

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

**PART C: VICE CHAIRS' REFERENCE DOCUMENTS**

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**NOTE:** Forms are listed on the Index with a Document Reference # of C.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.

## C.01 Sample: Letter to Host District

Sample cover letter to host district transmitting outbound applications. Not used when application transmitted electronically.

**[Letterhead]**

**[Date]**

**[full name and address],**  
Youth Exchange Chairman  
Rotary District \_\_\_\_\_

Dear **[first name]**

Enclosed are 3 copies of the Guarantee/Visa Application form and 2 copies of the application(s) of the following student(s) for exchange with you in the 20\_\_\_\_-20\_\_ Rotary Year:

**[list by first and last names only]**

Please have the Guarantee/Visa Application forms fully completed and return two copies to me as soon as possible. We have found that it often takes a very long time to obtain visas!

District 5080 requires that all outbound students be covered by our own medical insurance unless the hosting country or district insists that they be covered by other insurance – and we have been provided with the details and cost of that insurance in advance. If we are not advised of other requirements, the above student(s) will be covered by medical insurance arranged by District 5080.

We look forward to working with you again in Rotary's Youth Exchange Program during the coming year!

Yours in Rotary,

**[your name]** Vice Chair  
District 5080 Youth Exchange Committee

Encl. **[s]**

Sample: Letter to Host District  
2012.04.13

## C.02 Sample: First Letter to Outbound Student

Sample first letter to outbound student, update and change content as appropriate.

**[Letterhead]**

**[Date]**

**[First and last name  
and full mailing address]**

Dear **[first name]**,

This letter is to let you know that your application has been sent to the Rotary Youth Exchange Office in **[country or district and country]**, which is another major step in the Youth Exchange process! I am sure you will find that this year on exchange will be a major event in your life!

It may be a couple of months before we receive the "Guarantee/Visa Application" forms back from your host club. In the meantime, you should apply for a passport (unless you already have one that will not expire before August of **[following year]**). All of the required information will be passed on to Rotary's travel agent, *It's Your World, Travel* in Seattle, and they will arrange for your visa and return tickets from Spokane. They will be contacting you about your travel arrangements, and asking for your passport to submit with the visa application. They will also have a representative at the Outbound Orientation.

The Outbound Orientation will take place on May \_\_\_\_\_ and \_\_\_\_ at Camp Lutherhaven on Lake Coeur d'Alene, starting at noon on Saturday, and ending about 1:00 p.m. on Sunday. All outbound students MUST attend the orientation – even though it may conflict with school graduation or other activities! It's also essential that at least one of your parents attends this session with you, and both should attend if possible. We'll be sending you more information on the orientation in April.

We will be purchasing medical insurance for your year on exchange, and will also be ordering special Rotary "business cards" for you to take with you. Please complete the enclosed form and mail it to Roger Mangum with a color "passport" type photo by March 15<sup>th</sup>. His mailing address is on the form. To help us avoid errors, please type or print the information on the form. If you intend to get you're your own "Hotmail" or "Yahoo" address to use while on exchange, please do it soon so that you can include your new e-mail address on the form.

All District 5080 exchange students are required to have a navy blue blazer, but this doesn't have to be a major expense. (A red blazer is optional for Canadian outbound students). You can buy a new blazer if you like, or can borrow or buy a used one. Keep in mind that exchange students collect pins and mementos that end up attached to the blazer!

I'm glad to see that you've studied **[specific language – if applicable]** for several years. You should try to brush up on your language skills as much as you can before you leave, as that will be a big help in getting you off to a great start in your exchange year.

I suggest that you take digital photographs before you leave on exchange. You will be required to give presentations to your host Rotary club, and probably other Rotary clubs and your school, and photographs are a great for that purpose. Your host Rotarians, family and friends will want to see and hear about your life at home. Photographs of your family, friends, pets, school, hobbies, home, and local points of interest should be included

Before you leave home we recommend that you fill out the enclosed "Travel Permission Form", have it signed by both your parents, send me one copy, and take another copy with you for your host Rotary Club. This could save you having to get written permission from your parents for a special travel opportunity that may come up during your exchange year.

