

Rotary District 5080
YOUTH EXCHANGE PROGRAM
Club Manual

PART 4: HOST FAMILIES

Contents

4.01 Finding Host Families.....	2
4.02 Host Family Folders.....	4
4.03 Hints for Host Families.....	5
4.04 First Night Questions.....	8
4.05 When a Host Family Needs Help.....	10
4.06 Sample: Letter to Host Family.....	11
4.07 Sample: School Absence Authorization.....	12
4.08 Interview Questions.....	13
4.09 Host Family Schedule.....	15
4.10 Host Family Exit Survey.....	17
4.11 Host Family Policy and Procedures.....	18

NOTE: Forms in the Part are listed on the Index with a Document Reference # of 4.51 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.

4.01 Finding Host Families

Who are host families?

Families with young children

- young children are very willing to help an exchange student, and are not afraid to correct language or behaviour errors

Families with high school age children

- help an exchange student fit in at school and to find friends
- are recommended for first host families where possible

Families with no children

- have a good opportunity to develop a closer relationship with the exchange student
- are usually better as 2nd, 3rd or 4th host families

Finding host families in Rotary

- Although this approach is not always productive, announce at a Rotary meeting that you need families and that you will be contacting members personally in the near future. If some volunteer right away, they can have first pick of the students and hosting periods available!
- If you have already received your inbound application(s), make copies to circulate at a meeting, and talk to likely individual members and their spouses.
- Personally talk to members and spouses at their homes (or by phone). If they want to discuss hosting between themselves, set up a time to call back and get their decision.
- Do the calling YOURSELF! Asking others to do this may not be successful, as they are not ultimately responsible for finding families and a “Sorry, I had no luck” response is easy for them to make.
- Give Rotarians the first opportunity to host. If you then still need more host families - go on to the next step.

Non-Rotarian host families

- Consider families of outbound and rebound students.
- Ask at outbound interviews if families would be willing to host - whether or not their son or daughter is selected for exchange (providing you consider the family suitable).
- Record the names of students that attend the information meeting at the high school. Contact the families of these students and invite them to host a student.
- Keep a list of families that have hosted a student in the past. Many of them will be prepared to host again - even though they may need a break of a year or two.
- Consider your friends and neighbours, people from church or other organizations that you - or other Rotary club members - belong to, team parents, etc. as they may be interested in hosting. Teachers may also be willing to host if invited to. Ask your fellow Rotarians if they have friends or relatives that might want to host.
- Invite non-Rotarian host families to Rotary social functions with the student, and get to know them. You will find new Rotarians this way

When to find host families

- If possible, make recruiting host families a year-round activity! If that's not possible, start in November, and keep at it so that by the District Youth Exchange Committee meeting in early spring to assign inbound students you will have host families lined up and will be sure of the number of students your club will be able to host. Ask your host families what time of year is most convenient for them to host, whether they prefer a male or female, if they have any country preferences, etc. This will help you to choose appropriate exchange students for your club.

Dedication and perseverance will do it!

Adopt the attitude that there are families out there just waiting to be asked to host a Rotary exchange student - because there are!

YOU ARE GOING TO GET OUT THERE AND FIND THEM - and you WILL be successful!

Finding Host Families
2002.09.03

4.02 Host Family Folders

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

	Section
• Thank-you letter from hosting Rotary Club	4.06
• Copies of pages from the student's application	
• front page with home and family information	
• medical history and permission for medical care	
• additional questions and answers	
• Host Family Schedule	4.09
• Hints for Host Families	4.03
• Host Family First Night Questions	4.04
• When a Host Family Needs Help	4.05
• When an Inbound Student Needs Help	3.05
• Inbound Student Agreement – signed copy from Vice Chair	C.51
• Medical Insurance	1.01
• Photocopy of Insurance ID card	
• Inbound Student Travel	3.09
• Student Travel Authorization	3.08
• Drinking and Driving Policy and Regulations Agreement	3.53

4.03 Hints for Host Families

In addition to the strict rules of exchange in the Inbound Student Agreement, host families should be aware of the following general practices for students in District 5080. These are listed below, along with some suggestions that will make your experience more rewarding - and may avoid problems.

