

Contents

- 1 Introduction to Youth Exchange**
 - History 1
 - Types of Exchanges 2
- 2 Club and District Leadership Roles**
 - Multidistrict Youth Exchange Groups 3
 - District Governor 3-4
 - District Youth Exchange Chair and Committee 5-7
 - Rotary Club 7-8
 - Rotarian Counselor 8-9
 - Rotary International 9-10
- 3 Outbound: Sending a Youth Exchange Student**
 - Promoting the Program to Recruit Students 11
 - Selecting Students 12-13
 - Placing Students 13-14
 - Providing Outbound Orientation 14-16
 - Working with Parents 16-17
 - Maintaining Communication with Students 17
 - Helping Students and Parents after the Exchange 17
- 4 Inbound: Hosting a Youth Exchange Student**
 - Identifying Host Clubs 18
 - Recruiting Host Families 18-19
 - Screening and Selecting Host Families 19-21
 - Placing Students with Host Families 21
 - Selecting the Rotarian Counselor 22
 - Communicating with Students before Arrival 22
 - Providing Inbound Orientation 23
 - Providing Assistance during the Exchange 24
 - Dealing with Early Returns 25-26
 - Saying Goodbye 26

Youth Exchange Resources 27

| | |
|--|-------|
| Appendix A: Youth Exchange Committee | 28-29 |
| Appendix B: Exchange Countries Committee Job Descriptions | 30-33 |
| Appendix C: YEO Annual Calendar | 34-36 |
| Appendix D: Forms on Web-Site | 37 |
| Appendix E; Frequently Asked Questions | 38-40 |
| Appendix F: Health Insurance Information | 41 |
| Appendix G: Exchange Visitor Program Summary | 42-43 |
| Appendix H: Exchange Visitor Program Secondary School Program | 44-50 |
| Appendix I: Travel Policy; Inbound Student Travel permission form | 51-54 |

Introduction to Youth Exchange

Exposure to different cultures ranks as one of the most powerful ways to promote international understanding and peace. The Rotary Youth Exchange program provides thousands of young students with the opportunity to meet people from other countries and to experience new cultures, planting the seeds for a lifetime of international understanding.

The program offers numerous benefits to its young participants and their Rotarian hosts and mentors, as well as to the community at large. Through Youth Exchange, students learn firsthand about all aspects of life in another country. As their concept of the world expands, they mature and develop a deeper understanding of themselves. Immersion in another country's educational system enhances their academic and personal growth. Host clubs and families and the entire community are enriched by extended, friendly contact with someone from a different culture.

History

Youth Exchange began during the 1920s as an effort between a handful of clubs in Europe. These European exchanges continued until World War II and resumed in 1946. The first Rotary exchanges in America were in the 1930s involving Rotary clubs in California and Mexico.

The reciprocal long-term academic exchange grew in popularity during the 1950s and became the primary type of Rotary Youth Exchange. In 1972 the RI Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. Today, more than 8000 Youth Exchange students travel abroad each year to live and study in about 80 countries.

Since Rotary Youth Exchange is funded primarily by application fees and receives NO funds from The Rotary Foundation, it is a program of Rotary open to sons and daughters, grandsons and granddaughters of Rotarians.

Types of Exchanges

Rotary Youth Exchange offers four types of exchange programs:

Long-term exchange. These exchanges usually last one year, during which the student lives with more than one family in the host country and is required to attend school there. Long-term exchanges may be extended to include part or all of the holiday/vacation periods immediately before and after the academic year.

Short-term exchange. These exchanges vary from several days to several weeks; they often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a family to family exchange lasting one month in each country. The student is paired with another and together they spend 4 weeks in each family

New Generations exchange. These specialized short-term exchanges last three to six weeks and are open to young people ages 18-25. This program may include a vocational element.

Summer Camps- these are short term (3-4) week camp experiences hosted by Rotary clubs in various countries. Some examples include a sailing camp in Sweden, mountain climbing camp in Switzerland, several themed camps in Hungary and Turkey etc.

Flexibility in the Youth Exchange program allows it to be adapted to fit the needs of any student who qualifies. Short-term and New Generations exchanges especially vary widely from district to district. For this reason, most of the information in this handbook applies specifically to the long-term exchange program.

Individual district and multidistrict programs may develop their own program rules and guidelines, provided they are consistent with those set by the RI Board. This handbook should be read in conjunction with the materials developed locally for use in the district. Check with those responsible for your district's Youth Exchange program for specific local modifications, as well as the division of responsibilities for Rotarians involved in the program.

Club and District Leadership Roles

As with any Rotary program, volunteer support ensures success. The Rotary Youth Exchange program is administered at the district level under the supervision of the district governor. Rotary clubs interested in sending or hosting students must coordinate their participation through the district-level program.

An effective Youth Exchange program relies on the dedication of Rotarians serving in leadership positions. These positions will vary from district to district and club to club, depending, in part, on the size of the program. Whatever their specific position, all involved should have a clear understanding of the division of responsibilities in your inbound and/or outbound program. The following provides a general description of roles and responsibilities for each position or activity.

Multidistrict Youth Exchange Groups

Many districts have found it beneficial to establish multidistrict Youth Exchange groups, which allow for streamlining administrative duties and ease the burden placed on participating districts. Although each multidistrict group operates differently, many arrange training and orientation for students, process applications and visa paperwork, negotiate group buys for travel and insurance, and promote the program in a specific geographic area. You can find a list of all multidistrict Youth Exchange groups at www.rotary.org. If your district is interested in joining an existing group or starting a new one, contact RI staff at youthexchange@rotary.org for more information. **District 5450 operates as a single district for youth exchange.**

District Governor

District governors are responsible for the supervision and control of the Youth Exchange program and should be familiar with program guidelines and district certification requirements. The district governor carries out the following duties:

- Appoints a district Youth Exchange chair
- Oversees the appointment of a district Youth Exchange committee. Governors are encouraged not to change more than 50 percent of the Youth Exchange committee at any time in order to ensure continuity. Governors may choose to place the governor-elect or governor-nominee as ex-officio members of the Youth Exchange committee so he or she can become more familiar with the program.

- Supports and monitors club and district programs to ensure Youth Exchange activities are conducted appropriately
- Addresses problems when they arise and corresponds with counterparts in other districts on behalf of a club or district chair.

Delegating Responsibilities

Depending on the specific structure of your district's Youth Exchange program, some of these activities may be managed by the district youth exchange chair or the youth protection officer of the Youth Exchange committee

Length of Service

Although the RI Board encourages a three-year limit on the length of service of any one chair, the special knowledge and experience required to administer the Youth Exchange program sometimes necessitates an extension to allow time to provide for a properly trained successor.

District Youth Exchange Chair and Committee

The district chair coordinates and promotes Youth Exchange activities within the district and communicates with Rotary International, the district governor, and clubs. In consultation with the district governor, the chair appoints the district committee and defines specific responsibilities for each member. The size of the committee will vary, depending on the size of the district program. One member of the committee should be responsible for encouraging and helping people with disabilities to participate in exchanges.

If a district youth protection officer is not appointed, one member of the committee should be responsible for maintaining youth protection policies and procedures for the Youth Exchange program; this member should have experience in youth protection, social work, law enforcement, or a similar field.

Committee member responsibilities

1. Work with Rotary clubs to:

- Train club Youth Exchange committees
- Establish expectations for inbound and outbound students
- Provide information on Rotary resources to help strengthen clubs' Youth Exchange activities
- Encourage clubs to involve alumni in all aspects of the program and organize ROTEX activities

2. Coordinate the following youth protection efforts within the Youth Exchange program:

- Train host families, students, and adult volunteers.
- Screen all adult volunteers, including, but not limited to, committee members, host families, Rotarian counselors, and others. This includes interviewing volunteers to determine their suitability for working with youth, ensuring that volunteers complete the Youth Volunteer Agreement, and conducting background checks, including references and law enforcement public records.
- Ensure that any volunteer who has admitted to, been convicted of or otherwise found to have engaged in sexual abuse or harassment is prohibited from working with youth in a Rotary context.
- Develop a support system for students that meets all requirements for district certification.
- Establish procedures for supporting students after an allegation of abuse or harassment, including removing alleged offenders from contact with youth in Rotary programs, determining criteria for moving a student, finding temporary housing, and providing support services.

