask for suggestions on how the Program may be improved, what the student liked and disliked. The student is more likely to be honest and open just before their departure. Please listen carefully for the benefit of the Program. And, PLEASE, share this information with someone on the District RYE Committee.

Last Goodbye: Plan on going to the airport with your student for a last good-bye. Remember that you have played an important part in their experience and they will really value your level of care. Determine how much lead-time is required by the airline for security and make sure that your student arrives on time.

Transportation Arrangements and District Events

The host Club YEO or Inbound Counselor are responsible for seeing that all transportation arrangements are made for the student during his/her exchange year. See the general calendar of events earlier in this manual.

School and Activities: Host parents provide transportation to and from school and events, but strong host clubs provide a support network for their host parents. Hosts will feel secure knowing that they can call on the counselor, YEO, or another host family for occasional help.

Club Meetings and Events: The YEO or Counselor should make arrangements to ensure that the inbound student has transportation to Rotary meetings, etc. (Remember: Any Rotary Volunteer who has regular, ongoing and unsupervised access to the exchange student needs to first complete and submit to a background check!)

District Events (plus Arrival/Departure): Some district RYE events are mandatory for students, while

others are optional. If your inbound wants to attend an optional event, it is your responsibility to help make arrangements for them to attend. We arrange these events in order to give students the opportunity to talk with their peers who are sharing a common experience. Students should be allowed and encouraged to participate if they so choose.

Student Departure (June/July) – Again, the YEO or Counselor should make arrangements for the student to get to the airport. Be sure all host families know the flight arrangements, as they may want to attend to see their "exchange son or daughter" off. Remember to inform the Inbound Coordinator the same day (or the day following) that the student has safely left for home!

Additional Situations

Homesickness: It is typical for students to become homesick sometime during the first three months after arrival. Homesickness is a very normal emotion and the student should not be made to feel guilty about missing their family, friends, and way of life back home.

Symptoms of homesickness may include crying or moping around the house, wanting to be alone, wishing to go home, not liking school or being able to make new friends, loss of appetite, and reluctance to communicate. Causes may be due to excessive contact with friends and family back home via telephone, e-mail and social media, as well as the obvious separation from everything familiar. Tough love dictates an evenhanded approach to limiting the use of both phones and computers to once a week or even less frequently until the problem recedes. **Paying close attention to your student during this time is important**, and plenty of one-on-one care may be necessary.
Recommended solutions include keeping the student busy and involved, and limiting contact with their former world. Discuss their feelings in an empathetic manner and allow some time for them to work out the problem by themselves. Provide distractions to help get their mind off the problem.

Culture Shock: This phenomenon will occur as the student is confronted by differences in language, surroundings, food and customs, and education. Parents may notice the development of some of the stages of culture shock including initial excitement and euphoria followed by irritation, hostility, or aggression leading to uneven school performance, then gradual adaptation, and eventual adjustment to the new culture. Host parents may also notice their student exhibiting such symptoms as withdrawal, excessive sleeping, bouts of crying, loss of concentration, and tension with others. This will be an ongoing process of developing increased cultural awareness, learning how to deal with it, learning new skills and eventually adapting. Culture shock is not a one-time event, but rather is a process of subtle immersion into our culture. Host parents are encouraged to read about Culture Shock in the back of the Host Family Manual.

Explain and discuss the cultural differences with your student. Remind them that these are a necessary part of their learning experience. No one is intentionally trying to change the student, but they are UNINTENTIONALLY being programmed to be like Americans by everyone they meet. A benefit of the exchange is to actually experience these differences and learn to assimilate them into their behavior patterns - biculturalism. The key to solving culture shock is helping students adapt to new ideas and changing their old habits. Challenge them to point out all the differences and then discuss which ones

merit a closer look. Encourage them to take on new chores that perhaps were done by a maid back home. Be able to listen and explain what America is all about and that our sense of nationalism is not out of control. Explain that our culture has a somewhat prudish viewpoint about sex and hiding our bodies from public sight so that they can feel comfortable within our moral boundaries.

Language problems: Problems with the language will occur . However, all students will have some difficulty adjusting to our language, especially our slang terms. Don't change your manner of speaking; just speak to them as adults, but help the students by speaking more slowly at first. This is important because the student will be translating in their mind what you are saying, and going back and forth between English and their native language. Also, many overseas are taught British English that we all know is quite different than American English. **These translations take time and concentration; so don't be surprised if the student does not like to carry on long conversations when they first arrive.** Show plenty of patience and offer lots of help with words and phrases common to us but foreign to the student. You will find that they will be thinking in English within 3-4 months, but likely will need some prompting during their entire exchange. When they start to dream in English, you know that they have adjusted.

If language continues to be a problem, we suggest employing the services of a tutor or ESL teacher who will spend time daily with your student. Many students may read and write English quite well but have had very little practice speaking at all. We have also found that having the first host family work with the student using little sticky notes with the English and native word stuck to various objects around the house can be very beneficial. Be sure to explain slang terms and swear words so they don't get into trouble by using them inappropriately. They will learn these words anyway, so don't hide your head in the sand, just deal with them promptly.

If someone in the family speaks the student's native tongue, refrain from using it until the student proves to be proficient in English. Allowing them to avoid practicing English is not doing them a favor as the world around them demands that they communicate in English. The student who will not try or is a slow learner will tend to be withdrawn from their new world and will place a greater burden on the host families.

Personality Conflicts: What appears to be a personality conflict can many times be due to a lack of communication. If the student is to become part of the family, it is necessary to communicate the family rules, expectations, and customs to the student. This process begins with the **First Night Questions**. After reasonable attempts have been made to improve communication between the student and host family and the problem still persists, the host family should request the assistance of the YEO/Counselor to mediate the issues. In the worst cases it may become necessary to place the student with another host family, but this decision should not be made without considerable thought and consultation with the current family and Inbound Coordinator!

Lack of Involvement: A lack of involvement in family activities and school functions leads to apathy and poor performance, and frequently results in chronic homesickness. Prevent this from happening by encouraging the student to become involved in all family activities and to participate in extracurricular activities at school, church, youth groups, and by doing community service. This can be a positive

experience as long as the time commitment does not affect the student's ability to complete school assignments on time or unnecessarily burden the host family. Always encourage group activities so the student keeps busy and meets as many people as possible. **The student who comes directly home from school to watch TV, play on the computer, be on his/her cell phone is headed for an unhappy exchange**. Remember, these students are no different than many American teenagers; they need to be entertained and directed down the right path. Don't give up if you don't see positive results right away.

Communicating with Home: We need to ensure that the natural parents do not feel shut out of their child's life, so encourage the student to communicate regularly to their family back home. That being said, most students will correspond with home too often when they first arrive and everything is new. Then, once they become busy and are settled into school and with the new family and friends, they sometimes forget about communicating with their parents. You will need to ensure (and include the host family) that the student is not spending too much time on the computer communicating with home. Students will sign a "Use of Technology" contract during the first orientation in order to hold students accountable for limiting their technology use. This contract will be emailed to the Counselor and YEO.

