

ROTARY YOUTH EXCHANGE

TRACK 1

For Those New to Program



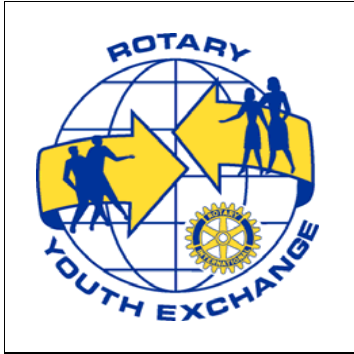
Table of Contents

• Overview	4
• Rotary Club Involvement	14
• Rotary District Involvement	21
• Long Term Outbound Program	26
• Long Term Inbound Program	48
• Short Term Exchange	74
• Budgets	80
• VISA Process	85



Table of Contents

- Administrative Matters 91
- Initiating Exchanges with countries 97
- Certification 104
- Access Presentation on Web 105
- Summary 106
- References 111



ROTARY YOUTH EXCHANGE

An Opportunity of a Lifetime



What Is Rotary!

- International service organization
- Overall Goal – making community, world a better place
- One major goal – Polio Plus
 - \$240 million and counting has been raised to immunize children of the world
- Key program – Rotary Youth Exchange
 - Providing ambassadors through our youth



Youth Exchange Program Summary

- Two Programs
 - Short Term Program
 - Long Term Program
- Opportunity to experience new culture
- Opportunity to be the ambassador
- Opportunity to make friends for a lifetime



Short Term Program

- One on One exchange with another student
- Hosted by exchange student's family
- Normally three to four weeks in each country



Long Term Program

- For one school year
- Total immersion in the culture
 - Will become fluent in the language
- Hosted by 3 families (on the average)
- Supported by Rotary club and Rotary counselor



Characteristics of RYE

- Careful interviews
- Thorough orientations
- Local support group (Rotary club)
- Activities provided by Rotary
- Low cost

WHY ROTARY YOUTH EXCHANGE IS #1 !



Qualifications of Rotary Exchange Student

- Good student (upper half of class)
- Willingness to adapt to new situations
- Initiative to get involved in activities
- Willingness to speak to groups
- Attitude for giving to others

THE TRAITS FOR BEING AN AMBASSADOR



Costs of the RYE Programs

- Short Term -- \$1800
 - Air fare
 - Insurance
 - Incidental costs abroad
 - Costs for hosting
 - Long Term -- \$4,500
 - Air Fare
 - Insurance
 - Orientations
 - Language camp
 - Monthly allowance
 - Blazer, pins, slides
- Host club provides allowance



Schedule

- Short Term
 - Interviews -- Dec
 - Orientation -- April
 - Exchange -- Jun - Aug
- Long Term
 - Club Interview - Oct
 - Dist Interview --Dec
 - Orientation – Jan, Mar
 - Orientation camp- June
 - Departure -- Jul - Aug
 - Return -- following June / July

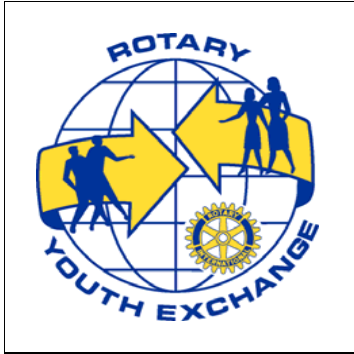


For More Information

- Short Term
 - Local club rep
 - ST Outbound Coordinator
 - Youth Exchange Officer
- Long Term
 - Local Club Rep
 - LT Outbound Coordinator
 - Youth Exchange Officer

Web Sites: scrye.org

yeoresources.org



ROTARY CLUB INVOLVEMENT



Club Involvement is Critical

- No club involvement ==> no program
- 10 to 20% of clubs agree to host in SCRYE
- # of outbound students -- 3 to 10 / district
- Other US districts host & send 40+ students
 - Alaska, Ohio, Michigan, Washington, NY
- Improvement needed and certainly possible
 - A culture change



