



**YOUTH EXCHANGE OFFICER  
MANUAL 2020-2021**

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## Authority

This Manual is incorporated by reference into the District 5020 Policy Manual. In case of a discrepancy between this Manual and the District Policy Manual, the District Policy Manual shall take precedence.

## Support

Contact the District Youth Exchange Club Coordinator for support with this manual.

Check the program website regularly for updates and current information. [www.rye5020.org](http://www.rye5020.org)

## Definitions

In this manual:

- The masculine shall include the feminine;
- The singular shall include the plural; and
- A reference to a parent shall include a person legally appointed as guardian in accordance with the laws of the domicile of the child.

## Abbreviations Used in This Manual

AG	Assistant Governor
Council	District Council
DC	District Council
District	Rotary International District 5020 (also: the District)
DG	Current serving District Governor
DGE	District Governor-Elect – the person elected by RI to serve as DG in the next Rotary year
DLTA	District Leadership Training Assembly
DTvZ	District Training via Zoom
ESSEX	Eastern States Student Exchange
IB	Inbound student
IYWT	It's Your World, Travel – The travel agency used for all LTEP Outbound students
LTEP	Long Term Exchange Program – an exchange for one school year
MOP	Manual of Procedure – compilation of RI policies and procedures, revised following each Council on Legislation (meets every three years)
NAYEN	North American Youth Exchange Network – a non-profit organization encompassing all Rotary Youth Exchange Programs in the US, Canada, and Mexico
OB	Outbound student
PDG	Any previous District Governor
PETS	Presidents-Elect Training Seminar
RB	Rebound student
RI	Rotary International
RC	Rotary Club
RCOP	Rotary Code of Policies, subordinate to the Manual of Procedure
ROTEX	Rotex are students who have completed a Rotary youth exchange and wish to continue service with their local youth exchange program and clubs
RYE/YE	Rotary Youth Exchange
RYLA	Rotary Youth Leadership Award
STEP	Short Term Exchange Program – an exchange during the summer months
TRF	The Rotary Foundation
VTT	Vocational Training Team
WCS	World Community Service
WESSEX	Western States Student Exchange
YEAH	Youth Exchange Administrative Hub.
YEO	Youth Exchange Officer
YPO	Youth Protection Officer

## **Rotary Youth Exchange Program**

### **Purpose and Goals**

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people — regardless of nationality — desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for themselves and for their children. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds of international understanding for a lifetime.

Communities all over the world have much to gain from the continued success of the Youth Exchange program. Students learn firsthand about the challenges and accomplishments of people in other countries. Young people mature as individuals as their concept of the world grows. Host clubs, families, and their communities enjoy extended, friendly contact with someone from a different culture. Exchange students return home with a broader view of the world and a deeper understanding of themselves. Young adults assume leadership roles that are shaped in part by what they learned during their exchange experiences.

This manual has been created to support your work as a Youth Exchange Officer (YEO). Through Youth Exchange, Rotarians seek to provide the best possible conditions for the participant. Thanks to the efforts of thousands of dedicated Rotarians and their families, the program is highly successful, and it enjoys the advantages of more than 60 years of experience and a network of more than 1.2 million Rotarians around the world.

The content of this manual incorporates the combined experience of the many Rotarians who have helped make Youth Exchange the thriving program it is today. The procedures and recommendations provided here have been successful in many districts' Youth Exchange programs. You can add your own materials wherever pertinent and adapt the ideas and suggestions to suit your club's or district's needs.

### **History**

Youth Exchange began as an effort that involved only a few clubs. The first documented exchanges were initiated by the Rotary Club of Copenhagen in 1929 and involved only European participants. These European exchanges continued until World War II and resumed after the war in 1946. Exchanges between clubs in California, USA, and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. The first multidistrict Youth Exchange activity, known as the Eastern States Student Exchange (ESSEX) program, was formed in the United States in 1962. In 1972, the Rotary International (RI) Board of Directors agreed to recommend Youth Exchange to clubs worldwide as a worthwhile international activity. This was adopted and the program has grown to include approximately 80 countries and more than 7,000 students each year. District 5020 is a member of Western States Student Exchange (WESSEX), a group of 16 Districts in the Northwestern United States and Canada. WESSEX was formed in 1997 and issues the DS-2019 forms necessary for J-1 visa issuance for our US Inbound Students.

## Objectives of the Program

1. To further international goodwill and understanding by enabling students to study first-hand some of the problems and accomplishments of people in other lands.
2. To enable students to further their education by studying for a year in a different environment and by undertaking courses of study in subjects not normally available to them in secondary schools of their own country.
3. To broaden the outlook of students through meeting and learning to live with people of different cultures, creeds, colors and having to cope with day-to-day problems in a new environment.
4. To be a broadening, enlightening and worthwhile experience for participating students, host families and Rotary clubs alike.
5. To select students qualified to:
  - (a) act as ambassadors for their own country by addressing Rotary clubs, community organizations and youth groups in the host country and by imparting as much knowledge as they can about their own country to the people they meet during their time away.
  - (b) study and observe all facets of life and culture in their host country so that on return to their home country they can pass on the knowledge they have gained.
  - (c) become world citizens and leaders of tomorrow through the experience of foreign exchange.

## Eligibility

- For the Long Term Exchange Program (LTEP):
  - Students must be at least age 16 but not yet 18 years of age and have not graduated from high school on September 30 of their departure year. Some districts that we exchange with do not accept students over 17 ½ years of age on arrival.
  - These age limits apply to both Inbound and Outbound Students. We cannot make any exceptions! For Inbound Students to be hosted in the US, the government will not grant a J-1 (High School) Student Visa to an Inbound who exceeds the age of 18 and 6 months upon arrival.
  - As an example: The age limits for students selected in the fall of 2020 for the 2021/2022 Rotary year are: Students must be born between September 30, 2003 (18 years) and September 30, 2005 (16 years).
- For the Short Term Program (STEP):
  - Students must be between 15 and 19 on June 30 of their exchange year.
- For all programs:
  - All applicants are selected solely on merit. Children of both non-Rotarians and Rotarians are eligible.
- For all programs applicants must:
  - Have above average academic ability.
  - Have an outgoing and pleasant personality and be able to make friends easily, fitting them for the role of “ambassador” for Rotary, Canada and the United States. They must have the ability to accept discipline and be capable of adjusting to new and different living conditions, cultures, customs, food and language.
  - Be of good character and reputation.

- Be in good health, and must have completed the vaccinations necessary for their local public school program and public health authority.
- Be independent and self-reliant but must keep in mind the goals of the total program, not only their own interests.
- Be willing to face challenges and to adjust to a wide variety of people in varying conditions.

## **Guidelines for Success**

The program is carefully designed to provide a favorable experience for all who participate in it, whether at student, club, host family or district level. As a result of several years of experience at club and district levels, our District Youth Exchange Committee has been able to establish the following guidelines with the hope that it will help us all make the program even more successful in the future. It should be kept in mind that this is a district-to-district exchange program with some specific stipulations that must be followed by all parties concerned. Clubs agree to these stipulations by virtue of participation.

## **District Youth Exchange Committee Function**

The District Governor has supervision and control of the Youth Exchange Program in compliance with sections 2.110 and 41.080 of the RI Code of Policies. Each Rotary Year, the current District Governor appoints a District RYE Vice-Chair in accordance with District Policy Manual Section 3.01. The District RYE Committee also recommends one or more candidates for Vice-Chair to the District Governor.

The District Chair answers to the District Governor and has been delegated responsibility for all aspects of the program within the District including the promotion and coordination of the exchange of youth between the many countries in which Rotary is established. The District RYE Committee is responsible for the selection of students for assignment to host clubs in other countries and has the duty to ensure the supervision and welfare of visiting students hosted by the clubs within the District.

## **Web resources:**

[www.rye5020.org](http://www.rye5020.org) – Primary source of information on the District 5020 Youth Exchange Program

[www.rotary5020.org](http://www.rotary5020.org) – Primary source of information on the District 5020 Youth Protection Policy

<https://rotary5020.org/sitepage/youth-protection-information>

[www.nayen.org](http://www.nayen.org) – North American Youth Exchange Network website (First Night Questions, etc.)

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### Three Ways to Participate

#### 1. The Year Long Program (LTEP)

Selected High School students leave in August for a year's study at a high school in a foreign country, returning home the following summer. Each student will live with one or more families during their year. The year you leave on a LTEP exchange you must be at least 16 years old by September 30 and not older than 18 by September 30.

The countries that we exchange with can change from year to year depending on world events. Countries that we have exchanged with in recent years include: Argentina, Austria, Belgium, Brazil, Chile, Colombia, Croatia, Czech Republic, Denmark, Ecuador, Finland, France, Germany, Hungary, Indonesia, Italy, Japan, Korea, Mexico, Netherlands, Norway, Paraguay, Poland, Slovakia, Spain, Sweden, Switzerland, Taiwan and Thailand.

A typical family budget for an outbound student for a year-long exchange involves some added expenses and some saved expenses. Estimates are in USD.

Added Expenses for the Exchange		Saved Expenses While Student is Away	
Outbound Interview Session – Dec Victoria	\$75-\$200	Food	\$1,000 - \$2,000
Outbound Orientation Session – March Victoria	\$300	Car Insurance	\$1,000 - \$1,500
Student Blazer	\$0-\$100	Sports Participation	0 - \$500
Outbound fee *see below for details of what is included	\$2,800	Family Travel	0 - \$1,000
Plane Ticket	\$1,500-\$3000	Total monthly allowance while at home	0 - \$1,200
Total monthly allowance from home while abroad	\$0 - \$1,200		
Travel while abroad	\$0 - \$2,500		
Language Camp – varies with country	\$0-\$500		
Passport	\$100-\$200		
Visa	\$100-\$500		
Gifts Pins, Flags, etc.	\$200-\$500		
<b>TOTALS</b>	<b>\$5,075-\$11,800</b>		<b>\$2,000-\$6,200</b>

**(There may be an additional cost for travel to obtain a visa in some countries. For Americans this may involve a trip for the student and a parent to San Francisco or Los Angeles for an in-person visit to an embassy of the country.)**

\* Outbound fee includes: Business Cards, Health Insurance, Documentation (excluding Visa fee), Name Badge and flag patch, Youth Exchange sweatshirt, Outbound Orientation, Rebound Orientation

#### 2. The Short Term Summer Program (STEP)

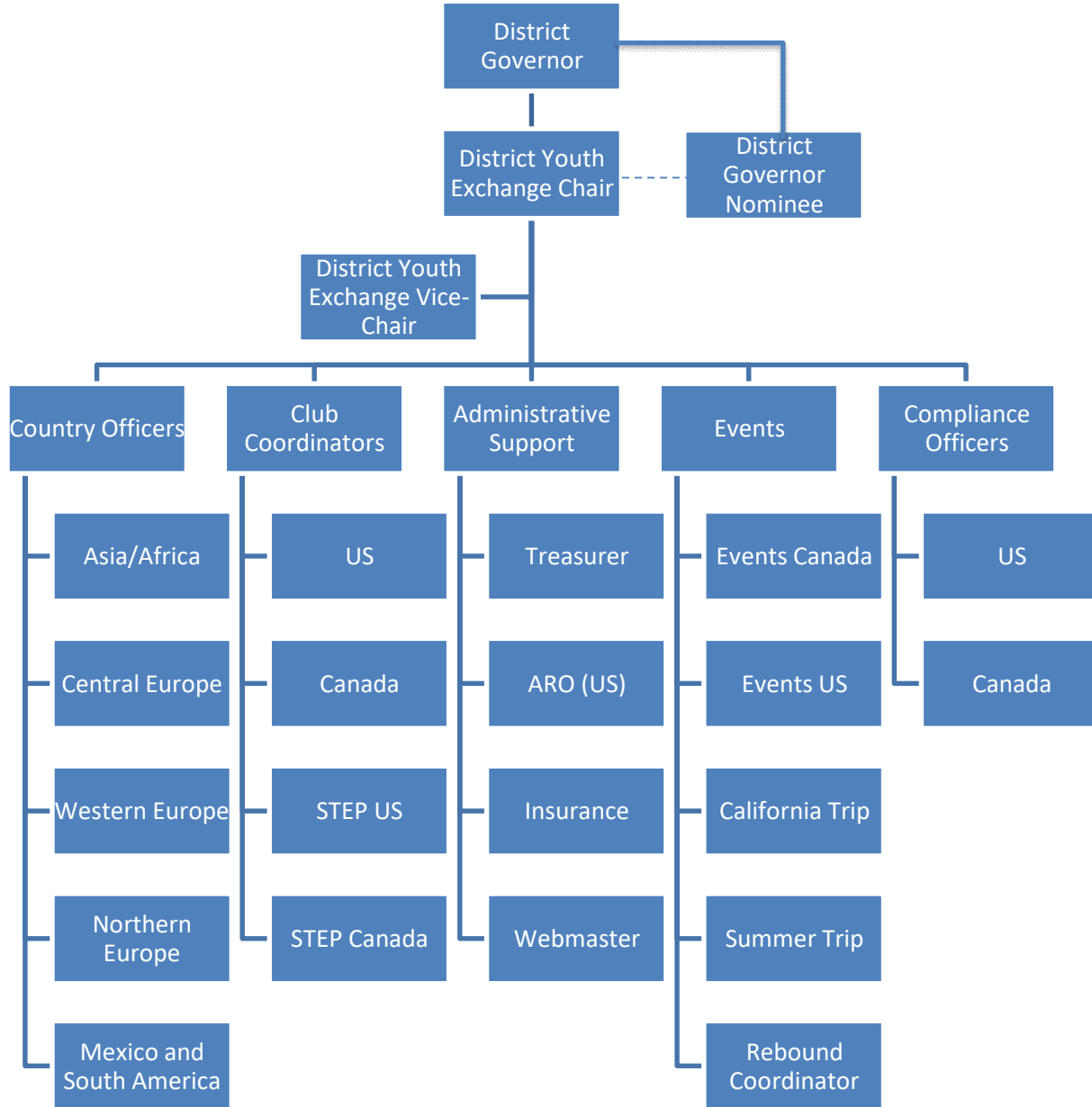
Selected High School students live overseas with a foreign student's family for approximately one month, and then return with the foreign student to live with his/her family here for approximately one month (or the reverse). Age range is 15-19. Most countries in this program are in Europe with a few in South America. Estimated family budget for an outbound student for a summer exchange is approximately **\$2,500.00**.

