

DISTRICT 5190 ROTARY YOUTH EXCHANGE PROGRAM CLUB GUIDELINES

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INTRODUCTION TO THE LONG TERM RYE PROGRAM

Rotary Clubs carry out a variety of service projects that address such critical issues as poverty, hunger, disease, illiteracy, substance abuse, and pollution. Service to youth also is a major emphasis among Rotarians. Working with and for tomorrow's leaders, Rotary Clubs sponsor service Clubs for youth and young adults and Rotary Districts offer leadership and mentoring programs.

Rotary Youth Exchange is a wonderful program whereby high school age youth are sponsored by a Rotary Club in one country to spend a year abroad under the oversight of a Rotary Club in another country, living with host families and attending a local school. The program is organized on a District-to-District basis. About 8,000 students go on exchange annually through the RYE program, and approximately 5,000 Clubs host students. Rotary has an extensive network of volunteers ready to ensure the necessary support for the program. Rotary Clubs have sponsored successful international youth exchanges for more than 60 years. These guidelines pertain to the Long Term Exchange Program. D5190 also conducts a limited Short Term Exchange Program – See the RYE D5190 website for details.

OBJECTIVES OF THE PROGRAM

1. To further international goodwill and understanding by enabling students to study first hand some of the accomplishments and problems 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 in their own country.
3. To urge students to broaden their own outlook by learning to live with and meet people of different cultures, creeds and colors, and by having to cope with day-to-day problems in a new environment.
4. To act as ambassadors for their own countries by addressing Rotary Clubs, community organizations and youth groups in their host countries, and by imparting as much knowledge as they can of their own countries to the people they meet during their year abroad.
5. To enable students to study and observe all facets of life and culture in their host country so that upon their return home they can pass on the knowledge and experience they have gained.

PURPOSE OF GUIDELINES

These guidelines are intended to encourage District 5190 Clubs to participate in the RYE program and to provide them with:

- An outline of how Clubs should interact with the District to ensure successful exchanges.
- Information and tools to help them recruit and select high quality outbound candidates and host families for inbound students.
- Information and tools to help them recruit and select high quality Youth Exchange Officers (YEOs) and counselors.
- Information on required reporting procedures.
- Additional sources of information about the RYE program.

Some Clubs have been successfully sending and hosting exchange students for many years using a process that works for them, and have the process documented so that the institutional knowledge can be passed on to successive YEOs. These guidelines are not intended to dictate that these Clubs change an effective process, but more to offer suggestions and ideas that may be useful, and to inform all Clubs of the reporting requirements the program has to operate by.

CLUB RESPONSIBILITIES

Participating Clubs must agree to carry out the following:

- Complete and return a signed compliance statement (Club Certification) that the Club is operating its program in accordance with District and RI policies.
- Appoint a YEO who appoints Counselor (s) or appoint combined YEO/Counselor. Notify District RYE with contact information and any time these change.
- Ensure YEO and Counselors complete required Dept. of State certification
- Ensure all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, Club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth, complete and sign the Youth Volunteer Affidavit or the online volunteer application, or the online host family application. Agree to, and pass, the criminal background and reference checks.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District Youth Exchange program structure (so-called backdoor exchanges).
- Ensure that no promotion of or recruitment for the RYE program in any way compromises the privacy of participants, families or schools. Specifically, personal student data or contact information may not be on websites or in promotional material.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and Club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Work with District RYE Committee to provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Ensure attendance at mandatory training for host families, outbound students, inbound students, and their parents or legal guardians.
- Follow RI guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

APPOINTMENT OF CLUB YOUTH EXCHANGE OFFICER (YEO)

The YEO's job is to coordinate the RYE program at the Club level. This person should have an interest in young people and be a proponent of cultural exchanges and travel. Depending on the size of the Club and the number of students in the program, the YEO may want to recruit additional Club members to help recruit outbound candidates and be counselors for inbound students. Some Clubs have one person who deals solely with inbounds and another who deals only with outbounds. In smaller Clubs a YEO may act as counselor as well as handling nearly all aspects of the program. One area where the YEO should definitely recruit additional Club members is to form a selection committee for interviewing outbound candidates. It is the YEO's responsibility to:

- Be the primary liaison for RYE between the Club and the District RYE Committee.
- Work with the Club president and board of directors to set a Club budget for RYE (suggested amount, \$2,500 to \$3,000 per student)
- Promote the RYE program at the Club level. (Existing exchange students are the best promoters – get them to meetings and encourage Club members to do activities with them)
- Recruit a counselor for each student.
- Start the outbound student recruiting process in a timely manner.
- Recruit and organize the outbound student selection committee (include a former outbound student and/or an inbound student).
- Keep a file for each student with relevant information such as copies of applications and interview forms.
- Make sure inbound student attends Club meetings periodically, and preferably regularly.
- Make sure the inbound student gets their Emergency Contact Form. Send a copy to the District Executive Secretary.
- Make sure the inbound travel policy is adhered to.
- Recruit host families. This is a year-round activity.
- Interview potential host families, explain the program to them and conduct the home inspection. Complete the online Host Family Interview and home visit report. Make sure the host families complete the online Host Family Application.
- Make sure all Host Family members attend Host Family Orientation PRIOR to student arrival.
- Become familiar with the YEAH! On-line Portal for inbound student information and monthly reporting.
- Report any serious problems to the District Country Contact.
- Attend the District Assembly and the District Youth Seminar to hear the latest information about the RYE program.
- Attend a District YEO/Counselor training session.
- Train your successor.

OUTBOUND STUDENTS

Eligibility

1. Participants should be secondary school pupils in good health between the ages of 15 and 18-½ at the beginning of their year abroad (usually mid-August).
2. Applicants must be of good character and reputation, and should preferably have a history of community involvement of some degree.
3. Applicants should be in the upper half of their class, and must have an outgoing and pleasant personality to fit them for their role as ambassadors for their countries, their communities, Rotary, and themselves. They must have the ability to accept discipline, and be capable of adjusting to new and different conditions.
4. All applicants are selected solely on merit. Sons and daughters of Rotarians are eligible to participate in the program, but receive no special preference in selection.
5. All applicants and their parents must understand that this program is a one-year exchange and be willing to make a commitment to the full exchange period.

