

**Rotary District 5080
YOUTH EXCHANGE PROGRAM
Club Manual**

PART 5: SHORT TERM EXCHANGE

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NOTE: Forms are listed on the Index with a Document Reference # of 5.51 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.

5.01 Short Term Exchange in District 5080

Purpose

The purpose of the Rotary District 5080 Short Term Exchange Program is:

1. To promote international peace, goodwill and understanding through a family-to-family international exchange.
2. To provide the opportunity for students from within Rotary District 5080 (age 15-19) to experience international travel and spend thirty days living with a foreign host family.
3. To provide the opportunity for foreign students to experience international travel and spend a reciprocal time living with the families of their US/Canadian counterparts.

This program is ideal for students who are looking for an international exchange experience during the summer.

How the Program Works

The program is designed as a family-to-family exchange. A student from within our Rotary district is matched with a student in a Rotary district in another country. The match is based on the applicant's age, gender, country preference and, to some extent, interests. The US/Canadian student spends thirty days with the foreign student and his/her family, and the foreign student spends a reciprocal thirty days with the US/Canadian student and his/her family.

The exchange period begins in mid-June and extends to the middle of August. For most of our outbound students, the first part of the exchange will be spent abroad and the last part will be spent hosting their counterparts from other countries.

Our program provides group travel dates with opportunities for students to travel together. Students may request alternate travel dates, however students traveling on alternate dates will probably not travel with other Rotary students.

Some exchanges may be proposed as "reverse exchanges" with the foreign students coming to the US or Canada for the first half of the exchange.

5.02 Application Process

The application process for short term exchange begins between September and January. The Short Term Exchange Program Application, Short Term Exchange Program Country Preference Form, and Short Term Host Family Applications are due to the local Rotary Club by the deadline which can be found on <https://rotaryye5080.org/>

Submit an initial payment along with fully completed original signed Short Term Exchange Program Application and Country Preference Document to your local Rotary Club by the deadline which can be found on <https://rotaryye5080.org>.

Short term students, like long term students, apply through a local Rotary club. Short term applications are available on the Rotary D-5080 Youth Exchange web site: <https://rotaryye5080.org/apply-outbound-short-term-student/>

Clubs should notify short term applicants that completed applications with original signatures and color photographs must be submitted to the club by the deadline. Applicants should be encouraged to answer questions on the application completely and to follow the instructions carefully. Providing complete responses will help with the matching process.

After the Rotary club receives the completed application, a time and date is set for the club youth exchange chairman/committee to interview the student and parents.

Local Rotary clubs are responsible for fully vetting host families.

5.03 Criteria for Short Term Exchange

Students:

1. Students must be at least 15 years old, and not more than 19 years old, when they go on exchange.
2. Students must complete applications and pay program fees by the deadline dates set by the sponsoring Rotary club and the District Youth Exchange Committee.
3. Students will be interviewed and approved by the sponsoring Rotary club.
During the interview:
 - a. The student must convey to the interviewers that he/she is willing to learn about, and adapt to, a foreign family and culture.
 - b. The student must assure interviewers that he/she will devote the thirty days of the exchange spent at home to the visiting student:
 - No summer job
 - No leaving the student home while you go on dates, etc.
4. The student must attend the outbound orientation on the first weekend in May at Camp Lutherhaven near Coeur d'Alene, Idaho.
5. Outbound students must have a valid passport that does not expire prior to six months after the exchange period ends (February of the following year).
6. Students must agree to abide by all program rules and accept additional rules and guidelines set by the host parents, Rotary club and/or Rotary district.

Parents:

1. Read and understand program rules.
2. Attend interview and allow Rotary members to visit your home.
3. Attend the orientation the first weekend in May.
4. Agree to host the foreign student for one half of the exchange period.
5. Agree to provide opportunities for the visiting student to experience things beyond everyday life. Activities might include camping, outdoor recreation, sightseeing, sporting events, tourist attractions, theater, museums, road trip, etc.
6. Make sure visiting student is taken to the airport on his/her departure day.

Sponsoring Rotary Clubs:

1. Read manual section covering Short-Term Exchanges.
2. Distribute short-term brochures and applications beginning in September.
3. Collect completed applications by the deadline.
4. Provide a counselor for each short-term student and his/her family.
5. Interview applicants (students and parents).
6. Fully vet host family (v1 forms, references, short term host family forms, home visit).
7. Invite the outbound student and his/her parents to visit your club prior to his/her departure.
8. Invite both students to visit your club during the time they are both in our district.

9. In the event the host family is unable to complete the period of hosting (due to illness or problems), the Rotary club must be able to provide an alternate host family for the foreign student.