#### 3. Host an exchange student for three months

During the year an Inbound Foreign Student attends High School they live with 2 - 3 families for approximately 3 months each. Host families normally live in the High School district to minimize transportation problems. The host families provide room and board for the inbound student. The inbound students receive a monthly allowance from the Local Rotary Club for incidental expenses. The inbound student also has a \$500 "emergency fund" and health insurance that they pay for. The emergency fund is held by the local club for exceptional expenses such as change fees for emergency return home.

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**District 5020 Youth Exchange Committee Structure**





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**Typical Exchange Year Calendar for YEOs**

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**July**

- Attend Youth Exchange Officer Training Workshop (online).
- Correspond with incoming student(s).
- Confirm host families for new Inbound(s). First Host family and Inbound Counselor should already be corresponding with the student. Make sure home inspections and background clearances are completed.
- Confirm Inbound arrival information and check that someone is meeting the student at the airport.
- Make sure Outbound students are prepared and paperwork, visa and airline tickets are secured.
- Confirm Outbound student's departure date.

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**August**

- Pick up Inbound student(s) at airport or make arrangements for the host family or another vetted Rotarian to pick up the student.
- Obtain and secure the emergency funds of \$500.00 USD for new inbound students and place in trust for the student for the year.
- Check visa status and ensure student(s) have required documentation: J-1 Visa; DS-2019 and I-94 for incoming students to the United States to travel within our International District 5020.
- Incoming students hosted in Canada require Canadian study permit and a temporary resident visa as well as a US visitor's visa multi-entry class B2. Students hosted in the US may need multi-entry Canadian visas to enter Canada throughout the year. It is necessary to check with the immigration department of the country to be visited (not the host country).
- Register student at school.
- Set up student bank account. Ensure that the student has access to funds (i.e. bank account or debit card).
- Help student purchase local cell phone SIM card
- Take student around vicinity. Stop at businesses of various Rotarians and introduce them to the student.
- If possible, introduce the student to each host family. A welcome dinner or barbeque is usually successful.
- Settle student with first host family.
- Make copies (both sides), of inbound student's insurance card, passport, visas, and as applicable, the (DS 2019, I-94 USA) and study permit (Canada). Upload document scans to YEAH and give a copy to each host family.
- Instruct host family on what to do if medical attention is needed.
- Make sure student is registered for Inbound Orientation.
- Ask club Treasurer to begin student stipend. Follow up to make sure checks are written and delivered each month.
- Confirm transportation arrangements for Inbound Orientation.
- Confirm remaining host families for new Inbound student(s). Subsequent host families should already be corresponding with student. Make sure home inspections and background clearances are complete.

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### September

- Contact school and arrange to be at the first assembly to speak about the Youth Exchange program to start recruiting for next year's applicants.
- Participate in online student and parent information sessions.
- Share RYE 5020 website, facebook and instagram page links.
- Give the school contact a flyer with the link to the online application(s) and information sheet.
- The LTEP and STEP applications are started through the YEAH database and must be completed online. For students without Internet access, the student will have to make arrangements to find internet access as this is the only way the application can be submitted.

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### October

- Review local applications and set up interviews for next year's outgoing candidates. Selections must be made by the middle of October.
- Inform successful candidate(s) of the next step. Students must provide three (3) originals of page 1 of the Guarantee Form and signed Rules and Conditions of Exchange with **signatures in BLUE ink (including signatures of the Rotary Witness)**.
- Students and YEOs will be sent automatic messages from YEAH prompting them to the next steps.
- Suggest that the student and parents obtain passports if they don't already have them. They need to be valid for six months beyond the expected return date of the student's exchange.
- Any copies of documents that you retain in your records must be destroyed at the end of the student's exchange.
- Notify your country's Club Coordinator when your review of the application is complete.
- Check with school to see how your Inbound is doing. This is the time to forestall problems in school.

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### November

- Get holiday cards for current Outbound(s). Have Rotarians sign them and mail early.
- Make sure next year's Outbound candidates are registered for the District Outbound Interviews in December (this event occurs the first weekend in December)
- Inbounds may be traveling to California on a district trip. Make sure students have all required attached documents with their passports (e.g. visas, travel permits).

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### December

- Ensure Outbound candidates attend Outbound Interviews in Victoria. A parent or guardian must accompany each candidate. Parent or guardian is responsible for the accommodations and meals of the Outbound candidate.
- Send Short Term Exchange Program applications to the District STEP Coordinator by December 31.
- Outbound candidates should receive confirmation of destination country by the end of the month.

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- Arrange for a holiday gift from the host club for Inbounds.
- Check with your Inbound Counselors to make sure that your Inbound Students are not having too much difficulty with homesickness. Confirm arrangements for the move to the next host family.

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### January

- Make sure Inbounds are registered for District events.
- If your club supplies pins and banners to Outbounds, check your supply and order if necessary.
- Short Term Exchange Program Orientation happens in January or February.
- Assist Inbound students who want or need to take an English competency test before returning home.

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### February

- Make sure future Outbounds are registered for Outbound Orientation in March.
- Remind families that a parent or guardian must accompany the student to the orientation at their own expense, and that passports or enhanced ID must be carried if traveling across the border..
- For Inbounds, confirm transportation arrangements for District events. Ensure that passports and all travel permits are in order.

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### March

- Confirm registration and transportation arrangements for Outbounds to their orientation.
- Host family change possible for Inbounds.
- Anytime from now forward you will receive from a Country Officer your Inbound student application package for processing. ***Please process the guarantee form immediately.***
- Appoint a club counselor for each new incoming student and have them start corresponding with the future Inbound. The counselor cannot be the Youth Exchange Officer or a member of a current host family.
- Obtain a letter from your school confirming acceptance of next year's Inbound(s)
- After confirmation that your club will receive an Inbound, start looking at prospective host families. and provide them with information packages.
- Check current Inbound student's departure date.

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### April

- Follow up with Outbounds to make sure they purchase a blazer and are making all arrangements for travel, passport, visa, etc. Identify and assist in resolving problems.
- Outbound(s) students for next year should be receiving country guarantee forms by now. Remind students to apply for any necessary visas immediately.
- Make sure this year's Inbound students are registered for District Conference.
- Confirm transportation arrangements for Inbound Students to District Conference. – Remind students that passports and attached documents will be required for travel to the US or Canada.

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### May

- Maintain communication with next year's Outbound student(s). They may be getting anxious, especially if they haven't received their guarantee yet. More questions could be popping up.
  - Make sure Outbounds have club banners to take to host country
  - Plan information sessions for future outbounds and reach out to local high schools.
  - Make sure Outbound has been vaccinated against Covid-19 (requirement for 2021 and beyond).
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### June

- Is your Inbound graduating from the local school? If so, maybe a card or gift would be in order.
  - Arrange for a farewell gift from your club for your Inbound.
  - Arrange for Inbounds to get their transcripts from school. You may have to mail the school transcript to the student after they return home. Verify and obtain a letter from the school if necessary, confirming attendance, behavior, academic and non-academic achievements.
  - If your current Inbound student is participating in the Pacific Northwest Summer Trip make sure transportation arrangements to get to the departure point have been made. Verify that their passport and all travel permits are in order.
  - Hold information session(s) to recruit future Outbound applicants.
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### Miscellaneous

- Make sure all YEO contact information is up to date in YEAH and with the RYE District Chair and Club Coordinator for your country.
- Arrange for Outbound student candidates to visit your club several times prior to leaving in August.
- Confirm safe arrival of Outbounds with their host parents. Make sure they're comfortable with all arrangements. Follow up a couple more times during the first month to make sure everything is ok.
- Arrange for Inbound student(s) to give a program at your club.
- Arrange for Rebound student(s) to give a program at your club.
- Make a list of birthdays for both Outbounds and Inbounds and send them cards.

The Current Student and YEO calendar can be accessed on the [www.rye5020.org](http://www.rye5020.org) website [here](#).

## **Rotary District 5020 Youth Exchange Manual 2020-2021**

### **Club Officer Guidelines – Long Term Exchange Program (LTEP)**

#### **YEO Guidelines for Inbound Students**

##### **Overview**

Your Rotary Club provides a basic introduction to the Exchange Program through promotion within the club, at the high school and through social media. As with all Rotary programs, Rotary Youth Exchange (RYE) is led by a team of volunteers at the District and Club level. This allows us to keep the cost of the program to participants and clubs as low as possible. Many other exchange programs require that all expenses be paid by the participants. Although there will still be considerable financial cost to participating families, Rotary does provide assistance, for example, in providing incoming students with an expense allowance and transportation to orientations and conferences.

##### **Building a Club Youth Exchange Committee**

Your first step is to build a Youth Exchange Committee for your club. Some clubs partner with other nearby clubs to share the administrative load while sponsoring and hosting their own students. It is important for your community to recognize that your Youth Exchange Committee is designed to provide the service of placement of Inbound Students and selection of Outbound Students. Providing for the student's needs and requirements is part of our community service.

Notify the Club Coordinator for your country (US or Canada) in writing that your club is willing to receive one or more students. Be sure to receive your club's board approval of the program and the expenditure involved. The club committee must then contact the local high school to arrange for placement of the inbound student.

When an inbound student has been assigned to your club, your Youth Exchange Committee, and in particular the Youth Exchange Officer, must appoint a counselor who will help coordinate student visits within the club throughout the year, helping to enhance the student's experiences. Neither the Youth Exchange Officer nor any of the student's host parents are eligible to serve as the student's counselor. The student must have 3 distinct adults serving in the 3 areas of supervision (youth protection, youth counsellor and youth exchange officer).

The Club Counselor is responsible for corresponding with the student, with the student's natural family, and with the student's sponsoring Rotary Club prior to arrival. The Counselor should inform the student about your club, community, school, the first host family, and other topics of interest.

The Club YEO is responsible for the program at the Club level. The Youth Exchange Officer should remain in close contact with the student's District 5020 Country Officer throughout the year.

The Club Youth Protection Officer (YPO) is responsible for upholding the requirements for Youth Protection at the club level. The YPO should remain in close contact with the District 5020 Youth Protection Officer throughout the year.

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The District Country Officer is responsible for the relationship with the sponsoring District and Club.

### Reviewing Inbound Student Applications

As YEO, when you receive the application for the inbound student, you should review it carefully. Identify the background of the student, observing such things as the occupation of the father and mother, religious affiliation, type of school or community activities in which the student has indicated interest. This information is useful in selecting compatible host families. Also notice the number of brothers and sisters (is it a large family or small?). Provide a copy of the application to the school so as to enable them to determine an appropriate school curriculum. **Remember that all copies of the application and student related documents need to be destroyed at the end of the exchange.**

### Host Families

Host families are an essential part of the viability and success of the program. Host families may be either Rotary or non-Rotary homes. All host families must be screened. Three host families are recommended, but two are acceptable. It is important to note that District 5020's policy is that anyone serving in the capacity of a student's Youth Exchange Officer or Club Counselor cannot be host parents for their student. It is also not acceptable for a student's own District Country Officer to serve as a host family. (These positions are allowed, however, to serve as a host family for a different host club's inbound student or a different district's Country Officer's student).

Selection of host families is very important. Families should be open minded, welcoming members of the community. If possible, the first family should contain at least one brother or sister who attends the local high school and can introduce your exchange student to many friends and associates. Subsequent families may also have host siblings about the same age as your exchange student, but this is not necessary. Host families can be Rotary or non-Rotary families. Your Outbound student should have provided the names of three potential host families, but there are many other sources for leads (Interact, professional colleagues, social groups, etc.). This is an outstanding way to introduce Rotary service in your community.

All host families (regardless of the duration of the stay) are required to complete the online host family application, background checks, reference checks, home inspection, and NAYEN Youth Protection Awareness training prior to conducting their host family orientation. ***These steps must all be completed before the student arrives in the home.***

The following qualifications will serve as a guide in identifying good potential host families:

1. Families should have a sincere and willing desire to host.
2. It is preferable that an inbound student has a private bedroom, but this is not mandatory. Students must have their own bed and only share a room with a person who identifies as the same gender as the student.

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3. All host families should live in the same district as the high school that the student will be attending. In some circumstances, the host family may live in a different school district if the host parents are willing to transport the student to and from school.

The youth exchange officer must ensure the following documents are on file in YEAH and have been approved:

1. Host Family Application and Reference Checks.
2. A completed Home Interview/Visit Report
3. A completed criminal background clearance for all full-time residents of the home 18 years of age and older, including students that reside in the home for school breaks. In Canada, ensure that the HF application has been completed prior to any background checks being conducted.
4. Ensure all adult members and those who will turn 18 while the student is in the home have successfully completed the Youth Protection Training.
5. A host family orientation is completed **as the final step** in vetting a host family (after all other steps are complete). All members of the host family living in the home must be present at the host family orientation.

An initial home visit must be conducted for each family that is hosting in a particular program year. There should also be additional announced and unannounced visits, both prior to and during the placement. The unannounced home visit may be met by visits conducted on short notice, such as calling ahead to ensure that the family is home and able to receive visitors.

A host family is responsible for Students socially, emotionally and physically. Students are expected to become a part of the family and to assume their share of the duties and responsibilities in the family.

Examples: making their bed, helping with housework, cutting the lawn, etc. A discussion should be held with Students concerning curfew, dating limitations and use of the computer and phone. The host family and student should agree on the names to be used when addressing the host mom and dad. Do not let Students use “Mr. and Mrs.”, have them try using first names, “Mom and Dad”, or “Aunt and Uncle”; this will help immeasurably to personalize the relationship.

