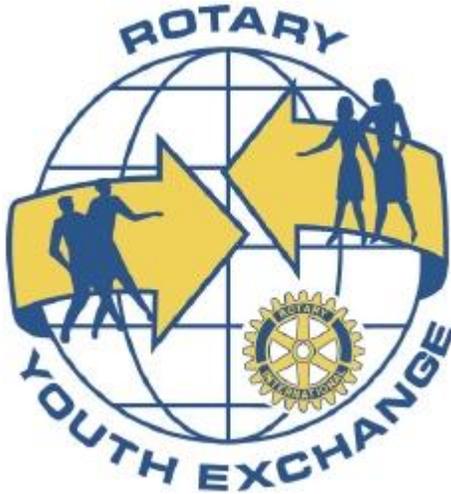


Rotary District 5450

Information Book
for
Counselors
of
Inbound
Exchange Students



Rocky Mountain Rotary Youth Exchange Program



Rotary District 5450 Youth Exchange Program

Dear Inbound Exchange Student Counselor,

Congratulations on being appointed as an Inbound Youth Exchange Student Counselor by your Rotary Club – a very important role.

Over time, as you foster and develop a lifelong friendship and mentoring role with a remarkable young teenager and their host families, we are sure you will discover for yourself, like many of us have in the past, that this role can be one of the most rewarding and personally satisfying positions afforded any Rotarian and their partner.

Please enjoy the role, befriend your Inbound Student and their host families and remember that Youth Exchange is a life-changing event for everyone involved – even yourself!

The District Youth Exchange Committee wishes you well as you now formally embark on your role as Inbound Youth Exchange Student Counselor.

Chairman District 5450 Youth Exchange Program

Rotary's Youth Exchange Program is a tremendous opportunity for secondary school age students to travel abroad to further their education in an entirely different environment from their own. Rotary hopes that the impact of this experience for the participants will not only have an impact on international relations but will stimulate those in the program to become better citizens and, as such, help prepare them for participation as leaders of their communities and play a significant role in the shaping of tomorrow's world.

The program is an extremely rewarding experience for all who participate in it whether a student, Rotary club, host family, Counselor or host community.

These guidelines are designed to offer some guidance to Counselors. None of us are perfect or infallible and these guidelines hopefully will assist in preparing Counselors to carry out this important role.

These guidelines are the product of many years of experience in youth exchange at all levels. The only exception to this 'guideline philosophy' is that students are expected to adhere to the specific set of rules approved by Rotary International which have worldwide application. Adherence to these rules was acknowledged by both the students and their parents when they signed the official 'Terms and Conditions of Exchange' document back in their home country.

Rotary and the Youth Exchange Program

Currently there are approximately 1.22 million Rotarians in almost 34,000 Clubs over 200 countries and territories around the world.

The principle motto of Rotary is “*Service Above Self*”

The Object of Rotary is to encourage and foster the ideals of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First** The development of acquaintance as an opportunity for service;
- Second** High ethical standards in business and professions;
- Third** The application of the ideal of service by every Rotarian to his personal, business, and community life; and
- Fourth** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

These are expressed as the “**Five Avenues of Service**” - Club, Vocational, Community, International and New Generations Service - and Youth Exchange is a program of the New Generations service area.

The objectives of the Youth Exchange Program are:

- § **to further international goodwill and understanding** by enabling students to study at first hand some of the culture and accomplishments of people in lands other than their own;
- § **to enable students to advance their education** by studying for a year in an environment entirely different to their own and by possibly undertaking study of courses and subjects not normally available to them in secondary schools of their own country;
- § **to broaden the student's own outlook** by learning to live with and meet people of other cultures, creeds and colors, and by having to cope with day to day problems in an environment completely different to the one they have experienced at home;
- § **to act as ambassadors** for their own country by addressing Rotary clubs, schools, community organizations and youth groups in their host country and by imparting as much knowledge as they can of their own country and its culture to the people they meet during their time abroad; and
- § **to study and observe** all facets of life and culture in the country where they are hosted so that on return to their home country they can pass on the knowledge they have gained by addressing Rotary clubs, schools, youth groups and
- community organizations.

What is Youth Exchange?

Rotary Youth Exchange is a country-to-country exchange of high-school age young people.