Challenges to Club

- For hosting students (long term)
 - Budget (\$1,500 to \$2,500)
 - Host Families (perhaps biggest challenge)
- For sending student (short term / long term)
 - Little cost unless providing scholarship
 - Provide banners
- For both
 - Having committee to lead effort (more later)



Paybacks Can Be Enormous

- Inbound / outbound students
 - Memorable experience of lifetime
- Rotary members
 - Opportunity to become true Rotarians
 - Friendships around the world
- Rotary clubs
 - Involved in making world a better place



Club Structure for YE

- President
- Board of Directors
- International Director
- **YOUTH EXCHANGE COMMITTEE**
 - Club YEO (2-3 year term)
 - Counselor(s) for Student(s)
 - 3 to 5 members (2 to 3 year terms)



Tasks for YE Committee

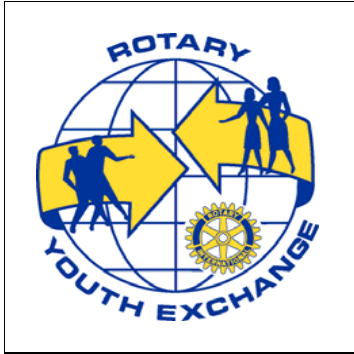
- Inbound Program (for long term students)
 - Find host families (look for dynamic Moms)
 - Appointing counselor (the “best friend”)
 - Getting student involved (club, school, city)
- Outbound program
 - Advertising short term / long term programs
 - Interviews / orientations (club and dist levels)

TASKS SUMMARIZED IN RI MANUAL, PAGE 7



Sources for Help

- District Committee (if active)
- SCRYE members (why we exist)
 - Web Site scrye.org
- USA / Canada
 - Web Site yeoresources.org
- RI materials / resources
 - See Youth Exchange Handbook, page B-1



Rotary District Involvement



Strong District YE Leadership Essential

- Gain support of District Governor
- Promote club involvement
- Establish exchange agreements abroad
- Oversee budget and calendar
- Lead activities during year
- Support clubs as needed
 - Giving programs at Rotary meetings
 - Helping clubs to solve problems



Activities

- **Outbound Program**
 - Promoting program at schools
 - Student interviews
 - Family and student orientations
 - Rebound orientation
- **Inbound Program**
 - Counselor and host family orientation
 - Student orientation
 - Socials (Christmas party, ...)
- **District Conference**



District Committee Basic Structure

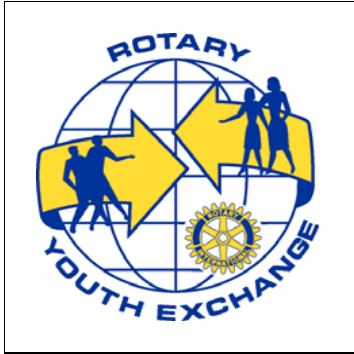
- Youth Exchange Officer
- Long term chairmen
 - Inbound students
 - Outbound students
- Short term chairman
- Treasurer

See Page 6 of RI Youth Exchange Handbook



Numerous Resources to Help

- RI (handbook, other materials)
- SCRYE
 - July and February meetings (bring DG's)
 - Mentors
 - SCRYE Program Guide
 - Web site (www.scrye.org)
 - Including much of presentation material
- USA Canada Rotarians

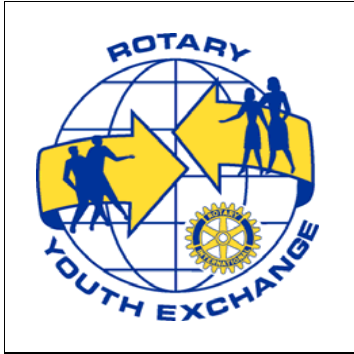


Outbound Program



Three Elements

- Recruiting
- Interviews
- Orientations



Recruiting Outbound Students



What Will Intrigue Student?