3. Manage the following outbound activities:
 - Establish international contacts and communicate with them to place students.
 - Help clubs select students.
 - Provide student and parent orientation.
 - Coordinate all travel and visa arrangements for students (unless managed by a multidistrict group on behalf of the district).
 - Serve as liaison between students, parents, and travel agency to ensure that itineraries for exchange are established.
 - Review reports received from students abroad and take action to respond to any irregularities reported.
4. Manage the following inbound activities:
 - Serve as liaison between the district's host Rotary clubs and the students' home districts.
 - Coordinate all travel and visa arrangements for students (unless managed by a multidistrict group on behalf of the district).
 - Coordinate orientation for students upon arrival.
 - Assist clubs in selection and orientation of host families.
 - Meet arriving students at local airports and coordinate departure flights.
5. Implement risk management policies and put a crisis management plan in place:
 - Develop procedures for reporting and handling incidents, such as early returns and allegations of abuse or harassment, and inform all adult volunteers about the district's allegation response reporting guidelines.
 - Establish guidelines for the removal of students, adult volunteers, and any other participants who do not comply with program requirements. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth in Rotary programs until the matter is resolved.
 - Develop crisis management procedures for emergencies such as natural disasters and civil or political unrest. Make sure back-up host families are available for emergency situations.
 - Set required insurance levels for inbound students and necessary liability insurance for the district program and coordinate coverage and carriers with hosting district. Assist outbound students in securing insurance.
6. Develop district program guidelines and rules for students that comply with RI policy.
7. Promote the program through district and club Web sites, advertisements, and news stories throughout the district.
8. Maintain effective lines of communication between all program participants, including students, host families, counselors, and club and district officers.
9. Designate one person, usually the district chair, to make reports to RI on the following: All serious incidents involving a student, such as accidents, deaths, early returns, crimes, etc., and allegations of abuse or harassment within 72 hours
 - An annual program evaluation form

- Success stories, interesting exchange ideas, positive alumni experiences, and other activities of note for inclusion in Rotary publications and on the RI Web site
- Data for each student at least one month prior to his/her arrival, using the guarantee form included in the Rotary Youth Exchange Program Application. New host family information must be sent to RI when students change host families.

In order to participate in the Youth Exchange program, a district must be certified by RI. The certification program supports student safety by establishing the following minimum requirements for youth protection and best practices in exchange program operation: Adoption of the Statement of Conduct for Working with Youth and development of a district abuse and harassment prevention or youth protection policy

- Establishment of the district Youth Exchange program as part of an incorporated entity or a similarly formal legal association/organization
- Purchase of adequate general liability insurance with coverage and limits appropriate for the district's location
- Prohibition on club-to-club exchanges organized outside of the district program

Liability

Clubs and districts are strongly encouraged to consult legal counsel about liability issues before undertaking Youth Exchange activities. Youth Exchange programs in certified districts located entirely within the United States are covered under the U.S. Rotary Club and District General Liability Insurance Program.

The Youth Exchange certification program offers flexibility to districts that are unable to meet the requirements due to local laws or circumstances. In some cases, multi-district Youth Exchange groups can help member districts meet some certification requirements. All resources for certification are available at www.rotary.org.

Rotary Club

While coordinated at the district level under the supervision of the district governor, the Youth Exchange program depends on the participation of Rotary clubs, Rotarians and their families, and others in the community to build an effective support system for sending and hosting students. All members should make an effort to participate in Youth Exchange activities, either as a member of the club Youth Exchange committee, a host parent, or a Rotarian counselor.

Each participating club assumes the following responsibilities:

- Coordinating club Youth Exchange activities with the district program and ensuring compliance with RI and district policies

- Attending district Youth Exchange meetings
- Establishing club expectations for students
- Ensuring that students attend mandatory functions, such as orientations or district conferences
- Receiving feedback from students for program modification
- Notifying district Youth Exchange chair of any student issues or concerns

For outbound students

- Promoting the program to students in the community, distributing applications, and coordinating selection of students at club level
- Interviewing and selecting candidates for the exchange
- Assigning a Rotarian counselor for each student
- Maintaining contact with district outbound coordinator

For inbound students

- Establishing and maintaining contact with inbound students before they arrive
- Meeting students at airport or train station
- Serving as liaison between Rotary club and schools that students attend during long-term exchanges
- Assigning a Rotarian counselor for each student
- Interviewing and screening potential host families
- Maintaining contact with district inbound coordinator
- Arranging disbursement of monthly allowance for long-term exchange students
- Coordinating selection and orientation of host families and maintaining contact with host families throughout the student's exchange

These responsibilities are shared among the club president and the club Youth Exchange committee and chair as follows:

- The **club president** appoints the club Youth Exchange chair, who should be someone with previous Youth Exchange experience. The president also oversees the selection of the club committee and supports the club's Youth Exchange activities.
- The **club Youth Exchange chair** plans, implements, and supports all activities involving sending and hosting long-term and short-term exchange students.
- The **club Youth Exchange committee** provides support as directed by the chair.

The size and scope of this committee will vary according to the size of the club and the extent of its involvement in the program.

Rotarian Counselor

Serving as liaison between the student, Rotary club, host family, and community at large, the Rotarian counselor plays a crucial role in the success of the Youth Exchange program. The counselor serves as the student's primary Rotary contact, easing his or

her transition into the country and the community through regular personal contact throughout the year. **The counselor must be the same sex as the student.**

The counselor should enjoy working with young people and be prepared to advocate on behalf of the student should any issues arise during the exchange. Members of a student's host family are not eligible. Also, if possible, the Rotarian counselor should not be a close friend or relative of other volunteers involved with a particular student (e.g., school principal or host family).

The counselor has the following additional responsibilities:

- Establishing contact with the student before departure or arrival, explaining the expectations of the club and the district and maintaining and documenting regular contact (at least once a month)
- Counseling the student in matters such as choosing classes, making friends, and participating in activities
- Helping the student adapt to the culture and language
- Working with the community and the student's school to ensure that the student is involved in positive activities and community life
- Informing the student about abuse and harassment prevention and creating a supportive atmosphere in which the student feels comfortable discussing any concerns
- Serving as an advocate for the student in any matter

The Rotarian counselor should be trained to respond to problems or concerns that may arise during the exchange, including allegations of abuse or harassment. Counselors should be assigned to every outbound and inbound student in all exchange programs. Outbound counselors prepare students for the exchange and maintain regular contact while the student is abroad.

Rotary International

Youth Exchange programs are implemented by districts, with local Rotarians making all exchange arrangements. The RI Secretariat provides the following support to Rotarians involved in Youth Exchange:

- Forwarding inquiries from prospective exchange students to district chairs and club presidents
- Providing an updated list of district Youth Exchange chairs and multidistrict officers each quarter
- Facilitating communications between Youth Exchange chairs around the world
- Developing promotional materials for Rotarians to use and working to place stories on Youth Exchange in newspapers and other publications
- Working with other exchange organizations and regulatory bodies
- Helping RI's Youth Exchange Committee plan the annual meeting held in conjunction with the RI Convention

- Developing and distributing an annual report of Youth Exchange activities to district and multidistrict Youth Exchange chairs
- Administering the district certification program and monitoring compliance with RI's youth protection policy
- Helping districts and multidistricts respond to reports of abuse and harassment and other emergency situations within the Youth Exchange program

Youth Exchange Officers Preconvention Meeting

The Youth Exchange Officers Preconvention Meeting is held immediately before the RI Convention and is part of the official convention program. Meeting content is designed for Youth Exchange officers at the club, district, and multidistrict levels; though registration is open to any convention attendee, including Youth Exchange students.

Rotary International Youth Exchange Committee

At the international level, the RI president appoints a Youth Exchange Committee to advise the Board on all aspects of the program and to develop content for the preconvention meeting. Rotarians may contact members of this committee for advice and feedback; see the *Official Directory* for contact information.

Outbound: Sending a Youth Exchange Student

The process of sending a young person abroad as an exchange student begins long before the student departs and continues through the student's return home. Rotarians involved with an outbound program promote the program to recruit prospective students, select suitable candidates, place students, provide orientation for the students and their parents, correspond with students during their exchange, and help the students and their families adjust to life after the exchange.

Promoting the Program to Recruit Students

Publicize Youth Exchange to a wide range of eligible young people to secure the best possible candidates for the program. Identify the best time to promote the program, based on your club or district's calendar for application, selection, and orientation. We suggest promotion begin as soon as school is in session in the fall.

Secondary schools are excellent places to recruit participants. Secure prior approval from the school administration to display the *Youth Exchange Poster* (751- EN) and request permission for a Rotarian to speak to interested students. Bring copies of the brochures *Making a World of Difference: Youth Exchange* (755- EN) and *Discover Your World: Short-Term Youth Exchange* (756- EN) when speaking to groups of students, parents, or teachers. Include contact information on the brochures so prospective students will know how to reach you. In the community, promote the program to religious institutions, youth groups, athletic clubs, and cultural groups. Provide program information to community volunteers who work with students with disabilities. Web-site is www.RMRYE.org.

To reach a wider audience, send out news releases to local media, including school newspapers, or broadcast a public service announcement about your Youth Exchange program on a local radio or TV station. If your club or district is currently hosting exchange students, submit an article to the local newspaper that highlights interesting experiences. Set up a booth at a library, community center, shopping center, or other public place to answer questions about Youth Exchange and distribute literature and applications. Create a Web site for your Youth Exchange program with a link to www.rotary.org and your club or district site. .

When promoting the program, stress the cultural and educational benefits of the exchange, as well as the unique qualities of the Rotary program. Arrange for a former or current Youth Exchange student to address the local parent-teacher association or a school assembly and personally recommend the program. When recruiting & don't forget about young people involved in Interact and RYLA in your district. And follow up on inquiries from interested students that RI sends to district chairs.

