

ROTARY YOUTH EXCHANGE – DISTRICT 5190

Travel Policy for Inbound Exchange Students

(Revised 4/2012)

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 were 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 Area 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, Area Contact, Host Rotary Club, Host Family, and the Sponsoring Rotary District. Exchange students may not travel to their home country except for a major family emergency.

The following information or documentation 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, Vice-Chairman or their designee.

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. This approval may include a criminal background check conducted by Rotary D5190.

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 AREA 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 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 Area 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 Area 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	2 Weeks before travel