- Former exchange students (Rotex)
- Web Sites, Facebook, ...
- Videos
- Inbound Exchange Students
- Enlightening Message from Rotarians



Club Involvement is Key

- How many clubs make visits to schools
 - 5 or more clubs
 - 10 or more clubs
 - 25 or more clubs
- Visitor does not have to be expert
 - Material is available to answer all questions
 - Experienced people will help



Approaching Schools Does Work

- Al Kalter initiated exchange program in Florida
 - Approached 5 high schools (each for full day)
 - Obtained 16 applicants
 - Accepted 11
- Michigan district recruits at club level
 - More schools approached
 - 50 outbounds / 50 inbounds



Message at School

- Rotary Youth Exchange Program is special
- Looking for 20 (or 30 / 40) students from 150 schools in district
- Not right for all students
- Fantastic opportunity for those wishing to be ambassador



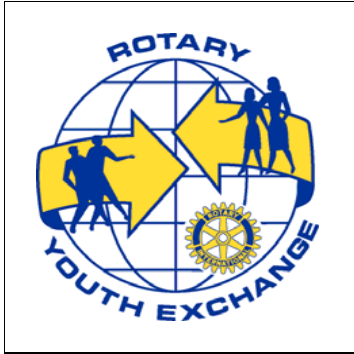
Follow On Meeting

- For Students and Parents
- Those supporting
 - Rotarians
 - Inbounds and Rotexes
 - Rotex parents
- Tools
 - Presentation
 - Videos
 - Speeches (Rotex, Rotex parents, Rotarians)



Keys to Success

- Numerous Rotarians working across district
 - Active approach, not waiting for students to magically appear
- Repetition of process year to year
 - Learn from experience
 - Schools will expect you and advertise
 - Improve as we go



Interviewing Outbound Student Applicants



Qualifications of Rotary Exchange Student

- Good student (upper half of class)
- Willingness to adapt to new situations
- Initiative to get involved in activities
- Willingness to speak to groups
- Attitude for giving to others

THE TRAITS FOR BEING AN AMBASSADOR



Interviewers

- Rotarians
- Students – Rotexes and Inbounders



Interviewees

- Suggest interviewing long term and short term students at same meeting
 - Students may change minds on which program they want to be in
 - Short term students will gain insight into long term program and may later apply for long term



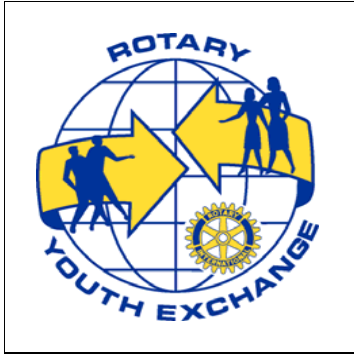
A Process

- Multiple interview stations
 - Adapting to Host family
 - School
 - Being an ambassador
 - Speech
- Students rotate to each station
- Compilation of scores / discussion
- Later independent assessment by Rotex
- Further Assessment over week-end
(Christmas party with inbounds)



Decision Making

- Factors to consider
 - Number of slots available
 - Likelihood that student will succeed in new culture / language environment
 - Would interviewer be willing to host student in own home?
- Better to say no than to have student fail
- Short term exchange may be alternative for less mature students with good attitudes



Outbound Student Orientation



Purpose

- To prepare student as well as one can be prepared to spend their time abroad
 - For long term students
 - For short term students
- Superb material in RI RYE Handbook
 - Long Term Orientation -- Sect 6, page 23
 - Short Term orientation -- Sect 8, p. 34



Categories of Material

- Topics for all orientations
 - What is Rotary
 - Why does Rotary sponsor Youth Exchange
- Preparation for departure
- Helpful hints for time abroad



Preparation for Departure (p. H-1)

- Importance for learning the language
- Knowing the country culture
- Passport, VISA, Insurance, Airline tickets
- Immunizations
- Gifts, Photography
- Luggage, Packing
- Blazers, trading pins, ID cards
- Speeches, pictures on CD, ...



