

# Integrating the Short Term (STEP) with Long Term Exchange Program or – “Why didn’t I do this sooner?”



## SHORT TERM YOUTH EXCHANGE PROGRAM (STEP)

Presenter: John Koetz, District 6690

SESSION 202

Thursday, 3/9/17, 1:15pm to 2:45pm

# PRESENTER:

## **John Koetz**

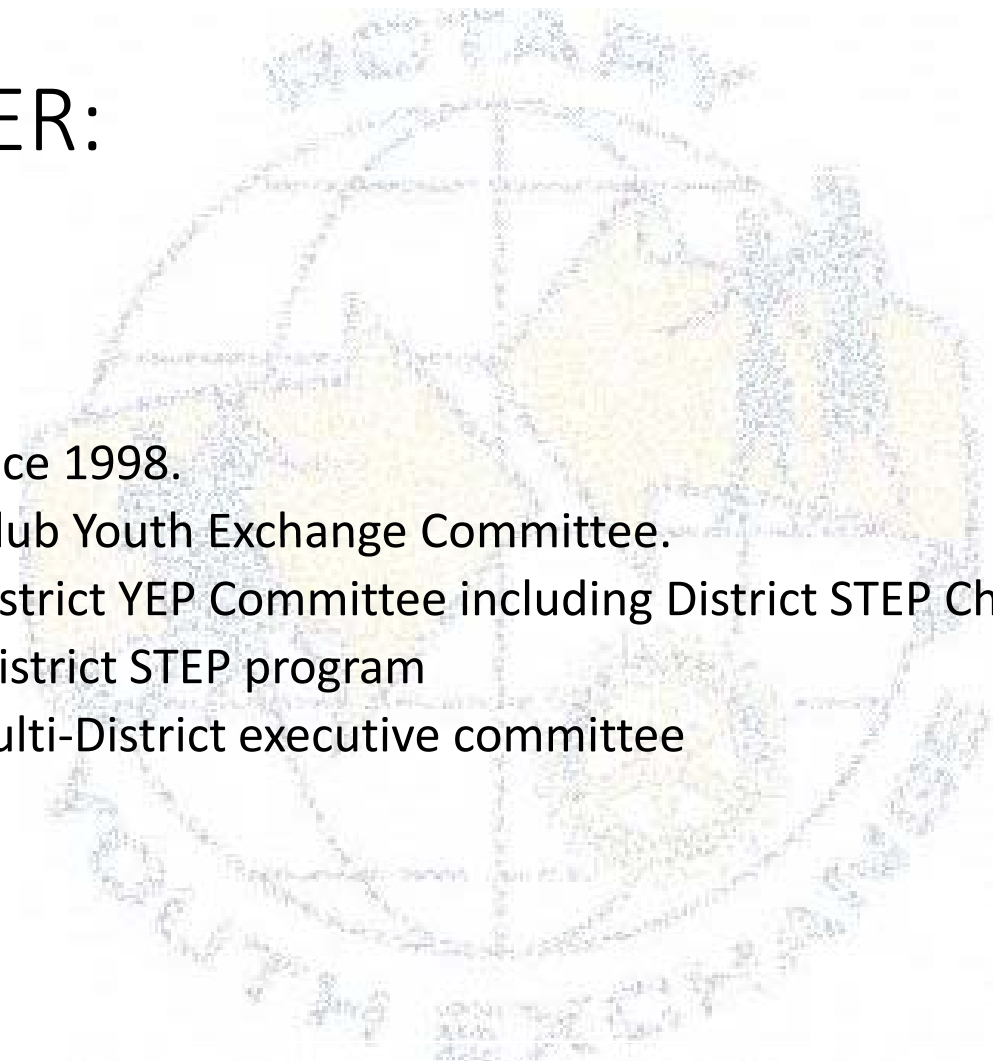
Been around since 1998.

Served on the Club Youth Exchange Committee.

Served on his District YEP Committee including District STEP Chair

Chair of Multi-District STEP program

On Ohio-Erie Multi-District executive committee



# Format

This is an open forum discussion of STEP Family to Family Exchange.

STEP can include Youth Camps and Tours (not discussed here)

Ask questions anytime

Provide your own District experiences

The discussion is based upon our O-E Multi-District processes, but will also work with District or Club matching.

