

**Rotary District 5080**  
**YOUTH EXCHANGE PROGRAM**  
**Club Manual**

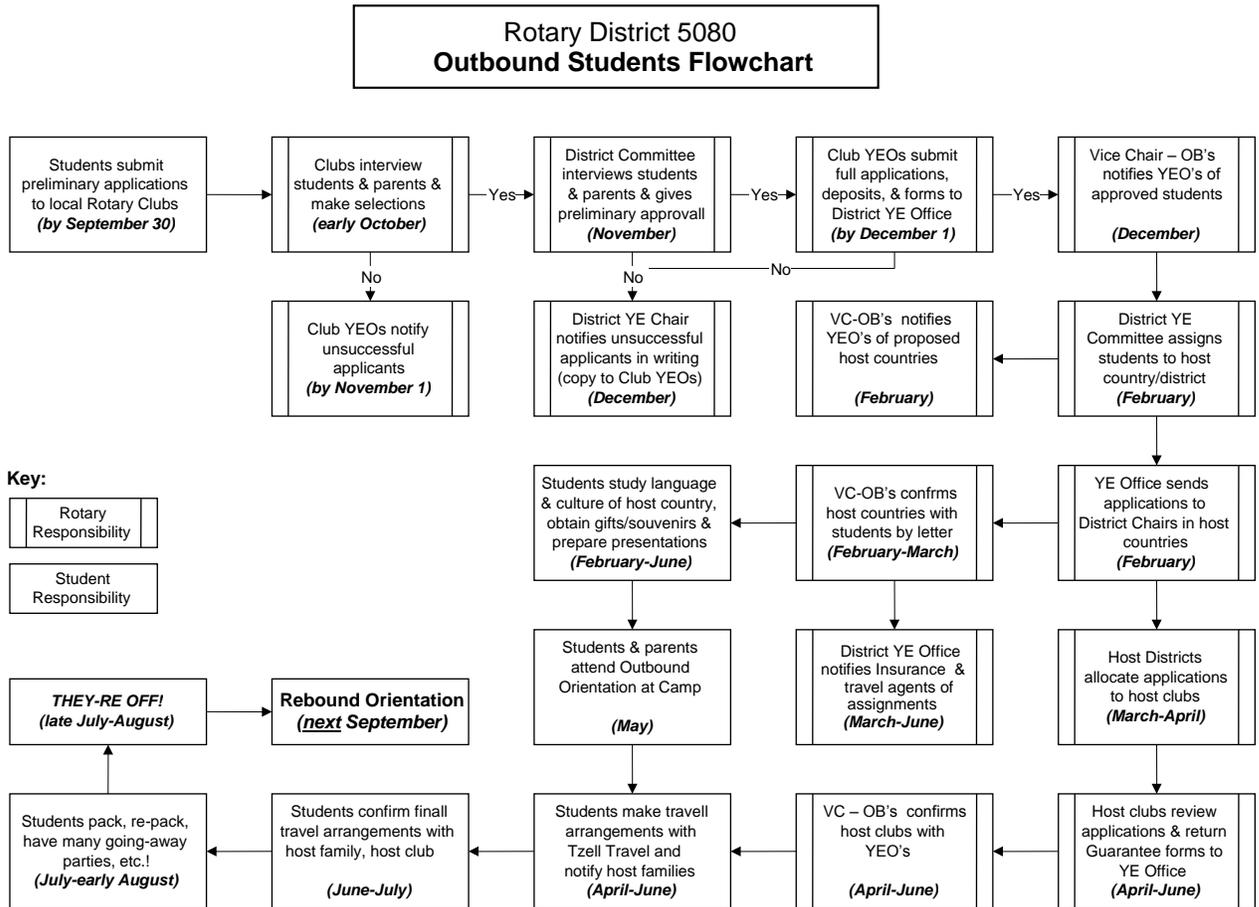
**PART 2: OUTBOUND EXCHANGE**

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**NOTE:** Forms in this Part are listed on the Index with a Document Reference # of 2.51 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.