Helpful Hints for Year Abroad (p. H-2)

- Rules and expectations of Rotary (p. C-1)
- Being the ambassador
- Adapt to Host Family, questions (p I-1)
- Importance of Rotary counselor
- Participation in School
- Homesickness, communications home
- Making close friends, speaking language
- Getting involved with club and community



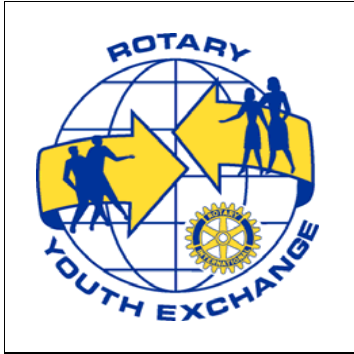
Schedule for Orientations

- Long Term Students
 - With families -- January to April
 - Retreat with students in June
- Short Term students
 - San Antonio -- week-end retreat with long term students
 - Houston
 - 1 Saturday in April



Useful Hints in Orientations

- Use of Rotex students ***
- Rotary video, materials (p. B-1, B-2)
- Preach little as possible; use role play
- Provide orientation manual (their Bible)
- Provide directory of participants
 - They do become close friends



Inbound Program



Two Orientations

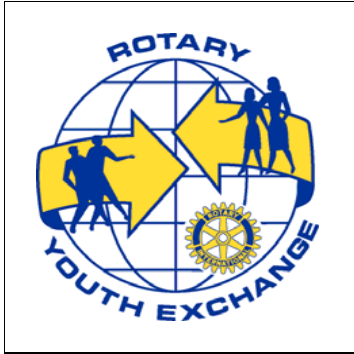
- Counselor and Host Family Orientation prior to student arrival
- Student orientation within 2 to 6 weeks after arrival

SCRYE orientations are on scrye.org
New video available from Ohio Erie
Multi District



Counselor / Host Family Orientation Tidbits

- Address calendar / budget
- Have former host family / counselor speak
- Stress “treating student as your own”
- Emphasize club involvement
- Prepare, prepare, prepare



Importance of Rotary Counselor



Rotary Counselor Is Key to Success

- Year-around Rotary contact to student
- Best friend to help solve problems for student and host families
 - Students 16 to 18 years old and need help
 - Important small problems get resolved before they become big problems !!!
- Rotary counselor must want to devote time



Tasks Begin Before Student Arrives

- Welcome letter to student with pictures
- Ensure contact from host families
- Insert articles in club bulletin
- Plan options for school (classes, activities)
- Look for initial set of friends (Interact, ...)



Tasks on Student's Arrival

- Build rapport (host in home for week-end)
- File important papers (passport, Visa, DS 2019, return airline ticket)
- Ensure insurance in order
- Open bank account
- Discuss end-of-year tour with student
- Arrange with families for welcome party