As the District 5080 Youth Exchange Vice Chair responsible for all students going to and coming from **[specify your area]**, you will be hearing from me from time to time over the next months – and while you're on exchange. If you have any questions, please send me an e-mail or give me a call. I will be happy to give you any advice or assistance that I can. My job is to make sure that the coming year is one that you will never forget!

I'll be in touch with you again soon!

**[your name]** Vice Chair  
District 5080 Youth Exchange Committee  
**[your mailing address]**  
**[your phone number(s)]**  
**[your fax number]**  
**[your e-mail address]**

Encl. – Card Information Form

Copy to: **[first and last name]**, Youth Exchange Officer  
**[sponsor Rotary Club]**  
**[full mailing address]**

Sample: First Letter to Outbound Student  
2012.04.13

## C.03 Sample: Second Letter to Outbound Student

Sample second letter to outbound student – update and change content as needed

[Letterhead]

[Date]

[First and last name  
and full mailing address]

Dear [first name],

I am pleased to confirm that you will be hosted in the coming year by the Rotary club of \_\_\_\_\_ in [city and country]! You will be expected to arrive in your host country on \_\_\_\_\_ OR I will let you know when we are given the specific date that you will be expected to arrive in your host country.

You will need a one-year Student Visa for [country], and a copy of your Guarantee Form/Visa Application has been sent to It's Your World Travel in Seattle as they will obtain your visa and make all flight arrangements. The return portion of your ticket will be left open just in case it has to be used early in an emergency. They will soon be asking you to send them your passport, as it must be submitted with the visa application.

Please notify your host Rotary Club and your first host of your travel arrangements as soon as they are final family (by e-mail if possible), and also send me a copy of your itinerary. You should phone the first host family or Rotary counselor just before you leave home to confirm your final travel times.

Enclosed is a copy of Rotary District 5080's "Program Rules and Conditions of Exchange" which you and your parents signed as part of your formal application. Please review these rules again with your parents – and take a copy with you on exchange. I have also enclosed a copy of all of the information received from your host Rotary District, so please read that information carefully as well.

If you or your parents have any question, don't hesitate to contact me by phone, fax, e-mail or regular mail. If you have a new e-mail address to use while on exchange, please let me know what it is. E-mail is an easy way to keep in touch while on exchange, but don't spend much time on the computer without consulting your host family as to what is appropriate. E-mail may be very costly in your host country, and you also don't want to be in constant contact with your family and friends at home - or you will find it much more difficult to become a part of your host family and country!

I'm sure you are getting more excited as the start of your exchange years draws closer, and I will be in touch with you again before your leave. You're going to have a great year!

[your name], Vice Chair  
District 5080 Youth Exchange Committee

Enclosures: Youth Exchange Program Rules  
Miscellaneous information

Sample: Second Letter to Outbound Student  
2012.04.13

## C.04 Sample: Letter to Sponsor District

Sample letter to sponsor district. Modify as needed.

*[Letterhead]*

*[date]*

*[full names],*

Youth Exchange Chairman,

Rotary District, \_\_\_

---

Dear *[first name]*,

I am pleased to advise you that *[full name of student]* will be welcomed as an exchange student by the \_\_\_\_\_ Rotary Club in *[community and state/province]* in the coming Rotary year. Two copies of the completed Guarantee/Visa Application forms *[and a DS-2019 form – for US hosted students only]* are enclosed.

Students start school early in September, and should arrive early in August if their English skills are not very good. Shortly after the middle of August is acceptable if English skills are reasonably good.

Your student will need a one-year Student Visa for the US *[Canada]* and may require a one-year Visitor's Visa for Canada *[the US]*. Both visas must be valid for the period from August 1<sup>st</sup> until July 31<sup>st</sup> of next year.

Please make sure that this student applies for the visas immediately, and provides a copy of the Guarantee/Visa Application *[, the DS-2019 form – for US hosted students only]* and the enclosed Notice, to both the US and Canadian Consulates. If there is any difficulty obtaining the visas, please contact me immediately.

I have asked your student to notify the host Rotary club of planned travel arrangements as soon as possible and, when those arrangements have been finalized, to Fax or e-mail me a copy of the itinerary. I have sent the student a copy of our Inbound Student Agreement to be signed and returned, and there will be a weekend orientation session for all inbounds in early September.

