

Rotary

District 5020



rotary youth exchange

**Western Washington State
U.S.A**

**Vancouver Island, B.C
Canada**

Rotary District 5020 Travel Policy

Travel for Inbound Exchange Students is a privilege, not a right. This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults responsible for exchange students know **where** students are, **whom** they are with and **what** activities they are involved in.

All travel must go through an approval process. Host parents, Youth Exchange Officers and Country Officers can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student.

If the student's Youth Exchange Officer cannot be located to begin the permission process, the student can contact their Country Officer directly. The Country Officer will copy the Youth Exchange Officer and the host parents on all communication.

Travel and School:

Students who are not doing well in school cannot miss school to travel.

Students, who are doing well in school, may occasionally miss school to travel. All of their homework must be current. Students are to ask their teachers, before their trip, for the homework that they would miss while traveling. They are expected to make arrangements with their teacher for getting their homework finished and for making-up any tests or exams that they miss.

School and Church Group Organized Trips:

Trips organized through school and church groups may be authorized provided the student follows all the proper approval process.

Other Rotary District (other than District 5020)

Organized Trips:

No travel will be approved for other Rotary District's organized trips. Only those trips described below and organized by District 5020 will be allowed

Large Groups of Students Meeting or Traveling Together:

Other than the meetings/trips that are described below, large groups of 6 or more students are not allowed to travel or to meet together without the direct supervision of responsible adults involved with the Youth Exchange Program

Travel That Is Approved, Authorized, and Organized by District 5020

There are three **required district** trips/meetings for Inbound Students:

1. The Inbound Orientation – held in late August or early September – shortly after students arrive
2. The Mid- Winter Meeting – usually held in February on Vancouver Island
3. The District 5020 Annual Conference – usually held in May and alternates between the Washington and Canadian sides of the district.

There are two **optional district** trips for Inbound Students that are organized and approved by Rotary District 5020:

1. The California Trip – usually held in early to mid November
2. Pacific Northwest Summer Trip – usually held in late June and early July

Travel Policy is subject to change without notice.

Always check the travel policy on the rye5020.org website to ensure you are following the latest policy

District 5020 considers any travel that takes place within the state of Washington USA or the province of British Columbia, Canada as "local communities". Permission from your natural parents is not required for these requests; all other travel will require written permission from your natural parents.

Travel Rules for Students Hosted by District 5020 on Vancouver Island

Same Day Travel within British Columbia

Travel within British Columbia that begins and ends in the student's host town is with the permission of the host parents. Before they can make the decision to allow the student to travel they will need to know:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Same Day Travel to Washington State

Same day travel to Washington State must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Officer of the student's travel plans. The host family and the Youth Exchange Officer need to have, in writing, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight Travel on Vancouver Island

Because district 5020 must be able to locate students at any given time we must have contact information for them. This responsibility falls to the host family and the Youth Exchange Officer. If the student is traveling without the host family this travel must be approved by the host parents and does not need further notification. If the student is traveling with the host family they need to provide contact information to the Youth Exchange Officer. The host family and/or Youth Exchange Officer need to have, ***in writing on a travel request form***, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be supervising the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

Overnight travel to Washington State:

Overnight travel to Washington State must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, ***in writing on a travel request form***, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- The names and phone numbers of the responsible adults who will be supervising the student
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight travel to the BC Mainland:

This travel must be approved by the host parents and the Youth Exchange Officer. The Youth Exchange Officer needs to notify the student's Country Officer of the travel plans. The host family and the Youth Exchange Officer need to have, *in writing on a travel request form*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be responsible for the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

Travel Rules for Students Hosted by District 5020 In Washington State

Same Day Travel within Washington State

Travel within Washington that begins and ends in the student's host town is with the permission of the host parents. Before they can make the decision to allow the student to travel they will need to know:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Same Day Travel to British Columbia

Same day travel to British Columbia must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The host family and the Youth Exchange Officer need to know:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight Travel In Western Washington* and Portland

Because district 5020 must be able to locate students at any given time we must have contact information for you. This responsibility falls to your host family and Youth Exchange Officer. If you are traveling without your host family this travel must be approved by your host parents and does not need further notification. If you are traveling with your host family you need to provide contact information to your Youth Exchange Officer. Your host family and/or Youth Exchange Officer need to have, *in writing on a travel request form*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be supervising the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

* Western Washington is defined as the area encompassing the Cascade Mountains, Cascade ski areas to the coast.