Suggestions for All Host Families

- If possible, try to write to the student and send along some family pictures before the student arrives.
- Don't have expectations as to what the student will be like.
- Go through the First Night Questions with your exchange student the first or second night that he or she is with you.
- Students want to be part of the family, and would prefer to be asked to help out around the house rather than be treated as "special guests" (**this can not be over emphasized**).
- Spend time talking to the student, and get to know him or her.
- Don't compare the student to your own children or to previous exchange students - they are all individuals, and are **not** the same.
- Allow the student - and yourself - some private time.

The First Host Family

- It is especially important that the first host family write to the student and make him or her feel welcome. A few letters will make the student feel that he or she knows your family, and will make the adjustment on arrival easier for both parties.
- The first host family's job is to make the student feel welcome, establish firm guidelines for behaviour, and make sure the student meets the community and gets off to a good start. The student's Rotary counsellor will help you with this process.
- The first host family or the counsellor must go to the school with the student to arrange a course schedule for the coming year.
 - Don't choose a demanding academic program (especially if there is a language challenge)
 - Try to choose some courses not available to the student at home
 - Find a classmate to show the student around the school and introduce him/her to teachers and fellow students (if you don't have a high school student in your family, ask the School Counsellor to help arrange this).
- The first host family is encouraged to invite the other host families, the student's Rotary counsellor, and the Club's Youth Exchange Officer over to visit with the student after supper one evening in the first week or 10 days after arrival. In some cases the student's Rotary counsellor will do this.

The Second and Third Host Families

- Try to get to know the student before he or she joins your family! Talk to the student's Rotary counsellor and previous host family, and find out if there were any problems that had to be dealt with. Remember that previous families may have become very attached to the student - and vice versa. Encourage some continuing contact between the student and those families.

The Last Host Family

- When the student comes to the last host family, he or she will speak English fairly fluently, be established in the community - and hopefully be doing all the right things.
- In the last month or so the student will receive many invitations from previous host families and friends. The last host family must be understanding, but should counsel the student not to run himself or herself ragged trying to accept all invitations.
- Encourage the student to send some belongings home by mail (by surface is much cheaper than by air - but takes longer).
- The last host family usually holds an open house or similar gathering of all the host families, counsellor, and Club Youth Exchange Officer just prior to the student's departure. An elaborate party is not necessary - you should talk to your student's Rotary counsellor about your plans.

Student Expenses

- Exchange students pay for their clothes, long distance phone calls, and personal items. One host family paying for any of these items could embarrass other families that follow the guidelines.
- Host Rotary Club gives exchange students a monthly allowance, and host families should not provide any additional allowance. The allowance is paid at the beginning of each month, and you should make sure that your student is receiving it regularly and on time. If not, you or the student should advise the Rotary counsellor.
- The Rotary Club pays for the student's meals at Rotary meetings.
- Students usually expect to pay their own way to shows and similar events (refer to the Host Family Questionnaire).
- If students are invited by host families to go on trips, vacation, etc., sharing of costs should be discussed with the student **before** the trip begins. The host family may choose to pay all costs - especially if that is the practice for other family members.

Student Obligations

- Students are expected to attend Rotary meetings periodically (and should attend those when spouses will be attending), as well as special functions such as Club picnics, work parties, etc.
- Students are required to attend the Inbound Exchange Student Orientation early in September, and the International Friendship Tour and Rotary District 5080 Conference in May or June.

School Attendance

- **Regular school attendance is not optional - it is required.**
- The District has very good relationships with the high schools in our host communities, and must maintain them. You will be provided with copies of **an excuse note, which must be completed for all absences**. If you run short of these forms let the Rotary counsellor know, and more will be provided.

