

# Rotary International District 6150

## Youth Exchange Inbound Program



## Host Family Training



## Rotary District 6150 Youth Exchange Committee

To the Host Parents,

Congratulations! You are about to become a new parent, probably not for the first time, but this time your new child will already be a teenager upon arrival, may not speak English fluently, and will certainly have cultural traits that are different from yours.

By agreeing to be a host family for a Rotary Exchange student, you have agreed to assume parental responsibility for this young ambassador from another country, to provide shelter and sustenance, guidance and counsel, and love and support to the child of strangers who may live thousands of miles from you. But we do not ask you to do this all on your own; Rotarians in your local community as well as those of us who serve on the Rotary District Youth Exchange Committee will do all we can to make this exchange a success. We provide you with the information you need, through our Host Family Orientation meetings and this Information Booklet. We meet with and provide orientation training to the exchange students upon their arrival. And we will, throughout the exchange period, be in contact with both you and the Exchange student to answer questions, address concerns, and resolve problems.

All too soon, it will be time for your student to move on to the next host family or return home at the end of the exchange year. Many of the host parents who preceded you do not say “goodbye” when that time comes, but instead say “farewell, until we meet again”, with the full intention that this new member of the family will indeed be met again. We hope you experience those feelings, and will do all we can to have that happen. This Information Booklet provides the information you will need to be a successful Host Family; please refer to it often.

In Rotary Service,

Susan Chan and Vince Guest  
Co-Youth Exchange Officers  
Rotary District 6150 Youth Exchange

# Table Of Contents

Letter from the U.S. Department of State	4
Objectives of Rotary Youth Exchange .....	5
Rotary District 6150 Youth Exchange Committee.....	6
The Rotary Support System .....	7
The Exchange Student's Role Inbound Students, District 6150 Program Rules.....	9
The Host Family's Role .....	13
Other Information Needed by Host Parents .....	15
Insurance.....	
Cultural Tolerance .....	
Emergency Procedures .....	
Being the First Host Family .....	
Being the Final Host Family .....	
Notification of Student Move .....	
Income Tax Deduction .....	
If there are Questions or Problems .....	
Appendix A – What is Rotary? .....	<u>18</u>
The History of Rotary	
Rotary Motto and Themes	
The Rotary Foundation	
Rotary at the Local Level -- The Rotary Club	
Appendix B - US Regulations .....	20
Appendix C - Program Rules and Conditions of Exchange .....	25
Appendix D –Travel Policy for Inbound Exchange Students.....	<u>27</u>
Appendix E - Questions for “First Night” with Host Family.....	<u>31</u>
Appendix G -The Exchange Cycle .....	<u>34</u>
Appendix H – Premature Repatriation.....	38
Appendix I – Youth Protection Policy .....	<u>39</u>



United States Department of State  
Bureau of Educational and Cultural Affairs  
Washington, DC 20522

February 1, 2017

Dear American Host Family:

On behalf of the U.S. Department of State, I welcome your decision to host a secondary school student. The secondary school student program is one of many ways foreign nationals participate in people-to-people exchange programs in the United States. People-to-people exchanges are a valuable tool of foreign policy. The secondary school student program offers a unique opportunity for you to experience firsthand the richness and diversity of a culture different from your own, and for you to exemplify American values and culture to a foreign visitor. Through this program, you will join thousands of American families who serve as citizen ambassadors of the United States. Many families have found the secondary school student program to be a rewarding and enjoyable experience.

High School programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 25,000 high school students from around the world participate in this program each year. The good will of American host families in opening their homes to these young international visitors is vital to this program's success.

The health, safety, and well-being of the young people who participate in this program are our highest priority. A host family has many responsibilities, the most important of which is properly caring for an international student during the course of his/her program. The student is a guest in your home and in our country and you may be the first "real Americans" this young person meets. How you relate with this student will create a lasting image of our country and its people.

The regulations governing the secondary school student program are found at eCFR — [Exchange Visitor Program regulations](#) (22 CFR 62 - Exchange Visitor Program). These regulations address the most frequently asked questions about the program and provide the rules under which the program operates. It is extremely important that you notify your sponsoring organization if you have any concerns or if the student's personal health, safety or well-being is threatened in any way. If the sponsoring organization is not responsive to your concerns, you should contact the Department of State directly through our J-1 Visa Emergency Helpline (1-866-283-9090), which is also available 24 hours a day, 7 days a week, or by e-mail at [JVisas@state.gov](mailto:JVisas@state.gov).

The secondary school student program offers you, your family, your exchange student, your local school and community the opportunity to create a strong lifelong relationship. I hope this will be a positive and rewarding experience for all of you. The Department of State is deeply appreciative of your part in ensuring the program reaches its maximum potential as a quality educational and cultural exchange experience.

Sincerely,

G.K. Saba  
Director, Policy & Program Support  
for Private Sector Exchange

# Objectives Of Rotary Youth Exchange

**To further international goodwill and understanding** by enabling students to study first hand some of the problems and accomplishments of people in lands other than their own.

**To enable students to advance their education** by studying for a year in an environment entirely different from their own, and undertaking the study of courses and subjects not normally available to them in their own country.

**To give students opportunities to broaden their outlook** by learning to live with and meet people of different cultures, creeds, and colors and by having to cope with day-to-day problems in an environment completely different from the one they have experienced at home.