Selecting Students

Ask an experienced Rotarian to respond to all inquiries from students and their parents. All interested students who meet the following basic requirements should be given the opportunity to apply to the program

Eligibility Requirements

Exchange age:

- Age 15-18 ½ for the long exchange program, depending on the laws of the countries involved. Within this age range, exchange candidates' ages must be agreed upon by both sending and hosting districts before finalizing the exchange and in accordance with the laws and regulations of both countries. In some instances, students must be older than 15 or younger than 19 in order to participate in a specific program.
- For the New Generations Exchange Program; 18-25
- Ages set by the district for the Short Term Exchange
- Other age limits set by the district
- Above average academic achievement
- Ability to express oneself clearly and effectively
- Demonstrated community leadership skills

Students with Disabilities

Rotary clubs and districts are encouraged to consider students with disabilities as potential participants. Many exchanges involving students with disabilities have proven successful and beneficial to all involved.

Additional Considerations

- Residency within the sending district
- Adaptability (outgoing, confident, and willing to adjust to changing surroundings)
- Potential for being an excellent ambassador
- Complete and unqualified support of parents
- Proficiency in or capacity to learn the language of the host country

When selecting Youth Exchange Students:

1. Require students to complete a written application form that includes program rules and a signed compliance statement. Many clubs and districts distribute a short prescreening form to narrow the field of applicants before requesting a completed application. The *Rotary Youth Exchange Long-Term Program Application* is recommended for all long-term (academic year) exchanges. Please refer to your district materials for the preferred application form.
2. Hold personal interviews with the applicant and their parents or legal guardians at both the club and district levels. Discussion topics should include:

- Feelings about the student spending time away from home and family
- Awareness of world affairs
- Attitudes toward program rules
- Feelings about the student being an ambassador for his/her city, state, country and Rotary.
- Perceptions of the purpose of an exchange.

Sample questions are available at www.rotary.org. Other interview activities might include asking the student to give a self-introductory speech and arranging an informal question -and -answer period with Youth Exchange alumni.

3. After reviewing applications and conducting interviews, select students based on these criteria:

- Maturity level
- Ability to exercise good judgment
- Compatibility with goals of Rotary's program
- Health, both physical and mental
- Number of students that the district can support. If not enough qualified students apply, refrain from filling all outbound slots rather than sending students who may struggle during their time abroad. Select alternates in the event that a student is unable to participate in the program.

After students have been selected and their participation confirmed by the district, notify students and their parents in writing. Outline any contingencies (for example, participation in orientation meetings and payment of fees) before final acceptance, and include a schedule and a date when the host country will be confirmed.

Placing Students

Once outbound students are selected, based on the anticipated number of placements the district can reasonably identify, work with the district Youth Exchange committee or multidistrict contact to place students. Many districts have established longstanding exchange relationships that facilitate more efficient placement of students and strengthen the support system available to students during their exchange.

If your district doesn't have established exchange relationships or would like to develop new partnerships, RI's list of Youth Exchange district chairs and multidistrict officers can help you locate the appropriate contact for the district or the country where you'd like to place students. Review the multi district listing carefully, because most of these groups have contacts for each region other than the district chairs. Ensure that host districts are certified and responsive to your inquiries.

Once your district has located a placement for the student, develop a written agreement to be signed by the Youth Exchange officers in the participating districts and clubs, the student, and the student's parents. The guarantee form in the *Rotary Youth Exchange Long- Term Program Application* (761- EN) can serve as a basic agreement form. Make sure the agreement includes the expectations of the districts about the exchange (e.g., length of the exchange, number of host families) and all appropriate contact information.

Before the student's departure, continue communicating with your exchange partner in the host district. Inform all participants of the student's travel plans and arrival date. Ask the hosting district about plans for meeting the student at the airport and helping him or her settle in with the first host family. Request confirmation that the student has arrived safely.

Providing Outbound Orientation

Outbound orientation, which is crucial in preparing students for the exchange experience, varies widely from one club or district to another. Rotary Youth Exchange programs that are part of a multidistrict group have the benefit of participating in larger-scale orientation programs. Orientation should be an ongoing process that includes weekend gatherings and shorter meetings during the year before departure. Give students reading materials about their host country and encourage them to use the Internet to learn more. This gradual/relaxed process gives students a chance to absorb and react to a large amount of information. Abuse and harassment prevention training is required for all students and their parents.

Outbound Orientation should include the following topics

Program Information

- Rules and regulations
- Travel restrictions
- Finances
- Roles and responsibilities of participants
- Basic Rotary information
- Budgeting (allowance/stipend and costs)
- Contact information for the sending district chair, district governor, club president, and Rotarian counselor

Expectations

- Suggestions for speaking at Rotary meetings (e.g., bring slides, pictures, maps from home)
- Communications with home
- Role as a Rotary ambassador

Cultural Preparation

- Role of the host club and counselor
- Homesickness
- Adaptability and cultural tolerance
- Language training
- Host families and sample questions
- Cross-cultural preparation and research on host country
- Gift Giving

Additional topics

- What it's like being an exchange student (brief presentation by a current inbound or former exchange student)
- Not all Rotary clubs are the same
- Cultural simulation games
- Understanding your own cultural expectations and assumptions

Parents should attend orientation sessions to speak with Youth Exchange officers, travel agents, alumni, and other parents. It's also strongly recommended that students spend time talking with alumni who studied in their future host country.

The best orientation sessions permit adequate time for discussion between outbound students and alumni. If possible, include inbound students as well.

Safety

- Abuse and harassment prevention and awareness training, including reporting (*required*)
- Gender-specific breakout session to discuss sensitive issues (eating disorders, sexual harassment, etc.). Within rooms, it's a good idea to separate students by native language or according to countries/regions they are visiting.
- District 24-hour contact number and contact information for two non Rotarian-resource persons, one male and one female

Travel Information

- Passport and visa information
- Finances/money
- Insurance, health care discussions
- Luggage, packing suggestions, etc.
- Youth Exchange Blazers

Additional Information for Parents

- Parents-only meeting to discuss the challenges of being a parent of an exchange student, visiting the student abroad, and what the parent can expect during the homecoming

Tell the students and their parents or legal guardians that candidates are not accepted until they have completed this orientation session (infrequently, a candidate interviews well but interacts poorly with others). Ensure that both parents and students have an understanding of when the planned exchange is considered final and what additional elements are required from them and the host district. This orientation session is an ideal time to observe the student's reactions to session information and their interactions with other students and Rotarians.

Because students tend to interact more readily with people they consider their peers, consider inviting recently returned or ROTEX students to participate in orientation sessions. ROTEX students can often provide valuable insights about a candidate's suitability for an exchange based on these interactions.

Working with Parents

The unconditional support of the student's parents is crucial before, during, and after the exchange. The parents of outbound students must be included in the selection and orientation process and well-informed about the following points.

Financial Obligations and Insurance

All travel costs are paid by the student's parents, including expenses for passports and visas. Explain insurance requirements thoroughly, including any additional requirements made by the host country. Explain the purpose of an emergency fund.

Insurance

Insurance requirements should include travel, medical, and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal liability (covering the student for any of his or her acts or omissions in connection with the Youth Exchange program). At the option of the student's parents, such insurance may also cover cancellation expenses, loss of property, loss of money, or kidnap and ransom. Amounts must be satisfactory to the host and sending clubs and district, with coverage from the time the student leaves home until he or she returns.

Rules for Students

Explain the rules and regulations of your Youth Exchange program, and request that both parents and students agree to them in writing. If parents are aware of your program rules, including those that apply to them as well as their child (for example, travel or communication restrictions during the exchange), they will be less likely to violate them or encourage their son or daughter to do so.

Parental Visits

It's a good idea to discourage parents from visiting their child during the exchange. Remind them that this is their child's exchange experience and a parental visit may trigger homesickness or have other negative effects. If they do plan to visit, strongly recommend that they do so only during the last two months of the exchange and never during holidays, as the host family may have other plans. Any visit must have the prior approval of both the host district and club.

Correspondence

Encourage parents to correspond regularly with their child. Regular correspondence will keep parents informed of their child's experiences and, ideally, help them understand the changes and growth their child is experiencing. E-mail is cost effective and allows students and parents to work around time differences between home and host country. During the first month of the exchange, parents should try to maintain a balance between their need to know that their child arrived safely and is adjusting well and the student's need to overcome culture shock and assimilate into new surroundings.

Preparing for the Student's Return

Reverse culture shock is an often-overlooked aspect of the exchange process, and it's important that parents be equipped to cope with it. Regular correspondence during the exchange will help parents handle the readjustment period after the student has returned. Remind parents that, while their lives may have remained basically the same during the exchange, their child has likely experienced profound changes.

One of the most common problems is the student's newfound independence; often, students find that the rules they lived under before the exchange now seem too restrictive. It's important for parents to try to understand the changes in their child and to work with them to incorporate these changes into their relationship.

Maintaining Communication with Students

Clubs and districts should do everything possible to facilitate communication with their student during the exchange. Encourage students to write to their sending club and district as well as to parents and friends. Remind students that writing about their experience can help them better understand the changes they are undergoing and more fully appreciate the new way of life they are learning about.