# Session 1 - Description

- Many think a Short Term Exchange (STEP) program doesn't fit the true meaning of Exchange
- Nothing could be further from the truth
- STEP helps District programs ENHANCE their entire YE program.
  - It gets more students involved (easier process, shorter timeframe, less expensive)
  - Some STEP's become Long Term students later
  - Helps recruit Long Term Host Families
  - A great way to bring in and train District volunteers
  - Districts that integrate STEP with Long term have more students which make orientations more fun

## - What is STEP – Short Term Exchange Program

### - Family to Family Exchange

#### - Once match is made:

- Students email and talk with each before exchange
- Parents email and talk with each other before the exchange

### - 30 days in then 30 days out with Host brother/sister

- Some exchanges are longer based on the families willingness to do so

### - Rotary involvement less, but very important

- Club must still sign the Guarantee Form
- Assign a counselor
- Provide support to family

- **Why Integrate STEP**
  - It is easier for families and volunteers
    - No VISA's
    - Family to Family, so families do much of the coordination
    - Shorter so less things can go wrong!
  - It helps attract future Long Term Students
    - Between 5 to 10% of our STEP students went on to do LT
  - Long term is not right for every student
    - Some students do sports, music and can't leave for a year
    - Might have physical or mental challenges that prevent them from doing LT

## Why Integrate STEP – Cont.

- Someone might not be ready for Long Term (Student or Parents)
- It helps attract future Long Term Host families
  - STEP families make excellent LT host families
  - They already know what it takes to host
- It provides a starting point for YEP volunteers
  - Without a huge commitment
  - Districts/Clubs need more volunteers
  - Many can not commit much time

## Why Integrate STEP – Cont.

- STEP is great because it can be broken down to multiple smaller activities.
  - Interviewing
  - Scanning and reviewing documentation
  - Training
  - Making matches
  - Communication with families
  - Surveys



## Why Integrate STEP – Cont.


Integrating STEP with Long Term  
NAYEN Calgary 2017

- It is cost effective
  - Families purchase their own airline tickets
  - Administration fees are less, because process is easier
  - Students are gone a much shorter period of time
- O-E Multi-District charges \$300 + Outbound insurance (students sign up and pay online)
  - O-E pays for incoming students insurance
  - Use Rotary Certified insurance
    - It has emergency coverage
    - Less risk for our clubs
- Districts charge in addition to the Multi-District based on their costs
  - Charges can include:
    - Monthly Training
    - Blazers
    - Holds a refundable deposit until proof of insurance is given

Why Integrate STEP – Cont.

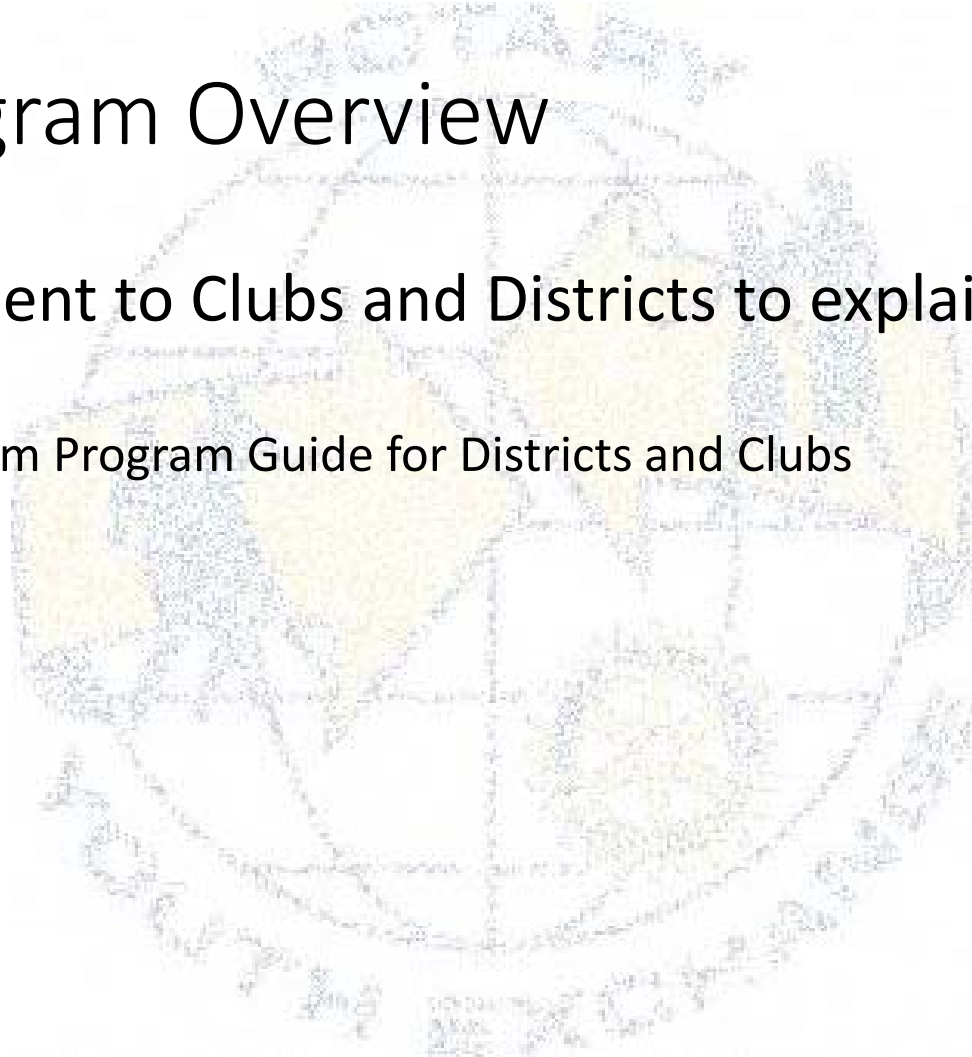
Integrating STEP with Long Term  
NAYEN Calgary 2017

