

Rotary District 5080
YOUTH EXCHANGE PROGRAM
Club Manual

PART 2: OUTBOUND EXCHANGE

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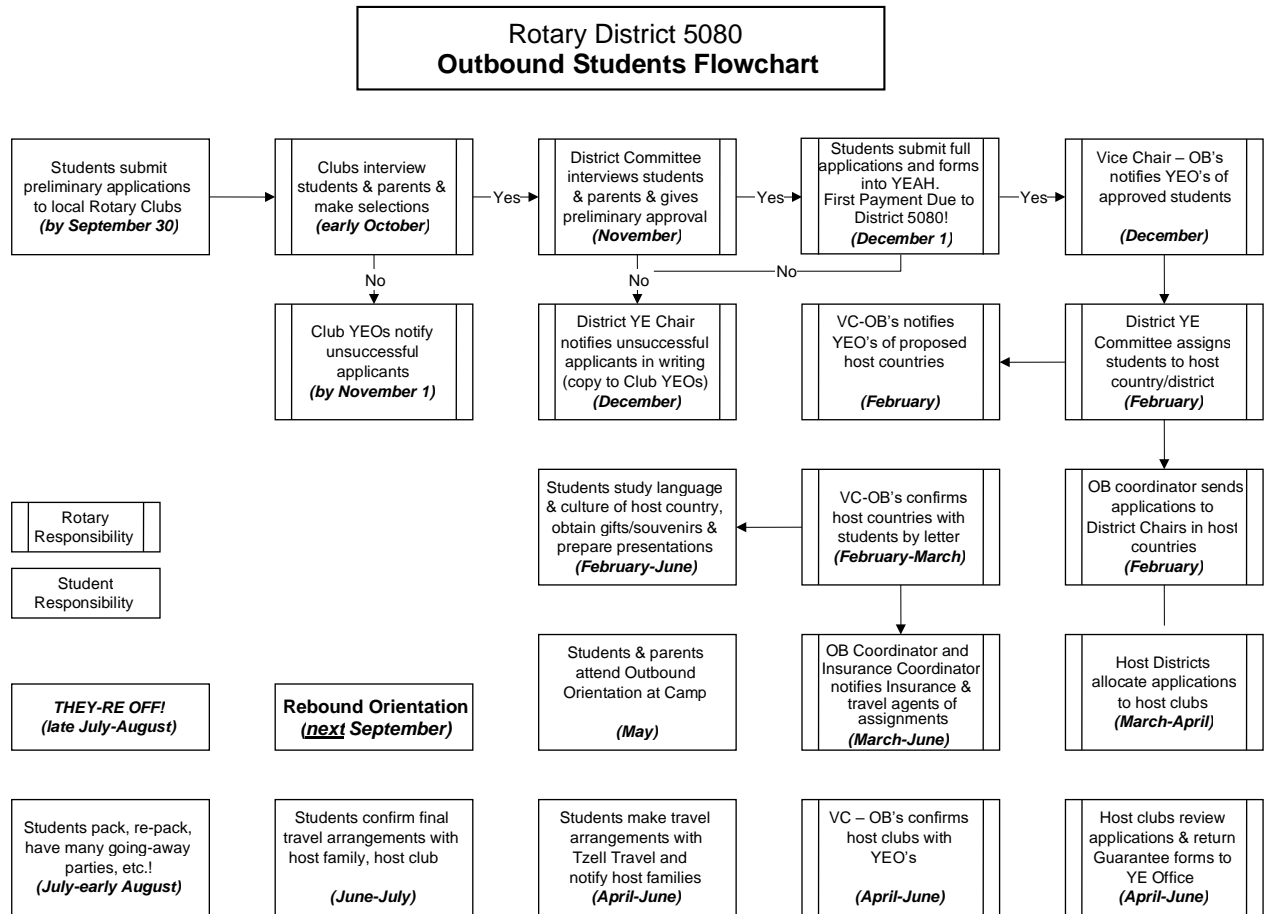
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NOTE: Forms in this Part are listed on the Index with a Document Reference # of 2.51 and higher. These form documents are separated as individual documents in order to facilitate printing and completing the forms. Many are fillable and savable pdf forms and therefore cannot be combined with the other sections into a single document.