## 2.01 Outbound Students Flowchart



Outbound Students Flowchart  
2013.04.09

# 2.02 Reserved for Future Use

Reserved for Future Use  
2012.05.27

## 2.03 Advice for Outbound Students

### 1. **Passport, etc.**

If you already have one, make sure that it is valid until **after** your return from exchange. If not, you will need to apply for a new one now. Carry a copy of documents such as your birth certificate with you when you are on exchange, and leave a photocopy of your passport with your parents! Rotary's travel agents will arrange for your visas.

### 2. **Pins, pins, and more pins**

Get as many as you can! You will have to pay for some, but many are available at no cost from various government agencies, etc. Check with your local municipal office, state/provincial legislators, your local Chamber of Commerce and visitor's bureau, etc. Ask your local Rotary club for suggestions as to how and where to get pins.

### 3. **Flags**

Get national and state/provincial flags - both large and small. These are excellent hand-outs, and you may want to present your country's flag to your host Rotary club or school. Flag pins are extremely popular, and you can usually get a reasonable number of these from your member of the state/provincial and federal legislatures.

### 4. **Photos**

You will need photos for effective presentations at your host Rotary club, school, etc. Take pictures of your home, your family and friends; your school, community, and surrounding area, etc. Check your local, state/provincial websites for interesting photos.

### 5. **Pamphlets and maps**

Again, get lots. Get both pamphlets and maps of your local area and maps of your state/province and country. A large map of your country will be useful in making your presentations. Most of the people in your host country may not have seen your country on anything but a map of the world, and may have no idea of the location of even your state/province, and certainly not your community. Both maps and pamphlets are available from your local Chamber of Commerce, state/provincial tourism offices, etc. In addition to having pamphlets describing the population, industries, government, etc. of your area, make sure that you learn this information yourself, so that you will be able to answer the questions about your country that you will be asked while on exchange.

### 6. **Rotary Information**

Learn everything you can about your sponsor Rotary Club, and about the principles and objectives of Rotary International. Learn Rotary's "Four Way Test" so that you can tell people about it - and so that you can apply it to yourself as an ambassador of Rotary. Ask your Rotary Club for copies of their club newsletter and the "Rotarian" magazine.

You will receive rules for exchange students from your host Rotary District. It is critically important that you adhere to them, or you could find yourself back home much earlier than you had planned.

## **7. Blazer**

You are required to have a navy blue blazer (a red blazer is optional for Canadian students).

## **8. Gifts for Host Parents**

Buy (or make) gifts suitable to give to each of your host parents. You will likely be hosted by three or four families. Get gifts that are not too heavy or bulky to pack, and things that are typically American/Canadian and made in North America.

## **9. Gift Souvenirs**

In addition to the pins, flags, etc., take along lots of small gifts to be given as “thank you”s. Some suggestions are tea towels, place mats, fridge magnets, T-shirts, pens/pencils, handkerchiefs, scarves, etc. Try to get items, which have US/Canadian emblems on them, or that are in some way typical of your home country.

## **10. Your “Little Black Book”**

Get yourself a new address book now, and start filling it in. Make sure that you include your sponsor Rotary Club’s President and Youth Exchange Program person, the District 5080 Youth Exchange Committee Vice Chair that you are dealing with, the District 5080 Youth Exchange Committee Chair, etc.

## **11. Some Luggage Tips**

Good luggage is important. It should be lightweight and strong, and capable of handling most of the things that you will be bringing home. Take as little clothing with you as you think you can manage with. Representatives of Rotary’s travel agents will be at the Outbound Orientation, and will be able to advise you on the maximum number and size of the pieces of luggage that you will be able to take with you without paying extra charges.

## **12. Learning the Language**

If you’re going to a country where English is not generally spoken, make a real effort to learn at least the basics of the host country’s language before you leave home. This will help you to make new friends (and fit into the school system) much more quickly.

## 2.04 Outbound Counselor Role

### The Outbound Student Counselor

The outbound exchange student counselor's role is essentially to look after the student's interest prior to departure and to act as a liaison between the student and the sponsoring club while the student is abroad. The counselor may also need to help the student to adjust back to his/her normal lifestyle once the exchange is over and the student has returned home.