Phone calls home are made at the expense of the student. Host family does not pay for the student's cell phone or cell phone plan. Many students now use WhatsApp, Skype, or Facetime to communicate with home. This technology is great IF it is not overused. We suggest limiting calls during the early period of the student's year because they tend to promote or prolong homesickness.

Working: Exchange students are not allowed to hold a job when participating in the Rotary Youth Exchange Program (visa requirement). This means that your student work at McDonald's or at any job where they would receive payment requiring a W-2. Cash payments for the odd job with the next-door neighbor are acceptable, but be sure that these activities do not absorb too much of their time.

Student Illness: If the student falls ill, it is the host parent's responsibility to excuse them from school attendance and if necessary, seek appropriate medical attention. Help the host family with the insurance claim promptly using the Counselor's address as the contact address. Have your student pay the deductible fee to the doctor's office. See the Insurance Section for more information. If a serious problem develops, the Club YEO should inform the Inbound Coordinator. If a student be involved in a serious accident during their exchange year, the District YEO will put the District Crisis Plan into action.

Religion: Each student will arrive with his or her own cultural values and religious beliefs. Each host family will also have a set of beliefs and may or may not practice a religion. These two ideologies may not mesh well. Suggest that the student might wish to attend church and after-church activities with the host family. Offer to provide or find transportation to a church of the student's choice is appropriate, but if the student wishes not to attend at all, we must abide by that decision. Religion must be a personal choice at all times. Encouraging the student to visit diverse religious organizations and experience their beliefs is another way for them to view the wide diversity of our country. Again, please remember never to force a student into any religious practice.

Chapter 10: ROTARY YOUTH EXCHANGE RULES

Program Rules

Rotary has established rules that all students must agree to follow as a condition of their exchange. A copy of the D6080 Rules and Guidelines is included for your review. These rules may need to be reviewed with the student several times during the year to assure that the conditions of the exchange program are clearly understood.

The Rotary International rules include provisions that are common to most young people:

- Obey the Laws of the USA - If found guilty of violating any law, a student cannot expect assistance from either their sponsoring country or Rotary Club, nor from our local Rotary. The student will be returned home as soon as the legal authorities release them.
- For reasons of safety, and because their insurance is not valid if driving, no student may drive any motorized vehicle or participate in a driver's education program.
- Stealing is prohibited, no exceptions. Students caught stealing will be returned home immediately.
- Smoking and tobacco products are not allowed. District 6080 is a TOBACCO-FREE program. Students agree not to use tobacco products as a condition of being accepted into the program.
- Visits by natural parents and siblings require district approval. An approved visit may only take place during the last quarter of the year and hopefully during a school break. Visits are not allowed during major holidays.

<u>School-Related</u>

- While attending high school, all students must attempt to pass every class and participate in school activities. **Encourage your student to take school seriously.** Grades should be as good as the students' innate ability and grasp of the language. The student should make an effort in all classes. Conversely, the student has not come on this exchange to spend all of their time doing homework and studying. A balance is necessary to create a positive school and family experience.
- **It is important to monitor performance and be aware of any difficulties with the language** and assist the student in registering for appropriate courses. Host parents or the Counselor/YEO should be encouraged to visit with the teachers to assure that all school requirements are being met and that the student has the ability to comprehend the materials. If necessary, cancel one class in favor of one better suited to the student's abilities and interests. Conversely, because most RYE students are academic achievers, and WANT to learn the material thoroughly, they should be cautioned not to make too many demands on their teachers' time at the expense of their fellow students.
- If a school bus is not available to your student, it is the responsibility of the host parents to arrange for safe transportation to and from school on a daily basis.
- Encourage the student to immediately become involved in school activities such as choir, sports, drama, etc. IF transportation arrangements can be made.
- If the student participates in after school activities the host parents must arrange for safe

transportation from school to home. However, before signing up for sports or other on-going activities that require significant transportation commitments, students should first discuss their interest with their counselor, who will discuss it with the host parents.

Travel-Related

Some travel restrictions apply to exchange students. It is important that students abide by the following guidelines when traveling outside of their host community. These guidelines may vary slightly from other Rotary districts but have been developed after many years of experience.

- Travel within the State of Missouri but away from the local community is permitted with permission by the host parents and Club Youth Exchange Officer or Club Counselor but ONLY with proper adult supervision (25 years or older).
- Students may not travel alone or accompanied only by other students except to and from school or within the local community.
- **All travel outside the State of Missouri requires prior approval by the District Inbound Coordinator, Club YEO or Club Counselor and host family** but ONLY with proper adult supervision. The student's natural parents/legal guardians must approve extended trips in writing exempting Rotary Youth Exchange of responsibility and liability. This includes any sleepover with any other exchange students not living in the same community.
  NOTE: Any requests for co-ed sleepovers will be denied.
- Travel outside of the continental U.S. is prohibited, unless on a Rotary-sponsored approved tour.
- The District Inbound Coordinator MUST be informed of and have the opportunity to discuss and approve plans for the following:
  a) **Any visits from the natural parents. (Boy/girlfriend visits will be denied.)**
     i. Parental visits will not usually allowed during holidays
     ii. The student MAY be allowed to miss school to go traveling with their parents, but this MUST be approved IN ADVANCE by the District Inbound Coordinator.
     iii. No host parent is required to provide lodging or meals for a visiting natural parent. However, meeting with the parents of your student is encouraged and can be a truly rewarding experience too.
     iv. If the student plans to travel with his or her natural parents at the conclusion of the exchange year, the District requires the natural parents to provide a written release from the Program. We will need to know the date and location of eventual departure to report to the State Department. Students staying in this country with expired visas could potentially jeopardize our program.
  b) Extended travel, especially if during scheduled school days.
  c) Travel that will interfere with an organized and scheduled activity of the District.
  d) Airplane flights - all flights require prior written consent from the natural parents. Contact information for an approved adult with whom the student will be staying must be provided and approved by the natural parents in addition to district officials.

- Students are not allowed to travel to or through the cities of St. Louis or Kansas City unless accompanied by an adult of at least 25 years of age. We require this person to be a responsible

adult. If in your opinion the suggested driver is not, please don't approve the trip. This guideline includes travel by:

a) Bus - all buses require a chaperone, even school bus trips.
b) Car trips with drivers under the age of 25 years – only short, local trips are permitted.

Transportation can be an issue for exchange students. Because students cannot drive at any time during their exchange, encourage them to make transportation arrangements at least a day or two in advance.

a) School related transportation is the responsibility of the host parents.
b) Arranging transportation to District RYE conferences and meetings is the responsibility of the YEO and/or Counselor.
c) If your student is invited to visit another student within the district, we suggest that the host parent of that student arrange transportation, or at least split the chore. Visiting is lots of fun, but it is a privilege, not a right.
d) Carpooling for District events: Ask the District Inbound Coordinator for contact information for other clubs and host families and see if rides can be shared.
e) The host family must approve of all drivers providing transportation for the student. If they would not allow their own child to ride with the driver, please urge them to not allow your student to either.

Rotary-Related

- **All students must attend the scheduled District Youth Exchange meetings. The dates of** these meetings are known far in advance and host families should be advised not to make family plans involving the student that would conflict with these dates. Only the District Inbound Coordinator may excuse a student from attendance at these meetings and that approval will be granted only for very special circumstances.