Establish a reporting procedure with each student. Ask students to e-mail an update on the exchange to a designated Rotarian at least once a quarter and include these communications on your club or district Web site. Make sure all students have an emergency contact in your district.

Helping Students and Parents after the Exchange

Hold a debriefing meeting for returning students and their parents to help them deal with reverse culture shock. Conduct post exchange evaluations.

Inbound: Hosting A Youth Exchange Student

Hosting a Youth Exchange student provides Rotarians and non-Rotarians in your community with the opportunity to travel without leaving home. Local students and community members contribute to and benefit from the exchange experience. The rewards for all involved are great, but hosting a student requires a significant time commitment for Rotarians in the host club and district.

To arrange for the best exchange experience possible, the host club and district assume responsibility for the student and select host families, assign a Rotarian counselor, coordinate inbound orientation, and develop an effective support system for the student. Throughout the exchange, the host club and district communicate regularly with the students, invite them to social and cultural events, and immediately address any serious problems that arise.

In addition, the host club and district should help inbound students obtain visas, make arrangements for meeting them at the airport, and coordinate enrollment and registration fee payment, if necessary, at local schools.

Identifying Host Clubs

Each district has clubs well suited to hosting exchange students. The district Youth Exchange Committee should work with the governor and assistant governors to identify clubs that have an interest in the program and the capacity to support an inbound student. District committee members should provide clubs with a realistic expectation of the time commitment that a club assumes when hosting a student. Host clubs must be willing to recruit, screen, and train host families and Rotarian counselors.

Recruiting Host Families

Long-term exchange students must have more than one host family during their exchange, preferably three different families.

The best host families are responsible, willing and interested in welcoming a young person from another country into their home. Host families do not need to be Rotarian families; in fact, people often become interested in joining Rotary because of their involvement in Youth Exchange. Host families can be recruited using many of the same tools used to advertise the program to potential students.

Suggestions for finding prospective host families:

- Ask Rotarians to recommend non-Rotarian families they feel are qualified and may be interested in hosting a Youth Exchange student.
- Encourage Rotarians to host students. You may wish to make this appeal during a meeting at which spouses are present or after another student has attended a meeting and has met many of the club's members.
- Ask the families of Youth Exchange alumni to act as hosts. Many of these families would like to participate in the program because of the opportunity provided to their own children.
- Ask Youth Exchange alumni for the names of families in their communities they feel would make good host parents.
- Make a presentation about the Youth Exchange program to your local parent teacher association. Ask if anyone in attendance is interested in becoming a host family.
- Ask families who have successfully hosted students to recommend other families in the community who would be interested in hosting.
- Keep in contact with Youth Exchange alumni; they may now make excellent host families and future Rotarians.

Screening and Selecting Host Families

Families that inquire about hosting a student should be sent a letter of acknowledgment, the Host Family Application, and the Youth Volunteer Agreement available at www.rotary.org. When reviewing applications and interviewing prospective hosts, look for responsible, willing families who will exercise appropriate parental responsibility. Identify a variety of families, including some with younger children, some with children around the age of the student, and some with no children in the home. All of these types of families can make excellent hosts. Don't settle for families who are only willing to provide room and board - seek out those who will actively enhance the exchange experience by involving the students in many different community activities.

Reciprocal Hosting

Parents of outbound long-term exchange students cannot be required to host as a condition of their child's participation in the program, but they may host students if interested or may be asked to assist in finding suitable host families. Screen these families as carefully as you do other host families. The short-term exchange program often includes a "family to family" component; in these situations, districts can require reciprocal hosting in order for a student to participate.

Thorough screening of host families and explanation of responsibilities are essential. Program rules and requirements should be clearly outlined on the application, and host families must complete and sign the application, compliance statement, and authorization for background checks. Background checks, including law enforcement public record checks and reference checks, must be done for all adult members (18 and older) of the host family.

Before selecting host families, visit applicants in their home at a time when all family members who live in the home are present. During the visit, review the responsibilities of host parents and give them a copy of *A Guide for Host Families* (749- EN) and any additional information that your club or district may have on the program and hosting students from abroad. Both announced and unannounced home visits should be made before and during the exchange. In communities where unannounced visits are not socially acceptable, unannounced visits may be substituted with visits of very short notice.

When screening host families and visiting homes, consider the following questions:

- Why is the family interested in hosting an exchange student?
- What experience (e.g., travel abroad, professional experience, knowledge of foreign languages) do family members have with different cultures?
- How would the family incorporate an exchange student into their daily life? What chores would be assigned to the student? What additional activities would the family plan to help a young person from abroad get to know their host country and community better?
- How would the host parents handle difficult situations with a student? Would they provide appropriate supervision and take on parental responsibility to ensure the student's well-being? How would they handle language and communication challenges, discipline and emotional issues, and culture shock?
- Is the family committed to attending orientation and training for host families and facilitating student involvement in required Rotary activities?
- What is the general condition of the home (clean, adequate heat and light, etc.)? Would you want your child or grandchild living in this home? Does the family have the necessary resources to host a student (space, time, good health)?
- What are the planned sleeping arrangements for the student? (The student must have his or her own bed. If the student must share a room, it must be with a child of the same gender, preferably of similar age.)
- How will the student get to school and activities?

Effective Hosts

The most effective host families are

- Caring and respectful with each other
- Curious about different activities and places outside the home and interested in a variety of topics
- Flexible (able to adapt to having someone new in the home)
- Good humored and able to put a problem or situation into perspective
- Patient and willing to work through common misunderstandings

Placing Students with Host Families

Once a host family has met all screening and training requirements, they can be matched with inbound students. In making a good match for both students and families, consider:

- Similar interests (recreation, hobbies, sporting and cultural activities)
- Similar ages of siblings, if possible (especially for the student's first host family)
- Personalities and values of the individuals

It's best to place students with their first host family immediately upon arrival in their host country rather than making a temporary placement.

Rotarians responsible for inbound students should support and advise host families and make sure they understand their responsibilities. Host families must receive training that includes information on program administration and rules as well as abuse and harassment awareness and prevention.

Host families are essential to the program, and Rotarians in the host club should work to maintain a positive relationship with the families. Invite them to club events, and show appreciation in person and through written thank-you notes. Following an exchange, ask each family to complete an evaluation form. Cultivating a relationship with host families increases the possibility that they will want to host students in the future.

Occasionally, a host family situation does not work out, and all inbound programs should have at least one prescreened host family available to accept a student in an emergency. Try to find an experienced host family skilled in problem solving and working with youth in a crisis situation.

Selecting the Rotarian Counselor

As the Rotarian in closest contact with the student, the counselor is critical to the success of an exchange. Because long-term students will live with more than one host family, the Rotarian counselor is the one consistent resource for students throughout their exchange. The counselor must be able to encourage the student during challenging times and facilitate his or her involvement in school, club, and community life. A Rotarian counselor must not be a member of the host family and should not serve as a club or district Youth Exchange chair.

Selection considerations:

- **Conflicts of interest.** If a problem should arise, the student must feel comfortable talking with the counselor.
- **Gender. Must** assign counselors of the same gender as students.
- **Commitment.** Assess the Rotarian's willingness and ability to devote more time and energy to the exchange than is required of other host club members.

Communicating with Students before Arrival

Once inbound students have been assigned to counselors and host families, send the following welcome and orientation materials:

- General schedule of the exchange year, including district meetings, outings, travel opportunities, and other activities
- Name and contact information for the first host family
- Name and contact information for the Rotarian counselor
- General information about the community and country (local geography, history, government) and the culture (colloquial phrases, meaning of certain gestures, customary greetings, holiday traditions, social customs, religious beliefs and practices)
- Practical information about climate, clothing, and school
- District rules, insurance requirements, and emergency fund amounts
- Expectations about speaking engagements at clubs

Encourage communication between the student and the first host family and Rotarian counselor before the student's arrival to establish a link with these two critical resources and ease the transition once the student arrives.

Providing Inbound Orientation

Meet all students upon arrival, and facilitate their introduction to the first host family. Rotarian counselors should be present at this meeting, but try to also include as many club members as possible. Although pre arrival correspondence can help ease this transition, both the student and the host family will be full of questions and apprehensions. The Interactive First Night Questions can help the host family and student work through some of the practicalities of the exchange/host family experience. These questions will introduce the issue of house rules and other important topics that should be addressed early in an exchange. Because many inbound students struggle with the language of the host country in the first weeks or months of an exchange, the questions should be provided in both the student's native language and the language of the host country.

Hold formal inbound orientation within one or two weeks of the student's arrival, either as a group, such as a district or multidistrict orientation, or individually.