Applications, Selection and Endorsement

1. The preliminary Long Term Exchange application for a club's candidate is due to the District RYE Committee in mid October. The District Committee will set the exact due date each year.
2. The final date for submission of preliminary applications by students to the local Rotary Club is set by the club based on the date that the applications are due to the District. Applications for the local Rotary Club level must be submitted on the appropriate forms to the Rotary Club in the community in which the student resides or attends school. Only one preliminary application needs be submitted to the District RYE Committee by the Club.
3. A selection committee appointed by individual Rotary Clubs should interview students and their parents in late September or early October, and submit the preliminary application of their selected student(s) to the District Youth Exchange Committee by the deadline set by the Committee. The District Committee will hold a mandatory Briefing Meeting students and parents in late October to further explain the program, costs and country assignments, and to answer questions concerning the program. This Briefing meeting is required for all RYE candidates and at least one parent.
4. Students wishing to continue in the selection process will be required to complete additional applications, including medical and dental information, medical release, provide school transcripts, and participate in a one-hour District interview held the first or second weekend in December. The final endorsement of Club-selected candidates will rest with the District Selection Committee, and such endorsement is subject to the District Committee being able to arrange hosting with a Rotary District overseas. No student may be regarded as an official Rotary Youth Exchange student until he or she is accepted as such by a Rotary Club in another country.
5. Students will be notified by mid January if they have been accepted into the program. The student and at least one parent are required to attend briefing and orientation meetings. The dates of these meeting will be announced at the October Briefing Meeting. All outbound students are required to attend all District 5190 orientation sessions.

INBOUND STUDENTS

Notification from District

The District RYE Committee Country Contact will send the inbound applications including color photographs to the potential host Club. This will include the Guarantee Forms and a letter asking the **Club to return two of the Guarantee Forms, with all original signatures in blue ink to the District Country Contact within three weeks.** If a response from the Club does not occur within the three weeks, the Country Contact will follow up with a phone call. The Guarantee Forms require the name of the student's first host family, and a signature of a school official. Clubs should have their first host family lined up well in advance.

Appointing a Counselor

The Club counselor is a member of the host Rotary Club appointed to serve as the inbound student's main contact with the Club. The counselor will act as liaison between the student and the Club, host family, and community at large. Special care should be taken in making this appointment. If possible, this individual should be the same gender as the student, should be able to relate well to teenagers, and must not be a member of the student's host family. It is the counselor's responsibility to:

- Attend required Counselor/Club RYE Officer training.
- Establish contact with the student prior to arrival.
- Explain expectations of the Club to the student.
- Provide the student with general information about host Club and area.
- Make file copies of the student's documents, such as visa, passport, and insurance, immediately upon arrival.
- Hold the student's \$350 emergency fund.
- Review Club and district rules with student.
- Assist the first host family to register student in school.
- Assist the student in adapting to culture and language on an ongoing basis.
- Maintain and document regular contact with student, the host family and the school counselor at least once a month to monitor student's progress and complete the online monthly counselor's report. Assist with move to the next Host Family
- Report any serious problems to the Club YEO.
- Remind student to write reports to sponsoring Club or district.
- Remind the student to submit their monthly online Reflection (report).
- Make sure student gets their monthly allowance.
- Listen attentively to student's comments and concerns.
- Become familiar with the YEAH! On-line Portal for inbound student information and monthly reporting

Host Families

Finding host families is a critical factor in maintaining a successful exchange program. The key is to recruit year-round and network, network, network. Some tips for recruiting host families are contained in Appendix D. Each student should have three host families in order to expose them to a variety of lifestyles and family experiences. Sometimes finding three families is just not possible, but the student should have at least two families during their exchange. District 5190 does not permit single adults, living alone, to host a student of the opposite sex.

All new Host families are required to fill out an online application and background check form, have their home inspected by the Club YEO or Club Counselor, and attend a Host Family Orientation. The US Department of State and Rotary International require that the application form, home visit, background check and host family orientation must be completed before the student moves to the home. The District puts on several host family orientation sessions each year. In addition, members of the District RYE Committee can conduct host family orientations for individual or small groups of families. The responsibilities of a host family include:

- Providing room and board for the student.
- Exercising parental responsibilities and supervision as student's own parents would (exchange students are expected to live by the host family's rules).
- Going over the "first night questions" with the student.
- Working with student's counselor to register student in school.
- Ensuring student gets to school, attends regularly, and does their best to get passing grades.
- Advising student about matters such as family, school, and community functions during the exchange.
- Helping the student improve their language skills.
- Including student in as many family activities as is practicable.
- Notifying Rotarian counselor if student is encountering any problems (such as illness, difficulty in adapting to the host family or school, or serious homesickness).

Each student gets a monthly allowance, and it is not the responsibility of the host family to buy the student clothes, electronics, or other discretionary consumer items, or pay for phone calls to their home country.

Student Safety and Reporting Requirements

In recent years, the reporting requirements have increased considerably. Some of this is driven by the State Department and homeland security concerns, and part of it comes from Rotary International to provide a better safety net for the students and limit RI's liability exposure. Student safety is a prime concern of the RYE program.

Each year the District RYE program is subject to a performance audit based on audit standards set by the Department of State. The District program is required to be accredited (listed) by CSIET (Council on Standards for International Educational Travel) in order to be able to place students in certain school districts. In order to pass the audit we are required to have copies in the District records of a number of documents, including but not limited to:

- Completion of all training as required for Committee Members, Club YEO's, Counselors, and Host Families.
- Completion of Orientation for Inbound and Outbound Students.
- Monthly reports from students (both inbound and outbound) and counselors.
- Student Emergency Contact Forms.
- Host family applications and host family interview forms.
- Background and Reference check forms.

At times the reporting requirements can seem like an unnecessary burden; however, please remember that the program needs to maintain adequate records to pass the audit. So please

help us keep our wonderful RYE program in good standing and submit these reports in a timely manner.

Student Travel

There are a number of rules that students must comply with and permissions they must obtain when they travel inside and outside the District. These are listed in detail on the website (www.rye5190.org) under the Downloads & Forms tab, in the Student Handbook and Appendix Q. The main purpose of the rules is to ensure that the District can contact the student at any time in case of an emergency, and for student protection. Club YEOs and Counselors must become familiar with the travel rules and make sure the student and the host family understands and complies with them.

Please see Appendix Q.

