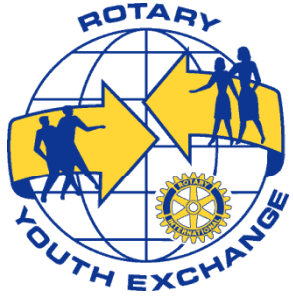


# ROTARY A-Z GUIDE FOR A NEW YEO



# Who's the boss??



# You are “YEO”

“YEO” = Youth Exchange Officer

– each Club will have their own YEO

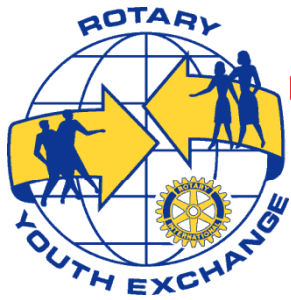
- District Youth Exchange Officer or
- District Youth Exchange Chairperson is the same person

RI has listed under International Avenue of Service  
or some Districts place under “Youth Programs”



# Prepare for “your year” or rather three years.....

- Determine District’s certification status from RI:  
Exchanges are NOT permitted unless they are certified
- Read District Youth Exchange Policy to learn what you are to do and to locate the necessary forms
- Complete your handbooks and materials to be distributed to include:
  - District Youth Exchange Calendar of events
  - Reporting forms
  - Handbooks or manuals for club, counselor and host family
- Conduct training, orientations and interviews
  - District Committee members
  - Club Committee members and volunteers
  - Rotary Counselor
  - Host Families (may be done by the club or the district)



# Two Programs plus NGE

- **Short Term –**
- **\$1800 to \$2,200 (USD)**
  - Air fare
  - Insurance
  - Incidental costs abroad
  - Costs for hosting
  - No student allowance
- **Long Term –**
- **\$3,250 to \$4,500 (USD)**
  - Air Fare
  - Insurance
  - Orientations
  - Language camp
  - Monthly allowance
  - Blazer, pins, slides
  - 5• Club allowance



# STRUCTURE

- CLUB
- Club 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)
- DISTRICT
- DG and DGE and DGN
- Chair or Co Chair
- 5 + members
  - Inbound co-ordinator
  - Outbound Co-ordinator
  - Treasurer?
  - Communications/secy
  - Hired person???????
  - Rep from each club???????



# Beginning your Year! (July 1<sup>st</sup>)

- All long term inbound students should be placed
- All long term outbound students have returned home or will be home soon. REMIND them of Rebound meeting
- Right in the middle of your short term exchanges



# Timetable

## (Varies by District or Country)

- Beginning a new year July / August
- Students depart/arrive August

### NOW CHANGE GEARS FOR NEXT YEAR

- Students (inbound) orientation September
- Club Interviews (outbounds) October
- District Interviews (outbounds) Nov / Dec
- Send exchange request Oct – Dec
- Send outbound applications Jan – Mar
- Receive new inbound applications Jan – Mar
- Place inbound students for next year Feb – May
- Students (outbound) orientation Jan – Jun
- Students rebound (inbound) orientation May - Jun





# Schedules Another way

- **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



# Prepare for next year.... **RECRUIT**

**(Committee, host clubs, and future outbound students)**

- **Recruiting is done all year round!**
- \*\*\* Make it personal
- Call your friends ,fellow Rotarians, churches, youth groups
- Never throw away a name
- Write news articles about the student's experience, service projects they work and include photos **generic(new DOS regulations)**



# District Budget

- District/Multi-District Functions:
  - Training, Orientations, Meetings
- Multi-district membership fees
- Promotional material
  - Manuals, CDs, Brochures, Posters, Post Cards
- Administration fees
  - postage, DS-2019s(if needed), etc.