Ideas for first and second night conversation topics to help get to know each other:

<http://fnq.yeoresources.org/>                      <http://sdq.yeoresources.org/>

The Club YEO should try to arrange and approve additional screened and vetted families to host the student for occasional weekends, or for the student to go with other families on special outings. The student should attend the club meetings and **must be brought to at least one meeting a month**. The YEO should also make arrangements for the student to be a guest speaker at other groups and organizations when possible. **The club is responsible for transportation for the student to and returning from the Rotary District Conference and other district functions.**

Every Host Family should be furnished with a Host Family Notebook and Orientation Manual during the Host Family Orientation. An Orientation Checklist with all the items to be furnished or reviewed can be found in the YEAH library. The printed checklist will be required to be

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completed and signed at the time of the orientation and is then uploaded into YEAH. All members of the household must be present, including minors.

### **Finding Host Families**

Your Outbound Student is required to provide you with the names of three potential host families. Other sources to contact: Previous host families, social group members and friends and spouses from other organizations. If your incoming student has a special talent or interest (i.e. swimming, music, etc.) contact the school's swim coach, music teacher, choir director, etc. It is ok to ask for referrals. Keep a list with potential host families; sometimes a family may not be ready this year, but may be ready in the future. **Host Families do not need to be Rotarians.**

**Important Reminder!** The YEO and the Counselor cannot host your club's student. A Country Officer also may not host a student from the part of the world that they manage. They can host a student from another part of the world. YEOs and Counselors are permitted to host a student from a neighboring club because they are not that student's direct supervisor.

Make copies of the Inbound Student application and deliver it to **screened and vetted** potential host families. Find out what time frame fits their situation.

- 1st Family      mid-August to mid-December
- 2nd Family      Mid-December to first part of April
- 3rd Family      First of April to mid-July.

### **Involving Host Families**

For non-Rotary host families – make them “Friends of Rotary” for the year by inviting them to meetings, picnics, or club functions. Put the non-Rotary host family on the mailing list to receive your club bulletin for the full year and not just the time they have the student.

Once you have secured your host families and they have completed the vetting process the last step is the orientation; set a date for a 1-2 hour host family orientation. Have host family information packages and topics of discussion to give them. If you have multiple families secured you may choose to invite them as a group to your home for an orientation.

It is ideal if the first family has a teenager in high school. This helps the exchange student get into the stream of classes, study, meeting friends, activities, etc. Families 2 and 3 can be families with no children or grown children, both parents working, families with small children, retired couples and single parent families.

Our exchange students are selected as mature young people. They should not need after school supervision until parents get home. They will be either going to after school activities or will come home to do their homework, household chores, etc.



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The bottom line is that you must have two (2) or preferably three (3) loving and caring families who are going to be fortunate enough to be chosen to enjoy the benefits of having a foreign student at their home for approximately three (3) to five (5) months. You should also have a respite or emergency family available.

### **Inbound Arrival**

The host family or families and a few Rotarians should be at the airport to meet the student. At busy airports it helps to hold a card or sign with your student's name to avoid missed connections. Our outbound students have repeatedly told us that one of the most appreciated events during the year was the warm reception they received at the airport. However, it really only requires one genuinely friendly person to greet a student and make him or her feel at home. The important thing is to be sure that you know when your student will arrive and be there with a smile.

When enrolling the students at the appointed school, do not overload the curriculum. Students must adjust to many things in the school, in the home, and in the community. Your student needs time to make these adjustments before you can expect much in the way of scholastic achievement.

### **Vetting of volunteers and host families**

Persons who regularly provide transportation or involve students in activities must be vetted as Youth Exchange volunteers. The only circumstance where vetting is not required is when the contact with the student is truly casual. Persons having casual contact (incidental and infrequent group contact) are persons not directly responsible for the youth but who may provide incidental transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or travel approved by the Host Family and YEO if the youth is a Rotary Youth Exchange Student. *Casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment.*

### **Student welfare and problem solving**

Rotary strongly discourages frequent and prolonged use of the internet or social media by students as it reduces their opportunity to participate with others and become involved, and may delay becoming proficient in English. Accordingly, host families should set limits for students regarding the amount of time that they spend on the internet. The Rotary YEO and counselor will provide guidance on appropriate limits.

The host club has the financial obligation to pay students a minimum of \$75.00 US per month for spending and incidentals (most clubs are \$100 or more). The Youth Exchange Officer should make sure that this is paid monthly to save students the embarrassment of having to ask for it. The club will also pay for Rotary meals, school fees and for all required district events including meals associated with these events.

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Medical insurance for the inbound student is a requirement that is verified by the Country Officer prior to departure from their home country. Regular medical care is the responsibility of the student's natural parents but the Rotary Club usually assists in scheduling routine medical matters.

The Youth Exchange Officer (YEO) is responsible for the general welfare of the inbound student. Make sure that the student is happy, content, well settled, and that student, the host parents and the natural parents know that the Rotary Club is maintaining a positive interest. The most common complaints received from host families are "Rotary has never done a thing for this student" and "The YEO never asks about the student and we have had to do everything that needed to be done".

In solving problems between the student and the host family, you are a mediator, not a judge. The YEO and counselor should call the Country Officer and work to resolve the problems. Never accept the implication that the student is "all wrong". In many instances moving the student to a new host family immediately solves the problem. Be patient and work out the problems. Sometimes the student will come to you with problems. Your role will be to listen, to evaluate, and sometimes to mediate. Above all, listen to both sides of any problem. If there are no workable solutions between the parties refer to the Early Return Policy. See Appendix section.

When decisions are made to move the student from family to family, be sure that you inform the student immediately. A 16 or 17 year old lives in a world of insecurity and needs to know what is going on. Word travels fast on social media.

Our inbound students have come to a foreign country. They are in the upper 1/3 of their class academically and are capable of adjusting very rapidly, but a great deal of tolerance must be exercised. It is the responsibility of the Youth Exchange Officer to facilitate a stress-free move to the next family. There is a natural reluctance by the student to move from the first family. Once students are settled with the new family, they are immediately happy with the new circumstances and welcome the opportunity to broaden their scope and understanding. Every family lives life just a little differently and thus provides another opportunity for the student.

**No student is allowed to drive or operate a motorized vehicle (land, water or air).** There are no exceptions.

### **Travel while on Exchange**

Traveling in company with a vetted Rotarian or non-Rotarian family is encouraged. Students who wish to travel need to refer to the RYE District 5020 Inbound Student Travel Policy (Appendix section).

Students in the USA portion of our district come to us on a DS 2019 Form (Certificate of Eligibility for Exchange Visitors [J1] Status). They are allowed to study up to one year in the USA. Students in the Canadian portion of our district require a Custodianship Declaration form. Similarly, they are allowed to study up to one year in Canada. The YEO and the club counselor should examine the student's passport and papers to ensure that they have all the required visas and travel documents to facilitate travel throughout our District.

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Students hosted in the USA will also visit Canada and must travel with their passports, including their US visa, multi-entry Canadian visa, DS 2019 form and I-94. Students hosted in Canada must have their passport, Canadian Study Permit, Temporary Resident Visa and a US Visitors Multi-Entry Type B2 Visa to present at the American border. If the student fails to have the required documents, they will be turned back at the border. Every student must retain the required documents (in original form) with their passport at all times when traveling, but should store them safely when staying with a host parent.

If the student has any friends or relatives that wish to visit in the district, approval for visitation must be obtained by the student from their YEO and Country Officer prior to any visit taking place. See the "[Guidelines for Parent's Visits](#)".

Any travel involved will be governed by our travel policy. Relatives will have no jurisdiction during the course of the student exchange year. If the student has relatives in the area, visiting privileges with the relatives will be limited.

### **Record Keeping and Regulations**

For all inbound students, every change in residence, or contact information, (including street address of the new host family) **must be recorded in the YEAH database within 24 hours of the move**. An email to the student, the Country Officer and the ARO (Alternative Responsible Officer - our liaison to the State Department for U.S. hosted students) indicating that a change has been made will be auto generated from YEAH. Please review the YEAH instruction manual on the [rye5020.org](http://rye5020.org) website for full instructions on this process.

Students are to attend school faithfully unless excused for a special opportunity, Rotary meetings or events. They must maintain satisfactory grades. Transferable credits for school courses cannot be assured. The transfer of credits is at the discretion of the School Districts involved. The student must return home at the end of the one-year. There are no exceptions.

Although all students act as unofficial ambassadors for their countries, their activities are to remain within the purposes of the program. They are under the direct control and guardianship of Rotary and are subject to immediate repatriation if their conduct is not acceptable to the Club or District Committee. Students will be eager to please if you provide the framework of rules and regulations you expect them to follow. Although students are encouraged to develop friendships, a romantic entanglement can be a reason to be returned to their country.

### **Working with the District Committee**

For each sponsoring country our District has a Country Officer (CO) who is a member of our District Youth Exchange Committee. That officer will monitor the student's well-being and be your primary contact should you have problems or need assistance with your student. A list of COs and other committee members is on the website.

**Only the District Exchange Chair or designated representative has the authority to send a student home for disciplinary reasons.**

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### Youth Protection Guidelines

See the [District Youth Protection Policy](#)

### Communication

The student's Country Officer should be the primary person to initiate communication with the student's sponsoring district or the student's parents or legal guardians if concerns arise. Any questions concerning these policies and procedures should be directed to District 5020's Youth Protection Officer or members of the District Youth Exchange Committee, who are ready to help you through the process.

### Maintaining Regular Monthly Contact

Maintaining regular monthly contact with both the student and the host family is a requirement of the host club. This will include all forms of contact; in person, by phone, text or email. Some visits are required in person but most can be by any form. A "Monthly Counselor's Report" must be filed online in the YEAH database with the dates of the contact for both the host family and the student. These must be filed at a minimum of once every 30 days. Any certified, vetted Rotarian can enter a report, but the counselor should fill out a report at least monthly. Visits to the host family and with the student do not necessarily need to be done by the same Rotarian or on the same day. The report allows for the names of the person(s) doing the actual meeting. An evaluation at the end of the report noting the overall wellness of the student and any comments assists the District Committee greatly in understanding how well the student is or is not fitting in with life in North America.

### Counseling Policies, Procedures and Guidelines

#### Inbound Exchange Students

- Every inbound student must have a club counselor, who identifies as the same gender.
- The counselor may not be the YEO or a member of the student's host family.
- The counselor will monitor the student and act as the student's advocate in order to maximize the student's experiences and protect the student's interests.
- The counselor should check on the student's progress frequently with the student, host parents and school counselor particularly early in the exchange. The YEO is expected to brief the host families on the rules of conduct for students, methods of communication, and the student's role in the family.
- Every LTEP Host Family should be furnished with a copy of "A Guide for Host Families", and a Host Family Binder that should include:
  1. Student application
  2. Important Documents:
    - State Department Letter to Host Families (US Only)
    - Rotary Circle of Support: contact info for District Chair, Country Officer, Club YEO, Club Counselor
    - Copy of student passport

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- Copy of DS2019 (US Only)
- State Department Regulations (US Only)
- District 5020 Policy on Abuse Prevention
- 3. Rotary Rules District 5020:
  - Copy of rules signed by student
- 4. Host Parent Manual
- 5. Student Manual
- 6. Insurance Information
  - Copies of Insurance Identification Card
  - Explanation of benefits
  - Claim Forms
- 7. Travel Policy for Inbound Students
- 8. Misc.:
  - School Year Calendar
  - Information about RYE sponsored trips: California, Comox Rendezvous and Summer Trip
  - Other items relevant to your club and community and “Questions for the First Night with a New Family”.

### **Club Counselor Handling of Problems:**

- The club counselor should be trained in responding to any problems or concerns which may arise during the exchange including allegations of physical, sexual, or emotional abuse or harassment.
- The counselor, in concert with the YEO, and the CO needs to determine the sources of any reported problems; i.e. the student, the host family, poor communications, etc. Please refer to the Early Return Policy.
- Prompt counseling is necessary to effect performance modification. Counseling may have to be both individual and joint with host parents or school counselor to result in the required changes. If repeat counseling for the same problem is required, it should be done with a witness and should be documented.
- Any significant student problem must be reported immediately by the YEO to the Country Officer (CO) assigned to the student’s country on the District Youth Exchange Committee. The CO will monitor the progress and assist the club. This officer will investigate any problems and notify the District Youth Exchange Chair of the situation with a recommendation for action if necessary.
- Problems involving drugs, public drinking or drunkenness, driving, proven sexual activity or breaking the laws of the host country may result in the immediate termination of the student's exchange and a return home. Romantic involvements or sexual activity by the student must be discouraged. Counseling should be used to try to modify the student's behavior.

**TERMINATION OF THE STUDENT'S EXCHANGE WILL ONLY BE DONE ON THE AUTHORITY OF THE DISTRICT YOUTH EXCHANGE CHAIR OR DESIGNEE.**

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### **Inbound Student Manual**

The Inbound Student Manual is available at <https://rye5020.org/sitepage/inbound-student-manual> Please read it. An electronic copy will be provided to your Inbound Student prior to their departure from their home (along with a link to the First Night and Second Day questions). A hard copy of the manual will be provided to the student at the Inbound Orientation.

### **Important Dates**

Events are maintained on the [www.rye520.org](http://www.rye520.org) website

A description of a typical YEO year can be found here :  
<https://www.rye5020.org/page/typical-yeo-year>

### **Student Travel Policy**

The Student Travel Policy, including permission forms, can be found here:

<https://www.rye5020.org/documents/en-ca/1b23682c-f747-43f7-a5bf-ade826733500/1>

### **Visa requirements for Inbound student cross-border travel after arrival**

These requirements are subject to change and should be verified well before each trip across the border. Please visit websites noted below or a Rotary travel agent for updates.

We have no control when your sponsoring/host country changes the regulations affecting the process by which you obtain your visa. More and more countries are asking that these visits be made in person.