In District 5450 students must be 15- 18 ½ years of age and **not** completed more than 11 years of primary and secondary education, not including kindergarten, at the time of arrival in Colorado, for a cultural and educational experience for both the student and those serving as hosts. The duration of the exchange is typically 11 months, and generally follows the school year as defined by the exchange student's hosting country.

The Role of the Rotary District and Youth Exchange Committee

Rotary Youth Exchange is, more specifically, an exchange of students between two Rotary districts in different countries. District 5450 is excited about the possibilities of expanding our Youth Exchange Program, involving more and more countries and more and more students. Conduct and administration of the exchange program is the responsibility of each participating Rotary district under the authority of the respective District Governor, who is a Rotarian elected for a one-year term to provide leadership to the clubs and Rotarians in that district. All Rotary districts participating in the Youth Exchange program agree to comply with Rotary International guidelines and State Dept rules, but retain autonomy in conduct of the program. This responsibility is delegated in District 5450 to the District Youth Exchange Committee.

For example, the selection, screening and preparation of 'outbound' exchange student candidates is the responsibility of each sending or sponsoring Rotary district, although a uniform application form has been developed for this purpose by Rotary International. On the other hand, once our District Committee has agreed to accept an 'inbound' exchange student, and one of our 67 Rotary clubs has agreed to host and support that student, that student agrees to comply with this district's rules, regulations, and guidelines as a condition of the exchange.

To assure a complete understanding of those conditions, the District 5450 Committee provides a comprehensive orientation to our inbound students shortly after their arrival. Even before the student's arrival, the Youth Exchange Committee establishes and maintains communications with its counterparts in the exchanging district, the inbound students both before their arrival and during their year here, and the outbound students we are sending overseas.

The District 5450 Youth Exchange Committee is a valuable resource for the host families, Counselors, youth exchange officers and the exchange students, and its members are familiar with the conduct of the Exchange Program both here and in your student's home country. Feel free to contact any member of the District 5450 Committee anytime you have a question or need help with a problem. Contact details are available at the beginning of this handbook.

The Role of the Hosting Rotary Club

The local Rotary club provides another level of support to the host family, the student, Counselor and the Exchange Program.

- Rotary clubs will identify an individual Rotarian as the Youth Exchange Officer (YEO) to administer the club's exchange program, including recruiting outbound candidates and host families.
- Another member of the Rotary club, will be designated as the inbound exchange student's Club Counselor for the duration of the exchange. As Club Counselor you serve primarily as an advisor and advocate for the student, but should certainly also be in contact with the host family on a regular basis, and be available to answer questions or direct host parents to the appropriate resource when needed.
The Club Counselor **must be the same sex** as the student
- The exchange student should attend Rotary meetings at least monthly and be involved in all the hosting club's Rotary events.
- The student belongs to 'the club' and hopefully all Rotarians will share the responsibility of assisting with travel arrangements for the student to attend such functions or required district exchange students events- this is **not** solely the responsibility of the host parents, counselor or YEO.

Student Allowance

The hosting club provides the exchange student a minimum allowance of \$125 per month. This is to be used for incidental personal expenses, entertainment, etc. Through the Rotary-provided allowance and parental resources, exchange students are expected to be financially self-supporting in terms of personal expenses, clothing, entertainment, and travel when not part of a host family event.

The Role of the Counselor of an Inbound Student

The role of the Counselor is very important and cannot be overstated. The student should be helped to settle in quickly, feel at home, participate fully in the life of the club and form a good relationship and friendship with you.

Being a Counselor for an inbound exchange student is a personal task, which each Counselor will handle in his or her own individual manner. However there are many important points to bear in mind.

- The student should feel comfortable discussing **any** matter with the Counselor particularly in times of need and stress. You should be their support person even if they are in the wrong – remember they are a child alone in a strange country with no family support – you are it!
- It is important to establish a good rapport as quickly as possible. The Counselor is effectively the student's guardian, friend and confidante.
- Counselors should host the student in their home or take the student to lunch within the first weeks the student is here and at least once per month thereafter. This helps form the bond that is really essential between Counselor and student.

Protecting our Students

All volunteers who work with children must complete our volunteer application form and submit to a background check. This must be completed every year.

This includes all district committee members, club youth exchange officers, club Counselors and host families (every person aged 18 years and over who resides in the host family home), to meet the requirements of Rotary International Certification.