Inbound orientation should cover the following topics:

Program Information

- Rules and regulations for students established by the host club, district, and multidistrict
- Consequences for breaking a program rule
- Policy on student travel and forms and permission needed
- Monthly allowance
- Host contact information for district chair, district governor, club president, and Rotarian counselor

Expectations

- Student's role as a Rotary ambassador
- Participation in Rotary club meetings and at local Rotary events
- Communications with home
- School attendance and participation in extracurricular activities
- Use of computers, Internet, e-mail

Cultural Concerns

- Local customs and colloquial phrases
- Information about gestures, personal space, and communication differences
- Gender, personal hygiene, time, and respect for elders

Health and Safety

- Information on local laws and customs that apply to young people
- Information on reporting incidents of abuse and harassment
- District 24-hour contact number and contact information for two non Rotarian resource people, one; male and one female
- Contacts for local medical, dental, and mental health professionals
- Local social service resources, where available, including suicide prevention hotlines, rape crisis hotlines, and child protection and law enforcement agencies

Providing Assistance during the Exchange

Throughout the exchange, the Rotarian counselor and members of the host club should communicate regularly with the student, make any necessary financial arrangements, and help facilitate the transition from one host family to the next.

The Rotarian counselor should be available to the student at all times to discuss questions or concerns about the host family or the school. Find a place to talk about such issues away from the host family. In addition to responding to calls from the student, the Rotarian counselor should initiate communication with the student at least once a month by phone or in person.

The counselor or another qualified Rotarian should visit the student in the host family's home to make sure that living arrangements are consistent with what was agreed upon during the screening.

Invite students to cultural and social gatherings. Continue the orientation as needed to help the student cope with specific cultural issues. Work with the community and the student's school to get the student involved in positive activities and community life.

Make sure that students have the following contact information: • Rotarian counselor

- Club president
- District Youth Exchange chair and governor
- Two non-Rotarian resource people, one male and one female
- Local medical and social services
- Local law enforcement agencies

Maintain regular contact with the student's sending district throughout the exchange.

In addition to paying school and textbook fees, the club should give the student a monthly allowance, as needed, to cover expenses such as school lunches and social events. These amounts vary from country to country.

Host clubs and Rotarian counselors also should help students make the transition from one host family to the next. To make this process as smooth as possible:

- Give the student advance notice, including an exact date for the move. If possible, arrange for the student to meet the family and visit their home before the move.
- Provide the new host family's contact information to the student and the student's parents or legal guardians before the move.
- Use the same getting-acquainted activities with each new host family, including a discussion of the Interactive First Night Questions.
- Help the student move all belongings to the new home.

Dealing with Early Returns

Approximately 3 percent of all exchange students return home early. Some leave because of homesickness, illness, or problems back home. Others are sent home because of problems that occur in the host country during the exchange. A student can be sent home for violating a district Youth Exchange program rule or for geopolitical crises or other health and safety issues that may arise during the exchange. However, a student must not be sent home solely for reporting problems, especially incidents of abuse or harassment.

Students and Crime

In the worst case scenario, a student can be involved in a crime during an exchange. If a student is a witness to or victim of a crime, the decision to return early or stay should be left to the student and his or her parents. This choice is especially important for sexual assault victims, who may feel that being sent home early from the exchange is a punishment for reporting the crime. If a student elects to return home, confirm with local law enforcement that he or she isn't needed in the host country as a witness before making travel arrangements. If a student is accused of a crime, local law enforcement will determine if and when the student can leave the country.

Although orientation on program rules should always focus on the consequences of rule violations, breaking a rule is not always a reason to send a student home.

Early returns should be managed delicately and always with the full knowledge of the sending club and district and the student's parents. Whatever the cause of the early return, do not send a student home until both the hosting and sending district agree to specific travel arrangements and the student's parents have been notified. When the sending and hosting districts disagree about an early return, district governors should be notified and assist in mediation.

When faced with an early return of an inbound student, take the following steps:

1. Discuss the situation with the student and the Rotarian counselor. Ensure that all options to avoid the early return have been attempted or explored, including warning students when initial problem behaviors surface or mediating in difficult host family situations.
2. Contact your counterpart in the sending district, and specify the exact reason(s) the student is being sent home. Copy any relevant multidistrict groups on the communication.
3. Allow the student to contact his or her parents, or offer to contact them for the student.
4. Work with the sending district contact and the parents to arrange an acceptable return travel itinerary.
5. Help the student make departure arrangements and facilitate leave-taking from the host family and school friends.
6. Notify relevant government agencies about visa status.

7. Notify the district governor and RI in writing that a student is being sent home.
Include the name of the student, sending district, date of return, and reason(s) for return.
8. Ensure that the student has arrived home safely.

Saying Goodbye

During the final weeks of an exchange, many students struggle with conflicting emotions about leaving the new friends they've made and returning home. Inbound programs should work with students to make the transition as smooth as possible.

- **Involve host families.** The host family may begin to feel neglected as the student becomes increasingly involved in year-end school activities and social gatherings. Help them anticipate some of the emotions they may experience when it's time for the student to return home.
- **Plan end-of-year activities.** Give inbound students a chance to say goodbye to the people they've met throughout the year. Some programs arrange travel opportunities for students to allow them to see more of the host country before returning home, but this is not standard practice for all exchanges.
- **Finalize travel arrangements.** Work with the student's parents and sending district to finalize travel plans. Help the student with packing, shipping, and planning for departure. All baggage must be under the 50.0 pound limit. It is much less expensive to pay for additional bags at only \$150.00 US each than UPS, FedEx or USPS!
- **Invite students to participate in outbound orientation.** As part of your program for outbound students from your country, develop a special orientation session for the inbounds that focuses on the year in review, the re-entry process, and preparation for reverse culture shock.
- **Conduct evaluations.** Survey all program participants - students, host families, Rotarian counselors, and others - to gather insight and information to assist in future exchanges.

Youth Exchange Resources

Publications from RI available for download or purchase at www.rotary.org:

- *Abuse and Harassment Prevention Training Manual and Leaders' Guide* (775-EN) Designed to help Rotarians provide a safe and secure environment for participants in RI youth programs. Includes a CD with electronic copies of the manual and slides.
- *A Guide for an Exchange Student* (752-EN) This booklet for exchange students and their parents describes how to prepare for an exchange and what to expect.
- *A Guide for Host Families* (749-EN) This booklet describes some of the joys and responsibilities that a family hosting an exchange student can anticipate.
- *Long-Term Youth Exchange Program Application Form* (761-EN)
- *Short-Term Youth Exchange Program Application Form* (763- EN)
- *Making a World of Difference: Youth Exchange* (755-EN) Promotional brochure aimed at students.
- *Discover Your World: Short- Term Youth Exchange* (756- EN) Promotional brochure for students; can be used as a stand -alone piece or inserted into the brochure *Making a World of Difference: Youth Exchange*.
- *Youth Exchange Poster* (751- EN) Designed to promote the program to potential exchange students, the poster features images of Youth Exchange and has a blank corner space for imprinting name of club and contact person.
- *Youth Exchange Postcards* (750- MU) Eye-catching postcards, blank on one side, that may be used by Rotarians to promote Youth Exchange participation or by students while on exchanges.
- *Youth Exchange Certificate* (747- EN) Presented to Youth Exchange students at the end of their exchange. Name field is blank for district to fill in; requires signature of district Youth Exchange committee chair.

Additional RI Web site resources:

- List of noncertified districts
- Youth Volunteer Agreement
- Interactive First Night Questions

Additional online resources:

- YEOTalk at Yahoo! Groups
- Rotary Youth Exchange Officer Resources (www.yeoresources.org)
- District 5450 web-site- www.RMRYE.org

Appendix A

Kim Armitage-Overall Chair RMRYE
27151 East Lakeview Drive
Aurora CO. 80016
H: 303-690-6734
W: 720-870-2221
C: 720-810-7318
F: 720-870-7217
E-Mail: karmitage@denverymca.org

Rick Wilkinson- Inbound Chair
663 South 14th Avenue
Brighton CO. 80601
H: 303-637-0044
W: 303-659-1397
C: 303-514-2557 F: 303-659-8160
E-Mail: rwilkinson@q.com
CC: Italy, Peru

Roxy Hahn- Insurance Coordinator
7865 Vallagio Lane #311
Englewood, CO. 80112
H: 303-793-0265
W: 303-218-2902
F: 303-790-2129
E-Mail: rhahn@centennialairport.com
CC: Japan

Dennis Brandenburg- Background Checks
PO Box 85
Brush, CO. 80723
H: 1-970-768-5922
W: 1-970-842-5596
F: 1-970-842-5560
E-Mail: brandenburglaw@qwestoffice.net

Peter Ewing MD- Outbound Chair
2050 Neher Lane
Boulder, CO. 80304
H: 303-449-4795
C: 303-859-9547
E-Mail: pmjewling@earthlink.net
CC: Austria, Germany and Switzerland

Bo Chapin- Treasurer, Sevis and Visas
29305 8th Street
Snyder, CO. 80750
H: 1-970-842-4434
W: 1-970-842-5561
F: 1-970-842-5563
E-Mail: bochapin1@mindspring.com

Michael Smith
287 Pearl Street
Boulder, CO. 80302
H: 303-443-7886
E-Mail: machs60@yahoo.co
CC: Croatia, Hungary, Czech Republic,
Slovakia, Romania and Turkey