**To have students act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.

**To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

# District Youth Exchange Committee

## **Susan Chan, Co-YEO**

Rotary Club of Little Rock  
5313 Scenic Drive  
Little Rock, AR 72207  
501-603-9148 (home)  
501-603-0900 (office)  
501-603-0900 (cell)  
[schan@novascorp.com](mailto:schan@novascorp.com)

## **Vince Guest, Co-YEO**

Rotary Club of Wynne  
72 County Road 707  
Wynne, AR 72396  
870 208-8665 (home)  
870-208-8881 (office)  
870-208-6235 (cell)  
[vaguest@gmail.com](mailto:vaguest@gmail.com)

---

## **Jerry Shepard, Inbounds**

Rotary Club of Cabot  
1190 Dogwood  
Austin, AR 72207  
501-605-6470 (cell)  
[jerryshepard1515@gmail.com](mailto:jerryshepard1515@gmail.com)

## **Don Rodgers – Short Term Coordinator**

Rotary Club of Heber Springs  
PO Box 70  
Heber Springs, AR 72543  
501-362-8944 (office)  
501-365-0101 (home)  
501-362-0119 (fax)  
[djrodge@suddenlink.net](mailto:djrodge@suddenlink.net)

## **Kristina Bolhouse, Outbounds**

Rotary Club of Little Rock  
10 Northwest Court  
Little Rock, AR 72212  
501-555-5321 (cell)  
501-376-9051  
[kristinab@arfinancial.com](mailto:kristinab@arfinancial.com)

# The Rotary *Support* System

## What is Youth Exchange?

Rotary Youth Exchange is a country-to-country exchange of high-school age young people, between the ages of 15 to 18½ years old at the time of arrival in the hosting country, for a cultural and educational experience for both the student and those serving as hosts. The duration of the long-term exchange is 10-12 months, and generally follows the school year as defined by the Exchange student's home country. The program has been in existence since 1946. Every year about 8,000 students travel abroad to live and study in about 80 countries. The program is open to children of Rotarians and non-Rotarians and is operated by volunteer Rotarians as part of Rotary's commitment to international and community service. In the U.S. the program functions under the regulations of the U.S. State Department, described elsewhere in this Handbook, and Rotary International. Rotary District 6150 is also part of CSIET, the Council on Standards for International Educational Travel, and abides by this Council's standards. The state of Arkansas also has regulations for organizations placing international student exchange visitors in Arkansas high school. Rotary District 6150 is a member of an organization approved by the state of Arkansas.

## What is Rotary?

Rotary International, as the sponsoring organization of this program, is an international volunteer organization comprised of Rotarians around the world dedicated to improving their community, both locally and world-wide, through service to others. A more comprehensive description of Rotary and its structure can be found in Appendix A of this Handbook. However, one term used throughout this Book warrants explanation here: **District** is the geographic organization of a number of local Rotary clubs for purposes of governance and support. We are **Rotary International District 6150**, consisting of 41 Rotary clubs representing roughly central and northeast Arkansas.

## Role of the Rotary District and Youth Exchange Committee

Rotary Youth Exchange is, more specifically, an exchange of students between two Rotary Districts in different countries. District 6150 is excited about the possibilities of expanding our Youth Exchange program, involving more and more countries and more and more students. Conduct and administration of the Exchange program is the responsibility of each participating Rotary district under the authority of the respective **District Governor**, a Rotarian elected for a one-year term to provide leadership to the clubs and Rotarians in that District. All Rotary districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines, but retain autonomy in conducting of the program. This responsibility is delegated in District 6150 to the **District Youth Exchange Committee** (or **YEC**).

For example, the selection, screening and preparation of "outbound" exchange student candidates is the responsibility of each sending or sponsoring Rotary District, although a uniform application form has been developed for this purpose by Rotary International. On the other hand, once our District YEC has agreed to accept an "inbound" exchange student, and one of our 41 Rotary clubs has agreed to host and support that student, that student agrees to comply with **this** District's rules, regulations, and guidelines as a condition of the exchange.

To assure a complete understanding of those conditions, the District 6150 YEC provides a comprehensive orientation to our inbound students shortly after their arrival. Even before the student's arrival, the Youth Exchange Committee establishes and maintains communications with its counterparts in the exchanging district, the inbound students both before their arrival and during their year here, and the outbound students we are sending overseas.

The District 6150 Youth Exchange Committee is a valuable resource for both you and the exchange student, and its members are familiar with the conduct of the Exchange Program both here and in the home country of your student. Feel welcome to contact any member of the District 6150 YEC anytime you have a question or need help with a problem.

## The Hosting Rotary Club's Role

The local Rotary club provides another level of support to you, the student, and the Exchange Program. Most Rotary clubs will identify an individual Rotarian as the **Youth Exchange Officer** (or **YEO**) to administer the club's Exchange program, including recruiting Outbound candidates and Host families. This person, or another member of the Rotary club, will be designated as the Inbound Exchange student's **Club Counselor** for the duration of the exchange. The **Club Counselor** serves as an advisor and advocate for the student, but also is in contact with the host family on a monthly basis, and is available to answer questions, help solve problems, or direct host parents to the appropriate resource when needed. If the host family has a question or a problem it should feel free to contact the YEO or Club Counselor.

The hosting Rotary club will assist the host family in making arrangements to enroll the exchange student in your community's high school or a private school shortly after he or she arrives. The Club Counselor can assist the student in selecting a course of study that should be neither overly-challenging nor boring for the student, although the host family can also perform this role. As a host parent, you should discuss school work with the student, teachers, and school officials if academic or social problems are becoming apparent.

The hosting club provides another form of support to the Exchange student in the form of a **spending allowance**. Each month the Rotary club will provide an allowance directly to the student, to be used for incidental personal expenses, entertainment, school supplies, etc. Through the Rotary-provided allowance and parental resources, exchange students are expected to be **financially self-supporting** in terms of personal expenses, clothing, entertainment, and travel when not part of a host family event. In addition, District 6150 requires all inbound students to deposit with the hosting club a **\$400 emergency fund** that can be accessed by the club to pay for such expenses when the student is not able to do so. Please discuss any financial concerns with the Rotary club representatives.