Country and Area Contacts

The District RYE Committee is composed of individuals with extensive RYE experience. Most Committee members have Country Contact responsibilities. In this role, they are the primary liaison between our District and the sponsoring District abroad. Each Country Contact handles the paperwork necessary to process visas and complete the exchange process, both inbound and outbound. Country Contacts maintain at least monthly contact with their inbound and outbound students and provide travel permissions as needed.

The Committee members have also taken on Area or geographic responsibilities. In this role, they provide Club YEO, Counselor and Host Family Training, as well as provide ongoing support. In some cases, the Area Contact will also provide travel permissions as needed – that division of responsibility is determined by the Country and Area contacts on an individual basis and communicated to their respective Club YEOs and Counselors.

REMINDER

This is a 2-way exchange program. For each student we send to a partner country, we take in a student from that country. Which is why for each student a club sponsors to be an outbound student, that club is required to host an inbound student.

APPENDICES

APPENDIX A – ADDITIONAL RYE RESOURCES

- District 5190 RYE Website:** www.rye5190.org
The District RYE website has information on almost anything you need to know about the RYE program, including:
 - Information about the program
 - How to apply to the program
 - The RYE calendar of events
 - Handbooks for students and host families
 - Student protection policy
 - Student travel policy
 - Required forms for students, host families, YEOs and counselors

It is a great resource. Please visit it.
- Rotary International Website:** www.rotary.org
The RI website has a wealth of useful information about the RYE program, including the Youth Exchange Handbook, sample student interview questions, and much more. This information is at www.rotary.org.
- Resources for Club counselors and Club youth exchange officers:**
www.yeoresources.org. This site has many documents that have been contributed by youth exchange officers around the world.
- RYE tour information:** Information on Rotary Youth Exchange approved tours can be found at www.ryetours.org

PUBLICATIONS

- District 5190 *Host Family Handbook* (download at www.rye5190.org)
- District 5190 *Inbound Student Handbook* (download at www.rye5190.org)
- Rotary International *A Primer for Host Families* (download at www.rotary.org)
- Rotary International *A Primer for Exchange Students* (download at www.rotary.org)
- Rotary International *Youth Exchange Handbook* (this publication is for Club counselors and youth exchange officers. Download at www.rotary.org)
- Nancy King & Ken Huff *Host Family Survival Kit: a Guide of American Host Families*, 2nd edition, Intercultural Press. ISBN 978-1-877864-37-7
- Bettina Hansel *The Exchange Student Survival Kit*, 2nd edition, Intercultural Press. ISBN 978-1-931930-31-4

APPENDIX B – SAMPLE CLUB RYE TIME LINE

DATE	ACTION	RESPONSIBLE PARTY
January	Outbound student(s) get country assignments	District
Late January	Ski Days for Outbound students (optional)	Tahoe Clubs
Late Jan – Early February	First outbound orientation (mandatory); 2 nd Inbound Orientation (mandatory)	District
February	Interview third host families (best to do this earlier)	YEO/Counselor
Late February	North America Youth Exchange Conference. Great opportunity to learn about RYE.	
March	Recruit/appoint YEO for incoming Club administration	Club President
March	Recruit/appoint Counselor for incoming administration	Pres/YEO
March	Network to recruit host families	YEO
Early April	District Assembly. Great opportunity to learn about YEO and counselor duties.	District
Early April	Inbound student(s) switch host families	YEO/Counselor
April	Make a short presentation to Club and recruit host families	YEO
April	Have current inbound student(s) give presentation to the Club	YEO
April	Recruit/appoint counselor for new inbound student(s)	YEO
April	Recruit first host family(s)	YEO
April	Interview and complete paperwork for first host family(s)	YEO/Counselor
April	Receive and return paperwork for new inbound student(s)	YEO
April	Second outbound orientation (mandatory)	District
Early May	District Conference (mandatory for inbound students, optional for outbounds)	District
May	Advertise for outbound students at school	YEO
June	Third outbound orientation (mandatory)	District
June	RI Convention. Good opportunity to attend RYE pre-convention sessions	YEO
June/July	Inbound RYE student goes home or on a tour	
June/July	Outbound RYE student comes home	
July-Sept	District Youth Seminar. Great opp. to learn about YEO and counselor duties.	District
Early August	Appoint recruiter for outbound students	YEO
Early August	Have recently returned student as Club lunch program	YEO
Mid August	New inbound student(s) arrive, sign up for school. Outbound student(s) depart.	YEO /Host family
Mid August	First inbound student orientation (mandatory)	District
Mid August	Inbound student weekend in Minden (optional)	Minden Club
Late August	School starts. Advertise for outbound student(s) at school as soon as school starts	YEO /Recruiter
Early Sept.	Make presentations at high school. Outbound recruiting should be in high gear. Use a returned outbound and/or a current inbound for this!	YEO /Recruiter
Sept.	Outbound applications due at Club level	YEO /Recruiter
Sept.	Recruit outbound student interview panel	YEO
Sept/Oct	Interview and select outbound student(s)	YEO/panel
Mid October	Outbound student nominations due to District	YEO
Late October	First outbound briefing and passport fair (mandatory)	District
Late October	Nevada Day Parade weekend for inbounds (optional)	Carson Clubs
November	Interview second host families (best done earlier)	YEO/Counselor
November	Outbound student applications due to District (they will need Club signatures)	Student/YEO
Early December	Xmas Inbound weekend in Reno (optional)	Truckee Mdws.
December	Inbound student(s) switch host families	YEO/Counselor
December	District outbound interviews	District
Monthly	Interview inbound student, current host family and school counselor	Counselor
	Send report to Exec. Sec. Remind student to complete his/her monthly report.	

YEO = Youth Exchange Officer

APPENDIX C – SAMPLE CLUB RYE BUDGET

This budget is for one inbound student and is intended to be a guide only. It is based on the budget of a host club in Northern Nevada. Clubs will want to make appropriate adjustments to suit their own needs and circumstances. There is minimal cost associated with an outbound student.

1.	Inbound student allowance (11 months @ \$125/month)	\$1,725
2.	Miscellaneous school expenses (Club fees, prom, yearbook, etc.)	\$250
3.	Rotary District events, including Conference and Orientations	\$250
4.	Ski/snowboard rental package & ski program*	\$450
5.	Thank you gifts for host families (3 families @ \$80/family)	\$300
6.	Outbound student recruiting (pizza, drinks, copying, etc.)	\$100
	TOTAL	\$2,725
*	Other activities/trips can be substituted at Clubs not near snow country	

Many Clubs will pass the hat to help students afford a trip. For example, a host family may want to take their student on a family trip and pay for the accommodation, but ask for Club assistance with the airfare.