### Before the Student Leaves

1. Arrange with the Youth Exchange Committee Chair for the student to attend the District Outbound Orientation.
2. Provide any assistance that the student may require in obtaining a passport and visa, arranging transportation, etc.
3. Assist the student to make contact with the host club and the first host family as soon as possible.
4. Encourage the student to learn about Rotary on a local, District and International level.
5. Introduce the student to the District's YE website: [www.rotary5080YE.org](http://www.rotary5080YE.org) .
6. Help the student gather information and material to take overseas (e.g. literature and maps covering the community, province/state, Canada/U.S.A., national flags and flag pins, City pins, etc.). Provide the student with club banners for presentation to other Rotary clubs. Also make sure that the student has pictures of his/her family, school, community, etc. for presentations overseas.
7. Make arrangements for the student's coming exchange trip to be reported in the local newspaper.
8. Arrange for the outbound student to attend a Club meeting a couple of weeks before departure, so that he/she can meet the club members.

### While the Student is Overseas

1. Keep in regular contact with the student.
2. Keep the Club regularly informed of the student's progress and activities, and encourage the student to write to the local club from time to time.
3. Maintain contact with the student's parents and, if they are not a Rotary family, invite them to one or two Club meetings or activities during the year.
4. If you become aware that the student is encountering any serious problem report it to the club YEO and/or District Vice Chair.

### When the Student Returns

1. Arrange for a report of the student's exchange to be published in the local newspaper.
2. Arrange for a presentation by the student to the club. Invite the students parents. Encourage the student to make a presentation at school, or to other clubs.

### In Summary

The counselor must actively monitor and guide the activities of the student prior to departure and, keep lines of communication while the student is on exchange. while overseas. The counselor must maintain the Club members' involvement and interest during the student's year on exchange.

## 2.05 When Outbound Student Needs Help

### When outbound student needs help...

As an outbound exchange student, if you have a problem or need a question answered, here are the steps you should follow. If you don't get the help you need at one step, move on to the next one.

**First**            Talk to your **host family**, if appropriate.

**Second**        Talk to your **host Rotary Club Counselor**.

**Third**            Contact your **host Rotary Club's Youth Exchange Officer (YEO)**

**If you are unsure about contacting your Counselor or YEO, contact the YEO first. He/she can help you figure out the best approach to any problem.**

**Fourth**         Contact your **D5080 Outbound Student Coordinator:**

**Fifth**            Contact the **Chair** of the **District 5080 YE Committee:**

See the Contact page of [www.rotary5080ye.org](http://www.rotary5080ye.org) for contact details.

To call the US or CANADA, an international dialing prefix and in some cases a carrier code is necessary. You can find that information here:

[www.howtocallabroad.com](http://www.howtocallabroad.com)

## 2.06 Outbound Student Selection Criteria

<b>Age</b>	The Rotary Long Term Youth Exchange Program is open to students between the ages of 15 and 18.5 August 1 of departure year. Students who have graduated from high school as of August 1 of departure year are not eligible for the program. Many host clubs find that the ideal age is 16, turning 17 while on exchange.
<b>Graduation</b>	Clubs should consider selecting students who will not have graduated, as an increasing number of overseas Rotary Districts will not accept students after they have graduated. If clubs intend to give preference to students that will not have graduated, it is important that this be made known at least one year in advance, so those students can choose to apply for exchange when they are in grade 11.
<b>Conflicts</b>	If a student will have finished high school before going on exchange and has applied for university or a scholarship there is a conflict that must be resolved for the student to be considered for Youth Exchange.
<b>Language</b>	France and Germany prefer students to have studied their language for a minimum of 2 years prior to arrival. <b>All countries require that students make a real effort to learn the basics of their language <u>before</u> they arrive.</b>
<b>Interests</b>	Students should have an inquiring mind, be actively interested in their own environment, and be generally well-rounded individuals.
<b>Personality</b>	Students should be outgoing, well adjusted, and have a good family relationship. A student with current family problems is <u>not</u> a good risk.
<b>Personal Appearance and Habits</b>	Students who smoke will not be approved for exchange by District 5080. Unusual hair styles/color, body piercings and manner of dress can limit the students opportunities to be accepted in other cultures.
<b>Diet</b>	Applicants must provide full details of any dietary restrictions in their applications.
<b>Rotarian Parents</b>	Children of Rotarians are eligible to be exchange students. However, they will not receive preferential treatment in the selection process.
<b>Club Interviews</b>	Students should be interviewed and recommended for acceptance at the Club level by a panel of 3 members. Parents must be interviewed as well. Interviews should last 20-25 minutes. Have a prepared list of questions, and ask each student the same questions. A list of questions is included in Sections 2.07 and 2.08. Summarize the interview using the form in Section 2.09. As soon as possible after the interviews advise students that are being recommended for exchange, and those that are not. <b>Make sure that successful applicants are aware that they will be required to attend a further interview (with their parents) at the District level.</b>
<b>District Interviews</b>	The District Youth Exchange Committee will interview all recommended applicants, and their parents, at central locations within District 5080. The District Committee may, for reasons, which it considers valid, or on the basis of assessment of a student at the outbound orientation, cancel that student's proposed exchange.

