Rotary

District 7010
Youth Exchange

YEO MANUAL

2024-2025

Contents

Definitions

In this manual:

- The masculine shall include the feminine;
- The singular shall include the plural; and
- A reference to a parent shall include a person legally appointed as guardian in accordance with the laws of the domicile of the child.

Important Web Links

- District 7010 Website (Documents, etc.)
- YEAH Hub https://yehub.net/C01.php
- YEAH Portal (Also a phone app) https://yehub.net/C01-portal
- Volunteer Application https://yehub.net/C01-volapp
- Host Family Application https://yehub.net/C01-hfapp
- LTEP Application https://yehub.net/C01-obapp

Rotary Youth Exchange Program

Purpose and Goals

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

Communities worldwide have much to gain from the continued success of the Youth Exchange program. Students learn firsthand about the challenges and accomplishments of people in other countries. Young people mature as individuals as their concept of the world grows. Host clubs, families, and communities enjoy extended, friendly contact with someone from a different culture. Exchange students return home with a broader view of the world and a deeper understanding of themselves. Young adults assume leadership roles shaped in part by what they learned during their exchange experiences.

This manual has been created to support your work as a Club Youth Exchange Officer (YEO). Through Youth Exchange, Rotarians seek to provide the best possible conditions for the participant. Thanks to the efforts of thousands of dedicated Rotarians and their families, the program is highly successful. It enjoys the advantages of more than 60 years of experience and a network of more than 1.4 million Rotarians around the world.

The content of this manual incorporates the combined experience of the many Rotarians who have helped make Youth Exchange the thriving program it is today. The procedures and recommendations provided

here have been successful in many districts' Youth Exchange programs. You can add your own materials wherever pertinent and adapt the ideas and suggestions to suit your club's or district's needs.

History

Youth Exchange began as an effort that involved only a few clubs. The Rotary Club of Copenhagen initiated the first documented exchanges in 1929 and involved only European participants. These European exchanges continued until World War II and resumed after the war in 1946. Exchanges between clubs in California, USA, and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. The first multidistrict Youth Exchange activity, known as the Eastern States Student Exchange (ESSEX) program, was formed in the United States in 1962. In 1972, the Rotary International (RI) Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. This was adopted, and the program has grown to include approximately 80 countries and more than 9,000 students each year.

Objectives of the Program

- To further international goodwill and understanding by enabling students to study first-hand some of the problems and accomplishments of people in other lands.
- To enable students to further their education by studying for a year in a different environment and undertaking courses of study in subjects not normally available to them in secondary schools of their own country.
- To broaden students' outlook through meeting and learning to live with people of different cultures, creeds, colours and having to cope with day-to-day problems in a new environment.
- To be a broadening, enlightening and worthwhile experience for participating students, host families and Rotary clubs alike.
- To select students qualified to:
    - act as ambassadors for their own country by addressing Rotary clubs, community organizations and youth groups in the host country and by imparting as much knowledge as they can about their own country to the people they meet during their time away.
    - study and observe all facets of life and culture in their host country so that on return to their home country, they can pass on the knowledge they have gained.
    - become world citizens and leaders of tomorrow through the experience of foreign exchange.

Eligibility

- Students must be at least age 16 but not yet 18 years of age and have **NOT** graduated from high school on September 30 of their departure year. Some districts we exchange with do not accept students over 17 ½ years of age on arrival.
- These age limits apply to both Inbound and Outbound Students. We cannot make any exceptions!
- All applicants are selected solely on merit. Children of both non-Rotarians and Rotarians are eligible.
- Program applicants must:
    - Have above-average academic ability.

- They should have an outgoing and pleasant personality and be able to make friends easily, which would suit them for the role of "ambassador" for Rotary, Canada.
- They must be able to accept discipline and adjust to new and different living conditions, cultures, customs, foods, and languages.
- Be of good character and reputation.
- Be in good health and must have completed the vaccinations necessary for their local public school program and public health authority.
- Be independent and self-reliant but must keep in mind the goals of the total program, not only their own interests.
- Be willing to face challenges and adjust to a wide variety of people in varying conditions.

Guidelines for Success

The program is carefully designed to provide a favourable experience for all who participate in it, whether at the student, club, host family or district level. As a result of several years of experience at club and district levels, our District Youth Exchange Committee has established the following guidelines with the hope that it will help us all make the program even more successful in the future. It should be kept in mind that this is a district-to-district exchange program with some specific stipulations that must be followed by all parties concerned. Clubs agree to these stipulations by virtue of participation.

District Youth Exchange Committee Function

The District Governor supervises and controls the Youth Exchange Program and appoints a District Youth Exchange Chair ("District Chair").

The District Chair answers to the District Governor and has been delegated responsibility for all aspects of the program within the District, including the promotion and coordination of the youth exchange between the many countries in which Rotary is established. The District Committee ("Committee:) is responsible for selecting students for assignment to host clubs in other countries and is responsible for ensuring the supervision and welfare of visiting students hosted by the clubs within the District.

Web resources:

https://rotary7010.org/page/rotary-youth-exchange – Primary source of information on the District 7010 Youth Exchange Program

www.nayen.org – North American Youth Exchange Network (First Night Questions, etc.)

Long Term Exchange Program (LTEP)

Selected High School students leave in August for a year's study at a high school in a foreign country, returning home the following summer. Each student will live with two or more families during their year. The year you leave on a LTEP exchange, you must be at least 16 years old by September 30 and not older than 18 by September 30.

The countries with which we exchange can change from year to year depending on world events. Countries with which we have exchanged in recent years include Argentina, Austria, Belgium, Brazil, Chile, Croatia, Czech Republic, Denmark, Finland, France, Germany, Italy, Japan, Netherlands, Norway, Paraguay, Poland, Slovakia, Spain, Sweden, Switzerland, and Taiwan.

A typical family budget for an outbound student for a year-long exchange involves some added expenses and some saved expenses.

Expenses		**Savings**	
Application fee	500	Food	2,600
Outbound fee	4,500	Sports participation	2,000
Passport and visa	450	Family Travel	1,500
Health Insurance	1,100	Monthly Allowance	1,200
Optional Trips	3,500	Car insurance / Fuel	1,500
Total	**10,550**		**8,800**

These figures were derived from a survey of 20 form exchange student's parent.

The outbound fee includes a $500 security deposit, which will be refunded upon completion of the exchange. This includes attending both the August camping trip and the District conference.

The outbound fee includes Outbound Orientation, Return Orientation, the Cost of flights, blazer patches, and a name tag.

Typical Exchange Year Calendar for YEOs

Every Month

July

- Ensure current inbound has transportation to the Airport for return home
- Correspond with incoming student(s).
- Confirm host families for new Inbound(s). First, the host family and the inbound counselor should already correspond with the student. Make sure home inspections and background clearances are completed.
- Confirm Inbound arrival information and check that someone is meeting the student at the airport.
- Make sure outbound student(s) are prepared and that paperwork, visas, and airline tickets are secured.
- Confirm each Outbound student's departure date.

August

- Pick up Inbound student(s) at the airport or make arrangements for the host family or another vetted Rotarian to pick up the student.
- Obtain and secure emergency funds of $500.00 for new inbound students and place in trust for the student for the year.
- Incoming students hosted in Canada require Canadian study permit and a temporary resident visa. We also recommend a USA visitor's visa multi-entry class B2.
- Register student at school (This should be done as soon as the student is assigned to the club).

- Set up student bank account if required. Ensure that the student has access to funds (i.e. bank account or debit card).
- Help student purchase local cell phone SIM card (some clubs provide to students)
- Take student around vicinity. Stop at businesses of various Rotarians and introduce them to the student.
- If possible, introduce the student to each host family. A welcome dinner or barbeque is usually a good idea.
- Settle student with first host family.
- Make a copy of the visa pages in the students Passport and upload it into YEAH.
- Print out the insurance card from YEAH and make sure host family has a copy of the document.
- Instruct host family on what to do if medical attention is needed.
- Ask club Treasurer to begin student stipend. Follow up to make sure checks are written and delivered each month.
- Confirm transportation arrangements for Inbound and Rebound students for the Orientation in Algonquin Park.
- Confirm remaining host families for new Inbound student(s). Subsequent host families should already be corresponding with student. Make sure home inspections and background clearances are complete.

September

- Contact school and arrange to be at the first assembly or at a lunch session to speak about the Youth Exchange program to start recruiting for next year's applicants.
- Participate in online or in person student and parent information sessions.
- Share District 7010 Rotary Youth Exchange website, Facebook and Instagram page links.
- Give the school contact a flyer with the link to the online application(s) and information sheet.
- Make sure inbound and rebound students are prepared for district conference and have transportation to and from. This may be in October depending on timing of the conference.

October

- Review local one-page applications (can be found in YEAH) and set up interviews for next year's outgoing candidates. We recommend that selections be made by the end of November.
- You should arrange to interview the student and the parents. Sometimes the parent interview is just as important as the student.
- Inform successful candidate(s) of the next step.
- The LTEP application is started through the YEAH database and must be completed online.
- Arrange to meet the student and parents to sign the originals of page 1 of the Guarantee Form and signed Rules and Conditions of Exchange with **BLUE** ink (including signatures of the Rotary Witness).
- Students and YEOs will be sent automatic messages from YEAH, prompting them to the next steps.
- Suggest that the student and parents obtain passports if they don't already have them. They must be valid for six months beyond the expected return date of the student's exchange.
- Any copies of documents you retain in your records must be destroyed at the end of the student's exchange.

- Check with school to see how your Inbound is doing. This is the time to forestall problems in school.

November

- Check in with Outbound student to see how things are going. Maybe ask them to write a note that can be read at a Rotary Meeting.

December

- Ensure outbound candidate application is 100% completed by December 31 and ensure that the $500 application fee is paid to district by e-transfer - district7010treasurer@gmail.com.
- Arrange for a holiday gift from the host club for Inbound student(s).
- Check with your Inbound Counselors to make sure that your Inbound Students are not having too much difficulty with homesickness. Confirm arrangements for the move to the next host family.

January

- Make sure inbounds are adjusting well with their new host family.
- Make sure your future outbound attends the interview with District YEX committee via zoom.
- Make sure your inbound and outbound are ready for the Winter Weekend.

February

- Make sure your inbound, and future outbounds have transportation to and from the Winter Weekend.
- Invite your future outbound to a Rotary meeting(s).

March

- Host family change possible for Inbounds.
- Anytime from now forward you will receive from the District Committee your Inbound student application package for processing. Please process the guarantee form immediately and obtain a letter from your school confirming acceptance of next year's Inbound(s). THIS SHOULD ONLY TAKE TWO WEEKS. A slight delay at this point can result in your inbound arriving late.
- Appoint a club counsellor for each new incoming student and have them start corresponding with the future Inbound. The counsellor cannot be the YEO or a member of a current host family.
- After confirming that your club will receive an Inbound, look at prospective host families. and provide them with information packages.

- Check current Inbound student's departure date.

April

- Outbound(s) students for next year should be receiving country guarantee forms in April and Early may. Remind students to apply for any necessary visas immediately.
- Follow up with Outbounds to make sure they are making all arrangements for travel, passport, visa, etc. Identify and assist in resolving problems.
- Make sure future outbounds attend mandatory parent and student orientation session via Zoom.

May

- Maintain communication with next year's Outbound student(s). They may be getting anxious, especially if they haven't received their guarantee yet. More questions could be popping up.
- Make sure Outbounds have club banners to take to host country if your club has them
- Plan information sessions for future Outbounds and reach out to local high schools.
- Ensure your inbound and future outbound have transportation to the Bon Voyage weekend.

June

- Arrange for a farewell gift from your club for your Inbound and hold a bbq to say goodbye and invite the future outbound. Inviting past students who are still in the area is also a good idea.
- If your current Inbound student is participating in any year-end trips, ensure they have completed the necessary travel documents.

Miscellaneous

- Make sure all YEO contact information is up to date in YEAH and with the District Chair.
- Arrange for Outbound student candidates to visit your club several times prior to leaving in August.
- Confirm safe arrival of Outbounds with their host parents. Make sure they're comfortable with all arrangements.
- Arrange for Inbound student(s) to give a program at your club.
- Arrange for Rebound student(s) to give a program at your club.
- Make a list of birthdays for both Outbounds and Inbounds and send them cards.

Important Dates to Remember

- Inbound Orientation and rebound debrief – last week in August before Labour Day in Algonquin Park
- District Interview – Held during the month of January via zoom

- Winter Weekend – Normally, the first weekend in February is held in Mattawa at the Canadian Ecology Centre
- Outbound Student and Parent Orientation Online Early April
- Bon Voyage weekend is held on Victoria Day, a long weekend in Ottawa.
- Early/Mid-July Outbounds arrive home
- Early Mid-August Outbounds leave for a foreign country
- Early/mid-August Outbounds leave, and inbounds start to arrive

Club Officer Guidelines for Inbound Students

Overview

Your Rotary Club provides a basic introduction to the Exchange Program through promotion within the club, at the high school and through social media. As with all Rotary programs, Rotary Youth Exchange is led by a team of volunteers at the District and Club level. This allows us to keep the program cost to participants and clubs as low as possible. Many other exchange programs require that the participants pay all expenses. Although there will still be considerable financial cost to participating families, Rotary does provide assistance, for example, in providing incoming students with an expense allowance and transportation to orientations and conferences and a contribution towards orientation events.

Building a Club Youth Exchange Committee

Your first step is to build a Youth Exchange Committee for your club. Some clubs partner with other nearby clubs to share the administrative load while sponsoring and hosting their own students. It is essential for your community to recognize that your Youth Exchange Committee is designed to provide the service of placement of Inbound Students and selection of Outbound Students. Providing for the student's needs and requirements is part of our community service.

Notify the District Chair in writing that your club is willing to receive one or more students (this should be done by the middle of October, even if you have yet to select the student). Be sure to receive your club's board approval of the program and the expenditure involved. The club committee must then contact the local high school to arrange for the placement of the inbound student.

When an inbound student has been assigned to your club, your Youth Exchange Committee, particularly the YEO, must appoint a counsellor who will help coordinate student visits within the club throughout the year, helping to enhance the student's experiences. Neither the YEO nor any of the student's host parents are eligible to serve as the student's counsellor. The student must have three distinct adults serving in the three areas of supervision (youth counsellor, YEO, and District Protection Officer).

The Club Counselor is responsible for corresponding with the student, the student's natural family, and the student's sponsoring Rotary Club prior to arrival. The Counselor should inform the student about your club, community, school, the first host family, and other topics of interest.

The YEO is responsible for the program at the Club level. The YEO should remain in close contact with the student and inform the District Chair and the District Protection Officer if problems arise.

The District Youth Exchange Chair is responsible for the relationship with the sponsoring District and Club.

Reviewing Inbound Student Applications

As YEO, when you receive the application for the inbound student, you should review it carefully. Identify the student's background, observing such things as the occupation of the father and mother, religious affiliation, and type of school or community activities in which the student has indicated interest. This information helps select compatible host families. Also, notice the number of brothers and sisters (is it a large family or small?). Please provide a copy of the application to the school so as to enable them to determine an appropriate school curriculum. Remember that all copies of the application and student-related documents need to be destroyed at the end of the exchange.

Host Families

Host families are an essential part of the program's viability and success. Host families may be Rotary or non-Rotary homes. All host families must be screened. Three host families are recommended, but two are acceptable. It is important to note that District 7010's policy is that the Club Counselor cannot be the host parent for their student.

The selection of host families is essential. Families should be open-minded and welcoming to members of the community. If possible, the first family should contain at least one brother or sister who attends the local high school and can introduce your exchange student to many friends and associates. Subsequent families may also have host siblings about the same age as your exchange student, but this is not necessary. Host families can be Rotary or non-Rotary families.

All host families (regardless of the duration of the stay) are required to complete the online host family application, background checks, reference checks, home inspection, and NAYEN Youth Protection Awareness training prior to conducting their host family orientation. These steps must all be completed before the student arrives at the home.

The following qualifications will serve as a guide in identifying good potential host families:

1. Families should have a sincere and willing desire to host.
2. It is mandatory that an inbound student has a private bedroom.
3. The home should have working wifi.
4. All host families should live in the same district as the high school that the student will be attending. In some circumstances, the host family may live in a different school district if the host parents are willing to transport the student to and from school.

The YEO must ensure the following documents are on file in YEAH and have been approved:

1. Host Family Application and Reference Checks.
2. A completed Home Interview/Visit Report
3. A completed criminal background clearance for all full-time home residents 18 years of age and older, including students who reside in the home for school.
4. Ensure all adult members and those who will turn 18 while the student is home have completed the Youth Protection Training.
5. A host family orientation is completed as the final step in vetting a host family (after all other steps are complete). All host family members living in the home must be present at the host family orientation.

An initial home visit must be conducted for each family hosting a particular program year.

A host family is responsible for Students socially, emotionally and physically. Students are expected to become a part of the family and to assume their share of the duties and responsibilities in the family.

Examples: making their bed, helping with housework, cutting the lawn, etc. A discussion should be held with students concerning curfews, dating limitations, and the use of computers and phones. The host family and student should agree on the names to be used when addressing the host mom and dad. Do not let Students use “Mr. and Mrs.”, have them try using first names, “Mom and Dad”, or “Aunt and Uncle”; this will help immeasurably to personalize the relationship.

The YEO should arrange and approve additional screened and vetted families to host the student for occasional weekends, or for the student to go with other families on special outings. The student should attend the club meetings as often as possible. The YEO should also arrange for the student to be a guest speaker at other groups and organizations when possible.

The club is responsible for transporting students to and from the Rotary District Conference and other district orientations and functions.

Every Host Family should be furnished with a Host Family Notebook and Orientation Manual during the Host Family Orientation. An Orientation Checklist with all the items to be furnished or reviewed can be found in the YEAH library. The printed checklist will be required to be completed and signed at the time of the orientation and is then uploaded into YEAH. All members of the household must be present, including minors.

Finding Host Families

Your Outbound Student’s family may be interested in hosting, but his is not mandatory. Other sources to contact: Previous host families, social group members and friends and spouses from other organizations. If your incoming student has a special talent or interest (i.e. swimming, music, etc.) contact the school’s swim coach, music teacher, choir director, etc. It is ok to ask for referrals. Keep a list with potential host families; sometimes a family may not be ready this year but may be ready in the future. Host Families do not need to be Rotarians.

Important Reminder! The Counselor cannot host your club's student.

Make copies of the Inbound Student application and deliver it to screened and vetted potential host families. Find out what time frame fits their situation. These dates are suggestions only!!! Do what works for your families, often they want to keep the student over Christmas.

- 1st Family mid-August to mid-December
- 2nd Family Mid-December to first part of April
- 3rd Family First of April to mid-July.

Involving Host Families

For non-Rotary host families – make them "Friends of Rotary" for the year by inviting them to meetings, picnics, or club functions. Put the non-Rotary host family on the mailing list to receive your club bulletin for the full year and not just the time they have the student.

Once you have secured your host families and they have completed the vetting process the last step is the orientation; set a date for a 1-2 hour host family orientation. Have the host family provide information packages and topics of discussion to give them. If you have multiple families secured, you may invite them as a group to your home for an orientation.

It is ideal if the first family has a teenager in high school. This helps the exchange student get into the stream of classes, study, meeting friends, activities, etc. Families 2 and 3 can be families with no children or grown children, both parents working, families with small children, retired couples and single parent families.

Our exchange students are selected as mature young people. They should not need after school supervision until parents get home. They will be either going to after school activities or will come home to do their homework, household chores, etc.

The bottom line is that you must have two (2) or preferably three (3) loving and caring families who are going to be fortunate enough to be chosen to enjoy the benefits of having a foreign student at their home for approximately three (3) to five (5) months. It would be best if you also had a respite or emergency family available.

Inbound Arrival

The host family or families and a few Rotarians should be at the airport to meet the student. At busy airports, it helps to hold a card or sign with your student's name to avoid missed connections. Our outbound students have repeatedly told us that one of the most appreciated events during the year was the warm reception they received at the airport.

However, it really only requires one genuinely friendly person to greet a student and make him or her feel at home. The important thing is to be sure that you know when your student will arrive and be there with a smile (even if flights are significantly delayed).

When enrolling the students at the appointed school, do not overload the curriculum. Students must adjust to many things in the school, in the home, and in the community. Your student needs time to make these adjustments before you can expect much in the way of scholastic achievement.

Vetting of volunteers

Persons who regularly provide transportation or involve students in activities must be vetted as Youth Exchange volunteers. These individuals should complete the volunteer application in YEAH. The only circumstance where vetting is not required is when the contact with the student is truly casual. Persons having casual contact (incidental and infrequent group contact) are persons not directly responsible for the youth but who may provide incidental transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or travel approved by the Host Family and YEO if the youth is a Rotary Youth Exchange Student.

Casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment.

Student welfare and problem solving

Rotary strongly discourages frequent and prolonged internet or social media use by students as it reduces their opportunity to participate with others and become involved, and it may delay their becoming proficient in English. Accordingly, host families should set limits for students regarding how much time they spend on the Internet. The Rotary YEO and counsellor will provide guidance on appropriate limits.

The District Committee encourages students to follow the 30 days dark rule. After the student arrives and lets their parents know that they have arrived at their new home city all contact with home should stop. We encourage students to post lots of pictures on social media as a way of communicating with home. Students that disconnect from home have a much greater chance of success.

The host club is obligated to pay students a minimum of $130 per month for spending and incidentals. The YEO should ensure this is paid monthly to save students the embarrassment of having to ask for it.

The club will also pay for Rotary meals, school fees, and all costs related to transportation for the student to attend district events.

Medical insurance for the inbound student is a requirement that is verified by District prior to departure from their home country. Regular medical care is the responsibility of the student's natural parents, but the Rotary Club usually assists in scheduling routine medical matters.

The YEO is responsible for the general welfare of the inbound student. Make sure that the student is happy, content, and well-settled and that the student, the host parents, and the natural parents know that the Rotary Club is maintaining a positive interest. The most common complaints received from host families are "Rotary has never done a thing for this student" and "The YEO never asks about the student and we have had to do everything that needed to be done".

In solving problems between the student and the host family, you are a mediator, not a judge. The YEO and counselor should call the District Chair and work to resolve the problems as required. Never accept the implication that the student is "all wrong". In many instances moving the student to a new host family immediately solves the problem. Be patient and work out the issues before moving the student.

Sometimes the student will come to you with problems. Your role will be to listen, to evaluate, and sometimes to mediate. Above all, listen to both sides of any problem. If there are no workable solutions between the parties refer to the Early Return Policy. See Appendix section.

When decisions are made to move the student from family to family, be sure that you inform the student immediately. A 16 or 17-year-old lives in a world of insecurity and needs to know what is going on. Word travels fast on social media.

Our inbound students have come to a foreign country. They are academically in the upper 1/3 of their class and can adjust rapidly, but a great deal of tolerance must be exercised. The YEO is responsible for facilitating a stress-free move to the next family. There is a natural reluctance by the student to move from the first family.

Once students are settled with the new family, they are immediately happy with the new circumstances and welcome the opportunity to broaden their scope and understanding. Every family lives life just a little differently and thus provides another opportunity for the student.

Travel while on Exchange

Traveling in company with a vetted Rotarian or non-Rotarian family is encouraged—students who wish to travel need to refer to the District 7010 Inbound Student Travel Policy.

If the student has any friends or relatives who wish to visit the district, the student must obtain approval for visitation from their YEO and District Chair prior to any visit taking place. See the "Guidelines for Parent's Visits" in the District 7010 Inbound Student Travel Policy.

Our travel policy will govern any travel involved. Relatives will have no jurisdiction during the student exchange year. If the student has relatives in the area, visiting privileges with the relatives will be limited.

Record Keeping and Regulations

For all inbound students, every change in residence, or contact information, (including street address of the new host family) must be recorded in the YEAH database within 24 hours of the move. An email to the student, the District Chair indicating that a change has been made will be auto generated from YEAH.

Students must attend school faithfully unless excused for a special opportunity, Rotary meetings or events. They must maintain satisfactory grades. Transferable credits for school courses cannot be assured. The transfer of credits is at the discretion of the School Districts involved. The student must return home at the end of the one-year. There are no exceptions.

Although all students act as unofficial ambassadors for their countries, their activities are to remain within the purposes of the program. They are under the direct control and guardianship of Rotary and are subject to immediate repatriation if their conduct is not acceptable to the Club or District Committee. Students will be eager to please if you provide the framework of rules and regulations you expect them to follow. Although students are encouraged to develop friendships, a romantic entanglement can be a reason to be returned to their country.

Working with the District Committee

The District Committee has in Inbound Student Liaison that officer will monitor the student's well-being and be your primary contact should you have problems or need assistance with your student.

Only the District Chair or designated representative has the authority to send a student home for disciplinary reasons. If you are having issues with a student involve the District Chair early and make sure your counsellor reports reflect any issues.

Youth Protection Guidelines

See the District Youth Protection Policy

Communication

If concerns arise, the District Chair should be the primary person to initiate communication with the student's sponsoring district or the student's parents or legal guardians. Any questions concerning these policies and procedures should be directed to the District Chair or members of the District Youth Exchange Committee, who are ready to help you through the process.

Maintaining Regular Monthly Contact

Maintaining regular monthly contact with the student and the host family is a requirement of the host club. This will include all forms of contact: in person, by phone, text or email. Some visits are required in person, but most can be made by any form. A "Monthly Counsellor's Report" must be filed online in the YEAH database with the contact dates for both the host family and the student. These must be filed at a minimum of once every 30 days. Any certified, vetted Rotarian can enter a report, but the counsellor should fill out a report at least monthly. Visits to the host family and with the student do not necessarily need to be done by the same Rotarian or on the same day. The report allows for the names of the person(s) doing the actual meeting. An evaluation at the end of the report noting the overall wellness of the student and any comments assists the District Committee greatly in understanding how well the student is or is not fitting in with life in North America.

Counseling Policies, Procedures and Guidelines

Inbound Exchange Students

- Every inbound student must have a club counselor, who identifies as the same gender.
- The counselor may not be the YEO or a member of the student's host family.
- The counselor will monitor the student and act as the student's advocate in order to maximize the student's experiences and protect the student's interests.
- The counselor should check on the student's progress frequently with the student, host parents and school counselor particularly early in the exchange. The YEO is expected to brief the host families on the rules of conduct for students, methods of communication, and the student's role in the family.
- Every LTEP Host Family should be furnished with a copy of "A Guide for Host Families", and a Host Family Binder that should include:
    - Rotary Circle of Support: contact info for District Chair, Inbound Liaison, YEO, Counsellor
    - Copy of student passport
    - District 7010 Policy on Abuse Prevention
    - Rotary Rules District 7010
    - Copy of rules signed by student and students parents
    - Insurance Information
    - Copies of Insurance Identification Card
    - Travel Policy for Inbound Students

Club Counsellor Handling of Problems:

- The club counsellor should be trained in responding to any problems or concerns which may arise during the exchange, including allegations of physical, sexual, or emotional abuse or harassment.
- The counsellor, in concert with the YEO, needs to determine the sources of any reported problems; i.e. the student, the host family, poor communication, etc. Please refer to the Early Return Policy.
- Prompt counselling is necessary to effect performance modification. Counseling may have to be both individual and joint with host parents or school counselor to result in the required changes. If repeat counseling for the same problem is required, it should be done with a witness and should be documented.
- Any significant student problem must be reported immediately by the YEO to the District Chair. The District Chair will monitor the progress and assist the club and recommend actions as required.
- Problems involving drugs, public drinking or drunkenness, driving, proven sexual activity or breaking the laws of the host country may result in the immediate termination of the student's exchange and return home. Romantic involvement or sexual activity by the student must be discouraged. Counselling should be used to try to modify the student's behaviour.

TERMINATION OF THE STUDENT'S EXCHANGE WILL ONLY BE DONE ON THE AUTHORITY OF THE DISTRICT CHAIR OR DESIGNEE.

Inbound Student Manual

The Inbound Student Manual is available in YEAH. Please read it. An electronic copy will be provided to your Inbound Student prior to their departure from their home (along with a link to the First Night and Second Day questions).

Student Travel Policy

The Student Travel Policy, including permission forms, can be found in YEAH along with the district Travel form. This form must be completed and uploaded into YEAH when completed.

Club YEO Guidelines for Outbound Students

ANY CLUB THAT SENDS A STUDENT(s) OVERSEAS MUST HOST AN EQUIVALENT NUMBER OF INBOUND STUDENTS.

Local Selection and Interview

- All eligible candidates are considered equally. There is no preference given to Rotary families but this is one of the few programs in Rotary International in which the children of Rotarians can participate. Make sure your fellow Club members know about the program so they can help spread the word.
- Go to your high school and talk with the Principal, Vice Principal or Guidance Counselors. Explain the Rotary Exchange program. Ask for help in announcing the program to the school; also ask for the name of a contact to work with you. Arrange to have information sheets available at a designated school office and posted on bulletin boards, along with an appropriate poster.
- Announce the Exchange Program to local schools - Make certain posters have been placed.

Arrange for announcements at assemblies or arrange to make a short presentation yourselfby publication in the school newspaper, etc. Include information telling the students about the rules and regulations of the program and how to apply. Be sure to use available social media resources to recruit interested candidates.

- A one page application can be found in YEAH that can be used for students to complete and you can contact them to arrange an interview. Be sure to set a deadline for the applications to be completed so that you can complete your interviews by the deadline to submit all required information to District (normally end of November). Your local committee will have to start work in September: very soon after the school year begins as your choice student's Long Term Application must be completed no later than December 31.
- Educational Considerations: Typically, student exchanges follow the sophomore (grade 10) or junior year (grade 11), but this can be determined only by consultation with the parents and the school. A year spent on an exchange possibly entails the loss of up to one year of formal education at home. If the student is of good ability and not too old, the addition of an extra secondary year is not a disadvantage when consideration is given to the great advance in general knowledge, language ability, understanding of another culture, and the maturity gained by a year abroad.

Local Interview Organization

- This will probably be one of the most important steps that you will take in the entire exchange program. The first task should be the formation of a Club Interview Committee. Members should include the YEO and members of the Club Youth Exchange Committee. If available, include a Rebound student, who can provide a valuable perspective. Other members of the club or community may be included if desired. The Committee will conduct the interview, usually chaired by the YEO.
- Each student to be interviewed must be accompanied by at least one parent or legal guardian. It is mandatory that a parent attend. If the parent cannot attend, either drop the student or arrange another time for that interview.
- Typically, this interview is in three parts, the first with the student, the second part with the parent(s) and the third part with both student and parent(s). It often advisable to have your current inbound student and a Rebound student outside of the interview room to casually chat with the parents and the student while the other party is in the interview room. Rebound students and the current inbound students are often valuable resources to understand the student's ability to be social in the setting.
- Conduct each interview using the same set of questions and evaluation sheet for each student. Follow up on any areas that require additional explanation. Examples of question and evaluation sheets are contained in the manual, on the website and in the Appendix section.
- Students MUST BE VACCINATED in compliance with Ontario Government Regulations. Make sure you ask about this in the early interview. We cannot place a student who is not vaccinated.
- Students whose parents are divorced or separated must be able to show that BOTH parents are in agreement on the student going on exchange. If they are selected as the candidate to go they will be required to provide information about the legal custody of the student.

Characteristics Governing Selection

Questions directed to the applicants during the interview should determine the following:

1. Why do they wish to enter the program?
2. If they are of above average ability. (The upper 1/3 of their class)
3. Probe their abilities as leaders, their participation in school, church and/or community activities.
4. The attractiveness of their personality.
5. Their degree of tolerance, their ability to adjust to a wide variety of people of different races, cultures and religious backgrounds.
6. Their ability to make friends.
7. Their ability to express themselves in both a spoken and written foreign language. (This is not a requirement.)
8. Their knowledge of world problems and affairs.
9. Their ability to debate without offending others.
10. Whether they have a spirit of helpfulness in the home.
11. The family's ability to cover the financial commitment of the exchange.

The student should have common sense, a pleasant personality, good manners and an ability to mix easily, thus making good ambassadors for their home, country and, on return, for the host country. To do this effectively they should have a keen sense of observation and the ability to learn and extend their knowledge of their host country and later to promote understanding of that country.

Remember, this program is not just for gifted students. We select on other criteria as well. The student must be well rounded, competent and capable of coping with educational commitments overseas.

Good home and life experiences are vital qualifications for selection. Selected students should come from homes where they have been raised in an atmosphere of security. Involvement in scouting, student council, debate, school newspaper, music and music competition and school sports are usually indicators of resourcefulness, a good sense of public duty and an ability to work well with a team. The student applicants should know their own community and country, its industries and way of life. They should be readers of current magazines, books and newspapers. Both student applicants and parents should be made aware that exchanges are limited to countries which we have exchange agreements with. Although each student will be given the opportunity to list several country choices, it must be made clear that the student may be placed in another country entirely.

After the Interview

- After the committee has selected the student or students:
- Call all students and send an email to the students that you have interviewed, telling them of the action taken by your Rotary Club Committee.
- Notify the successful candidate(s) that they have been accepted and now have to complete the Long Term (LTEP) Application. The application can be accessed via our online application link: https://yehub.net/C01-obapp.

- The YEO is responsible to make sure that three (3) originals of PAGE 1 of the Guarantee Form and the signed Rules and Conditions of Exchange with original signatures all in BLUE INK are sent to the District Chair. This will be scanned and added to the application package in YEAH.
- The online applications must be completed and reviewed by your club no later than the December 31. When the application is submitted a $500 non-refundable application fee is due and can be e-transferred to district7010treasurer@gmail.com
- Club YEOs must review the online application in YEAH to ensure that it is properly completed; with colour photographs and that all required signatures are signed in BLUE INK. The application supporting documentation should be completed by the student no more than one week prior to the final deadline so it can be reviewed in its entirety and any missing documents can be obtained. This is their first impression on their potential host district and should be free of typographical errors and is formatted with paragraphs and complete sentences. If an application is deemed incomplete or unacceptable by the District Committee, it will be sent back to the Club YEO for revision.

District Level Interviews

- The District Chair will notify the student about the District Level Interviews to be held in January via Zoom. The student and at least one parent must attend. Inform the student that the district interviews are also part of the selection process. Absolutely nothing is for certain at this point. If the District Committee has concerns about any student they will be discussed with the Club YEO.
- It is important to note that the District Committee may ask a student to leave the program anytime up to and including the May Bon Voyage weekend if they determine that the student is not ready to tackle exchange. This may include a student who is not putting effort into learning the language of the country they will be living, shows a lack of enthusiasm at District events or generally has a bad attitude that will not serve well in the foreign country.

District Outbound Orientation Session:

EVERY OUTBOUND STUDENT MUST ATTEND THE DISTRICT OUTBOUND ORIENTATION SESSION.

No student will be allowed to exchange until this requirement is met. The orientation program will include one online session and two in-person sessions. The first in-person session is held in February in Mattawa, Ontario, and the second will be held at the Bon Voyage weekend in May. The online session is for both students and parent(s) and is held in April via Zoom. During the April meetings, students will be expected to prepare a 5 minute presentation in the foreign language. During the Bon Voyage weekend, students must expand their presentation to 10 minutes.

Student Country Assignment

During the Mattawa Orientation weekend, the students will be told what country they will be going to. Although the student is asked during the interview process if there is a country they would like to go to we do not guarantee that county. The District Committee tries to match the student with a country that will be a good fit. When your student has been assigned to an overseas Rotary District, it is time to complete the following steps:

- Arrange for the student to attend as many regular weekly meetings of your Rotary as possible before departure.
- Tell your student as much as you can about your club projects.
- Sit down and talk with your students. Be sure that they have knowledge of your area of the country, and its industrial, agricultural, social and cultural situation.
- Place publicity in the local and school newspapers. Impress upon your student the need to communicate with your Rotary Club frequently so that publicity can be released during the year.

General Information

Travel Arrangements: Plane tickets will be purchased through the authorized travel agent. The ticket is a changeable round-trip ticket to the airport specified on the Guarantee Form received from the foreign country. This type of ticket expedites an emergency return home if required.

Passports: Students who do not already have a passport should be instructed to apply for one as soon as they are notified of their country placement. All passports must be valid through January of the year following the student's scheduled end of the exchange year.

Emergency Fund: the parents must provide suitable clothing as well as funds to purchase additional items as required while on exchange. The student must take an emergency fund in the amount required by their hosting country.

Students should also carry additional cash so that they can pay for expenses while in transit, especially if they experience an emergency. It is best to convert funds into the host country currency.

Credit Cards: If the parents agree, it is useful for the student to have a credit card.

Insurance: There is a mandatory District group insurance program covering medical, hospitalization and accidents. The fee varies annually and is included in the student's outbound fee. Some countries require that our students purchase health insurance in the Host Country.

Discipline and Control: The host District, host Rotary Club, and the host parents have full disciplinary powers over the students while abroad. The good names of your country and of Rotary International are too valuable to allow any person under Rotary sponsorship to act in a manner unbecoming to a person selected as an ambassador. This principle must be accepted by the sponsoring Rotary Club and the parents, as well as by the student. Strict adherence by all parties to the policies of a balanced program outlined by the District Committee will result in a successful exchange.

The greatest responsibility for success, however, falls upon the shoulders of the Rotary Exchange Student.

Early Return Policy

Background

Our goal is to support our students in completing a successful year as an exchange student. In order to work towards peace and good will in the world and ensure the continuation of this valuable program, District 7010 expects that students during their exchange year will strive to:

- Build good relationships between each other, their host families, their clubs, their schools and their communities,
- Learn the language and culture of their host country,
- Share the culture of their home country,
- Be an active, positive participant in a high school in their community.
- Be a good ambassador for Rotary.

Each year, some students encounter problems due to their behaviour or attitude that are serious enough to require district review and correction or require return before the intended return date.

Sending a student back to their home country before the end of their exchange is a serious matter and will not be done lightly or without due process.

This policy has been developed to address several issues:

- The need to address problems as early as possible.
- The need to address problems openly and clearly with the student and with others (host parents, natural parents, home Rotary club, etc., if necessary). Because of language difficulties and cross- cultural differences, students may need to hear something several different times, said several different ways and perhaps from several different people.
- The process must be fair, open and applied equitably across the district.
- Our procedures must be so fair and just that we would welcome their application to our Outbound Students if their behaviour is problematic.

As we recognize the value of guidance and counsel from the student's home district, club and family, it is important to include them in communications with the student when problems arise. Unless the behaviour or incident is extremely serious, the student's return should not come as a surprise to the student, to District 7010, or to the student's home district, club and family.

Levels of Discipline

The rules and expectations of District 7010 will be reviewed thoroughly with Inbound students before they arrive in Canada and again at the August Orientation. However, it is recognized that many students struggle with language issues when they first arrive and that the rules and expectations will need to be spelled out and repeated many times by all who have contact with the student, including the District Committee, the YEO and Counselor and the host family. Problem behaviour or attitudes should be addressed when they first occur. Be specific about the issue and be especially clear about what the student can do to remedy the situation.

Verbal Warning

If a small problem can be easily fixed, the student may receive a verbal warning from the Club YEO or District Chair. In this case, the problem is addressed, and the behaviour should be modified.

Yellow Card – Behaviour Contract

A yellow card is a warning that there is a problem that persists and that the student needs to change their behaviour immediately. Usually, the student will have a meeting with the District Chair, Counselor, YEO, and/or host family to discuss how to solve the problem and continue a successful year as an exchange student. The home district YEO will be contacted, and a behaviour contract will be signed. A yellow card does not mean the student will return home immediately. However, it does mean that the student must change their behaviour. If the student receives a yellow card, but do not change, we will most likely be send them home. Two yellow cards = a red card. Yellow cards can only be handed out by the District Chair.

Red Card = Immediate Return Home

A red card means that a serious problem has occurred, and the student will immediately return home. Some of the problems that will result in an automatic red card are related to the Four "Ds".

Problematic Behaviour

Examples of behaviour or incidents that warrant a verbal warning or Yellow Card but are not limited to:

- Unexcused absences from school
- Suspension from school
- Lack of effort at school and with homework
- Violations of District 7010 Travel Policy
- Cigarette smoking in places where smoking is not allowed
- Serious romantic relationships
- Sexual activity
- Delay or unwillingness to pay any debts
- Disregard of curfew established by host family or Rotary
- Disregarding rules set at rotary events or weekends
- Disregard for host family rules regarding use of personal computer, internet or telephone
- Disrespect of host family and host family roles, rules and expectations
- Intimidating behaviour
- Interference in student's exchange experience by parents, other family members, girlfriends or boyfriends in home country

These behaviours become especially problematic when they occur in clusters or begin to form a pattern.

Examples of behaviour or incidents warranting immediate return to home country (red Card) include but are not limited to:

- Driving of any motorized vehicle (land, water or air)
- Theft
- Pregnancy or impregnation
- Illegal drug possession, use or distribution
- Abuse or distribution of prescription drugs
- Expulsion from school for serious violation of school rules
- Alcohol consumption
- Possession of, or intimidation or assault with, a firearm or other weapon
- Serious violation of District 7010 Travel Policy
- Arrest by law enforcement
- Serious undisclosed medical problems
- Sexual assault or molestation
- Possession or distribution of pornography

Addressing the Behaviour

Depending on the situation or issue, the person giving the student feedback or guidance may be the student's YEO, Club Counselor, or District Chair or some combination. There should be close communication between all three and with the host family as well. If it is a school related issue, the school should be in the communication loop as well.

Be specific about the nature of the problem: Example: The student is spending an excessive amount of time on the Internet.

What do you want the student to understand: Example: "When you are spending all of your time messaging and chatting with people back home, you are not building relationships here with your host family and your new friends. Also, you are slowing the process of learning English by spending so much time thinking and writing in your first language."

What do you want the exchange student to do: Make this concrete and measurable so that you and the student will both know when the expectation has been met and the behaviour has changed. Example: "Starting today, we are asking you to limit your internet time to no more than X minutes in the morning and X minutes in the afternoon so that you can continue to build friendships and family relationships."

If the student who receives a verbal warning student continues the behaviour despite very clear counsel and guidance, the following actions will take place:

1. A second conversation will occur with the student to reiterate the problem and the change in behaviour that must occur.
2. The District Chair will send letters to the student's family, and District Representative notifying them that there is a problem, that the student has been counseled about the problem, that the problem is persisting and that we would like their support in bringing about a change in behaviour or attitude.
3. The student will sign a Behaviour Contract that will govern the remainder of the student's exchange.

4. The District Chair will notify the student that they have received a yellow card. Another yellow card and the student will be sent home.

If the behaviour from above persist or new problems come up and despite the efforts on the part of the host family, clubs and District as well as the home family, club and District, a letter will be sent to the student's family, home club and District stating that arrangements are being made to send the student home.

While we hope this process will be a learning and growth experience for the student, it should also assist us to improve the program. We will all have the opportunity to learn and improve from these difficult situations. We suggest the following:

- Someone familiar with the situation but in a position to provide objectivity should conduct an "exit interview" with the student. It is an opportunity to assure students sent home early that they are not bad persons but that their behaviour or attitude made it impossible for them to complete their exchanges. We can share with them what we wish they had done differently, and they can let us know what they wish we had done differently. Was there something we could have said or explained differently, or in such a way the students could have integrated the guidance into their behaviour?
- Debrief the people closely involved with the situation and the student. These are painful decisions to make even when they are the right decisions. Host parents, YEOs and District Committee members and school staff need the opportunity to talk about how they were affected and what they might do the next time to achieve a better outcome.
- Summaries of the above conversations should be discussed with the District Committee for possible sharing with our exchange partners and to use for overall program improvement.
- It would be useful to prepare a written summary of the problem, the efforts made to improve the situation, the difficulties encountered and the final outcome. Copies should be provided to the Rotarians involved, and a copy retained to serve as club "institutional memory."

Under no circumstances is a student to be returned to their country early before these steps are completed and MUST have the written approval of the District Chair.

The best advice that we can give you regarding behaviour or issues whether you are dealing with an Inbound or Outbound Student please advise the District Chair or a member of the District Committee ASAP. They are best situated to help assist with any problems inbound or outbound students are having.

In addition, make sure that the counsellor report shows this behaviour.

Counsellor reports should say "The student had an amazing time in Disneyland", this is implied. It should specifically talk about the behaviour, club involvement, host family relationship, etc. It is very hard to send a student home if the counsellor report shows that the student is perfect, remember the district chair has to defend the decision to send the student home with the sponsor district.