



# Rotary District 5080 Youth Exchange INDEX D5080 YE Club Manual



<b>Part 1 GENERAL</b>			<b>Update responsibility: Vice-Chairs/Secretary</b>		
<b><u>Doc Ref #</u></b>	<b><u>Sect Ref #</u></b>	<b><u>Title</u></b>	<b><u>Master file type</u></b>	<b><u>Master source</u></b>	
1.00		<b>General Documents</b>	1 docx	5080	
	1.01	Medical Insurance			
	1.02	Reserved for Future Use			
	1.03	Club Compliance Certification Requirements			
	1.04	Job Description Club YEO			
	1.05	Promoting Youth Exchange			
	1.06	Financial Assistance to Participating Clubs			
	1.07	Student Allowance Funding Application			
	1.08	School Information			
	1.09	Reserved for Future Use			
	1.10	Dealing with Reverse Culture Shock			
	1.11	When Club YEO Needs Help			
	1.12	Reserved for Future Use			
		<b>Forms</b>			
1.51	1.51	FORMERLY: D5080 Annual Club Affidavit of Compliance and Youth Exchange Agreement; NOW: SCRYE IB-1 (US) and cIB-1 (CA)	Pdf-Int	SCRYE	
1.52	1.52	Club Suggested Youth Exchange Budget	Docx		
1.53	1.53	Club YE Activity Checklist	Docx		
1.54	1.54	FORMERLY: Youth Exchange Volunteer Affidavit-Canada; NOW: SCRYE V-1 (US) and cV-1 (CA)	Pdf-Int	SCRYE	
1.55	1.55	Compliance Checklist	Pdf only		
1.56	1.56	Forms and Documents Expiry	Docx		
1.57	1.57	Annual Club Youth Exchange Agreement (FORMERLY: with Section 1.51)	Docx		
<b>Part 2 OUTBOUND EXCHANGE</b>			<b>Update responsibility: Outbound Coordinator/Secty</b>		
<b><u>Doc Ref #</u></b>	<b><u>Sect Ref #</u></b>	<b><u>Title</u></b>	<b><u>Master file type</u></b>	<b><u>Master source</u></b>	
2.00		<b>Outbound Exchange Documents</b>	1 docx	5080	
	2.01	Outbound Students Flowchart			
	2.02	Reserved for Future Use			
	2.03	Advice for Outbound Students			

	2.04	Outbound Counselor Role			
	2.05	When Outbound Student Needs Help			
	2.06	Outbound Student Selection Criteria			
	2.07	Club Interview – Questions for Students			
	2.08	Club Interview – Questions for Parents			
	2.09	Club Interview – Evaluation Summary			
	2.10	Reserved for Future Use			
	2.11	Visits to Outbound Students & Early Returns			
		<b>Forms</b>			
2.51	2.51	Preliminary Outbound Student Application and Country Preference	Pdf-Int	5080	
2.52	2.52	Long Term Exchange Program Travel Permission and Financial Agreement (FORMERLY: D5080 Long Term Exchange Program Travel Permission and Financial Agreement; NOW: D5080 2.52 and SCRYE LTEP Application)	Docx, pdf-Int	5080, SCRYE	
2.53	2.53	Reserved for Future Use			
2.54	2.54	Reserved for Future Use			
2.55	2.55	Reserved for Future Use			
2.56	2.56	Conger Memorial Fund Scholarship Application	Docx	5080	
2.57	2.57	Power Point: Long Term Exchange	Pptx	5080	
2.58	2.58	Student Data for Cards & Name Badges	Pdf-Int	5080	
<b>Part 3 INBOUND EXCHANGE</b>			<b>Update responsibility: Inbound Coordinator/Secty</b>		
<b><u>Doc Ref #</u></b>	<b><u>Sect Ref #</u></b>	<b><u>Title</u></b>	<b><u>Master file type</u></b>	<b><u>Master source</u></b>	
3.00		<b>Inbound Exchange Documents</b>	1 docx	5080	
	3.01	Inbound Students Flowchart			
	3.02	Transfer of Students Between Host Clubs			
	3.03	Inbound Student and Counselor's Folders			
	3.04	Inbound Counselor's Guidelines			
	3.05	When an Inbound Student Needs Help			
	3.06	Guidelines for Sending a Student Home			
	3.07	Inbound Student Checklist – Club			
	3.08	Student Travel Authorization			
	3.09	Inbound Student Travel			
		<b>Forms</b>			
3.51	3.51	Inbound Student Data Summary	Pdf-Int		
3.52	3.52	Custodianship Declaration – CA only	Pdf-Int	CA Immigr ation	
3.53	3.53	Drinking and Driving Policy and Regulations Agreement	Pdf	5080	
<b>Part 4 HOST FAMILIES</b>					

