

Rotary District 5080
YOUTH EXCHANGE PROGRAM
Club Manual

PART 3: INBOUND EXCHANGE

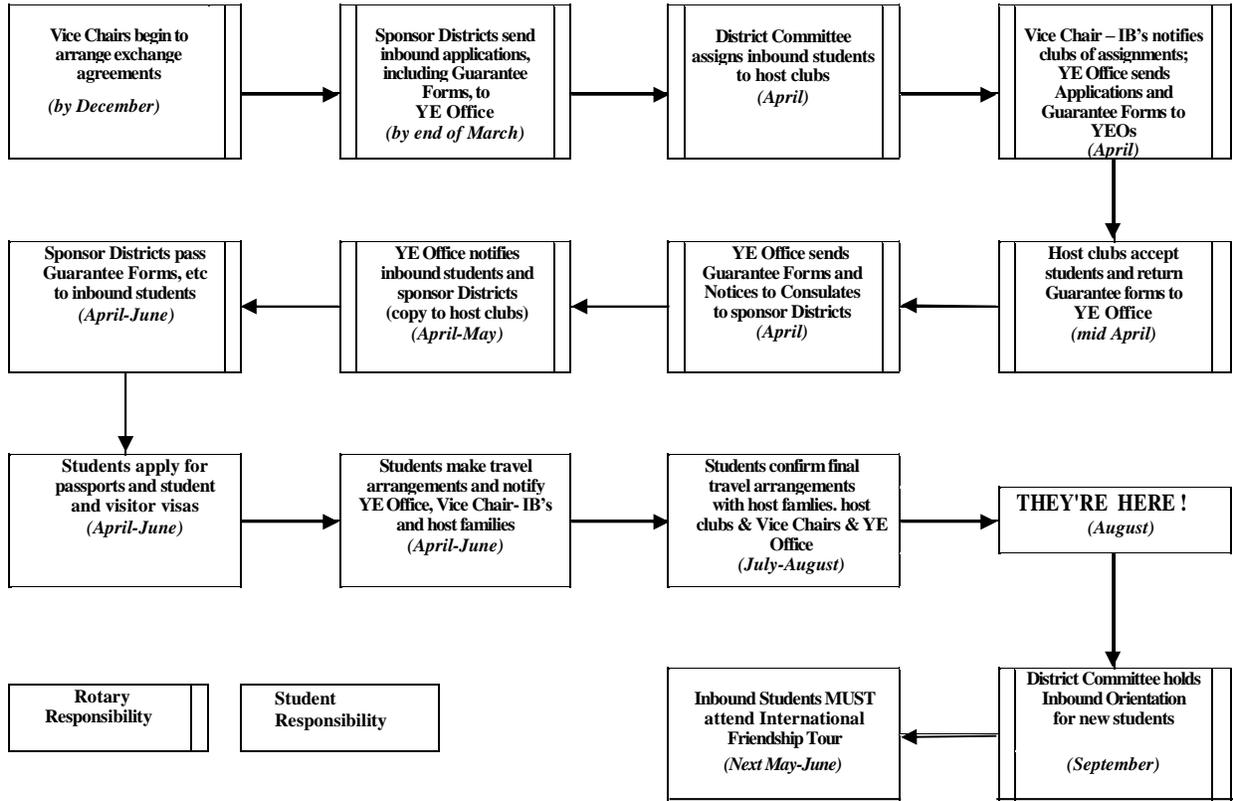
Contents

3.01 Inbound Students Flowchart.....	2
3.02 Transfer of Students Between Host Clubs	3
3.03 Inbound Student and Counselor’s Folders.....	4
3.04 Inbound Counselor’s Guidelines.....	5
3.05 When an Inbound Student Needs Help	8
3.06 Guidelines for Sending a Student Home	9
3.07 Inbound Student Checklist – Club	10
3.08 Student Travel Authorization	11
3.09 Inbound Student Travel.....	13

NOTE: Forms in this Part are listed on the Index with a Document Reference # of 3.51 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.