Conflicting Invitations

- Some Rotary functions take priority over all other functions. Please contact the counsellor if there is any question as to which function the student should attend in a particular case. The student's next priority is to the current host family - over other host families or friends.
- The counsellor will decide which invitation the student should accept only if the student and the "inviters" can't resolve the situation - normally with some guidance from the current host family.

Travel

- Travel on organized school trips is authorized, but the Rotary counsellor must be advised.

- Travel with host parents or Rotarians is also authorized, but the Rotary counsellor must be consulted **before** arrangements have been confirmed.
- Other travel may require special permission from the natural parents and from the Rotary District Youth Exchange Committee. Check with your student's Rotary counsellor!
- We have an obligation to the student's family and home Rotary club to know where our exchange students are at all times. If there is a family emergency the counsellor must be able to contact the student - therefore **the counsellor**, or in his absence the Club Youth Exchange Officer, **must be advised of all travel plans in advance**.

Local Travel

- Normally students should be driven by an adult, however local travel (within about 30 miles or 50 km of the host community) may be with a teenage driver on occasion - provided the host family knows the driver and would normally allow their own child to ride with that person.

On Hosting a Rotary Exchange Student...

As one host mother observed "**Open your heart - and the rest will follow!**".

Good luck, and thank you for being a Rotary Exchange Student Host Family.

Hints for Host Families
2016.10.10

4.04 First Night Questions

STUDENTS: here are questions to discuss with each of your host families when you first arrive in their home. These are a guide. You may want to ask other questions depending on your specific situation. The multi-language Interactive First Night Questions developed by NAYEN may also be helpful: www.yeoresources.org/Pages/FirstNightQuestions.html.

1. What should I call you? Mom and Dad, Aunt and Uncle, or your given names?
2. What am I expected to do daily, other than
 - a. make my bed,
 - b. keep my room tidy, and
 - c. clean up in the bathroom after I use it?
3. What is the procedure for dirty clothes, and where do I keep them until wash day?
4. Should I wash my own underclothes?
5. May I use the iron, washing machine, sewing machine, etc.?
6. Where should I keep my bathroom toilet accessories? Should I buy my own shampoo, etc.?
7. When is the most convenient time for me to use the bathroom on weekday mornings?
8. When is the best time for me to have a bath, in the morning or at night?
9. When are meal times?
10. Do I have a regular job at meal times, such as setting or clearing the table, washing or drying the dishes, etc.?
11. May I help myself to food and drink (non-alcoholic) at any time, or should I ask first?
[If this is acceptable, I promise to do it in moderation!]
12. What areas of the house are strictly private (e.g. bar, study, sewing room)?
13. May I put up pictures and posters in my bedroom? If so, how?
14. What time must I get up on weekday mornings?
What about weekends and holidays?
15. What time must I go to bed on weekdays?
What about weekends and holidays?
16. What time must I be in at night if I go out?
Can there be exceptions by special arrangement?
17. How often can I go out at night during the week?
18. What about weekends?
19. When are the birthdays of host family members?

20. Can I have friends stay over night?
21. What is the rule on entertaining friends in my room with the door closed?
22. Can I invite friends in during the day? No opposite sex without parents here?
23. What rules are there for use of the phone? When may my friends phone me?
24. What are the rules for long distance calls, including calls home?
25. What are the rules for use of the computer – and for e-mail and the Internet?
26. Do my host Mom, Dad, or brothers and sisters have any pet dislikes?
[e.g. wearing curlers at the table, chewing gum, music, being late]
27. How will I generally get around (bus, bicycle, be driven, etc.)?
28. May I play the stereo and T.V.? How loud?
29. What are the rules about going to church?
30. If something is bothering me, how would you like me to handle it
 - (a) ask if we can talk about it?
 - (b) ask my Rotary Club counselor to help me deal with it?
 - (c) try to ignore the situation and learn to live with it?
31. If we go out as a family, who pays entrance fees, etc.?
32. If the student has food allergies or particular eating habits, they should be mentioned now!
33. Do I take lunch with me to school? If so, do I make my own lunch? If I buy lunch at school, who pays for it?

