

# ROTARY INTERNATIONAL DISTRICT 7010

## Youth Exchange Club Manual



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## ROTARY INTERNATIONAL DISTRICT 7010 YOUTH EXCHANGE PROGRAM

The Rotary International Youth Exchange Program is a tremendous adventure in International Service. Each year it enables many thousands of students to travel to distant parts of the world to live and study in a different environment. The impact the program will have on international relations in the future is incalculable. Perhaps more important is the impact the program is having on the lives of the students fortunate enough to participate in it. These young people will be community leaders in the future. The breadth of experience and widening of their horizons, which is brought to them through this program, will play a vital role in the shaping of tomorrow's world.

This is a program in which even smaller Clubs can participate, both in hosting and sponsoring students from and to overseas countries. It is an extremely rewarding experience for everyone concerned and the participation by students, parents, Rotary Clubs, and communities, yields an abundance of international goodwill.

### OBJECTIVES OF THE PROGRAM

1. To further international goodwill and understanding, by enabling students to study at first hand some of the problems and accomplishments of people in other lands.
2. To enable students to advance their education by studying for a year in an environment entirely different to their own and undertaking courses of study in subjects not normally available to them in secondary schools in their own community.
3. To broaden their own outlook by learning to live with people of different cultures, creeds, and colours, and having to cope with day-to-day problems in a new environment completely different to the one they have experienced at home.
4. To act as ambassadors for their own country by addressing Rotary Clubs, community organizations, and youth groups in their host country, and by imparting as much knowledge as they can of their own country and its' problems to the people they meet during their year abroad.
5. To 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 by addressing Rotary Clubs and other organizations.

### WHO IS ELIGIBLE

- i. Rotary Youth Exchange in District 7010, students must at time of departure, be at least 15 (preferably 16) and must not be older than 17 years & 6 months as of July 1<sup>st</sup> in the year of departure.
- ii. Outbound students must be CANADIAN citizens.
- iii. Applicants must have an outgoing and pleasant personality to fit them for the role as an "Ambassador", for Rotary and their country. They must have the ability to accept discipline and be capable of adjusting to new and different living conditions, cultures, customs, food and language.
- iv. Applicants must be of good character and reputation.
- v. Sons and daughters of both Rotarians and non-Rotarians are eligible. All candidates are selected solely on individual merit.

## PROGRAM GUIDELINES

As a result of several years' experience at the Club and District level, your District Youth Exchange Committee has been able to establish these guidelines with a hope that they will help all of us make the program even more successful in the future. It should be kept in mind that this is a District-to-District exchange with some specific stipulations that must be followed by all parties concerned and Clubs agree to these stipulations by virtue of their participation.

### Legal Guardian

The District is the legal guardian to all inbound exchange students.

### Chaperone

The Rotary Clubs hosting inbound exchange students assume the role of chaperone.

## RESPONSIBILITIES OF DISTRICT YOUTH EXCHANGE COMMITTEE

Under the auspices of the District Governor, each participating Rotary District establishes a District Youth Exchange Committee of several Rotarians experienced in the program. The Committee's responsibilities include:

- Encouragement of participation in the program
- Establish guidelines for the program's successful operation
- Arranging exchanges with Districts in other parts of the world
- Assisting Clubs by providing information and helping solve any problems which may arise
- Preparing Inbound and Outbound Students through orientation meetings and social activities for all students in the District

## CLUB YOUTH EXCHANGE COMMITTEE

The appointment of the Club Youth Exchange Chair is of extreme importance to the success of the program. This person should be chosen not only for an interest and sympathy for the Exchange Program, but also because of an interest in young people.

In many circumstances it will be necessary for the Chair to act without reference to the other members of the committee. If the Chair-Elect feels unable to accept this responsibility, it is better that the position be offered to a Rotarian who is prepared to accept the challenge.

The ideal Club Youth Exchange Committee should consist of no fewer than four members:

1. Chair,
2. Vice-Chair,
3. Member,
4. Immediate Past Chair.

Assuming each member progresses through the ranks, the incoming Chair will have a minimum two years' experience before accepting the responsibility.

**NOTE:** It is of the utmost importance that this committee retain continuity of membership.



**District 7010, Calendar of Youth Exchange Events**  
(revised as at October 5, 2009)

--2009--

**September 8<sup>th</sup>**

**Posters & preliminary app's to  
high schools**

**September 30<sup>th</sup>**

**High School Application**

**\*October 15<sup>th</sup> - 18<sup>th</sup>**

**Inbound & rebound students attend District  
Conference, Niagara-on-the-Lake**

**October 31**

**Interview and Final Selection by club**

**November 30<sup>th</sup>**

**Deadline for Long Term Applications to District**

**\*December 4, 5, 6<sup>th</sup>**

**Inbound Student Weekend (Midland-  
coordinated by Alison Durtnall,  
committee member)**

--2010--

**\*February 5<sup>th</sup> - 7<sup>th</sup>**

**Winter Weekend for all Inbound  
& newly selected Outbounds**

**\*March 27<sup>th</sup> - 28<sup>th</sup>**

**Outbound Student & Parent Committee  
Interviews & Orientation, North Bay**

**\*April 24<sup>th</sup> - 25<sup>th</sup>**

**Training session for Club YE Officers, North  
Bay (this will be held in conjunction with PETS & District  
Assembly which will be on Saturday April 24 and Sunday  
April 25, 2010)**

**\*May 22<sup>nd</sup> - 25<sup>th</sup>**

**Ottawa Weekend for all inbound  
& outbound students**

**\*Attendance at these events is mandatory**

**\*As mandated by R I & attendance is mandatory for Club  
Youth Exchange officers**



## Youth Exchange Committee, District 7010

Countries of Responsibility  
2009 - 2010

- District Chair: **Lise Dutrisac (Roland Lavoie)**  
Responsible for both long & short term program  
Rotary Club of Sudbury  
57 Winfield Lane  
Sudbury, ON P3A 6E2  
Tel: (705) 566-9270  
Bus: (705) 675-1151 ex, 3422  
Fax: (705) 675-4895  
Email: [ldutrisac@laurentian.ca](mailto:ldutrisac@laurentian.ca)
- Assistant Chair: **Dan Wyjad (Susan)**  
Rotary Club of Bracebridge  
PO Box 177  
Bracebridge, ON P1L 1T6  
Tel: (705) 645-4893  
Bus: (705) 645-8787  
Fax: (705) 645-3390  
Email: [djwyjad@wylaw.ca](mailto:djwyjad@wylaw.ca)
- Committee Member: **Brenda Booth**  
Argentina, Brazil, Mexico  
Rotary Club of Peterborough-Kawartha  
476 Settlers Ridge, Heritage Park  
Peterborough, ON K9L 2A6  
Tel: (705) 740-2315  
Bus: (705) 742-0451 ext. 232  
Fax: (705) 742-7274  
Email: [bmbooth@nexicom.net](mailto:bmbooth@nexicom.net)
- Committee Member: **Alison Durtnall (Dave)**  
Germany, New Zealand,  
S. Africa, Taiwan,  
Thailand  
Rotary Club of Midland  
7 Bailey Crescent  
Wyevale, ON L0L 2T0  
Tel: (705) 322-9671  
Cell: (705) 790-7347  
Bus: (705) 526-4233 ext. 2234  
Fax: (705) 526-0443  
Email: [adurtnall@nebs.com](mailto:adurtnall@nebs.com) [adurtnall@gmail.com](mailto:adurtnall@gmail.com)
- Committee Member: **Lyn Vuorimaki**  
Austria, Belgium,  
Denmark, France  
& Switzerland  
Rotary Club of Nipissing  
254 Cedar Heights East  
North Bay, ON P1B 8G3  
Tel: (705) 476-2564  
Fax: (705) 476-2564  
Email: [interiors@onlink.net](mailto:interiors@onlink.net)

**\*Committee Members are responsible for all business and correspondence to the clubs, pertaining to both the Inbound & Outbound students from the countries that they are responsible for.**

# ROTARY INTERNATIONAL DISTRICT 7010 YOUTH EXCHANGE PROGRAM



## GETTING STARTED IN THE YOUTH EXCHANGE PROGRAM

The rewards of hosting a Rotary Exchange Student make this one of the most valuable international projects a Club can undertake. Each Club hosting an Inbound Student becomes eligible to sponsor an Outbound Student.