The hosting club will regularly invite the exchange student to attend Rotary meetings and other Rotary events. Students are encouraged to attend Rotary meetings and other events as often as possible. Events at which the student's presence is required or suggested will be given to the host family on the Youth Exchange Calendar for the year. Rotary events should not impose a burden on the host family, and the YEO/Club Counselor should be advised if you have a concern.

## Rotary Support -- District + Club

This Team of the **District Youth Exchange Committee**, the local Rotary club **Youth Exchange Officer** and **Club Counselor** are here to help the Exchange student and host family have a successful exchange experience. They are available to you, 24 hours a day, to provide you with assistance on any matters of concern. We strongly urge you to seek our involvement before problems become too large for simple solutions.

Foreign students who are in the U.S. in conjunction with exchange program's like Rotary's are here with a J-1 Visa and the U.S. government has regulations governing the conduct of such programs. These regulations are available in Appendix B. The Rotary District and Club Youth Exchange volunteers work together to ensure that our program meets all U.S. government regulations.



# The Exchange Student's Role

## Inbound Students, District 6150 Program Rules

Above all else, we expect the inbound students to be involved: involved in the host family, involved in school, involved in the community in which you live, and involved in Rotary. To do this successfully, most Exchange students must do two things: **learn to communicate in English, and learn to adapt.**

### Learn English

All students arrive with some understanding of the English language, and most can speak and understand our language well, having studied English for several years in school. But for most, considerable effort will be needed on their part to understand the English spoken here, which is often different than the English they were *taught* in school. Practice, by engaging in real conversation, reading, and writing our language are necessary to develop true proficiency. Give more than yes or no answers to questions, repeat the question to make sure you understand it.

*Inbound exchange students may be tested for English proficiency shortly after arrival, and tutoring can be arranged by Rotary for students who are experiencing difficulty communicating. School counselors and teachers can also be valuable resources for both the student and host family in addressing communications problems.*

### Learn to Adapt

The student's role is to adapt to his/her school, host family, and his/her community. Learning to adapt means, for most students, being willing to try new things, do things differently, recognize the cultural basis for the environment they are used to, and accepting that our cultural differences are neither "better or worse", simply "different".

### Be an Ambassador

The exchange student is an ambassador for his/her country by his/her attitude, decisions, appearance and willingness to do for others. It is helpful for the host family to remind the exchange student of this role as an ambassador for his/her country.

### Student Relations with Host Family

Host families are asked to treat the exchange student as a member of their family. The student must accept the same responsibilities and rules that apply to other members of the family. The student must fit into the host family. The student should keep his room clean, help with the housework, assist in the yard and look for ways to make a special contribution to the life of the host family. When the student makes friends at school, he may invite them to his new home if the host family approves. The student must keep the host parents informed about his schedule and ask their approval before completing major plans. The student must accept host parent decisions with good humor. The host parents must trust the student and the student must accept their authority and responsibility for the student.

### Other Program Rules

All inbound exchange students, and their parents, agreed to comply with the rules, regulations, and guidelines that are part of the Rotary Youth Exchange application, **Program Rules & Conditions of Exchange**. These are common sense conditions that are intended to ensure their safety, comply with the standards of the international organizations monitoring exchange programs, and assure that their conduct does not impose a burden on their host families. A summary of the more important rules are listed below:

1. **Driving:** Exchange students are **not** permitted to operate motor vehicles, including motorcycles, boats, or any other powered device requiring an operators license as a condition of the medical and accident

insurance. Under no circumstances may they take a Driver Education course.

2. **Drinking and Drugs:** We expect all exchange students to comply with our laws, including those applying to possession and consumption of alcoholic beverages and controlled substances. Students may, with the approval of the host parents, accept an alcoholic beverage offered by the host parent in the host home if that is the cultural norm of the home.
3. **Dating:** Exchange students are not permitted to date a single student of the opposite sex exclusively and sexual activity is not permitted. We encourage students to do things with a group of other students.
4. **Smoking:** Applicants are asked to indicate if they smoke on the application, and this information is often the basis for the decision by the host family to host the student. Students are absolutely not permitted to smoke while here on exchange as the result of our state laws and/or the policy of Rotary District 6150.
5. **Body Decorations:** Applicants are not allowed to wear tongue piercings, nose rings, lip rings, or eyebrow jewelry during their exchange year. Applicants are also not allowed to obtain any additional tattoos and add any more piercings during their exchange year than when they arrived.
6. **Downloading:** Permission must be received from the host family before downloading any material on the host family computer. Downloading of any illegal or pornographic material is not allowed at any time.
7. **School Attendance:** This is an educational exchange, and students are **required to attend school regularly**, and maintain satisfactory class work. On the other hand, the program's objective is not to provide a high school diploma to these students, and each school agreeing to enroll exchange students will determine what, if any, certification will be provided for classes taken. As the host parent, you are responsible for determining the appropriateness of any school **absence requested by the student**, as you would for your own children. You should know, and comply with, the attendance requirements (and absence notification requirements) for the school your student is attending. Rotary events will require that the student miss school from time to time; the student is expected to make up missed work.
8. **Travel:** Travel for the exchange student as part of the host family, or with school or church groups, is highly encouraged and will provide the student with opportunities to learn about the host country. A separate document provides the **Travel Policy for District 6150 Inbound Exchange Students**. This policy will be reviewed in detail with the exchange student at Inbound Orientation, and **compliance with this policy is a condition of the exchange. We will always support the host parents when they say NO to exchange student travel with which they are not in agreement.**
9. **Visits by the student's parents and family:** Program rules prohibit any visitors from the student's home country during the first 8-9 months of the exchange year, and **specifically at any time that will interfere with school, or that will cause an inconvenience to the host family. Furthermore, visits by parents or family during the traditional Christmas, New Year, and Easter holiday periods are expressly forbidden.** On the other hand, parental visits near the conclusion of the exchange year are great opportunities for the student to share their mastery of our language and knowledge of our culture, and introduce natural parents to all of the host families with whom they have lived. Any such visits planned by the student or his/her parents should be fully acceptable to you, the host parents, and should be discussed with the appropriate Rotarians **before** being finalized. Visits by friends from the student's home country are not allowed during his/her exchange.
10. **Use of telephone and Internet:** Students who frequently communicate with family and friends "back home" by telephone or e-mail often delay their own adjustments and adaptation to the exchange, and extend, rather than reduce, feelings of homesickness. In addition, they often do not recognize the cost of lengthy, international telephone calls until the phone bill arrives. **Occasional** (at most once per week) telephone calls to or from home, plus calls on special occasions, should be sufficient voice contact when combined with "newsy" emails the student mails home that will likely be cherished and reread by his or her