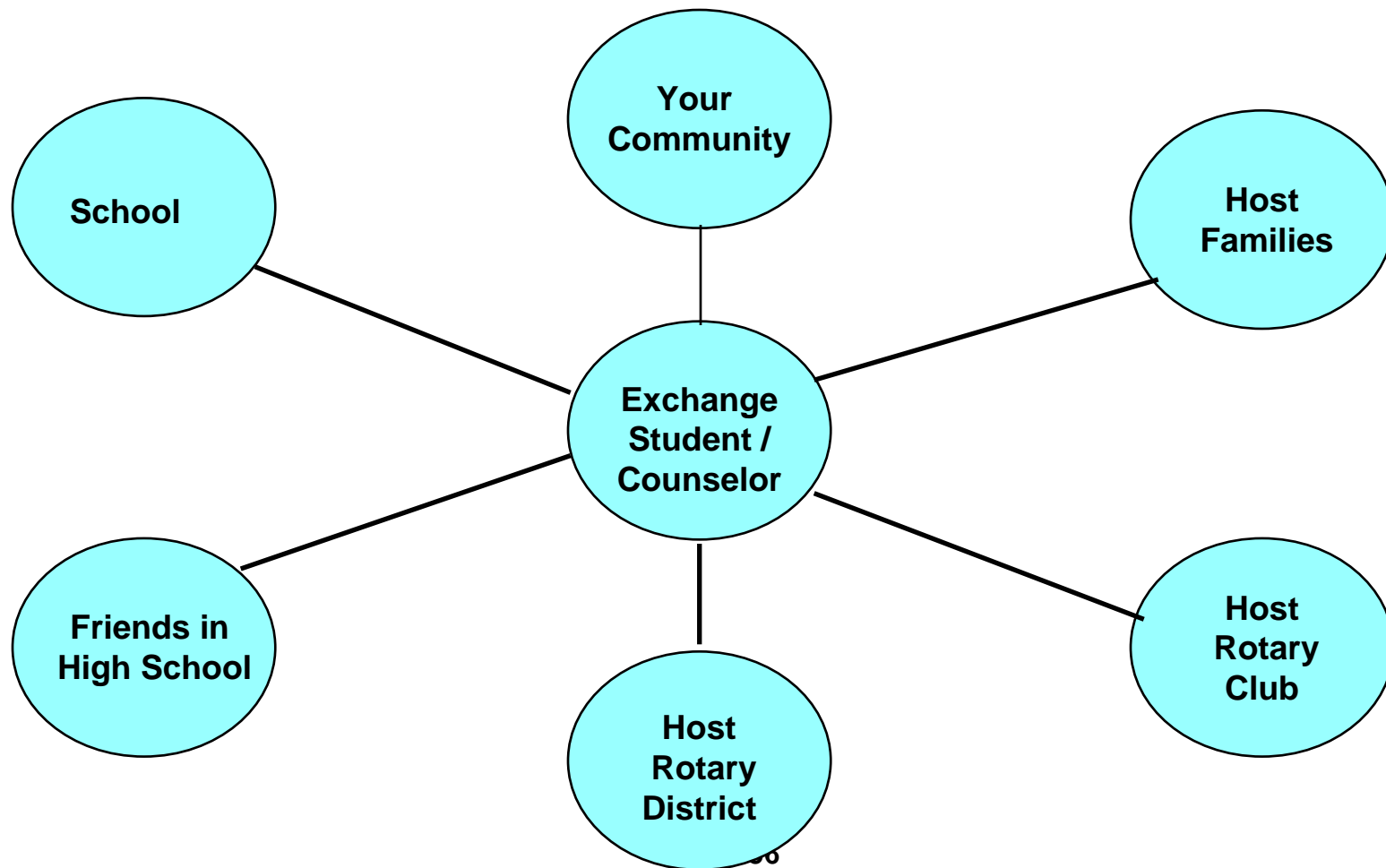


Ongoing Ways to Help

- Challenges for student are many
 - Adapt to host family
 - Apply self at school; establish rapport with teachers
 - Make right set of friends
 - Become involved in Rotary club
 - Be known in the community
 - Communicate to Rotary back home



CHALLENGES FOR THE ROTARY EXCHANGE STUDENT





Some Counselor Responsibilities

- Be the “best friend” for the student
- Support host families
- Serve as link from club to student
 - Help to get club involved
- Transition students from family to family
- Monitor student progress in school



Problem Solving

- Naive idea -- students will not need help
 - New culture, language, friends, families
 - 16 to 18 years old
- They need the best friend
- Numerous examples have occurred where student has problem and counselor not there
- Small problem became big problem
 - Potential situation to be sent home



Ways for Counselor to Seek Help

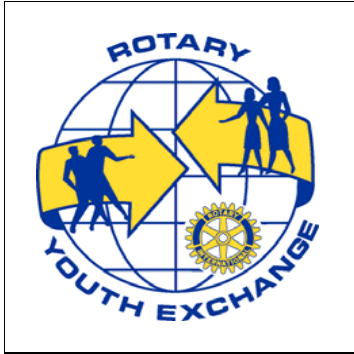
- Youth Exchange Committee
- District Committee / YEO
- SCRYE
- RI Youth Exchange Handbook (pp 28-31)
- **See link from Rick Favaloro**



Summary

- Active counselor is vital to student
- Ensure orientations are held for counselor
- Good idea -- counselor-in-training for following year

See counselor checklist for more details!