*[First name of student]* will require medical insurance while on exchange, with coverage from the time of departure until arrival back in your country. Unless special arrangements have been agreed to earlier, the student will be required to purchase our medical insurance.

We look forward to meeting *[first name of student]* at the Inbound Orientation in September!

Yours in Rotary,

*[your name]* Vice Chair,

District 5080 Youth Exchange Committee

Sample: Letter to Sponsor District

2012.04.13

## C.05 Sample: Letter to Inbound Host Club

Sample letter to Inbound Host Club – modify as appropriate

[Letterhead]

[Date]

[first and last names],  
Youth Exchange Officer,  
\_\_\_\_\_ Rotary Club

[mailing address]

Dear [first name],

At a recent meeting, the District Youth Exchange Committee selected [full name of student] from [District and country] to be hosted by your Rotary club commencing in [August/January] of [year].

Enclosed are two copies of this student's full application. Please ensure that the "Receiving Club's Guarantee" and "Schooling Guarantee" sections on the Guarantee forms are completed correctly (with original signatures – in blue ink - on both copies). Please return both copies of the signed Guarantee Form only to me within 14 days if at all possible. This form must be sent back to the sponsoring District before visas can be applied for – and in some countries that takes a very long time!

Along with the application, I am enclosing a "Culturegram" which provides a significant amount of information about your inbound student's home country. We recommend that you provide the student's Rotary Counselor and each host family with a copy.

Please let me know immediately if there is any reason why the Guarantee Forms can't be returned within the next couple of weeks – or if you have any questions at this time. We really appreciate your Club's support of the Youth Exchange Program!

Yours in Rotary,

[your name], Vice Chair  
District 5080 Youth Exchange Committee

Attachs.

- 2 copies of student's application
- Host country "Culturegram"

Sample: Letter to Inbound Host Club  
2012.04.13

## C.06 Sample: Letter to Inbound Student

Sample letter to inbound student – modify as needed

[Letterhead]

[Date]

[full name and mailing address of student]

Dear [first name],

I am very pleased to confirm that you will be welcomed as an exchange student by the \_\_\_\_\_ Rotary Club located in [community, state/province and country] in the coming school year.

Please refer to the enclosed sheet for information on District 5080, your Inbound Orientation Camp, the Inbound Student Fee, and Health and Accident Insurance coverage. Note that the Inbound Student Fee of US\$\_\_\_\_ is to be mailed to the \_\_\_\_\_ of the District Youth Exchange Committee before you leave home – with the deadline for payment at the Inbound Orientation.

Also enclosed are two copies of our Inbound Student Agreement, which must be signed by both you and your parents. Please mail one copy of the signed agreement to me, and keep the other copy with your exchange documents. You may wish to make an extra copy to leave with your parents. *Since you will be hosted in the State of Washington, you also need to have the enclosed "Certificate of Immunization Status" completed and sent to your host Rotary Club as soon as possible.*

The exchange year officially starts on August 1<sup>st</sup> and finishes on July 31<sup>st</sup> of next year, and you will start school early in September. You should arrive soon after August 1<sup>st</sup> if your English skills are not very good, but around the middle of August is acceptable if your English skills are quite good. Your actual arrival date should be arranged between you and your host family and Rotary Club.

You will need a one-year multiple-entry Student Visa for [the US/Canada], and may also require a one-year Visitor Visa for [Canada/the US], as District 5080 includes portions of both countries. Both visas must be valid for the period from August 1<sup>st</sup> to July 31<sup>st</sup> of next year.

Your District Youth Exchange Chairman has been provided with a completed Guarantee Form/Visa Application and a notice to the Canadian and U.S. Consulates. You should obtain those documents from the Chairman and provide copies of them to both the Canadian and U.S. Consulates with your visa applications. Please contact me immediately if you have any difficulty obtaining the visas. When you receive your visas, make sure that they are for the correct dates. If they are not, they should be changed in your country to avoid the extra costs to have them changed while you are on exchange.

I'm enclosing an extra copy of the Guarantee Form since it includes the names of your first host family and host Rotary club Counselor. Please contact one or both of them soon, as I'm sure that they will be waiting to hear from you!

Please notify your host Rotary Club of your planned travel arrangements as soon as possible and, when those arrangements are final, send me a copy. We recommend that you phone your first host family or Rotary counselor the day before you leave home, just to confirm your final travel times and to ensure that someone will meet you at the airport when you arrive. Note that your arrival airport is in [name of city], which is about a \_\_\_\_\_ hour drive from your host community.