parents long after they arrive. Constant e-mail or instant messaging also prevents a student from becoming part of the host family and community. Students should limit that kind of electronic communication with home to once per week. Of course, the student is responsible for any costs incurred for telephone or Internet charges. If the host family and student agree that it is advisable or necessary for the student to have a cell phone, only prepaid plans to be paid by the student should be accepted.

### Disciplinary Procedures

Students are told of disciplinary procedures at Inbound Camp in August. Breaking of some rules such as those pertaining to driving, public drinking, illegal drugs, sexual activity will result in the student's being sent home immediately. Depending on the nature of the infraction, breaking other rules could also result in being sent home at once.

Other student behaviors which are contrary to program rules will result in a written warning (yellow card) to the student and placing the student on probation. The written warning will identify what the student needs to do to correct the problem and give the student a time frame for doing so. The student, a district YEO, and the student's counselor will all sign the warning and a copy will be sent to the student's home district YEO and parents. If the student does not correct the behavior within the timeframe, the student will be sent home (red card).



# The Host Family's Role

What does it take to be a host family for a foreign student?

**A heart:** large enough to share a portion with a child from another county.

**A mind:** open to the different life and culture that the student will bring with him/her, open to accepting him/her for his/her differences and not only for his/her similarities

**Time:** to share with the student, especially in the first days of the exchange before school starts.

**A share of laughter and gaiety** to shrink the problems which may come up and to strength the bonds of communication.

Just as there is no perfect exchange student, there is no perfect host home. Each young person who comes to us from abroad is an individual; each family is different.

The operative word here is **Family**, and we ask you to help your exchange student become a part of your family during the period that he or she lives with you. That means treating this young person as you would your own son or daughter, not as a guest, and exercising all of the **parental responsibilities and authorities** you would for your own child. Have the same discipline, chores and tender loving care for your exchange student as you would for your own child of the same age.

The host family:

- Provides **room, board and a school lunch or lunch money** for the exchange student
- Provides **transportation** for the student, as the student is not permitted to drive.
- Provides assistance in school, with budget planning, social situations, group dating, and language.
- **Introduces the student to the "right" group** in high school.
- Exposes the student to the **local and regional sights, culture, events.**
- Is **tolerant** of the student's religious preferences and does not force their own upon the student.

**Be aware of the relations between the exchange student and your own children.** Your children and the exchange student can set a good example and be a protector and listener for each other. Your children can help the exchange student by introducing him/her to their friends and activities. Be alert to any sibling rivalry that emerges in your children – jealousy or anger. Address signs of sibling rivalry early before the problem becomes serious.

**Limit the exchange student's visits with other exchange students.** If the exchange student spends too much time with other exchange students, that limits his/her exposure and adjustment to American friends. Exchange students speaking their own language with one another in the presence of others who do not speak that language is rude and forces the others away. Rotary provides opportunities for our exchange students to get together and share their experiences.

While many factors will influence to what extent you may need to focus on this role, such as your own experience as a host parent, ages of your own children, and whether you are the first, middle, or final host family for this student, here are some suggestions that previous host parents have provided to us:

- X **Make sure you are communicating.** This is very important when students first arrive and are developing language skills and trying to adapt to everything at the same time. To be certain of understanding on important matters, ask the student to repeat back to you what you have said. If you are not sure the student understands, try saying the point in different simpler way. Be sure to avoid using slang at first. Good communication is very important to avoid misunderstandings that may grow into problems.
- X **Establish a clear understanding of expectations** soon after your student arrives. Appendix E is a listing of **First Night Questions** that we provide to both students and host parents that cover most of the topics that will help define those expectations. Cultural differences as well as personality differences often lead to misunderstandings unless these topics are discussed and clarified. Many students will use the

questions as a “check-off list” to make sure nothing has been overlooked during the first few days; we suggest that host parents also review this list for any topics that are important to them.