**Orientation** Students, and at least one parent, must attend the outbound orientation camp.

Outbound Student Selection Criteria  
2016.10.11

## 2.07 Club Interview – Questions for Students

1. Why do you want to be an exchange student?
2. Tell us about your future plans and ambitions.
3. Have you set and met goals for yourself in the past? Describe.
4. Please share your experiences as a volunteer.
5. Tell us about a time when you were stressed. What caused the stress? How did you handle it? Did you learn anything from that experience?
6. How have you responded in the past when faced with a situation that might be described as weird, strange or different?
7. Talk to us about examples of where you have been a leader.
8. What chores do you do around your house?
9. What do you do when bored?
10. What things are you grateful for? Why? How do you show your gratitude?
11. What do you consider to be your greatest strength?
12. What do you consider to be your greatest weakness?
13. Please share your relationship with technology. Eg. Cell phone, gaming, social media.
14. Does criticism bother you? How do you respond to it?
15. How do you feel about being away from home for a full year?
16. What would you do if you were hosted by people with opposite views to yours?
17. If selected, what country would you most like to go to and why?
18. Are there countries that you would not want to go to and, if so, why ?

## 2.08 Club Interview – Questions for Parents

1. How did your family first learn about the Rotary Youth Exchange Program?
2. What is your understanding of your financial obligations under this program?  
(Refer to applicable Financial Agreement, section 2.52)
3. Can your family afford this cost?  
(Mention Conger Memorial Scholarship Fund, section 2.56, if appropriate)
4. Do you anticipate any major lifestyle changes while your daughter/son would be away?  
(e.g. job change, move to another city or country, etc.)
5. Is any member of your family seriously ill now? (e.g. aunts, uncles, grandparents, etc.)  
Would you expect your daughter/son to return home for the funeral of a family member if a death occurred?
6. Whose idea was it initially, that your daughter/son apply under the Rotary Youth Exchange Program?
7. Are you 100% committed to your daughter/son going on exchange if selected?  
If not, what concerns or reservations do you have?
8. Would you intend to visit your daughter/son while she/he is on exchange?  
If so, are you aware that you would require the permission of both the sponsor and host Rotary Clubs to visit?
9. Has your daughter/son provided our Rotary club with the names of three potential host families for our inbound students? If so, is your family one of these? If not, would you be willing to be a host family?
10. Do you have ANY reservations or questions about the Rotary Youth Exchange Program?  
If so, please tell us about them NOW!



# 2.10 Reserved for Future Use

Reserved for Future Use  
2013.04.13

## 2.11 Visits to Outbound Students & Early Returns

### 1) Purpose of this Policy

The purpose of this policy is to set out the conditions governing visits to outbound students by family members or friends and the return home of outbound students before the scheduled end of the exchange

### 2) Conditions Governing Visits to Outbound Students

2.1 Visits to outbound students must be approved in advance, and in writing, by both the host club and host Rotary District and the District 5080 Youth Exchange Committee Vice Chair responsible for that student.

### 3) Conditions Governing the Early Return of Outbound Students

3.1 Unless authorized in advance, and in writing, by the host Rotary Club and by the District 5080 Youth Exchange Committee Vice-chair responsible for the outbound student, that student shall not return home prior to the scheduled end of the exchange.

3.2 The host Rotary club/District has the sole responsibility for initiating early returns for disciplinary reasons.