It is important that the Counselor:

- be a person who has a rapport with young people and is committed to the student's well-being and happiness but who is also a person able to see that the student and host families abide by the Rotary rules;
- be of the **same sex** as the student, and the Counselor's partner should be happy to also be involved in caring for and getting to know the student;
- **must not** be a member of one of the student's host families or close to a family to the degree that he would be unable to be impartial if a situation arises between the student and the host family;
- be prepared to greet the student on arrival and organize their settling in at school and setting up of their bank accounts. This may be done in conjunction with the club youth exchange officer
- has the time and commitment to talk with the student at least every three to four weeks and see that the student is involved with the host Rotary club. It is best that the counselor meet with the student **in person** monthly other than club meetings.
- be prepared to take whatever steps are necessary to ensure the student is protected and treated kindly and fairly;
- be prepared to see the student obeys the rules and is fulfilling his/her obligations as a family member, school member, and is involved in the Rotary activities.

First contact

- Make contact with the student by e-mail prior to his/her departure from their home country and provide some details about yourself and your family, as well as the club, the city or town and the immediate surroundings.
- Give appropriate information to assist in the student's final preparations and obtain details of the intended date of arrival and flight. This information may be provided by the hosting club's YEO or the student's country contact (CC).

Welcome

- It is suggested that the Counselor to be at the airport for the arrival of the student and to make him/her feel as welcome as possible.
- Make sure that the student gives a quick call to his/her parents to advise of their safe arrival.
- Please be aware that the student may feel strange and a little homesick.

Bank Account

The club YEO or Club Counselor should help the students set up a bank account and the bank account should allow for direct deposit of the monthly allowance if the host club desires.

The **required** emergency fund (\$500) may also be deposited into this account.

If emergency funds are needed during the year (for medical care etc.) the balance must be **immediately** replenished by the student's family. The emergency fund will be returned to the student at the end of the exchange year. This emergency fund **may not** be used for spending money on the end of year bus trip since emergencies may occur on that trip.

The Club Counselor or the YEO should arrange and insure safe keeping of the student's passport and plane ticket. It will be important to arrange for another form of ID (school ID) so that the student will not have to carry his/her passport. It is important for you to copy the student's passport (all pages). ***State Department regulations no longer allow us to take possession of a student's passport.***

School

The decision on the school the student attends is made by the club YEO but must take into consideration where the first host family resides. Most school districts require the hosting family reside within the catchment area of that school.

School fees that are for **REQUIRED** school activities are the responsibility of the hosting Rotary club. This may include fees for art or music classes, etc. However, since athletic participation is not required, if the student wishes to participate in sports, the natural parents must agree to be responsible for athletic fees. In some cases, the host Rotary club or host family will agree to pay such fees, but they are **not** be required to do so. Transportation to and from school, if by public transport, is not the responsibility of the student. The hosting Rotary club **should** consider providing for a monthly student bus pass in this case. Travel expenses should not be incurred by host parents unless they are willing to do so. Transportation to **all Rotary** events is the responsibility of the YEO to arrange. Carpooling with other clubs is strongly encouraged.

At Rotary

The Counselor is an important part of the student's safety which the District Committee sees as being vital for the well being of the student. The safety net extends to members of the District Committee, with a Country Coordinator being appointed for each geographical area

- The Counselor should inform the student about Rotary International's objectives, the host club's objectives, and also the projects and fundraising activities in which the club is involved.
- The student should be made aware of the structure of the Rotary club and the names of the officers.
- The student should be aware that not all Rotary clubs conduct their meetings in the same way as does the host club, and that some do not have the same level of interaction.
- The student should have a close relationship with you – their Counselor, and should be taken to all Rotary meetings, if possible. Where some clubs are holding breakfast/lunchtime meetings, these meetings may be difficult for a student to attend all the time. Common sense needs to prevail. Exchange students should attend all club functions/events/community service projects whenever possible.
- At every meeting the student should give a verbal report to the club as to their activities during their week. This can vary from club to club: some clubs like to have a report weekly; others may require a monthly report.
- The Counselor should assist the student to build a rapport with all Rotarians in the club.
- The Counselor should encourage Rotarians to invite the student to their home for a meal/outing/weekend – the student belongs to, and is the responsibility of the club.
- The Counselor/YEO should ensure that the student is receiving their monthly allowance of a **minimum** \$125.

Helping the Student settle in with Host Families

As Counselor you should hold a meeting of all host parents before the student arrives to explain the club guidelines and to give 'new' host families an idea of what to expect and how to handle a new son or daughter in the household.