- X **Be prepared to help your student recover from homesickness.** This can take many forms, from simply general sadness to wishing to stay in his or her room alone. It is perfectly normal for Exchange students to have bad days and experience homesickness. If you are sensitive to this, you will be able to reassure your student that their reactions are perfectly normal. Help them to keep busy and involved. These feelings will pass. If they have poured out their frustrations in a letter home (often saying they want to return home immediately), suggest that they put it away for a couple days, re-read it, and only then mail it ... if it still applies. Most times the letter will be thrown out!
- X **Encourage your student to get involved.** School extracurricular activities, sports, community activities, church groups, and family activities may be new and unfamiliar to your student, and will likely be very “different” from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because no one has asked him or her to join in. Try to introduce the student to some people who will help overcome this reluctance.
- X **Understand “culture shock”, and help your student learn our culture.** Appendix F in this booklet provides the article *How To Cope With Culture Shock* which may help you understand some of the feelings your student may experience as a result of the differences between our culture and the one they have known since birth.

# Other Information Needed By Host Parents

## INSURANCE

All inbound exchange students must have a medical/accidental injury policy that meets Rotary's requirements, under a policy issued by the American International Companies through CISI Bolduc. Instructions for submitting a claim and claim forms may be found at [http://www.culturalinsurance.com/rotary/rotary\\_claims\\_benefits.asp](http://www.culturalinsurance.com/rotary/rotary_claims_benefits.asp). In addition, a **Medical Authorization form** that is part of the student's application should be provided to the Host Parents before the student moves into your home, authorizing you to seek medical treatment for students while part of your household.

**The cost of any medical treatment is the responsibility of the student and his/her natural parents**, and the insurance provides for either payment or reimbursement of a portion of those expenses (usually after a nominal deductible has been met). Students should have the financial ability to pay for any medical expenses at the time provided, and host families should not incur any costs in this regard.

**However, as host parents, you are asked to make arrangements for medical treatment when necessary**, as well as to determine when medical treatment is required. Your student may be reluctant to discuss medical problems initially, and their own culture, or medical system at home, may be quite different than that which we have, so you may need to patiently ask questions and offer suggestions when you observe conditions that may be medically-based. Many Rotary clubs have arrangements with local medical-services providers (often a member of the Rotary club), and you should be apprised of these arrangements by the Rotary YEO or Club Counselor before a medical problem arises.

**It is always advisable to inform the host Rotary club of any medical treatment or medical problems that have occurred so that information is made available to subsequent host families. Serious illnesses or injuries should be made known to the District YE Chair as soon as possible.**

## CULTURAL TOLERANCE

Things will be different for the exchange student. By watching, listening and asking questions the student can accommodate to these differences very quickly. Different countries have different customs--Japan different than Sweden. The Brigham Young Pamphlets [USA – Culturgram and England Culturgram] are an excellent resource addressing culture in each country. **Stress that the student must accommodate to the local situation.** Some specific areas the student may be used to at home that are different from the U.S.:

### School

- Different hours--often over about 1:30
- More difficult
- More discipline
- Often teachers move to class, not class to teachers
- More, varied subjects
- Separate college bound from vocational types

### Families

- Probably different routines--up early? stay up late?
- Meal times may be different, menu will be different
- Family rules: you accommodate to them, not vice versa
- Relations with siblings

### Manners

- May be more formal than in the US.
- Gender manners: open door, stand up for women
- Appreciation manners: thank you notes
- Introductions manners: hugging? kissing?

### Law and Order

- Most Europeans more law abiding (no parking, no smoking, etc)

## EMERGENCY PROCEDURES

It is very important to know where the student is at all times. Be aware of student's insurance coverage. Contact the student's Rotary Counselor or the club Youth Exchange Officer in the event of any serious occurrence or emergency involving the exchange student.

## BEING THE FIRST HOST FAMILY

While being "first" often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent host families, since he or she will remain part of your community for the balance of the exchange year.

When the time comes for the student to move on, be prepared for the emotions that come with separation and fear of something new, both for the student and you. It will help to make this transition go smoothly if the student has met the new family, perhaps first in your home, and then later for a visit in the next host family home, to provide opportunities to become familiar with the family and surroundings.

Once your student has moved, maintain contact without undermining the development of relationships with the next family. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier, and will usually be welcomed by the current host family, just as you welcomed others' invitations to the student when part of your family.

When it is finally time for your student to return home to his or her own family, they will be leaving not one but several families that they will consider "home" for the rest of their lives.

## BEING THE FINAL HOST FAMILY

Being the host family at the conclusion of the exchange year could involve dealing with many of the same emotions the student had upon arrival, but this time caused by the realization that the "familiar" is now *our* culture, and the "unknown" involves *returning home*. Understand that the exchange student **must** return home at the conclusion of the exchange year (generally within a short period after high school completion, or the conclusion of a USA Tour, if applicable) as a condition of the exchange program. **A sign of a successful exchange is the student's reluctance to go home, and we wouldn't want it any other way.**

You may need to help your student prepare mentally for this departure, in addition to the many physical aids that will be needed. **Start by selecting an actual departure date** that everyone involved agrees with (including the student's parents), and help the student make the necessary airlines reservations. (Although we require all students to have round-trip airlines tickets, some airlines can only book flights 6-9 months in advance, and many students must change the initial return date once they know graduation and Summer Tour dates, etc.). As the departure date approaches, help the student with packing and luggage, recognizing that much has been collected since their arrival, and it may be necessary to ship some of the student's possessions home to keep suitcases below the airlines' quantity and weight limits.

Help the student wrap up any financial obligations with you and others, especially regarding long-distance telephone charges. Use of a pre-purchased phone card, or having the student make final calls collect, will minimize phone charges appearing on your telephone bill after the student has departed. Discuss with the student and the Rotary Club Counselor the return of the student's emergency fund.