			<b>Update responsibility: Inbound Coordinator/Secty</b>		
<b><u>Doc Ref #</u></b>	<b><u>Sect Ref #</u></b>	<b><u>Title</u></b>	<b><u>Master file type</u></b>	<b><u>Master source</u></b>	
4.00		<b>Host Family Documents</b>	1 docx	5080	
	4.01	Finding Host Families			
	4.02	Host Family Folders			
	4.03	Hints for Host Families			
	4.04	First Night Questions			
	4.05	When a Host Family Needs Help			
	4.06	Sample: Letter to Host Family			
	4.07	Sample: School Absence Authorization			
	4.08	Interview Questions			
	4.09	Host Family Schedule			
	4.10	Host Family Exit Survey			
	4.11	Host Family Policy & Procedures			
		<b>Forms</b>			
4.51	4.51	FORMERLY: Host Family Application – Canada; NOW SCRYE HF1 (US) and cHF-1 (CA)	Pdf-int	SCRYE	
<b>Part 5 SHORT TERM EXCHANGE</b>			<b>Update responsibility: Short Term Exchange Coordinator/Secretary</b>		
<b><u>Doc Ref #</u></b>	<b><u>Sect Ref #</u></b>	<b><u>Title</u></b>	<b><u>Master file type</u></b>	<b><u>Master source</u></b>	
5.00		<b>Short Term Exchange Documents</b>	1 docx	5080	
	5.01	Short Term Exchange in District 5080			
	5.02	Application Process			
	5.03	Criteria for Short-term Exchange			
	5.04	Program Calendar			
	5.05	Cost of the Program			
	5.06	Responsibilities of the Rotary Club Counselor			
	5.07	Program Rules & Conditions of Exchange			
	5.08	Frequently Asked Questions			
		<b>Forms</b>			
5.51	5.51	Short Term Exchange Program Country Preference (FORMERLY: D5080 Short Term Exchange Program Application and Country Preference; NOW: D5080 5.51 and SCRYE STEP HFST-1)	Docx, Pdf –Int	5080, SCRYE	
5.52	5.52	Reserved for Future Use			
5.53	5.53	FORMERLY: Term Host Family Application-SCRYE; NOW SCRYE STEP HFST-1	pdf-Int	SCRYE	
5.54	5.54	Short Term Exchange Brochure	Docx	5080	
5.55	5.55	Power Point: Short-Term Exchange	pptx	5080	

<b>Part 6 CRISIS MANAGEMENT</b>			<b>Update responsibility: Youth Protection Officer/Secretary</b>		
<u>Doc Ref #</u>	<u>Sect Ref #</u>	<u>Title</u>	<u>Master file type</u>	<u>Master source</u>	
6.00		<b>Crisis Management Documents</b>	1 docx	5080	
	6.01	Crisis Management Procedures			
	6.02	Reserved for Future Use			
	6.03	Reserved for Future Use			
	6.04	Emergency Contact Information			
	6.05	Reserved for Future Use			
<b>Part 7 YOUTH PROTECTION</b>			<b>Update responsibility: Youth Protection Officer/Secretary</b>		
<u>Doc Ref #</u>	<u>Sect Ref #</u>	<u>Title</u>	<u>Master file type</u>	<u>Master source</u>	
7.00		<b>Youth Protection Documents</b>	1 docx	5080	
	7.01	Abuse and Harassment Policy			
	7.02	Volunteer Training Policy and Procedure			
		<b>Forms</b>			
7.51	7.51	Youth Protection Incident Report	Docx, pdf- Int	RI	

<b>Key to abbreviations</b>	
Int	Interactive pdf (fillable, saveable)
RI	Rotary International
pptx	Power point presentation, Microsoft 2007 file
docx	Microsoft 2007 file with a .docx file extension

**NOTE:** Forms are listed on the Index with a Document Reference # of X.51 and higher. These form documents are separated as individual documents in order to facilitate printing and completing the forms. Many are fillable and savable pdf forms and therefore cannot be combined with the other sections into a single document.