Nancy Stocker
2700 Iliff
Boulder, CO. 80305
H: 303-494-8129
W+C: 303-589-4165
E-Mail: nancystocker@q.com
CC: New Zealand, Philippines, Ecuador, Spain

Eric Fisher
PO BOX 4865
Frisco, CO. 80443
H: 1-970-513-8366
W: 1-970-668-1949
E-Mail: eric@ericfisher.com
Ski Weekend Coordinator
CC: Russia, Republic of Georgia and
Ukraine

Susan Juergensmeier
PO BOX 1607
Dillon, CO. 80435
H: 1-970-513-1557
C: 1-970-390-4765
E-Mail: wsjuergen@comcast.net
CC: Finland and Sweden

Monte Quintana
2886 West 111th Avenue
Westminster, CO. 80234
H: 303-329-6403
C: 303-809-4833
E-Mail: monteq1@comcast.net
CC: Argentina

Joe Prizio
2870 Iliff
Boulder, CO. 80305
H: 303-494-4267
C: 303-517-5289
E-Mail: zprizio@comcast.net

A
C: 72111
E-Mail:1111111111111111
CC:

Jane Wolford
800 Third Ave.
Longmont, CO. 80501
H303-678-5258
W: 303-772-6140
C: 720-341-2063
E-Mail: wolford@indra.com
CC: Denmark

Ben Allen
7143 Pinewood Drive
Evergreen, CO. 80439
H: 303-674-5197
W: 303-670-5900
C: 303-704-9388
E-Mail: ben@allenit.com
CC: Taiwan and The Netherlands

Gretchen Dixon
310 Widgeon Drive
Longmont, CO 80503
H+W: 303-684-9808
E-Mail: littlepearl@frii.com
CC: France and Brazil

Appendix B

Rocky Mountain Youth Exchange

Countries we exchange with :

| | |
|-----------|-----------------|
| Argentina | The Netherlands |
| Austria | New Zealand |
| Brasil | Peru |
| Croatia | Philippines |
| Czech | Spain |
| Denmark | Sweden |
| Ecuador | Switzerland |
| Finland | Taiwan |
| France | Turkey |
| Germany | Romania |
| Hungary | |
| Italy | |
| Japan | |

Country Contact responsibilities:

Inbound-

1. Contact the country(s) they are responsible for to ensure an exchange each year.
2. Receive application of student from their country. Get complete copy of the application to placement coordinator for placement with a hosting club.
3. After you receive Club placement you get all necessary paper work to the local YEO.
4. After paper work is complete you send the first two pages of the application the 2 page guarantee form and the host family check sheet and the passport page to Sevis and Visa coordinator who issues the J-1 visa document.
5. Host family applications, volunteer applications for YEO and club counselor are sent to the background check coordinator.
6. Communicate to the student about there club and also ensure local club communicates to student
7. Know your students arrival date.
8. Communicate minimum monthly with your student.
9. Attend one of the three major events for inbound students. Orientation weekend in the Fall or winter or District conference.

10. Ensure local clubs have signed the 3 mandatory weekend form and return to over all chair
11. Ensure proper travel paper work is completed for students.

Outbound-

1. Attend interview weekend to place students.
2. Contact your students with placement after the interview weekend.
3. Ensure completion of long application by January 15th.
4. Send application abroad to the host district
5. Get Guarantee Form back from Country Contact of hosting country and send to student
6. Know your students departure date and monitor that all paperwork is being completed.
7. Communicate monthly with your student
8. Attend outbound orientation

Placement coordinator:

1. Survey all clubs to develop list of host clubs for next year.
2. Let country contact know where there student is being placed.
3. Coordinate gathering of material needed for placement (SLEP Test, additional transcripts, letters of recommendation, Colorado Immunization form, etc.) if required (Jeffco., Douglas and Cherry Creek school districts)
4. Give a list of all students to inbound chair to create a roster.

Inbound chair:

1. Responsible to coordinate Inbound Orientation Weekends one in the fall and one in winter. Should be hosted by various clubs in the district.
2. Coordinates the district conference
 - a. Ensures rooms for students
 - b. Gets a Rotarian to help with the talent show
 - c. Gets chaperones for the weekend
 - d. Coordinators dinner on Saturday night.
3. Deals with inbound students and discipline
4. Sends a monthly reminder to Country Contacts to ensure contact with students.
5. Insures all inbounders have purchased proper insurance.
6. Insures all inbounders have established emergency fund

Outbound Chair:

1. Coordinates Outbound Interview weekend in December
2. Collects all preliminary applications from sponsor clubs in November.

3. Arranges for Interview teams and World's Fair
4. Coordinates Outbound orientation weekend in May.
5. Deals with any issues or discipline abroad
6. Works with Bokoff-Kaplan ensure student registration and travel plans.
7. Checks with insurance coordinator on purchase by all outbounders of proper health insurance plan.

Chaperones at District conference:

1. Helps ensure appropriate behavior of students throughout the weekend
2. Checks on students for bed check at designated time for each evening
3. Attends their dinner on Saturday night.

Rotex coordinator for rebounders and students:

1. Coordinates a minimum of 4 events for students- i.e. ice cream social, let's do Denver, Welcome and Goodbye BBQ- to be hosted by different clubs throughout the district.

Treasurer, Sevis and Visa Coordinator:

1. Maintains Finances of the committee
2. Pays all bills associated with expenses to the operations of RYE
3. Issues all J-1 visa documents
4. Signs J-1 visa document adjustments for international travel where needed
5. Monitors completion of all required Sevis reports (arrival, address change and departure reports)

Youth Protection officer:

1. Handles all situations with students that are reported that meet the guidelines within our Abuse and Harassment policy document
2. Acts a chair of any committee convened to evaluate a report of abuse and/or harassment

District Chair:

1. Coordinates the overall function of committee
2. Holds 3 meetings per year
3. Completes all district reports
4. Host the annual retreat
5. Deals with Discipline of all students inbound and outbound

Insurance Coordinator:

1. Insures all students, inbound and outbound, have appropriate insurance.
2. Provides aid if needed in filing for insurance reimbursement.
3. Answers any questions about insurance issues, helps provider a list of acceptable providers as needed.

Background Checks:

1. Receives all applications, host families and volunteers, and does background checks and provides report to District, Inbound and Outbound Chairs and country contacts on results of same.
2. Maintains records in secure fashion for three years,

Appendix C

Rocky Mountain Rotary Youth Exchange (RMRYE)

Youth Exchange Officer (YEO) Yearly Calendar

JULY:

1. Notify the RMRYE chair that you are the current YEO.
2. Select your exchange committee for your club.
3. Assist outbound students with departure.
4. Correspond with inbound student who will arrive in August.
5. Schedule orientation for host families who will host during the year.
6. Complete and submit application forms of volunteers and host families for required background checks.
7. Determine method of monthly allowance payment to inbound student.

AUGUST:

1. Meet inbound student at the airport with host family.
2. Help inbound student get settled and registered for school.
3. Check that student has required insurance.
4. Check passport and visa, retain and give copy to student.
5. Establish account for emergency funds.
6. Arrange for student and host family/families to attend RMRYE's welcome barbeque (host family orientation).

SEPTEMBER

1. Recruit outbound applicants.
2. Select club interview committee.
3. Arrange for inbound student to attend mandatory orientation sponsored by RMRYE.
4. Arrange for inbound student to attend as many club meetings as possible, involve student in club projects.
5. Recruit Host Families for next year exchange cycle.

OCTOBER:

1. Interview outbound candidates.
2. Optional "Let's Do Denver" for inbound student sponsored by Rotex.
3. Correspond with outbound student.
4. Get club members involved with student.
5. Recruit Host Families for next year exchange cycle.

NOVEMBER:

1. Submit outbound applications to RMRYE by November 15.
2. Confirm district interview dates with outbound applicants.
3. Keep in contact with inbound student, host family and the school, at least monthly.
4. Make plans for student to speak to club depending on English skills.

DECEMBER:

1. Confirm mandatory District interviews for club's outbound applicant.
2. Continue to correspond with outbound student.
3. Recruit Host Families for next year exchange cycle.

JANUARY:

1. Receive acceptance and placement of outbound student from RMRYE.
2. Arrange for inbound student to attend ski weekend sponsored by Summit County Rotary.
3. Assist outbound student to complete full application and review application for completeness before sending to Country Contact by January 15th. Signatures BLUE ink.
4. Recruit Host Families for next year exchange cycle.

FEBRUARY:

1. Arrange for inbound student to attend mandatory orientation sponsored by RMRYE.
2. Receive and complete placement paperwork from RMRYE Country Contacts for inbound student. These may arrive any time in the next three months
3. Arrange for host families for next fall inbound student, in home interview of prospective host families required.
4. Return required paperwork to Country Contact for next fall inbound student. This includes Guarantee form, Volunteer applications and Host Family application and host family check list- as soon as possible.

MARCH:

1. Begin to correspond with newly placed inbound student for next year.
2. Discuss summer trip and cost with current inbound student.

APRIL:

1. Visit local high schools and arrange to give information on program.
2. Start recruiting activities for outbound students.
3. Arrange for inbound student to attend mandatory District Conference.