### **US Hosted Students Entering Canada who require Canadian Visa**

The list of countries requiring visas changes frequently. For up to date information please go to the following website: <http://www.cic.gc.ca/english/visit/visas.asp>

Additional VISA information is available at <http://exchanges.state.gov/jexchanges/index.html>

US Consulate General in Vancouver <https://ca.usembassy.gov/embassy-consulates/vancouver/>

US Immigration – Victoria (250) 384-1821  
<https://www.uscis.gov/about-us/find-a-uscis-office>

### **Canadian Hosted Students Entering US who require a US Visa**

For up to date information please go to the following website:  
<https://www.dhs.gov/visa-waiver-program-requirements>

## **Club YEO Guidelines for Outbound Students**

**ANY CLUB THAT SENDS A PRIMARY STUDENT(S) OVERSEAS MUST HOST AN EQUIVALENT NUMBER OF STUDENTS.**

Clubs may submit students in addition to their primary candidate: these students will be considered alternate candidates. Placement of these students will be based on their District level interview and the number of available unfilled spots in our program. Clubs will be allowed to submit one alternate for every primary candidate. Once a club has submitted a primary candidate application they have committed to receive an inbound student for that program year, even if the primary candidate is not selected at final interviews.

Outbound students from the United States or Canada will usually go overseas in August each year and return home the following June or July.

The job of selecting outbound students begins with the Rotary Club Youth Exchange Committee under the leadership of the YEO or Club Committee Chairman. The following is a recommended procedure that the YEO or Committee Chairman should use in selecting a student to go overseas.

### **Local Selection and Interview**

- All eligible candidates are considered equally. There is no preference given to Rotary families but this is one of the few programs in Rotary International in which the children of Rotarians can participate. Make sure your fellow Club members know about the program so they can help spread the word.
- Go to your high school and talk with the Principal, Vice Principal or Guidance Counselors. Explain the Rotary Exchange program. Ask for help in announcing the program to the school; also ask for the name of a contact to work with you. Arrange to have information sheets available at a designated school office and posted on bulletin boards, along with an appropriate poster. (See Appendix for examples.)
- **Announce the Exchange Program to local schools-** Make certain posters have been placed. Arrange for announcements at assemblies or arrange to make a short presentation yourself by publication in the school newspaper, etc. Include information telling the students about the rules and regulations of the program and how to apply. Be sure to use available social media resources to recruit interested candidates: rye5020.org, RYE5020 facebook and RYE5020 instagram. See Appendix 5 & 6 for sample posters.
- Be sure to set a deadline for the applications to be completed online so that you can complete your interviews by the deadline to submit all required information to the Club Coordinator. Your local committee will have to start work in September: very soon after the school year begins as your first choice student's Long Term Application must be completed and delivered to the Club Coordinator after the local club interview, usually sometime in early November. Contact them for the exact date.

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- Educational Considerations: Typically, student exchanges follow the sophomore (grade 10) or junior year (grade 11), but this can be determined only by consultation with the parents and the school. A year spent on an exchange possibly entails the loss of up to one year of formal education at home. If the student is of good ability and not too old, the addition of an extra secondary year is not a disadvantage when consideration is given to the great advance in general knowledge, language ability, understanding of another culture, and the maturity gained by a year abroad. (Please refer to the age limits listed in this manual.)
- The Student completes the online application (including photos and letters) in YEAH, along with the medical questionnaire. Club YEO prints copies of the application for the club-level interview.

### Local Interview Organization

- This will probably be one of the most important steps that you will take in the entire exchange program. The first task should be the formation of a Club Interview Committee. Members should include the YEO and members of the Club Youth Exchange Committee. If available, include a Rebound student, who can provide a valuable perspective. Other members of the club or community may be included if desired. The Committee will conduct the interview, usually chaired by the YEO.
- Each student to be interviewed must be accompanied by at least one parent or legal guardian. It is mandatory that a parent attend. If the parent cannot attend, either drop the student or arrange another time for that interview.
- Two rooms are beneficial for conducting the interviews: one to assemble the entire group for a preliminary half-hour talk about the program, and a second room where your interview committee can conduct the interviews with each student and accompanying parents or guardians in private.
- Typically, this interview is in two parts, the first with the student and the second part with student and parent(s). During the student interview it will be useful to observe the student. Does the student hang onto parents, or move right over and mix with the other students? Is the student properly dressed for the occasion? The ability to mix and be a part of the group is important when the student is on exchange. You are looking for a good ambassador; a well-adjusted, well-balanced student.
- **Conduct each interview using the same set of questions and evaluation sheet for each student.** Follow up on any areas that require additional explanation. Examples of question and evaluation sheets are contained in the manual, on the website and in the Appendix section.



## **Rotary District 5020 Youth Exchange Manual 2020-2021**

### **Characteristics Governing Selection**

Questions directed to the applicants during the interview should determine the following:

1. Why do they wish to enter the program?
2. If they are of above average ability. (The upper 1/3 of their class)
3. Probe their abilities as leaders, their participation in school, church and/or community activities.
4. The attractiveness of their personality.
5. Their degree of tolerance, their ability to adjust to a wide variety of people of different races, cultures and religious backgrounds.
6. Their ability to make friends.
7. Their ability to express themselves in both a spoken and written foreign language. (This is not a requirement.)
8. Their knowledge of world problems and affairs.
9. Their ability to debate without offending others.
10. Whether they have a spirit of helpfulness in the home.
11. The family's ability to cover the financial commitment of the exchange.

Students must study the language of the country to which they are going. Language classes are required once the students knows where they are going. Outbound students will be enrolled in Pimsleur or Rosetta Stone lessons once they know what country they are going to.

The student should have common sense, a pleasant personality, good manners and an ability to mix easily, thus making good ambassadors for their home, country and, on return, for the host country. To do this effectively they should have a keen sense of observation and the ability to learn and extend their knowledge of their host country and later to promote understanding of that country.

Remember, this program is not just for gifted students. We select on other criteria as well. The student must be well rounded, competent and capable of coping with educational commitments overseas.

Good home and life experiences are vital qualifications for selection. Selected students should come from homes where they have been raised in an atmosphere of security. Involvement in scouting, student council, debate, school newspaper, music and music competition and school sports are usually indicators of resourcefulness, a good sense of public duty and an ability to work well with a team. The student applicants should know their own community and country, its industries and way of life. They should be readers of current magazines, books and newspapers. Both student applicants and parents should be made aware that exchanges are limited to countries which we have exchange agreements with. Although each student will be given the opportunity to list several country choices, it must be made clear that the student may be placed in another country entirely.

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### After the Interview

After the committee has selected the student or students:

- Call all students and send an email to the students that you have interviewed, telling them of the action taken by your Rotary Club Committee.
- Notify the successful candidate(s) that they have been accepted to move on to the District Level Interviews in December and that their next task will be to complete the remainder of the Long Term (LTEP) Application. The application can be accessed via our online application link: <http://yehub.net/W02-obapp> The Club Coordinator will print (3) complete applications for the District Interviews.
- NOTE: The student needs to bring the three (3) originals of PAGE 1 of the Guarantee Form and the signed Rules and Conditions of Exchange with original signatures all in BLUE INK with them to the District Interviews. This will be scanned and added to the application package in YEAH.
- The online applications must be completed and reviewed by your club no later than the November deadline.
- If you have more than one applicant, you might consider getting the applicants together to work on their applications. They aren't in competition, and it might facilitate getting the applications done quickly.
- Club YEOs must review the online application in YEAH to ensure that it is properly completed; with color photographs and that all required signatures are signed in BLUE INK. The application supporting documentation should be completed by the student no more than one week prior to the final deadline so it can be reviewed in its entirety and any missing documents can be obtained. This is their first impression on their potential host district and should be free of typographical errors and is formatted with paragraphs and complete sentences. If an application is deemed incomplete or unacceptable by the District Committee it will be sent back to the Club YEO for revision.

### District Level Interviews

- The Club YEO will notify the student about the District Level Interviews to be held in Victoria in December. The student and at least one parent must attend. Inform the student that the district interviews are also part of the selection process. Absolutely nothing is for certain at this point.
- The sponsoring club is responsible for registering the student(s) for the District Level Interviews in Victoria and for payment at time of registration. The registration form can be found online at [www.rye5020.org](http://www.rye5020.org) the registration and payment must accompany the application.
- US students and family members traveling to Victoria will be required to show their passports or enhanced Washington State ID upon returning to the US by the US Customs Department. US Families should check with the US Customs Department for documentation requirements for younger siblings that will be accompanying the family.

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- The club may submit more than one primary candidate. Remember that your club must host the same number of inbound students as proposed outbound primary candidates. In addition, a club may submit one additional alternate candidate for each primary candidate. The District Committee reserves the right to accept or reject any candidate. Note that there may not be sufficient overseas openings for placement of all of alternate student candidates. If any primary student is not approved for placement or withdraws from the process the club must still honor its hosting position.
- Maintain communication with the student candidates to be certain that they get to the district interviews in December with at least one parent or guardian. The district committee will complete its work on selection and the applications of successful candidates will be mailed to prospective overseas districts in January of the following year. Students will generally be notified of the country that has been selected for them in December.

### **Student Country Assignment**

Soon after the District Level Interviews, if the student has been selected, they will be notified by a member of the district committee and offered a country to go on their exchange. The student is offered only one country and has the option to discuss the selection with their parent(s). After the student has accepted their exchange country the district committee will notify the YEO.

When your student has been assigned to an overseas Rotary District, it is time to complete the following steps:

- Arrange for the student to attend as many regular weekly meetings of your Rotary as possible before departure.
- Tell your student as much as you can about your club projects.
- Sit down and talk with your students. Be sure that they have knowledge of your area of the country, and its industrial, agricultural, social and cultural situation.
- Place publicity in the local and school newspapers. Impress upon your student the need to communicate with your Rotary Club frequently so that publicity can be released during the year.

Alternate students will be contacted and offered countries only as placement positions open up. These students may not hear if they have been selected for several months. The YEO should remain in contact with these students during this process to assure their continued interest in the program.

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**District Outbound Orientation**

**Orientation Session:**

**EVERY OUTBOUND STUDENT MUST ATTEND THE DISTRICT OUTBOUND ORIENTATION SESSION.**

No student will be allowed on exchange until meeting this requirement. The orientation program will include several ROTEX students who have returned from their exchanges who can provide valuable advice on all matters pertaining to their experiences with exchange in a foreign country. Students will also benefit from meeting other members of the Outbound group. The orientation is conducted by the District Committee in March in Victoria, BC. YEOs are strongly encouraged to attend, at their own or club expense.

**Registration:** The student is responsible for registering for the Outbound Orientation. The fee for the orientation is included in the student's outbound fee that has already been paid to the district by the student's family. Any costs incurred for travel and overnight hotel accommodations are the responsibility of the family.

At the District Outbound Orientation the student will receive information about visa processing from IYWT with instructions on how to obtain their visa as well as making travel arrangements. The student should immediately begin to arrange for the immunization shots as required by their host country or recommended by their physicians.

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### General Information

**Travel Arrangements:** Students must purchase changeable round-trip tickets through IYWT. This type of ticket expedites an emergency return home if required.

**Passports:** Students who do not already have a passport should be instructed to apply for passports as soon as they have been notified of their country placement. All passports must be valid through January of the year following the student's scheduled end of exchange year.

**Emergency Fund:** the parents must provide suitable clothing as well as funds to purchase additional items as required while on exchange. The student must take an emergency fund in the amount required by their hosting country. Students should also carry additional cash so that they can pay for expenses while in transit, especially if they experience an emergency.

**Credit Cards:** If the parents agree, it is useful for the student to have a credit card, but some cash, preferably in US dollars – and the local host country currency, should also be provided.

**Insurance:** There is a mandatory District group insurance program covering medical, hospitalization and accidents. The fee varies annually and is included in the student's outbound fee. Some countries require that our students purchase health insurance in the Host Country. After this is applied for and the student provides proof of purchase to their District 5020 Country Officer the student will receive a refund of the insurance portion of their outbound fee, if applicable.

**Touring on the Outbound or Return Trip:** The District Committee will not authorize the student to break the outbound journey to visit friends or relatives. Such delays in travel to the destination are discourteous to the host Rotary club and host family. Independent travel is contrary to the intent of the program. Breaking the journey cancels the insurance coverage taken out by the exchange student. Any independent touring while abroad must be under the guidance of the host parents and approved by their host Rotary club. Deviation from direct travel home upon completion of the exchange year will be approved only with permission of the natural parents or guardians and the Country Officer.

**Discipline and Control:** The host District, host Rotary Club, and the host parents have full disciplinary powers over the students while abroad. The good names of your country and of Rotary International are too valuable to allow any person under Rotary sponsorship to act in a manner unbecoming to a person selected as an ambassador. This principle must be accepted by the sponsoring Rotary Club and the parents, as well as by the student. Strict adherence by all parties to the policies of a balanced program outlined by the District Committee will result in a successful exchange. The greatest responsibility for success, however, falls upon the shoulders of the Rotary Exchange Student.

### Outbound Student Manual

The Outbound Student Manual is available at [www.rye5020.org](http://www.rye5020.org). **Please read it.** An electronic copy will be provided to your Outbound Student (along with a link to the First Night and Second Day questions). A hard copy will be provided to the student at the Outbound Orientation.

## **Club Officers Guide - Short Term Exchange Program (STEP)**

### **Overview**

**STEP** is a short-term exchange between families. The student lives with a foreign student's family for approximately one month before both students return to the US or Canada where the foreign student lives with the student's family for another month. In some cases, the foreign student spends the first month with our student and then both travel overseas and stay with the foreign student's family for the next month. The program seeks students and parents as a team who are committed to spending the summer with their exchange experience. The student must be flexible enough to exchange with a family in whatever country Rotary can find a good match. Although country choice is solicited and considered, careful matching of students and families is the key to success

**Direct Exchange:** One Canadian or US student exchanging with one foreign student for a period of a month in each country.