APPENDIX D – TIPS FOR RECRUITING HOST FAMILIES

- Give an annual RYE presentation to Club. Do regular mini updates. Sell the program! Arrange for the club's outbound student to Skype in for a report back to the club.
- Ask Club members to host a student
 - One on one is most effective
 - Explain what is involved (only 3 months)
 - Get them to invite current inbound student to dinner
- Maintain a list of current, past and potential future host families. Update it regularly.
- Ask you own kids
- Contact families of current and former outbound students
 - Request parents of outbounds to give three potential host family names
- Contact current and former outbound students
- Use your current inbound student(s) to sell the program
- Establish partnerships with area high schools
 - Explain educational value to students (piggy-back with outbound student recruiting)
 - Make PTA/PTO presentations
- Invite prospective host families to a Club meeting
- Consider starting in middle school
- Recruit all year long, not just when the inbound student's application arrives from the District
- NETWORK, NETWORK, NETWORK

APPENDIX E – TIPS FOR RECRUITING OUTBOUND STUDENTS

- Establish partnerships with area high schools
 - Develop contacts with counselors, English and other language teachers. Get them to recommend and recruit students.
 - Use younger and more enthusiastic teachers to promote program
 - Distribute promotional material in last month of school year and again at beginning of school year. Use pictures and posters.
 - Have school make announcements on PA system and in school paper
 - Hold a lunchtime informational meeting. Bring Pizza! (Make a pitch for host families too)
 - Hold an evening informational meeting. Include parents.
 - Explain educational value to students and parents
 - Make presentations to language classes
 - Ask current inbound students to suggest names of potential outbounds
 - Make PTA/PTO presentations
 - Promote through Interact Clubs

- When recruiting in high school it is MUCH more effective to use former outbound and current inbound students to sell the program rather than just using Rotarians.

- Invite counselors and teachers to Club meetings

- Appoint Club liaisons for each high school in the area

- Use the internet (Facebook, etc.) to spread the word in high schools about outbound informational meetings

- Consider starting in middle school

- Start early. Promotional materials and announcements should be at the high school as soon as school starts in the fall.

APPENDIX F

SAMPLE OUTBOUND STUDENT RECRUITING NOTICE

[DATE]

CARSON CITY ROTARY YOUTH EXCHANGE PROGRAM FOR FOREIGN STUDY

Rotary International, through the Carson City Rotary Club, is offering a local high school student the chance to study for one year in a foreign country, while living with a local family and learning their language and lifestyle. With substantially all costs (except airfare, insurance, orientations and other minor expenses) paid by Rotary, the selected student will study courses of their choosing in the local high school. While doing so they will be gaining experience as goodwill ambassadors of our country by addressing Rotary Clubs, community organizations and youth groups in their host country.

Participants must be secondary school pupils who will be between the ages of 15-1/2 and 18-1/2 at the beginning of their year abroad. They should be in the upper third of their class and be excellent personal representatives of their country. The assignment of the host country is dependent upon which countries chose to participate in this Rotary program, though recent exchange countries for students from this area have included Argentina, Austria, Belgium, Brazil, Chile, Denmark, France, Germany, Italy, Mexico, Spain, Sweden, Switzerland, Taiwan, and Thailand. Applications for the school year 2017-2018* must be submitted to the Carson City Rotary Club before September 25, 2016*. Club interviews for the applicants and their parents will follow, with the names of the selected applicant(s) being forwarded to Rotary District 5190 for another interview in December. Selected students will depart in July-August 2017* for their year abroad.

Further information is available from the High School Guidance Office or by visiting the website www.rye5190.org or by contacting (name of club YEO) at (email address and/or phone number)

* Dates will need to be adjusted on an annual basis.

APPENDIX G

CLUB GUIDELINES FOR SELECTING OUTBOUND STUDENTS

The following steps are suggested in selecting outbound students:

1. Establish selection criteria to be used by the Club selection committee as a guide during the selection process. Criteria may include:
 - Age of the student
 - Residency (should reside within the sending district)
 - Adaptability (should be outgoing, confident, and willing to adapt to changing surroundings)
 - Potential for being an excellent ambassador
 - Above average academic performance
 - Community involvement
 - Ability to express oneself
 - Complete and unqualified support of parents
 - Foreign language proficiency
2. Require students to complete a written Preliminary Outbound Student Application form. The form can be found on the District RYE website (www.rye5190.org, click on the "Downloads& Forms" tab).
3. Hold personal interviews with the applicants and their parents or legal guardians. The selection panel at the Club level should include at least one spouse of a Rotarian, preferably one who has been a host parent. You may also wish to include a returned student, a counselor, or a community member. Discuss the following with the students and their parents:
 - Their feelings about the student spending a year away from home and family.
 - Their awareness of current affairs.
 - Their attitudes toward program rules.
 - Their feelings about being an ambassador for their city, their country, and their sponsoring Rotary Club.
 - Their perception of the purpose of an exchange

Sample questions for interviews of students and parents may be found in Appendix G of the RI Youth Exchange Handbook and are included in Appendix I of these guidelines. Other interview activities might include a self-introduction speech by the student and an informal question-and-answer period with former outbound students.

APPENDIX H

SAMPLE CLUB INTERVIEW INTRODUCTORY REMARKS

1. Short background on Rotary.
2. Short background on RYE program – organized at the District level.
3. If student is selected there will be a REQUIRED briefing meeting in the Reno/Carson City area on October XX, 20XX from 9:00 am to 4:00 pm. (times are approximate, location on www.rye5190.org)
4. After the briefing you will required to fill out the full online application form.
5. District interviews will be on December XX, 201X in Reno. You and at least one parent are required to participate in a one hour interview.
6. If student is approved by District, country assignment will occur in January.
7. Three orientations will be conducted prior to departure. Student and at least one parent must attend each orientation as a prerequisite to the exchange.
8. Fee to Rotary is \$XXXX. This covers airfare, visa, Rotary blazer, orientations, insurance, and business cards.
9. Your student will be placed with one or more families.
10. Your student will have a counselor appointed by the host Rotary Club.
11. A year abroad away from home is not an easy thing to do. That is why we conduct two sets of interviews.

APPENDIX I – SAMPLE CLUB INTERVIEW QUESTIONS

It is best to interview the student and parents together first, and then interview the student alone. Observe how the student introduces parents to the group.