MAY

1. Confirm next fall outbound student will attend mandatory outbound orientation.
2. Continue recruitment for host families for next cycle.
3. Keep in contact with inbound student as exchange comes to a close.

JUNE:

1. Help inbound student as needed for summer trip plans.
2. Make plans for inbound student's last meeting and club involvement.
3. Arrange to have returned outbound student attend/speak at Rotary meeting.

TIPS:

- Have ongoing correspondence/contact with outbound and inbound students.
- Make sure that you have a working committee.
- Make sure that you have a good counselor for your student.
- Keep your country contact informed and ask for help when needed.
- Use our web site at www.rmrye.org for a wealth of information.

Roxy Hahn – Inbound Co-Chair rhahn@centennialairport.com

Kimberly Armitage- Inbound Co-Chair karmitage@denverymca.org

Jerry Rohlfs- Outbound Chair jrohlfs@cocmcast.net

Rick Wilkinson- Overall Chair rwilkinson@q.com

Appendix D

Forms and Information available for download on web site:

Host Family Handbook
Process

Host Family Application

Inbound student Handbook
Permission Form
Letter to Student and Host Family
Required Meetings List
Information- how to file a claim
Harassment Policy of RMRYE

If you ever need any information that you do not find in this Handbook, please
feel free to contact anyone of the District Youth Exchange Committee members.

Appendix E

Frequently Asked Questions about youth exchange

Who enrolls the student in school? The club is responsible for completing the enrollment paper work for the student's Guarantee form and getting the student enrolled in classes after arrival. If the first host family wishes to be involved, that is encouraged but it is not their responsibility to get this done.

What is a club financially responsible for a student? The club needs to pay for all **required** material for school. This does not include extra curricula activities (for example sports fees). Many clubs do pay these additional fees but it is up to the individual clubs.

What amount of an allowance do clubs provide for students? The minimum allowance is \$100 per month. This varies from club to club and is as high as \$200 for clubs.

What are host families responsible for? Host families need to provide room and board. They do not have to pay for the students incidentals unless they want to that is what the monthly allowance is intended to cover. It is required that if a family goes out to dinner or other family entertainment or function, they pay for their student's portion also.

Do host families need to provide lunch money for students? If the Host Family has children living at home, the Exchange student must be treated like the other children. If they provide lunch money for their own children they need to do the same for the Exchange Student. If their children take their lunches, they need to provide the materials for the Exchange Student to make lunch. If they provide an opportunity for the student to take their lunch and the student wants to buy lunch then that is the student's responsibility.

Do host families receive payment for their student? Host families shall not receive compensation for hosting a student. This is a RI and US State Department rule. A \$50 tax deduction per month is available to host families. Clubs can choose to help pay for the student to take family vacations if asked.

Do host families need to be back ground checked? All individuals in a family 18 years of age or older must have a background check. Additionally, if a host family host each year, a background check and host family application is required every year.

If a club hosts a student does everyone in the club need to be background checked? No! The YEO, and club counselor and any member that will be transporting the student to **Rotary sponsored functions** must have a background check. This means that if a club member is taking a student to a non- rotary event i.e. a baseball game that Rotarian need not be checked. Additionally, YEOs and club counselors must have a background check every year,

What are mandatory events for youth exchange? The students are required to attend 3 mandatory events, the September orientation, the February orientation and the District conference. For the orientation weekends there is a fee, fall orientation fee \$75 and winter orientation fee \$45. The club is responsible for paying by check made out to "RMRYE". The District conference registration fee as well as hotel room is paid by the District Conference.

What other events are there for students? The Summit county Rotary and this District host a ski weekend in January for the students? There is a fee, Bus fare \$100 and registration fee of \$25. The club is expected to pay these fees. The district also offers a bus trip- the club is not responsible for payment for this. There are some clubs that help the student with the cost of the bus trip there are also other events such as an ice cream social and "Let's do Denver". There is no fee for these other events.

How often should the student attend Rotary? Clubs should have their student attend at least once a month. Some clubs have them attend every week. You should invite them to all special events and fundraisers. The club should involve their student in club community service projects as well.

Can a student work? A student shall not get an actual job, but they can do odds and ends for Rotarians i.e. Mow the lawn, baby sit if they choose to. This is a good way for the student to earn extra money for the special trips, such as the summer trip. Some clubs offer special fund raising events in support of their student.

Transportation? The Host family is responsible for the transportation to and from school if there is not a bus available. The club is responsible for transportation to and from all mandatory events and rotary meetings. However, if the host family is willing to transport to mandatory meetings, that is OK. YEOs are encouraged to communicate with nearby hosting clubs to arrange for car pooling.

Other items at school? The club does not have to pay for the students cap and gown, or year book, homecoming or prom expenses unless they would like to.

Should the student open a bank account? Yes you should open a bank account for your student in their name. First Bank will do it without fees and reportedly without a co signature. The bank account allows your student to deposit the required \$500 emergency fund.

Why open a bank account. So they can deposit money and not have an exchange rate. This also allows them to deposit the monthly allowance and will also give them a debit card.

Who holds the students visa and Passport? The YEO of the club should hold the students passports and visa has been our advice for years BUT recent State Department rules no longer allow us to take those documents from the student. It is important to help the student obtain valid ID card (Colorado ID or Student ID) so their passport may be kept in a safe location.

How long should a student stay at each home? 3-4 months is recommended

Whom do we call if we are having problems with our student? You should first contact your student's Country Contact. You can find that person's updated information on our Web-site at www.RMRYE.org. Then click on the About us Icon on the home page.

Where can I find event listings? All Youth Exchange events will be listed on the www.RMRYE.org web-site calendar of events. Notification of upcoming exchange events will be sent by the Inbound Chair or the Outbound Chair to ALL hosting club YEOs and host families. It is IMPORTANT to update host family information when students move from one family to another!

Can my student travel? Yes, if it is with a Rotarian, host family or school approved trip. Travel inside Colorado requires only that the student notify their YEO, and their Country Contact of the trip and contact information. Travel outside Colorado requires a travel permission form for each travel. Signatures of the natural parents can be obtained by e-mail or fax. They need not be original signatures. This out of state travel must be approved by the YEO, the Country Contact and the Inbound chair or overall District Chair as well as the natural parents. Travel outside the country requires a change to the students J-1 Visa which would allow for a multiple entry visa. If this is not done, the student will not be allowed back in the country since their Visa is a single entry Visa. **Any travel into Mexico will not be approved.**

Training? All host families ,Club Counselors and YEO's are required to complete a training session, either on-line or in person at a district youth exchange training session. Training sessions are offered at the District Assembly and at the two Inbound Orientations. The State Department has developed an on-line training and certification process., ALL District committee members and Club YEOs and Club Counselors I need to become certified.

How does a student's Insurance work? Students needing medical care should see a physician. Payment at time of service may be required. If the student has a debit card, that should be used. The emergency fund may also be used for this purpose, but must be replaced to the \$500 minimum level by the natural parents. The student then files a claim with the insurance plan they carry- for most this will be through CISI-Buldoc. For help with this process you may contact Roxy Hahn at roxyhahn@msn.com.

Appendix F

Additional Information for Youth Exchange Officer

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. This will get you to the home page of CISI-Buldoc where you can download medical claim forms, read instructions on filing a medical claim, download liability claim forms, read how to file a liability claim as well as search for medical providers and facilities acceptable to the insurance company (In Plan Providers).

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 the 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 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.
U.S.A.
E-mail: 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. 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

C: 303-246-0720

H: 303-793-0265

Youth Exchange Handbook 41

Appendix-G

Exchange Visitor Program summary:

Sponsors are responsible for the effective administration of their exchange visitor programs. These responsibilities include:

Selection of exchange visitors. Sponsors shall provide a system to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:

- (1) The program is suitable to the exchange visitor's background, needs, and experience; and
- (2) The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program.

Pre-arrival information. Sponsors shall provide exchange visitors with pre-arrival materials including, but not limited to, information on:

- (1) The purpose of the Exchange Visitor Program;
- (2) Home-country physical presence requirement;
- (3) Travel and entry into the United States;
- (4) Housing;
- (5) Fees payable to the sponsor;
- (6) Other costs that the exchange visitor will likely incur (e.g., living expenses) while in the United States;
- (7) Health care and insurance; and
- (8) Other information which will assist exchange visitors to prepare for their stay in the United States.

Orientation. Sponsors shall offer appropriate orientation for all exchange visitors. Sponsors are encouraged to provide orientation for the exchange visitor's immediate family, especially those who are expected to be in the United States for more than one year. Orientation shall include, but not be limited to, information concerning:

- (1) Life and customs in the United States;

- (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible;
- (3) Available health care, emergency assistance, and insurance coverage;
- (4) A description of the program in which the exchange visitor is participating;
- (5) Rules that the exchange visitors are required to follow under the sponsor's program;
- (6) Address of the sponsor and the name and telephone number of the responsible officer; and
- (7) Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.