**Involve the prior host families**, and the host Rotary club, in planning a farewell event before the student departs. And allow sufficient flexibility in your schedule during the final few days to provide your student with the opportunity to say goodbye to the many friends made during the past year. In many cases, these "good-byes" will be even harder for the student than those said 11 or 12 months earlier, and your understanding and support will make this a happy time for everyone involved.



## **NOTIFICATION OF STUDENT'S MOVE**

Whenever the exchange student changes host families, the new family name, address, phone numbers, and e-mail must be reported to the District Youth Exchange Co-YEO, Susan Chan (schan@novascorp.com). The regulations of the US government require address changes to be filed within ten days – failure to do so can result in the deportation of the student. Although we consider it the Rotary club's responsibility to report student moves, we recommend that host families on top of the situation as well, due to the seriousness of the consequences.

## **INCOME TAX DEDUCTION**

Host families can get a \$50 per month reduction on your Federal Income Tax Return as a miscellaneous itemized deduction for hosting a Rotary Youth Exchange Student.

## **IF THERE ARE QUESTIONS OR PROBLEMS**

While there is no way we or you can guarantee that every Exchange student and host parent will enjoy a completely successful exchange, we do our best to help them, and you, and the percentage of unsuccessful exchanges is very small. Most problems that do occur can be taken care of satisfactorily if addressed early, before they become too big to handle.

**IF YOU DO HAVE A CONCERN, AND NEED TO DISCUSS SOMETHING, please contact the local Rotary Club Youth Exchange Officer or the student's Club Counselor.** If he or she is not available, please contact a member of the District YE Committee. They will get in touch with the student, and if appropriate, the counterpart in the sponsoring district for further information and help, if needed.

**Please do not dismiss non-compliance with our rules, or try to solve major problems yourself.** Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware, and there may also be long-range implications affecting future exchanges. Please call and give us the opportunity to show you that we are as concerned about the exchange student and the host family and club as you are. We can't help you or the student, if we don't know that there is a problem.

Finally, while much of this booklet addresses rules, regulations, and “dealing with problems”, we want you to know that being a host parent is also a lot of fun and full of rewards. You will get to know, and love, someone from another country, another culture, and another part of the world. You will have the opportunity to watch, and help shape, the development and maturity of a young person. You will have opportunities to learn of another culture yourself, and in the process of sharing our culture and our country with this student, gain knowledge and understanding for you and your family. And at the end of the exchange, you will have added to your family a son or daughter who may live in a “foreign” country the rest of their life, but will always be a part of your family.

# Appendix A – What is Rotary?

## *The History of Rotary*

Rotary was born on February 23, 1905 in Chicago, Illinois, the world's first and most international service club. The founder of Rotary was attorney Paul P. Harris (1868-1947), who gathered with three others to discuss his idea of a group of businessmen from different professions getting together periodically to become better acquainted. They decided to limit membership to one representative of each profession and to rotate the meeting site among each member's place of business, to acquaint each other with their various vocations and to promote business. The rotation of meeting places is the source of the name "Rotary".

Club membership grew rapidly. The second Rotary Club was founded in San Francisco in 1908. When clubs were formed in Canada and Great Britain, in 1912, Rotary became an international organization.

Since 1905, the ideas of Paul Harris and his friends have become ideals which have been accepted by people of practically all nationalities, and of many political and religious beliefs. Today there are Rotary Clubs in Austria and American Samoa, in Brazil and Brunei, in Italy and India, in Scotland and South Africa - in some 170 countries. The universal acceptance of Rotary principles has been so great that there are now more than 28,000 Rotary clubs, with a membership of over 1.2 million men and women.

## *Rotary Motto and Themes*

Rotary International has adopted as its motto, "**Service Above Self**". A second theme of Rotary is "**He profits most who serves best**". Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the Four Way Test of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

## *The Rotary Foundation*

In 1917, the Rotary Foundation was born. The Rotary Foundation is a philanthropic trust promoting further understanding and friendly relations between peoples of different nations. The Foundation sponsors the largest scholarship program in the world and is supported purely by voluntary contributions from Rotary Clubs and Rotarians.

The Rotary Foundation has eight working programs and a budget of approximately \$45-\$50 million (US) each year. These programs include Ambassadorial Scholarships, Rotary Volunteers, the 3H program (for Health, Hunger and Humanity), Rotary Peace Conferences, World Community Service, Special Grants, and two others that you may encounter: Group Study Exchange, and Polio-Plus.



## *Rotary at the Local Level -- The Rotary Club*

The "personality" of each Rotary club is a reflection of the community it serves and the membership of that club. Even within our own District, club size ranges from less than two dozen members to well over four hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, some for a lunch meeting, and others during dinner. Some Rotary club meetings are quiet and serious, staying to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured.

Exchange students often find that the Rotary club **hosting** them will be very different from the Rotary club **sponsoring** them, and both will be very different from other Rotary clubs they may have the opportunity to visit during their exchange year. But Rotarians around the world all share the common philosophy for Service to Others, and as an exchange student, they are there to help provide a successful exchange experience.

As with most organizations, Rotary clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1, the beginning of the Rotary Year. The officers include the Club President, Secretary, Treasurer, Vice-President and/or President-Elect, and Directors. Rotary clubs participating in the Youth Exchange Program generally appoint a Youth Exchange Officer, or YEO, to oversee that program, and that Rotarian, or another member of the host Rotary club, will be designated as the exchange student's Club Counselor. These Rotarians serve as the primary liaison between the Rotary club, the exchange student and the host families.