If Rotary involvement and training is done well,  
STEP can be as rewarding as Long Term,  
just different.



# STEP Program Overview

- One Document to Clubs and Districts to explain program
  - Short Term Program Guide for Districts and Clubs





## Short Term (STEP) Program Guide

For District STEP Chairs  
2016 Summer Exchanges  
Ohio-Erie Multi District



Integrating STEP with Long Term  
NAYEN Calgary 2017

### What is STEP?

The Short Term Exchange Program (STEP) offers the opportunity for qualified students to experience a cultural exchange during summer months. The STEP program is a family-to-family and club-to-club exchange experience – students travel abroad, hosted by a family with a similar age student and host that foreign student from the family they visit. A typical STEP exchange lasts two months; one month abroad and one month hosting in the USA. (But can be longer and not necessarily in conjunction with each other.)

The STEP program also offers opportunities for Rotary Clubs to host **one-way inbound summer students**. By first reaching out to those who want to visit the USA, Ohio-Erie hopes to expand our pool of students to match with our summer outbounds.

Ohio-Erie recognizes the benefits of STEP as a stand-alone exchange program, and also that summer exchanges help promote the long-term exchange program. Many STEP families end up hosting a long term exchange student and some STEP students go on to do a Long Term exchange. The STEP program requires little Rotary Club expense, but does require Rotary Club commitment including supervision, assigning a counselor and coordination of a few activities for inbound exchange students.

## **Procedural Overview**

Districts and Clubs may recruit outbound summer exchange students now through February, 2016, to meet the application deadlines listed below. We suggest you promote the summer program and the long-term program as two exchange options in your local schools, church groups, scouts, and other youth organizations, as well as family and friends of Rotarians.

- Students complete the STEP Application and submit it to the local Rotary Club.
- The Club's STEP and/or YEP Chair conducts an in-home interview with the applicant and family
- Completes the Interview Checklist and Host Family Application
- Applications for qualified students are then signed by the local Club President and YEP Chair
- Forwarded to the District STEP Chair for processing

**Procedural Overview – Cont.**

The District STEP Chair will review the application and call the student for a short telephone interview to emphasize key points about the program and to answer any additional questions of the students or parents. The District STEP Chair will then sign the application and forwards it electronically to the Ohio-Erie STEP Chair through its Dropbox account. (2016 STEP Outbound Apps) District Chairs will be given an invitation to join this Folder.

The Ohio-Erie STEP Chair will review all uploaded applications, arrange matches with our foreign country contacts, and communicate with District STEP Chair and families.

“Special” exchange requests by district or individual Rotary Clubs will be considered; however, they must be approved by the Ohio-Erie STEP Chair and follow the procedures as outlined in this guide. All applicable rules and procedures that apply to The Long Term Youth Exchange Program also apply to The Short Term Youth Exchange Program where applicable.