Form DS–2019. Sponsors shall ensure that only the responsible officer or alternate responsible officers issue Forms DS–2019;

Monitoring of exchange visitors. Sponsors shall monitor, through employees, officers, agents, or third parties, the exchange visitors participating in their programs. Sponsors shall:

- (1) Ensure that the activity in which the exchange visitor is engaged is consistent with the category and activity listed on the exchange visitor's Form DS–2019;
- (2) Monitor the progress and welfare of the exchange visitor to the extent appropriate for the category; and
- (3) Require the exchange visitor to keep the sponsor apprised of his or her address and telephone number, and maintain such information.

Requests by the Department of State. Sponsors shall, to the extent lawfully permitted, furnish to the Department of State within a reasonable time all information, reports, documents, books, files, and other records requested by the Department of State on all matters related to their exchange visitor programs.

Inquiries and investigations. Sponsors shall cooperate with any inquiry or investigation that may be undertaken by the Department of State.

Retention of records. Sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years.

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

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

- (3) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
- (4) 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
- (5) 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:

- (6) 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.
- (7) 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.
- (8) 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);
- (9) Place no exchange student with his or her relatives;
- (10) 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;
- (11) Make no monetary payments or other incentives to host families;
- (12) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;
- (13) Make certain that the exchange student's government issued documents (*i.e.* , passports, Forms DS-2019) are not removed from his/her possession;
- (14) Conduct the host family orientation after the host family has been fully vetted and accepted;
- (15) 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.
- (16) 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.
- (17) 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.
- (18) 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.

- (19) 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
- (20) 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:

- (21) 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;
- (22) Demonstrate maturity, good character, and scholastic aptitude; and
- (23) 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.

- (24) 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.
- (25) 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.
- (26) 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.
- (27) 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
- (28) 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.
- (29) 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.
- (30) 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:

- (31) 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;
- (32) A copy of the Department's welcome letter to exchange students;
- (33) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

- (34) 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;
- (35) 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
- (36) 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:**

- (37) Authorized by the local school district in which the student is enrolled; and
- (38) 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.
- (39) 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:**

- (40) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;
- (41) 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.
- (42) Conduct an in-person interview with all family members residing in the home where the student will be living;

- (43) 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.
- (44) 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;
- (45) 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;
- (46) 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);
- (47) 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
- (48) 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:**

- (49) 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;
- (50) Provide all selected host families with a copy of the Department's letter of appreciation to host families;
- (51) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;
- (52) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and
- (53) 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.

- (54) 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.
- (55) 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.
- (56) 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:

- (57) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
- (58) 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;
- (59) 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
- (60) 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:

- (61) 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;
- (62) 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
- (63) 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]

Appendix I – Travel Policy for Inbound Exchange Students

This is a cultural and educational exchange, NOT a travel exchange. Exchange students should have no expectations of being a tourist. The Host Rotary club and Host Families are under no obligation to provide or permit it. However, some travel through the generosity of, and with, the Host club, individual Rotarians and Host Families is encouraged. **Under no circumstances shall students make their own travel arrangements and then expect the Host club and Host Family to agree.** Inbound Exchange students must comply with this policy, and Host Families are asked to enforce it. Violations of this policy may be grounds for terminating the Exchange, and returning the student to his or her home country immediately.

- **For Students to travel, they must:**
- Complete **the travel permission form** located at www.rotary5450.org and click on the youth exchange icon. You may also find the travel permission on our website at www.rmrye.org.
- Obtain all the signatures as required on the form.
- Legible fax copies or scanned and emailed copies are accepted as of the 2007-2008 exchange year.
- Send the form to their country contact (fax, mail or email).
- Receive a response from the country contact authorizing the travel.
-

All travel forms MUST have a complete description of the trip planned with information where staying and with whom and complete contact information. (Phone numbers)

There is only one travel form:

For any travel within the State of Colorado (a long weekend camping trip or going skiing for the weekend) you need only inform your YEO and your Country Contact where you will be going and how you may be reached- phone numbers.

For any travel outside the State of Colorado, the travel form MUST be completed. The planned trip must be described in detail, including contact information. Then the form is Faxed or scanned and E-mailed to your natural parents for their signatures. They may either fax or scan and E-mail the signed form back, indicating their approval of the trip.

Additional signatures are then required, namely, your HOST PARENTS, your YEO and your COUNTRY CONTACT and INBOUND CHAIR. Once these signatures have been obtained and all parties agree to allow the trip, you may leave- NOT BEFORE

The reason for these rules is simple. The Rotary District 5450 Youth Exchange Committee, Host Rotary club and Host Parents are responsible for students while in this country. We must know where students can be reached in case of emergency or a message from home. The State Department, various visa requirements and Rotary international requirements all must be adhered to for the program to continue and these travel forms are required by all. A student's visa may be revoked if their whereabouts are unknown (i.e. they are travelling and did not complete the form) which will result in immediate expulsion from the RMRYE program and country. Individual travel approvals will vary based upon many factors. Host Parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide. You chose to be an exchange student to meet and learn about people from the USA. The travel desires of an exchange student should not place a burden on the Host Family.

In summary, so there is no misunderstanding: All travel must be approved. You must plan in advance to obtain the required signatures and this may include your home country parent's signature. We are not trying to prevent students from traveling or reduce their fun. However, Rotary is responsible for student's safety and compliance with all laws, rules and regulations and therefore must know where the student is at all times. Allowing legible fax copies or E-mailed of the travel form returns spontaneity to student travel.

International Travel:

International travel requires additional approval and original signatures. Students should NEVER travel internationally without explicit prior approval and without specific forms from the RMRYE Visa and SEVIS coordinator. A student's failure to have these forms at time of border crossing will likely result in the student's detention and eventual deportation. This includes travel to Mexico and Canada! **AT THE PRESENT TIME, WE NOT ALLOWING TRAVEL TO MEXICO!**

UNACCOMPANIED TRAVEL:

It is understood that the host parents will verify by personal conversation with whomever the student will be traveling to or staying with, all plans and itinerary for the travel. There must be an individual at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary club. A background check may be required!!

**UNAUTHORIZED TRAVEL WILL RESULT IN THE
STUDENT BEING RETURNED HOME**

Travel Permission Form

For ALL travel outside Colorado

Your Name: _____ Date: _____

Current Host Family name: _____ Phone: _____

Dates of Travel: From: (MM/DD/YY) _____ To (MM/DD/YY) _____

With whom will you be traveling? (please include their name, address and cell phone number)?

Where will you be traveling? Where will you be staying? (please be specific and include phone numbers-continue on back if needed)?

Have you spoken about your plans with:

Your school (if missing school)? YES NO Contact Name: _____

Phone # _____

Release and consent by Student and his/her Parents or Legal Guardians an RMRYE

We the parents or legal guardians of the Rotary Youth Exchange Student shown above give permission for him/her to travel to the destination shown above, at (and only at) the time shown above, with the other travel arrangements, such as companions and host shown above. We agree that either the student or we will pay all expenses for that travel.

In consideration for Rotary's granting permission to travel to the student named above, we the parents or legal guardians and the student, to the full extent permitted by law, hereby release and agree to hold harmless and indemnify all host parents, members of their families, all members, officers, directors, committee member and employees of all host and sponsor Rotary Clubs, Districts and organizations, Rocky Mountain Rotary Youth Exchange and Rotary International, of and from all liability or any property loss, property damage, personal injury or death, including such liability which may arise out of the negligence of any such persons or entities which may be suffered or claimed by the student, parents or guardians during the period of his/her travel, including travel to and from the destination described above, or elsewhere, expressly waiving any and all claims for liability which we or any of us assert. Student agrees not to deviate from stated travel plans without first informing RMRYE and further agrees to not participate in any activity not covered by their insurance.

We further understand that if such travel is to occur following the student's exchange year, the permission and release shall apply to any and all travel thereafter, including travel from the host town, it being understood the student is no longer under the auspices of the Rotary International Youth Exchange Program and is traveling as an individual without the sponsorship of Rotary International, host and sponsor Rotary Districts, host and sponsor Rotary clubs, without Rotary sponsored insurance and without a Rotary sponsored visa. We have read all of the above and agree to these terms and restrictions:

| | | | |
|------------------------------|------|------------------------------|------|
| Signature of Father/Guardian | Date | Signature of Mother/Guardian | Date |
|------------------------------|------|------------------------------|------|

| | |
|----------------------|------|
| Signature of Student | Date |
|----------------------|------|

Having read all of the above information and seeing the legally binding signatures of the student and his/her parents or legal guardians, properly dates, whereby they agree to the terms and limits set forth, we do hereby give our permission to the student for him/her to travel as specifically set forth above (and only as set forth)

| | | |
|----------------------------------|---------------------|------|
| Signature of Current Host Father | Current Host Mother | Date |
|----------------------------------|---------------------|------|

| | |
|-----------------------|------|
| Signature of Club YEO | Date |
|-----------------------|------|

| | |
|---|------|
| Signature of RMRYE Representative (Country Contact) | Date |
|---|------|

| | |
|----------------------------|------|
| Signature of Inbound Chair | Date |
|----------------------------|------|