# Budget

## Sample from one District

Based on 7 Inbound Students, 2 Outbound Students and 5-7 Rotarians traveling \$10,000 for one year

- Travel (transportation, lodging)
  - Inbound orientation
  - District Events (Conference, Retreat, Assembly, Training Club Committees)
  - Country Annual Meeting – February (Air, Car, Depends on Distance)
  - Association Annual Meeting - July
- Training (registration fees)
  - Inbound Registration (\$80 - \$150 per student)
  - Annual Meetings
  - USA/Canada Network Conference/ EEMA/ Australia/ Brazil /Japan etc
- Communication
  - FedEx / Mail / UPS packages for Exchange Students
  - Telephone (International calls)
  - Printed materials; Copies, CD's, training materials ( i.e. USA Ohio DVD \$15 per copy)
- Misc Expenses
  - Flags / Banners for District Events (\$35-\$75 per set)
  - Lapel Pins for students (Request DG to provide 250 per student)
  - Dues to multi-district (Due in November per student fee)
- If the CLUB will pay for one committee member to attend training the District will pay the for the 2<sup>nd</sup> person to help build awareness and excitement in the clubs



# Administrative Matters

## District YEO

- Certification
- Abuse Prevention Policy
- Host Family, Counselor and Volunteer Interviews
- Host Family, Counselor and Volunteer Training



# **CBC**

**(CRIMINAL BACK GROUND CHECKS)**

- **WHO SHOULD RECEIVE A CBC or THE EQUIVALENT??????????????!**
  - ADULTS WITH DIRECT PERSONAL CONTACT
  - VOLUNTEERS, HOSTS, YEOs, COUNSELORS
- **WHAT IS REQUESTED FOR CBC**
  - FULL NAME & DOB & ADDRESS(Social Security )
  - SUBMIT TO DISTRICT FOR APPROVAL
- **WHO CHECKS CBC**
  - TRAINIED AND APPROVED DISTRICT MEMBER(S)
  - DISTRICT E-MAILS CLUB OF DECISION
  - DO EVERYONE EVERY YEAR ( NEW DOS)
- **DISTRICT KEEPS FILES FOR 5 YEARS**



# Youth Protection Policy

- All persons with (unsupervised )direct contact with student must receive abuse/harassment prevention training
  - District YE Committee members
  - Host club YE Committee members
  - Host family members
  - Rotary counselor
  - Volunteers
- Resources
  - Ohio-Erie DVD available for \$15 at <http://www.ospmedia.com/rotarydvd/rotaryorder>
  - RI Abuse and Protection Manual



# Certification

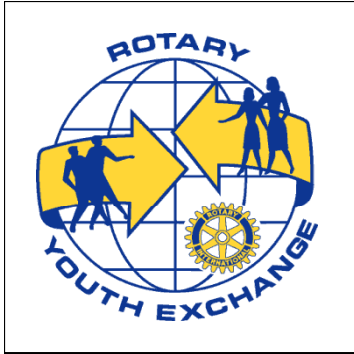
- Requirements from RI for Rotary districts worldwide  
Are the same or the equivalent  
State Department also levying requirements for USA  
programs. CSIET also has regulations we must follow  
State Department now doing forensic audits on  
prior year...and what does this mean for our  
exchange partners?  
RI, Multi –districts and other districts will help districts  
and clubs with forms, orientations, and processes on  
Certification and audit requirements...ASK!





# Interviews Training

- Requirement from Rotary International
  - In home interviews must be conducted for all host families - even repeat families
  - Counselors and Volunteers are also interviewed
  - DOS requires interview, CBC then orientation-new
- Applications available on line at [YEOresources.org](http://YEOresources.org) and at RI
- Club sends signed application to District for a CBC to be conducted
- Hosts, Counselors and Volunteers receive Training



# Processing of Applications



# Student Interviews

- Students **and parents** are interviewed at club level and at District level

## **QUALITY IS THE PRIORITY**

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



# Process to Send an Outbound Application

Applications can be downloaded:

APPLICATIONS AVAILABLE ON [www.Rotary.Org](http://www.Rotary.Org)

Or [www.YEOresources.org](http://www.YEOresources.org)(USA/Canada form) or other country approved form

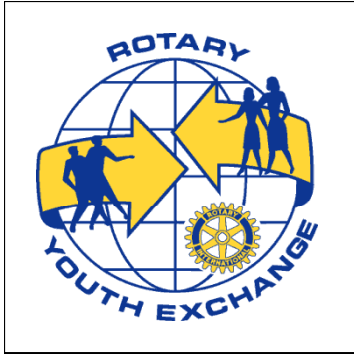
**TYPE THEM, DO NOT PRINT THEM**

- Long Term applications need four copies (due November 1<sup>st</sup>)
  - Must have all original photos
  - Must have all “original” blue ink signatures
  - Interview applicant
    - 1<sup>st</sup> by club youth exchange committee
      - “if” the club approves the application the guarantee form will need to be signed
    - 2<sup>nd</sup> at District interview
- Students will select the countries at this interview. Show students what options are available.