For the parents:

1. How did your family first learn about the Rotary Youth Exchange program?
2. How do you feel about your son/daughter becoming an exchange student and spending a year away from home? (Get an answer from BOTH parents!)
3. Whose idea was it to apply for the program? Are you entirely committed to let your son/daughter go on the exchange?
4. Does your son/daughter enjoy trying new things? Will he/she eat a variety of foods?
5. Do you think your son/daughter will be homesick? How would he/she handle it? How will you deal with it, and how will you handle a "homesick email" or telephone call asking to come home?
6. Does your son/daughter have any medical concerns that we should be aware of? Allergies or physical problems that might reoccur?
7. Have either of you traveled abroad?
8. Will you object if the student is placed with a family of a different religion?
9. Are you planning any major lifestyle changes while your son/daughter is abroad (e.g., divorce, marriage, moving)?
10. While it is not a requirement, would you be willing to host a student from another country in your home? Would you be willing to help find other potential host families?
11. Do you understand all of the rules of the program? Do you think that your child will be able to abide by them?
12. Do you have any questions about the anticipated cost of the program (estimated to be about \$6,500 for outbound year 2017-18)? Do you believe that the expenses we have described will prohibit your student from participating?
13. Do you have any reservations/concerns at this time?

For the student:

1. What activities do you participate in outside of school?
2. What languages do you speak other than your native language?
3. What opportunities have you had speaking in front of groups?
4. What is your favorite subject in school? Why?
5. What types of books do you read? How many books do you read each month?
6. Why do you want to become an exchange student?
7. What do you have to offer as an exchange student? Your strong points? Your weaknesses? How do you think that this will affect you on your exchange?
8. How will you describe the "American" form of government?
9. What major issues involving the U.S. do you feel need the most explanation to your overseas hosts? How would you explain them?
10. What world events interest you?
11. Have you ever spent any time away from home? If so, where did you go and for how long?
12. Do you think that you will get homesick? If so, how will you handle it?
13. Are you going out with anyone? What does your boy/girl friend think about you leaving him/her for a year? How do you feel about that?
14. If someone asked you to do something that you did not think was appropriate, how would you handle the situation?
15. Do you have responsibilities at home? If so, what are they?
16. If you don't like your new home what will you do?
17. Will you attend church with your host family if they are of a different faith? How do you feel about this?
18. How would you go about meeting friends in a new country?
19. What leadership roles have you assumed in school or in extracurricular activities?
20. What is the most difficult or challenging situation you have faced in your life?
21. What was the happiest day of your life?
22. The customs and food will be very different from home. How will you deal with that?
23. What are your future plans and ambitions?
24. Do you understand the rules of the program? No drinking, driving, drugs or dating. Can you abide by them?
25. What do your parents think about you becoming an exchange student?
26. Are there any questions you would like to ask us?

APPENDIX J
SAMPLE CLUB INTERVIEW EVALUATION SHEET

Student's Name _____ Date of Birth _____ Sex _____

Sponsoring Rotary Club _____

School Now Attending _____ Class _____ Grade Average _____

Areas or Countries preferred:

1. _____ 2. _____ 3. _____

Areas or Countries Student would **not** accept:

1. _____ 2. _____ 3. _____

(Rating) Scale: 5 - Outstanding; 4 - Excellent 3 - Good 2 - Average 1 - Poor

_____ **FIRST IMPRESSION** (Your reaction up to the moment the student is asked name)

_____ **GENERAL APPEARANCE** (Neatness, poise, posture)

_____ **APPEAL** (Attractiveness of personality, manners)

_____ **GENERAL ATTITUDE** (Enthusiasm, willingness, interest)

_____ **ABILITY TO EXPRESS SELF AND THINK** (Diction, choice of vocabulary, does student blurt out answers or give thoughtful, well formed answers)

_____ **KNOWLEDGE OF NATIONAL AND INTERNATIONAL AFFAIRS**

_____ **ABILITY TO ADAPT AND ADJUST** (To others, to surrounding circumstances)

_____ **LEADERSHIP POTENTIAL** (Participation in school, church, or community activities)

_____ **AMBASSADORSHIP** (Will he or she be representative of our country)

_____ **REACTION TO PARENTS**

COMMENTS: _____

_____ **EVALUATION RATING TOTAL**

Are parents willing to host an Exchange student same year? _____ If not, maybe later? _____ This is not a requirement but we are always recruiting host families!

Country or Region of the world where interviewer believes student would be best

assigned: _____ Interviewer: _____

APPENDIX K – SAMPLE STUDENT INTERVIEW LETTER

[DATE]

Kathryn xxxx
Address

RE: Rotary Youth Exchange Interviews

Dear Kathryn,

Thank you for submitting an application for the Rotary Youth Exchange Program for the academic year 20xx – 20xx. The Rotary Club of xxxx will interview all applicants on October (date) at (location) Your interview is scheduled for xx pm. Please arrive a few minutes early if possible. At least one of your parents must attend the interview with you.

You should treat the interview as though you were applying for a job, and come appropriately dressed. The interview will last about xx minutes. We will interview you and your parents together for about 10 minutes, and you alone for the remaining xx minutes. The purpose of the interviews is to determine the candidates who best demonstrate the maturity, academic capability and adaptability necessary for a successful exchange. The names of the candidates we have selected at the Club level will be forwarded to the Rotary District 5190 RYE Committee (the next level up in the Rotary organization) for further consideration. We will explain more about the exchange process at your interview.

There are rules that apply to all Rotary exchanges, and I have attached a copy with this letter. Please go over them with your parents, because one of the questions will be “Are you willing to abide by these rules?”

We look forward to seeing you on October (date).

Sincerely,

(Name of YEO)
XXX Rotary Club YEO

Encl.

APPENDIX L

SAMPLE SELECTED STUDENT NOTIFICATION LETTER

[DATE]

Ms. Julia Lopez
Address

Dear Julia,

Congratulations! It is my pleasure to inform you that your application to participate in Rotary International's Youth Exchange Program has been approved by the XX Club's selection committee.

You and at least one of your parents are required to attend a Briefing Meeting on Saturday, October xx, 20XX, at XXX. See the District RYE website, www.rye5190.org for directions. You will receive more details about the briefing meeting in the near future.