3.01 Inbound Students Flowchart

Rotary District 5080 Inbound Students Flowchart



Inbound Students
Flowchart
2013.04.29

3.02 Transfer of Students Between Host Clubs

1. Purpose of this Policy

The purpose of this policy is to set out the conditions under which a current inbound student may be transferred from one host club to another host club within District 5080.

2. General Statement

2.1 The transfer of inbound students from one host club to another within District 5080 is actively discouraged by the District Youth Exchange Committee, whether such a transfer is intended to take place before or after the arrival of the inbound student in the District. Such transfers will only be considered under exceptional circumstances.

2.2 Unless authorized in advance by the Chair of the District 5080 Youth Exchange Committee as provided in this directive, no such transfer shall take place, and the clubs assigned by the Committee to host each inbound student shall host that student for the duration of the exchange year.

3. Procedure for Authorizing the Transfer of Inbound Students

3.1 A written application to exchange an inbound student shall be submitted to the Chair of the District 5080 Youth Exchange Committee prior to any commitments or arrangements being made with respect to the proposed exchange. The application shall include the name of the inbound exchange student, the names of both clubs involved in the proposed exchange and the reason for the exchange.

3.2 The application must be signed by the Youth Exchange Officers of both Rotary clubs involved and the District Youth Exchange Committee Vice Chair responsible for that student, and must clearly indicate the approval of each of those persons.

3.3 On receipt of an application that complies with the requirements of this Directive the Chair of the District 5080 Youth Exchange Committee, after considering the circumstance and in his or her sole discretion, may either approve or not approve the proposed exchange.

3.03 Inbound Student and Counselor's Folders

The Club Youth Exchange Officer should prepare a folder for each inbound student with information about the student and the youth exchange program.

CONTENTS OF INBOUND STUDENT'S FOLDER	Section
• Welcome letter to student from the club	
• Host Family Schedule	4.09
• First Night Questions	4.04
• Local High School Information (New Student packet)	
• When an Inbound Student Needs Help	3.05
• Insurance Policy and ID card (if provided by D-5080)	
• Student Travel Authorization	3.08
• Emergency Contact Information	6.04
• Inbound Student Data Summary	3.51
• Drinking and Driving Policy and Regulations Agreement	3.53

CONTENTS OF INBOUND COUNSELOR'S FOLDER	Section
• Complete copy of the Inbound Student's application form	
• Inbound Counselor's Guidelines	3.04
• Inbound Student Agreement – signed copy from Vice Chair	C.51
• Inbound Student checklist - club	3.07
• Hints for Host Families	4.03
• Host Family Schedule	4.09
• First Night Questions	4.04
• Student Travel Authorization	3.08
• When an Inbound Student Needs Help	3.05
• Guidelines for Sending a Student Home	3.06

The counselor should add additional information to the folders depending on specific student and counselor needs.

3.04 Inbound Counselor's Guidelines

The inbound exchange student counselor's job is essential for the success of the Youth Exchange Program. The counselor should be a Rotarian, or the spouse of a Rotarian, with a well-balanced outlook, and ability to work with, and relate to, young people.

Before the Student Arrives

1. As soon as you are assigned an inbound student, check with the Youth Exchange Officer to determine whether all documentation has been completed.
2. Assist the club's Youth Exchange Officer in selecting host families. In consultation with the families, prepare a schedule of the specific periods during which each family will host the student.
3. Once the host family schedule has been prepared, write the student a letter of welcome and encourage the first host family to do the same. With your letter send the student a copy of the hosting schedule with the names, mailing addresses, and telephone numbers of each of the host families.
4. Ask for the student to reconfirm his or her travel plans by email immediately prior to departure.