# Guarantee arrives now what?

- FOR OURBOUNDS-Scan or make a copy of the Guarantee Form and any other important papers; keep in student file.Start them getting visa.
- FOR INBOUNDS Fax or scan and e-mail a copy of the Guarantee Form to Rotary International (must be done within one month of arrival)
- Create a Welcome Package and mail DS2019 AND GUARANTEES to District chairman along with other program information.. Email your exchange partner and student that you have shipped the package and provide tracking numbers if possible so they can be on the lookout for it.
- Student can apply for their visa after original documents are received from their District Chairman.



# Orientation of Inbound and Outbound Students



# Inbound Orientation

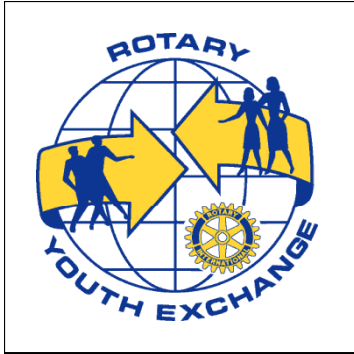
- Done at the District level
- Occurs within 30 days of arrival
- Can be done jointly with another district



# Outbound Orientation

- Done at the District level
- Occurs sometime during Jan — Jun in USA
- Can be 1 to 4 sessions depending upon the district
- Orientation is given prior to departure (Outbound) and shortly after return (Rebound)
- Many districts conduct Outbound Orientation and Rebound meetings jointly with other districts
- The goal? **Junior Ambassadors**





# Paper Retention Policy



# Inbound Student File

## INBOUND STUDENT FILE- 1 FILE PER STUDENT

Copy of complete application

Copy of Guarantee form

Copy Passport and visa, I-94, \*

Copy DS2019

Copy Insurance card \*

Copy airline ticket\*

Record of orientation and mandatory District attendance

Current Contact information natural parents \*

Contact information Sponsor District YEO and club(in app and guarantee)

Current Contact information host parents (must notify of change in 5 days)\*

Host Family applications \* including backup host

Host family in home orientation (before stay)\*

Host family background clearance \*

Record of host district orientation and interview

Counselor volunteer form and clearance \*

Counselor report form( giving English evaluation)\*

Record of regular contacts by counselor \*

Any related issues addressed or correspondence

Copy of card with emergency contacts:

Host, counselor, club President , school contacts, District Chairman, Protection officer, Non-Rotary Adult of same sex and opposite sex, 911 or any other emergency numbers\*\*\*\*\*



# Outbound Student File

Copy of application

Copies of Club level interview and recommendation\*

Copy of guarantee form

Copy of insurance

Copy of passport, visa and any other pertinent papers

Current Contact information for natural parents\*

Contact information for hosting District, club and host families \*

Record of orientation

Any correspondence /issues



# Paper Retention Policy

- FAMILY FILES

- Volunteer affidavits, CBC (or equivalent)
- In Home interview/inspection and contacts

- VOLUNTEERS/ CLUB COMMITTEE

Volunteer affidavit

Background check clearance\*

Keep written records of all Orientations

And Training for everyone, including yourself



# RESOURCES

## ROTARY INTERNATIONAL

[youthexchange@rotary.org](mailto:youthexchange@rotary.org)

Rotary Code of Policy 41.080

e-letter

## NAYEN-North American Youth Exchange Network

[yeoresources.org](http://yeoresources.org)

yeotalk

## DISTRICT AND MULTI-DISTRICT WEBSITES

Other YEO's, districts and multi districts

USA- DEPARTMENT OF STATE [J-Visa HS Regulations 62.25](#)

USA –CSIET [csiet.org](http://csiet.org)



# YOUR REWARD ???

- You have done all this work and what do you get?
- Children and families all over the world
- Doctors, lawyers and State and National representatives all over the world
- Changing the world for your children and grandchildren

**World Peace and Understanding, by golly**