- All students are expected to make a presentation (PowerPoint or other) several times during their exchange year. Each student is also encouraged to present a program about their country and the Rotary Youth Exchange experience to local groups and schools.

The Four D's

Because we are dealing with individuals and different cultures, no two experiences are ever quite the same. We have found that many students experience a degree of difficulty coping with culture shock, new surroundings and a new language. Listed below are some of the situations that may occur and suggestions on how to deal with them. This is by no means a complete list, nor does every student experience every situation discussed. The Four D's are the primary rules governing the program and are discussed in the following points:

Dating and Romantic Attachments

Contrary to what the student may think, romantic attachments don't just happen. The student, with help from the host parents and YEO, can avoid these entanglements. Our policy may be stricter than what you have for your own children regarding dating. Rotary prohibits developing a strong romantic

attachment by the student, i.e. going steady (or the current word for exclusiveness) or becoming engaged. This is not only to protect the exchange student from emotional hardship when they must return to their home country, but could also have significant legal ramifications. Our stance is that if your student concentrates on one individual, they will avoid other contacts and cultural events that could help make their experience as an exchange student more rich and complete. This is the first D referred to in the rules.

- Remind the student that at the end of the exchange year they are going to return home (alone) even if they are in love.
- Encourage group outings. This way the student will develop many boy and girl friends, but no steady relationship with one person. If asked to go to the movies or other events, suggest being part of a larger group. If one person persists in seeking a relationship, insert parental influence to cool things off to "friendship" level. Always know who is out with your student and avoid the less desirable influences.
- We want, and actually expect our students to attend Prom and other social functions that typically require a date. We urge the host family to help identify friends and groups to join so the experience will be fun and not romantically charged.
- Explain that a steady boy/girlfriend will interfere with their ability to fully experience the benefits of the program and will also interfere with their responsibilities to the program. Experience has shown that when a steady relationship occurs, the student wants to spend all of their free time with that person and neglects their host families, Rotarians, school, and the responsibilities of the RYE program.
- Emphasize that RYE expects there will be no sexual conduct (sex external or internal with a partner/partners including sexting). Too many young students have made the mistake of thinking that they can ignore this "D" and have found out the hard way that we will send them home for violating this rule.

Drinking

It is not at all unusual for our Inbounds to be quite experienced with drinking alcoholic beverages due to lower drinking ages and different expectations in their native cultures. This is the second BIG D in our rules. Each student and their parents have agreed in writing that the RYE rules prohibit them from drinking any alcohol during their exchange year. Host parents are the first line of defense in this potentially problematic area.

- Reject the idea that it's ok to drink if nobody knows.
- Limit access to beer and wine in your home during their stay.
- Provide transportation and a bail out phrase that the student may use to call you at any time to signal that you need to come and pick them up when they are in danger or an uncomfortable situation. Make sure your student understands the concept of guilt by association. Also make sure your student understands that he/she is NEVER to get into a car with someone who has been drinking.

Driving

The third D prohibits the driving of any motorized vehicle. This is because students are not covered by insurance. This includes but is not limited to snowmobiles, jet-skis, motorcycles, cars and trucks, farm tractors, and boats.

Students are not allowed to obtain a driver's license here. In certain circumstances a student may be allowed to take the drivers' education class to meet State graduation requirements, but they may **NEVER** participate in the behind the wheel segment. Students coming to America who already have a license are still completely prohibited from driving at any time. **Be very aware that their medical insurance is void if the student is driving**. This is a potential liability concern for Rotary.

Drugs

This D is very definite in its application. All illegal drugs must be avoided completely. Host parents are also requested to monitor the use of prescription drugs for potential abuse. A student with a medical problem should arrive in the USA with enough of their prescription drugs to last the year. With the ease of obtaining drugs such as pot, methamphetamine, etc., parents must be extra vigilant, and always know where students are going and with whom they are associating. Not only could there be the possibility of legal entanglements, but any student found breaking this rule will be sent home immediately. Rotary cannot interfere with the court system and will not intercede in a drug offence.

Downloading and Decorating

Students are not allowed to download anything on to a host family's computer without specific approval. Downloading pornography and illegal movies and music is NOT allowed. Students are also not allowed to get tattoos or piercings during their exchange year.

Student are aware of some of the rules before arriving to the U.S. Below is what the student's sign before arriving:

Rotary International Youth Exchange

Rotary District 6080 Youth Exchange Office
Phone: +1-816-392-9831

www.rotary6080.org/rotary-youth-exchange

RULES & CONDITIONS OF EXCHANGE FOR INBOUND STUDENTS TO D6080

Rotary District 6080 welcomes you as a Rotary Youth Exchange Student to Missouri, USA! The following pages list the Rotary International Program Rules and Conditions of Exchange, as well as supplemental rules for our District that you and your parents must agree to. ***PARENTS and STUDENTS should Sign where indicated on the 2nd page. Then scan and e-mail this document to admin@rye6080.org by July 1st.***

These documents must be in our possession upon your arrival.

EXCHANGE YEAR -- This is a school year program (generally mid August to June). You are expected to complete the entire school year and make an effort to succeed in all classes - even if you have graduated at home. No early return is permitted except in the case of a family crisis or emergency. University preparation and academic testing are NOT considered valid reasons for an early return.

RETURNING HOME -- Unless you are involved in a Rotary-related year-end trip, travel in the U.S. with your host family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Inbound Coordinator), you will be expected to return home within 7 days from the last day of school or 7 days after the end of the tour. Any costs associated with an early return will be the responsibility of the student and his natural parents.

GRADUATION/CREDIT FOR CLASSES -- You must not expect to receive a diploma or to graduate from high school in the U.S., although a transcript (courses taken and grades achieved) will generally be provided by most U.S. high schools. There is no guarantee of class availability or that any classes taken during the exchange will transfer back to your home school in your home country. RYE is considered a cultural exchange, not an academic exchange. Policies are established by each individual school district. It is your responsibility to communicate with your home school and your U.S. school to obtain documentation of your academic record.

ATHLETIC PARTICIPATION – You may or may not be allowed to participate in high school sports. These rules are dictated by the Missouri State High School Activities Association. If you have already graduated from high school in your home country, you will NOT be eligible to participate in competitive, varsity, high school sports in the United States.

FAMILY **VISITS -- All family visits must be approved in advance** by your host District Rotary Inbound Coordinator, your host Rotary Club, and your Host Family. **Do not assume** that visits will be approved or that your host family will be willing to host your family. This may be an inconvenience for them. If your natural parents or other relatives plan to visit you during your exchange, please note that this is acceptable during the last three months of your stay. It shall be understood that any visits should be to meet the student in his/her usual host surroundings and not an opportunity to travel throughout the United States.

SCHOOL RECORDS -- In order to comply with U.S. laws, before your departure for the U.S. you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved) **translated into English.**

VACCINATIONS / IMMUNIZATIONS -- Each State in the U.S. establishes its own requirements for the vaccinations which you MUST have before you can attend school. A copy of the requirements for Missouri have been included in your Welcome Packet. You (or your doctor) should compare the immunizations listed on your long term application with this list. If you are missing any immunizations, you should get them immediately and remember to bring documentation of any additional immunizations not listed on your application. **The actual DATES (month, day, and year) of ALL vaccinations in a series must be listed.**

INSURANCE – All inbound students are required to purchase U.S. insurance. Bring your insurance card with you. (You will receive this when you have purchased the insurance.) Information about insurance coverage is available on our District 6080 website in the RYE section.