5.04 To be added - See Events Page

5.05 Cost of the Program

The cost of the Short Term Exchange Program is USD \$700.00. Half of the program fee is due December 1st, and half is due at the outbound camp in May.

The program fee includes:

- Medical/travel insurance
- Orientation at Camp Lutherhaven
- Program materials (folders, shirt, pins, etc.)

Medical Insurance

Medical insurance is required for all outbound and inbound students. The cost of insurance is included in the program fee. Inbound students will have their own insurance from their home country. Medical insurance will be procured by District 5080.

Other Costs

There are other costs of participating in the program which are not included in the program fee above, e.g. airfare costs. Please refer to those costs outlined on the [Outbound Student Fee Agreement](#).

5.06 Responsibilities of the Rotary Counselor

- Assist/counsel the student and his/her family during application process.
- Participate in the student interview and home visit.
- Make sure the student and parent(s) attend the outbound orientation.
- Invite the student and parents to attend a Rotary meeting prior to the student's departure. Provide two (2) club banners for the student to give the host family and host Rotary club.
- While the inbound short term student is in our district, invite both students to attend a Rotary meeting to talk about their experiences.
- If the hosting family is unable to complete the hosting period due to illness or problems, work with the members of the Rotary club to provide an alternate host family for the remaining period of time.

When a Club Youth Exchange Chair Needs Help

In the event you need help, please contact the following District 5080 Youth Exchange Committee members:

Vice Chair, Short Term Exchanges

then

D5080 YE Committee Chair

See the [Contact page](#) for contact details.

5.07 Program Rules and Conditions of Exchange

- 1) Obey the laws of the host country – If found guilty of violation of any law, student can expect no assistance from Rotary or their native country. Student will be returned home as soon as released by authorities.
- 2) The student may not possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not permitted to operate a motorized vehicle of any kind.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age in host country should refrain.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the host district.
- 7) The student must be covered by a health and life insurance policy agreeable to the hosting district.
- 8) The student must abide by the rules and conditions of exchange of the hosting district provided to you by the District Youth Exchange Committee.
- 9) The student must return home directly by a route mutually agreeable to the host district and student's parents.
- 10) The student shall have sufficient financial support to assure his/her well-being during the exchange. Any unusual costs relative to a student's early return home or other unusual costs shall be the responsibility of the student's own parents/guardians.
- 11) You will be under the hosting district's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son or daughter. The host club and District Youth Exchange Officers must authorize such activities. Relatives in the host country will have no authority over the student while they are in the program.

The specific and most current Program Rules and Conditions of Exchange are included in the Short Term Exchange Program Application and Country Preference form.

Also, please be aware that smoking is strongly discouraged while abroad and not permitted while in District 5080. You may have to explain US/Canadian attitudes about smoking to your inbound visitor.

5.08 Frequently Asked Questions

Q - Is this a mutual exchange?

A – Yes, a D-5080 student will stay with a family in another country for thirty days. When he/she returns, the inbound “match” will stay with the D-5080 student’s family for thirty days.

Q – Can we request a one-way exchange?

A – No, Rotary District 5080 is not currently offering one-way exchanges.

Q – Can a different family host the inbound student?

A – Not without a lot of special arrangements made by the local Rotary club.

Q – May my student select which country to go to?

A – A Country Preference Form is provided with the application. Students rank their preferences in numerical order. Every effort will be made to match a student with someone in his/her 1st or 2nd choice country, but this cannot be guaranteed. Students should be willing to accept a match in any of the countries offered.

Q – May I request which gender my student may exchange with?

A – Yes, in fact we will obligate ourselves to your choice. The application form contains the following wording: “the family can host: boy / girl / either boy or girl” and you select one of the choices.

Q – What are the host family obligations?

A – In a nutshell, we expect our host families to entertain the inbound student, to some extent, beyond the normal family activities. Room, board, meals and travel expenses incurred while the inbound student is here are paid for by the host family. Special outings should also be provided.

Q – What are the responsibilities of the local Rotary club?

A – Rotary clubs are required to interview the student applicant and his/her parents. And fully vet them as a host family (V1 forms, references, short term host family application, home visit).

Club officers must sign the application, witness signatures, and complete the club representative section where indicated.

The club provides a counselor for the outbound student and his/her family.

The club invites the outbound student and his/her parents to visit a club meeting prior to departure and invites both students to visit a club meeting during the time they are both in the district.

In the event that the host family is unable to complete the hosting period due to illness or problems, the club must provide an alternate host family for the remainder of the inbound student’s stay.

Q – Are the student and his/her parents required to attend an orientation?