**Eligibility:** Students may range in age from 15 to 19 years of age and may have graduated from high school.

**Application:** Use the STEP application form on YEAH [https://yehub.net/cgi-bin/W02\\_get.cgi?pgid=apst0](https://yehub.net/cgi-bin/W02_get.cgi?pgid=apst0)

### **Timetable:**

- Students are selected during regular screening and interviews in September.
- Applications, home visit form, Criminal Background Checks, Reference Checks, country choice form and a deposit of \$400 are submitted to the District before December 31. Only completed applications will be considered.
- Students are matched with foreign countries during January and February
- Students and parent(s) are gathered for one of the two required orientations in January or February.
- Flights are organized and tickets purchased March through May.
- May – June. Insurance and costs are finalized, and balance of deposit is returned to families in August.
- Students may begin to travel in June.

**Orientation:** A STEP exchange student orientation will be held in the late winter. Topics will include a summary of the program, financial matters, insurance, rules, travel arrangements, passport and visa information, culture shock, language, gifts, good ambassadorship, knowledge of US and Canada, money, luggage, cameras, parent travel interfacing and so forth. The orientation gives the students and parents an opportunity to ask questions as well as to form networks with other families. The students receive information packages and, in some cases, the information about their exchange partner.

**Insurance:** Students will utilize the same insurance company as the year-long students. They will be covered for every day they are overseas. It is the student's responsibility to apply for the insurance but payment will come from the deposit.

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**Fees:** A \$50 administration fee will be deducted from the deposit.

**Travel:** The family, through a travel agency selected by the family, makes all travel arrangements.

**Rules:** The STEP exchange students sign the same Rules form that has been adapted to fit the LTEP. It is important that they adhere to these rules on both ends of the exchange. One exception is driving. Our driving students are allowed to drive their exchange partners in our countries if they are licensed to do so, but are not allowed to drive overseas. Their foreign partners are not allowed to drive a vehicle in our countries.

**Finances:** The student should have an adequate amount of money for the exchange. There will be no stipend from the host club. It may be advisable to obtain a credit card for the student. Air fares range in price depending on the destination and the number of students traveling together.

**Special requests, food allergies:** The district will attempt to place students with special requests and needs. Sometimes it is not possible and the district will try to caution those students initially that an exchange may not be possible.

### **Family/Student Responsibilities**

- Complete application forms and pass an interview at club level.
- Submit District application along with a \$400.00 deposit through the YEO to the District STEP Coordinator. Submit to the STEP Coordinator three (3) original signed copies of the Guarantee Form and upload a copy to YEAH. All other documents should already be part of the online application in YEAH.
- Understand and sign District Rules for STEP and submit to YEO with the application materials.
- Student and at least one parent must attend Orientation in US or Canada.
- Provide funds, in cash or by credit card, for purchase of airline tickets immediately when requested.
- Provide spending money for Outbound student.
- Make certain that your outgoing student has appropriate clothing. The student should have at least one nice outfit for dress-up occasions: skirt or dress pants for girls, dress pants and shirt and tie for boys. Some countries are much more formal than ours. Blazers are not required, but work well if a student has one. Trading pins and business cards are not provided for STEP participants.
- Obtain Passport and Visa (if necessary) for student to country selected.
- As soon as you learn the identity of the incoming student, communicate with them and their family. This will be helpful for the students and families to prepare for the exchange and establish rapport.
- It is your responsibility as host family to meet the Inbound exchange student on arrival. If possible, it is useful for the YEO to meet the Inbound student.
- As a host, make the foreign counterpart feel at home and a member of your family. Afford the student all the same privileges and responsibilities as your own children

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- Take time out from your other responsibilities to make certain that the guest student is busy and happy. Your own child should not work full time, nor be preoccupied with other activities during the period of the exchange.

### Typical Minimum STEP Family Budget (In US Dollars)

*Orientation	\$50
Camera/Phone – cost vary with individual requirements	\$150-500
Airplane ticket – varies with destination	\$1,500
Monthly allowance	\$200
Miscellaneous costs	\$100
* Health Insurance	\$60-120
Passport	\$100-\$200
Gifts	\$100
	<hr/>
Total	\$2260-2770

\*These fees come from your deposit which is due by Dec. 31. This does not include costs associated with hosting your exchange partner.

### Club YEO Responsibilities

The club YEO is responsible for publicizing the program, recruiting, interviewing and evaluating applicants. We expect the YEO or designee to visit the student's home during the application process and to complete a home inspection form (available on the [www.rye5020.org](http://www.rye5020.org) website). The club must also appoint a student counselor for both the inbound and the outbound student. The club counselor works with the Outbound applicants throughout the online Short Term application process up to submission of the application. The STEP coordinators will process the application and deal directly with the family with little or no further communication with the YEO. If interested, the club YEO may remain active in the application process and query the District.

Your club has no financial responsibilities for the STEP student but may volunteer assistance at its discretion. The Outbound STEP student's family must complete host family screening and vetting as part of the application process. The Inbound STEP Counselor should contact the student as soon as the application is received. Shortly after the inbound student arrives the counselor must meet the student in person and let them know they are available to assist if anything arises they would require help with.

The inbound student must be provided with contact phone numbers for members of the Club YE Committee. The club may wish to invite both the Inbound and Outbound students to a meeting to be introduced, and possibly to make presentations.



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### Typical Calendar For STEP

**September:** YEO makes recruiting presentations to schools and students and directs students to the application link [https://yehub.net/cgi-bin/W02\\_get.cgi?pgid=apst0](https://yehub.net/cgi-bin/W02_get.cgi?pgid=apst0). Typically LTEP and STEP presentations are made at the same time. Student can submit applications for either LTEP or STEP, or for both programs.

**September – early October:** Conduct local interviews of STEP applicants right along with year-long. STEP may be a great alternative for applicants who are not chosen for LTEP exchanges. In selecting the candidates for the exchange, your club is also selecting the host families for the Inbound STEP students. Use the same guidelines as for yearlong host parents. Also consider the flexibility of the families, their willingness to make the month a special time and their ability to work with Rotary as the application exchange matching process progresses.

**October – November:** Direct successful applicants to complete their STEP application online. Remind them of the \$400 STEP fee requirement.

Validate that the student and host family applications have been completed in YEAH and check them for accuracy. Complete home visit/interview report, reference checks and background/criminal records checks. Conduct the HF Orientation (after all other steps are complete)

**December:** Forwards the fee to the District STEP Coordinator.

**December 31:** Deadline for signed GF, Rules and Conditions of Exchange, and application fee to the associated STEP Coordinator. Applications received after this date will be returned.

**January – May:** YEO may monitor progress of outgoing student's family in preparation for exchange (previous page) and assist if necessary. Note that STEP Orientation is in January or February.

District STEP Coordinator begins to take on primary communication with students. Matches are beginning to be worked on during this time. Remind students/families to be patient. Many parts of the world do not respond until April.

Students travel with family to daylong orientation. In some cases, the District will provide a specialized orientation for students with travel difficulties. This may also be conducted in an online format.

**June:** YEO may wish to make sure that all arrangements for exchange are complete. Invite outgoing student to a club meeting.

**July – August:** YEO and STEP committee monitor progress and success of exchange and invite outgoing and incoming students to Club meeting and possibly to make presentations. Resolve problems as they arise.

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**Appendix 1- Inbound Student Travel Policy**

Refer to the current policy on the program website:

<https://rye5020.org/documents/en-ca/1b23682c-f747-43f7-a5bf-ade826733500/1>

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**Appendix 2 - Rules and Conditions of Exchange**

Refer to the current documents on the program website:

for STEP Outbound and Inbound

<https://rye5020.org/documents/en-ca/f7b9a2e6-582c-4e0b-811d-5b1f07413da7/1>

for LTEP Inbound

<https://rye5020.org/documents/en-ca/df8ffd16-f786-4d1e-8ecb-4e9ff55ae52d/1>

for LTEP Outbound

<https://rye5020.org/documents/en-ca/20f96405-0553-4bca-9c83-cb0878cc478f/1>

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**Appendix 3 - Frequently Asked Questions**

Refer to the current documents on the program website:

<https://rye5020.org/documents/en-ca/ab7c0ca2-f9f6-4e7b-8247-6ccb18254474/1>

## **Appendix 4 – Early Return Policy**

### **Background**

Our goal is to support our students in completing a successful year as an exchange student. In order to work towards peace and good will in the world and ensure the continuation of this valuable program, District 5020 expects that students during their exchange year will strive to:

- Build good relationships between each other, their host families, their clubs, their schools and their communities,
- Learn the language and culture of their host country,
- Share the culture of their home country,
- Be an active, positive participant in a high school in their community.
- Be a good ambassador for Rotary.

Each year some students encounter problems due to their behavior or attitude that are serious enough to require district review and correction or require return before the intended return date.

**Sending a student back to their home country before the end of their exchange is a serious matter, and will not be done lightly or without due process.**

This policy has been developed in order to address several issues:

- The need to address problems as early as possible.
- The need to address problems openly and clearly with the student and with others (host parents, natural parents, home Rotary club, etc., if necessary). Because of language difficulties and cross-cultural differences, students may need to hear something several different times, said several different ways and perhaps from several different people.
- The process must be fair, open and applied equitably across the district
- Our procedures must be so fair and just that we would welcome their application to our Outbound Students if their behavior is problematic.

As we recognize the value of guidance and counsel from the student's home district, club and family, it is important to include them in communications with the student when problems arise. Unless the behavior or incident is extremely serious, the student's return should not come as a surprise to the student, to District 5020, or to the student's home district, club and family.

### **Problematic Behavior**

Examples of behavior or incidents warranting immediate return to home country include but are not limited to:

- Driving of any motorized vehicle (land, water or air)
- Theft
- Pregnancy or impregnation
- Illegal drug possession, use or distribution
- Abuse or distribution of prescription drugs
- Expulsion from school for serious violation of school rules

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- Alcohol consumption
- Possession of, or intimidation or assault with, a firearm or other weapon
- Serious violation of District 5020 Travel Policy
- Arrest by law enforcement
- Serious undisclosed medical problems
- Sexual assault or molestation
- Possession or distribution of pornography

Examples of behavior or incidents that warrant a warning and communication with home country and family include, but are not limited to:

- Unexcused absences from school
- Suspension from school)
- Lack of effort at school and with homework
- Violations of District 5020 Travel Policy
- Cigarette smoking in places where smoking is not allowed
- Serious romantic relationships
- Sexual activity
- Delay or unwillingness to pay any debts
- Disregard of curfew established by host family or Rotary
- Disregard for host family rules regarding use of personal computer, internet or telephone
- Disrespect of host family and host family roles, rules and expectations
- Intimidating behavior
- Interference in student's exchange experience by parents, other family members, girlfriends or boyfriends in home country

These behaviors become especially problematic when they occur in clusters or begin to form a pattern.

### **Addressing the Behavior**

The rules and expectations of District 5020 will be reviewed thoroughly with Inbound students at both the Fall and Winter Orientations. However, it is recognized that many students are struggling with language issues when they first arrive and that the rules and expectations will need to be spelled out and repeated many times by all who have contact with the student, including the District Committee, the Club YEO and Counselor and the host family. Problem behavior or attitudes should be addressed when they first occur. Be specific about the issue and be especially clear about what the student can do to remedy the situation.

Depending on the situation or issue, the person giving the student feedback or guidance may be the student's YEO, Club Counselor, or Country Officer or some combination. There should be close communication between all three and with the host family as well. If it is a school related issue, the school should be in the communication loop as well.

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**Be specific about the nature of the problem:** Example: The student is spending an excessive amount of time on the Internet.

**What do you want the student to understand:** Example: “When you are spending all of your time messaging and chatting with people back home, you are not building relationships here with your host family and your new friends. Also, you are slowing the process of learning English by spending so much time thinking and writing in your first language.”

**What do you want the exchange student to do:** Make this concrete and measurable so that you and the student will both know when the expectation has been met and the behavior has changed. Example: “Starting today, we are asking you to limit your internet time to no more than X minutes in the morning and X minutes in the afternoon so that you can continue to build friendships and family relationships.”

At this stage of the situation, the Country Officer, even if already in the communication loop, must be notified **in writing** of the problem and the guidance given to the student.

If the student continues the behavior despite very clear counsel and guidance, the following actions will take place:

1. A second conversation will occur with the student to reiterate the problem and the change in behavior that must occur.
2. The Country Officer will send letters to the student’s family, home club and District Representative notifying them that there is a problem, that the student has been counseled about the problem, that the problem is persisting and that we would like their support in bringing about a change in behavior or attitude.
3. The student will be handed or sent a copy of the letter.

If the behavior or attitude problem persists, or another significant issue arises establishing a pattern of problem behavior or attitudes, the following additional steps will be taken:

1. The student will be told verbally and in writing that he or she is on probation and is at significant risk of being sent home.
2. The Country Officer will send second letters to the student’s family, host club and District Representative notifying that the problems have not been resolved and/or that new problems have arisen and that the student is now on probation and at significant risk of being returned home.
3. The student will be given, in writing, clear and concrete guidance regarding what exactly they need to change, in ways that will be clearly observable and measurable, in order to be able to remain and complete the exchange year. The student and a Rotary Representative will sign the document and copies will be sent to the home family and the sponsoring club and District as well as to the sponsoring Country Officer.

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If the behavior persists despite the efforts on the part of the host family, clubs and District as well as the home family, club and District, a letter will be sent to the student's family, home club and District stating that arrangements are being made to send the student home.

While we hope this process will be a learning and growth experience for the student, it should also assist us to improve the program. We will all have the opportunity to learn and improve from these difficult situations. We suggest the following:

- Someone familiar with the situation but in a position to provide objectivity should conduct an "exit interview" with the student. It is an opportunity to assure students sent home early that they are not bad persons but that their behavior or attitude made it impossible for them to complete their exchanges. We can share with them what we wish they had done differently and they can let us know what they wish we had done differently. Was there something we could have said or explained differently, or in such a way the students could have integrated the guidance into their behavior?
- Debrief the people closely involved with the situation and the student. These are painful decisions to make even when they are the right decisions. Host parents, YEOs and District Committee members and school staff need the opportunity to talk about how they were affected and what they might do the next time to achieve a better outcome.
- Summaries of the above conversations should be discussed with the District Committee for possible sharing with our exchange partners and to use for overall program improvement.
- It would be useful to prepare a written summary of the problem, the efforts made to improve the situation, the difficulties encountered and the final outcome. Copies should be provided to the Rotarians involved, and a copy retained to serve as club "institutional memory."