Each year, in July, the District Youth Exchange Committee will notify each Club in the District that applications are invited from Clubs willing to host an overseas student. Should a Club be interested in participating in the program, the following procedure is recommended:

- The idea of hosting an overseas student should be discussed fully with the Club.
- The proposal should also be discussed fully within the families of prospective hosts.
- It is desirable to have a minimum of three and a maximum of four host families. The Board of Directors may agree to the inclusion of non-Rotary hosts should such approved homes be available and the host anxious to participate in the program.
- The Club expense involved in hosting a student should be fully discussed and approved. A budget of approximately \$4,000 should be allocated towards participation (see Budget. This information will be forwarded to you each year, following approval by the voting members attending the District Annual Meeting, held in April).
- Once agreeing to participate in the program, the Club should then appoint a Youth Exchange Chair. Having done this, advise District Youth Exchange Committee of your Club's intent, and forward name, address, telephone, fax, and e-mail information of the newly appointed Club Chairman. From experience, the District Committee has found that it is much more effective to deal directly with the Club Chairman.

In assigning inbound Students, your District Committee attempts to both ensure compatibility with the Hosting Club and provide as wide an assortment of Nationalities as possible over a period of years to each participating Club.

### TIMETABLE

The Exchange Program is based on the school year of the students involved. Students from the southern hemisphere may arrive in January and return the following January. Students from the northern hemisphere usually arrive in August and return home at the termination of our school year in June (those who participate in the Western Canada Tour return home at completion of trip, end of July or early August).

A Rotary Club wishing to host a student should notify the District Chair of their desire not less than six

months prior to the period that they wish to begin hosting. They should also state their preference for boy or girl and country of origin (bearing in mind the above paragraph). Although the District Committee tries to accommodate Club preferences, logistics are such that sometimes substitutions must be made. A Club who hosts an Exchange Student may also sponsor one! It should be remembered that this program works on reciprocity. When a Club chooses to host or sponsor a student it can also expect to honour the reciprocal portion with the same exchange year.

## DOCUMENTATION

### **Application**

Upon receipt of the inbound Student's application from your District Contact (all paperwork is processed through your District 7010 Committee), the most urgent item for the Club's attention is:

- the signing of the GUARANTEE FORMS.

### **Guarantee Forms**

THREE IN TOTAL. Please note all three documents are original, and parts "A" & "B" will be completed upon receipt.

"C" & "E" to be completed by the hosting Club and

"D" by the designated high school

NOTE: (Clubs involved from year-to-year rotate around the local schools). Be sure that the school "RUBBER STAMPS" or "SEALS" the appropriate spot.

### **Documents to District within 2 weeks for Visa**

RETURN ALL THREE completed guarantee forms to your District Contact **within two weeks**. This document is used to obtain the necessary Visa and Student Authorization Permit, hence the urgency to return these very important papers as soon as possible.

The Host Club retains all portions of the application (with the exception of the Guarantee Forms) for their records. When returned to your District 7010 contact, the Guarantee Forms will then be forwarded to the inbound student.

### **Document retention**

District will keep student, host family, and volunteer applications and other important program documents for 10 years after which said document will be disposed of in an appropriate manner.

## HOST FAMILIES

The Host Club has an obligation to arrange suitable host families (not necessarily Rotarians) for a total period of approximately 12 months. The most usual arrangement is to provide about four families, each of whom will host for about three months. A "back-up" family is recommended in the event one has to decline for whatever reason, or problems develop which cannot be resolved except to move the student. Ensure that primer and guidelines are given to Host Families to assist them in deciding to become a host family.

Rotary families should be given the first opportunity to host! However, there is absolutely nothing wrong with using friends, neighbours, or the families of past or present Outbound Students. In fact, parents of Outbound Students are encouraged to host.

The first Host Family SHOULD BE CONFIRMED by the time the student's Guarantee forms are returned. It is desirable to have the names of all Host Families before the student arrives. If the first Host Family name is unknown then provide the host club contact name.

The age of the Host parents, the age of their children, or their place of residence should not, within reason, be a barrier. The important factor is making sure that the family is made fully aware of the program objectives, their responsibilities, and is, of course, willing to participate. All too often we overlook excellent families as hosts because we fail to tell them how exciting and rewarding this program really is.

It is usually desirable to use a Rotarian family as the first Host Family to enable the student to get off to a good start with the host Rotary Club's members and activities. If possible it is also good to have a son or daughter in the family who is attending the same school and can accompany the student until they become familiar with their new surroundings. If this is not possible, perhaps the Host Family can introduce the student to a neighbour's son or daughter who will assume this task. Some clubs provide financial assistance to host families. For more information contact any District Committee member.

### **STUDENT COUNSELOR**

The committee must appoint a Counselor for the Inbound Student. The Student Counselor's job is of the utmost importance.

Preferably he/she should be a Rotarian who has, or has had, recent experience in bringing up a teenage family with all its varied problems. He/she should be tactful and possess sympathy and patience in the exercise of his/her duties. If the Counselor is male his wife will naturally fill an important role as confidante should the Inbound Student be female.

Although the appointment of the Counselor is made by the Club, it is necessary for the Counselor to defend the rights of the student, the sincere requests of the parents, and the rules of the District Committee against any over-enthusiasm of the Hosts or the youthful exuberance of the student.

NOTE: In order to maintain independence, the counselor and his family cannot also be a host family. See duties of Counselor.

### **RESPONSIBILITIES- Youth Exchange Committee, Club level**

1. The youth Exchange Committee, with the help of the Counselor, will select all Host Families and provide for their orientation individually or as a group. Each family should be given a copy of GUIDELINES FOR HOST FAMILIES- see below.

The Committee will schedule the duration of the student's stay and moving dates with each Host Family. This should be typed out and a copy given to each Host Family and the Inbound Student.

2. It is important to have the student out to Rotary Club meetings and other club and partner events,

especially during the early stages. It gives the student and members an opportunity to get to know one another and enhance student/member/family interaction. It may not be possible to arrange school classes around Club meetings. If not, the Counselor should advise the school on registration that the student will be late or miss some classes as attendance at Rotary meetings and functions is considered a very high priority for the overall success of the exchange.

3. It is the responsibility of the Committee to involve the entire Rotary Club, by promoting interest in as many members as possible to make sure that the Exchange Student has a complete cultural experience. One suggestion is that each member be designated a given week in which he/she and his family entertain the student sometime during this seven day period. In this fashion, each Club member has the opportunity to experience Youth Exchange, on a one-to-one basis.

Many activities such as taking the student to sports events, home for dinner, or to the cottage, may be repeated several times. The most important aspect is the involvement with as many Rotarians or others as possible and not the actual activity. If your Student is to attend your Rotary meetings on a regular basis, one method of increasing involvement is to assign a different Club member to bring the student to the meeting.

4. The Committee should arrange for the student to speak to the Club on at least two occasions. This should be after the student has a grasp of the language if he or she is not fluent in English. Most students will have a good slide presentation to present. You should encourage the student to make slide presentations at schools, churches, youth groups, or other service clubs, etc.

### **FINANCIAL RESPONSIBILITIES- Club**

Rotary Clubs have certain financial responsibilities to their student:

#### **Monthly Allowance- minimum \$100**

Supplying each Inbound Student with a MINIMUM allowance of \$100.00 through the Counselor (see Budget for up-to-date amount). This amount will vary, depending on local conditions and student requirements. Check with the District Committee to determine an acceptable amount for your particular area. Some students rely very heavily on this allowance and it should be in the hands of the student **on time** each month - set a specific date and keep to it! Don't disappoint the student.

#### **Cost of tuition**

In addition to the monthly allowance, the Club is also responsible for the cost of the student's tuition, if any, and the cost of transportation to and from school if required.

#### **Cost of orientation and district sponsored events**

Providing the cost involved with orientation and other District-sponsored events for both the Inbound and Outbound Students- see Budget below for list of events.

### **TRAVEL**

#### **Within host club area**

The Club membership should be made aware that the student must adhere to the YOUTH EXCHANGE PROGRAM GENERAL INFORMATION AND RULES; and in particular to the four "D's" and travel

restrictions. Students may travel within the Host Club area at any time with Host Parents or Rotarians without the Counselor's permission.

### **Cannot travel alone or with other students**

It should be stressed that students CANNOT travel alone or with other students. In other words, students will not be permitted to take off on an unsupervised holiday. Consideration can be given to students traveling from point "A" to point "B" by public transportation where they will be under adult supervision at either end, providing it is with the Counselor's permission.

### **What kind and how much travel is permitted**

The question of what kind and how much travel is permitted seems to come up again and again. Hopefully, the following will be of assistance in dealing with your inbound student. All students have signed a document containing the following clause:

Travel outside of your immediate area is permitted provided you travel with your Host Parents, Rotarian or other recognized adult, and must be approved by your Club Counselor.

Students are not allowed to travel alone neither are they permitted to travel as a group without adult supervision except under certain conditions whereby they are placed on public transportation at point "A" by a recognized adult and met at point "B" under the similar conditions.

### **Travel outside of Rotary District 7010 and the Province of Ontario/Quebec**

Travel outside of Rotary District 7010 and the Province of Ontario/Quebec, depending on the location of the Host Club, requires a letter of approval from their natural parents. Copy of consent letter is to be sent to District 7010 Chairman, along with the itinerary of the intended trip. Traveling outside of the Province must be chaperoned.

### **Reminders about travel**

The bottom line is that you, the Club, should know at all times where your student is in case an emergency should arise. **DISTRICT 7010 IS ULTIMATELY RESPONSIBLE** for the well being of all Inbound Exchange Students, and we rely heavily on the clubs to help share in that responsibility. In other words, all the necessary information that you, as a parent, would expect to get from your own son/daughter while traveling is nothing less than we would expect you to do for the traveling student.

The District Youth Exchange Committee is often contacted directly by the student, requesting permission to travel, even before they have talked to you. We will explain what is permitted but the ultimate decision rests with the Host Club. Providing it falls under the rules of travel, the District will seldom, if ever, overrule a Host Club in its decision to grant travel.

The one thing that most students have to be reminded of is that this is a High School exchange and is therefore expected to attend school. Travel is a bonus that should not be abused! Casual use of Rotary members as travel agents to arrange trips and accommodation with Rotarians in other cities, outside of our district, is to be avoided.

As long as they fulfill their obligations as an exchange student, the experience of travel can only add to the overall benefits of the exchange. There is not a District Rule, per se, that says at what point travel becomes excessive. When travel is offered through Rotarians, Hosts, Counselors, or other friends of trust, and providing it does not interfere with Club or District mandatory events, so be it.

### Warning- No excuse

Sometimes students will ask their Host Club permission to do something which is against the regulations, in the hope that the Club will "GIVE-IN", or be unaware of what is prohibited. Such requests usually involve travel or attendance at school! Students should know that this type of behaviour is unacceptable, since ignorance of the regulations is no excuse for breaking them. All students are informed of the rules before they left home. The excuse that "The Club said that I could do it!" is NOT acceptable.

In accepting the responsibility of hosting an Exchange Student, your Club has also accepted the responsibility of ensuring that the student has every opportunity for a successful exchange. All too often the student feels that the Rotary Club has no interest in them and everything is being left to the Host Families. It is absolutely essential that continual and friendly contact be maintained (especially when the student is being hosted by a non-Rotarian family), between the student and the Club Youth Exchange Committee, so that the student is given the feeling of "belonging" in the community and being part of the exciting experience in international understanding. Clubs who can achieve this will reap rich rewards from the program.



## ROTARY INTERNATIONAL EXCHANGE PROGRAM

## DISTRICT 7010 YOUTH

## EXCHANGE PROGRAM

### GUIDELINES FOR STUDENT COUNSELORS

The Committee **MUST** appoint a Counselor for the Inbound Student whose duty is one of the utmost importance. The Counselor should be a Rotarian with a well balanced outlook and an ability to work and relate to teenagers. At the same time the Counselor must be able to coordinate and inspire the Club membership and Host Family involvement with the student. It is a job which requires tact, sympathy, and patience, but can be very satisfying. The partner will naturally fill an important role, particularly if the student is of the opposite sex.

Although the appointment of the Counselor is made by the Club, it is necessary for the Counselor to be prepared to defend the rights of the student, the sincere requests of parents and the rules of the District Committee against any over-enthusiasm of the Host Families or the youthful exuberance of the student.

NOTE: In order to maintain independence, the Counselor, and his family, cannot also become a Host Family.

#### **Training for Student Counselor**

Prior to appointing the Counselor, he or she must received specialized training in the duties he or she will be required to complete vis à vis the student.

#### **Responsibilities of the Inbound Student Counselor**

The responsibilities of the Inbound Student Counselor, with help from the Club Youth Exchange Committee, are as follows:

##### **1. Letter of Welcome**

As soon as the student's application is accepted, write the student a warm letter of welcome explaining a little about your community, etc. Give the name and address of the first Host Family and encourage that family to write also. If dietary restrictions are noted on the application form, you should request an explanation of what these entail. List of Contact Names and Numbers are to be given to the student

##### **2. List of Contact Names and Numbers are to be Given to the Student**

As host club or district, the student must be provided with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's:

- \* Rotarian counselor
- \* Host club president
- \* Host district chair
- \* Host governor
- \* Sending club president

- \* Sending district chair
- \* Sending district governor
- \* Two non-Rotarian resource persons (one male and one female)

This list must also include local resources:

- \* Medical care
- \* Dental care
- \* Mental health care
- \* Law enforcement professionals

Where available, this list should also include:

- \* Local resources
- \* Suicide prevention hotlines
- \* Rape crisis hotlines
- \* Local child protection agencies

### **3. Emergency Number 24 hours/day**

Ensure that the student is given a telephone number where they may contact district at all times, 24 hours per day, in case of emergency. This number plus an alternate number is to be provided to the student. Until otherwise noted, this will be the District 7010 Chair, Youth Exchange, Lise Dutrisac, 705.675.1151, ext 3422, or 705.562.8680 cell).

### **4. Meet student on arrival**

The counselor, Club Youth Exchange Chairman, or some other member of the Committee, must meet the student on arrival. Hopefully at least one parent of the Host Family will also be on hand. You may not recognize the student from the picture on their application (it's probably at least a year old), so look for the distinctive blazer.

