

1.53 Club YE Activity Checklist

(Long Term exchanges only)

<u>Date</u>	<u>Action or Activity</u>	<u>Done</u>
July		
15 th	Confirm YEO/counselor name and email address to district YEO office.	
	<ul style="list-style-type: none"> • Identify all adult Volunteers involved in youth exchange in your club and ensure that each Volunteer, including yourself and Counselors: <ul style="list-style-type: none"> a- Complete a Volunteer Application-Affidavit (SCRYE form V-1 (US) or cV-1 (Canada) and Criminal Background Check. b- Complete the Youth Protection and Abuse and Harassment Prevention training provided by the District and DOS training as required. 	
August		
15 th	Ensure that you, all inbound students, and any Counselors register to attend the weekend Inbound Orientation and mandatory Youth Exchange Officer's workshop camp held in early September. Counselors are strongly encouraged to attend also.	
	<ul style="list-style-type: none"> • Study the current <u>District 5080 Club Youth Exchange Manual on the Club Forms page</u> of www.rotary5080ye.org . All forms, instructions and guidance how and when to complete the forms from D5080 and SCRYE are either on or accessed from this Club Forms page. 	
	<ul style="list-style-type: none"> • Prior to arrival of the inbound students, <ol style="list-style-type: none"> 1. Prepare the Inbound Students and Counselor's Folders (See Section 3.03), and Host Family Folders (Section 4.02) 2. Ensure that the assigned Counselor will be able to follow the Inbound Counselor Guidelines (Section 3.04) prior to the student's arrival, when the student arrives and while the student is here. Both you and the Counselor should utilize the Inbound Student Checklist – Club (Section 3.07) and Host Family Policy and Procedure (Section 4.11) for guidance. 	
September		
Early	Inbound Orientation and Youth Exchange Officer workshop camp. Required for all YEO's, counselors are encouraged to attend.	
	<ul style="list-style-type: none"> • Select host families for January inbound students (if any) 	
	<ul style="list-style-type: none"> • Start finding host families for next August's inbound students, schedule interviews, get applications for processing. 	
	<ul style="list-style-type: none"> • Receive January inbound student's application(s) from the District YE Committee 	
	<ul style="list-style-type: none"> • Determine the club's <ul style="list-style-type: none"> • capacity to send outbound students next August • preferences (sex, country, etc.) for inbound students arriving in August and the following January 	
	<ul style="list-style-type: none"> • Promote youth exchange by <ul style="list-style-type: none"> • Talking to the local high school principal or counselor shortly after the school year begins. Confirm that an inbound student will be welcome in the fall. 	

	<ul style="list-style-type: none"> • Advertising and post notices of a Youth Exchange Program information meeting in the school(s) • Discuss starting a local Interact Club, if your club does not already have one 	
	<ul style="list-style-type: none"> • Hold an information meeting, and give program information and preliminary application forms to interested students who will be eligible to go on exchange the following summer. Use the power point presentations found on the district website to fully explain both long and short term exchanges. Invite rebound students (if available) to discuss their experience. 	
	<ul style="list-style-type: none"> • Assist potential exchange students and parents by meeting with them, preferably in their own home, to discuss the program, answer questions and assist with completion of the preliminary application (Clubs may consider a representative group from the Club meet with them together, as preferred by the Club). 	
30 th	Deadline for clubs to receive 1 original, completed and signed Preliminary Outbound Student Application and Country Preference (Section 2.51) for next August outbound exchange students. The Youth Exchange Officer is to make a copy of this application and send the original, completed and signed application to the <u>District 5080 Youth Exchange Office</u> .	
October		
1 st - 15 th	Interview potential outbound applicants and parents , and make selection(s)	
	<ul style="list-style-type: none"> • Give selected students access to the Long Term Exchange Program Application (SCRYE form, LTEP Application) and the Travel Permission and Financial Agreement (Section 2.52) 	
15 th	Complete and return Guarantee Forms for January inbound students (if any)	
15 th	Complete the Club Compliance Certification (a SCRYE form, IB-1 (US) and cIB-1 (Canada)) and have it signed by the Club President, President-Elect and/or the Youth Exchange Officer, as indicated. Email to the <u>District 5080 Youth Exchange Office</u> by October 15. These certify club compliance with applicable rules and the RI Youth Protection Policy (see Section 1.03, Club Compliance Certification Requirements for details) and confirm the number of students to sponsor and host in the next Rotary year. This is binding as contracts with partner districts are entered into on the basis of these commitments.	
31 st	E-mail the name, gender, date of birth and phone number of selected outbound students – and parents names - to the <u>District 5080 Youth Exchange Office</u> (for scheduling of District interviews)	
November		
	<ul style="list-style-type: none"> • The District Youth Exchange Committee interviews applicants and parents at several central locations in BC and the US 	
	<ul style="list-style-type: none"> • Monitor the student's progress completing the application to ensure the sections completed by the student and the portions completed by the school, doctor and the dentist are being completed properly and it is all submitted to the YEO by November 25. It is the student's responsibility to obtain the portions of the application completed by the school, doctor and dentist; however, the YEO must monitor the student's progress to ensure this occurs. 	

25 th	<p>Deadline for the Club to receive: 4 original, completed Long Term Exchange Program Application (a SCRYE form, LTEP Application) together with the Travel Permission and Financial Agreement (Section 2.52).</p> <p>Upon receipt of the documents:</p> <ul style="list-style-type: none"> • Review the application set for completeness • Review the Secondary School Report and Reference to ensure this student is a qualified youth exchange candidate. If upon review of these records, the YEO has a concern that the student is not an appropriate candidate, a letter from the Counselor and/or teacher who completed the report should be asked to prepare a letter (to accompany the application) explaining why this student is a good candidate <p>One signed original is for the family, one signed original is for the Youth Exchange Officer and Club records, and one original signed application and an additional original signed Guarantee Form should be sent to the <u>District 5080 Youth Exchange Office</u>.</p>	
December		
1 st	<p>Deadline for the <u>District 5080 Youth Exchange Office</u> to receive the completed and signed original of the Long Term Exchange Program Application (a SCRYE form, LTEP Application) together with Travel Permission and Financial Agreement (Section 2.52) and the “Confidential School Reference” form); with the initial payment of US \$500</p>	
January		
15 th	<p>Interview and confirm host families for next August’s inbound student(s) per the Host Family Policy and Procedures (Section 4.11). Get the completed applicable Host Family Application SCRYE forms, and ensure completion of applicable criminal background checks and reference checks, required Youth Protection and Abuse and Harassment Prevention training (see Section 7.02), and vetting of any adult Volunteers living in the house. See the Compliance Checklist (Section 1.55) and Documents and Forms Expiry (Section 1.56) for guidance.</p>	
February		
1 st	<p>Deadline for the <u>District Youth Exchange Committee Treasurer</u> to receive the <u>second</u> payment from all outbound students</p>	
•	<p>Outbound students approved by the District Youth Exchange Committee are assigned to host countries, and are advised through Club Youth Exchange Officers of the country to which their applications are being sent, and this is confirmed by the YEC Outbound Coordinator.</p>	
March		
1 st	<p>Deadline for Clubs to submit applications for matching Conger Memorial Scholarships (see details in the application in Section 2.56 of the Club Manual)</p>	
April		
1 st	<p>Deadline for the <u>District Youth Exchange Committee Treasurer</u> to receive the <u>third</u> payment from all outbound students</p>	
1 st	<p>Deadline for outbound students and at least one parent/guardian to register for mandatory outbound orientation camp held in early May.</p>	

	<ul style="list-style-type: none"> • District Youth Exchange Committee meets to allocate inbound students to host clubs 	
	<ul style="list-style-type: none"> • Receive application(s) from the <u>Inbound Coordinator</u> of the District YE Committee for August inbound student(s) 	
	<ul style="list-style-type: none"> • Complete Guarantee Forms and other required documentation for August inbound students. Send to District office ASAP to avoid delays in students ability to procure Visa's in timely manner and avoid late arrival. 	
30 th	Deadline for the host countries to return the completed <u>Guarantee Forms</u> to the <u>District 5080 Youth Exchange Office</u>. Once complete, the Guarantee Form page from the host country will have the first host family detail information, and the <u>Youth Exchange Office</u> will email this page to the YEO upon receipt.	
May		
Early	Ensure that the each outbound student and at least one parent attends the Outbound Orientation. Notify the <u>Outbound Coordinator</u> immediately if this will not be possible or if there are questions!	
June		
1 st	Deadline for the <u>District Youth Exchange Committee Treasurer</u> to receive the <u>fourth</u> payment from all outbound students	
	<ul style="list-style-type: none"> • Have outbound students attend a sponsor Rotary club meeting. (Remember to provide each student with at least 4 club banners to present while on exchange!) 	
	<ul style="list-style-type: none"> • Club Youth Exchange Officer debriefs returning students ("Rebounds"). Complete this process in August if necessary. 	
Host Family Guidelines It is recommended that students have 3 host families. RI requires a minimum of two. YEO/local coordinator are not allowed to host Families are to be fully vetted prior to the arrival of the student in the home. In the USA, the first family must be vetted before the students Visa application can be processed.		