**Under no circumstances is a student to be returned to their country early before these steps are completed and with the written approval of the District Chair.**



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Appendix 5 - Sample LTEP Poster

Fillable poster can be found on the rye5020 website:

<https://rye5020.org/documents/en-ca/0e66d12a-33ea-4078-8d31-7c11faa23d33/1>



## The Youth Exchange Scholarship provided by your local Rotary Club



Valued at over \$24,000: Room, board, tuition,  
and monthly stipend for a high school year abroad.

### HAVE YOU ALWAYS DREAMED OF...

- ▶ TRAVELING THE WORLD?
- ▶ LIVING IN ANOTHER COUNTRY?
- ▶ BEING FLUENT IN ANOTHER LANGUAGE?

**Two Programs Available:**

1. The Youth Exchange Scholarship (one academic year)
2. The Short Term, Family-to-Family Summer Program

THE YOUTH EXCHANGE SCHOLARSHIPS ARE MADE POSSIBLE BY THE GENEROSITY OF OUR OVERSEAS PARTNERS AND LOCAL ROTARY CLUBS IN ROTARY DISTRICT 5520 (WESTERN WASHINGTON AND VANCOUVER ISLAND). QUALIFIED APPLICANTS MUST BE AGES 16-17 AT THE TIME OF DEPARTURE. THE SCHOLARSHIPS COVER ROOM, BOARD, TUITION, AND A MONTHLY STIPEND FOR ONE ACADEMIC YEAR. THE STUDENT/FAMILY PAYS FOR THE AIRFARE, INSURANCE, AND SOME OTHER FEES.

**Rotary**  **rotary youth exchange** **WWW.RYE5020.ORG**  
or contact your local Rotary club

Appendix 6 - Sample STEP Poster



**PICTURE SPENDING  
THE SUMMER IN ANOTHER COUNTRY!**



**Thousands of teenagers 15-19 years old become  
Rotary Summer Youth Exchange Students each year**

**YOU could be one of them!**

Study a new culture from the inside  
Experience the food, customs and language  
Make new friends

**Countries we have recently exchanged with include:**  
Austria Belgium Brazil Chile Denmark England Finland France  
Germany Italy Mexico Netherlands Spain Sweden Taiwan

Want to Know More? Contact your local Rotary Club or visit our website  
[www.rye5020.org](http://www.rye5020.org)

## Appendix 7 – Club Level Interviews

### Local club interview questions and scenarios

Each club level student interview should take approximately 30 minutes, including a few minutes with the parent(s) in the room. Plan on using the first six questions and a selection of the remaining questions PLUS one scenario question, possibly two scenarios. A few questions that can be used when you bring the parent(s) into the room after the first part of the interview are included too. As an interview panel you will decide on which questions to use beforehand.

After completing the application, the interview is one of the first steps in helping students and families understand what it takes to become an exchange student.

Ask questions that you feel will help you get to know the students a bit better and challenge them a little. You have already reviewed their applications, so you know the basics about them. Be sure to ask all the students the same series of questions and scenarios. If your interviews take place over several days be sure to have the same interviewers involved each time.

### Club Level Interview Process

Please have each interviewer record their evaluation for each question that is asked of the student and their parents/guardians during the interview on the [Club Interview Score Sheet](#). The student's responses should be evaluated using the Grading Criteria for Questions and Scenarios on the score sheet. Each evaluation should include the question numbers and the score for each question. The responses to each question asked of the student and of their parents/guardians should be recorded.

After the interview, the student and parent responses to the questions, along with the interview scores should be transcribed to the [Club Interview Evaluation Summary](#). Only the team captain needs the Club Interview Evaluation summary, so there is only one of these per student (not one per interviewer).

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## **Required Student Questions**

1. Why do you want to be a Rotary Youth Exchange Student?
2. Describe a goal you set for yourself in the past and how you met it.
3. Tell us about a time when you had to ask for help with a problem.
4. Tell us about a time when you have disagreed strongly with someone else that you had to interact with. How did you deal with it?
5. Tell us about a time when you failed at a task, but kept on working on it until you succeeded.
6. If selected to go on an exchange, are you and your parent(s) available to attend the District level interviews on December \_\_\_ and the Outbound Orientation weekend March \_\_\_\_\_?

## **Optional Student Questions**

7. How do you feel about being away from your home for a year?
8. What do you consider to be your greatest strength?
9. What do you consider to be a weakness?
10. Tell us about a time you learned from a mistake?
11. What chores do you do around the house?
12. What do you do when you get bored?
13. Please share with us about your relationship with technology. i.e. social media gaming. How do you feel about disconnecting from your friends at home for a year?
14. If selected, what country would you most like to go to, and why?
15. Are there any countries that you would not want to go to and why?
16. Do you have any medical conditions or other concerns that you are worried may impact your exchange?

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## **Required Parent Questions**

1. How did your child find out about Rotary Youth Exchange? Did you do the research and encourage your child to apply, or was this his/her idea?
2. Is your child in a serious relationship right now? If something develops over the next several months, what impact do you think that might have on their exchange experience?
3. Describe for us a time when you and your child had a disagreement. How was it resolved? What did they learn from the situation? What did you learn?
4. How did you feel when your child told you they wanted to apply to be an exchange student? How do you feel now? If selected, how do you think this experience will impact their schooling/graduation plans/college plans? selected?
5. What would you do if six weeks into the exchange your child called home and said they were unhappy and wanted to return home?

## **Optional Parent Questions**

6. What are your child's three greatest strengths? What are their three greatest weaknesses?
7. How do you expect your child to change as a result of the exchange experience?
8. How do you feel about your child being gone for a year?

## **Required Scenario**

1. You set off on your trip to your host country. You make it to the first leg of your trip and find out the second leg has been cancelled. What would you do?

## **Optional Scenarios**

2. What would you do if you were hosted by people that had views opposite to yours? Give an example and comment on how you might deal with it.
3. You get to your host country but your luggage does not arrive with you. What would you do?
4. You are assigned to a country and start learning the language before leaving. When you arrive you find you can't understand the local dialect. What could you do to solve this problem?
5. After a few weeks in your host country you find that you are really homesick. What would you do to cope?

## **Appendix 8 – Crisis Management**

### **8.01 Crisis Management Procedures**

- District 5020 RYE Crisis Management Team
- Initial Response
- Crisis Procedure - Single Student in D5020
- Crisis Procedure - Multiple Students in D5020
- Outbound Crisis Procedure - Single Student Overseas
- Outbound Crisis Procedure - Region or Country Crisis
- Task Assignment by the D5020 RYE CMO
- Post-crisis Review
- Host Club Preparedness
- Guidelines for RYE Emergencies from RI

### **8.02 COVID-19 Management Procedures**

- District 5020 RYE Health & Safety Team
- Collaborate with a Local Health Authority to Develop Plan
- Monitor COVID-19 Developments
  - Monitor Updates from National, State and Local Government and Health Authorities
  - Communicate with Overseas Partners
  - Monitor Visa and Insurance Status for Inbounds and Outbounds
- Communication Plan
- If a Student Contracts COVID-19, Escalate to Crisis Management Procedure
- Additional Situations Requiring Immediate Action
  - Student is exposed to someone who has COVID-19
  - Someone living in the Host Family household contracts COVID-19
  - A member of the Host Family household, other than the Student, is exposed to COVID-19 (but not diagnosed)
  - Local or State Authorities restrict travel, gatherings, or business openings
  - Student's school closes or moves from face-to-face meetings to online

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Canceling or Postponing an Exchange Prior to Start

Terminating an Exchange Early, Due to COVID-19

Repatriating a Student During COVID-19

Financial Responsibility for Cancellations and Terminations of an exchange

Host Club Preparedness

**8.03 - Exchange Agreement/COVID-19 Addendum**

**8.04 Student Data and Emergency Contact Form**

**8.05 Local Health Authority Review**

## **8.01 Crisis Management Procedures**

A crisis involving Youth Exchange may involve international students hosted in D5020 (Inbound Students), or D5020 students hosted in overseas Districts (Outbound Students). The crisis may involve an individual student or a group of students within a region.

The District Governor is ultimately responsible to Rotary International for the District, including the RYE Crisis Management Team.

### **District 5020 RYE Crisis Management Team**

The following people comprise the crisis management team for the D5020 RYE Crisis Management Team:

- D5020 RYE Crisis Management Officer (CMO) – The D5020 RYE Crisis Management Officer is the District Governor Nominee
- D5020 RYE Chair
- D5020 Assistant Responsible Officer (ARO)
- Other volunteers, as assigned

In the absence of the CMO, the D5020 RYE Chair shall be responsible for leading the Crisis Management Team. In the absence of both then a team member will be appointed in charge.

Unless otherwise noted, the CMO will be the point person for contact during the course of the crisis. All inquiries shall be directed to the CMO. Depending on the seriousness of the crisis, other individuals may be named to assist.

Procedures proposed in this Crisis Management Plan incorporate Rotary International’s “Guidelines for Youth Exchange Emergencies”, and are included in the section, [Guidelines for RYE Emergencies from RI](#).

All persons should recognize and appreciate that timely, accurate and concise information is critical to effectively manage a crisis. Please keep this in mind when providing information relating to the crisis.

A crisis involving a group may not necessarily involve the death of a student; a group crisis could involve a transportation accident, food poisoning, building fire, and many other possibilities. Even if there are no serious injuries or illnesses the crisis may exist because of public perception, especially when involving the Inbound student’s home embassy and the press. If in doubt, notify the CMO and the D5020 RYE Chair.



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District Crisis Management Team Members are expected to respond to the crisis immediately upon notification. If circumstances prohibit an immediate response, the CMO shall be notified immediately permitting these duties to be reassigned to other individuals.

If the CMO will not be accessible via the listed contact information, he will provide temporary contact information to the District Crisis Management Team, District RYE Chair or Secretary. In the event the CMO will be inaccessible, the RYE Chair will become the contact person and leader of the District Crisis Management Team. In the event that neither the CMO or Chair are available then a team member will be appointed.

District Crisis Team Members will endeavor to remain accessible in the event of an emergency. If members will be away and not accessible (checking phone messages and email), they will notify the CMO of their absence and/or appoint a temporary replacement.

### Initial Response

Following these tips to ensure a measured and effective approach to handling a crisis situation.

**Safety First.** Take action to protect the student, family or whoever needs protecting. You may need to call an ambulance, fire department, police or remove the student from a home or situation when in danger.

**Take a Few Minutes.** Once the initial situation is stabilized, take a few minutes to make a plan of action. Think about what you need to do BEFORE doing something without a plan. Follow the steps with this document.

**Doing something without a plan may later cause you problems.** You may need to activate your Club Crisis Management Team. MAKE NOTES of the time, date, student involved and regarding what happened. In your notes answer the questions of who, what, where, when, how etc. The few minutes you take now will help everyone from this point forward. Call for help from the CMO to assist you in your plan.

**Contact the District RYE Crisis Management Officer (CMO) or a member of the District Youth Exchange Crisis Management Team if you cannot contact the CMO for assistance.** Provide details of the incident. The CMO now takes over management of the crisis. More people will need to be notified and more action will need to be taken. The CMO will assist the Club with advice of what needs to be done next and who will be doing these tasks. By conducting things in this fashion there will be an organized approach and this should eliminate duplication and confusion.

**Do not speak to the media other than to advise them that an incident has occurred and is under investigation.** Provide the media the name and contact information of the **District**

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**Governor.** Advise the person handling the crisis from the District Team of how to contact the media person making the inquiry. They will be contacted back. It is imperative that there be only ONE person talking to the media. The **District Governor** will be the media contact person or will appoint someone to the task.

**The Club needs to work with the District Crisis Management Team to make sure that payment for expenses incurred are paid up front.** We do not want a tragic situation to become worse and cause further anguish to the student's family over financing what needs to be done in a crisis. The matters need to be taken care of and sorting out of payments will be done later by the insurance company and parents etc. The CMO should approve the expenses to be incurred. The District RYE Committee will back the Club providing the CMO is involved in the decision to incur the expense.

### Crisis Procedure - Single Student in D5020

This guideline addresses an emergency involving an individual student or a group of the District's inbound students (or outbound / rebound students).

In the event of death, serious injury, serious illness, or other problem deemed serious by the Host Club, the Host Club YEO shall contact the District RYE CMO immediately and provide the following detail as a minimum:

1. Name of local Rotarian to be contacted in this specific emergency and necessary contact information.
2. Host Club name.
3. Name of student or students involved.
4. Home country of student or students involved.
5. If possible, Sponsor District Number (overseas).
6. As much detail as possible involving the crisis.

The CMO will:

1. Immediately contact all members of the District Crisis Management Team and pass on the crisis information.
2. As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the "[Guidelines for Youth Exchange Emergencies](#)" as a baseline.
3. Continue to keep all members of the District Crisis Management team informed and advised of the crisis status.
4. The CMO shall notify the respective Embassy/Consulate for the student and their Sponsor District overseas counterpart.

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Upon notification of the crisis:

1. The CMO or designate shall be responsible for contacting and advising Rotary International of crisis nature and status. The CMO or designate shall be responsible for keeping Rotary International updated throughout the course of the crisis.
2. The CMO or designate shall notify all other members of the D5020 Youth Exchange Committee not affected by the crisis and keep them updated throughout the crisis.
3. The CMO or designate will be responsible for notifying the District Governor and for keeping him/her updated throughout the crisis.

### **Crisis Procedure - Multiple Students in D5020**

This guideline addresses an emergency involving a group of Inbound students from one or more Districts (or outbound / rebound students).

In the event of a serious event involving multiple Inbound students, the Rotarian in charge of the event shall contact the D5020 RYE Crisis Management Officer immediately and provide the following detail as a minimum:

1. Name of local Rotarian to be contacted regarding this specific emergency and necessary contact information.
2. Clubs involved in the event.
3. Name of students involved.
4. Home countries of students involved.
5. If possible, Sponsor District Numbers (overseas).
6. As much detail as possible involving the crisis.