After the briefing meeting you will need to complete the online Long Term Outbound Student Application for submittal to the District RYE Selection Committee, whose approval must also be obtained. The District Selection Committee will interview you and your parents sometime over the weekend of December xx, 20xx in Reno. They will inform you of the exact time and place at the Briefing Meeting.

We are very pleased by your interest in the RYE Program and we will do everything we can to help this be a successful experience for you.

Please give me a call if you have any questions.

Sincerely,

(Club YEO)
(Name of Rotary Club) Rotary Club Youth Exchange Officer

APPENDIX M
SAMPLE NON-SELECTED STUDENT NOTIFICATION LETTER

[DATE]

Ms. Kathryn xxxxxx
Address

Dear Kathryn,

Thank you for your interest in applying for Rotary International's Youth Exchange Program. This year all the applicants were highly qualified and the decision-making process was difficult.

Our selection committee enjoyed the opportunity to interview you and found you to be a personable young woman with many good qualities; however, you were not selected by our committee to participate in the District interview process this year.

Thank you for being an applicant. We appreciate your interest in the Rotary Youth Exchange Program and we suggest you apply again next year if you are still interested in going on an exchange.

Sincerely,

(Name of YEO)
(Name of Rotary Club) Rotary Club Youth Exchange Officer

APPENDIX N D5190 RYE CALENDAR

Also check the online calendar at www.rye5190.org

Events in bold are mandatory

2016

Aug 6	Rebound Meeting	Incline Village - Parasol
Aug 13	Inbound Orientation #1	Minden
Aug 12 - 14	Inbound Weekend	Minden
Oct 15		Outbound Candidate Info Due
Oct 22	Outbound Long Term Briefing Meeting	Reno
Oct 22	Inbound Orientation #2	Reno
Oct 28 - 30	Nevada Day Weekend	Carson City
Nov 26		Outbound Applications Due
Dec 2 – 4	Winter Weekend	Reno/Sparks
Dec 9 - 11	Outbound Long Term District Interviews	Reno – Holland & Hart

2017

Feb 11	Inbound Orientation 3, Outbound Orientation 1	Reno
April 1	Club Leadership Assembly	Reno
Apr 8 – 9	Outbound Orientation 2	Carson City
May 19 - 21	District Conference (Inbound)	Reno
June 10 – 14	RI Convention	Atlanta
Jun 24	Outbound Orientation 3	Incline Village – Parasol Foundation
Aug 5	Rebound Meeting	Incline Village – Parasol Foundation

NOTES:

- WCSD starts August 22, 2016
- Easter is Apr 16, 2017
- Locations are subject to change



APPENDIX O CLUB CERTIFICATION LETTER

DISTRICT 5190 ROTARY YOUTH EXCHANGE CLUB CERTIFICATION AGREEMENT 2015-2016

The Rotary Club of _____ agrees to:

- Operate its Rotary Youth Exchange program in accordance with District and RI policies.
- Appoint a YEO who appoints Counselor (s) or appoint combined YEO/Counselor. Notify District RYE Committee with contact information and any time these change.
- Ensure YEO and Counselor complete required Department of State certification.
- Ensure all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, Club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth, complete and sign the Youth Volunteer Affidavit, agree to the criminal background and reference checks.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District Youth Exchange program structure (so-called backdoor exchanges).
- Ensure that no promotion of or recruitment for the RYE program in any way compromises the privacy of participants, families or schools. Specifically, personal student data or contact information may not be on websites or in promotional material.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and Club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Work with District RYE Committee to provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Ensure attendance at mandatory training for host families, outbound students, inbound students, and their parents or legal guardians.
- Follow RI guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

Club President's Signature

Date

Club Youth Exchange Officer's Signature

Date

APPENDIX P

CHECKLIST FOR CLUB FOR INBOUNDS

- Select YEO & Counselor(s)
- Be sure YEO and Counselor have background & reference check - Annual
- YEO & Counselor commit to training; must be complete before June 30
 - RYE Training
 - Online Department of State Certification
 - Student Protection Training, online or with RYE Training

- Receive Inbound Application & prepare summary of Student
 - Country, Age, Gender, Interests (no name, no picture, no city)
- Recruit Potential Host Families
 - Share Student Summary
 - Host Families (everyone 18 & up) fill out Volunteer Application – send to Jon
 - Host Families fills out Host Family Application – on line
- District runs Background Check and Calls References; Check with District for Results
- Once vetted, share Inbound Application with Host Family
- Perform In Home Interview, all family members present
- Fill out Interview Form – on line
- Confirm host family pictures – Exterior (front & rear) and grounds, kitchen, student's bedroom, student's bathroom, and the family and student's living areas
- Know the housing requirements of the Department of State
- Confirm selection of Host Family
- Schedule Host Family Training – for all Family members, use sign-in sheets
- Send First Host Family and Community information to Inbound student at least 30 days prior to arrival in US.

- Welcome Student – report arrival to Bob Edwards, copy to Jon
- Give student Emergency Contact Form
- Hold Copy of Return ticket, Passport, Visa, DS2019, Emergency Form, Health Insurance card
- Within 45 days, a different Club member or Club President makes an In-home Visit
- Monthly Reflections
- Monthly Visits/Contact
 - With Student alone
 - With Family alone
 - With Student and Family together
 - With School Counselor
- At least one in-home Visit, un-announced or announced with short notice
- Report Student Move to New Family within 48 hours, to Bob Edwards, copy to Jon Greene
- Student to Club meetings at least monthly
- Host Family invited to Club Events
- Recognize & thank Host Family
- Establish Calendar for Club members to Invite Student
- Assist Student with Service project – Leave a Legacy

APPENDIX Q - Travel Policy for Inbound Students

This is a cultural and educational exchange. Exchange students should take advantage of opportunities to travel under appropriate conditions while on their exchange. While the host Rotary Club and Host Families are not under any obligation to provide or permit travel, there will be many opportunities to travel. Students must adhere to this travel policy and not make or execute their own travel arrangements outside of this policy. Should students not adhere to this policy, their exchange could be terminated and the student sent home.

In all cases the student must possess written approval from their natural parents authorizing travel during the exchange year. Rotary International and D5190 require this permission because the District 5190 Youth Exchange Committee, Host Rotary club and Host parents are responsible for students while in this country. We must know where students can be reached in case of emergency or a message from home. (Normally parents provide such an authorization to their student to bring with them to the United States. If this has not occurred, the parents can send such authorization after the student has arrived in the United States.)