TRAVEL ARRANGEMENTS --

Discuss and agree upon a mutually convenient arrival date with your first host family and counselor. **You must arrive 10 days prior to the start of school.** Make your travel plans directly to the airport of your final destination as indicated in your Guarantee Form. Be sure to allow **AT LEAST TWO HOURS** between connections when entering the U.S. (Going through Immigration takes time!!!!)

You may **NOT** stop to visit friends or relatives in the USA or anywhere else in the world either coming or going and **MUST** travel by the most direct route.

Your parents may not accompany you to the USA.

Provide the District Youth Exchange Chair, your counselor and your host family, the arrival date, time, airline, and flight numbers.

EMERGENCY FUND -- An emergency fund of **U.S. $300.00** is required by our Rotary District and will be under the control of the host Rotary Club or Counselor. This will be returned to you at the completion of the exchange if it is not used. Emergency 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.

ROTARY OBLIGATIONS -- There will be numerous Rotary Club and Rotary District mandatory functions during the year which you will be expected to attend. Rotary commitments take priority above all other activities. Show an interest and volunteer to get involved with Rotary activities. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.

YOUR ROLE AS AN AMBASSADOR -- You are expected to do your best to maintain a positive attitude throughout the exchange year and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host families and assume the duties and responsibilities normal for a student of your age. **REMEMBER – YOU ARE REPRESENTING YOUR COUNTRY!**

STRICT RULES AND CONDITIONS OF EXCHANGE -- **Violations will result in the student's immediate return home.**
DRUG PARAPHENALIA -- You are not allowed to possess or use illegal drugs or have any drug-related paraphernalia in your possession.
Medicine prescribed to you by a physician is allowed.
DRIVING – All Driving, including driving recreational or other motorized vehicles is prohibited.
ALCOHOL -- Purchase, possession, use, or being under the influence of alcohol by anyone under the age of 21 is **ILLEGAL** and prohibited. **ROMANTIC ATTACHMENTS** -- Sexual relations, or steady dating – to the exclusion of others – is not allowed. Casual dating with a group is acceptable. If it is felt you are becoming too "attached" to someone, you will be asked to discontinue the relationship.
DECORATING - PIERCINGS & TATTOOS -- The piercing or tattooing of any part or your body during your exchange year is prohibited.
DOWNLOADING OF PORNOGRAPHY -- No pornography is permitted.
TOBACCO -- District 6080 is SMOKE-FREE. In addition, the purchase of tobacco products by anyone under age 18 is **ILLEGAL**.
TRAVEL -- This is a cultural exchange, **NOT** a travel exchange. Do NOT expect to visit friends and relatives while on exchange. You **MUST** follow the rules below when traveling outside your host Rotary District. Under **NO** circumstances may you make your own travel arrangements and expect them to be approved. Also, in District 6080, no travel outside of the United States is permitted during the exchange year.

APPROVED TRAVEL:
Travel with host parents.
Travel with host Rotary Club.
Travel with recognized school classes or school groups.
Travel with recognized church or youth groups.
Travel with Rotarians.
Travel with adult friends of local host family if approved by host family and counselor.
Travel to Rotary District & Multi-District events, and Summer Bus Tours.

INDEPENDENT/UNACCOMPANIED TRAVEL IS NOT ALLOWED.

You and your host family **MUST** advise your host District Rotary Inbound Coordinator of any overnight travels outside of the District. You must also provide a complete itinerary of where you are going, means of transportation, where you will be staying and emergency contact numbers. If you are invited on a trip, make sure you understand the costs involved – do not assume that someone else will pay your expenses.
No travel is allowed during any of the holidays unless it is with one of your host families.
LAWS OF MISSOURI & U.S. -- You are expected to obey the Laws of the Host Country. If you are found guilty of violation of any law, you should expect no legal assistance from your sponsoring Rotary Club or your sponsoring country. You will be returned home after you have been released by the authorities and any legal action has been concluded.
LANGUAGE – Students are expected to make a serious effort to learn English prior to their arrival. Unacceptable English language skills may require tutoring. Any necessary tutoring is at the expense of the student's natural parents or guardians. If it is felt that you are not making a genuine effort to learn the language, it may be decided to terminate your exchange.
TELEPHONE / E-MAIL -- Use of the telephone, computer, and internet are at the discretion of your host family, within overall guidelines established by your host Rotary District. You are responsible for all charges you generate by such use. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. If it is felt that you are abusing these privileges your usage may be terminated. Use your good common sense. **EMPLOYMENT:** Students are not allowed to accept any employment during their exchange.
ROTARY AUTHORITY – You will be under the Hosting District's authority while you are an exchange student. Parents must not authorize any extra activities or travels without the prior approval of the host club and district.
PROBLEMS – Occasionally, "issues" come up during the exchange. It is your responsibility to try to resolve any problems by first contacting your counselor, then the club YEO and then the District Inbound Coordinator – IN THAT ORDER. Circumventing this procedure can create hard feelings and result in the issue becoming more complicated and difficult to handle. Open and honest communications are critical. GENERAL HEALTH – We assume your general mental and physical health is what is stated on your application. If medical issues arise that were present prior to your arrival but that were not disclosed, it will be at the club's discretion to return you to your home country.
GUIDELINES & CONDITIONS -- All other host Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

We have read and understand the above Program Rules And Conditions Of Exchange, and will abide by them.
Violations will result in District Review and Restrictions. Severe/constant disregard of rules will result in the termination of the exchange.

Student Signature _____ Date_____

Father's Signature _____ Mother's Signature _____
PLEASE SIGN, SCAN AND RETURN THIS PAGE TO admin@rve6080.org NO LATER THAN JULY 1st. (revised 5-14)

Chapter 11: INBOUND STUDENT INSURANCE INFORMATION

Rotary District 6080 requires both a one-year medical insurance policy AND a liability policy that is paid for by the student's natural parents prior to the student receiving his/her visa. The medical insurance coverage is an accident and sickness policy. It is designed to cover unexpected medical expenses but does not cover routine sports physicals or similar elective expenses. The coverage is effective from August 1st through July 31st or from the time the student leaves their home country until they return home after their stay in the U.S. The student must return home before their coverage expires.

Below is contact information for the insurance company. Complete policy information is available on the CISI-Bulduc website at http://www.culturalinsurance.com/rotary. For all concerns about insurance, contact our RYE CISI Insurance Coordinator:

Ted Cenatiempo cisiwebadmin@culturalinsurance.com
1-800-303-8120 ext. 5121 / 1-203-399-5556

ID Cards are issued to the students when the insurance is purchased, and they are advised to carry them at all times. On the ID card is **Plan A, Plan B, Plan B+** and detailed information on the plans on the next pages. Claims should be submitted promptly using the Club Counselor's address for follow up reference purposes.

Claim forms and Instructions are available on the Insurance Company's website: http://www.culturalinsurance.com/rotary/rotary_claims_benefits.asp. If confused about how to file a claim, contact the RYE CISI Insurance Coordinator.

Claim Submission Instructions (on the website)
Insured participants are required to submit a completed medical claim form to CISI for each accident or sickness. Claim forms may be downloaded from our website, **www.cisi-bolduc.com**, by going to the Medical Benefit Info tab and selecting "Benefit Information." Be sure that all questions are answered and all blank spaces are filled with an appropriate statement such as "Not Applicable." Claim forms can be mailed or faxed to CISI at the contact address or number below:

Send All Completed Medical or Personal Liability Claim Forms To:
Cultural Insurance Services International
1 High Ridge Park Stamford, CT 06905
If you have questions regarding benefits, or claim submission, contact CISI Bulduc
Telephone: (800) 303-8120 / Outside USA: (203) 399-5130
Fax: (203) 399-5596 / Email: cisiwebadmin@culturalinsurance.com
Please contact Team Assist 24-7-365 at the numbers below for pre-departure, medical, legal, and travel assistance, and to help facilitate billing directly with a foreign provider.
Telephone: (855) 327-1411 Outside USA (Call Collect): (312) 935-1703
Email: MEDASSIST-USA@AXA-ASSISTANCE.US
Underwritten by ACE American Insurance Company.
Be sure and identify the student as being in the U.S. as this insurance company also insures our Outbound Students.

Plan A

Schedule of Benefits for Accident and Health Coverage underwritten by ACE American Insurance Company

MEDICAL EXPENSE BENEFITS

Maximum Lifetime Benefit per covered accident or sickness	$1,000,000
Chiropractic Care Maximum	$500 (up to 10 visits with a $50 maximum per visit)
Emergency Dental Expenses Maximum	$100
Out-Patient Mental and Nervous Expenses Maximum	$1,000
In-Patient Mental and Nervous Expenses Maximum	$25,000
Deductible	None
Accident & Sickness Benefit	
Accident and Sickness for students traveling **OUTSIDE of the United States**	80/20
Deductible (per policy period)	$100
Accident and Sickness for students traveling **INTO the United States**	80/20
Deductible (per policy period)	$100

***PLEASE NOTE THAT THIS PLAN ALLOWS UP TO $500 FOR TREATMENT OF PRE-EXISTING CONDITIONS.**

EMERGENCY PRIOR TO MEDICAL

Accidental Death and Dismemberment Benefit	$100,000
Covered Losses:	
a. Life	Principal Sum
b. Two or more members	Principal Sum
c. One member	One-Half Principal Sum
d. Thumb and Index Finger of the same hand	One-Quarter Principal Sum
e. Quadriplegia	Principal Sum
f. Paraplegia	One-Half Principal Sum
g. Hemiplegia	One-Half Principal Sum
Medical Evacuation Expense Benefit	$100,000
Security Evacuation Expense Benefit	$100,000
Repatriation of Remains Benefit	$50,000
Transportation Expense Benefit	$5,000
Family Reunion Benefit	$5,000 ($75 daily maximum for lodging expenses)
Trip Cancellation Benefit	$3,000
Trip Interruption Benefit	$3,000
Trip Delay	$500
Personal Property and Financial Instrument Reimbursement Benefit	
Maximum for cash, currency, bullion, numismatic property & bank notes	$100
Maximum for manuscripts, securities, bills, deeds, evidence of deft, letters of credit, notes other than bank notes, passports, railroad and other tickets or stamps	$250
Maximum for theft of jewelry, watches, furs, fine arts/antiques, golfers equipment, cameras & computer hardware	$1,000
Maximum for theft of stereo equipment	$1,000
Deductible	$250 per claim

SPORTS COVERAGE

Both plans are extended to cover loss due to interscholastic and community football, hockey, soccer, rugby and lacrosse. **All other team sports are covered the same as any other Covered Accident under the basic policy coverages.**

Maximum Benefit	$25,000
Deductible	$50

This description is not a contract of insurance but is a brief summary. Complete provisions pertaining to this insurance are contained in the Master Policy on file with Rotary International. In the event of any conflict between this summary and the Master Policy, the Policy will govern

Disclaimer: Rotary International is not affiliated with CISI and does not endorse its products.

Plan B

Schedule of Benefits for Accident and Health Coverage underwritten by ACE American Insurance Company

MEDICAL EXPENSE BENEFITS

Maximum Lifetime Benefit per covered accident or sickness	$1,000,000
Chiropractic Care Maximum	$500 (up to 10 visits with a $50 maximum per visit)
Emergency Dental Expenses Maximum	$400
Out-Patient Mental and Nervous Expenses Maximum	$1,000
In-Patient Mental and Nervous Expenses Maximum	$25,000
Deductible	None
Accident & Sickness Benefit	
Accident and Sickness for students traveling **OUTSIDE of the United States**	100%
Deductible (per policy period)	$0
Accident and Sickness for students traveling **INTO the United States**	80% to $1,000 out of pocket limit; plan pays 100% thereafter
Deductible (per policy period)	$100

***PLEASE NOTE THAT THIS PLAN ALLOWS UP TO $500 FOR TREATMENT OF PRE-EXISTING CONDITIONS.**

EMERGENCY PRIOR TO MEDICAL

Accidental Death and Dismemberment Benefit	$100,000
Covered Losses:	
a. Life	Principal Sum
b. Two or more members	Principal Sum
c. One member	One-Half Principal Sum
d. Thumb and Index Finger of the same hand	One-Quarter Principal Sum
e. Quadriplegia	Principal Sum
f. Paraplegia	One-Half Principal Sum
g. Hemiplegia	One-Half Principal Sum
Medical Evacuation Expense Benefit	$100,000
Security Evacuation Expense Benefit	$100,000
Repatriation of Remains Benefit	$50,000
Transportation Expense Benefit	$5,000
Family Reunion Benefit	$5,000 ($75 daily maximum for lodging expenses)
Trip Cancellation Benefit	$3,000
Trip Interruption Benefit	$3,000
Trip Delay	$500
Personal Property and Financial Instrument Reimbursement Benefit	
Maximum for cash, currency, bullion, numismatic property & bank notes	$100
Maximum for manuscripts, securities, bills, deeds, evidence of deft, letters of credit, notes other than bank notes, passports, railroad and other tickets or stamps	$250
Maximum for theft of jewelry, watches, furs, fine arts/antiques, golfers equipment, cameras & computer hardware	$1,000
Maximum for theft of stereo equipment	$1,000
Deductible	$250 per claim

SPORTS COVERAGE

Both plans are extended to cover loss due to interscholastic and community football, hockey, soccer, rugby and lacrosse. **All other team sports are covered the same as any other Covered Accident under the basic policy coverages.**

Maximum Benefit	$25,000
Deductible	$50

This description is not a contract of insurance but is a brief summary. Complete provisions pertaining to this insurance are contained in the Master Policy on file with Rotary International. In the event of any conflict between this summary and the Master Policy, the Policy will govern

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Plan B+ (Inbound to the United States)

Schedule of Benefits for Accident and Health Coverage underwritten by ACE American Insurance Company

MEDICAL EXPENSE BENEFITS

Maximum Lifetime Benefit per covered accident or sickness	$1,000,000
Chiropractic Care Maximum	$500 (up to 10 visits with a $50 maximum per visit)
Emergency Dental Expenses Maximum	$400
Out-Patient Mental and Nervous Expenses Maximum	$1,000
In-Patient Mental and Nervous Expenses Maximum	$25,000
Deductible	None.
Accident & Sickness Benefit	
Accident and Sickness	100%
Deductible (per policy period)	$0

***PLEASE NOTE THAT THIS PLAN ALLOWS UP TO $500 FOR TREATMENT OF PRE-EXISTING CONDITIONS.**

EMERGENCY PRIOR TO MEDICAL

Accidental Death and Dismemberment Benefit	$100,000
Covered Losses:	
a. Life	Principal Sum
b. Two or more members	Principal Sum
c. One member	One-Half Principal Sum
d. Thumb and Index Finger of the same hand	One-Quarter Principal Sum
e. Quadriplegia	Principal Sum
f. Paraplegia	One-Half Principal Sum
g. Hemiplegia	One-Half Principal Sum
Medical Evacuation Expense Benefit	$100,000
Security Evacuation Expense Benefit	$100,000
Repatriation of Remains Benefit	$50,000
Transportation Expense Benefit	$5,000
Family Reunion Benefit	$5,000 ($75 daily maximum for lodging expenses)
Trip Cancellation Benefit	$3,000
Trip Interruption Benefit	$3,000
Trip Delay	$500
Personal Property and Financial Instrument Reimbursement Benefit	
Maximum for cash, currency, bullion, numismatic property & bank notes	$100
Maximum for manuscripts, securities, bills, deeds, evidence of deft, letters of credit, notes other than bank notes, passports, railroad and other tickets or stamps	$250
Maximum for theft of jewelry, watches, furs, fine arts/antiques, golfers equipment, cameras & computer hardware	$1,000
Maximum for theft of stereo equipment	$1,000
Deductible	$250 per claim

SPORTS COVERAGE

Both plans are extended to cover loss due to interscholastic and community football, hockey, soccer, rugby and lacrosse. **All other team sports are covered the same as any other Covered Accident under the basic policy coverages.**

Maximum Benefit	$25,000
Deductible	$50

This description is not a contract of insurance but is a brief summary. Complete provisions pertaining to this insurance are contained in the Master Policy on file with Rotary International. In the event of any conflict between this summary and the Master Policy, the Policy will govern

Disclaimer: Rotary International is not affiliated with CISI and does not endorse its products.

SCHEDULE OF BENEFITS FOR LIABILITY COVERAGE UNDERWRITTEN BY ACE AMERICAN INSURANCE COMPANY (ALL PLANS)

Personal Liability			
Limit per Claim	$500,000	Additional Living Expense	
Deductible per Claim	$250	Limit per Coverage Period	$5,000
Medical Payments		Unscheduled Personal Property	
Limit per Coverage Period	$5,000	with Replacement Cost	$5,000

This description is not a contract of insurance but is a brief summary. Complete provisions pertaining to this insurance are contained in the Master Policy on file with Rotary International. In the event of any conflict between this summary and the Master Policy, the Policy will govern

Definitions:

Doctor means a licensed health care provider acting within the scope of his or her license and rendering care of treatment to a covered person that is appropriate for the conditions and locality. It will include a Covered Person or a member of the Covered Person's Immediate Family or household.

Deductible means the dollar amount of the Covered Expenses that must be incurred as an out-of-pocket expense by each Covered Person per Covered Accident or Sickness basis before Medical Expenses Benefits and/or other Additional Benefits paid on an expense incurred basis are payable under the policy.

Covered Accident means an accident that occurs while coverage is in force for a Covered Person and results directly and independently of all other causes in a loss or Injury covered by the Policy for which benefits are payable.

Covered Expenses means expenses actually incurred by or on behalf of a Covered person for treatment, services and supplies covered by the Policy. Coverage under the Participating Organization's Policy must remain continuously in force from the date of the Covered Accident or Sickness until the date treatment, services or supplies are received for them to be a Covered Expense. A Covered Expense is deemed to be incurred on the date such treatment, service or supply, that gave rise to the expense or the charge, was rendered or obtained.

Preexisting Conditions means an illness, disease, or other condition of the Covered Person that in the six-month period before the Covered Person's coverage became effective under the Policy:

1. First manifested itself, worsened, became acute, or exhibited symptoms that would have caused a person to seek diagnosis, care or treatment; or
2. Required taking prescribed drugs or medicines, unless the condition for which the prescribed drug or medicine is taken remains controlled without any change in the required prescription; or
3. Was treated by a Doctor or treatment had been recommended by a Doctor.

Exclusions and Limitations

The following is a brief list of the exclusions and limitations for the insurance plan. It is not a complete list. For complete information about what's not covered, refer to the website **www.culturalinsurance.com/rotary/rotary_forms.asp**

We will not pay benefits for any loss or Injury that is caused by or results from:

- Intentionally self-inflicted injury; suicide or attempted suicide.
- War or any act of war, whether declared or not.
- Flight in, boarding or alighting from an aircraft, except as: a) a fare-paying passenger on a regularly scheduled commercial airline; b) a passenger in a non-scheduled, private aircraft used for pleasure purposes with no commercial intent during the flight. However, in Alaska, Injury sustained while the Covered Person is riding as a pilot, student pilot, operator or crew member, in or on, boarding or alighting from, any type of aircraft.
- Commission of, or attempt to commit, a felony.
- Practice or play in interscholastic or community football, hockey, soccer, rugby or lacrosse, except as specifically provided in the Policy.

In addition, We will not pay Medical Expense Benefits for any loss, treatment, or services resulting from, or contributed to by:

- Preventive medicines or vaccines.
- Routine physicals and care of any kind.
- Eyeglasses, contact lenses, hearing aids, examinations or prescriptions for them.
- Routine dental care and treatment, except as provided in the Policy.
- Cosmetic or plastic surgery, except as a result of Injury.
- Pregnancy, childbirth or miscarriage.
- Treatment by persons employed or retained by the Participating Organization, or by any Immediate Family Member or member of the Covered Person's household.
- Medical expenses for which the Covered Person would not be responsible to pay for in the absence of the Policy.
- Any condition for which the Covered Person is entitled to benefits under any Workers' Compensation Act or similar law.
- Expenses payable by any automobile insurance policy without regard to fault. (This exclusion does not apply in any state where prohibited).
- Bungee-cord jumping, parachuting, skydiving, parasailing, hang-gliding, mountain climbing (where ropes or guides are used), scuba diving (except if the Covered Person is certified in accordance to the laws of the country in which he or she is diving), racing by horse, motor vehicle or motorcycle.
- Pre-existing Conditions, except as specifically providing in the Policy, and if: 1) the Covered Person has not received treatment, care or advice for six consecutive months after being covered by the Policy (taking medication prescribed by a Doctor is considered as continuous treatment for a Pre-existing Condition); or 2) the loss begins after the Covered Person has been treatment fee (including medication free) and after the Covered Person has been covered by the Policy for six months.
- Surgical operations which were previously recommended by a Doctor or medical practitioner prior to the Covered Person's effective date of coverage.
- Any treatment, services or supplies received by the Covered Person that are incurred or received while he or she is in his or her Home Country.
- Medical expenses that are the result of injuries sustained while operating a motorized vehicle of any kind, including two, three and four wheeled vehicles. This includes, but is not limited to: automobiles, motorcycles and motorized dirt bikes of any kind, all-terrain vehicles, snowmobiles and watercraft; however, there is coverage for front seat passengers or passengers of motorized means of transport including snowmobiles if used as means of transport in the state of Alaska. This

exclusion shall be waived in relation to Amusement Park rides, lawn mowers or operating a golf cart while on a golf course. In addition, this exclusion shall be waived for students who are located in Bermuda with regard to travel on a small motorcycle or moped that is not more than 50cc in capacity. The student must have a valid license to ride the motorcycle or moped.

- Emergency sickness dental expenses incurred for:

  Routine oral examinations;

  Fluoride applications;

  Prosthetics (new and repaired)

- Expenses for more than one dentist in excess of those that would have been incurred had all services been performed by one dentist;
- Expenses in excess of the lowest fee in cases where there are optional treatment techniques carrying different fees;
- Services primarily for cosmetic or aesthetic purposes;
- Orthodontics;
- Treatment already in progress or recommended by a dentist within six months of the Covered Person's effective date of coverage;
- Replacement of denture or orthodontic appliance due to loss or theft;
- Denture or bridgework replacement of teeth extracted prior to the Covered Person's effective date of coverage.

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from providing insurance, including, but not limited to, the payment of claims.

CISI BOLDUC

CISI-Bolduc
1 High Ridge Park
Stamford, CT 06905
phone 203-399-5556
fax 203-399-5596
www.cisi-bolduc.com

Quick Tips

for CISI-Bolduc Rotary Youth Exchange Insureds

Frequently asked questions:

Q: Why is there a Preferred Physician list?

A: These providers accept our fee schedule and have agreed to bill CISI directly and file a claim on behalf of the insured.

Q: Why are all doctors not on this Preferred list?

A: CISI is part of the Aetna Network, not all facilities participate with Aetna and are considered out of network.

Q: What happens if the student visits an out of network provider?

A: The student or host family is likely to have to pay upfront and then fill out a claim form and submit it to CISI for reimbursement.

How to locate a physician in the USA for a minor illness or accident:

- Please go to www.CISI-Bolduc.com
- Click on U.S. Provider Search located in the upper right hand corner
- To narrow down the search, please enter your zip code, or city and state

If the student has a serious accident, please call our assistance team for emergency medical assistance: (available 24/7)

- Toll-free in the U.S.A: 855-327-1411
- Outside of the U.S.A: 312-935-1703
- Email: medassist-usa@axa-assistance.us

A majority of the time, the provider will bill CISI directly, but in the event that the student pays for the bill upfront:

- Complete the claim form which can be found under the "Services" tab on www.CISI-Bolduc.com
- Submit the claim form with all the paper work that you received at the time of the visit i.e. medical bill/paid invoice to: (please only send it once)
  - Email: claimhelp@culturalinsurance.com or;
  - Fax: 203.399.5596 or;
  - Mail: One High Ridge Park, Stamford, CT 06905 (be sure to make copies for yourself as a backup).
  - If you have any questions about a claim, please call CISI at 1.800.303.8120 ext: 5130 or by email, claimhelp@culturalinsurance.com (typically it takes 2–3 weeks to process a claim).

What does Plan B Inbound and Plan B+ cover:
(these are just a few important benefits)

Accident & Sickness benefit up to $1,000,000

- **Plan B Inbound**
  Such as cold or flu, pink eye, headaches, stomach aches, breaks/fractures (these are just a few examples). You have a one time deductible of $100 (you are responsible for the deductible and 20% of the first $5,000). CISI will pay 80% of the first $5,000 of the medical expenses, thereafter; CISI will pay 100% of the covered medical bills. You're out of pocket expenses are $1,100. Example, your bill is $5,000; you will need to pay 20% of the bill which is $1,000 and the one time deductible of $100.
- **Plan B+ Inbound**
  Such as cold or flu, pink eye, headaches, stomach aches, breaks/fractures these are just a few examples). Your policy pays at 100% coverage up to $1,000,000 of usual and customary covered charges.
- **Family Reunion benefit up to $5,000**
  In the event that you are hospitalized for more than 4 days, a family member may come to your bedside and will pay for their travel & lodging expenses.
- **Trip Interruption benefits up to $3,000**
  In the event that a family member is very ill or has passed away, you may purchase a round trip ticket up to $3,000 to go back home (please do not use your open ticket unless you are not planning on returning).

Cultural Insurance Services International
1 High Ridge Park, Stamford, CT 06905
Phone 800.303.8120 | Fax 203.399.5596 | www.cisi-bolduc.com

CISI BOLDUC

Emergency Assistance Offered by CISI's 24/7 Assistance Team

In cases of serious illness or injury requiring inpatient treatment a case should be opened with CISI's Emergency Assistance Team, AXA Assistance.

AXA's Services

- **Medical Monitoring:** AXA has medical staff that will reach out to the treating facility to obtain comprehensive medical updates in order to ensure that the participant is receiving appropriate care.
- **Medical Evacuation:** If it is determined that a participant has been hospitalized at a facility that is not fully equipped to treat their condition, AXA will coordinate a medical evacuation to the nearest medical facility with the resources to provide appropriate care.
- **Medical Repatriation:** If it is determined that a participant's medical condition will prevent them from completing their program, AXA will make arrangements for the participant to return home. They will make travel arrangements suited to the participant's medical condition, including, but not limited to, medical escorts, non-medical escorts, upgraded seating, and air ambulance.
- **Security Evacuation:** Should a participant need to be evacuated due to civil or political unrest, natural disaster, or personal threat, AXA will arrange for transportation to the nearest safe location, and then to another program location or home if the situation does not improve enough to allow for a safe return.

Emergency Assistance Outside of the United States

AXA can be contacted anytime medical assistance is needed abroad. In addition to the above services AXA also provides the following services to our participants traveling abroad:

- **Medical Referrals:** AXA can provide referrals to local medical providers. They will to work to refer English-speaking providers when requested. They will also use a participant's address abroad as a starting point to provide referrals that are nearest to where a participant is residing.
- **Medical Coverage:** AXA will reach out to a treating facility to arrange direct billing.
- **Continuation of Care:** Participants with pre-existing conditions can initiate a case with AXA ahead of departure to ensure that they will be able to continue treatment while abroad. AXA will research availability of medication and work with the home physician to refer local providers willing to continue with the established treatment plan.

How to Open a Case with AXA

AXA is open 24 hours a day, 7 days a week. Contact information is as follows:

- Inside the US: 1 (855) 327-1411 (Toll Free)
- Outside the US: 1 (312) 935-1703 (Collect Calls Accepted)
- Email: medassist-usa@axa-assistance.us

Questions AXA will ask when opening a case:

1. Caller's/Participant's First and last Name
2. Contact Details
3. Type of Service Requested
4. Brief Summary of Request/Incident
5. Location where Assistance is Requested.

The CISI Crisis Management Team

The CISI Crisis Team consistently works with AXA to help support you and your participants during a time of crisis. The CISI Crisis Team consists of seasoned staff that are actively involved in Emergency Assistance Cases. They are notified at the onset of every case and kept informed throughout the life of the case to ensure that appropriate actions are being taken. Anytime they are notified that a participant has been admitted for inpatient treatment they will reach out to your program directly to make you aware of the case, provide regular updates, and address any concerns you may have.

CISI Crisis Team:

Health and Safety Manager	Shannon McNamara
Director of Operations	Christine Wasil
Customer Support Specialist	Drew Woods
Customer Service Supervisor	Renata Marut
Senior Benefit Analyst	Sheila Lorson

Emergency Contact during Regular Business Hours

Shannon McNamara is responsible for overseeing all cases opened with AXA, from provider referrals, to outpatient visits, inpatient admissions, and medical evacuation and repatriation. She will be the key contact during regular business hours, ensuring that all cases flow smoothly. She will provide updates at the end of each day and week to ensure a smooth transition to the afterhours Crisis Team Duty Officer.

Regular Business hours are Monday – Friday from 9 am to 5 pm EST.

Shannon can be reached at 1-203-399-5557 or crisis@mycisi.com.

Emergency Contact on Evening and Weekends

In the event that you are encountering any issues with AXA Assistance and wish to directly speak with a CISI staff member outside of our regular business hours, please contact us on our Crisis Hotline.

After Hours Crisis Hotline is 203-550-9028 or email crisis@mycisi.com.

Please use AXA as your primary contact for emergency assistance cases. They have the resources and expertise to best assist you throughout a crisis. CISI is happy to act as an intermediary to ensure your needs and expectations are being met and that participants are safe and secure during their crisis. CISI kindly ask that you keep this after hours contact information for your crisis personnel and not share directly with your participants.

Chapter 12: REPORTING SEXUAL ABUSE AND HARASSMENT

You are required to successfully complete the North American Youth Exchange Network (NAYEN) on-line training module which will help you with situations dealing with sexual abuse and harassment. All Inbound students receive information about abuse during their district orientation upon arrival in August.

Abuse Policy

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' spouses, partners, and other 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.

DEFINITIONS

Sexual Abuse: Refers to engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

- Non-touching offenses (such as verbal intimidation, or other indirect suggestions with which you are uncomfortable).
- Indecent exposure (unwelcome revealing of sexual body parts such as breasts or genitals).
- Exposing a student to sexual or pornographic material.
- Sexual assault.

Sexual Harassment: Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or to groom their victims. Examples include, but are not limited to:

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

WHAT WE TELL THE STUDENTS

If you are sexually or physically abused or harassed or are accused of sexually or physically abusing or harassing another person, you should follow this procedure:

1. Report the situation immediately to the person with whom you feel most comfortable.
    a. The local host Rotary Club Youth Exchange Counselor or Youth Exchange Office, the non-Rotarian resource couple, the District Student Protection Officer, the District Youth Exchange

Chair, any member of the District Youth Exchange Committee, or the District Governor.
   b. If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
   c. Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.
2. If appropriate action is not taken when you report the situation, report it again and continue reporting it until someone takes you seriously. Make sure that it is understood that you are serious.
3. When you are uncomfortable with someone else's behavior, and you think it is sexual in nature, please trust your judgment and report it to someone else.

ALLEGATION REPORTING GUIDELINES

If you report an allegation of abuse or harassment, these are the guidelines the Rotarians will follow.

1. When receiving the report from you, they will:
   a. Listen attentively and stay calm. They will acknowledge that it takes a lot of courage to report abuse. They will listen and be encouraging.
   b. Protect you. They will first ensure your safety and well-being. They will remove you from the situation immediately and from all contact with the alleged abuser or harasser. They will reassure you that this is for your own safety and that it is not a punishment.
   c. Get the facts, but not interrogate you. They will ask you questions that establish what was done and who did it. They will reassure you that you did the right thing in telling them about it.
   d. Be non-judgmental and reassure you. They will not be critical of anything that has happened or anyone who may be involved. They will assure you that the situation was not your fault and that it was brave and mature to report what happened.
   e. Assure privacy but not confidentiality. They will explain that they will have to tell someone about the abuse or harassment to make it stop and to ensure that it doesn't happen to other students.
   f. Record. They will make a written report of their conversation with you as soon after talking with you as they can. They will include the date and the time that they talked with you. They will use your words and will record only what you told them.
2. They will report this information as soon as possible to the hosting Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair or the District Governor providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
3. They will avoid gossip and blame. They will not tell anyone about the report other than those required by the guidelines. Care must be taken to protect your rights as the victim and the rights of the alleged offender during any investigation.
4. They will not challenge the alleged offender. The adult to whom you report will not contact the alleged offender because the investigation must be left entirely to law enforcement authorities in cases of abuse. In cases of non-criminal harassment, the District Student Protection Officer and the District Governor, who are responsible for the investigation, will contact the alleged offender after you have been moved to a safe environment.
5. They will follow-up. After appropriately reporting the allegations, Rotarians will follow up to make sure steps have been taken to address the situation.

Note: A Youth Exchange Incident Report form to document and report the incident follows on the next pages. This will be submitted to Rotary International by the District Youth Exchange Office, the District Student Protection Officer or the District Governor.

ROTARY INTERNATIONAL - OFFICE COMMUNICATION

TO:

FROM:

DATE:

SUBJECT: Youth Exchange Incident Report

Instructions: Complete the following questions as thoroughly as possible. If a question does not apply to this situation, please enter "NA". Incident reports should be emailed to youthexchange@rotary.org. Please continue to update Youth Exchange staff as further information develops.

1) Date and Time of incident report to RI	
2) Name, Title, and Contact Information of incident reporter	
3) Districts: Sending & Hosting	
4) Clubs: Sending & Hosting	
5) Alleged victim: Name & Age	
6) Is the youth in a safe place? (RCOP 2.110.3.3) Where is the youth now?	
7) Description of incident including the specific allegation	
8) Alleged offender: Name Relationship to the youth who has reported the incident Role in the program If Rotarian, club name	
9) Location of alleged incident (including event, city, state/province, country)	
10) Has the alleged offender been removed from the youth program while investigation is performed? (RCOP 2.110.3.3)	
11) Date and time of alleged incident	
12) Has the sending district been informed of the incident? When? By whom?	

13) Have the legal guardians been informed of the incident? When? By whom?	
14) What support services have been offered to the youth? What services is he/she receiving and who is providing them? (RCOP 41.080.15)	
15) Was anyone present at the time of the incident other than the youth and alleged offender?	
16) Who reported alleged incident to the district/club? When was it reported?	
17) Who in the district/club has been informed of incident?	
18) Have the district program chair, district governor and district protection officer been informed of the incident?	
19) Has the alleged incident been reported to local law enforcement/child protective services? (RCOP 2.110.3.4)	
20) Is the incident being investigated by police/protective services?	
21) Have any official charges been filed? If so, what are the charges?	
22) What will be the district/club's next steps in the handling of the incident? (RCOP 2.110.3.2)	
23) What assistance, if any, is being requested from RI?	