The CMO will:

1. Immediately contact all members of the District Crisis Management Team and pass along the crisis information.
2. As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the "[Guidelines for Youth Exchange Emergencies](#)" as a baseline.
3. Continue to keep all members of the District Crisis Management team informed and advised of the crisis status.
4. The CMO shall notify the respective Embassy/Consulate for the students and their Sponsor District overseas counterparts.

Upon notification of the crisis:

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1. The CMO or designate shall be responsible for contacting and advising Rotary International of crisis nature and status. The CMO or designate shall be responsible for keeping Rotary International updated throughout the course of the crisis.
2. The CMO or designate shall notify all other members of the D5020 Youth Exchange Committee not affected by the crisis and keep them updated throughout the crisis.
3. The CMO or designate will be responsible for notifying the District Governor and for keeping him/her updated throughout the crisis.

### **Outbound Crisis Procedure - Single Student Overseas**

This guideline addresses an emergency involving a D5020 student hosted by an overseas District.

In the event that the D5020 Youth Exchange Committee is notified of the death, serious injury, serious illness, or other problem involving a D5020 Outbound Student, the person who receives the information shall contact the CMO immediately and provide the following details as a minimum:

1. Name student involved.
2. Sponsor Rotary Club.
3. Host District number (overseas).
4. The nature of the crisis and as much detail as possible involving the crisis.

The CMO will:

1. Immediately contact all members of the District Crisis Management Team and pass along the crisis information.
2. As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the "[Guidelines for Youth Exchange Emergencies](#)" as a baseline.
3. Continue to keep all members of the District Crisis Management team informed and advised of the crisis status.
4. Will continue to keep in contact with the Responsible Officer for the region where the crisis is occurring and work through the Responsible Officer to resolve the crisis.
5. The CMO shall contact the U.S. or Canadian Embassy/Consulate in the host country for the student and their Host District overseas counterpart.

Upon notification of the crisis:

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1. The CMO or designate shall be responsible for contacting and advising Rotary International of the crisis nature and status. The CMO or designate shall be responsible for keeping Rotary International updated throughout the course of the crisis.
2. The CMO or designate shall notify all RYE Committee Members not affected by the crisis and keep them updated throughout the crisis.
3. The CMO or designate will be responsible for notifying the District Governor and for keeping him/her updated throughout the crisis.

### **Outbound Crisis Procedure - Region or Country Crisis**

This guideline addresses an emergency involving a D5020 student hosted by an overseas District experiencing a regional or country crisis.

In the event a crisis develops in an overseas region or country where a D5020 student is hosted the Outbound Chair responsible for the country shall contact the CMO immediately and provide the following details as a minimum:

1. The name of the student(s) who are there.
2. Host District(s) involved.
3. Host District number(s).
4. The nature of the crisis and as much detail as possible involving the crisis.

The CMO will:

1. Immediately contact all members of the District Crisis Management Team and pass along the crisis information.
2. As necessitated by the nature of the crisis, request team members to contact or research information relative to the crisis, using the "[Guidelines for Youth Exchange Emergencies](#)" as a baseline.
3. Continue to keep all members of the District Crisis Management team informed and advised of the crisis status.
4. Will continue to keep in contact with the Responsible Officer for the region where the crisis is occurring and work through the Responsible Officer to resolve the crisis.
5. The CMO shall contact the U.S. or Canadian Embassy/Consulate in the host country for the student and their Host District overseas counterpart.

Upon notification of the crisis:

1. The CMO or designate shall be responsible for contacting and advising Rotary International of crisis nature and status.

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2. The CMO or designate shall notify all D5020 RYE Committee Members not affected by the crisis and keep them updated throughout the crisis.
3. The CMO or designate will be responsible for notifying the District Governor and for keeping him/her updated throughout the crisis.

### **Task Assignment by the D5020 RYE CMO**

When a tragic event occurs, things need to be done quickly. To avoid duplication and confusion the CMO will ask for assistance from the Club, the District Crisis Management Team and anyone else needed to accomplish the needed tasks. The District Team and the Club Team will work together to come up with solutions.

**Speaking to the Media.** The CMO or designate will be the spokesperson for the media. Please refer the media to the CMO or designate and inform the CMO or designate of the media inquiry with contact information.

**Notifying Affected People.** The following people need to be informed and the CMO will ask for assistance as needed to inform everyone:

- Natural Parents/Legal Guardians (In case of death, obtain clear instructions concerning burial, cremation or return of the body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
- Host family, club counselor, and District Youth Exchange Chair.
- Host District Governor and the Governor of the sponsoring district
- Host Rotary club, for assistance and guidance (if the accident occurs away from the host area, you might want to contact a local Rotary club for assistance and guidance)
- Insurance company (remember to follow up)
- Embassy Officer – to obtain his/her advice

**Reporting.** The CMO with the help of the Club Crisis Management Team and the District Crisis Management Team will write a report of the incident for submission to the District Governor.

### **Post-crisis Review**

Based on developments in the crisis, the CMO will determine when the crisis has ended and will notify the District Crisis Management Team that the crisis has ended. While the crisis may have passed, the need for additional follow through will continue into the immediate future.

Within one month after the crisis has passed, the District Crisis Management Team along with the Club Crisis Management Team if needed and others if needed will conference to critique the effectiveness of the District Crisis Management Plan and determine what went well and

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how improvements could be made for future crises. These proposed changes will be presented to the D5020 RYE Committee at their next regularly scheduled meeting.

### **Host Club Preparedness**

Clubs should form a Crisis Management Committee. You should identify people now that may be on your Crisis Management Committee should the need arise. Each Committee Member should be given a printed copy of the District Manual section on Crisis Management and all should be aware of the District Policies on Crisis Management. You may add persons on your Committee as the need arises (for example you may want the current host family as part of your Committee but will only assign them if an incident occurs and the family will be different depending on where the student is staying at the time). Suggested Club Crisis Management Team members are as follows: Club YEO in charge of designate, Club YE Committee, Club Counselor, Club President, and Host Parents. Some or all of the above may be appropriate for your Committee.

Although they are rare, unfortunate situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the exchange student's family and the media perceive that emergency was handled will have a direct impact on the program.

### **Guidelines for RYE Emergencies from RI**

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the student's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a tragedy. Suggested committee members are the host parents, the club Youth Exchange chairperson, the club counselor, and the club president.

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### **Tips for emergency preparedness**

- If agreed to by the student, the club counselor should keep the student's passport readily available at all times. Store it in a safe place so that they can be accessed 24 hours a day if necessary.
- The YEAH system should have a copy of the passport and the airline ticket locator should the student be traveling or in case the student's documents are not accessible through the club counselor.
- The district Youth Exchange officer should obtain consent from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen, or inaccessible at time of departure.
- The district Youth Exchange chairperson should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- The Rotarian counselor and current host family should know details regarding all of the student's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the student, especially if the student is traveling to another city or country during the exchange.
- The student's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form.

#### **The letter mentioned above should also authorize the incurring of:**

- Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;
- Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the insurance policy. The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation



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from becoming worse and increasing the agony and anguish of the student's parents. The host Rotarian is committed to treat the student as though he/she is his or her own child and will do everything a natural parent would do.

- If a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future. It is therefore recommended that the host Rotary district establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.
- When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee. The following people need to be informed immediately:
  - Parents/Legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of the body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
  - Host family, club counselor, and district Youth Exchange chairpersons.
  - Host district governor and the governor of the sponsoring district.
  - Host Rotary club, for assistance and guidance.\*
  - Insurance company (and remember to follow up).
  - Embassy Officer, to obtain his/her advice.
- Procedures to follow when the death of an student occurs:
  - Ascertain that the deceased is the exchange student.
  - Contact all of the individuals listed in the previous paragraph.
  - Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
  - Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
  - Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to the student's home country, or arrange for burial or cremation, according to the parents' wishes.
  - Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is

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required. For the sealed casket to enter the student's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.

- Appoint a reputable air-transport agent to airlift the casket to the student's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being accidentally off-loaded at an intermediate airport. The arrival flight details should be correctly passed to the deceased's parents so that they can make arrangements to receive the casket. Give copies of the death certificate, embalming certificate, casket sealing certificate, import and export permits, and passport to the transport company and must accompany the casket on the airplane.
- Hold a memorial service for the student. Remember to write a complete report to your district governor. Send copies to Rotary International and to the student's home district and Rotary club.

\* If an accident occurs away from the host area, you may want to contact a local Rotary club for assistance and guidance.

## **8.02 COVID-19 Management Procedures**

This section includes unique considerations for the COVID-19 pandemic. Procedures from section 6.01 should continue to be followed; the following are additional considerations and requirements for those situations related to COVID-19.

In June, 2020, the Rotary International Board of Directors met to provide guidance and stipulations to districts who choose to participate in Rotary Youth Exchange during the COVID-19 pandemic. These procedures are intended to ensure compliance with these stipulations.

### **District 5020 RYE Health & Safety Team**

As an extension of the District 5020 RYE Crisis Management Team for District 5020, the Health & Safety Team is established.

Assign an individual to serve as the District RYE Health & Safety Officer. This may be the same person serving as the RYE Crisis Management Officer. The following people may be assigned to the HS Team.

- D5020 RYE Health & Safety Officer (HSO) – This is the D5020 RYE Medical Officer.
- D5020 RYE Chair
- D5020 RYE Vice Chair
- D5020 RYE Crisis Management Officer (CMO) – This is the D5020 District Governor Nominee
- D5020 Assistant Responsible Officer (ARO)
- D5020 Country Officers
- D5020 Short-term Exchange Program Chair
- D5020 District Youth Services Chair
- D5020 Governor, or designee
- Other volunteers, as assigned

In the absence of the HSO, the D5020 RYE Chair shall be responsible for leading the Health & Safety Team. In the absence of both then a team member will be appointed in charge.

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Unless otherwise noted, the HSO will be the point person for contact when COVID-19 related topics and issues arise. The HSO will work closely with the CMO in the event that a situation requires action to be taken.

Procedures proposed in this Crisis Management Plan incorporate Rotary International's "Guidelines for Youth Exchange Emergencies", and are included in the section, [Guidelines for RYE Emergencies from RI](#) .

### **Collaborate with a Local Health Authority to Develop Plan**

This crisis management plan must be reviewed and/or developed in consultation with a local health authority. Make sure to document this collaboration and review and include it within the revision history at the end of the chapter.

### **Monitor COVID-19 Developments**

The D5020 RYE Health & Safety Team tracks and reports developments that affect the living conditions, health, and safety of Inbound students in D5020, as well as Outbound students overseas.

### **Monitor Updates from National, State and Local Government and Health Authorities**

1. At least once every two weeks, the HSO (or a designated team member) reads updates from the following organizations to determine changes in travel restrictions, quarantine and isolation requirements, health protocols, border closing:
  - a. US Department of State [Travel Advisories](#)
  - b. Government of Canada [Travel Advisories](#)
  - c. US Center for Disease Control [updates for Coronavirus](#)
  - d. BC Center for Disease Control [website](#)
  - e. State of Washington Coronavirus [website](#)
  - f. Province of BC Coronavirus [website](#)
  - g. Island Health [website](#) for Inbound students on Vancouver Island
  - h. County websites for Inbound students in Washington State
  - i. School District websites where each Inbound student is placed
2. At least once every two weeks, HSO will check with Inbound Coordinators and/or Club YEOs to check the living situations for each Inbound student:
  - a. Inquire about any new risk factors in the students' living situations; for example, someone in the host family home being exposed to the virus, which results in quarantine

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- b. Inquire about any changes in the community or at school which might elevate risk factors for virus exposure
3. If the HSO identifies changes that impact students, host families, or volunteers, this information is reported to the D5020 RYE Health & Safety Team

### **Communicate with Overseas Partners**

Each Country Officers identifies a point of contact within each of our active overseas partner districts for the purpose of communicating COVID-19 developments.

At least once per month, each Country Officer performs the following tasks:

1. Communicates status with overseas partners to provide information on the living situations of Inbound students within D5020.
2. Requests updates from the partner district related to D5020 students who are on exchange.
3. Provides a report to D5020 RYE HSO on the status of each of our D5020 Outbound students.

### **Monitor Visa and Insurance Status for Inbounds and Outbounds**

In the event that travel plans are disrupted and Outbound and Inbound students must stay longer in their host country, Visa and Insurance can become an issue. Visa extensions might need to be secured, and insurance terms might need to be extended.

To avoid issues related to this, the ARO (Assistant Responsible Officer) and the HSO, in partnership with the Outbound Chair, will identify timeframes for monitoring this; i.e., for each student, identify specific expiration dates, and create a plan for mitigating this in the event that travel restrictions come into effect.

### **Risk Reduction Strategies**

Include discussion of the following risk reduction strategies during Host Family Orientation and at Inbound Student Orientation:

#### **Know how it spreads:**

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#):
  - Between people who are in close contact with one another (within about 6 feet).

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- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Close personal contact such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands
- More information on the spread and prevention of the virus can be found [here](#).

### Everyone Should:

#### *Wash their hands often*

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

#### *Avoid close contact (less than 6 ft or 2 m of separation for more than 15 minutes)*

- **Inside the home:** Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)

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- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

### ***Cover your mouth and nose with a mask when around others***

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

### ***Cover coughs and sneezes***

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### ***Clean and disinfect***

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [Health Canada](#) or [EPA-registered household disinfectants](#) will work.

### ***Monitor Your Health Daily***

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

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- Follow [CDC guidance](#) if symptoms develop.

### ***Additional Resources***

#### **Handwashing:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>

#### **Physical Distancing:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/physical-distancing>

#### **Masks:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks#:~:text=Medical%2Fsurgical%20masks%20should%20be,cloth%20masks%20may%20be%20used.>

#### **What to do if you have Symptoms:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

## Communication Plan

During the pandemic, regular communication is critical for making decisions and protecting the health and safety of students and volunteers.