You require health and accident insurance while you are on exchange, and it must cover the full period from your departure until your arrival back home. This is covered in detail in the enclosed information sheet. Before you leave home we recommend that you fill out the enclosed "Travel Permission Form", have it signed by both your parents, send me one copy, and bring another copy with you for your host Rotary Club. This could save you having to get written permission from your parents for a special travel opportunity that may come up during your exchange year.

If you have a traditional costume of your country, or play a musical instrument, please bring both with you (unless you play the piano or harp!). There will be several opportunities for you to get together with the other Exchange Students during the year, and all of the students do a presentation at the District 5080 Conference. Also bring along slides of your family, city and country, as you will be doing at least one presentation to your host rotary Club and probably one or more at your school. You should be prepared to answer most common questions about your community and country, as your new school friends and host Rotarians will be anxious to learn all they can about you.

I look forward to meeting you at the Inbound Orientation Camp early in September. In the meantime, please return the signed Inbound Student Agreement – and let me know if you have any questions that I can answer at this time. My mailing address, phone, fax, and e-mail address are listed on the left side of the first page of this letter. Also, check out our website at [www.rotary5080ye.org](http://www.rotary5080ye.org)!

Yours sincerely,

[your name], Vice Chair

District 5080 Youth Exchange Committee

Enclosures

Copy to:

\_\_\_\_\_  
Youth Exchange Officer  
\_\_\_\_\_  
Rotary Club  
[full mailing address]

Sample: Letter to Inbound Student  
2017.04.29

## C.07 Inbound Student Information

Welcome to “the Experience of a Lifetime”  
as a Rotary Exchange Student in District 5080!

**We are looking forward to your arrival in District 5080! We have been involved in Youth Exchange for more than 30 years, and we work very hard to make the program successful for both our inbound students and their host families.**

### **About District 5080**

District 5080 includes a total of 60 Rotary clubs – with 15 clubs in the state of Idaho and 27 in the state of Washington in the US, and 18 clubs in the province of British Columbia, in Canada. Every effort is made to place inbound students in their country of choice, but this is not always possible. However, students hosted in both countries share travel and other experiences during the exchange year. Each year District 5080 exchanges about 40 students with more than 20 countries around the world!

The Rotary Clubs in our District are located in several larger cities and many smaller cities and towns, and range in size from less than 25 members to more than 300. Students suited to an active life style - and who are interested in sports and outdoor activities such as skiing, hiking, boating, fishing, etc. - will particularly enjoy their year on exchange in District 5080.

Many communities in the District have community colleges, universities, and other institutions of higher learning. The District extends over 800 km from north to south, and more than 320 km from east to west - and the driving time from one end of the District to another is about 8 hours! The District ranges from mountain highs of over 3,000m (supporting glaciers), to desert lows of 120m (supporting cactus). Our most southern areas have a warmer climate, while the most northern areas are colder. In the south, winter temperatures range from a low of -4C to a high of 4.4C, while the summer temperatures range from a low of 15.4C to a high of 32.7C. In the north, winter temperatures range from a low of -14.4C to a high of 6.1C, and summer temperatures range from a low of 8.9C to a high of 24.4C.

The summer months provide opportunities to enjoy our many lakes and waterways and our mountainous regions through boating, camping, hiking, mountain biking, rock climbing, etc. The winter months bring out the snow enthusiasts, and winter sports are found in most communities. These include downhill and cross-country skiing, snowshoeing, and snowmobiling.

### **Inbound Orientation Camp**

A weekend Orientation Camp for all inbound students to District 5080 is held in September each year at Camp Lutherhaven on Lake Coeur d’Alene in Idaho. This gives students a great opportunity to get to know each other, to better understand what will be expected of them while on exchange, and to learn more about what will be happening in District 5080 during the exchange year.

Visit our Youth Exchange website at [www.rotary5080ye.org](http://www.rotary5080ye.org) for more details!

## C.08 Sample: Notice to Consulates

Sample letter – update as needed

**[Letterhead]**

**[date]**

### **NOTICE TO US AND CANADIAN CONSULATES**

The following student has been accepted as an inbound exchange student to Rotary District 5080:

*[FULL name of student – from application form]*

The Rotary Youth Exchange Program is a cultural and educational exchange.