Families that have hosted before should be reminded that each student is different and comparisons should not be made between the newcomer and their predecessors.

When the student arrives, hopefully members of the first host family will be present to welcome the student at the airport. During the first few days, whilst he/she is with you, try to take the student around the area and show where he/she will be living for the next 12 months.

Each time the student moves to a new home remind them that the rules of the house may be different and they need to adjust accordingly. Ensure with each move that they go through '*Questions to ask Your Host Family on the First Night*' – see page 35 of this handbook.

Moving to a New Host Family

Ideally all host families and the dates the student is expected to move should be well planned and known to:

- All host families
- The student's school
- The Rotary Club
- Country Contact
- Inbound Student Chair

Additionally, when your student moves to his/her new host family, you or your club's YEO must file a change of address report with SEVIS. To accomplish this, go to our website www.RMRYE.org, click on the STUDENT icon and look on the right side of the page for "address update". Click on this and complete the address update form and then click submit.

Make sure your student gives their school the contact information of the new host family!

Establishing the Rules

Perhaps the most important aspect of this settling-in period is establishing the rules.

Outline the club's rules regarding the exchange, and what is expected of the student throughout the year – gently but firmly.

Remember, you should establish a caring, friendly relationship: set the guidelines now! Be aware of district rules (following) and make sure that the student is also aware of and understands them.

Ensure that the student knows that if their application states they do not smoke, they **may not start** smoking during their exchange year.

Ensure that the student understands that the consumption of alcohol, unless within the household of their host parents during special celebrations, is strictly forbidden.

Every student is different and the Counselor, host parents, and the club and its members should bear this in mind when greeting and assessing the student. The students are growing up fast and becoming more independent. They are typically 15 – 18 year olds, and their hormones, like our own teenagers, are working all the time. For some it is great fun, and for others a little daunting. For us, it is great fun observing, and a challenge to assist!

Orientations and district conference are all compulsory so get the student to mark his/her diary on arrival. Counselors and host parents should be aware of all mandatory dates and requirements for their student.

Reports/Letters

Make sure that your student sends his/her required reports to their respective Rotary district and Rotary club back home. Such contact is important, especially when the student returns home. Everyone is impressed with the commitment by the student to Rotary and their exchange year. Sometimes students forget those back home.

Communication

In this day of easy world communication by e-mail, facebook, Skype, and telephone, it is important to discuss with the student the use of these facilities to avoid conflict with the host family.

Ensure that the student establishes the rules of communication with the host families at the outset of each stay. Tying up phone lines, payment of the costs, when and how, etc. should be discussed and agreed upon during the question and answer period on day one in each new home.

Counselors should also be aware that excessive communication with family and friends at home can make the student's settling in period more difficult. This is particularly the case with internet (i.e. Skype) contact, which may be difficult to monitor.

Use of home telephone and Internet

This is one of the biggest problems raised with the Youth Exchange Committee.

- Counselors please ensure that host parents tell their exchange student when they can use the home computer and/or internet and for how long.
- Any costs incurred by the student **must be paid for by the student**. The student is responsible for any computer costs or internet charges they incur, and host parents should decide, in advance, how the student will pay for such usage when it is permitted. It is a privilege, not a right, for the student to use the home computer and/or internet. Host parents must make sure there is a mutual understanding of this usage. **Students must have access to their natural parents and family by telephone and e-mail. *Students CAN NOT be "GROUNDED" FROM EITHER OF THESE DEVICES FOR ANY REASON!***

Use of Mobile Phones

- If a student wishes to have a mobile phone they must purchase and pay for it themselves. This is not the responsibility of the host family or the Rotary club. In the first few days Counselors may help the student with their selection and purchase of a phone and a pre-paid start-up kit where credit can then be replenished as required to suit the needs of the student.

Regular Contact with Student

Call your student on a regular basis to see how he or she is settling in.

Make sure that they attend Rotary regularly (this is determined by the club and the student's school schedule).

The student can become involved in fund-raising as well as other activities: the more involved they are the more your club will get out of the program.

Your student should get to know all club members, please help them to do this.

If the club is arranging a night at the theatre or other function, remember to include the student.

Club members should be encouraged to take the student for weekends, on theatre outings, picnics, short trips etc.

You should invite the student for dinner with your family occasionally, and any appropriate outing. In this way, you maintain a good relationship, and remind them of their responsibilities, as required.