A – Yes. The orientation is a weekend event the first weekend in May at Camp Lutherhaven, near Coeur d’Alene, Idaho. The student and at least one of his/her parents must attend the orientation.

The short term orientation is held in conjunction with the orientation for students and parents participating in the Long Term Exchange Program.

Q – How much money should the student take on exchange?

A – This will be decided by the student and his/her parents. It is recommended that the student take at least US\$150 for personal expenses. The host family will not be providing any personal spending money for the student.

Q – Can my student depart from a different airport?

A – We are asking that students depart from Spokane International Airport if at all possible. We want to have our students travel in a group, but we will try to plan itineraries that are convenient for students and their families.

Q – My student has graduated from high school. May he/she still apply?

A – Yes, as long as he/she meets the age requirements. (Cannot be older than 19 when he/she leaves on exchange.)

Q – Can a student participate in this program more than once?

A – Yes, and they may apply for the Long Term Exchange Program as long as they meet the age requirements of that program.

Q – Whom do I contact for additional information?

A – Vice Chair, Short Term Exchanges (see the Contact page.

Q – Where can I get program brochures?

A – D-5080 Short Term Exchange brochures are included on the District 5080 Youth Exchange website, <https://rotaryye5080.org/>

FYI - Full color “generic” Youth Exchange posters and brochures are available in the RI Catalog.

Q – Can I get someone to do a program on Short Term Exchange for my Rotary club?

A – Yes. Please contact the Vice Chair, Short Term Exchanges (see <https://rotaryye5080.org/> Contact page)



DISTRICT 5080 YOUTH EXCHANGE

SHORT TERM EXCHANGE PROGRAM (STEP)

Outbound Student Fee Agreement

Complete this form and submit it to your Rotary club Youth Exchange Officer

Student information

Student's Name: _____

Sponsor Club: _____

Student's Personal email address*: _____

***Student must have their own personal email address separate from the family email address and they must use this email for all exchange business.**

Fee Agreement

The program fee is **\$700 USD**. \$350 is due December 1st and the final payment, of \$350, is due at the outbound orientation camp in May.

The Outbound Fee covers the following:

Outbound weekend training camp for parent(s)/guardian and student in May
District and country patches and regalia
Youth Exchange hoodie
Training materials and required forms and paperwork
Handling of documents and courier services/postage
Mandatory student medical insurance
Program administration

No student will be allowed to exchange if the fee is not paid in full by the required date.

This agreement between Rotary District 5080 Youth Exchange Committee and parent(s)/guardian of the named student is entered into for the sole purpose of full commitment of the student to the Short Term Rotary Youth Exchange Program and the activities associated with preparing and providing the requirements necessary to meet Rotary International, District 5080 and governmental requirements for a student exchange.

Print Parent//Guardian Name(s)

Print Parent//Guardian Name(s)

Print Student Name

We agree and commit to pay such fees and expenses as presented by the Rotary Youth Exchange Committee. The outbound fee is: **\$700 USD**. Additional costs, including flights, are the sole responsibility of the student.

In the event of a student withdrawing, or being rejected, from the exchange program prior to departing on exchange a partial refund will be calculated based upon when the student formally withdraws by written notification to the Rotary Youth Exchange Chairperson and the STEP Coordinator for the student. The partial refund will be calculated based upon the incurred expenses realized on the behalf of the student. The exchange committee has the sole responsibility for the calculation of the refund.

Orientation dates

A **Mandatory** orientation weekend will be held in early May of the departure year. Camp location and dates will be posted on our website. You will also be advised by your club youth exchange officer of the details.

Registration for camp will be posted on our website: www.rotaryye5080.org April 1st

Payment Method:

Two payments of \$350 US dollars each can be paid by USD check, money order, or bank draft, made payable to District 5080 Rotary Youth Exchange.

Parent(s)/Guardian Signature

RYE Club Youth Exchange Officer

Date

Date

Questions? Please contact:

Jennifer Ashby, STEP Coordinator
jashby.acl@valnet.org



Short-Term Exchange Program

Sponsor District _____

Health Declaration



Full Legal Name: _____

Do you have any mental health/medical/dental conditions?	Yes	No
Have you been treated for mental health/medical conditions in the past two years?	Yes	No
Have you taken any prescribed medications in the past six months?	Yes	No
Do you have any special health requirements (disabilities, allergies etc.)?	Yes	No

If you have answered 'YES' to any of the above please explain fully in the space below providing as much information as possible, including the name of any medication and the reason prescribed and include a copy of the doctor's prescription. Use additional sheets of paper if necessary.

I declare that I have stated my current health to the best of my knowledge.

Signature Date:

I agree that I am signing this document by keying my name: