



**ROTARY DISTRICT 6150**

**TRAINING FOR**

**CLUB YOUTH EXCHANGE OFFICERS**

**AND COUNSELORS**

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## **APPLICATION OF DOS REGULATIONS IN DISTRICT 6150**

District 6150 Youth Exchange is one of 36 districts in 15 states that make up SCRYE (South Central Rotary Youth Exchange) The U.S. State Department authorizes SCRYE to engage in long-term (for an academic year) secondary school student youth exchange and allocates SCRYE a fixed number of visas for inbound students each year. SCRYE in turn allocates those visa authorizations among its member districts.

The U.S. Department of State has regulations that govern SCRYE's program, and therefore, District 6150's for Long Term Inbound Students. The State Department conducts periodic audits of the documentation. It is therefore very important that all of the people participating in Rotary Youth Exchange prepare the required documents promptly and enter them into the Database. Failure to do so could result not only in our district being denied visas for youth exchange, and might result in the reduction the number of visas allocated to other SCRYE districts. State Department audits review only information in the youth exchange database at ryeds.org. Therefore if the information is not entered into the database, it does not exist as far as the State Department knows.

The most recent forms used in the Youth Exchange program are found on the youth exchange database ryeds.org under "Document & Links" under the HELP tab. The forms have changed each year, so it is best not to use forms from previous years which may not have all the required information. Note: the forms must be downloaded first before being completed and saved.

## **THE CLUB YOUTH EXCHANGE OFFICER (YEO)**

The Club YEO is responsible for the overall administration and operation of the Youth Exchange program within the club. The YEO may delegate responsibilities to others, however, only a person certified as a Local Coordinator may vet and select host families. An overview of these responsibilities follows.

- Build a Youth Exchange committee consisting of 3 or more members.
- Complete the Club Compliance form, along with Club President signature and upload into the Database or return to Susan Chan.
- Qualify as a Certified Volunteer and Local Coordinator.
- Vet club counselors
- Complete club information and club signatures on club sponsored Outbound applications and Guarantee forms for club hosted Long Term Inbound students.
- Identify, Vet and Process host families. Note DOS regulations on single adults without a child at home acting as host families. Note that DOS prohibits Local Coordinators from being host families. Only after a Host Family has been VETTED and the in-home interview and inspection has been completed may the host family receive a student's full application. Redacted letters from a student's application (with names and locations deleted) may be given to anyone.

- Be familiar with the Youth Exchange calendar and the calendar for Long Term Inbound Students
- In early March register hosted Long Term Inbound Student for RYLA camp.
- Organize an effort each September and October to publicize Rotary programs for both short and long term exchanges in the local high school(s). Materials are available from the District either via the District Youth Exchange website or through Susan Chan to assist such an effort.
- Arrange for interviews of student applicants for short term and long term exchanges and relay the club's recommendation to the District.
- Consult the District Youth Exchange website [www.rotary.org/go/ye](http://www.rotary.org/go/ye) for information, fillable pdf forms and documents to assist in administering the program.
- Select counselors from the club membership for any outbound students the club is sponsoring and any inbound student the club is hosting. Instruct counselors on submitting a volunteer application, getting vetted and certified and in taking care of their responsibilities.

### **Vetting, and Certifying Volunteers and Local Coordinators**

The Club YEO, counselors, host family members over 18 years of age, and anyone else viewing complete student applications or having extended in person contact with LT inbound students in particular must be vetted.

#### **Vetting**

- Filling out, signing and submitting a V-1 Volunteer application (new one every 5 years)
- Having 2 references checked using the HFV-1 Reference Check form and submitting forms. Matters may be simplified by asking host family members to use the same references, and then using 1 form for each reference for multiple people. (Recheck references every 5 years, except host families every year.) Note the District checks the club YEO references and the club YEO checks all club volunteer and host family references.
- Individuals applying for a criminal background check (CBC) online (every year) See Appendix for instructions.
- Taking and passing the NAYEN online training module on Youth Protection (new for 2016-17)

#### **Certified Volunteer**

Volunteers in RYE, particularly club YEOs and counselors, must be vetted and receive **annual orientation/training** for service in RYE. Such training may be obtained by attending appropriate meetings of SCRYE or another Rotary youth exchange organization, or by participating in appropriate training programs organized by the Rotary district. Orientation is documented on a V-2 Volunteer Orientation form. Experienced club YEOs may orient club counselors.

#### **Local Coordinator**

Local Coordinator is a term used by DOS and certain tasks are required of them. In District 6150 Local Coordinator tasks are divided between the Club YEO and the LT Inbound Counselor. One person may fill both roles, but in that case another member of the club must perform the required follow up visits to host

families. Local Coordinators must be vetted and certified and must pass **annually** with at least a 90% score the **online DOS test** on regulations governing Exchange Visitor Programs. See Appendix for instructions. As some people participate in youth exchange year after year, the question arises as to when new vetting much take place. CBCs are good for 12 months for everyone. V-1 Application is good for 5 years except for Host Family members which are good for one program year only. A Reference Check is good for 5 years except for HF members which are good for one Program Year only. Rotary Youth Exchange Training for Local Coordinators and District Committee Members is good for 12 months. U.S. Department of State Local Coordinator Test good for 12 months.

## **Prospecting for and Approving Host Families**

### **Prospecting for Host Families for Long Term Inbounds**

LT outbound students are now required to supply the consent of three families to host an inbound student. While all of these may not work out, one or two should. Cultivating other host families can be approached as an ongoing job to prepare for future years. LT students should have at least 2 and preferably 3 host families per Rotary International rules.

Ask club members to help. Other sources of possibilities – former host families, previous outbound students, church or association members. Use 1 page summary of Being a Host Family (available from district).

The Student's School in Little Rock: Little Rock is different than most other cities in District 6150 in that there are a variety of public and private schools. Before settling on a first host family, ensure the student's school is acceptable. Either the host family should have a child going to the school or can arrange transpiration for exchange student. Generally a private or charter school is best. But supply of host families is more limited. If you consider a public school, Central is a good choice, but very large for a foreign student to adjust to. Tuition cannot be charged to student, so a private school must agree in writing to that. Most private schools like to accept a limited number of exchange students. Getting acceptance for student in can be more complicated especially in the Little Rock and Pulaski County Special School Districts.

For Central High in Little Rock, ask principal if student can be admitted as an International student (no requirement for host family to live in Central attendance zone). Then deal with Brenda Miller-Anderson at the Student Registration office:

Little Rock School District  
Student Registration Office  
501 Sherman Street  
Little Rock, AR 72202  
501-447-2950

Be sure to take student application and this month's utility bill for host family. Try to get the student admitted to Central as an International student so that the attendance zone requirements will not apply.

### **Criteria for Screening Host Families**

Club Youth Exchange Officers evaluate and approve or disapprove host families. The YEO should approve only those families who meet the following criteria:

- Does the family have a home that is safe in a neighborhood where crimes against persons or property is not a common occurrence?
- Is the family financially capable of providing room and board to a student
- Does the family have proper motivations for wanting an exchange student to live with them? All members of the family must want the exchange student to come and not because they think it is something they should do, not as a solution to domestic family problems, not out of desire for prestige or social acceptance.
- Is there a serious emotional or physical problem in the family that could become worse under the strain of adjusting to a student?
- If the student will share a room, will he have his own bed and will he be sharing with a child of similar age who would have similar hours?
- Is the family willing to provide transportation for the student?
- Is the family prepared to respect religious beliefs that may be different from their own and not require participation in their religious life?
- Is the family rigid? The Rigid Family: Success is less likely if the family has fixed ideas about household routine, recreation, cleanliness and habits of others.
- Is the mother too busy? Some of the busiest have the most time.
- If the family is a young couple, can they provide the "secure authority" so important for a young person?
- If the family is childless can they adjust to a teenager? Have they had outside activities or work through which they have had much contact with young people?
- Is the family too busy or traveling too much to pay attention to the needs of an exchange student?
- Is there an easy affection within the family and respect for all members by all members?
- Is there a real curiosity in the family about things outside the home?
- Is the family secure and confident enough to be able to adapt their rules to make room for individuals?
- Is there humor in the family that can bring perspective to a problem?

#### The Host Family Approval Process

- Each host family member 18 and over must be vetted (see page 2)
- Family fills out HF-1 Host Family application
- Family or Club YEO takes required photos of home. These need to be uploaded into database.

- Club YEO conducts interview of ALL family members and inspects the home, filling out HF-2 Host Family In-Home Interview-Inspection form
- These tasks may be done in any order

The family and family members must be entered into the YE database either by the Club YEO or by Susan Chan or other District database administrator. There are 3 options regarding the forms that are described in the following section.

**ONLY AFTER** all the above are complete, the Club YEO orients ALL host family members. All of this **MUST** be done before student arrives at host family.

### **Database Entries**

Club YEOs are asked to input or arrange for input into the YE database, of required information from following forms:

- Volunteer Forms
- References
- Host Family Applications
- Host Family Photos
- In-Home Interview-Inspection Reports
- Orientation Reports for Host Families

Club YEOs may accomplish this in one of three ways:

1. Have volunteers enter information or enter by someone else.
2. Send completed forms to Susan Chan or anyone else acting as database manager for entry into database
3. Follow the procedures set forth below.

### **Creating and Vetting a Host Family**

This is done by the club YEO who must have completed all steps required by DOS to be qualified as a Local Coordinator (Volunteer application and reference checks both within the last 5 years by someone at district level, CBC and passage of online DOS test both within the last year)

Enter each family member 18 years and over into Database (*Data, People, Exchange Personnel, RYE Volunteer New*). Must have name, address, a phone number and email address to enter. MAKE SURE PERSON IS NOT ALREADY LISTED IN DATABASE. DO NOT ENTER SOMEONE TWICE.

### **Enter V-1 Volunteer Application/Affidavit for each person.**

Enter into the database each family member's Volunteer form information based on the form each member has completed and submitted. For each family member: *Home, Documents & Links, V-1 Volunteer Application/Affidavit*, fill in information (starred fields are required), scroll to bottom, click on *create and complete form*.



## **Set up the Family Group & Members in the Database**

*Data, Groups, Host Family.* Click *create new* if the family is not already entered in Database. DO NOT ENTER A FAMILY TWICE. Enter information, associated club, the club YEO as primary location coordinator and *Submit*

Go to *Data, People, Host Family Members.* Click on *Add New*, then search for and select the first family member, and identify the role (father, mother, sister). Hopefully all relevant phone numbers and other information are already listed. Do the same for each family member 18 and over.

## **Host Family Application and Certification**

Ask the host family to complete and return to you the fillable PDF of the host family application. Enter the required information from the form into database: *Data, Input Family Forms.* Click on family, student to be hosted, *Host Family Application – New.* When all information is entered, click on *create and complete form* at the bottom.

Obtain required photos of host family home and upload into Database: *Data, Input, Family Photos*

Complete the HF-2 In-Home Interview and Inspection form and enter information into database: *Data, Input Family Forms.* Click on family, student to be hosted, *In-Home Interview and Inspection – New.* You can fill in and sign this form online and click on *Create and Complete Form.*

## **Host Family Orientation**

Complete the HF-4 Host Family Orientation form and enter the information into database: *Data, Input Family Forms.* Click on family, student to be hosted, *Orientation – New.* You can fill in and sign this form online and click on *Create and Complete Form.*

## **What to do at the Airport When Meeting a Long Term Inbound Student**

At the airport, make sure the student has the following documents:

Passport

DS 2019

Guarantee Form

Visa in passport (Is it a Multiple Entry (M). Is it a J-1?)

Customs/Border Patrol stamp in passport showing admission date, the class of admission, and the date that the traveler is admitted until.

Insurance Card

\$400

If any documents are missing, if visa is single entry (S) or if the airline ticket is not a round trip ticket, notify Susan Chan.

## **Processing Outbound Student Applications**

### **Long Term Application**

- Due to club by Nov 1
- 2 or 3 club members interview student and parents separately. (Suggested interview questions available from the district)
- By Nov 15 make recommendation to district
  - Approve
  - Approve with conditions
  - Student look at another exchange program
- If approve or approve with conditions, fill in club YEO and club president info, club YEO and president's signatures required. Deliver completed application to district by Nov 15

### **Short Term Application**

- Due to club along with STEP Host Family application & V-1 Volunteer applications for all family members 18 and over by Jan 31
- 2 or 3 club members interview student and parents separately (Suggested questions available from district)
- By Feb 15 make recommendation to district
  - Approve
  - Approve with conditions
  - Student look at another exchange program
- If approve student or approve with conditions, fill in club YEO and club president info, club YEO and president's signatures required. Deliver completed application to district by Feb 15
- If student approved or approved with conditions, process family as a potential host family immediately. We want to know ahead of time if the student's family is not approved to host an inbound student.
- Use STEP HFST-2 to conduct an In-Home Interview & Inspection
- Process host family members as above for Long Term student host families. Note club does not need to provide orientation for short term students or their families --that is provided by the district.

## **THE LONG TERM INBOUND COUNSELOR**

### **DOS Minimum Requirements**

- Qualify as a Volunteer and Local Coordinator
- Contact student and host family as required by DOS at least once per month, document in the Database. Note when in person contacts are required and when visits to host family home are required. If, for any reason, the Counselor is unable to perform a required contact of student and/or host family, the Counselor must notify the Club YEO to make the contact.

- Notify Susan Chan when student changes host homes so that DOS can be informed.

### **Database Entries to Document DOS Requirements**

**Contacts must be documented in the database or it is as if they were not made at all.** Susan Chan or the district compliance officer will be happy to provide any assistance needed.

- Log on to Database.
- On your *Home Page* under *Club Actions*, click on *Contact Report* for the student or family and the time period of your report. Enter your report information. If you visited the host family and the student at the same time, *Click Both Inbound Student and Family*.
- For the second or follow up visit to the host family home, click on *Host Family Follow Up Visit* under *Family Actions* on your Home Page. Click on *HF-3 Host Family Follow Up Visit – New*. **Then click on your name in the drop down list of YE volunteers that is presented.** You can fill in and sign this form online and click on *Create and Complete Form*. Or you can print out the form, fill it in by computer or by hand, scan it, and upload it here – click on *Upload Completed Form*, Click *Continue*, browse to completed form on your computer and click *Submit*.

### **The Role of Long Term Inbound Counselor**

The job of Counselor for a Rotary exchange student is important and can be very rewarding. As a counselor, you are the liaison between the student and his/her host family and Rotary Club. It can be challenging to deal with the needs of an active young student, but it can also fill your heart with joy. The following guidelines go above and beyond the DOS regulations and are what help to make Rotary's Youth Exchange program one of the best in the world.

- First and foremost, get to know your student. Establish a caring and friendly rapport. Most Counselors begin a correspondence with their student even prior to his or her arrival. Remember you are the one constant during the entire length of the student's stay here.
- Have good communications with host families so they feel comfortable sharing any potential problems with you.
- Don't let small problems become big ones.
- If you have a question, don't hesitate to consult your club YEO or a District YEO.

Before your student arrives here, become Facebook friends, then monitor the student's Facebook page at least once a month.

The student must attend the mandatory Inbound Orientation in August. The students are sent the "Rules" before coming here and we go over them in detail at the Inbound Orientation. We also discuss homesickness, and adapting to the new culture. We emphasize zero tolerance for "the 5 D's": Dating, Drugs, Driving Drinking, Downloading. The Orientation also covers issues of sexual harassment, school attendance, and host family responsibilities as well as an optional December ski trip, end of the year tours and other events.

Go to the airport to help the first host family welcome your student. A warm welcome is a very important part of starting the year off well. Your student will be tired and disoriented upon arrival and should be given

time to rest before any major events. Having your student as a guest in your home for the first night or two is a great way to establish a rapport with him or her.

About two weeks after your student's arrival, help your student get an Arkansas ID (non-driving). What is required to get the ID can vary depending on the Revenue Office and the person taking the request. It is best to call ahead for instructions. In the past this has been required:

- a passport including the page with the J-1 visa,
- an I-94 form (available online at <https://i94.cbp.dhs.gov/I94/#/home> )
- the DS 2019 form and
- one other photo ID.

Print an I-94 form from the Customs and Border Patrol Website. Using the student's passport, enter the student's name, birthday, passport number and country issuing passport. If no photo id is available, then a host parent needs to create a document which states: Parent's full name and address; statement that student will live there while in Arkansas (I realize student may move to another home, but if host family doesn't guarantee residence, then they won't accept statement.); and student's full name and status as Rotarian exchange student. Signed and dated by parent. Staple a copy of parent's driver's license to the document. The Arkansas system requires an end date – refer them to the end date on the J-1 visa. Little Rock area students should go to the DFA office in the Ragland Building downtown. Go to the second floor to the desk that says “issuance”. Ask for Jeannette or her supervisor Tony Shields. Ms. Shields says it would be helpful if she knew in advance about the student.

Arrange banking for your student (hopefully at no charge through a club member). Arrange for the bank statements if mailed to come to your address, since the student will be moving one or more times. Help your student with budgeting if needed. The student should have a checking account with a debit/ATM card. Arrange for a safe deposit box (also hopefully at no charge) at the bank, to which you and your Club YEO have the keys. Each student is instructed to bring at least \$400 as emergency money. This money should be held in the safe deposit box and used only to meet special or emergency needs. Arrange for your club to give the student the monthly allowance, which may be deposited directly into the student's checking account. The allowance should start in mid August and continue thereafter in mid month until mid-June, unless the student departs earlier.

Your student's insurance has been confirmed by the District prior to the student's arrival in the U.S. Contact the club or district YEO for the insurance brochure and student ID card.

A counselor should see the student more than once a month at the time of arrival and when the student changes host families. A minimum of an hour should be planned for each visit, time perhaps for lunch or dinner, a long walk or other activity. The student needs a trusted adult to lean on particularly in the first few weeks. A counselor is not in any way a therapist or professional adviser. Successful counselors make the student part of their life.

Be available for your student when there is a problem. ALWAYS return phone calls and emails promptly. Though very unlikely, it may be necessary to meet with your student, host parents or school representative on short notice.

Enroll your student in school (if the host family is not doing so). Monitor school performance. Often, the student appreciates the question "How is school going?" Occasionally it will be necessary to help, or arrange

special help, for your student in school. This is usually due to language problems. Consider the student's fluency in English in deciding on course schedule.

Arrange for your student to attend as many Rotary meetings and functions as possible. Students often cite lack of involvement with their host Rotary club as a disappointment of their exchange. Rotary Youth Exchange is a cultural exchange and, though good grades are important, Rotary and cultural participation are also important. In most schools, with proper class scheduling and permission of the teacher, the student can attend at least monthly Rotary Club meetings. Your student should, of course, attend and participate in all club service activities and social events. Make sure your membership knows they are all part of the exchange and encourage them to invite your student into their homes, to family celebrations and community social events. If your Club has a website with e-mail Distribution, add your student as an honorary member for the year.

Be aware of the calendar for Long Term Inbound Students. The student must attend events as marked as "required". There are other optional meetings that the student should attend if possible. The District Youth Exchange will help coordinate these meetings and transportation.

Be aware of the travel rules, emergency procedures, and required contacts with the student and host family described in this document.

## **THE LONG TERM OUTBOUND COUNSELOR**

### **Minimum Requirements**

- Quality as a Volunteer
- Contact student at least once a month

### **Database Entries**

- Log on to Database
- Go to Data, *Input, Contact Forms for Compliance*. Click on your name in the dropdown list. Highlight *Student* to show your contact was with a student. Click on *Long Term Outbound* for the current year. Click on the student you are reporting on and make your report.

### **The Role of Long Term Outbound Counselor**

Long-term outbound students are between the ages of 15 and 18 ½ when they leave the U.S. for an exchange lasting for a whole school year. Students typically leave in August or September and return in June or July. Long Term exchanges are arranged by the two Rotary districts involved. The student thus has a host Rotary District and a host club.

The Long-Term student has been interviewed and approved at the club level. The student has also participated in a day-long interview process at the district level. When the district approves a student for a Long-Term exchange, it typically attaches stipulations to the approval that the student must work on before he leaves the country.

The student pays a fixed fee to the district for the exchange. This fee covers airfare, insurance, a Rotary blazer, and business cards for the student to exchange with others. The District takes care of purchasing these items. In addition, the student takes along an emergency fund in cash that is held by the hosting club in case of need.

The Long-Term student is given a short orientation session by District 6150 in March and attends a five day Orientation Camp in June. This camp is organized for multiple Rotary districts. Sessions include:

Role playing	Rotary club presentations
Personality differences	Ethnocentrism
Dealing with challenges	Ethno relativism
Safety	Talent show
Health	Public speaking
Packing	Culture shock
Host family gifts	Budgeting

The student will attend high school while on the exchange. He should receive a monthly allowance from the host Rotary club. The host Rotary club should appoint a Rotary counselor for him to be an adult friend and help solve any problems that crop up. The counselor there should arrange for the student to attend at least one meeting a month at his host Rotary club. The student hopefully is invited join other activities with Rotarians in the club.

The student should have at least two to three host families during his stay, living with each a few months. The host family is to treat the exchange student as they would another child in the family.

The District organizes a get-together of the returning outbound students a few weeks after they arrive back in the U.S. Coming back home is a big adjustment for all the students and it helps them to share their experiences with the other exchange students who are going through the same thing.

Here is what the Counselor for a Long-Term Outbound Student should do:

- After being vetted, obtain a copy of the student's application from your club Youth Exchange Officer. The application will have the student's email address and phone numbers.
- If you don't have a Facebook page, get one and ask the student to be your "friend" and give you total access to his Facebook page.
- Meet the local student and his or her family to introduce yourself as soon as possible. Make sure the student and the parents know they should contact you for help with any problem while the student is away.
- Obtain the list of stipulations attached by the district to the student's approval for the exchange.
- Collaborate with the student to devise a schedule of work to satisfy the stipulations over the course of the months before the student's planned departure.
- Obtain the dates of Orientation Camp from the student, club YEO or district.

- Monitor student's progress on satisfying stipulations on a regular basis.
- Encourage the student to start a blog and to update it regularly, at least once a month.
- Monitor student's Facebook page at least once a month. Before the student leaves be on the look out for any indications that the student is a new medical or family problem, is involved in a romantic relationship or is having any second thoughts about going away for so long. Notify Susan Chan immediately if you observe anything like this.
- Obtain the student's travel itinerary. Go to the airport to send the student off on his adventure. The student's return date will change before he comes home, be sure to get the revised return date.
- After the student leaves monitor the student's Facebook page and blog. Try to discern if the student is having any problems he needs help with. If you discern any problems, notify Susan Chan immediately. Problems solved early don't get to be big problems later on and possibly result in the student returning early.
- Obtain from the student a commitment to respond to your monthly emails while he is away. This is very important! In your monthly emails you should ask questions, like what is your host family like, what is school like, have you met your counselor, are you going to Rotary meetings once a month, are you receiving your allowance, what is the most surprising thing you've seen or done, etc. Try to discern if the student is having any problems he needs help with. If you discern any problems, notify Susan Chan immediately. Problems solved early don't get to be big problems later on and possibly result in the student returning early.
- Enter your monthly contacts with the student in the on-line Youth Exchange Database [rye5520.org/RYE/](http://rye5520.org/RYE/). Once your name has been entered into the database, you will be sent log-in credentials and you will be able to log in. Click on Data at the top, then Input, then Contact Reports for Compliance. Select Student, then Outbound Long Term, then the year, then select your student's name. You have the option of entering the essence of your communication with your student there, or uploading a separate file.
- A few weeks after the student has arrived back home, meet the student to hear his experiences and learn about his adjustment.

## **THE SHORT TERM COUNSELOR**

### **Minimum Requirements**

- Qualify as a Volunteer
- Contact outbound student and family before departure
- Contact inbound student by email before arrival and in person after arrival.
- Take student pair to at least one Rotary club meeting

## **Database Entries**

- Log on to Database
- Go to Data, *Input, Contact Forms for Compliance*. Click on your name in the dropdown list. Highlight *Student* to show your contact was with a student. Click on *Short Term Outbound or Short Term Inbound* for the current year. Click on the student you are reporting on and make your report.

## **The Role of Short Term Counselor**

Unlike the Long Term Exchange, the Rotary Short Term Exchange is a family to family exchange. The local student will spend about 4 weeks in another country with a foreign family, and then the local student will fly home with a student from the foreign family who will spend about 4 weeks with the local student's family.

The students and their families decide on the time of travel, the duration of the visit and make their own travel reservations.

The students have filled out an application for the program and been interviewed by members of the club Youth Exchange committee and District Youth Exchange. Their families have filled out and submitted a Host Family Application, had a background check, and been interviewed and had their homes inspected by member of the club Youth Exchange Committee.

The local students and their parents will have an orientation session provided by the District Youth Exchange before the U.S. student leaves.

The Counselor for a Short Term Exchange is counselor for both the local student while the local student is away and the foreign student while the foreign student is visiting here. The role of the Counselor is to help address any problems that occur during the exchange. This would include any problem that the local host family has with the foreign student. Short Term Exchanges rarely have problems that require the help of the Counselor. If the Counselor becomes aware of a problem that he or she is unsure how to address or in the event of a serious incident during the exchange involving the local or foreign student, the Counselor should contact Don Peters or Susan Chan immediately. (See contact information below.)

Below is a list of requirements of the Short Term Counselor

- After you have been vetted, obtain a copy of the student's application from your club Youth Exchange Officer.
- Meet the local student and his or her host family to introduce yourself and provide contact info before the student leaves the country. Ask the outbound student to email you, if possible, twice while he/she is away to tell you how things are going. Make sure the student (and the parents) know they should contact you for help with any problem while the local student is away or after the foreign student arrives.
- Obtain the email address of the foreign student and introduce yourself to him or her and provide contact information before that student arrives in this country.



- Find out from the local student the travel itinerary for both students.
- Be at the airport to greet the local student and the foreign student when they arrive from the foreign country. Going to the airport to send off the local student at the beginning of the exchange and the foreign student at the end of the exchange is optional.
- Invite the local student and the foreign student together to at least one Rotary meeting.

## **CONFLICT RESOLUTION**

An inbound exchange student's Rotary Counselor should maintain a close communicative relationship with his student so that the student feels comfortable sharing with the Counselor any difficulties he might be having. If the exchange student or the host family tells the Counselor about a conflict with the other, the Counselor should talk privately with each party, and perhaps with the parties together, to try to find a resolution to the problem.

If the issue is not resolved with the Counselor's help, the Counselor should seek the help of the Club Youth Exchange Officer. If the Club Youth Exchange Officer cannot resolve the issue, then the help of the District Youth Exchange Officer should be sought.

## **REPORTING AND HANDLING EMERGENCIES**

All serious incidents involving an exchange student, including but not limited to accidents, death, early return, crime, and any allegations of abuse or harassment shall be reported to the club Youth Exchange Officer (YEO) or Club President immediately. He/she in turn must notify the District YEO immediately. The District YEO must notify the following people immediately:

- Embassy Officer, to obtain his/her advice.
- Parents (in case of death, obtain clear instruction concerning burial, cremation or return of body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
- Rotary District 6150 governor, so that he can inform Rotary International and the governor of the sponsoring district. The District Governor must identify a person within the district who will be responsible for reporting to RI.
- If the incident occurred outside the student's local community, the nearest available Rotary club for assistance and guidance.
- Insurance company (and remember to follow up!).

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a serious incident involving an exchange student. Suggested committee members are the club Youth Exchange Officer, the student's counselor and the club president.

When the death of an exchangee occurs, these procedures should be followed:

- Ascertain that the deceased is the exchangee.

- Check with local police for local regulations. and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
- Check with the local Rotary club for assistance and guidance.
- Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license, so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to exchangee's home country, or arrange for burial or cremation, according to the parents' wishes.
- For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed to prevent smuggling. Obtain the "sealing certificate" In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the exchangee's home country, an import permit is required. An established undertaker should be able to deal with these matters. The Embassy can assist in obtaining the two permits.
- To airlift the casket to the exchangee's home country, a reputable air-transport agent should be appointed. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being accidentally off-loaded at an intermediate airport. The arrival flight details should be correctly passed to the deceased's parents, so that they can make arrangements to receive the casket. Copies of the death certificate, embalming certificate, casket sealing certificate, import and export permits, and passport, are to be given to the transport company, and must accompany the casket on the airplane.
- Hold a memorial service for the exchangee.

*Things need to be done quickly. Tasks should be assigned to the various members of the above mentioned special committee.*

The District YEO must write a complete report of the incident and send copies to the Governor of District 6150 and to the exchangee's home Rotary District.

## **PUBLICITY AND EXCHANGE STUDENTS**

All Rotarians and host families involved with Youth Exchange foreign inbound students, who can be especially vulnerable, must try to protect them from potential predators. Anytime a Rotarian or host family deals with public media, that person should carefully consider what is to be published before give information or approval.

U.S. State Department regulations state:

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

- Do not promote or recruit Rotary Youth Exchange in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, do not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials.

It is permissible to enable publishing in a newspaper the first name and home country of an inbound student with no reference to his or her school, host family, address or other contact information. A Rotarian's name and contact information can be provided for follow up. Obviously newspapers do not necessarily consult with Rotarians or seek their permission regarding articles and photographs they publish.

On the District 6150 website and in materials distributed to Rotarians, only a first name, home country and host club of an inbound student can be displayed but not a photograph.

The Department of State regulations apply to foreign students attending high school currently here in the US through exchange programs such as ours. Thus these regulations would not apply to inbound students who have returned to their home countries, outbound students or Rotexes (former exchange students). However, in those circumstances, it would be wise to exercise normal caution in information provided to public forums about any past, present or future participant in Rotary Youth Exchange.

## **SEXUAL CONDUCT CODES**

Rotary International and Rotary District 6150 has a zero-tolerance policy against sexual abuse and harassment.

Rotary District 6150 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners and any other volunteers and host families to safeguard to the best of their ability the welfare of and to prevent the physical, sexual or emotional abuse of children and young people with whom they come into contact.

It is important to know the definitions of sexual abuse and harassment.

### **Sexual Abuse**

Sexual abuse refers to engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Additional examples of sexual abuse could include, but are not limited to:

- Non touching offenses
- Indecent exposure
- Exposing a student to sexual or pornographic material

### **Sexual Harassment**

Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual

predators to desensitize or “Groom” their victims. Examples of sexual harassment could include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies or prowess.
- Verbal abuse or a sexual nature.
- Displaying sexually suggestive objects, pictures or drawings.
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

## **REPORTING AND HANDLING ALLEGATIONS OF SEXUAL MISCONDUCT, ETC.**

All allegations of abuse or harassment will be taken seriously and must be handled in accord with the Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines.

### **Allegation Reporting Guidelines**

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.
  - a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror or disbelief.
  - b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it does not happen to others.
  - c. Get the facts, but don’t interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking “why” questions, which may be interpreted as questioning the young person’s motives. Remember that your responsibility is to present the story to the proper authorities.
  - d. Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It’s especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you. Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person’s words and record only what he or she told you.
2. Protect the young person.

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.
3. Report the allegations to appropriate authorities – child protection or law enforcement.

The Arkansas Child Abuse Hotline is 1-800-482-5964. Emergencies should be reported to 911.

The incident should be reported to the Club YEO who should report it immediately to the District Co-YEO for follow-through. District 6150 will cooperate with police or legal investigations.

4. Avoid gossip and blame.

No one should be told about the incident other than those required by the guidelines. The rights of both the victim and the accused should be protected during the investigation.

District 6150 will maintain the privacy (as distinct from confidentiality) of any accused person by limiting discussions only to those people who need to know. The audience will be limited to the club counselor, club youth exchange officer, district youth exchange officer, district youth protection officer, district governor, and appropriate government or law enforcement agents necessary to protect the alleged victim.

5. Do not challenge the alleged offender.

The alleged offender should not be contacted. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non criminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment.

If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact.

### **Termination of Rotarian Abuser's Membership**

A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).

### **DISTRICT 6150 TRAVEL POLICY FOR FOREIGN STUDENTS**

This is a cultural and educational exchange. Exchange students should take advantage of opportunities to travel under appropriate conditions while on their exchange. While the host Rotary Club and Host Families are not under any obligation to provide or permit travel, there will be many opportunities to travel. Exchange students, regardless of age, must adhere to this travel policy and should not make and execute their own travel arrangements outside of this policy. In some cases, you will be informed of additional written permissions that are required by the club Youth Exchange Officer, Rotary Counselor, or District Youth Exchange Officer.

**Violations of this policy may be grounds for terminating the Exchange and returning the student to his/her home country immediately.**

The reason for these rules is simple. The District 6150 Youth Exchange Committee, Host Rotary club and Host Parents are responsible for students while in this country. Also, we must know where students can be reached in case of emergency or a priority message from home.

The name of all persons 18 years and older accompanying students on travel of more than 24 hours must be submitted in advance to a District Co-Youth Exchange Officer (Susan Chan or Vince Guest) for a background check. The District Youth Exchange Officer can supply this form.

Granting permission for student travel shall be based on avoidance of the Travel Blackout Dates below, receipt of the information and permissions stated below, the student's behavior, and the student's performance at school.

**1. Travel Blackouts** - Students shall not schedule personal travel that conflicts with mandatory Orientations, the District Conference, or other District Youth Exchange events for which their attendance is required.

**2. All Travel** - Students may travel only with host family permission. Student must tell host family

- a. Where you are going (and if someone's home, their phone number)
- b. How you are traveling (car, walking, bicycle, etc)
- c. With whom you are going
- d. When you will be home

**3. Within Arkansas, Memphis Tennessee, and Branson Missouri area Travel — A Trip Lasting More Than 24 Hours** - Students traveling within the Arkansas and Memphis, Tennessee area with a Rotarian from District 6150 or an adult member of their host family is allowed. Travel with any other adult(s) is subject to the approval of the host family and the Rotary club Youth Exchange Officer or Rotary Counselor. For purposes of these requirements, an adult is someone who is 21 years of age or older. Student must notify their club Youth Exchange Officer or Rotary Counselor of travel plans for information purposes or for approval. When contacting this individual, the student should provide the following information:

- a. Name of adult accompanying the student and relationship with student
- b. Destination and route/itinerary
- c. Housing/lodging location/address
- d. Contact telephone numbers
- e. Means of transportation
- f. Length of stay

**4. Travel Within 48 contiguous United States** - Travel within the 48 contiguous United States outside of the Arkansas and Memphis, Tennessee area must be approved by the i) natural parents, ii) host family, iii) club Youth Exchange Officer or Rotary Counselor (written) and iv) a District Co-Youth Exchange Officer (Susan Chan or Vince Guest). The following information will be required at a minimum for all trips outside the Arkansas and Memphis, Tennessee area:

- a. Name of adult accompanying the student and relationship with student
- b. Destination and route/itinerary
- c. Housing/lodging location/address
- d. Contact telephone numbers
- e. Means of transportation
- f. Length of stay
- g. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)

**5. Optional Tours** – The only optional tours that are approved for students in District 6150 are the USA Summer Tour ([www.usatour.us](http://www.usatour.us)) conducted by Mike Hamilton ([lai@ncn.net](mailto:lai@ncn.net)) and the Spring and Summer SCAT Tours ([www.scattours.com](http://www.scattours.com)) conducted by Chuck Frazier ([scattours@cableone.net](mailto:scattours@cableone.net)). Travel on one of these optional tours must be approved by the i) natural parents, ii) host family, iii) club Youth Exchange Officer or Rotary Counselor

(written) and iv) a District Co-Youth Exchange Officer. The following information will be required at a minimum for any optional tour:

- a. Name of Optional Tour and Dates
- b. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)

**6. Travel Outside of the 48 contiguous United States** - Travel outside of the 48 contiguous United States including Alaska, Hawaii, Caribbean, Mexico, Canada and all other destinations will require the approval of the i) natural parents, ii) host family, iii) club Youth Exchange Officer or Rotary Counselor (written) iv) a District Co-Youth Exchange Officer (Susan Chan or Vince Guest) and v) the Sponsoring District Youth Exchange Officers. Exchange students may not travel to their home country except for a major family emergency. The following information is required

- a. Name of adult accompanying the student and relationship with student
- b. Destination and route/itinerary
- c. Housing/lodging location/address
- d. Contact telephone numbers
- e. Means of transportation
- f. Length of stay
- g. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)
- h. Confirmation that Multiple Entry visa is in place and that appropriate notification of U S Department of State has occurred

**7. Travel In Small Planes** - Travel in small (private, non-commercial) air planes is not encouraged. Permission to such travel will only be approved with specific written permission of the i) natural parents, ii) host family, iii) club Youth Exchange Officer or Rotary Counselor (written) and iv) a District Co-Youth Exchange Officer as well as documentation that pilot is certified. Such permission must be requested, with supporting documents, at least one week in advance. Permission for travel by private plane must be obtained from a District 6150 Co-Youth Exchange Officer or, if he/she is unavailable, the Inbound Coordinator. The following information is required

- a. Name of pilot and relationship with student
- b. Documentation of pilot certification
- c. Destination and route/itinerary
- d. Contact telephone numbers
- e. Airplane tail number
- f. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)

**8. Unaccompanied Travel** – Inbound Rotary Youth Exchange Students are not allowed to travel outside their local community unaccompanied by an adult . An exception may be granted by a District Co-YEO (Susan Chan or Vince Guest) if the student is in good standing, and has approval for the trip from the student’s natural parents, the host family, the club Youth Exchange Officer or Rotary counselor and a District Co-Youth Exchange Officer. The trip approval encompasses the transportation, the individuals meeting the student at the destination, and the arrangements for them to meet at the destination.

If you have any questions, please contact a District Co-YEO (Susan Chan or Vince Guest)

I have read and understand this Travel Policy and will comply with it.

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Student

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Parents

**DISTRICT 6150 ROTARY YOUTH EXCHANGE  
TRAVEL TABLE**

Type of Travel	Approval Needed from:	Information Required
1. No Travel Permitted	<b>Personal travel that conflicts with Mandatory Orientations, the District Conference, or other required District YE events is not permitted.</b>	
2. All Travel	Host Family	a. Where you are going (and if someone's home, their phone number) b. How you are traveling (car, walking, bicycle, etc) c. With whom you are going d. When you will be home
3. Within Arkansas and Memphis, Tennessee area Travel — Trips Lasting More Than 24 Hours	Host Family Rotary Club Youth Exchange Officer or Rotary Counselor	a. Name of adult accompanying the student and relationship with student b. Destination and route/itinerary c. Housing/lodging location/address d. Contact telephone numbers e. Means of transportation f. Length of stay
4. Travel Within 48 contiguous United States (Other than Arkansas and Memphis)	Natural Parents Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer	a. Name of adult accompanying the student and relationship with student b. Destination and route/itinerary c. Housing/lodging location/address d. Contact telephone numbers e. Means of transportation f. Length of stay g. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)
5. Optional Tours	Natural Parents Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer	a. Name of Optional Tour and Dates b. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)



**DISTRICT 6150 ROTARY YOUTH EXCHANGE  
TRAVEL TABLE**

<b>Type of Travel</b>	<b>Approval Needed from:</b>	<b>Information Required</b>
6. Travel to Alaska, Hawaii, Caribbean, Mexico, Canada and all international destinations	Natural Parents Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer Sponsoring District YEO	<ul style="list-style-type: none"> <li>a. Name of adult accompanying the student and relationship with student</li> <li>b. Destination and route/itinerary</li> <li>c. Housing/lodging location/address</li> <li>d. Contact telephone numbers</li> <li>e. Means of transportation</li> <li>f. Length of stay</li> <li>g. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)</li> <li>h. Confirmation that Multiple Entry visa is in place and that appropriate notification of U S Department of State has occurred</li> </ul>
7. Travel In Small Planes	Natural Parents Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer	<ul style="list-style-type: none"> <li>a. Name of pilot and relationship with student</li> <li>b. Documentation of pilot certification</li> <li>c. Destination and route/itinerary</li> <li>d. Contact telephone numbers</li> <li>e. Airplane tail number</li> <li>f. Permission of Club Youth Exchange Officer or Rotary Counselor and natural parents via original letter or fax of original letter (We have been accepting email confirmation)</li> </ul>
8. Unaccompanied Travel	Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer	<ul style="list-style-type: none"> <li>a. Name of adult(s) meeting the student and relationship with student</li> <li>b. Destination and route/itinerary</li> <li>c. Housing/lodging location/address</li> <li>d. Contact telephone numbers</li> <li>e. Means of transportation</li> <li>f. Length of stay</li> </ul>

# APPENDIX

## **INSTRUCTIONS FOR CRIMINAL BACKGROUND CHECKS AND THE DOS TEST**

### **Instructions for self entering information for criminal background check**

1. Log on to <https://Rotary6150.volunteerportal.net>
2. Review text on the Welcome Page, enter the password: **Rotaryyouth** and click “I Agree”.
3. Enter Personal Information.
  - a. All fields marked with a “\*” are required.
4. Click “Next”
5. Review all information to ensure its accuracy before proceeding.
  - a. If you need to make any corrections you can click on the “Edit” link or the “Previous” button to return to the Personal Information page.
6. Click “Next” or “Complete” to process your search.

\*\*\* Note the following\*\*\*

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
  - When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click [here](#).”
  - Enter your last name and reference number to resume your previous search.

### **Instructions for taking the DOS test:**

1. Your application form must have been submitted, your information entered into the Youth Exchange database, and you must have received log-in credentials before you can proceed.
2. Review the DOS regulations. The test is open book and you can take it as many times as needed to pass.
2. Log into YE database, click on Your RYE at the top, click on Training and Certifications, scroll down to almost the bottom of page and under Department of State (DOS) click on DOS Local Coordinator Test.
3. When you have passed the test, send a copy of the certificate you receive from DOS to Susan Chan ([schan@novascorp.com](mailto:schan@novascorp.com))

## **Sample Club Youth Exchange Calendar**

**Monthly:** “Local Coordinator B” reports contacts with LT inbound and host family in Database (also reports Follow up Visits as required in Database)  
Outbound counselor reports contacts with LT outbound in Database

### **As and when appropriate:**

- “Local Coordinator B reports Follow Up Visits in Database as required.
- Club YEO and LT Inbound Counselor show appreciation for host families.
- LT inbound brought to club meeting at least once a month
- LT inbound invited to participate in club activities including service projects
- Club and/or committee members invite LT inbound at least once a month to family events – dinner, theater, sailing, etc.

### **July**

- SCRYE summer meeting, location varies
- Conduct LT Inbound host family and counselor orientations
- Outbound and Short Term counselors meet with and prepare outbound students
- 5 day Outbound camp for LT outbounds (organized by SCRYE)

### **August**

- Early August: Reunion Camp for LT Outbounds who have returned \*\*\* (organized by SCRYE)
- Outbounds leave. Arrange for send off at airport
- Inbounds arrive. Arrange for welcoming party at airport
- Inbound Orientation for LT inbounds (organized by district) \* #

### **September**

- Optional: Welcome get-together for inbounds, host families, committee member and counselors
- Student Recruitment

### **October**

- Student Recruitment
- Last weekend October: Halloween Weekend for LT Inbounds with District 6110 in Fayetteville \*\* #

### **November**

- Nov 1: Long Term Applications due from students to clubs

- Nov 15: Clubs conduct interviews of LT Outbounds and Parents & make recommendations to district by Nov 15

## **December**

- First weekend December: District conducts interviews of long term outbounds (assistance desired from club members who did not participate in club interviews)
- Mid December: Possible optional Ski trip for inbounds\*\*\*

## **January**

- Jan 31: ST applications due from students to clubs
- Conduct club interviews of ST outbounds and parents. Parents are interviewed as parents of the outbound but also as host family for inbound. Complete In-Home Interview & Inspection, CBCs and Reference Checks. Make recommendation to district.
- January 15: Make commitment to RYLA as to how many students club will be sending to RYLA camp. (See rotary6150.org for RYLA information) \*\*
- Late January: SCRYE Meeting in Tulsa, OK (Club members encouraged to attend.) \* #

## **February**

- Feb 15 Recommendations on ST applicants due from clubs to district

## **March**

- March 1: Student applications and fee for RYLA camp due
- Mid March: PETS

## **April**

- April : Clubs receive inbound applications: confirm and process host family (Volunteer applications, reference checks, CBC) (Host family application, photos, Interview & Inspection), arrange school, confirm, process and train counselor
- Appoint, process (Volunteer applications, reference checks, CBC) and train counselors for ST and LT students.
- Mid April: Rotarians take campers to RYLA camp - arrive on Thursday late afternoon, pick up campers at about 10:30 – 11:00 am on Sunday \*\* #

## **May**

- Long term inbounds prepare for return home
- Late May: District Conference (Youth Exchange Session, Flag ceremony, Orientation for ST and LT outbounds) LT inbounds \*\* # LT and ST applicants and their parents attend and stay for orientation after conference \*
- May 31: Have Guarantee Form for LT Inbounds completed, send originals to Susan Chan.

## June

- **Early June:** LT Outbound orientation camp \* (organized by SCRYE)
- Short Term exchanges occur, ST students invited to club meetings

## June/July

- Short Term exchanges occur, ST students invited to club meetings
- Optional -- Club farewell get-together for returning LT inbounds -- host families, counselors, committee members
- LT Inbounds leave for home
- LT Outbounds return
- Optional Summer Tours for LT Inbounds
- Orient host families

Note: each LT inbound student should have at least 2 host families, Rotary prefers three. The requirement to process a host family and its members may need to be repeated during the year if all host families are not processed in April and May. Orientation of a host family may be done only after the family has been processed.

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\* **Inbound students required to attend**

\*\* **Inbound students are expected to attend but will be excused for a VERY GOOD reason**

\*\*\* **Inbound student's attendance optional**

# **Club assistances with transportation desired**

## **SAMPLE CALENDAR FOR LONG TERM INBOUND STUDENTS**

Sept 11-13	From 8:00 pm on Friday to 10 am on Sunday Inbound Orientation in Tulsa, Oklahoma*
Oct 30-Nov 1	Halloween Weekend in Fayetteville (Tentative) **
Early Dec	Possible Ski Trip in Colorado
Dec 21-Jan 3	Christmas Break – all schools
Jan 22-24	SCRYE conference in Tulsa, Oklahoma*
April 14-17	RYLA camp at Ferncliff Camp, Little Rock**
March 21-25	Spring Break – all schools
May 13-14	District 6150 and 6170 Conference at Arlington Hotel in Hot Springs **
Late May	Rebound Orientation*
June	Optional Summer Tours (at additional student expense):***  South Central Ambassador Tours (Chuck Frazier) 2 Weeks. Details available on <a href="http://www.youthexchangetours.com">www.youthexchangetours.com</a> or USA Tours (Mike Hamilton) 4 Weeks. Details will be available on <a href="http://www.usatour.us">www.usatour.us</a>

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\* Inbound students required to attend

\*\* Inbound students are expected to attend but will be excused for a VERY GOOD reason

\*\*\* Inbound student's attendance optional

## **Sample Interview Questions for Outbound Applicants**

### *For the student:*

1. What activities do you participate in outside of school?
2. What languages do you speak other than your native language?
3. What opportunities have you had speaking in front of groups?
4. What is your favorite subject in school? Why?
5. What types of books do you read? How many books do you read each month?
6. Why did you apply to become a Youth Exchange student?
7. What do you think is the most important thing about representing your community and country abroad?
8. Describe three issues that are facing your country today.
9. What world event interests you?
10. Have you ever spent any time away from home? If so, where did you go and for how long?
11. Who is a role model to you? Why?
12. Describe your greatest accomplishment.
13. If someone asked you to do something that you did not think was appropriate, how would you handle the situation?
14. Give an example of a personal weakness. How do you think that this will affect you on your exchange?
15. Do you have responsibilities at home? If so, what are they?
16. Do you think that you will get homesick? If so, how will you handle it?
17. Will you attend church with your host family if they are of a different faith? How do you feel about this?
18. How would you go about meeting friends in a new country?
19. What leadership roles have you assumed in school or in extracurricular activities?
20. How do you plan to share your experiences with family and friends when you return home?
21. What is the most difficult decision that you have had to make?
22. What is the most difficult or challenging situation you have faced in your life?
23. What was the happiest day of your life?
24. The customs and food will be very different from home. How will you assimilate?

### *For the parents of the student:*

1. How do you feel about your son/daughter going abroad for a year/several weeks?
2. Your son/daughter has expressed interest in traveling to other countries. Do you have any immediate concerns about the countries chosen? Are you willing to let your child go to any Rotary country?
3. Do you think your son/daughter will be homesick? If so, how will you deal with it, and how will you help him/her cope with feelings of homesickness?
4. Do you understand all of the rules of the program? Do you think that your child will be able to abide by them?
5. Whose idea was it to apply for the program? Are you entirely committed to let your son/daughter go on the exchange?
6. Have either of you traveled abroad?
7. Will you object if the student is placed with a family of a different religion?
8. Does your son/daughter enjoy trying new things?
9. Will your son/daughter eat a variety of foods?
10. Does your son/daughter have any medical concerns that we should be aware of?



11. Are you planning any major lifestyle changes while your son/daughter is abroad (e.g., divorce, marriage, moving)?
12. Is any member of the family seriously ill? If so, would you expect the student to return home for a funeral?
13. Would you be willing to host a student from another country in your home? How would you foresee him/her fitting in? How would you make the student feel at home?
14. What advice would you give as your son/daughter were boarding the plane?
15. Do you have any reservations/concerns at this time?



## Program Information for Host Families (USA Exchange Visitor Program)

Rotary Youth Exchange, District \_\_\_\_\_

(Updated 26Jan2017 – G)



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

### § 62.25 Secondary school students

- (a) **Purpose.** This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.
- (b) **Program sponsor eligibility.** Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations
- (1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and
  - (2) Which are United States citizens as such term is defined in §62.2.
- (c) **Program eligibility.** Secondary school student exchange visitor programs designated by the Department of State must:
- (1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
  - (2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and
  - (3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.
- (d) **Program administration.** Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:
- (1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.
  - (2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

- (3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
  - (4) Place no exchange student with his or her relatives;
  - (5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;
  - (6) Make no monetary payments or other incentives to host families;
  - (7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;
  - (8) Make certain that the exchange student's government issued documents ( *i.e.* , passports, Forms DS-2019) are not removed from his/her possession;
  - (9) Conduct the host family orientation after the host family has been fully vetted and accepted;
  - (10) Refrain, without exception, from acting as:
    - (i) Both a host family and a local coordinator or area supervisor for an exchange student;
    - (ii) A host family for one sponsor and a local coordinator for another sponsor; or
    - (iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.
  - (11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.
  - (12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.
  - (13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, ( *i.e.* , twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.
  - (14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and
  - (15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.
- (e) **Student selection.** In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:
- (1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;
  - (2) Demonstrate maturity, good character, and scholastic aptitude; and
  - (3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.
- (f) **Student enrollment.**
- (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:
    - (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
    - (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable

- (2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
  - (3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.
  - (4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.
  - (5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
  - (6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.
  - (7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.
- (g) **Student orientation.** In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:
- (1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
  - (2) A copy of the Department's welcome letter to exchange students;
  - (3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;
  - (4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;
  - (5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and
  - (6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.
- (h) **Student extra-curricular activities.** Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:
- (1) Authorized by the local school district in which the student is enrolled; and
  - (2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.
  - (3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.
- (i) **Student employment.** Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.
- (j) **Host family application and selection.** Sponsors must adequately screen and select all potential host families and at a minimum must:
- (1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

- (2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.
  - (3) Conduct an in-person interview with all family members residing in the home where the student will be living;
  - (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.
  - (5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.*, field staff or volunteers), attesting to the host family's good reputation and character;
  - (6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;
  - (7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
  - (8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and
  - (9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.
- (k) **Host family orientation.** In addition to the orientation requirements set forth in §62.10, sponsors must:
- (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;
  - (2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;
  - (3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;
  - (4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and
  - (5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

- (l) **Host family placement.**
- (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
    - (i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;
    - (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.
  - (2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.
  - (3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.
- (m) **Advertising and marketing for the recruitment of host families.** In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:
- (1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
  - (2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
  - (3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and
  - (4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.
- (n) **Reporting requirements.** Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:
- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;
  - (2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and
  - (3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.