Each District is responsible for complying with all Rotary International Certification processes (i.e.: host family application/background checks, etc.) All of us involved with Ohio-Erie Multidistrict are committed to creating and maintaining the safest possible environment for all students.

## **Application Procedures**

Students should find the STEP Application Packet at your District's website link or have it emailed. Ohio-Erie will also have a generic Packet at ohio-erie.org, but it will only have costs associated with Ohio-Erie. The District should add additional fees as deemed necessary by the District.

The STEP Application Packet includes:

- 1) Information for Students and Parents (Summer Family to Family Exchange)
- 2) Country Preference Form
- 3) STEP Application
- 4) Host Family Application
- 5) STEP Rules form

The Packet can be emailed and hard copied for distribution to club chairs and given to prospective outbound students. **HOWEVER, SOME INFORMATION MUST BE CUSTOMIZED FOR YOUR DISTRICT.** Please review the packet for information that must be added before distribution to Clubs and Districts.

Students complete the Application and Country Preference forms

Family completes the Host Family Application

Both sign the Rules form

Country Choices

Students must select 5 countries from the Country Preference List

Must be willing to go to any of those five.

We always attempt to place students in their first choice, but that is not always possible.

After first choosing 5 countries from the Country Preference List

**Y** in the Preference Column by each country they would consider going to

**N** after each of those countries they would not be willing to go to under any condition.



**STEP (Short Term Exchange Program) Country Preference Form  
(This page must be included with your STEP Application.)**

**Countries for 2016 Summer Exchange**

	Preference		Preference
<b>Europe</b>		<b>South America, Mexico</b>	
Austria	_____	Argentina	_____
Belgium	_____	Brazil	_____
England	_____	Colombia	_____
Finland	_____	Mexico	_____
France	_____	Paraguay	_____
Germany	_____	Peru	_____
Italy	_____		
Netherlands	_____	<b>Asia</b>	
Spain	_____	Japan	_____
Switzerland	_____	Taiwan	_____
Turkey	_____		

Indicate above your five country preferences by numbering from 1 to 5 in the Preference column, with 1 being your first choice. Place a Y by any other country you would consider visiting and an N if you would not be willing to visit. Every effort will be made to place you in one of your top five choices.  
Some country's schools are in session during the exchange and may ask that you attend classes on an audited basis.

**Please discuss this information with your parents and sign at the bottom.**

**Please indicate your shirt size (uni-sex): Sm Med Lrg XL (circle one)**

As a part of your exchange, you will be provided with a T-shirt.

After careful consideration of the available countries for Short Term Youth Exchange, I have indicated my five Country Preferences. I understand that I could be placed in any one of these five countries and I am willing to go to any of them. I also understand that I may not get any of the ones selected above, in which case Ohio-Erie and my District will work with me to find an alternative placement. My parents also agree to allow me to go to any one of these countries chosen above, and they understand that this form is not a guarantee of placement in my five Country Preferences in any way. They agree to work with Ohio-Erie and my Rotary District to find an acceptable alternative if necessary.

\_\_\_\_\_  
(Student's Signature)                      (Date)              (Parent or Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Print Student's Name)                      District              Print Parent or Guardian's Name                      (Date)

## Costs

The Outbound exchange student/family pays program costs which are:

- Ohio-Erie charges a \$300 application fee which includes all administrative costs to set up the exchanges.
- It does NOT include any insurance for Outbound, which is still required but must be purchased separately by each student.
- Your District may add any additional fees to the O-E fee for training, blazers, etc..
- The overall fee should be made payable to your District.
- We recommend adding at least \$100 to give your District funds for orientations, supplies, training and other items you provide to your STEP students.
- Airfare
- Insurance – O-E REQUIRES each Outbound student to purchase separate coverage  
Login in at: <https://secure.visit-aci.com/insurance/oerye/> The cost is about \$3.80 per day.
- The Outbound fee helps pay for the Inbound's Insurance
- The Inbound student must apply for coverage, but will not pay for it.
- Spending money to include at least in \$200 emergency funds

## Making Matches

Integrating STEP with Long Term

NAYEN Calgary 2017

Making STEP matches is the responsibility of Multi-District or District. There are two types:

