



Inbound Student 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, who they are with and what activities they are involved in. All travel must go through an approval process. Host parents, Youth Exchange Officers (YEO) and Country Officers (CO) 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 YEO is not available to begin the permission process, the student can contact their Country Officer directly. The Country Officer will copy the YEO 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:

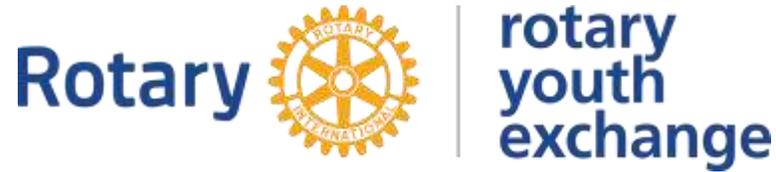
Trips organized through school and church groups may be authorized provided the student follows all the proper approval process.

Other Rotary District (other than District 5020) Organized Trips:

No travel will be approved for other Rotary District's organized trips.

Groups of Students Meeting or Traveling Together:

Other than the meetings/trips that are described below, 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 at Seabeck, WA;
2. The Mid- Winter Rendezvous usually held in February in Comox, BC; and
3. The District 5020 Annual Conference – usually held in May and alternates between the US 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; and
2. The Pacific Northwest Summer Trip – usually held in late June and early July.

Travel Rules for Students Hosted by District 5020 on Vancouver Island, BC

1) In all cases we need to know:

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

2) Same Day Travel within British Columbia

Travel within British Columbia that begins and ends in your host town is approved by your host parents. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

3) Same Day Travel to Washington State

Same day travel to Washington State must first be approved by your host family. Your YEO must also give permission. The YEO must notify your Country Officer of your travel plans. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

All overnight travel must have a travel permission form submitted.

4) Overnight Travel on Vancouver Island

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 your YEO with contact information. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

5) Overnight travel to Washington State:

This travel must be approved by your host parents and YEO. The YEO must notify your Country Officer of your travel plans. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

6) Overnight travel to the BC Mainland:

This travel must be approved by your host parents and YEO. The YEO must notify your Country Officer of your travel plans. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

Travel Rules for Students Hosted by District 5020 in Washington State

1) In all cases we need to know:

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

2) Same Day Travel within Washington State

Travel within Washington that begins and ends in your host town is approved by your host parents. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

3) Same Day Travel to British Columbia

Same day travel to British Columbia must first be approved by your host family. Your YEO must also give permission. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

All overnight travel must have a travel permission form submitted.

4) Overnight Travel in Western Washington (Cascade mountains and ski areas to the coast) and Portland

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 your YEO with contact information. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

5) Overnight travel to Vancouver Island:

This travel must be approved by your host parents and YEO. The YEO must notify your Country Officer of your travel plans. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

6) Overnight travel to Mainland British Columbia and Eastern Washington State:

This travel must be approved by your host parents and YEO. The YEO must notify your Country Officer of your travel plans. Before they can make the decision to allow you to travel, the host family and the YEO need to have, *in writing* the information noted at 1).

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

This travel will need the final approval of the District Chair and your natural parents. In order for the District chair to approve the travel request, he or she must receive all of the requested information from your 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 your host parents and YEO. Your YEO needs to provide to your Country Officer the travel plans. Your host family and YEO need to have, *in writing*, the following information:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- The names and phone numbers of the responsible adults who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned
- That you have the necessary travel documents with you
- Written permission (email acceptable) from the natural parents that includes all of the above information

The Country Officer will notify the YEO 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 your natural parents before any travel will be considered.

Unaccompanied Travel:

Permission for you to travel to a destination by yourself will only be granted after confirmation that a responsible, vetted adult will meet you at the final destination.

Guidelines for Parents Visiting District 5020:

Visits from your parents and family members are permitted only with prior permission from your host club and the District Chair. Visits are only permitted during the last three months of your 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 your parents make any travel plans to visit you, or purchase any airplane tickets, their visit needs to be approved in writing (e-mail is permitted) 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 a financial penalty if tickets are non-refundable.

Visits by parents and family members should occur only during the last three months of your exchange. The visit must not interfere with your school time or other required Rotary events. Schools will only give permission for you to be absent if you are doing well in all of your classes and if you have had few previous absences.

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

Parents are strongly discouraged from coming at the end of your exchange year. Visits DEFINITELY will not be allowed during the last 7 days of your exchange. This will be a very emotional time for you and you will need this time to say your goodbyes to your 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, YEOs and Country Officers can deny any travel requests if there is any concern about your safety and and/or your behavior and attitude. If you break these travel rules, we will send you home and terminate your exchange. You should never buy an airplane ticket or make other financial commitments for travel until the needed permissions have been given.

ALL OVERNIGHT TRAVEL MUST HAVE A TRAVEL REQUEST FORM SUBMITTED FOR APPROVAL

Travel on the Return Trip Home

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

D 5020 –Travel Request Form

This form must be completed, submitted and approved prior to travel as specified in the District Travel Policy.

Travel Request:

Student's Name: _____ Student's Cell Phone: _____

Student's E-mail _____ Host Parent's Phone: _____

Purpose of Trip: _____

Contact Information of Responsible Adult who the student will travel with:

Adult: _____ Cell Phone: _____

E-mail of Adult: _____ Role: _____

Who else will be travelling on this trip: _____

Proposed Departure/Return Dates: Date of Departure: _____ Date of Return: _____

Transportation Mode: Vehicle Marine Air

Vehicle Information (model/ color of car & license #): _____

Marine (name of vessel & vessel #): _____

Air: Please attach full itinerary provided by carrier for student and approved adult.

Lodging (where student will be staying - please give all names, addresses and phone numbers):

Name: _____ Phone number: _____

Complete Street Address: _____

COMPLETE Trip Itinerary must be included for initial trip and any changes. Separate pages may be used.

Name and date of each required approver (please follow the travel policy to have all required approvals):

Host Family Sig. & Date: _____ YEO Sig. & Date: _____

Country Officer Sig. & Date: _____ District Chair Sig. & Date: _____

Natural Parents (email is acceptable but must be included with initial request and any changes: _____

*Our District requires this information so that we are ALWAYS able to locate the student quickly in the event of an emergency or an unexpected situation.

This form & all the required is to be uploaded into YEAH under the student's documents when approved by the final required approver.