Overnight travel to Vancouver Island:

Overnight travel to Vancouver Island must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing on a travel request form*:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- The names and phone numbers of the responsible adults who will be supervising the student
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight travel to Mainland British Columbia and Eastern Washington State:

Overnight travel to mainland British Columbia and Eastern Washington must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing on a travel request form*:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- The names and phone numbers of the responsible adults who will be supervising the student
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

All Other Overnight Travel for Students Hosted in Canada and the US

This travel will need the final approval of the District Chair and written permission from the student's natural parents. In order for the District chair to approve the travel request, he or she must receive all of the requested information from the Country Officer seven (7) days before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by the host parents and the Youth Exchange Officer. The Youth Exchange Officer needs to provide to the student's Country Officer the travel plans. The host family and the Youth Exchange Officer need to have, *in writing on a travel request form*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be responsible for the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has the necessary travel documents with them
- That the student has sufficient funds for the activities planned
- Written permission from the natural parents that includes all of the above information

The Country Officer will notify the Youth Exchange Officer who will communicate to the host family and the student that they have District level permission to make this trip.

Any travel outside Canada and the United States must have full written permission from the student's natural parents before any travel will be considered.

Unaccompanied Travel:

Permission for students to travel to a destination by themselves may only be granted if it is confirmed that a responsible, Rotary approved adult will meet the student at the final destination.

Guidelines for Parents Visiting District 5020:

Visits by parents and family members are permitted only with prior permission from the host club and the District Chair. Visits are only permitted during the last three months of the student’s exchange. Visits by home country friends are strongly discouraged, and will be allowed ONLY in very special circumstances. Students are not permitted to return home during the exchange year except in the case of a serious emergency.

Before parents make any travel plans, or purchase any airplane tickets, their visit needs to be approved in writing (e-mail is accepted) by the: student, the host parents, the Club YEO, the Country Officer and the District Chair. Failure to get PRE-APPROVAL may result in disappointment and have financial penalty if tickets are non-refundable.

Visits by parents and family members should occur only during **the last three months** of the student’s exchange. The visit must not interfere with the student’s school time or other required Rotary events. School will only give permission for the student to be absent if the student is doing well in all of their classes and if they have few previous absences.

If parents plan to travel with their students outside of District 5020, and this travel is approved, they must provide a detailed itinerary of all travel on a provided travel form.

Parents are strongly discouraged from coming at the end of the student’s exchange to visit them. Visits will not be allowed during the last 7 days of the student’s year. This is a very emotional time for them and they will need this time to say their goodbyes to their new friends and families.

In Summary:

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. **Host parents, Youth Exchange Officers and Country Officers can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student.** If students break these travel rules, we will send them home and terminate their exchange. Students should never buy an airplane ticket or make other financial commitments for travel until the needed permissions have been given.

Travel on the Return Trip Home

Students will not be allowed to travel with their natural parents during the last 7 days of their exchange year or to return home with them. All students are required to return home directly with no additional travel. Within 24 hours of their departure date their visa to the USA or Canada will be cancelled. Students must depart for home from an airport associated with and approved by District 5020. Breaking this rule may have a negative impact on the student’s or the District’s ability to get visas in the future. Students must leave their host country on or before the day that their visa expires or by July 15th, whichever comes first. If these rules are broken, the student may be denied a visa to the US or Canada in the future. Failure to follow these rules may also make it harder for students from your country to be a Rotary student in the future.

Parent’s Name _____

Signature of Student’s parent or guardian: _____

Student’s Name _____

Signature of Student: _____

Both students and parents must sign this document indicating that they understand and agree with the policy