- 1) When our counterpart sends us an app first before receiving ours.
  - 2) When we send an app first without knowing if there will be a match.
- 
- 1) When our counterpart sends us an app first before receiving ours.
    - A. App sent to District or Club official who has family contact.
    - B. App given to USA family who needs to review the app and approve it.
    - C. Once the USA family approves, we send that USA student's app to our counterpart and ask for a match.
    - D. Our counterpart has to get approval from their family before contact can be made.
    - E. Once that family approves, we notify the USA family and say the match is confirmed.
    - F. Only then should the families begin making contact.
  - 2) When we send an app first without knowing if there will be a match.
    - A. When we have already sent a student's application to our counterpart and they send us a match, their family has already approved our app.
    - B. App is sent to the USA family for approval before the match is confirmed.
    - C. Once approved, O-E is notified so we can confirm the match with our counterpart.
    - D. Once confirmed with counterpart (usually the same day) the match is confirmed.
    - E. Then the families can begin making contact.

## **Making Matches – Cont.**

- Districts should tell the families NOT to make contact when they first receive an application.
- The family needs to review it, perhaps ask questions of Rotary, etc. and then Rotary approves the match.
- Work through a Country Contact – Local Rotary officials should not contact anyone overseas at anytime.
- This is the job of the country contact (coordinator.)
- Once matches have been confirmed you are welcome to make contact with District officials overseas or students, but even that can cause confusion and is not recommended.

## **Making Travel Arrangements**

Ohio-Erie strongly recommends that the student uses our Rotary endorsed travel agent;  
It's Your World Travel – telephone number 800-955-6077 or 206-328-0616.  
If the student uses a different travel agent, Rotary cannot be involved during travel.

## **Deadlines**

Districts choose the Application deadline, but typically the deadline is:  
March 31<sup>st</sup> – District Chairs deadline to submit applications to Ohio-Erie STEP Chair.

Any application received after March 31<sup>st</sup> by the Ohio-Erie STEP Chair will only be considered if the student is willing to go to any country that is still available.

Ohio-Erie will accept applications and work on placements on a first come, first serve basis.

The sooner the District gets the completed application into O-E, the better the chances are for the student to receive their first country choice.

## Promotional Sites and Materials

- Brochure available both on the Ohio-Erie website in a pdf format and a hard copy available upon request.
- Ohio-Erie Multidistrict Website: [www.ohioerie.org](http://www.ohioerie.org)
- Rotary International Website: [www.rotary.org](http://www.rotary.org)
- Please use ALL forms off of the Ohio-Erie Website and customize them for your District: [www.ohioerie.org](http://www.ohioerie.org))

## **Multi-District Responsibilities**

- Run the entire program
- Make sure all materials are up to date
- Work with Insurers to set up insurance
- Make matches
- Make sure all paperwork is completed  
GF's, Apps, etc.
- Check applications for completeness
- File proper forms with RI

## **District Responsibilities**

- Promote the program to Clubs and prospective students
- Update the STEP Application Packet and distribute it to Clubs and prospective students
- Collect and review all Application Packets for completeness and accuracy
- Upload completed Applications to STEP Dropbox account \*
- Run background checks on all Host family members & send results to multi-district
- Collect fees from families and send multi-district their fee
- Review Insurance Requirements with Student and family and upload verification of purchase
- Be sure the hosting club assigns a counselor and is providing appropriate oversight
- Provide at least one orientation meeting for STEP Students and Parents
  - Explain the program in detail,
  - Collect fees,
  - Go over travel arrangements
  - Go over any other issues associated with the program.



## **Sponsoring Rotary Club Responsibilities**

- Work with District STEP Chair to get Application and all documentation to Multi-district
- Conduct in-home host family interviews
- Ensure that student attends at least one Rotary meeting (both inbound and outbound)
- Coordinate one or more activities with host family as desired for inbound (such as cook-out, movie, short trip to amusement park, zoo, etc)
- Ensure student welcomed upon arrival
- Provide contact information to student including:
  - Host Club Counselor
  - Host Club Youth Exchange Chairperson
  - Host Club President
  - Two Non-Rotarian Resource Persons available for student support provided through Ohio-Erie –
    - one male and one female



Finding a STEP student

Recruiting

## Integrate Recruiting with Long Term

- Prospect Weeks (August & September with Long terms)
- Rebounds and prospects bring a friend
- Long Term prospects and their parents can help with STEP
- Web Marketing
- Posters in school
- Small group meetings with families that have potential students

## SHORT-TERM EXCHANGES

vary in length from several days to several weeks. Although you generally would not attend school in the host country, you may be able to tailor the exchange to match your interests or to include tours of specific places or regions. The four most common types of short-term exchanges are homestays, tours, family-to-family, and international youth camps.