When the Student Arrives

1. The counselor and first host family should meet the student at the arrival airport.
2. If the student arrives during the school period, the counselor or a first host parent must accompany the student to school to register and select appropriate courses of study.
3. A special effort should be made to introduce the student to key teachers and school staff. If possible, try to arrange for a classmate to go to and from school with the exchange student for the first few days, to help the student become familiar with school procedures.
4. Go over with the student the guidelines for inbound students, information relating to the school, information concerning the community and area, special activities planned for the student during the year. Emphasize that "Inbound Student Agreement" must be complied with, and that failure to do so in most cases will result in immediate termination of the exchange and the student being returned home.
5. Finances must also be discussed with the student within the first week of arrival. Make sure that the student has mailed his or her Inbound Student Fee to the Treasurer of the District 5080 Youth Exchange Committee. If not, this fee must be paid before, or at, the Inbound Orientation in early September. The minimum \$500.00 emergency fund that each student is required to bring on exchange is to be deposited in a local bank or credit union as soon as possible - preferably in a savings account requiring that withdrawals have the signatures of both the student and the counselor. A separate chequing account should be set up for the student's normal expenses, and cash machine access is desirable. Tell the student how much monthly allowance the club pays, and how and when the student will receive it.
6. Also within the first week, check to ensure that the student has
 - (a) a validated 1-year student visa for Canada/U.S.A. as applicable (the passport should have a yellow paper attached to it),

- (b) a validated 1-year visitors visa for Canada/U.S.A. (this will be required for travel within the District), and
 - (c) a return air ticket with an open return date.
7. Ensure that both the student and host family understand communication within the Youth Exchange Program (in the student and host family folders).

While the Student is Here

1. The counselor should ensure that the new exchange student attends at least one Rotary meeting as soon as possible after arrival ,preferably with the host parents. Students should be asked to attend club meetings from time to time.
2. Talk to the exchange student about once a week and find out how he or she is getting along with the current host family, with other students at school, teachers, etc. Also talk with the host parents.
3. Be aware of any travel plans of the student, and ensure that they comply with the club's and District's policies on student travel, and that approvals are obtained well in advance from the club, the District, and the student's parents when required.
4. Make sure the current and next host families co-ordinate the move between families generally in line with the hosting schedule they were provided with.
5. Act as referee between host families if there is any conflict regarding the student's activities.
6. Talk to the club's Youth Exchange Officer about your student doing a presentation to the host club and encourage other Rotary clubs and organizations in your area to invite the student to present a program at their meetings.

Counselors' Checklist for Inbound Students

1. Correspond with student prior to arrival.
2. Meet student at airport and arrange for a welcoming function to be held by the Host Club Members.
3. Complete and forward to Club YEO an emailed report of your personal monthly contact with the student and the host family
4. Let student phone home as soon as possible to advise of safe arrival.
5. Arrange monthly allowance from club. District recommends \$100 per month.
6. Help student set up 2 bank accounts:
 - a. A Contingency fund requiring Counselor to countersign. (Min. \$250.00).
 - b. An Everyday account in students name with Debit Card for students to use for day-to-day living.
7. Arrange School interview, commencement date, uniforms, books, etc.
8. Arrange travel details to/from school where appropriate, e.g. Rail/Bus Pass.
9. Inbounds MUST ATTEND
 - a. Inbound Orientation in early September
 - b. Fall weekend get together in late October
 - c. Ski weekend in February
 - d. International Friendship tour in Spring
10. Complete Student Card and provide to student
11. Make sure the Club makes the student welcome and is involved in as many club activities as possible.
12. Try to resolve problems with the student at Club level, however if you need help or advice please contact your Inbound Coordinator or District Chairman.
13. Make sure the student understands what is required of them, i.e. go through the rules of the programme.
14. Assist YEO find host families, recommended - three families / required – two families
15. Students travel must be closely scrutinized. All travel outside D5080's Student Travel Zone requires written approval from the parents and District 5080.
16. Extended visits/travel with family or friends who may be here on holidays etc. is not recommended.
17. From time to time, the Counselor should write to the student's parents, informing them of the student's progress.
18. Throughout the year, assist the student in sending personal effects home, ensuring that luggage at the end of the Exchange will be within the limits set by the airlines.
19. Diarise important dates from the student's home e.g. birthdays, anniversaries, national days, etc., thus ensuring these important events will not be overlooked. The Counselor should ensure that the Club acknowledges the student at Christmas and on his/her birthday.