Make sure you remember your student's birthday; it is often around this time that students feel really homesick and miss their families.

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*The Counselor should stress to host families the need for immediate contact in the event of any problem or even suspicion of a problem.*

***'A problem shared is a problem halved'***

## **Your Commitment**

If by chance, you are unable to meet the commitment of being Counselor due to a move, workload or an extended holiday, please:

- discuss this with the student, don't just disappear; and
- make sure that your deputy or successor takes over with these guidelines to guide them, and is aware of what you have done to-date.

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***Remember - It is a great program and it
is a privilege to be involved in it.***

The Role of the Exchange Student

Above all else, we expect the inbound students to be involved: involved in their new family, involved in their school, involved in the community in which they now live, and involved in Rotary. To do this successfully, most exchange students must do two things:

- 1 learn to communicate in English; and**
- 2 learn to adapt.**

Your job as Counselor is to ensure the student's participation and assist them in adapting. Remember, their culture is likely quite different and learning to 'fit in' and get comfortable in America can be a challenge – please be patient!

Learning English

Most students arrive with some understanding of the English language, and some can speak and understand our language well, having studied English for several years in school. For some, considerable effort will be needed on their part to understand the English we *speak*, which is often different than the English they were *taught* in school.

- The student must practice by engaging in real conversation. Reading and writing our language is necessary to develop true proficiency.
- Some host families will label objects around the house, which can be a fun activity.
- You can help by asking questions that require more than “yes” or “no” answers, having patience when communications are not clear, and consciously speaking slowly and clearly, with frequent checks for understanding.
- Most students will have a dictionary close at hand. If something is not understood by the student just repeating it slower and louder does not help them.
- Think of other words, other phrases, complete sentences and non truncated words to use and try to minimize slang so the student understands.

Exchange students often 'pretend' to understand because they believe they are 'expected' to understand – again, please be patient with them.

Learning to Adapt

Learning to adapt means, for most students, being willing to try new things, do things differently, recognize the cultural basis for the environment they are used to, and accepting that our cultural differences are neither 'better or worse', simply 'different'. As a Counselor, remember to not criticize the student's country and culture, but also do not let the student criticize ours. The key word is 'different', not 'better' or 'worse'.

The host family will also need to adapt and sometimes after the initial excitement wears off hosted students can be irritating to their host brothers and sisters, and host brothers and sisters can be irritating to the hosted student. Help the host parents deal with a situation such as this with mutual care, sensitivity and guidance to all concerned – again please remember the exchange student is a child in a new country with a new family.

District 5450 Rules and Conditions of Exchange

Comply with our Rules

All inbound exchange students, and their parents, agreed to comply with the rules, regulations and guidelines that are part of the Rotary Youth Exchange Program. These are common sense conditions that are intended to ensure the student's safety, comply with local laws, comply with Rotary International, and assure that their conduct does not impose a burden on the families who open their homes to an exchange student.

Over the next 4 pages is a copy of a document of the Rules and Conditions that all inbound students will be required to sign at our inbound orientation weekend in September. This is a restatement of rules signed at the time of their initial application.

Counselors, if the need arises, please remind the students of the commitment they and their parents made and signed prior to coming to Colorado.

District 5450 Rules and Conditions of Exchange

In your application for the Rotary Youth Exchange Program, you signed an agreement to follow the rules and conditions which were set out in the application form. These rules apply in every Rotary District all over the world. Rotary International recommends that Districts adapt the rules to suit local conditions. The agreement which follows contains the rules and conditions for Youth Exchange in District 5450, which have been established for your safety and well-being. Violation of any of these rules may result in dismissal from the program and your immediate return home, at your own expense. You will be asked to sign this agreement to acknowledge your commitment for a full twelve months to the Youth Exchange Program to your host Rotary Club and District 5450, to your host families, and to your school in Colorado. Please read these rules very carefully, and sign them.

The fundamental purpose of the Youth Exchange Program is the promotion of international understanding, goodwill, peace and experiencing and absorbing different cultures and languages. It is thus expected that you will be an ambassador for your own family, Rotary and country. In order to do so you should be friendly, interested and adjust to and be involved in American life, and maintain high standards of dress, grooming, behavior and personal hygiene at all times. Rotary commitments take precedence over any of your personal plans.

Agreement: I agree that I shall abide by the following rules and conditions of my exchange.