### **5. First few days with counselor**

It is an excellent idea for the student to spend the first few days or week with the Counselor and partner before going to the first Host Family. This allows the student to overcome any "jet lag" and enables the Counselor, partner, and student to become well acquainted and an opportunity to establish confidence and rapport. During this period the Counselor can also attend to the student's financial arrangements and high school registration.

### **6. Establish Relationship**

At the earliest opportunity after arrival, the Counselor should have a good heart-to-heart discussion, developing a parent/child relationship. The student should be oriented to local conditions of schooling, family discipline, the need to conform to normal Host Family practices and shared responsibilities of the home. Rules concerning smoking should be discussed. If the Host Family is a non-smoking home they are quite within their rights to request the student not to smoke within the confines of the family home. The ***YOUTH EXCHANGE PROGRAM GENERAL INFORMATION AND RULES*** should be reviewed. It should be emphasized that this document does not say one thing and mean another. In other words, we expect it to be complied with in all respects. Financial arrangements should be clarified, including the compulsory deposit of the contingency fund in a joint account.

## **7. Open Joint "Trust" Account**

A joint "Trust" account should be opened as soon as possible in both the student's and a Counselor's name whereby it is necessary to have both signatures before money can be withdrawn. This account should be a savings account with NO chequing privileges and must contain a minimum of \$500 at all times as the required Contingency Fund. A second account opened in the student's name only, such as a chequing account, is a good idea for their everyday needs. Some Clubs deposit the students' monthly allowance directly into this account; others prefer that it be passed through the Counselor's hands to give to the student.

It is recommended that the bulk of the student's funds should be placed in the joint account to prevent the student from "living it up" during their first few weeks in Canada. Some students have never had a free reign with any great amount of money suddenly at their disposal. This control may not exactly be appreciated by some students! However, the Counselor must remain firm, especially if the student has arrived with considerable funds in excess of the basic contingency fund and without direction from the student's parents as to its disposal.

## **8. Verify Passport, Visa, Airline Ticket**

Check the student's passport and verify that:

- a) It is valid beyond the expected departure date, preferably six months beyond in case of sickness or some unforeseen circumstances.
- b) Student Visa, and Student Authorization are in order (showing correct high school, duration of stay, and expiry date, etc.) and arrange to have them changed if necessary.
- c) Check their airline ticket. Should be an open ticket with no return date showing. Ask the student what information they were given about validating for the return trip. Some students will know the exact date as they travel in a group to and from their home country; others will depart at the most opportune time (see Timetable - above).

Finally, now that you have all of this documentation at your fingertips - KEEP IT! Store it in your Safety Deposit Box, for safekeeping. Should the student turn out to be a problem student and the decision is made by the District Committee to terminate the exchange you then have the upper hand, in that you hold the passport and return ticket (see Termination).

## **9. Meeting with the Guidance Counselor**

Arrangements should have been made to meet with the Guidance Counselor within a day or two after arrival and determine the course of study best suited for the new arrival. Some students may have recently completed their high schooling just before leaving home to go on exchange. Host Clubs are under no obligation to enroll students in college or university should they be requested to do so. The Exchange Program is based at the secondary school level and attendance is a prerequisite to selection.

Here are some points to guard against! Those students who have completed schooling and enrolled in a standard course of study have complained of boredom. It is therefore recommended that these students follow a course of study which involves subjects not normally available to them in their home country. Some young people feel that they are obliged to assume an almost impossible academic load. It is not uncommon for the Exchange Student to want to take four or five laboratory courses as well as a full

schedule of other subjects. On the other hand, some students will want as few courses as possible, hoping for a year of vacation. Assistance, with help from the school Guidance Counselor is necessary in such matters.

Canadian history and geography should be encouraged. English Literature and Composition should not be a prerequisite for foreign speaking students unless they have a reasonable grasp of the language when they arrive. Some foreign-speaking students may have the basics of the English language but their limited vocabularies usually create problems in advanced English courses.

## 10. Clothing-winter

The student will likely need clothing. Since they do not know local values, it will be important for the Counselor and/or partner, or the first Host Family to accompany the student shopping. Those from warmer climates are encouraged not to buy winter clothing until they arrive in Canada. Quite often the Host Family or a Club member may be able to provide a suitable winter coat or jacket but the purchase of winter footwear will still be necessary.

## 11. Regular Meeting With Student and Host Family

The counselor must meet regularly with the student to discuss the progress of the exchange. It is equally important to talk of the good as well as the bad times. Students cannot be expected to seek help and guidance from the counselor during the bad times if there has been no prior association during the good times. The Counselor should check individually with the student AND Host Family, frequently, during the early stages to make sure things are going well and both sides are compatible, one with the other.

## 12. Homesickness and what to do

It is not unusual, especially in the first few weeks, that the student may be inclined to become homesick! With changing cultures, customs, and possibly also having to adjust to a new language, some level of homesickness may be expected. Experience has shown that the best antidote is to be sensitive, cheerful, positive, and, above all else, keep the student extremely busy. No student has ever died of homesickness! Keep the student involved with lots of people.

If your student speaks a foreign language, hopefully you have a former Canadian Exchange Student who can converse with them in their native tongue. Sometimes, just some touch with home (even just speaking the language) can ease the homesickness. Try to dissuade the student from calling home every time they feel a little down. Not only does it get expensive ... it really doesn't help and can make things worse.

**NOTE:** Encourage the student to send reports and letters to their sponsoring Club and District, at least once every three months. Some students are supplied with reports to submit as frequently as once a month.

## TRAVEL

Students may travel at any time with Host Families or Rotarians without the Club Counselor's permission, within District 7010. However, it should be stressed that students CANNOT travel alone or with other students. In other words, students will not be permitted to take off on an unsupervised holiday. Consideration can be given to students traveling from point "A" to point "B" where they will be under adult supervision at either end, providing it is with the consent of the Club Counselor. Whenever the student is to be out of town overnight the Club

Counselor or Club Youth Exchange Chairman should be made aware of the fact and given the necessary details (name, address, phone number, etc.) where the student may be reached in case of an emergency. When traveling on vacation with a Rotary family or other group, an itinerary and list of telephone numbers must be provided (See Travel, for a more detailed District 7010 policy).

### Traveling outside of Rotary District 7010 and the Province of Ontario/Quebec

Depending on the location of your Host Club, this may require a letter of consent from your natural parents. A copy of the Letter of Consent and the dates of travel are to be forwarded to the District Chair **PRIOR** to departure.

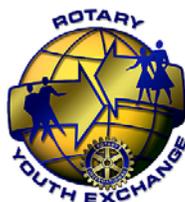
If the Counselor and student are not compatible, the Counselor should step down in favour of another Rotarian, where there can be a happier relationship. It is imperative that as close a rapport as possible be developed between the Counselor and Student! This in no way should reflect as an indication of failure on the part of the counselor who is stepping down. Personalities can clash for no apparent reason.

## District 7010

### Travel Approvals

Situation	Requirement	Host Parents	Counselor	Club Chair	Club President	District Rep.	District Chair	Natural Parent
Travel alone	Not permitted							
Outside immediate Area	With recognized Adult		Yes					
Point A to B on Public transportation	Sent and met by Recognized adults		Yes					
In group	Adult supervision		Yes					
Outside District				Yes	Yes		Yes	Yes
Outside Ontario! Quebec	Chaperoned, Consent letters & Itinerary to District				Yes		Yes	Yes

### GUIDELINES FOR HOST FAMILIES



Host Rotary Clubs are responsible for selecting families who are representative of their community and are willing to assume the responsibilities involved in hosting an Exchange Student.

The normal stay is about three months with each of the four Host Families. This is the recommended period and number of hosts during the exchange: Living with different families gives the student a broader base for understanding the culture of the host community.

Families may or may not be Rotarian. Although families with teenage children are desirable for the student's first Host Family, those with younger children or with grown children may also make suitable hosts. Where there is not a child of similar age in the first Host Family, it is advisable (through friends or fellow Rotarians), to find a student of the same age who may live close by to accompany the new arrival and assist them through the initial stages of attending a strange school. It is important that the Host Families, Counselor, and school officials (usually Guidance Department) each have a clear understanding of their responsibilities in the scheduling of the Exchange Student's time and activities.

### Training for Host Families

Specialized training is required for any Volunteer working with youth. This includes host families who are looking to have a student live with them for a number of months and this applies to both Rotarians and Non-Rotarians.

## A GENERAL GUIDE TO HOST FAMILIES

Hosting a student from another country is a challenge and an opportunity. The experience enriches every member of your family who participates. In the broader sense, you share in international understanding and fellowship.

Part of this process is sharing with the young student your culture as it exists in everyday life. This does not mean elaborate entertainment; it does mean making a visitor a part of your family with opportunities to share in all aspects of home, school, and community life. Refer to a primer for host families.

### THE FIRST STEPS

Your very first step will have been taken by agreeing to be a Host Family. To advise you of the rules governing this program will be the first step of the Hosting Rotary Club. For the most part these are simple, common sense stipulations, such as no romantic attachments, no driving of motorized vehicles (see Rules). The Club will have appointed an individual who assumes the role of Counselor for the student. This person can be a major assistance throughout the exchange, and should be consulted on all matters and/or questions pertaining to the student - do not hesitate to consult with the Counselor should you foresee problems developing.

The prospective Host Family should correspond with the student and his/her parents as soon as all information is available to you. This formality helps break the ice and, more importantly, gives the natural parents some peace of mind before their offspring steps, physically, out of their life for the next twelve long months.

In addition to extending a warm welcome, one should include such information as the names and ages of your family, perhaps a photograph of your home, the school they will be attending, and some details about the community. On a more practical point, the type of clothing required for our climate. If the student is arriving from a warmer climate than ours, it is advisable that they not purchase winter clothing until after arrival. Should it be one of those miserably cold January winter days when your student arrives from the warmer climes of the southern hemisphere, mention in your initial correspondence that you will be prepared to meet them and lend appropriate winter clothing until they can purchase their own.

### ARRIVAL DAY

The student should be met on arrival by the Counselor (representing the Host Club), and at least one member of the first Host Family. Most of us are not fortunate enough to live close to the point of arrival. Subsequently, it requires, often, a long drive home from the airport. With this in mind **DO NOT** plan a welcoming party to

overpower the new arrival the moment he/she steps foot in their Host's home. As much as they are talkative on arrival, it's more excitement (and adrenaline) than anything else. They may have been on the move for anywhere from a minimum of twelve hours to days - they are physically and mentally exhausted.

Once in your home, the student should be shown around the house, location of their room, which need not be a private one, but certainly their own bed, and the bathroom. Don't take for granted that they know how everything works, especially some of our fancier shower controls.

Within a couple of days, after jet-lag, then it is a good idea to have that welcoming party. Include representatives from the Club Directors, and others that will be directly involved with this particular exchange.

### **FAMILY ADJUSTMENTS**

One of the first things is how should the student address the adult members of the Host Family. Many students are encouraged to call their Host Parents by their first names. Should this not be acceptable, some other title other than Mr. or Mrs. should be found (this formality should be avoided; it tends to create a barrier which is hard for the student to break through).

Household responsibilities should be discussed as early in the stay as possible. This should not be done on the first night though (see QUESTIONNAIRE). Using the QUESTIONNAIRE not only helps break the ice, it removes a lot of unnecessary friction that can be caused by ignorance (on both sides) of what is expected.

### **SCHOOL**

The Youth Exchange Program requires that the student attend high school. Your part, as Host, is to see that they attend regularly. It is the Counselor's responsibility to enroll and start them on an appropriate course of study as defined in the Counselor's Guidelines.

The Host Club is responsible for any educational expenses. The key word here is "educational". This does not cover school ski trips! Rather, text books and other related items, as and when required. Lunches eaten at school are the responsibility of the Host Family; either to be supplied or an allowance given to purchase one.

### **LANGUAGE**

During the early stages you will be aware of any language problems which may exist. Most Exchange Students have conversational ability in the English language. Even though this is the case, patience should be exercised as most students may never have used it, to any degree, outside of the classroom.

You, as Host, are in the best position to help reinforce the insecurity of speaking English. Be positive, praise them, and at the same time correct their grammar when required.

Should you be unfortunate enough to receive a student who cannot speak English - patience! Patience! Patience! Take one day at a time; an individual can only absorb so much. It will be slow at first and gain momentum as the basics are learned.

### **HOMESICKNESS**

It is not unusual, especially in the first few weeks, once the novelty of the Exchange has worn off and

reality of the duration of time that lies ahead before they see their family again, that homesickness is a strong possibility and should be watched for. It can lead to bouts of depression and irritability, not to be confused with Host Family friction. Experience has shown that the best antidote is to be sensitive, cheerful, positive, and, above all else, keep the student extremely busy with family, friends, and recreational activities.

If your student speaks a foreign language, hopefully you have a former Canadian Outbound Exchange Student available who can converse to them in their native tongue. Sometimes, just some touch with home (even a little thing like speaking the language), can ease the homesickness. Try to dissuade the student from calling home every time they feel a little down. Not only does it get expensive, it really doesn't help, and can make things worse. Telephone calls should be kept to a minimum!

### **CHANGING HOMES**

Your student will be changing homes at least three, and possibly four times! Each occasion should not be as frightening an experience as the first (arriving from home and being dropped into a totally strange environment). The future Hosts should be inviting the student on several occasions prior to the moving date to help to get to know one another.

### **MONTHLY ALLOWANCE**

The Host Rotary Club will provide the student with a monthly allowance, and underwrite the cost of District Rotary functions which the student must attend. The student's Counselor will keep you posted of all events that the student is expected to attend.

Some young people need guidance in handling their money, especially if they are to live within their monthly allowance. On exchange, as we sometimes do on vacation, you see things that under normal circumstances one would not normally purchase, but as a memento of the trip it becomes a compulsive buy. All well and good on a one or two week vacation it is fairly simple to budget out spending. However, budgeting for a twelve month vacation is a little different and may require some guidance. Should you become concerned about the student's spending habits, discuss it with the Counselor. He/she knows how much money they have to dispose of and can intervene if he/she foresees a problem.

### **Travel with Host Family**

Should you, a Host Family, decide to take the student on vacation, or away for a few days, it is advisable that you familiarize yourself with the rules of travel (see TRAVEL). We draw your attention, in particular, to the last paragraph. In essence this states that all students must attend the mandatory host club and district events.

In other words, check with the Counselor for upcoming mandatory events before promising to take your student away on a trip.

All this sounds as though the job of hosting is extremely complicated. It is not! However, it does require tact, empathy, and patience. Its rewards are great in terms of widening views and understanding of another culture to say nothing of long term friendships.

### **Summary of Responsibilities for Host Family**

- Meet your student on arrival and welcome them into your home as a member of your family.
- Help the student achieve a working knowledge of the language as quickly as possible.
- Involve the Exchange Student in obligations similar to those laid down for your own family.
- Guard the student from outside demands on time and involvement, and allow time to fulfill Rotary obligations.
- See that the Student is exposed to other young people of his /her own age (Youth Groups, Y.M.C.A., etc.)
- Be tolerant of differences and be willing to change your own ideas.
- One Host Mother made the observation: "**Open your heart and the rest will follow!**"

# ROTARY INTERNATIONAL DISTRICT 7010 YOUTH EXCHANGE PROGRAM



## GUIDELINES FOR CLUBS for SPONSORING AN OUTBOUND STUDENT

To become eligible to sponsor an Outbound Student, you must agree to Host an inbound Student! It is immaterial whether you Host or Sponsor a student first. Quite frequently it happens at the same time!

All District 7010 Outbound students depart the latter part of June, through early August. To meet this departure date it is necessary to start the selection procedure the previous September - that's correct, eleven months prior to the commencement of the actual exchange; outlined as follows:

Publicize in the local high schools	First week of September
Entertain interviews to select the candidate	Complete by October 31
Submit candidates' application documents	By November 30
Candidate attends District sponsored Camp Wanakita trip (if accepted and approved by District, he/she continues with preparations for departure)	February
Outbound student and parent(s) attend District Orientation in North Bay	April
Student attends another orientation weekend in Ottawa	May long weekend

Eleven months later-they are ready to go on Exchange. To elaborate and fill in the details, the following step-by-step guide will assist the Club Youth Exchange Committee.

### 6 Step Guide to Sponsoring a Student

1. **PUBLICIZE IN THE LOCAL HIGH SCHOOLS** - Early September, as soon after high school has commenced, contact the Guidance Department and request a few moments time to meet and explain the program. Leave with them a copy of the promotional poster and high school application form, with the instructions that you will return and pick up the applications September 30.

You may also wish to submit an article for publication in your local daily/weekly newspaper, promoting the Exchange.

**Stress the age limit** - it is outlined on the high school application. If they don't fit into this requirement there is no point in proceeding.

**NOTE:**            **the student MAY NOT BE OLDER THAN 17 YEARS and 6 months as of JULY 1<sup>st</sup>, in the year of being on Exchange**

**THE STUDENT'S APPLICATION WILL BE RETURNED TO THE SPONSORING CLUB IF AGE REQUIREMENTS ARE NOT MET - NO EXCEPTIONS**

2. **ENTERTAIN INTERVIEWS** - Contact all interested parties and set up an informal group meeting. The Candidate and parent(s) must attend this session. Within the group setting spell out the program - who is responsible for this or that, vis-à-vis overall cost, transportation, orientation, etc.

By taking the time and effort to hold this session and explain the program in detail, you will eliminate those families not interested in proceeding (for one reason or another), with the formal interview, saving considerable time and effort in the final selection process.

Establish a date, time and place for the final interviews and call each Candidate and confirm their time slot (allow about 45 minutes per interview). A suggested interview format is available (see INTERVIEW).

**CAUTION** - Should the son/daughter of a Rotarian be a candidate, it is advisable that the selection committee be composed of non-Rotarian members. It is only fair that all candidates have equal opportunity. Should the Rotarian's child be selected, favoritism does not become an issue. Use ministers, lawyers, teachers from the public school level - any non-associated individual.

3. **SUBMISSION OF THE APPLICATION** - Having selected your successful Candidate it is now their turn to do some of the work! The Application Documents are available from the Rotary International web site. They are numerous, and must be completed accurately. Some may be photocopied; others may not. All must have original signatures and photographs. With a little thought and planning the process can be completed quite quickly. All portions of Application to be TYPED with the exception of medical/dental form.

**The Application Deadline - To be Completed and Submitted to the District by:**

<b>NOVEMBER 30</b>
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4. **CAMP WANAKITA WEEKEND** - This is normally held in early February of each year! All students, Inbound and Outbound, participate in orientation sessions and the many varied cultural activities. Your student, along with all other chosen Outbounds, will be assessed and carefully observed during the period. They will be informally interviewed by one, if not several, members of the District Committee. Each member will individually evaluate your Candidate's performance and interaction with all other students. Should we question your Club's selection of Outbound Candidate, District 7010 reserves the right to refuse and reject your student's application. At this point, although time is tight, you may appoint your

alternate and submit an application. Should this happen, which it rarely ever does, a member of District will be in touch, and set up a time to meet with your alternate and screen them accordingly.

- 5. STUDENT/PARENT(S) ORIENTATION** - In preparation for departure day, the District Committee organizes a one day, in depth, orientation for the student and parent(s). We prefer that both parents attend, but realize this is not always possible. However it is a mandatory event and student/parent must attend. The day long session covers guidelines for both the parent and the student; presentation by the local officer of health on vaccinations and other related items peculiar to the individual countries, presentations from insurance and travel agents, etc. **Failure to attend will automatically terminate the exchange process.**

We also encourage any Club Youth Exchange Committee Member, or any interested Rotarian, to attend and sit in on the day's activities.

- 6. OTTAWA WEEKEND** - One more chance to get together with all District 7010 students, Inbound and Outbound. This weekend affords the opportunity to spend one last weekend with the northern hemisphere kids who will returning home within the next few weeks and to iron out any problems our own outbounds may have encountered in their preparations.

During the early stages of the selection process, use the following dates as your guide, thus allowing your student time to prepare and submit the application documents on time:

<b>HIGH SCHOOL APPLICATION .....</b>	<b>DEADLINE - SEPTEMBER 30</b>
<b>INTERVIEW AND FINAL SELECTION .....</b>	<b>DEADLINE - OCTOBER 31</b>
<b>COMPLETED APPLICATION TO DISTRICT .....</b>	<b>DEADLINE - NOVEMBER 30</b>

**INBOUNDS**

Pocket Money (\$100 x 12 mos)	\$1,200.00
District Conference	281.25
Fall Weekend	221.88
Ottawa Trip	306.67
Camp Wanakita	182.55
Club Luncheons (minimum one/month)	<u>200.00</u>
<i>Subtotal</i>	<u>\$2,392.35</u>

**OUTBOUNDS**

Ottawa Trip	\$306.67
Camp Wanakita	182.55
Orientation (parents and students)	236.68
Jacket, Badge, Business Cards	420.27
Club Luncheons	<u>50.00</u>
<i>Subtotal</i>	<u>\$1,196.17</u>

**REBOUNDS**

District Conference	<u>\$281.25</u>
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<b>Total Budget</b>	<u><b>\$3,869.77</b></u>
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## RULES & REGULATIONS

However many students you have, there will be a similar number of different definitions of the rules and regulations - especially when it comes to the four "D's". Every student knows only too well about the FOUR BIG "D'S ". Breaking anyone of them is tantamount to immediate termination, of the exchange! They are made aware of them prior to leaving home, and it is the first thing that we, as a District Committee, drive into them at the initial orientation sessions.

### The Four "D's"

1. **DRIVING** - the following is a Rotary International Rule ... THAT THE STUDENT SHALL NOT, UNDER ANY CIRCUMSTANCES, BE PERMITTED TO DRIVE A MOTORIZED VEHICLE OF ANY DESCRIPTION REGARDLESS OF WHETHER IT FLOATS, FLIES, RUNS ON SNOW, ICE, OR THE ROAD.
2. **DRUGS** - other than as prescribed by a physician ... ANY STUDENT FOUND IN POSSESSION OF, OR USING, ILLEGAL DRUGS WILL BRING ABOUT IMMEDIATE TERMINATION OF THEIR EXCHANGE.
3. **DRINKING** - SHOULD BE GOVERNED BY THE LAWS OF THE HOST COUNTRY. IT IS AGAINST THE LAW TO PURCHASE OR CONSUME ALCOHOLIC BEVERAGES UNDER THE AGE OF 19 IN THE PROVINCE OF ONTARIO. THIS LAW SHOULD BE STRICTLY ADHERED TO.
4. **DATING** - students should avoid romantic attachments. To help prevent this from happening, avoid "going steady" with one particular individual. Spending too much time with one person puts a strain on the exchange, especially when they start saying no to invitations from Rotarians or friends in favour of spending time with their new "love".

Obviously, breaking of some of the FOUR "D's" will have more serious consequences than others - ON THE FIRST OFFENCE. Some discretion is required! If in doubt call the District Chairman for guidance.

### Agreed to by student - List of rules and regulations

The following is a list of rules and regulations that the student has agreed to adhere to, by signing a document acknowledging their existence:

- a) All students must attend high school.
- b) All students must produce proof of the required C \$10,000.00 accidental death/repatriation insurance.
- c) Travel is permitted, but with restrictions (see Travel).
- d) All students to maintain the required C \$500.00 contingency fund.

- e) Should this student have relatives in the Host Country, they will have no authority over him/her while under the supervision of the exchange.
- f) All students must obey the laws of our country! Being an exchange student will not protect you; you will be dealt with in the same manner as any other individual under our judicial system.
- g) Smoking is discouraged! Some Host Families may not allow you to smoke in their home. That is their prerogative.
- h) All students must attend the mandatory District events - District Conference- Autumn Weekend, Camp Wanakita, Ottawa trip,
- i) Any costs incurred due to an early departure, for whatever reason, shall be the responsibility of the student and his/her natural parents.

## TERMINATION

EACH YEAR ONE OR TWO CLUBS RUN INTO PROBLEMS WITH THEIR VISITING EXCHANGE STUDENT. WITH A REFERENCE RESOURCE ON HAND THE ISSUE COULD POSSIBLY HAVE BEEN AVOIDED OR, AT WORST, CONTROLLED BEFORE IT GOT OUT OF HAND.

### GET THE DISTRICT INVOLVED AT THE ONSET.

NOT UNLIKE ROTARY CLUBS, CLUB YOUTH EXCHANGE COMMITTEES ARE ULTIMATELY RESPONSIBLE TO THEIR DISTRICT PEERS. ENCOUNTERING DIFFICULT, HARD TO HANDLE, STUDENTS SHOULD NOT BE TACKLED, ENTIRELY, AT THE CLUB LEVEL. Get the District involved at the onset.

WHEN YOU FEEL THAT PROBLEMS MIGHT LEAD TO TERMINATION, GET THE DISTRICT COMMITTEE INVOLVED - AS EARLY IN THE SITUATION AS POSSIBLE.

### DO NOT TAKE THE FINAL STEP BY YOURSELF

IF YOU HAVE COME TO THE POINT WHERE YOU ARE CONSIDERING SENDING THE STUDENT HOME AND YOU HAVE NOT BEEN IN REGULAR CONTACT WITH THE DISTRICT CHAIR ABOUT THE PROBLEM, YOU HAVE PROBABLY LET IT SLIP TOO FAR ...

### Legal Guardian and Chaperone

**BEARING THIS IN MIND, PLEASE REMEMBER ... that DISTRICT 7010 IS THE LEGAL GUARDIAN TO ALL INBOUND EXCHANGE STUDENTS and**

**the ROTARY CLUBS - HOSTING INBOUND EXCHANGE STUDENTS - ASSUME THE ROLE OF CHAPERONE.**

PROCEDURE PRIOR to EARLY TERMINATION OF EXCHANGE

- 1. CONTACT DISTRICT 7010 YOUTH EXCHANGE COMMITTEE BY TELEPHONE.**
- 2. FOLLOW UP WITH DOCUMENTED REASONS FOR TERMINATION.**
- 3. PRIOR TO FINAL DECISION, BOTH SIDES (CLUB & DISTRICT) TO MEET.**
- 4. TERMINATION IS THE ULTIMATE RESPONSIBILITY OF DISTRICT.**

**NOTE: THE DISTRICT YOUTH EXCHANGE COMMITTEE INCLUDES THE DISTRICT GOVERNOR.**

## INSURANCE

Rotary International requires that all Youth Exchange Students purchase accidental death/repatriation insurance in the amount of C\$10,000.00. Students should arrive with this policy already in force! If not, it must be purchased at their expense (check with the District Chairman re availability of special Youth Exchange packages).

### HEALTH INSURANCE

#### **INBOUNDS**

Students from countries such as Denmark and New Zealand arrive with adequate health coverage. Students from other countries purchase their own insurance, such as Trent Health Insurance Services (see following) and this is arranged through the District 7010 Y.E. Chairperson. The policy will be mailed to the YE Club Chair as soon as possible after the arrival of the student.

#### **OUTBOUNDS**

Most students purchase the Trent Health Insurance Services (see following). In order that their current health insurance remain in effect while they are abroad, it is necessary that they personally attend the Ministry of Health office with the following documentation.

1. Their completed Guarantee Form showing the school they will be attending and the name and address of the counselor or first Host Family or foreign District Chairman.
2. Some document indicating they are a Canadian citizen.
3. An original Canadian Birth Certificate.
4. A driver's license or school report card or a letter from their school showing their current address.
5. A library card or student card or driver's license containing their picture.

While at the office they will have their picture taken. When they return home from their exchange it will be necessary to inform the office that they have indeed returned home.

Preliminary Application Form



Long Term (1 year) Exchange Program



Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cannot be older than 16 years & 6 months as of July 1<sup>st</sup> in year of application.

Name of High School: \_\_\_\_\_

Class Standing: \_\_\_\_\_ Present Grade: \_\_\_\_\_

Languages Studied: \_\_\_\_\_

Extra Curricular Activities, Interests, Hobbies etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to participate in the Rotary Youth Exchange Program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*You could be going to one of the following countries:*

*Argentina, Austria, Belgium, Brazil, Denmark, France, Germany, Mexico, New Zealand, Switzerland, Taiwan, or Thailand.*

(Please note that the country selection is at the discretion of the District Youth Exchange Committee.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents' Signature

\_\_\_\_\_  
Applicant's Signature

*Revised July 2009*



## NEWS RELEASE

### **ROTARY TO SELECT STUDENT FOR INTERNATIONAL YOUTH EXCHANGE:**

The Rotary Club of \_\_\_\_\_, will be entertaining applications from students interested in participating in their International Youth Exchange Program.

Any student seriously interested in this venture should submit an application (available from your high school guidance department), before September 30. The only major prerequisite is age! The applicant should be between the ages of fifteen and sixteen, at time of applying.

The successful candidate will leave on exchange the following August, to a country presently exchanging with your local Club's Home District. At press time we are currently dealing with the following countries:

ARGENTINA - AUSTRIA - BELGIUM - BRAZIL - DENMARK - FRANCE - GERMANY -  
MEXICO - NEW ZEALAND - SWITZERLAND - TAIWAN - THAILAND

In countries where other than English is spoken, the student will learn that language as well as taking school studies in the language of the Host Country.

It might be said that Rotary provides the vehicle for the Exchange. All expenses, other than educational, are the responsibility of the student's parents. Rotary, through a reciprocal arrangement with the Hosting Country, looks after all educational requirements. The Host Rotary Club will supply a monthly spending allowance, and look after accommodation through anywhere from one to four host families.