In general, ask first about those things that you want to do, and always keep open the lines of communication with your host parents!!

Remember, SMOKING or DRINKING by District 5080 exchange students is NOT ALLOWED!!

Special notes (if any): _____

4.05 When a Host Family Needs Help

When a host family needs help...

If you have a problem or need a question answered, here are the recommended 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 exchange student's **Rotary Counselor**
- Second** Talk to your **local Rotary Club's Youth Exchange Officer or your Exchange Committee Chair**
- Third** Contact the **Inbound Coordinator** of the **District 5080 Youth Exchange Committee** who is responsible for the student.
- Fourth** Contact the **Chair** of the **District 5080 Youth Exchange Committee:**

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

4.06 Sample: Letter to Host Family

Your Club Name: _____
YOUTH EXCHANGE COMMITTEE

Date: _____

To: The _____ Family

Thank you for choosing to be a host family for _____. This student's Rotary Club Counselor will be _____, whose phone number is _____

Hosting a high school student from another country is a challenge and an opportunity that will enrich every member of your family as you share cultures and develop international understanding and fellowship.

Part of this process is sharing with the student your culture as it is reflected in everyday life and activities. This does not mean elaborate entertainment - it does mean making the student a part of your family with opportunities to share in all aspects of home, school and community life.

The enclosed folder contains important information about the exchange program and your Student. In addition, please go to the Rotary District 5080 website www.Rotary5080YE.org for additional information about Rotary, the Youth Exchange Program, host families and students. There is also a calendar and list of important student events.

- Copies of pages from the student's application
 - Front page with home/family information
 - Question and answer pages
 - Medical history and permission for medical care
- Inbound Student Agreement
- Insurance information
- Host Family Schedule
- Hints for Host Families
- First Night Questions for Student and Host Family
- School Absence Authorization
- Student Travel Information Form
- When an Inbound Student Needs Help
- When a Host Family Needs Help

Thank you again for your willingness to host this student! Please let us know if you have any comments, concerns, or suggestions.

Youth Exchange Officer

Sample: Letter to Host Family
2012.03.28

4.07 Sample: School Absence Authorization

Date: _____

To: *Your Local High School:* _____
(full mailing address); _____

Dear School Staff,

Please excuse the absence of the Rotary Exchange Student named below, for the times and/or dates indicated, and for the reason shown:

Name of Rotary Exchange Student: _____

Name of Host Parents: _____

Address of Host Parents: _____

Phone number of Host Parents: _____

Date or dates absent from school: _____

Period(s) of absence (morning, afternoon, all day, etc.) _____

Reason for absence: _____

Yours sincerely,

Signature of Host Parent or
Rotary Club Representative

4.08 Interview Questions

These are suggested questions that the Club YEO should ask potential host families at their initial interview. They should be supplemented with additional questions that the YEO feels appropriate to the circumstances.

1a. What benefits do you expect while hosting your student?

b. What kinds of challenges do you envision?

2. What kinds of experiences or trainings have you had with teenaged children?

3. Describe your feelings about:

a. Teenagers and discipline

b. Teenage self-esteem

c. Children's expression of anger

d. Do you foresee any teenaged behaviors that might make you feel uncomfortable?

4. How do you manage?

a. Sleep habits

b. Meals

c. Emergencies

d. Hygiene

e. Privacy

f. Differences/Conflicts/Disagreements

5. Was there a time during your teenage years when you were in a strange place or family? What were some of the things that made you feel comfortable?

6. How do you feel about following directions given by a parent/caregiver if you do things differently with your own children?

7. What are your childhood memories of your relationship with your parent/s/caregiver? Describe their discipline methods, expectations and communication styles; and how those impacted your development as a caregiver.

8. What information would be important for you to know about your exchange student in order to ensure that they are a good match with your family and that you can be prepared to offer them a positive exchange experience?