Revised: 2023.11.25

2.01 Outbound Students Flowchart

Outbound Students Flowchart
2020.10.24



2.02 Reserved for Future Use

Reserved for Future Use
2020.10.23

2.03 Advice for Outbound Students

1. **Passport, etc.**

If you already have one, make sure that it is valid until 6 months **after** your return from exchange. If not, you will need to apply for a new one now. Carry a copy of documents such as your birth certificate with you when you are on exchange, and leave a photocopy of your passport with your parents! Rotary's travel agents will assist you in arranging for your visas.

2. **Pins, pins, and more pins**

Get as many as you can! You will have to pay for some, but many are available at no cost from various government agencies, etc. Check with your local municipal office, state/provincial legislators, your local Chamber of Commerce and visitor's bureau, etc. Ask your local Rotary club for suggestions as to how and where to get pins.

3. **Flags**

Get national and state/provincial flags - both large and small. These are excellent hand-outs, and you may want to present your country's flag to your host Rotary club or school. Flag pins are extremely popular, and you can usually get a reasonable number of these from your member of the state/provincial and federal legislatures.

4. **Photos**

You will need photos for effective presentations at your host Rotary club, school, etc. Take pictures of your home, your family and friends, your school, community, and surrounding area, etc. Check your local, state/provincial websites for interesting photos.

5. **Pamphlets and maps**

Download information and maps of your local area and maps of your state/province and country. A map of your country will be useful in making your presentations. Most of the people in your host country may not have seen your country on anything but a map of the world and may have no idea of the location of even your state/province, and certainly not your community. Have information describing the population, industries, government, etc. of your area, make sure that you learn this information yourself, so that you will be able to answer the questions about your country that you will be asked while on exchange.

6. **Rotary Information**

Learn everything you can about your sponsor Rotary Club, and about the principles and objectives of Rotary International. Learn Rotary's "Four Way Test" so that you can tell people about it - and so that you can apply it to yourself as an ambassador of Rotary. Ask your Rotary Club for copies of the "Rotarian" magazine and check out both your host and sponsor district websites online for more information.

2020.10.23

7. Blazer

You are required to have a navy-blue blazer (a red blazer is optional for Canadian students).

8. Gifts for Host Parents

Buy (or make) gifts suitable to give to each of your host parents. You will likely be hosted by three or four families. Get gifts that are not too heavy or bulky to pack, and things that typically represent American/Canadian culture and are made in North America, if possible.

9. Gift Souvenirs

In addition to the pins, flags, etc., take along lots of small gifts to be given as “thank you’s. Some suggestions are tea towels, place mats, fridge magnets, T-shirts, pens/pencils, handkerchiefs, scarves, etc. Try to get items, which have US/Canadian emblems on them, or that are in some way typical of your home country. Don’t forget thank you cards.

10. Update your contact list

Make sure that you include your sponsor Rotary Club’s President and Youth Exchange Program person, the District 5080 Youth Exchange Committee Vice Chair that you are dealing with, the District 5080 Youth Exchange Committee Chair, etc.

11. Some Luggage Tips

Good luggage is important. It should be lightweight and strong, and capable of handling most of the things that you will be bringing home. Take as little clothing with you as you think you can manage with. Representatives of Rotary’s travel agents will be at the Outbound Orientation, and will be able to advise you on the maximum number and size of the pieces of luggage that you will be able to take with you without paying extra charges.

12. Learning the Language

Make a real effort to learn at least the basics of the host country’s language before you leave home. This will help you to make new friends (and fit into the school system) much more quickly. Purchase a language course such as Rosetta Stone or Pimsleur and start working on the language as soon as you know what country you are going to. Use online apps such as Duolingo, Babble, etc. Note that some countries may require a language assessment on arrival.

13. Rules of Exchange

You will receive rules for exchange students from both your sponsor and host Rotary District. It is critically important that you adhere to them, or you could find yourself back home much earlier than you had planned.