On a bi-weekly basis, the HSO will send a report with the following information:

- Changes in guidance from national, state and local government and health authorities.
- Living situation status for each Inbound student living in D5020
- Living situation status for each Outbound student living overseas

Additionally, as frequently as needed, the HSO will communicate to the entire D5020 RYE Health and Safety Team any significant developments that might warrant immediate action and/or a crisis management response, or a change in plans for the D5020 RYE program.

In situations where monitoring results in Crisis Management, make sure to utilize Crisis Management procedures and communication protocols that include all affected parties.

TIP: Establish the methods for communication and consider more than one method; for example, you can send email, plus text messaging through WhatsApp. This requires that you gather all contact information in advance and make sure it is kept current for all parties.



## **If a Student Contracts COVID-19, Escalate to Crisis Management Procedure**

When a student contracts COVID-19, escalate to the Crisis Management procedure. Make sure to inform Rotary International, as well as all parties included on the Student Data and Emergency Contact Form.

## **Additional Situations Requiring Immediate Action**

The following situations require immediate action from the District RYE Health & Safety Team. For all possible situations (student positive, exposure, host family positive, etc.) ensure that you consult with public health officials to confirm required next steps prior to taking action and issuing notifications.

### **Student is exposed to someone who has COVID-19**

This situation must be reported within 24 hours to the District RYE HSO. The HSO, or a designate must perform the following tasks.

1. Communicate quarantine and isolation expectations with the Student and Host Family, in consultation with the National, State, and Local guidelines and mandates.
2. Works closely with the Host Family to make sure they have the resources to support this situation.
3. Report initial status to District RYE Health & Safety Team, and to Natural Parents and Sponsor District Chair.
4. Monitor Student and Host Family health status and COVID-19 symptoms on a daily basis for 15 days and weekly thereafter, or until cleared by the local health jurisdiction.
5. Report status and status changes to District RYE Health & Safety Team and Natural Parents.

### **Someone living in the Host Family household contracts COVID-19**

This situation must be reported within 24 hours to the District RYE HSO. The HSO, or a designate must perform the following tasks.

1. Encourage the Host Family to enforce an isolation protocol for this member of the household, as described in guidelines and mandates from National, State, and Local government and health authorities.
2. Work closely with the Host Family to make sure they have the resources to support this situation.

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3. Discuss the possibility of moving Student to the Backup Host Family.
4. Report initial status to District RYE Health & Safety Team, Natural Parents and Sponsor District Chair.
5. Monitor Student and Host Family health status and COVID-19 symptoms on a daily basis for 15 days and weekly thereafter, or until cleared by the local health jurisdiction.
6. Report status and status changes to District RYE Health & Safety Team and Sponsor District Chair.

**A member of the Host Family household, other than the Student, is exposed to COVID-19 (but not diagnosed)**

This situation must be reported within 24 hours to the District RYE HSO. The HSO, or a designate must perform the following tasks.

1. Encourage the Host Family to enforce testing and quarantine protocols for this member of the household, as described in guidelines and mandates from National, State, and Local government and health authorities.
2. Report initial status to District RYE Health & Safety Team, Natural Parents and Sponsor District Chair.
3. Monitor Student and Host Family health status and COVID-19 symptoms on a daily basis for 15 days and weekly thereafter, or until cleared by the local health jurisdiction.
4. Report status and status changes to District RYE Health & Safety Team and Sponsor District Chair.

**Local or State Authorities restrict travel, gatherings, or business openings**

This situation must be reported within 24 hours to the District RYE HSO. The HSO, or a designate must perform the following tasks.

1. Encourage the Host Family and student to comply with guidance and mandates from National, State, and Local government and health authorities.
2. Evaluate whether this impacts any of the Student's plans for upcoming travel or activities and support them as they mitigate any issues
3. Works closely with the Host Family to make sure they have the resources to support the changing situation.
4. Report initial status to District RYE Health & Safety Team, and to Natural Parents and Sponsor District Chair.
5. Monitor Student and Host Family status on a weekly basis.
6. Report status and status changes to District RYE Health & Safety Team and Natural Parents and Sponsor District Chair.

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### **Student's school closes or moves from face-to-face meetings to online**

This situation must be reported within 24 hours to the District RYE HSO. The HSO, or a designate must perform the following tasks.

1. Evaluate whether this impacts any of the Student's plans for upcoming travel or activities and support them as they mitigate any issues
2. Works closely with the Host Family to make sure they have the resources to support the changing situation.
3. Report initial status to District RYE Health & Safety Team, and to Natural Parents and Sponsor District Chair.
4. Discuss the possibility of moving Student to the Backup Host Family.
5. Discuss the possibility of terminating the exchange early.
6. Monitor Student and Host Family status on a weekly basis during this time.
7. Report status and status changes to District RYE Health & Safety Team and Natural Parents and Sponsor District Chair.

### **Canceling or Postponing an Exchange Prior to Start**

The following criteria must be met in order to proceed with participation in the RYE Program during the COVID-19 pandemic. If any of these criteria are unmet, the exchange must be canceled or postponed until they are met.

- Student and Natural Parents are comfortable with the student traveling.
- Travel is possible between the two countries.
- Host District is in compliance with Rotary International guidelines for RYE participation.
- Host District Governor is agreeable that the program continues.
- Host District RYE Committee is willing to receive the student.
- Host Club is willing to receive the student.
- Host Club has a RYE committee that includes a YEO and Counselor who are current in their training and background checks.
- Host Club has a completely vetted host family, as well as a back-up host family who is also vetted and can receive the student on short notice in the event that host family's situation changes due to COVID-19.

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## Terminating an Exchange Early, Due to COVID-19

The decision to terminate an exchange due to COVID-19 may be made by any of the following individuals.

- Student
- Natural parents or legal guardians
- Rotary International Board of Directors and Staff
- Host District Governor
- Host District RYE Chair
- Sponsor District Governor
- Sponsor District RYE Chair

Reasoning for termination due to COVID-19 may include, but is not limited to the following:

- Growing infection rates place higher risk on Student and Volunteer within the Host Community
- The Host Club is unable to maintain an active roster of trained and vetted volunteers, including YEO, Counselor, Host Family, and Backup Host Family
- Medical Care capacity is deemed insufficient for volume of virus infections
- School closures impacting Student
- Travel and gathering restrictions from national, state and local government and health authorities
- Border and/or travel options between host country and sponsor country are slated for closure, impacting ability for Student(s) to return home at the regularly scheduled date.

## Repatriating a Student During COVID-19

Ultimately, the Sponsor District Chair or the Natural Parents are responsible for arranging and paying for the Student's air travel to and from the Host District.

District 5020 highly encourages the use of a travel agency to arrange and support air travel for Students during the COVID-19 pandemic because these agencies bring a high level of expertise that benefit Students when itineraries change or cancel.

District 5020 also highly recommends that every student register with their embassy or consulate to remain in contact for changes in travel between the countries, and for opportunities of repatriation flights, when necessary.

Because flight schedules are unstable during the COVID-19 pandemic, use these guidelines before and during each Student's repatriation journey.

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1. Each Host Club YEO and Host District Inbound Coordinator must monitor the status of return flights for Students in their care.
2. Status and changes to these return flights must be communicated with the District RYE ARO and the District RYE Chair.
3. Transporting the Student to the airport for the return flight is the responsibility of the Host Parents, the Host Club YEO, and the Host Club Counselor.
4. On the day of travel, identify three points of contact: one from the Host District, one from the Sponsor District, and one from the Natural Family. Remain in contact with the Student during their journey. The points of contacts should also be in contact with each other as well, to assist and mitigate any issues that arise during the Student's journey.
5. Make sure to confirm arrival at destination and to share this information with all parties on the Student Data and Emergency Contact Form.

### **Financial Responsibility for Cancellations and Terminations of an exchange**

When Students sign up for optional tours and trips through independent travel organizations, we highly recommend that they learn about cancellation policies prior to paying any fees.

Students are responsible for arranging refunds from independent travel organizations. District 5020 is unable to guarantee or support the refund process.

Refunds for fees paid to Rotary District 5020 are subject to the financial terms of that district program.

Ultimately, the Sponsor District Chair or the Natural Parents are responsible for arranging and paying for the Student's air travel to and from the Host District.

For students sponsored by District 5020, the cost for repatriation is the responsibility of the Natural Parents, which may or may not be part of the fee paid to District 5020.

### **Host Club Preparedness**

Host Clubs must remain vigilant in monitoring developments within their community and with their host families' homes.

A trained and vetted Backup Host Family must be available at all times. When the Backup Host Family is called upon to host the Student, the Host Club must identify, train, and vet a new Backup Host Family immediately.

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Updates to YEAH must be made immediately and communicated within 48 hours to the District RYE HSO, the ARO, and to Rotary International.

## **8.03 - Exchange Agreement/COVID-19 Addendum**

I have read and understand the D5020 Crisis Management and COVID-19 Procedures and agree to fulfill the roles and responsibilities assigned to me.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Natural Parent #1 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Natural Parent #2 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor District Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Host District Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Host District CMO \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Host District HSO \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Host Parent #1 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Host Parent #2 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Backup Host Parent #1 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Backup Host Parent #2 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8.04 Student Data and Emergency Contact Form

The following contact information must be completed and maintained in YEAH by the District RYE Committee, the student, and the Host Club, and kept available for easy access by the District RYE Chair, the CMO, and the HSO. Any modifications to this information must be reported to the District RYE Committee, entered into YEAH and reported to Rotary International within 48 hours.

**Student Name:** YEAH

Student Gender:

Student Age:

Sponsor District and Country:

Expected Date Arrival:

Expected Date of Departure:

Student Email:

Student Cell Phone:

Student WhatsApp Number:

**Health Insurance:** YEAH

Policy Details:

Policy Term Dates:

**Host High School Name:** YEAH

Host High School Address:

Host High School Web Address:

Host High School Telephone:

**Natural Parents' Names:** YEAH

Natural Family Address:

Natural Parents Primary Email:

Natural Parents Secondary Email:

Natural Parents Primary Cell:

Natural Parents Secondary Cell:

Natural Family Home Telephone:

Natural Parents Primary WhatsApp:

Natural Parents Secondary WhatsApp:

**Current Host Parents' Names:** YEAH

Expected Hosting Dates:



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Current Host Family Address:  
Current Host Parents Primary Email:  
Current Host Parents Secondary Email:  
Current Host Parents Primary Cell:  
Current Host Parents Secondary Cell:  
Current Host Family Home Telephone:  
Current Host Parents Primary WhatsApp:  
Current Host Parents Secondary WhatsApp:

***Note: A Backup Family must always be available to receive the student on short notice.***

**Backup Host Parents' Names: YEAH**

Host Family Address:  
Backup Host Parents Primary Email:  
Backup Host Parents Secondary Email:  
Backup Host Parents Primary Cell:  
Backup Host Parents Secondary Cell:  
Backup Host Family Home Telephone:  
Backup Host Parents Primary WhatsApp:  
Backup Host Parents Secondary WhatsApp:

**Host Club YEO Name: YEAH**

Host Club YEO Address:  
Host Club YEO Primary Email:  
Host Club YEO Primary Cell:  
Host Club YEO Home Telephone:  
Host Club YEO WhatsApp:

**Host Club Counselor Name: YEAH**

Host Club Counselor Address:  
Host Club Counselor Primary Email:  
Host Club Counselor Primary Cell:  
Host Club Counselor Home Telephone:  
Host Club Counselor WhatsApp:

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**Host Club President Name:** YEAH

Host Club President Address:

Host Club President Primary Email:

Host Club President Primary Cell:

Host Club President Home Telephone:

Host Club President WhatsApp:

**Host Country Officer Name:** YEAH

Host Country Officer Address:

Host Country Officer Primary Email:

Host Country Officer Primary Cell:

Host Country Officer Home Telephone:

Host Country Officer WhatsApp:

**Host District RYE Chair Name:** YEAH

Host District RYE Chair Address:

Host District RYE Chair Primary Email:

Host District RYE Chair Primary Cell:

Host District RYE Chair Home Telephone:

Host District RYE Chair WhatsApp:

**Host District Governor Name:** YEAH

Host District Governor Address:

Host District Governor Primary Email:

Host District Governor Primary Cell:

Host District Governor Home Telephone:

Host District Governor WhatsApp:

**Sponsor District Point of Contact Name and Title:** YEAH

Sponsor District Point of Contact Address:

Sponsor District Point of Contact Email:

Sponsor District Point of Contact Primary Cell:

Sponsor District Point of Contact WhatsApp :

**Sponsor District RYE Chair Name:** YEAH

Sponsor District RYE Chair Address:

Sponsor District RYE Chair Primary Email:

Sponsor District RYE Chair Primary Cell:

Sponsor District RYE Chair Home Telephone:

Sponsor District RYE Chair WhatsApp:

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**Sponsor District Governor Name:** YEAH

Sponsor District Governor Address:

Sponsor District Governor Primary Email:

Sponsor District Governor Primary Cell:

Sponsor District Governor Home Telephone:

Sponsor District Governor WhatsApp:

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## 8.05 Local Health Authority Review

Rotary International Board of Directors requires that “the crisis management plan must be reviewed and/or developed in consultation with a local health authority.”

Date of review(s)	Local Health Authority and Contact Person	Notes
07 Jul 20	<a href="#">Kitsap Public Health District</a> - Keith Grellner	<b>From:</b> Keith Grellner < <a href="mailto:Keith.Grellner@kitsappublichealth.org">Keith.Grellner@kitsappublichealth.org</a> > <b>Sent:</b> Tuesday, July 7, 2020 1:28:52 PM <b>To:</b> R GELDER < <a href="mailto:rgelder@msn.com">rgelder@msn.com</a> >
11 Sep 20	<a href="#">Island Health</a> – Elizabeth Thomson	<b>From:</b> Thomson, Elizabeth < <a href="mailto:Elizabeth.Thomson@viha.ca">Elizabeth.Thomson@viha.ca</a> > <b>Sent:</b> Sep 11, 2020, 1:27 PM <b>To:</b> Mike Cloutier < <a href="mailto:edpeetnik@gmail.com">edpeetnik@gmail.com</a> >