In addition to this general authorization for travel, the natural parents or guardian will be requested to provide individual trip authorizations for non-local travel as required by Rotary International Policy.

RI POLICY: Youth Exchange students may undertake approved travel with host parents or for Rotary club or district events. The host district shall obtain written permission from the parents or guardians of students for travel outside their local community as defined by the host district in advance.

For all other travel, host districts must ensure that parents or legal guardians are provided with specific details about the program, location, travel itineraries, sleeping accommodations, and contact information.

Individual travel approvals will vary based upon many factors. Host Parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide.

General Requirements:

- 1. Travel Blackouts** - Students must not schedule personal travel that conflicts with mandatory orientations or the District Conference.
- 2. Within District 5190 Travel – Less Than 24 Hours** - Students traveling within District 5190 with a Rotarian from District 5190 or an adult member of their host family do not need to notify anyone. For purposes of these requirements, an adult is someone who is 21 years of age or older.
- 3. Within District 5190 Travel – More Than 24 Hours** - Students traveling within District 5190 with a Rotarian from District 5190 or an adult member of their host family must notify their club Youth Exchange Officer. For purposes of these requirements, an adult is someone who is 21 years of age or older. When contacting this individual, the student must provide the following information:

- a. Name of adult accompanying the student
- b. Destination and route/itinerary
- c. Housing/lodging location/address
- d. Sleeping accommodations
- e. Contact telephone numbers
- f. Means of transportation
- g. Length of stay

4. Local Travel - Rotary Youth Exchange students are allowed to travel locally, within District 5190, *at the discretion of the host parents and/or the host Rotary Club*, with other high school students, to attend football games, dances, go shopping. Students are permitted to travel locally outside the District 5190 boundary either with adults (individuals over 21 years of age) or with other students *at the discretion of the host parents and/or the host Rotary Club* where appropriate. An example of such travel is to travel from Jackson or Placerville to Sacramento for dinner or shopping, whereas travel from Jackson to San Francisco is not Local Travel.

5. Non-Local Travel Within the 48 contiguous United States - Travel within the 48 contiguous United States, outside of District 5190, must be approved by the Natural Parents, Host Family, Club YEO or counselor and the RYE District Committee Country Contact.

The following information will be required at a minimum for all trips outside the district.

1. Name of adult accompanying the student
2. Destination and route/itinerary
3. Housing/lodging location/address
4. Sleeping accommodations
5. Contact telephone numbers
6. Means of transportation
7. Length of stay

6. Travel Outside of the 48 contiguous United States - Travel outside of the 48 contiguous United States including Alaska, Hawaii, Caribbean, Mexico, Canada and all other destinations will require the approval of the Natural Parents, District 5190 RYE Chairman, Country Contact, Host Rotary Club, Host Family, Sponsoring Rotary District. Exchange students may not travel to their home country except for a major family emergency.

The following information is required:

1. Name of adult accompanying the student
2. Destination and route/itinerary;
3. Housing/lodging location/address
4. Sleeping accommodations
5. Means of transportation
6. Length of stay
7. Contact telephone numbers
8. Permission of natural parents via original letter, fax of original letter, or scanned email of original letter.
9. Confirmation that student's passport has a Multiple Entry visa
10. Department of State form DS2019 has been signed in the "Travel Validation by responsible Officer" section.

7. Travel in Small Planes - Travel in small (private, non-commercial) airplanes is not encouraged. Permission to travel in this way will only be approved with specific written permission of the natural parents, and President of the hosting Rotary Club. Such permission must be requested, with supporting documents at least one week in advance. Permission for travel by private plane must be obtained from the District 5190 RYE Chairman or; if he/she is unavailable, the Inbound Chairman.

8. Unaccompanied Travel – In general, Rotary Youth Exchange Students will not be allowed to travel unaccompanied while staying in District 5190 except locally. Any such travel must be approved by the District RYE District Chairman or alternate. It is the responsibility of the host parents to verify all plans, itineraries, etc. The Host Parents and the Host Rotary Club must approve the individual meeting the student at the other end of the journey.

9. Time Frame for Approvals– Unless the trip is an emergency, trips must be approved ahead of time as per the Time Frame column in the chart on the next page.

IF YOU HAVE ANY QUESTIONS CONTACT YOUR CLUB YOUTH EXCHANGE OFFICER OR YOUR RYE DISTRICT COMMITTEE COUNTRY CONTACT.

**DISTRICT 5190 ROTARY YOUTH EXCHANGE
TRAVEL TABLE**

Type of Travel	Approval Needed from:	Information Required	Time Frame
TRAVEL BLACK-OUT	Travel is not allowed during Mandatory Orientation periods or the District Conference		
Travel Within District and Less Than 24 Hours with Host Family or Rotarian (including Adult)	No approval required.		
Travel Within District and More Than 24 Hours with Host Family or Rotarian (including Adult)	Club Youth Exchange Officer or Counselor <u>notification</u> is required.	Name of adult with student Proposed itinerary/destination Means of Transportation Length of Stay Lodging & Sleeping accommodations Contact telephone numbers.	None
Local Travel out of District (such as Auburn to Sacramento)	Permission of host family or host Rotary club		None
Local travel with other students	Permission of host family		None
Non-Local Travel within the contiguous 48 United States and Outside District 5190	District RYE Committee Country or Area Contact Host Rotary Club Host Family Natural parents (written)	Name of adult with student Proposed itinerary/destination Means of Transportation Length of Stay Lodging & sleeping accommodations Contact telephone numbers.	1 Week before travel
Travel to Alaska, Hawaii or Mexico, Canada, Caribbean, or other international travel	District 5190 RYE Chairman District RYE Committee Country Contact Host Rotary Club Host Family Natural Parents (written) Sponsoring Rotary District Chairman (written)	Name of adult with student Proposed itinerary/destination Means of transportation Length of Stay Lodging & Sleeping accommodations Contact telephone numbers. Confirmation that Multiple-Entry Visa is in place DS2019 signed by RO approving the trip	2 Weeks before travel
Travel in private, non-commercial airplanes	District 5190 RYE Chairman, District RYE Committee Country Contact Host Rotary Club (written) Host Family (written) Natural Parents (written)	Name of pilot Proposed itinerary/destination Air plane tail number Contact telephone numbers.	1 Week before travel plus travel approvals for destination
Unaccompanied Travel	District 5190 RYE Chairman Host Rotary Club Host Parent	Same as for accompanied Travel except that the name of individual(s) meeting the student at the other end of the journey must also be included	1 Week before travel

APPENDIX R – INBOUND GENERAL INFORMATION AND PROGRAM RULES FOR THE CLASS OF 2016 – 17

The Inbound General Information Program Rules below are sent to all inbound students and their parents before they depart their home country to start their exchange. If a student/parents do not return the signed rules, the student will not be permitted to start their exchange.