4.09 Host Family Schedule

Your Club Name: _____
YOUTH EXCHANGE COMMITTEE

Name of Student - _____
Home address - _____
Home phone No. - _____
Sponsor Rotary Club - _____
and District _____

HOSTING SCHEDULE*

[start and end dates]

[full names of **all** host family members, street and mailing address, phone and fax number, e-mail address, etc.]

Period:

First Host Family:

Period:

Second Host Family

Period:

Third Host Family

Period:

Fourth Host Family

* dates are approximate, and may be adjusted some for convenience – with the approval of the student's Rotary Counselor

If possible, include the names of all family members or others living at home, their occupations, ages, birthdays, hobbies, sports, pets, etc. This information is helpful not only to the hosted student, but also to members of subsequent host families! If the hosting schedule can be provided to the student before he or she arrives, pictures of the host families would be especially useful – and appreciated.

Rotary Youth Exchange Committee contacts:

Club Youth Exchange Officer:
Street address: _____
Phone: _____
Fax: _____
e-mail: _____

Student's Rotary Counselor:
Street address: _____
Phone: _____
Fax: _____
e-mail: _____

Copies required by: Each Host Family
Local High School Counselor
Club Youth Exchange Officer
Student's Rotary Club Counselor
Exchange Student (3)

Host Family Schedule
2004.09.07

4.10 Host Family Exit Survey

Your Club Name: _____
YOUTH EXCHANGE COMMITTEE

Dear _____

Thank you once again for recently hosting _____ !

We would very much appreciate you taking the time necessary to complete to complete this fairly brief survey. The information that you provide will be valuable to us in our efforts to enhance the Youth Exchange Program, and to provide the best possible support to future host parents.

Please provide answers to the following questions on the back of this sheet or on an attached page or pages.

1. Did you receive enough information regarding the Youth Exchange Program and what we expected of you as host parents?
2. Was your "orientation" sufficient to prepare you for being host parents?
3. What other information would have been helpful to you?
4. Was there enough contact between the Rotary club Counselor and you as host parents?
5. What specific challenges did you encounter as a host parent?
6. Do you have any suggestions for improvements to the Youth Exchange Program?
7. Would you consider hosting again? [If not, would you please tell us the reason?]

Your support of Rotary's Youth Exchange Program as host parents has been really appreciated!

Youth Exchange Officer

Host Family Exit Survey
2005.09.07

4.11 Host Family Policy and Procedures

1. The host family provides room and board for the student and exercises appropriate supervisory and parental responsibility to ensure the student's well-being. Host families are not paid in the USA.
2. Potential host families will indicate their interest in the youth exchange program by completing the HF-1 Host Family Application (US) or CHF-1 Host Family Application (CA), and also completing the appropriate V-1 or cV-1 Volunteer Application-Affidavit for each adult member of the household (these forms can be found on the SCRYE website, www.scrye.org) . Host families are vetted through a process of interviews and home visits by local Rotary club youth exchange volunteers. Following successful completion of that process, all adult members of the host family will undergo a criminal records check prior to approval.
3. Both Host Family Applications have been developed with SCRYE, www.scrye.org for details of SCRYE's role in District 5080 Youth Exchange activities. The content of the application has been adapted to reflect the specific circumstances of Rotary youth exchange: host families are members of the local community in which the Rotary club is located and the host interviewer is a member of the local community.
4. Host families receive training prior to student arrival in youth protection policies, abuse and harassment prevention and procedures and program rules that the student must follow. Host families are periodically visited by the student's counselor to assure good communications and provide for the early detection of problems.
5. Host families provide:
 - A safe and welcoming environment
 - Integration into the family, providing support and privileges and assigning appropriate obligations
 - Room and board for the student. Students must have their own bed and if sharing a room it must be with a child of the same gender and approximate age.
 - A place where the student can study
 - Assurance that the student knows how to contact family members and support networks.
 - Feedback to the Rotarian counselor regarding concerns about the student
 - Introductions to people that can help the student become involved in community life
 - Exercise supervisory and parental responsibility to ensure the students wellbeing and safety
6. Host families and students will be provided contact information in advance of the exchange so that communications can be established before the student's arrival.