3.05 When an Inbound Student Needs Help

When an Inbound Exchange Student needs help.....

As an inbound exchange student in District 5080, if you have a problem or need a question answered, here are the steps you should follow in getting help.

If you don't get the help or the answer 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**
- Fourth** Contact the **Inbound Coordinator of the District 5080 Youth Exchange Committee**:
- Fifth** Contact the **Chair of the District 5080 Youth Exchange Committee**:
- Sixth** Contact the **Chair of the sponsor District's Youth Exchange Committee** in your home country

See the Contact page of www.rotary5080ye.org for Contact details.

3.06 Guidelines for Sending a Student Home

Reasons for sending a student home during his or her exchange include:

1. Involvement with drugs.
2. Drinking.
3. Serious romantic involvement.
4. Driving a motor vehicle.
5. Failing to make an honest effort at school.
6. Conduct and attitude unbecoming an exchange student.
7. Failure to get along with host families.
8. Smoking.
9. A combination of several of the above.
10. Shoplifting or other theft.

All of the above situations require judgment and fairness by the Club Youth Exchange Officer. A frank discussion, written warning and "second chance" might resolve the problem.

A Club Youth Exchange Officer who is **considering** sending a student home **must immediately contact the Chair or Vice Chair** of the District 5080 YEC.. The Chair or Vice Chair will investigate the situation and, if he or she agrees that the student should return home, the student's sponsor District Youth Exchange Chair will be contacted by the District 5080 YEC.

The decision to send a student home can only be made by the Chair or Vice Chair of the District 5080 Youth Exchange Committee. **Do not advise a student that he or she is being sent home until you have been asked to do so by the Chair or a Vice Chair.**

3.07 Inbound Student Checklist – Club

Inbound Student's Name *[please print]*: _____

Home Country and District: _____ Arrived on _____ at _____
[yy/mm/dd] [time]

Place a **Y** for "Yes", or an **N** for "No" in the box beside each statement that is applicable, and fill in any blank spaces as necessary.

- [] Was the student's 1-year Canadian or U.S. Student Visa checked?
- [] Was the student's 1-year Canadian or U.S. Visitor's Visa checked?
- [] Was the student's return plane ticket checked and retained by the Counselor?
- [] Was District 5080's Inbound Student Agreement reviewed with the student?
- [] Has the student paid the required Inbound Student Fee?
- [] Is the student currently taking any prescribed medication(s)? If "Yes", is this reflected in the student's Youth Exchange Application? []
- [] Does the student have an adequate supply of any prescribed medication? If "No", are prescriptions for additional medication required? []
- [] Were hospital/medical insurance documents checked and in order?
- [] Does the student have insurance purchased through Rotary District 5080?
If "Yes", insert the policy number: _____
- [] Does the student have insurance purchased in his/her own country?
- [] Does the student have any insurance?
- [] Has the student deposited an emergency fund with the counselor as co-signer?
If "Yes", state the amount \$_____ and where the account is held: _____
- [] Has the student been advised of the first host family and approximate hosting period?
- [] Has the student been advised of the second host family and approximate hosting period?
- [] Has the student been advised of the third host family and approximate hosting period?
- [] Has the student been advised of the last host family and approximate hosting period?
- [] Have arrangements been made for the student to meet informally with the host families, Rotary counselor, Club Youth Exchange Chair etc.? If "Yes", when and where? _____
- [] _____
Confirm important dates and update regularly eg district tour with student to avoid potential conflicts with possible parent visits.
- [] Advise students of potential/optional Rotary sponsored travel tours. Refer to District 5080 youth exchange website www.rotary5080ye.org for links to this information for itineraries, costs, dates etc. Encourage those who are interested to register early as these trips sell out quickly.

All of the above checks were completed by [date]: _____

Signature of Rotary Counselor _____

Please complete this form within 30 days of the student's arrival!