- 1. Rotary District 5450** has established rules and conditions for my safety and well-being while I am a participant in the Youth Exchange Program. Violation of any of these rules may result in my dismissal from the program and my immediate return home, at my own expense.
- 2. Ambassador**
 - I will serve as an Ambassador for my family, my Sponsoring Rotary Club, Rotary International and my country.
 - I will be friendly, and show interest in American life, and adjust to and be involved in the activities of my Host Family, my Host Club, District 5450, and my School
 - I will maintain a high standard of dress, grooming, behavior and personal hygiene at all times.
 - I agree that Rotary commitments take precedence over other activities.

Laws of the Country – I will obey the laws of the State of Colorado and of the United States.

4. **Drugs-** I will not use illicit drugs. I understand that use of any illegal drugs will result in my immediate return home.
5. **Drinking-** I will not drink alcohol unless it is under the strict control of my host parents.
6. **Driving-** I will not operate any motorized vehicle, including but not limited to cars, ATV's, motorbikes, trail bikes, snow mobiles, motorboats, jet skis, etc. Lawnmowers and go carts within an amusement park or golf carts on a golf course are allowed.
7. **Dating-** I will not form a steady and serious romantic relationship. I understand that sexual activity **of any kind** will result in immediate return home.
8. **Disfigurement-** I agree that I will not have any additional tattoos or piercings during my exchange year.
9. **Debts-** I will not borrow money or run up any debts while I am an exchange student and I understand that I am responsible to pay my bills promptly. This includes but is not limited to cell phone bills and internet charges.
10. **Stealing/Theft_** I understand that stealing is prohibited and illegal and that there are no exceptions. Indeed breaking the law will be grounds for immediate return home once your situation with the law has been clarified and your obligation fulfilled.
11. **Travel-** I understand that all travel outside the State of Colorado must be authorized ahead of time and any unauthorized travel may be grounds for return home. Permission for travel is granted by your youth exchange officer, your country contact, inbound or over-all chair, your host parents and your natural parents. Any travel outside of the US requires special changes be made to your Visa.
12. **Insurance-**
 I am fully covered by health, medical accident, liability and travel insurance acceptable to District 5450 and purchased through CISI-Buldoc.

 I further understand that I may not participate in such activities as hang-gliding, parachute-jumping, skydiving, and bungee-jumping and I will not travel in motorized or non-motorized glider or ultra-light plane.
13. **School Attendance-**
 I understand that this is a student exchange and as such I am required to attend school on a regular basis and abide by the policies of my school.

 I further understand that I am expected to participate in class activities including homework, taking tests and exams.

 I understand I am allowed 10 excused absences during the academic year and am expected to make an honest attempt to succeed in school.
14. **Smoking-** I understand that, if my application states I do not smoke, that I will not smoke during my year on exchange in District 5450.
15. **Host Family-** I will:
 Respect the members of my host families, and the wishes of my host parents

 Not act as a guest, but make every attempt to become an integral part of my host family; assume duties and responsibilities normal for of my age and for other children of the family.

 Adapt to the family- I understand my host family is not expected to adapt to my habits.

 Keep my room tidy.
16. **Language-** I understand that I am expected to learn the language of the United States- English.