Rotary District 5190

Student's Name

Rotary Youth Exchange – Long-Term Exchange Program

Inbound Program Rules and Conditions

All incoming District 5190 Youth Exchange program participants and their parents are required to read, sign, and return this document to District 5190 prior to arriving in the United States. These Program Rules & Conditions will be strictly enforced.

1. Each student is required to bring an emergency fund of \$350.00 US. This money will be held by the host Rotary Club, is intended for emergencies only and may not be spent without the approval of the student's counselor. The natural parents must replenish any expenditure from the emergency fund.
2. All students must purchase District 5190 approved health insurance before departing from their home country. If the student's sponsoring District provides insurance and an exception is requested to use this insurance while on exchange with District 5190, then, at the discretion of the D5190 RYE Chair, this insurance may be accepted by D5190. If this insurance is not accepted then the student must purchase the District 5190 insurance before departing from their home country for their exchange. **Students and their parents are responsible for all medical and dental expenses that are not covered by the student's insurance.** Students who are required to purchase D5190 approved United States insurance will receive an email with instructions on how to purchase their insurance.
3. Students **are not allowed** to travel unsupervised while on exchange. Students must follow the District 5190 Inbound Travel Policy. Rotary International requires the approval of the natural parents for travel outside the District. Students also are required to have the consent of their counselor, their Country Contact and the District Chairman prior to taking any overnight trips outside of the District.
4. Visits by natural parents are encouraged with the prior approval of the D5190 Rotary Youth Exchange Chairperson, and the Host Rotary Club. **Visits can only be made only during the second half** of the exchange year (after the first week in January), after the student has had the opportunity to adapt to the exchange. Visits are not permitted during the Christmas holiday, and parents **should not plan** on visiting at the end of the exchange and returning home with their son/daughter.
5. Under no circumstances will boyfriends/girlfriends be allowed to visit, unless during an approved parental visit, and with the approval of the District 5190 RYE Chair.

6. Students may not drive or operate any type of motor vehicle in any circumstances. This includes automobiles, trucks, boats, motorbikes or motorcycles, snowmobiles, jet skis or any other motor driven conveyance.
7. Rotary Youth Exchange students are issued a J-1 student visa by the United States Department of State. J1 visas require exchange students to attend school and they are expected to diligently pursue studies. Students are expected to conform to all school policies and procedures. If students anticipate receiving credit for schoolwork, it will be the responsibility of the student to arrange for the necessary transcripts. If a student does not attend school or is expelled by their school, his or her exchange will be terminated and his or her visa may be cancelled by the United States Department of State.
8. Rotary Youth Exchange and the various Rotary Clubs participating in Rotary Youth Exchange make no promise that a student will be able to graduate from high school while on exchange. Each school district has its own policies and procedures that control who will graduate. Rotary Youth Exchange and/or the student's hosting Rotary Club will not intervene on the student's behalf if the school denies graduating an exchange student.
9. The legal age for drinking alcohol in District 5190 is age 21. Therefore, students may not drink any alcoholic beverages.
- 10. The use or possession of drugs in any form, except as prescribed by a physician or licensed healthcare professional, is expressly forbidden. Violation of this rule will result in the immediate termination of the exchange.**
11. No one under the age of 18 may purchase tobacco products and smoking is not permitted in public buildings and commercial buildings in District 5190. Most homes are "non-smoking." Given these circumstances, students hosted by D5190 are not permitted to smoke while on exchange.
12. Students should not form romantic attachments or "go steady" while on exchange. Engaging in sexual intercourse **or other forms of sexual activity** will be cause for termination of the exchange.
13. Students should make a concerted effort to adjust and adapt to the host family environment, including participation in family activities and normal household tasks.
14. Students are required to complete an online reflection (report), due by the 1st day of each month. Instructions will be provided at the 1st Inbound Orientation.
15. Students will be encouraged to participate in Rotary meetings and will be required to make a presentation to the hosting Rotary Club about themselves and their home country. Students will be required to attend the District Conference and at least three Inbound Orientations.
16. Any violation of federal, state, or local laws may result in the student being arrested, and serious criminal penalties being imposed by the courts. If a student is arrested, Rotary International will not take any responsibility for the student's defense. All costs related to the arrest including criminal attorney fees, court fines and fees, etc. are the responsibility of the student's natural parents. If a student is arrested, the student's exchange may be terminated, and the student may be involuntarily returned to their home country at the expense of the student's natural parents.
17. Students may not work while on exchange as per the regulations of the United States Department of State.

18. The Rotary Youth Exchange program is not a sports/athletic exchange. Therefore, District 5190 makes no guarantees that the student will be able to participate in any school sports or athletics.
19. By signing below, Student is also acknowledging receipt of the Department of State *Welcome Letter*.
20. By signing below the student and their parents understand that exchange students will participate in Youth Exchange activities where they may be photographed or recorded, and agree to allow District 5190 Youth Exchange to use these images for written materials and/or on our website unless you provide a written notice expressing you do not wish for your child's image to be used.

THESE RULES ARE DESIGNED TO PROMOTE THE HEALTH AND SAFETY OF ALL EXCHANGE STUDENTS AND TO HELP ENSURE THAT THEY HAVE A SUCCESSFUL AND REWARDING YEAR AS A ROTARY YOUTH EXCHANGE STUDENT IN DISTRICT 5190.

STUDENT: I understand and agree to obey the rules of District 5190. I understand that if I do not obey these rules my exchange may be terminated and I may be sent home.

Student Name (Print) _____ Country _____

Student Signature _____ Sponsor District _____

Date _____

PARENTS: I understand the rules of District 5190. I further understand that if my child does not obey these rules he or she may be sent home.

Parents' Signatures

Father _____

Date _____

Mother _____

Date _____

Returned the signed form by mail to: Rotary Youth Exchange, PO Box 3510, Sparks, NV 89432-3510, USA. Or scan and send by email to: ryeexecsec@rye5190.org