2.04 Outbound Counselor Role

The Outbound Student Counselor

The outbound exchange student counselor's role is essentially to look after the student's interest prior to departure and to act as a liaison between the student and the sponsoring club while the student is abroad. The counselor may also need to help the student to adjust back to his/her normal lifestyle once the exchange is over and the student has returned home.

Before the Student Leaves

1. Ensure the student and parents are registered to attend the District Outbound Orientation.
2. Provide any assistance that the student may require in obtaining a passport and visa, arranging transportation, etc.
3. Assist the student to make contact with the host club and the first host family as soon as possible.
4. Encourage the student to learn about Rotary on a local, District and International level.
5. Introduce the student to the District's YE website: www.rotary5080YE.org.
6. Help the student gather information and material to take overseas (e.g. literature and maps covering the community, province/state, Canada/U.S.A., national flags and flag pins, City pins, etc.). Provide the student with club banners for presentation to other Rotary clubs. Also make sure that the student has pictures of his/her family, school, community, etc. for presentations overseas.
7. Make arrangements for the student's coming exchange trip to be reported in the local newspaper.
8. Arrange for the outbound student to attend a Club meeting a couple of weeks before departure, so that he/she can meet the club members.

While the Student is Overseas

1. Keep in regular contact with the student.
2. Keep the Club regularly informed of the student's progress and activities and encourage the student to write to the local club from time to time.
3. Maintain contact with the student's parents and, if they are not a Rotary family, invite them to one or two Club meetings or activities during the year.
4. If you become aware that the student is encountering any serious problem report it to the club YEO and/or District Vice Chair.

When the Student Returns

1. Arrange for a report of the student's exchange to be published in the local newspaper.
2. Arrange for a presentation by the student to the club. Invite the student's parents. Encourage the student to make a presentation at school, or to other clubs.

In Summary

The counselor must actively monitor and guide the activities of the student prior to departure and, keep lines of communication while the student is on exchange. while overseas. The counselor must maintain the Club members' involvement and interest during the student's year on exchange.

2.05 When Outbound Student Needs Help

When outbound student needs help...

As an outbound exchange student, if you have a problem or need a question answered, here are the steps you should follow. If you don't get the help you need at one step, move on to the next one.

First Talk to your **host family**, if appropriate.

Second Talk to your **host Rotary Club Counselor**.

Third Contact your **host Rotary Club's Youth Exchange Officer**

If you are unsure about contacting your Counselor or YEO, contact the YEO first. He/she can help you figure out the best approach to any problem.

Fourth Contact your **D5080 Outbound Student Coordinator**

Fifth Contact the **Chair** of the **District 5080 YE Committee**

See the Contact page of www.rotary5080ye.org for contact details

To call the US or CANADA, an international dialing prefix and in some cases a carrier code is necessary. You can find that information here:
www.howtocallabroad.com

2.06 Outbound Student Selection Criteria

Age	Students must be at least 15 years old, but not yet 18 on August first of the year they leave on exchange. Many host clubs find that the ideal age is 16, turning 17 while on exchange.
Graduation	Clubs should consider selecting students who will not have graduated, as an increasing number of overseas Rotary Districts will not accept students after they have graduated. If clubs intend to give preference to students that will not have graduated, it is important that this be made known at least one year in advance, so those students can choose to apply for exchange when they are in grade 11.
Conflicts	If a student will have finished high school before going on exchange, and has applied for university or a scholarship there is a conflict that must be resolved for the student to be considered for Youth Exchange.
Language	Students must be committed to learning the basics of their host country language prior to departure. France and Germany prefer students to have studied their language for a minimum of 2 years prior to arrival. All countries require that students make a real effort to learn the basics of their language <u>before</u> they arrive. Students may be required to take a basic language exam after arrival in their host country.
Interests	Students should have an inquiring mind, be actively interested in their own environment, and be generally well-rounded individuals.
Personality	Students should be outgoing, well adjusted, and have a good family relationship. A student with current family problems is <u>not</u> a good risk.
Personal Appearance and Habits	Students who smoke will not be approved for exchange by District 5080. Unusual hair styles/color, body piercings and manner of dress can limit the students opportunities to be accepted in other cultures.
Diet	Applicants must provide full details of any dietary restrictions in their applications.
Rotarian Parents	Children of Rotarians are eligible to be exchange students. However, they will not receive preferential treatment in the selection process.
Club Interviews	Students should be interviewed and recommended for acceptance at the Club level by a panel of 3 members. Parents must be interviewed as well. Interviews should last 20-25 minutes. Have a prepared list of questions, and ask each student the same questions. A list of questions is included in Sections 2.07 and 2.08. Summarize the interview using the form in Section 2.09. As soon as possible after the interviews advise students that are being recommended for exchange, and those that are not. Make sure that successful applicants are aware that they will be required to attend a further interview (with their parents) at the District level.
District Interviews	The District Youth Exchange Committee will interview all recommended applicants, and their parents, at central locations within District 5080. The District Committee may, for reasons, which it considers valid, or on the basis of assessment of a student at the outbound orientation, cancel that student's proposed exchange.
Orientation	Students, and at least one parent, <u>must</u> attend the outbound orientation camp.