17. **Rotary Events-**
I will regularly attend my hosting Rotary club's meetings and events whenever school obligations permit.
- I will involve myself by volunteering rather than waiting to be invited
- I acknowledge that a lack of interest on my part is detrimental to my exchange and could have a negative impact on future exchanges.
18. **Friends-** I will choose my friends carefully and take the advice of my host families, counselor, youth exchange officer and school officials in choosing those friends.
19. **Telephone and Computer-** I will pay any telephone and computer costs incurred by me and I understand that it is a privilege, not a right, for me to use a home computer.
20. **Use of Cell Phone-** If I wish to have a cell phone, I understand that I am to purchase and pay for it myself and that it not the responsibility of my host parents or host Rotary club.
21. **Trip/Event-** If I am offered the opportunity to go on a trip or to an event, I understand that my financial contribution and responsibilities must be clearly understood before I accept the offer.
22. **Financial Support-**
I acknowledge that I have sufficient support, from my natural parents, to assure my well being during my exchange year.
- I have established an emergency fund of \$500 to be used **only** for an emergency and that if funds are used during my exchange year, the \$500 balance will be reestablished by my natural parents. These funds will not be available to me for spending money during the year-end bus trip but will be returned to me before I return home.
- I acknowledge that I am covered by District 5450's required Health Insurance and that the fee for this coverage has been paid or will be within the first 30 days after my arrival.
- I understand I will receive an allowance of at least \$100 from my hosting Rotary club.
23. **Work-** I understand that I am not permitted to seek employment of any kind during my exchange year. Casual jobs such as mowing lawns for my host family, neighbors or hosting Rotarians or babysitting is allowed.
24. **Early Return-** I understand that an early return is defined as one that occurs before the end of my school year. As such, I understand that I will not be allowed an early return for any reason.
25. **Students sent Home Early-** I understand that if I am sent home early, for any reason, that the cost of such early return is the responsibility of my natural parents/guardians.
26. **Language, Extra Curricular Activities and Tours-** I understand that all costs related to extra language tutoring, in-school athletic fees or out of school club athletic participation fees, tours offered (end of year bus trip) are the responsibility of my natural parents. I do acknowledge that some host clubs or host parents might cover such expenses but this arrangement has been agreed upon prior to my arrival by all parties involved.
27. **Authority-** I understand that
- I am under the care of the youth exchange program of District 5450 and accept their authority during my exchange year.
- My natural parents are not permitted to authorize any extra activities or travel directly to me.
- My host parents, my host Rotary club and District Youth Exchange committee has such authority, with the consent of my natural parents.
- Any family relative or member residing in the US has no authority or power to grant permission for any activity while I am enrolled in District 5450's exchange program. They are not allowed to be a host family for the student.

28. **Parental Visits-**

I acknowledge that visits by my parents and family from home are discouraged.

I acknowledge that my parents or family **may not** visit during the first six months of my exchange year. All visits by parents and family must be cleared through my country contact, host club and host family. That I may not miss school because of a family visit. End of exchange year family visits are discouraged, but if they do occur and involve a significant tour as a family, then my involvement in the District 5450 exchange program will likely be terminated and as such my Health Insurance coverage will be canceled.

Parental visits shall not be a reason for missing any District 5450 required activities.

I will not expect my host families to accommodate my visiting family.

Any visit by a boyfriend/girlfriend is **not** allowed.

29. **Compulsory Events-** I understand I must attend the following events:

Fall orientation weekend

Winter Orientation weekend

District Conference

30. **Return Home-**

I will return home, directly, by a route mutually agreed upon by District 5450 and my natural parents. If such return involves a stay over to visit a family relative on the way home, this will result in termination of my exchange year.

Signed by;

Date:

General Support Structure for Host Families

Issue arises, e.g. from school



Host Parents - to be made aware of the issue by the student or the school.
The host parents should attempt to resolve the issue.
If unable to resolve, then contact the **student's Counselor**



Student's Counselor - If the issue is still unresolved, exchange student's Counselor or host parents are to contact **student's host club YEO/President and Country Contact**



Country Contact and Host Club YEO/President - If still unable to resolve the issue, contact **Inbound Chair and District Youth Exchange Chair**



District Youth Exchange Chair- Works to resolve the issue
In consultation with **District Governor** if necessary.

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## *Issue arises e.g. within family home*



**Host Family/Student** - need to openly and calmly discuss any issues which may be upsetting the family unit. If unable to resolve quickly, speak with the **student's Counselor**.

*(Please remember the student is a child alone in a country with no other family support – be gentle)*

*Sometimes families need a 'break' from the student and this is where other Rotarians should be encouraged by the Counselor to take the student out for the day, invite for a meal or perhaps away for the weekend, (subject to the travel notification requirements).*



**Student's Counselor** - If an issue within the family is still not resolved please deal with the problem immediately – do not let it go on.

At this stage **student's Country Contact and Host Club YEO/President** are to be notified.



**Country Contact and Host Club YEO/President** - If unable to resolve, contact **District Inbound Chair / District Youth Exchange Chair**



**District Inbound Chair and District Youth Exchange Chair** - Works to resolve.  
In consultation with **District Governor**.

During the entire resolution process, counterparts in the student's home country are often informed of the situation. The District Youth Exchange Committee works very hard to ensure fair and proper resolution.