Host Family Preparation



Basic Rule for Host Families

- **TREAT STUDENT AS YOUR OWN!**
 - Responsibilities
 - Rules (Curfew, ...)
 - Freedoms

Note: Students are here to learn and understand our way of life and are instructed to adapt, adapt, adapt



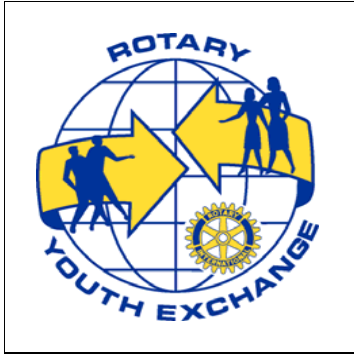
Expectation of Student Toward Family

- Be considerate, ask permission
- Allow host family to know your friends
- Understand parent position
 - Sometimes they will have to say “no”



Suggestion

- Students and host families review list of questions provided by Rotary
 - What do I call you?
 - Should I wash my clothes?
 - Does Dad have a favorite chair?
- Proven effective technique for heading off problems / awkward situations before they occur



Inbound Student Orientation



Key Factors

- Utilize Rotex
- Force 2-way communication
- Stress maintaining calendar
- Emphasize good decision making, being the ambassador
- Conduct 1-on-1 individual orientations at the end



Sample Family Rules

- No smoking (against law in Texas)
- Be on time (call if going to be late)
- Curfew
- They need to know your friends
- Keep up with homework from school
- Follow rules using telephone

See list of questions to ask each new host family.



Rotary Expectations toward School

- School requires you to attend classes regularly and be a good student
- Have clear understanding of school credits you wish to transfer home
- Say thank you to school teachers
- Sometimes Rotary will take you out of school; you are expected to make up work



Making Close Friends

- A major challenge to YE students
- Be careful to choose right set of friends
- Join clubs; actively participate
 - Interact (in many of the schools)
 - Sports
 - Theater
 - Band, orchestra



Speaking English

- At times students speak own language
 - Considered quite rude
 - Forces others away from you
- This can be major problem



Following Rules of Rotary

- No drinking
- No driving (including no drivers' education class)
- No drugs
- No serious dating
- No downloading or “drilling”

Quick ways to go home!



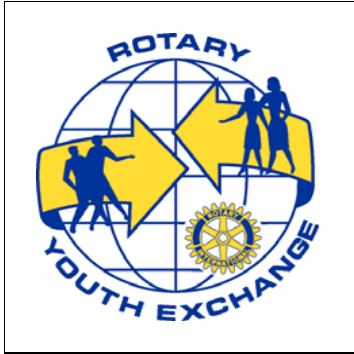
Other Rotary Expectations

- Follow rules signed in application
- Make every effort to adapt to family
- Seek Rotary help (counselor, others)
- Remember -- **RYE not a travel program**
- Be prepared to give presentation to Rotary club during year



Getting Involved in Community

- Rotarians will encourage your involvement in Rotary and community
 - Rotary meetings
 - Orientations for American students
 - Programs to Rotary clubs
 - Programs to schools and clubs
- Be prepared to say “yes” and be proud to be ambassador for your country and for Rotary



Short Term Exchanges



Three Categories

- Home stays
 - Most of our experience
- Camps (can include college students)
 - Conducted Europe, Turkey, California, ...
- New Generations (ages 18 to 25)
 - For individuals or groups
- See RI Booklet, Chapter 8



Home Stays

- Ages 15 to 18 (high school)
- 1 on 1 exchange with another student
- Hosted by exchange student's family
- Normally three to four weeks in each country
- Good mentors – Birda Gaskin (5910), Kent Fischer (5840), Kathy Meurin (5840), Glen Mattingly (5910)



Camps

- Brings students together from several countries
- Examples
 - Wilderness camp in Canada
 - Turkey
 - California – Bill Sturgeon
- Any district can initiate one of its own
- Mentors – friends in above areas