Outbound Student Selection Criteria 2023.10.10

2.07 Club Interview Questions

Students with Parents Present

1. Why do you want to be an exchange student?
2. What are your future plans and ambitions?
3. Have you set and met goals for yourself in the past? Describe.
4. Please share your experiences as a volunteer.
5. Tell us about a time when you were stressed. What caused the stress? How did you handle it? Did you learn anything from that experience?
6. How have you responded in the past when faced with a situation that might be described as weird, strange or different?
7. Talk to us about examples of where you have been a leader.
8. What chores do you do around the house?
9. What do you do when you are bored?
10. Please share your relationship with technology. For Example: Cell phone usage, Gaming, social media.
11. Does criticism bother you? How do you respond to it?
12. What would you do if you were hosted by people with opposite views to yours?
13. If selected, what country would you most like to go to, and why?
14. Are there countries that you would not want to go to and, if so, why?

Club Interview - Questions for Student with Parents Present
2023-10-06

2.08 Club Interview Questions

Parents with Student Present

1. How did your family first learn about the Rotary Youth Exchange Program?
2. What is your understanding of your financial obligations under this program?
(Refer to applicable Financial Agreement, section 2.23)

Can your family afford this cost?

(Mention Conger Memorial Scholarship Fund, section 2.56, and the YEAS Scholarship if appropriate)

3. Do you anticipate any major lifestyle changes while your daughter/son would be away?
(e.g. job change, move to another city or country, etc.)
4. Is any member of your family seriously ill now? (e.g. aunts, uncles, grandparents, etc.)

Would you expect your daughter/son to return home for the funeral of a family member if a death occurred?

5. Whose idea was it initially, that your daughter/son apply under the Rotary Youth Exchange Program?
6. Would you intend to visit your daughter/son while she/he is on exchange?
If so, are you aware that you would require the permission of both the sponsor and host Rotary Clubs to visit?
7. Has your daughter/son provided our Rotary club with the names of three potential host families for our inbound students? If so, is your family one of these? If not, would you be willing to be a host family?

2.09 Club Interview Questions

Parents without Student Present

1. How do you think your daughter/son will adjust to a different parenting style from yours?
2. How does your son/daughter react when he/she doesn't do as well as he/she would like in school?
3. How do you support your daughter/son when she/he is stressed?
4. Are you 100% committed to your daughter/son going on exchange if selected?
If not, what concerns or reservations do you have?
5. Do you have ANY questions about the Rotary Youth Exchange Program?

2.10 Club Interview Questions

Student without Parents Present

1. What do you consider to be your greatest strength?
2. What do you consider to be your greatest weakness?
3. What things are you grateful for? Explain why and how you show your gratitude.
4. How do you feel about being away from home for a full year?
5. Are you a rule follower or a rule challenger?