Rotary District 5080 includes areas in both the Canada and the U.S. This student will be hosted by the \_\_\_\_\_ Rotary Club located in \_\_\_\_\_, and therefore requires a one-year multiple entry \_\_\_\_\_ Student Visa valid for the period from August 1, 20\_\_ to July 31, 20\_\_ inclusive.

In addition, because this student will cross the border periodically, a one-year \_\_\_Visitor Visa may also be required - valid for the same period.

Please issue the required visas as requested. We have found that it is usually difficult and costly to obtain extensions when an original visas is incorrectly dated.

Thank you for your assistance and co-operation.

Yours sincerely,

**[your name]**

Vice Chair – *Inbound Coordinator*

District 5080 Youth Exchange Committee.

## C.09 Requirements for US Hosted Students

Below is provided for information and general background knowledge only. As of July 1, 2013 District 5080 Youth Exchange is a member of the SCRYE multi-district system. The RO for SCRYE takes this responsibility once we complete and submit the “DS-2019 Request Form, Certificate for a J-1 VISA” to SCRYE. We also issue ID cards for all students, details below.

In order for students to receive a one-year J-1 student visa to study in the US, they must be issued a DS-2019 form. The cost of the form is approx US \$180. The DS-2019 form is requested from SEVIS by the Responsible Officer (“RO”) (or their designee) for the D-5080 Rotary Youth Exchange program. The SCRYE Executive Secretary is the District 5080 RO.

SEVIS, the *Student and Exchange Visitor Information System*, is a web-based system for maintaining information on international students and exchange visitors in the United States.

When a DS-2019 form is issued, the student is placed on an “initial list of exchange visitors” pending the issuance of their J-1 student visa and their entry into the US. When they arrive in the US, the RO, or their designee, must go online to update the student’s status and “active their exchange.” Each time the student moves, the RO, or their designee, must go online and update SEVIS with the new host family information (family name and physical address).

US regulations also require students hosted in the US to carry a program “Identification” card. Although ID cards are not required for students hosted in Canada, we prepare Rotary District 5080 ID cards for all students, and these are given to the students at the inbound orientation. The ID cards include the student’s name, home country, hosting club, and emergency contact information.

Students hosted in the US are required to have the following documentation:

- Valid passport with a one-year J-1 student visa
- One-year multiple-entry Canadian visitor visa (if required by Canada)
  - If you are in doubt about the need for a Canadian visitor visa, check the following website:  
[www.cic.gc.ca/english/visit/visas.html](http://www.cic.gc.ca/english/visit/visas.html)
  - As of September 3, 2005, students hosted in the US from the following countries are required to have Canadian Visitor Visas: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, and Poland (*this list is subject to change at any time*)
- I-94 form (small white card issued by US Immigration upon entry into the US). This is usually stapled inside the passport.
- Copy of DS-2019 form
- Student ID card

### Information contacts:

U.S. Immigration and Customs Enforcement (ICE) <http://www.ice.gov/graphics/sevis/>

U.S. Department of State (DoS) <http://exchanges.state.gov/education/iexchanges/>

Department of Homeland Security (DHS) <http://www.dhs.gov>

# C.10 Reserved for Future Use

Reserved for Future Use  
2013.05.12

# C.11 Reserved for Future Use

Reserved for Future Use  
2013.01.04

## C.12 District Outbound Interview & Rating

Name of student: \_\_\_\_\_

Club: \_\_\_\_\_

Interviewer's name: \_\_\_\_\_

Phone : \_\_\_\_\_

Total Interview Score: \_\_\_\_\_/60

**Application:** Please evaluate the quality of the application. Consider neatness, response to questions and overall presentation. Did the student clearly put time and effort into this application?

**First Impression:** is the student appropriately dressed for the occasion? Do they demonstrate good social skills? Are they managing the stress of the interview well?