3.08 Student Travel Authorization

The following information is required when Inbound Students travel:

- (a) with persons other than members of their host family,
- (b) other than on an approved Rotary or school sponsored tour or other activity.

Student's name: _____ **Date:** _____

1. Financial Arrangements

- (a) Who is paying for the trip? _____
- (b) What are they paying for? _____
- (c) What are you paying for? _____
- (d) Other _____

2. Travel

- (a) How are you getting there? _____
- (b) With whom? _____
- (c) How are you getting back? _____
- (d) Who is paying the travel costs? _____

3. Accommodations

- (a) Who are you staying with? _____
- (b) How long are you staying? _____
- (c) What will you have to pay for? _____

4. Length of the Trip

- (a) How long will you be away? _____
- (b) What dates? From: _____ to _____

5. Contacts

- (1) Name: _____
Address: _____
Phone - H: _____ W: _____ Fax or e-mail: _____
From: _____ to _____

(2) Name: _____

Address: _____

Phone - H: _____ W: _____ Fax or e-mail: _____

From: _____ to _____

6. Approvals Required

(a) blanket or specific approval from parents [] Yes [] No

(b) approval by District Youth Exchange Committee

Vice Chair responsible for this student [] Yes [] No

(c) approval by the student's current host family [] Yes [] No

7. Other information relevant to the proposed travel:

Travel Approved []

Travel Not Approved []

By _____ Date _____
Club YEO or Counselor

Student Travel Authorization
2012.03.29

3.09 Inbound Student Travel

Subject: INBOUND STUDENT TRAVEL

1. Purpose of the Policy

The purpose of this policy is to provide guidelines for dealing with travel by inbound exchange students currently hosted in District 5080.

2. General Statement

The Rotary Youth Exchange Program is primarily a cultural exchange and opportunities for the student to experience the culture of a country are often presented in the form of travel.

In addition, some Rotary or Rotary-approved organizations have established tours for exchange students that are of two or more week's duration – and often cover a considerable geographic area well outside District 5080. Participation in such travel may be both beneficial and desirable. When it is considered appropriate – and when approval has been granted by the student's natural parents, the host Rotary Club, and the responsible District Youth Exchange Committee Vice-Chair – students may participate in such tours.

3. Guiding Principles

- The proposed travel will not seriously impair the exchange student's progress in school.
- The proposed travel will not contravene the rules relating to travel that the student agreed to upon commencing his or her exchange.
- The travel will not result in the student remaining in Canada or the USA beyond the expiry date of the student's visa.
- The student must have a valid Travel Permission form or other written permission from his or her natural parents that clearly authorizes the proposed travel.
- The travel must be of such a nature that it complements the purposes of the Rotary Youth Exchange Program.
- Both the host Rotary club and current host family must approve the proposed travel.
- The travel must be organized and conducted by a person or persons who is or are familiar with Rotary's Youth Exchange Program. Where an organized tour is involved, the organizers shall establish direct communication with both the student and his or her host Rotary club.
- The itinerary for the proposed travel must be established in advance, and include provision for dealing with emergencies. The latter shall include contact information for the student's host family, natural family, host Rotary club, and appropriate District 5080 Youth Exchange Vice Chair.

4. Other Related Issues

- An inbound student's participation in tours or other travel should not result in any cost to the hosting Rotary club.
- The rules of conduct for District 5080 inbound students shall apply at all times. If a student is required to terminate his or her travel early because of a violation of District 5080 rules or tour rules, that student shall bear the full cost of returning to his or her host community. Depending on the specific circumstances, the student may then be required by the District 5080 Youth Exchange Committee to immediately return home to his or her own country.

5. For More Information

For more information on travel by inbound students, Youth Exchange Officers should refer to the following:

- (a) Student Travel Authorization - Club Manual, section 3.08
- (b) Inbound Student Agreement – Committee Manual, section C.51 note: obtain a signed copy of the agreement for your student from the Vice Chair Inbound Coordinator.

Inbound Student Travel
2012.03.31