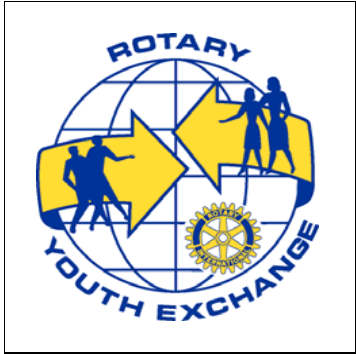
New Generations

- Can be for individuals
 - Short term exchange at higher age level
- Can be for groups, led by Rotarian
 - Much like a GSE team, but not foundation supported
 - Examples – College class
- Mentor – Paul Reagan (D6110)



Common Characteristics

- Provide introduction to new culture
- Require interviews
 - Suggest doing jointly with long term interviews
- Require orientations
- Provide opportunities to be ambassador
- Predicted cost – mostly driven by airfare



Budgets



Money Flow in D5890

- District
- Host Clubs (for student activities)
- Outbound Students (Flat Fee System)



District Budget

- SCRYE meetings – travel and registration
– for YEO, committee chairs, and Dist Governor
- SCRYE fees
- Language camp
- Interviews and Orientations
- Socials
- Promotional material
- Administration fees (postage, DS 2019, etc.)



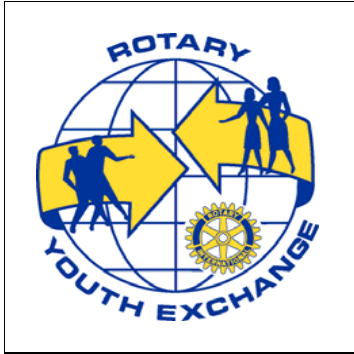
Club Budget

- Student allowance
- District activities for students
 - Orientation Week-end on the river
 - Youth Exchange Conference in Tulsa
 - District Conference
- T-shirt and Sweatshirt
- Other (Rotary lunches, Xmas present, ...)



Outbound Student (Flat Fee System)

- Student Fees to district cover the following:
 - Airfare
 - Insurance
 - Orientation Camp
 - Slides or CD, Business Cards
 - Blazer
 - Trading Pins, shirts
 - Orientations
 - Administrative
 - Reunion



VISA Process



US VISA Process

1. Inbound Student

- Purchases insurance
- Includes passport page (legal name) with application
- Forwards applications to sponsor district

2. Sponsor district

- Assures applications are complete
- Forwards applications to host Rotary district



VISA Process, Continued

3. Host Rotary District

- Verifies applications are complete
- Forwards applications to host club



VISA Process, Continued

4. Host Rotary Club (**process slows here**)
 - Finds host families; conducts in-home interviews; obtains CBC
 - Signs guarantee form (3 copies)
 - Gets school signature / stamp on all 3 copies
 - Mails 2 or 3 guarantee forms, copy of first page of application, signed host family #1 application to district representative



VISA Process, Continued

5. Rotary District

- Forwards papers to SCRYE Responsible Officer (RO)

6. Responsible officer

- Registers student into US govt web site (SEVIS)
- Generates DS 2019 form
- Forwards DS 2019 form to District



VISA Process, Concluded

7. Host Rotary District

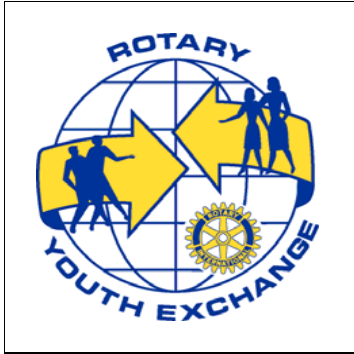
- Sends to Sponsor Rotary District
 - DS 2019 form with Visa instructions
 - Completed guarantee form (2 copies)

8. Sponsor Rotary District

- Updates records to show papers received
- Forwards papers to student

9. Student

- Requests VISA from US consulate



Administrative Matters



Administrative Matters

- SEVIS Reporting
- CSIET Surveys
- Host Family Interviews
- Student Insurance



SEVIS REPORTING

- On Student's Arrival
 - YEO reports name, date of arrival, and host family address (no P. O. Box) to
 - Responsible Officer (RO)
 - CISI-Bolduc Insurance
- When student changes addresses
 - YEO reports name, new address, and date of move to RO

