



District 5520 Youth Exchange **CLUB PLACEMENT AND PROCEDURES CHECKLIST**

Updated on 6-Jun-12

Key to terms:

YEO = Youth Exchange Officer (Chair) of club committee

Counselor = Rotarian who is of the same sex as inbound student and provides regular contact and communication with student.

Local Coordinator = Club YE Rotarian who DOES screening and selection of each host family and signs forms. Monthly student and family contact and recording done by this person and DOS on-line training required.

Organizational Representative = Club YE Rotarian who DOES NOT screen and select host family but makes a visit to each host family home within two months of placement and records contact.

District Youth Exchange (YE) Chair (District Chair) = District Compliance Officer

Inbound Placement Officer – District Committee member who handles all inbound guarantee forms and inbound insurance.

SCRYE = South Central Rotary Youth Exchange – Our Rotary Youth Exchange multi-district umbrella organization which provides support, audits and certification structure.

Guarantee Form = Form found in Rotary exchange student application which, for an inbound student, must be completed and returned to District Placement Officer before the student VISA and travel documents can be approved.

List of Forms:

Club Compliance Certification
Volunteer Application and Affidavit (V-1)
Volunteer Orientation/Training Attendance (V-2)
Host Family Application (HF-1)
Host Family Interview and Inspection (HF-2)
Reference Report (HFV-1)
Host Family Orientation (HF-4)
Host Family Post Exchange Evaluation (contact district chair)
Host Family Orientation Manual
Inbound Student Contact Card
Inbound Student I.D. Card
Follow Up Visit

With the exception of Guarantee Forms, originals of each form created should be retained in the club file for the student and must be maintained for 3 years.

Guarantee form originals go to the Inbound Placement Officer and the club retains a color copy, in case of a lost document. Copies of all other forms are transmitted for the District compliance files or uploaded by a club volunteer. Please have forms available in case of multidistrict or Department of State audit. These audits may occur at random, twice annually.

District Website: www.rye5520.org

SECTION A: GETTING ORGANIZED

- 1) **Organize Youth Exchange Committee:** Minimum 2 Rotarians, 3 or 4 is optimal.
- 2) **Fund the program with a budget** as will be needed for inbound and outbound students. Contact the District Chair for current details on requirements.
- 3) **Designate a YEO and a Rotarian counselor** and identify extra volunteers.
- 4) Have YEO and Rotarian Counselor “request access” through the button at the bottom of the page. Fill out on-line form, submit form, respond to email confirmation and then have District Chair or District Communications Committee Member verify access.
- 5) **Read, sign and submit Club Compliance Statement** (Club President and YEO) to District Chair.
- 6) **Train and document training of all volunteers:**
 - a) Obtain **Volunteer Application/Affidavits** for all involved and send to the District Chair with reference reports completed. Each applicant must have a Rotarian do their **Reference Reports** for them and at least two reference forms must be successful contacts and the references CANNOT be Rotarians. Volunteers must be background checked by YE District Chair/Compliance Officer and approved before they may have unsupervised contact with students. Approval email will be sent to candidate and YEO when background check results are complete. Most background checks are complete in 1 to 5 days.
 - b) Insure club volunteers have minimum training required for their role:
Trainings include:
 - 1) Rotary District 5520 on-line and live training, including sexual abuse and harassment policy review. There are three vignettes which can be viewed at different times, for a total of 1 ¼ hours of training. Those materials connect this checklist to the database and general procedures for handling students and host families.
 - 2) Department of State (DOS) training for volunteers, available on line with a pass code assigned through the District 5520 Compliance Officer/Chair.
 - 3) Verbal guidance from members of the District Youth Exchange Committee.
 - 4) Manuals available on the website which provide structure for each of the roles in youth exchange.
 - YEO required to do District 5520 YE and DOS training;
 - Counselor required to do District 5520 YE and DOS training;
 - Primary student contact, “local coordinator”/counselor, must do DOS training prior to student arrival. Best if both YEO and Counselor have this training to cover minimum standards.
 - Other volunteers required to do Sexual Abuse and Harassment and club committee training. Ideal if all volunteers do DOS training so there is adequate coverage when someone is unavailable.
 - c) Submit **Volunteer Training/Orientation Attendance** or DOS training certificate to District Chair as components of training are completed. The three District 5520 vignettes can be put on the same form for recording.
 - d) Assist new volunteer with on-line computer forms and requesting access for database storage as may be needed. Call Communications District Committee Member for assistance with data system.