As a last resort, students may be sent home at the direction of the District youth Exchange Chair

## **Additional Information for Club Counselor**

### **Medical Insurance**

All exchange students are required to be covered by our insurance plan purchased through CISI-Buldoc. They are issued an insurance card when they pay for the insurance and **should carry this card with them at all times**. If the student needs medical attention in an **emergency**, they should proceed to the nearest emergency room. For an illness, they might choose to visit their host families' physician. Sometimes the hosting Rotary club has a physician member who would agree to care for the student during their year. Information about the student's insurance policy is available on at the CISI-Buldoc website- [www.CISI-Buldoc.com](http://www.CISI-Buldoc.com). This will get you to the home page of CISI-Buldoc where you can download claim forms, read instructions on filing a claim, download liability claim forms, read how to file a liability claim as well as **search for contracted providers, both physicians and health care facilities**.

***It is important to search ahead of time for providers, both physicians and facilities, since a contracted provider is obligated to accept the insurance companies' schedule of benefits, plus the plan's deductible. If the student goes to a non-plan provider, then that physician is not obligated to accept that insurance's reimbursement and the student will be liable to pay the additional charges.***

If you visit an **IN-PLAN** provider, they should file the claim for payment.

-For accident or illness (cold or flu) there is a \$100 deductible (one time) and a 20% co-pay on the first \$1000 of expenses.

-if the physician will not file for payment or is not an in-plan provider, the student will have to pay the physician and make a claim for reimbursement.

***In case of serious accident call Team Assist 1-240-330-1520 or 1-877-577-9504***

**Specific policy information for District 5450 exchange students.**

Policy #- N0106096A Each student has a unique participant ID number  
CISI-Buldoc contact for our students:

Melisha Williams  
CISI  
River Plaza  
9 West Broad Street  
Stamford, Ct. 06850  
U.S.A.  
E-mail: [mwilliams@culturalinsurance.com](mailto:mwilliams@culturalinsurance.com)

**When filing an insurance claim, once the form is completed, best SCAN and e-mail the completed claim form to; [mwilliams@culturalinsurance.com](mailto:mwilliams@culturalinsurance.com). You may also Fax or snail mail the form.**

**PLEASE inform our insurance coordinator that you need to/ have filed an insurance claim!!! She can insure the claim is handled promptly.**

**Insurance Coordinator:**

**Roxy Hahn**  
[rhahn@centennialairport.com](mailto:rhahn@centennialairport.com)  
**C: 303-246-0720**  
**W: 303-218-2902**

**RMRYE**  
**Exchange Student Counselors and Yeos**  
**How to Use CISI-Bolduc Insurance for Liability Claims**  
**2011-12**

**Your student may need to make claims in the following areas:**

- Belongings lost or stolen
- Damage to their host parents property
- Lost passport
- Trip interruption as a result of death or serious illness of a Family Member
- Etc.

**In the case of theft the student will need to have filed a police report**

**For trip interruption or medical evacuation CISI must make the travel arrangements**  
**Call Team Assist 1-240-330-1520 or 1-877-577-9504**  
**Contact the student's country contact**

**The benefits all have deductibles and limited amounts**

**To help your student make a liability claim:**

- 1 Complete the claim form and email it to the CISI-Bolduc contact with the required attachments. Follow up with a phone call to be sure the CISI contact received the claim and it is complete.

**To get claim forms:**

[www.cisi-bolduc.com](http://www.cisi-bolduc.com)

in center of page = *How to file a liability claim*

in center of page = *Download the Liability Claim Form*

**CISI Bolduc Contact:**

Melisha Williams, Claims Benefit Analyst

email: [Mwilliams@culturalinsurance.com](mailto:Mwilliams@culturalinsurance.com)

phone 1-800-303-8120 x5563

fax 203-399-5596

Address: CISI

River Plaza

9 West Broad Street

Stamford, CT 06850

USA

**It is best to scan and email your claim.**

Next best - fax

Ok - mail

**Also let the RMRYE Insurance contact know that you need to make a claim**

Roxy Hahn

[rhahn@centennialairport.com](mailto:rhahn@centennialairport.com)

303-246-0720 cell

303-793-0265 home

## Appendix H

### Exchange Visitor Program

#### Secondary School Program:

**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.

**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 Revenue Code; and which are United States citizens as such term is defined in §62.2.
- (2)
- (3)

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

- (2) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
- (3) 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
- (4) 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.

**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) 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.

**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.

**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.

***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.

***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.

***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.

***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
- (10) 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.

***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.

***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.

***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.

**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]