2.11 Club Interview – Evaluation Summary

Student's Name: _____ Age: _____ Sex: _____

Present school: _____ Grade: _____ Average: _____

Languages studied, and number of years: _____

Rating scale: 5 = Outstanding
4 = Very Good
3 = Good
2 = Average
1 = Poor

1. First impression (your reaction upon introduction) _____
2. General appearance (neatness, poise, posture, etc.) _____
3. Interpersonal skills (ability to communicate clearly, respectfully) _____
4. General attitude (enthusiasm, willingness, interest, etc.) _____
5. Ability to express her/himself and think clearly (diction, choice of vocabulary). _____
6. Knowledge of local, national and international affairs _____
7. Ability to adapt and adjust (to others, to surroundings, etc.) _____
8. Leadership potential (participation in school, church, and community activities) _____
9. Ambassadorship (will student be a good representative for country, community, Rotary, etc.?) _____
10. Reaction of parents (supportive, keen on exchange program, etc.) _____

Total points _____

Overall rating:	Outstanding	_____	Acceptable	_____
	Very good	_____	Not acceptable	_____
	Good	_____		
	Average	_____	Ranking with	
	Poor	_____	other applicants	_____

Date: _____ Interview Committee member: _____

Special notes (if any): _____

2.12 Outbound Application Preliminary Medical Questionnaire

Applicant Name: _____

Address: _____

Date of Birth: (MM/DD/YYYY) _____ Gender: _____

Participation in the Rotary District 5080 Youth Exchange Program is contingent on the health status of the applicant.

Complete this Medical Questionnaire as required for initial application. Once offered conditional acceptance into the Program a detailed Medical History and Exam Form and a Dental Exam form will be sent to the applicant. A medical provider and a dental provider must complete these forms. Completed forms must be included in the finalized application packet due December 1st, before an applicant can be considered for final assignment. This is confidential information.

Has the applicant been diagnosed with or received treatment for any of the following? If yes, provide a brief summary of the condition/treatment/ongoing concerns in the space below. Attach additional sheets if needed.

- ☐ Anorexia, bulimia, other eating disorder
- ☐ Asthma
- ☐ Attention Deficit Disorder (ADD/ADHD)
- ☐ Bowel or digestive disorder
- ☐ Cancer
- ☐ Chemical dependency, illegal chemical use
- ☐ Diabetes
- ☐ Fainting episode
- ☐ Headache (migraine or recurrent)
- ☐ Hearing impairment
- ☐ Heart disease
- ☐ Menstrual disorder
- ☐ Mental health conditions
- ☐ HIV infection
- ☐ Seizure disorder
- ☐ Stomach ulcer or reflux (GERD)
- ☐ Visual impairment
- ☐ Weight changes (>10 pound gain or loss in past year)
- ☐ Other:

Medical Questionnaire continued

Applicant Name: _____

List allergies (medication and environmental).

Allergy	Reaction	Treatment used
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

List all medications taken on a regular basis (prescription, over the counter, herbals, vitamins).

Medication	Dose/frequency	For what condition?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

List any dietary restriction(s) – include description of special diet, vegetarian, vegan, etc.:

List any other current or chronic medical issues that may impact the applicant's health while living overseas or that may require special accommodation or medical planning:

Has the applicant been vaccinated against routine childhood illnesses? Yes ☐ No ☐
Has the applicant been vaccinated against Covid? Yes ☐ No ☐

Applicant name: _____ Date _____

Parent/Guardian: _____ Date _____

Filling in the Applicant, Parent/Guardian names above will be considered a signature.

2.13 Visits to Outbound Students & Early Returns

1) Purpose of this Policy

The purpose of this policy is to set out the conditions governing visits to outbound students by family members or friends and the return home of outbound students before the scheduled end of the exchange

2) Conditions Governing Visits to Outbound Students

2.1 Visits to outbound students must be approved in advance, and in writing, by both the host club and host Rotary District and the District 5080 Youth Exchange Committee Vice Chair responsible for that student.

3) Conditions Governing the Early Return of Outbound Students

3.1 Unless authorized in advance, and in writing, by the host Rotary Club and by the District 5080 Youth Exchange Committee Vice-chair responsible for the outbound student, that student shall not return home prior to the scheduled end of the exchange.

3.2 The host Rotary club/District has the sole responsibility for initiating early returns for disciplinary reasons.