**ALL NEW ADDRESSES MUST BE
REPORTED WITHIN 5 DAYS OF MOVE**



Audits

- Annual audits required (RI, DOS, or CSIET)
- Paperwork submitted to auditor
 - for Inbound Students
 - for Outbound Students
 - For District processes
- Vital to collect paperwork in one place in preparation for audit and track material as it comes in



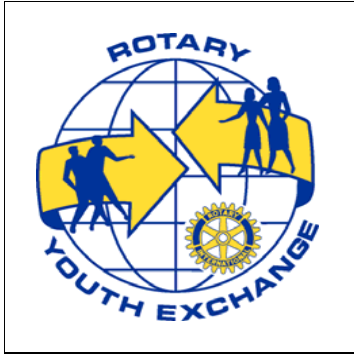
New Policy: Host Family Interviews

- **New Req'ment from Rotary International**
 - In home interviews must be conducted for all host families
- **Applications available on scrye.org, Appendix B**
- **Club sends signed application to District following in home interview with completed guarantee form**



Student Insurance

- Insurance provider – CISI - Bolduc
- Policy / claim information
 - ‘www.cisi-bolduc.com’
 - 1-800-303-8120 x 5181 (Zrinka)
- Deductible \$100 for illness; \$0 for injury
 - 80% coverage after deductible
- Contact SCRYE insurance officer if you have questions



Establishing Exchange Agreements



Elements

- Student preference for country
- Rotary perspective
 - Openings based on year by year contracts
 - Knowledge of other districts' involvement
 - Willingness to establish new contracts



Student Input

- Student lists top 3 priorities
- Basis for input
 - Knowledge of language (good)
 - Familiarity with country
 - “Popularity” of country



Rotary Perspective

- Country not nearly as important as level of involvement by partnering district
- Would like to take advantage of student's knowledge of language
- Each new exchange contract means finding another host club in district



Contacting Other District

- Some countries easy to get contract
- Other countries / districts normally full
- Others not qualified / certified
- Consult members of SCRYE for help
- RI directory has contact information for certified districts



Timetable

- Club Interviews October
- District Interviews Nov / Dec
- Send exchange request Oct - Dec



Exchange Details

- Insurance
- Student restrictions
 - Age / grade in school
 - Vegetarians
- Date of Arrival



Certification

- Requirements from RI for Rotary districts worldwide
- State Department also has levied requirements for US programs
- Will improve program significantly
- SCRYE processes and forms in place to help districts and clubs



www.scrye.org

- This presentation
 - Select “Rotarians within SCRYE”
 - Select “Rotarian Training Information”
 - “YE Program A to Z”
- For forms, orientations, and processes on Certification
 - Select “YE Certification”



Summary

- Overview
 - Good summary for presenting to outbound applicants and parents
- Rotary Club Involvement
 - Committee is essential for program to be successful year after year



Summary, Continued

- Recruiting Outbound Applicants
 - Conduct numerous information meetings across district to promote program, utilizing Rotex
 - Repeat year after year, so students know you are coming
- Interviewing Applicants
 - Insist on quality – better to say no than to have student fail



Summary, Continued

- Student Orientations
 - Emphasize expectations are high for being ambassador for Rotary
- Counselor / Host Family Orientation
 - Treat students as your own
 - Importance of preparation – staying ahead of the challenges that will face student



Summary, Continued

- Short Term Exchanges
 - Valuable introduction to new culture
 - Family criminal background check and in home interview are required
- Visa Paperwork Process, Long Term Inbounds
 - Timeliness critical to ensure student arrives on time



Summary, Continued

- Certification Process
 - Vital to collect club paperwork at district level, in one place
- Exchange Agreements
 - Country not nearly as important as level of involvement by partnering district



References

- RI Rotary Youth Exchange Handbook
- Web Sites
 - Scrye.org
 - Youthexchange.org
- Enclosures
 - Counselor checklist
 - Finding host families (Lloyd Morris)