## WHAT IS ROTARY?

Rotary is a global network of community volunteers. Rotary club members are business, professional, and community leaders who provide humanitarian service, encourage high ethical standards, and help build goodwill and peace in the world. More than 33,000 clubs conduct projects to address today's challenges, including illiteracy, disease, hunger, poverty, lack of clean water, and environmental concerns. For more information, contact Rotary International staff at [youthexchange@rotary.org](mailto:youthexchange@rotary.org).



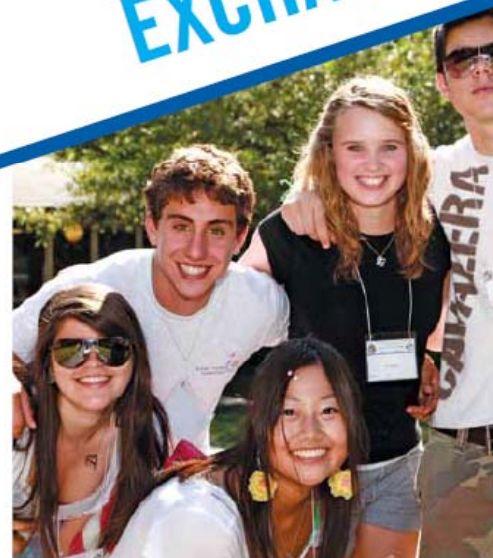
# SHORT-TERM YOUTH EXCHANGE



ROTARY INTERNATIONAL

One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
[www.rotary.org](http://www.rotary.org)

756-EN-(410)



## ELIGIBILITY

Rotary Youth Exchange programs are open to students ages 15-19. To qualify, applicants should be above-average students who have demonstrated leadership in their community. Candidates should also possess qualities such as flexibility and a willingness to try new things that will enable them to fully experience life in another country and become excellent cultural ambassadors.

## MEET NEW FRIENDS AND FORM INTERNATIONAL FRIENDSHIPS

All applicants must be sponsored by a local Rotary club and complete a written application and in-person interview.

## PROGRAM COST

The program is completely administered by Rotary club members, keeping program expenses low. Costs vary depending on the district and country where the exchange occurs, so contact your local club or district for specific information. Typically, students and their parents or guardians are expected to cover the following expenses:

- Round-trip airfare
- Travel insurance that includes medical, accident, and illness coverage and meets the requirements of the host and sponsor clubs and districts
- All travel documents, such as passports and visas
- Spending money, ancillary travel, and tours

## HOW TO APPLY

Rotary Youth Exchanges are administered locally, and all applicants must be sponsored by a local Rotary club and district.

Rotary clubs exist in more than 200 countries and geographical areas, and Youth Exchanges take place in nearly all of them. Check with your local Rotary club about whether it participates in the program. To find the club closest to you, use the Club Locator at [www.rotary.org](http://www.rotary.org).

## BE AN AMBASSADOR FOR YOUR OWN COUNTRY

After you've spoken with your local Rotary club or your district Youth Exchange chair, Rotary club members from your area will ask you to complete a preliminary application. Your district chair and local club will help guide you through the application and interview process.

## EMBRACE NEW EXPERIENCES AND CULTURAL DIFFERENCES

## STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.



## Integrate Training with Long Term Parent and Student Training

### Joint – with Long Term

- Initial Orientation
- Interviews – separate procedures, but done same day
- Regular Student Meetings (monthly)
- Working through Applications
- Writing Papers – trivia games or other options to prepare students
- Language Training with help of Inbounds
- Parent Spring Orientation
  - Host Family Training – Both LT and STEP families host – Include

### Inbounds

- Safety and Youth Protection
- Culture Shock – STEP is less of an issue, but they all go through it

# Integrate Training with Long Term Parent and Student Training

## Separate LT and STEP

- VISA Discussions
- Tours
- Travel Agent
- Timing
- Matching



# Thank You! Questions

**John Koetz**

**Ohio Erie - STEP Chair**

**John@wedavis.com**

**Work - [614-443-0533](tel:6144430533)**

**Cell – [614-519-1836](tel:6145191836)**