SECTION B: PLACING INBOUND STUDENTS

7) **Hosting Families:**

a) Identify first host family, a CERTIFIED LOCAL COORDINATOR visits the home, family completes **Host Family Interview and Inspection (giving them the Program Information for Host Families sheet), Host Family Profile, a Volunteer Application/Affidavit for each person over the age of 18 years in the home** and **Host Family Application**. Rotarian submits these documents to District Chair. Host family cannot receive government subsidies for food or housing.

b) Host family is NOT ACCEPTED until inspection is complete, background checks are completed, and **Reference Reports** are submitted to District Chair/Compliance Officer and response/approval email is returned. Please use same procedure as #6 a, above, for reference reports.

c) After first host family placement and approval is confirmed, complete all Guarantee Form requirements as listed on the webpage www.rye5520.org and turn into District Placement Officer.

d) Return to home for Orientation of each host family before the student arrives/moves in.

Complete **Host Family Orientation form**. Deliver **Host Family Orientation Manual** and the other related forms listed on the signed form as well as reviewing the Host Family Orientation Presentation with the household through the on-line interface or from a hard copy of the presentation. Repeat the process for each subsequent host family IN ADVANCE OF STUDENT MOVING IN!

e) A student MUST have at least two (2) and preferably three (3) different hosting families. Host families can receive NO MONETARY COMPENSATION OR INCENTIVES for hosting the student. Please check with District Chair regarding placement in single parent, no sibling home.

f) After District Placement Officer confirms that the guarantee form has been sent to student's country, club YEO/counselor and host family may make contact with inbound student for introductions and arrival planning.

g) Have an emergency host family available.

h) Trained Rotarians must make family contacts according to this schedule:

Monthly contact by local coordinator (YEO or counselor) and recordation on district website YEO/Counselor "Create Contact Report" field.

First host family contact must be in-person by qualified local coordinator and can be the same as student's first week visit. Other, contacts may be by phone or electronic mail.

A second, in-person, host family, contact by qualified local coordinator at least one other time in the spring semester and once in the fall semester.

A visit to each host family home must be completed within two months of placement by the other Rotarian, Organizational Representative, and the results similarly recorded in the on-line system. This visit can count as the monthly visit for the club log.

i) Assist in student transfer and transition between host families, respond to issues and problems as rapidly as possible.

j) Provide **Post Exchange Evaluation** forms to host families with self-addressed, stamped envelope addressed to District Chair.

SECTION C: INBOUND MANAGEMENT

8) **Counselor:** Students must have a Rotarian counselor of the same sex who must not be a member of the host family and should not serve as a club or district Youth Exchange chair.

9) Pre-Inbound Arrival:

a) Make arrangements with local high school for attendance and provide the school with Rotarian contact information. Fill out and retain a copy of all preliminary forms submitted to high school and any letter of approval for Rotary student attendance. Submit high school attendance request to District Chair for storage.

b) Request travel itinerary from inbound student and natural parents.

c) Coordinate host family and Rotary club greeting party, prepare for arrival (thoughtful arrival objects such as a welcome sign, balloon or flowers are appropriate) and allow the student to go home and rest for the first couple days. Encourage the host family to review family rules and logistics in that time and call to check in and make appointment for YEO/counselor meeting.

10) **Inbound District Fees:** Insure that inbound orientation fee is paid to the District Youth Exchange Treasurer by the deadline specified on the bill, billing letter is sent to the Club President/YEO/Treasurer.

11) **Student arrival:** Greet the student at the airport and **immediately notify the parents and district placement officer** that the student arrived safely.

a) Trained Rotarians must make student contact according to this schedule:

Monthly contact by local coordinator (YEO or counselor) and recordation on district website “create contact report”. First contact to that host home at a minimum of once per school semester must be in person, others visits may be by other means.

Other monthly contacts may be by phone or electronic mail.

Within 3 to 7 days of arrival of the Inbound Student visit personally with the student and:

b) **Provide Inbound Student Contact Card and Inbound I.D. Card:** Fill out empty fields for student using school counselors or coordinator for Non-Rotary designees. It includes hotlines, counselor, and emergency information. Update this ID Card/Contact Sheet for the student each time they are moved or as changes happen in Rotary.

c) **Emergency Fund:** Collect US \$400 from student, open and maintain separate Rotary savings/bank account for emergencies, student does not have access to these funds. Unused funds will be returned to the student at the end of the exchange upon departure.

d) **Monthly Allowance:** \$100.00-\$150.00 – Issued by the club and begins upon arrival and monthly thereafter.

e) **Documents:** Confirm the student has their passport with the DS 2019 form and I-94 card inside. The student must keep these and their airline ticket in a secure place in their belongings. Student should keep photocopy of “picture” page of passport, visa and I-94 as duplicates and give a duplicate to the YEO and/or host parents. YEO should have a copy of student’s open ended airline ticket.

f) **Medical /Liability Insurance:** Students are to carry the insurance card with them at all times. Make copies of the student’s card and give to each hosting family and retain one for your club file.

g) **School:** Students MUST attend school and strive to succeed. They are here on a student J-1 visa and that requires them to attend school. This is not a tourism exchange program. Accompany student and host parents to school registration, as may be necessary.

h) **Student banking and cell phone:** Assist the student and host families in creation of bank account and cell phone service as may be necessary. Savings account, not checking, recommended.

12) **Inbound Student Travel:** Outside host club area- must be approved by host family, host club. Outside host District 5520 – must be approved in writing by host family, host club, natural parents and District 5520 Chair. Student should take passport and supporting documents with them when traveling outside metro area in which they live. New Mexico and West Texas have border inspection stations at multiple locations. Travel outside the US has specific restrictions, conditions, and prohibitions, contact District Chair or Inbound Placement Officer. See Travel Policy included in Host Family and Inbound Student Manuals.

13) **Visitation** by natural family of inbound should be spring break or thereafter. Visitation by young friends is discouraged. Please see detailed policies in other materials.

SECTION D: OUTBOUND CANDIDATES

- 14) **Identify and Interview Outbound Candidates:**
 - a) Publish the opportunity to apply for outbound youth exchange in your community through schools, churches and youth leadership organizations. Do not use images of exchange students in advertising.
 - b) Identify candidates and provide them preliminary application for the club process. Do a club interview with at least two Rotarians.
 - c) Upon club interview and approval, assist outbound candidate in completion of all relevant portions of the full, district application typed in original quadruplicate. **ALL SIGNATURES MUST BE IN BLUE INK FOR ALL PARTIES, STUDENT APPLICANT, PARENTS, ROTARIAN YEO AND PRESIDENT!** Incorrect/incomplete applications will be returned for correction.
 - d) Club submits four originals to District Youth Exchange Chair no later than October 20 with all signatures.
- 15) **Track outbound student acceptance** into the program through the District Chair (month of January). Support outbound candidates pre-departure as needed for attendance at District 5520 Convention and upon return to the country.

SECTION E: OTHER MISCELLANEOUS

- 16) **District orientation and event weekends:** Clubs are responsible for making sure the inbound and outbound students attend and have transportation to and from ALL District functions designated for students, listed on the RYE Calendar found at www.rye5520.org. Outbound students will be transported by their parents to outbound interview and outbound orientation. Coordination is not the responsibility of the host parent or District Committee members. There will be mileage reimbursement to the District Committee members for car pooling your student(s), if/when they assist.
- 17) **Rotary Club Meeting Attendance:** Inbound Students should attend host Rotary club regularly, at least monthly. Selected outbound students (after January 15th) should be introduced to the club and attend at least one sponsoring Rotary club meeting prior to departure.
- 18) **Contact the District Youth Exchange Committee** if there are any difficulties. The Club Committee and Counselor are the student's guide to a successful year, guide them well and everyone benefits. The District Committee is ALWAYS available, ready and willing to assist you.