Rating scale (for 1 to 12) 5 = Excellent 4 = Good 3-2 = Average 1-0 = Poor		Score
1.	What do you see yourself doing 10 years from now if your life turns out the way you would like it to turn out?	/5
2.	Describe a time when you had a big problem in your life, you came up against an enormous challenge or had to work through a stressful situation that tested your coping skills. How did you manage the stress the situation created?	/5
3.	Imagine you are with a warm and caring host family but they have very different beliefs and values that the ones you were raised with. How would you manage this situation?	/5
4.	Throughout lives we meet people that are sometimes more challenging for us to get along with or appreciate. Tell us about a time when you have encountered someone that you didn't necessarily hit it off with. What did you do to try and develop a stronger relationship?	/5
5.	You are being interviewed by an international company to represent them abroad for one year. Their goal is to facilitate peace through understanding. Why should they hire you?	/5
6.	Tell us about what volunteer work you have done. Why did you choose that type of service? What have you learned from that experience?	/5
7.	Tell us what a typical weekend looks like for you. Now tell us what your ideal weekend looks like. What do you do when you are bored?	/5
8.	Learning a new language can be a very important component of a successful exchange. It can be a big challenge. Inability to speak the language in a new country can really challenge you – it is very tiring. Making relationships and understanding the culture is difficult. Tell us how you would approach learning the language once you knew which country you were going to.	/5
9.	What personal contribution do you feel you could make to: Host family.	

	School you will be attending. What can you do to prepare for your exchange year?		/5
10.	If you were interviewing applicants to be exchange students, what qualities would you be looking for in a student who would be likely to have a successful year abroad?		/5
11.	While out on exchange you are standing in the hallway at school when one of the students makes rude comments to you regarding your culture and country. How do you respond?		/5
12.	While on exchange you are at a party when one of the boys/girls asks you to go outside so that he/she can get to know you better. When outside he/she asks you to take a drink from a bottle of wine he/she has while at the same time moving closer to you with an unwanted advance. How would you respond?		/5
13.	Confirm age as of Aug 1 of exchange year _____  Boyfriend/girlfriend _____		NA
Total			/60

Special notes (if any): \_\_\_\_\_

Be sure to provide an opportunity for the student and parents to ask questions or make a final statement!

## Rotary Youth Exchange District 5080 Interview Questions for Parents

Student's Name \_\_\_\_\_ CLUB \_\_\_\_\_

Interviewer's Name \_\_\_\_\_

### Objective:

The objective of this interview session is to assess potential problems in the student's home life that could be a problem for the student if selected. Parents who are particularly "pushy" or uninterested pose the biggest concern. The parents' expectations should also be discussed. Try to determine if the parents are "pushing" the student to apply. Do the parents have a strict plan for their child's future. Evaluate the parents on how supportive they will be of the student's exchange. Explore whether the parents would be willing to host an inbound student. How many times? \_\_\_\_\_ When? \_\_\_\_\_.

1. Who initiated this application?
2. What kind of house rules do you have for your child? Does your son/daughter have a curfew?
3. Do you have any objections to your son/daughter being offered and placed in any particular country on our exchange list? Explain
4. Do you understand and accept the rules of the Rotary Exchange Program
5. Do you understand and accept the expenses associated with the program?
6. Do you understand and accept the interruption to your child's domestic education?
7. Do you intend to visit your child should they go away on exchange?
8. How will you handle the..... **I want to come home....** phone call or skype or email? Get a response from each parent.
9. Tell us 2 things about your son or daughter that you are particularly proud of 1 academic and 1 non-academic
10. Do you have any reservations or questions about the Rotary Youth Exchange Program? If yes, please tell us now.

## C.13 Rebound Questionnaire

1. Your name: \_\_\_\_\_  
Country & district you were in: \_\_\_\_\_ Exchange year: \_\_\_\_\_  
Your home mailing address: \_\_\_\_\_  
\_\_\_\_\_

### 2. PREPARATION

- (a) How would you rate our outbound orientation?

[  ] Excellent [  ] Adequate [  ] Lacking

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) What additional topics should have been covered in our District's Outbound Orientation program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (c) Did your host District provide an Inbound Orientation session within the first 2 months after arrival?  
\_\_\_\_\_ If "yes", what topics were covered? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (d) Did your host District or Rotary Club provide language instruction? \_\_\_\_\_  
If "Yes", for how long? \_\_\_\_\_ Was there a cost to you? \_\_\_ How much? \_\_\_\_\_

3. **TRAVEL:** Did you encounter any major problems in traveling to or from your country (beyond the usual delays and inconveniences we've all grown to expect from the industry)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did you travel extensively? \_\_\_\_\_ Where? \_\_\_\_\_  
\_\_\_\_\_

4. **LANGUAGE:** What was the extent of your prior knowledge of the language of your host country?