The program is a popular one throughout Rotary International. Each year there are in excess of 10,000 students exchanging homes. This is a high school exchange; therefore all students are expected to attend school during the year of the exchange - August of next year until June of the following year.

While the applicant may wish to state a preference in their choice of country, it is not always possible to accommodate that choice. However, should this be the case, the student will be consulted about the relocation.

For further information contact your local Rotary Club representative:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



CLUB LEVEL INTERVIEW EVALUATION FORM

STUDENT'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

TRAVEL EXPERIENCE: \_\_\_\_\_

PARENT'S ATTITUDE:

**STUDENT INTERVIEW:** RATE THE STUDENT ON A Scale of 1-10 SCALE WHEREBY 10 WILL BE CONSIDERED "EXCELLENT" AND 1 "POOR". CAUTION: THE FIRST CANDIDATE SHOULD BE GRADED NO HIGHER THAN 7 - ALLOWING ROOM AT THE UPPER LIMIT, SHOULD IT BE REQUIRED, FOR SUBSEQUENT INTERVIEWS.

Quality	1 _____ 10	Quality	1 _____ 10
	<b>Poor</b> <b>excellent</b>		<b>Poor</b> <b>excellent</b>
General Appearance	_____	APPEAL (PERSONALITY)	_____
Knowledge of:	_____	CONVERSATIONAL ABILITY	_____
-Community:	_____	ABILITY TO THINK	_____
-Current Affairs	_____	AMBITION, WILLINGNESS ENTHUSIASM	_____
-World Affairs	_____	QUALIFICATIONS AS A YOUTH AMBASSADOR	_____
RECREATION (HOBBIES) SPORTS, INTERESTS	_____		

GENERAL REMARKS:

Too old:

Too Young:

Immature:

OTHER:

Final Rating: \_\_\_\_\_

## FORMAL INTERVIEW – SAMPLE QUESTIONNAIRE



**IT IS RECOMMENDED THAT THE STUDENT OR PARENT(S) NOT BE IN ATTENDANCE WHILE THE OTHER IS BEING INTERVIEWED**

### **A - STUDENT & PARENT:**

1. If selected, are you and your parents prepared to have you lose a portion, or all of your school year, regardless of subjects taken during the exchange?
2. If chosen to represent your local community, are you prepared to accept an exchange in a country other than your choices? If not, why?
3. Visits by the family are discouraged during the exchange, as well as frequent telephone calls! How do you feel about such an arrangement?
4. Are you aware of your financial responsibilities: return air fare, insurance, and contingency fund?
5. The District sponsors several mandatory events - Wanakita orientation trip, early February; student/parent(s) orientation day North Bay, April; Ottawa trip, May long weekend! Are you prepared to attend all of these functions?

### **B - PARENTS:**

1. How easily does your son/daughter meet new people?
2. How adaptable is he/she to new or changed situations?
3. How does he/she react to discipline, by you or others?
4. How does he/she react to peer pressure?
5. Has he/she ever been away from home for an extended period? What was the reaction - homesick?
6. If selected, your son/daughter may live with a number of families whose lifestyles may differ very greatly from ours; customs, way of life, they will be the centre of attraction! Do you think they will be able to cope, and if so what makes you think so?
7. Are you prepared to accept a changed son/daughter after a year on exchange?
8. Do you have any questions?

## C – STUDENT:

1. Why do you want to participate in Rotary Youth Exchange?
2. If selected:
  - a) How do you feel about learning a new language?
  - b) How do you feel about living with as many as four families - accepting their individual lifestyles, their house rules, which may not be as permissive as you are used to?
  - c) How do you feel about the possibility of wearing a school uniform?
  - d) Do you smoke? If so, would you consider stopping at the request of a host family who object to smoking in their home?
  - e) How do you feel about public speaking? Are you prepared to do a fair amount during your exchange and upon your return?
3. Have you ever been away from home for an extended period? What did you do about homesickness?
4. When on exchange you are not allowed to drive a motorized vehicle. Do you foresee any problems keeping this Rotary International rule?
5. Do you have a steady boy/girlfriend? Do you think you can cope without seeing them for a whole year? How do they feel about this?
6. In your own words, what is the purpose of Rotary Youth Exchange?
7. Do you, as an individual, feel that you can contribute, in some way, to world understanding and peace - how?
8. What major issues, involving Canada, do you feel would be a topic of discussion while on exchange? Tell us about the \_\_\_\_\_ and your interpretation of the outcome?
9. Addressing a group of strangers, tell us how you would describe your local community and country, in general?
10. You will be asked many questions about our political structure! Can you briefly describe our forms of government from the local scene through to the federal?

**NOTE:** The above question format is merely a suggestion and guideline and may be added to or deleted as the need arises. Each member of the interviewing committee should have a copy, along with the evaluation sheet.

Youth Volunteer Affidavit  
Rotary District 7010

District \_\_\_\_\_ is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

***This information may be provided to an outside agency that this district has contracted with to conduct background checks.***

**PERSONAL INFORMATION**

Name:

Address:

City:

State/Province:

Postal Code:

How long at this address? (If fewer than five years, list previous residence[s] on the back of this sheet.)

Government Identification (e.g., Social Insurance Number):

Date of Birth (dd/mm/yyyy):

**CONSENT**

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I understand that District \_\_\_\_\_ youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to District \_\_\_\_\_ to verify information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

**WAIVER**

IN CONSIDERATION of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts, and of Rotary International ("Indemnitees"), from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the Indemnitees or may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District \_\_\_\_\_ youth programs and its affiliates.

**I acknowledge that I have read and understand the above affidavit, consent, and waiver and that I sign this form voluntarily.**

Signature of Applicant:

Please Print Name:

Date:

**ADDITIONAL INFORMATION**

Home Phone:

E-mail:

Business Phone:

Fax:

Are you a member of a Rotary club?    Yes    No

If yes, indicate club name and year joined:

Position applied for:

Have you held a Rotary youth programs position in the past? Yes No

If yes, what position and when?

**EMPLOYMENT HISTORY** (for the past five years; attach additional sheets, if necessary)

Current Employer:

Address:

City: State/Province: Postal Code:

Phone: Position:

Dates of Employment: Supervisor's Name:

Previous Employer:

Address:

City: State/Province: Postal Code:

Phone: Position:

Dates of Employment: Supervisor's Name:

**VOLUNTEER HISTORY WITH YOUTH** (for the past five years; attach additional sheets, if necessary)

Organization:

Address:

City: State/Province: Postal Code:

Phone: Position:

Dates Held: Director's Name:

Organization:

Address:

City: State/Province: Postal Code:

Phone: Position:

Dates Held: Director's Name:

**PERSONAL REFERENCES** (may not be relatives; no more than one former or current Rotarian)

1. Name:

Address:

City: State/Province: Postal Code:

Phone: Relationship:

2. Name:

Address:

City: State/Province: Postal Code:

Phone: Relationship:

3. Name:

Address:

City: State/Province: Postal Code:

Phone: Relationship:

### QUALIFICATIONS AND TRAINING

What relevant qualifications or training do you have for this position? Please describe in full.

### CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)? Yes No
2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order? Yes No

If yes, please explain. Also indicate dates(s) of incidents(s) and the country and state in which each occurred (attach a separate sheet, if needed).

### For District Use Only:

\_\_\_\_\_ References checked by \_\_\_\_\_  
DATE INITIALS

\_\_\_\_\_ References checked by \_\_\_\_\_  
DATE INITIALS

\_\_\_\_\_ References checked by \_\_\_\_\_  
DATE INITIALS