# APPENDIX B – U.S. REGULATIONS

	<p align="center"><b>Program Information for Host Families</b> (USA Exchange Visitor Program)</p> <p align="center">Rotary Youth Exchange, District _____</p> <p align="right">(Updated 26Jan2017 – G)</p>	
<p><b>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.</b></p>		
<p><b>§ 62.25 Secondary school students</b></p> <p>(a) <b>Purpose.</b> 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.</p> <p>(b) <b>Program sponsor eligibility.</b> Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations</p> <ol style="list-style-type: none"> <li>(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and</li> <li>(2) Which are United States citizens as such term is defined in §62.2.</li> </ol> <p>(c) <b>Program eligibility.</b> Secondary school student exchange visitor programs designated by the Department of State must:</p> <ol style="list-style-type: none"> <li>(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;</li> <li>(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</li> <li>(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.</li> </ol> <p>(d) <b>Program administration.</b> Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:</p> <ol style="list-style-type: none"> <li>(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.</li> <li>(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.</li> </ol>		

- (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.



# Appendix C – Rotary International Program Rules and Conditions of Exchange

As a Youth Exchange Student sponsored by a Rotary Club and/or District, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions..

## Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
- 13) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 14) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 15) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 16) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 17) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 18) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 19) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

## Recommendations for a Successful Exchange

- 1) You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
- 5) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 2) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 3) Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents,

Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.

- 7) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 4) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

### **Additional Conditions for Inbound Students to District 6150:**

- 1) Students must arrive with a complete round-trip airline ticket, including both domestic and international segments, and the ticket must have an "OPEN" return.
- 2) Students must maintain an Emergency Fund of \$400 US, to be deposited upon arrival with the host Rotary Club Counselor or Youth Exchange Officer. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents.
- 3) All inbound students must purchase the Rotary-approved accident and sickness insurance policy, known as "Annual Plan B", from American International Group, Inc., through CISI-Bolduc, unless the district YEO agrees to insurance brought from student's home country.. Insurance must be paid prior to the student's arrival, by credit card or by bank check (in US Dollars, drawn on a bank in the USA). Guarantee forms and DS-2019 visa documents will not be issued until the insurance premium is paid.
- 4) Students must certify that they have no dietary or physical restrictions other than those shown on the application. If something occurred after submission of the application and the student needs special attention, the D6150 YEO must receive a complete report no later than 2 weeks before departure. If the applicant suffers from mental or medical condition(s), the D6150 YE Chairperson reserves the right to cancel or terminate the exchange.

# Appendix D – Travel Policy for Inbound Exchange 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.

---

Student

---

Parents

**DISTRICT 6150 ROTARY YOUTH EXCHANGE  
TRAVEL TABLE**

<b>Type of Travel</b>	<b>Approval Needed from:</b>	<b>Information Required</b>
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	<ul style="list-style-type: none"> <li>a. Where you are going (and if someone's home, their phone number)</li> <li>b. How you are traveling (car, walking, bicycle, etc)</li> <li>c. With whom you are going</li> <li>d. When you will be home</li> </ul>
3. Within Arkansas and Memphis, Tennessee area Travel — Trips Lasting More Than 24 Hours	Host Family Rotary Club Youth Exchange Officer or Rotary Counselor	<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> </ul>
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	<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> </ul>
5. Optional Tours	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 Optional Tour and Dates</li> <li>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)</li> </ul>

**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	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	Natural Parents Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer	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	Host Family Rotary Club Youth Exchange Officer or Rotary Counselor District Youth Exchange Officer	a. Name of adult(s) meeting 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

## Appendix E – “First Night” Questions

First Night Questions in English with Translations to many other languages may be found at:  
<http://www.rotary.org/EN/STUDENTSANDYOUTH/YOUTHPROGRAMS/ROTARYYOUTHEXCHANGE/Pages/FirstNightQuestions.aspx>

Here are the questions in English.

1. What would you like me to call you? Should I call you Mom, Dad, or given (first) name, or something else?
2. What are my daily responsibilities while living in your home:
  - a. Make my bed?
  - b. Keep my room neat and clean?
  - c. Clean the bathroom after I use it?
  - d. Other?
3. What is the procedure for laundering clothes? Where do I keep dirty clothes until they are to be washed?
4. What is the procedure if I need to iron my clothes?
5. May I use the iron, washing machine, sewing machine, etc.?
6. Where can I keep my bathroom accessories?
7. When is the most convenient time for me to use the bathroom on weekday mornings (in order to get ready for school)?
8. When is the best time for me to shower or bathe?
9. Is there anything special about using the bathroom I should know?
10. May I use the family's shampoo and tooth paste or should I buy my own?
11. When are mealtimes?
12. Do I have any responsibilities at meal times, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?
13. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
14. May I use kitchen appliances such as the microwave, dishwasher or stove?
15. What areas are strictly private, for example, your study, bedroom, pantry, etc.?
16. What are your rules about my drinking alcohol?
17. What time must I get up weekday mornings?
18. May I rearrange the furniture in my bedroom?
19. May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
20. Where can I store my suitcases?
21. May I use the stereo, computer or TV?

22. What time should I get up weekends and holidays?
23. What time must I go to bed weekdays? Weekends?
24. What time must I be at home on school nights if I go out?
25. What time must I be in on weekends if I go out?
26. What dates are the birthdays of family members?
27. May I have friends stay overnight?
28. What is your rule on entertaining friends in my room?
29. Can I invite friends over during the day? After school? When no one else is home?
30. What is the telephone number here? How do I contact you in an emergency when I am not here?
31. How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want me to keep track of my expenses for telephone calls?
32. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
33. May I receive telephone calls from my friends? Are there times of the day when calls are not acceptable?
34. What is the procedure about sending and receiving mail?
35. Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.
36. What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc) Are there times or places it is unsafe for me to walk unescorted? Are there rules about traveling with friends?
37. What transportation is available for shopping or going to movies?
38. What are your expectations for me about going to church or other religious institution?
39. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
40. If I have a problem with the family or a family member that is bothering me, how do you want me to handle it?
  - a. Write a note explaining it
  - b. Ask for a face-to-face discussion with you
  - c. Tell my Rotary counselor
  - d. Keep it to myself and live with it
41. How do I enroll in school?
42. What do I do about school lunch? If there is an expense, who pays- me, you, Rotary? Bring from home?
43. How can I arrange to go shopping for personal items?
44. Is there anything else I can do around the house to be of help?
45. Am I expected to attend Rotary meetings? How often? Who will arrange for this?