\_\_\_\_\_  
Did language pose any problems? \_\_\_\_\_ If "Yes", please elaborate: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you recommend more emphasis on learning language fundamentals before departure?  
\_\_\_\_\_

5. **HOST FAMILIES:** How many did you have during your year? \_\_\_\_\_ Were you hosted in non-Rotarian homes? \_\_\_\_\_ What was our average stay with each host family? \_\_\_\_\_  
Did you encounter any major problems that you wouldn't have experienced in your own home?  
\_\_\_\_\_  
\_\_\_\_\_

6. **HOST CLUB:** How often did you attend Rotary club meetings? \_\_\_\_\_  
What interest was shown in you by the Club members? \_\_\_\_\_  
\_\_\_\_\_  
Did the club try to involve you in its activities? \_\_\_\_\_  
How much allowance did you receive from your host club? \_\_\_\_\_ How often was it paid?  
\_\_\_\_\_ What other financial assistance, if any, did the club provide? \_\_\_\_\_  
\_\_\_\_\_

7. **COUNSELOR:** Did you have a counselor? \_\_\_\_\_ If you had one, describe the frequency and nature of your contact with the counselor \_\_\_\_\_  
\_\_\_\_\_  
How effective was your counselor? \_\_\_\_\_  
\_\_\_\_\_

8. **SCHOOL:** What was your daily and weekly schedule? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name some things - curriculum, teaching methods, student behavior - that you experienced in your host country but would never see in your home country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any involvement in extra-curricular activities (sports, clubs, youth groups, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **GENERAL:** What advice would you give for future students going to the country that hosted you?  
\_\_\_\_\_  
\_\_\_\_\_  
Do you have any positive suggestions for making our program better? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What could the District 5080 Youth Exchange Committee do to better prepare students for their exchange year? \_\_\_\_\_

Did you have an opportunity to observe the outbound selection process in your host country or District?

\_\_\_\_\_ If yes, please tell us what you saw \_\_\_\_\_

**10. ASSESSMENT:** What was the highlight of your year? \_\_\_\_\_

What was the most difficult aspect of your year? \_\_\_\_\_

What do you consider your greatest achievements of your year? \_\_\_\_\_

Would you recommend that we continue to exchange students with the District that hosted you?

[  ] Yes [  ] No

If no, why not? \_\_\_\_\_

How much did you spend on tours, trips, etc.? \_\_\_\_\_

What do you estimate was the total cost of your year on exchange? \_\_\_\_\_

In what ways do you think you have changed as a result of your year on exchange? \_\_\_\_\_

Has your family changed? \_\_\_\_\_ How? \_\_\_\_\_

Have you arranged to report on your experience at a meeting of your sponsor club? \_\_\_\_\_

Have you written a "thank you" letter to your Host Club, and told them that you arrived home safely?

[  ] Yes [  ] No

Would you go on exchange again? \_\_\_\_\_

## C.14 Sample: Outbound Approval Letter

*[YE Committee Letterhead]*

*[Date]*

*[First and last name  
and full mailing address]*

Dear *[first name]*,

Congratulations! You have now been formally approved by the District Youth Exchange Committee as an outbound student in the coming exchange year. This approval is based on the recommendation of your sponsor Rotary Club, your District interview, and your completed application form and other required documents.

Our Committee will meet next in late January or early February to assign outbound students to their host countries, and shortly after that you will be notified of where you will be going.

Country preferences are seriously considered, and each year about 80% of the students are placed in their first or second country preferences. However, each year there are some students that we aren't able to place in their highest preferences, and all students must be willing to accept assignment to any of the countries that they have ranked on their Country Preference Form.

Your payments and related due dates are: \_\_\_\_\_ and these USD\$ funds must be sent to:  
\_\_\_\_\_ .

If you or your parents have any questions at this time, please let me know. My contact information is below.

Yours in Rotary,

*[District YEC Secretary]*

*[Contact information]*

Copy to: *[Sponsor Club YEO]*

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2017.04.29