46. Is there anything else we should discuss?

**In general, ask about those things you feel are most important the first night, and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.**

# Appendix F – How to Cope with Culture Shock

*by Arthur Gordon*

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem

perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends of business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem over-whelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a

marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remain endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

- First, be aware that such a thing as culture shock exists, that it will probably affect you

one way or another, but that it doesn't last forever.

- Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.
- Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around

looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

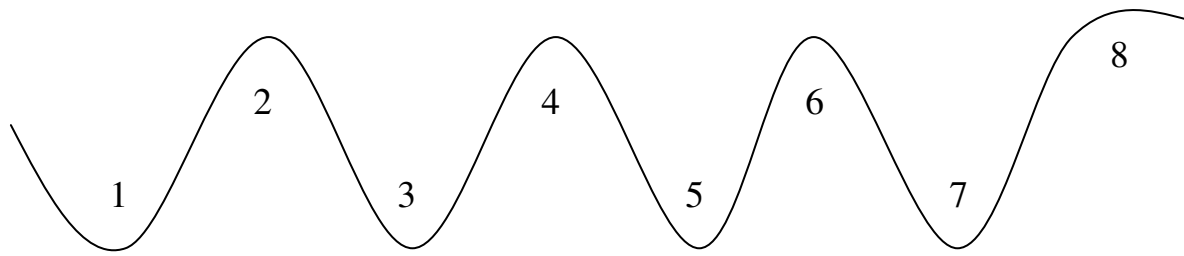
Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

*Abridged version reprinted by kind permission of Youth for Understanding*

# Appendix G -- The Exchange Cycle



## **1. Application Anxiety**

## **2. Selection/Arrival Fascination**

*Elation*  
*Expectation*

## **3. Initial Culture Shock: 1-6 Months**

*Novelty wears off*  
*Characteristics:*  
*Sleeping Habits*  
*Disorientation*  
*Language difficulties*  
*Fatigue (Mental/Physical)*  
*Eating*

## **4. Surface Adjustments**

*After initial "down"*  
*Settle in:*  
*Language improves*  
*Navigate culture*  
*Friends*  
*Social Life*

## **5. Mental Isolation**

*Frustration increases*  
*New sense of isolation*  
*Boredom*  
*Lack of motivation*  
*Unresolved problems*  
*Language problems*

## **6. Integration/Acceptance**

*Begin to examine society*  
*Accept surroundings/ self*

## **7. Return Anxiety**

*Preparation for departure*  
*Realize changes*  
*Desire to stay*  
*Results:*  
*Confusion/Pain*  
*Breaking of bonds*  
*No promise of renewal in future*

## **8. Shock/Reintegration**

*Contrast of old and new*  
*Family/friends*  
*Difficulty to accept change*  
*Not the center of attention*  
*Others not interested in experience details*  
*Reorientation*

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

*Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany*

# Appendix H – Premature Repatriation

There must be a clear understanding of the procedure to be followed when premature repatriation is being contemplated other than for serious illness or serious family considerations.

## **Step 1: Define the problem**

Discuss with Rotary Club and counselor

Document specific instances of the transgression: dates, details, witnesses; this documentation may have to be sent to sponsor district and parents

## **Step 2: Address the problem**

Club and District Committee jointly acquaint the student of the problem.

Be as specific as possible, e.g., the dates, details, witnesses

Is there a satisfactory explanation of the matters causing the problem?

## **Step 3: Alternatives**

If there is not satisfactory explanation there are two alternatives available depending of the severity of the problem.

### **Alternative 1: Probation**

If the problem is NOT drugs, sexual activity, public drinking, theft, or breaking a law, the student may be placed on probation for a directed period.

Student must understand that he/she is on probation.

Host District chairman must advise Sponsor district of the situation who advises the Sponsor Governor and the student's parents.

Host Counselor must monitor the Exchangee's behavior until satisfied he or she is maintaining an acceptable standard of behavior.

### **Alternative 2: Repatriation**

Where the problem is deemed serious or the period of probation has been unsuccessful.

Decision to send home rests with the District Governor, who considers the recommendation of the District Committee.

The sponsor district is advised, who presumably will advise the Exchangee's parents.

Student is advised, and should be sent home as soon as travel can be arranged.

Do not prolong this difficult time.

The above procedure, modified as necessary, applies to multi-district situations such as the bus tours and orientation camp.

# Appendix I – Youth Protection Policy

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.

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.

If you suspect a child has been abused or mistreated, you should report it to the Arkansas Child Abuse Hotline at 1-800-482-5964 or, in an emergency, 911. You should also report it to the Rotary club and district leadership for follow-through. You are required to make a report within 48 hours of the time you suspected the child has been or may have been abused or neglected.

In most situations, the first Rotary contact is the District 6150 Youth Exchange Officer, Don Peters, who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, one of the two district youth program chairs or the district governor should be the first Rotary contact.

District 6150 will cooperate with police or legal investigations.

4. Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused 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.

Don't contact the alleged offender. 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.