

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

**PART 3: INBOUND EXCHANGE**

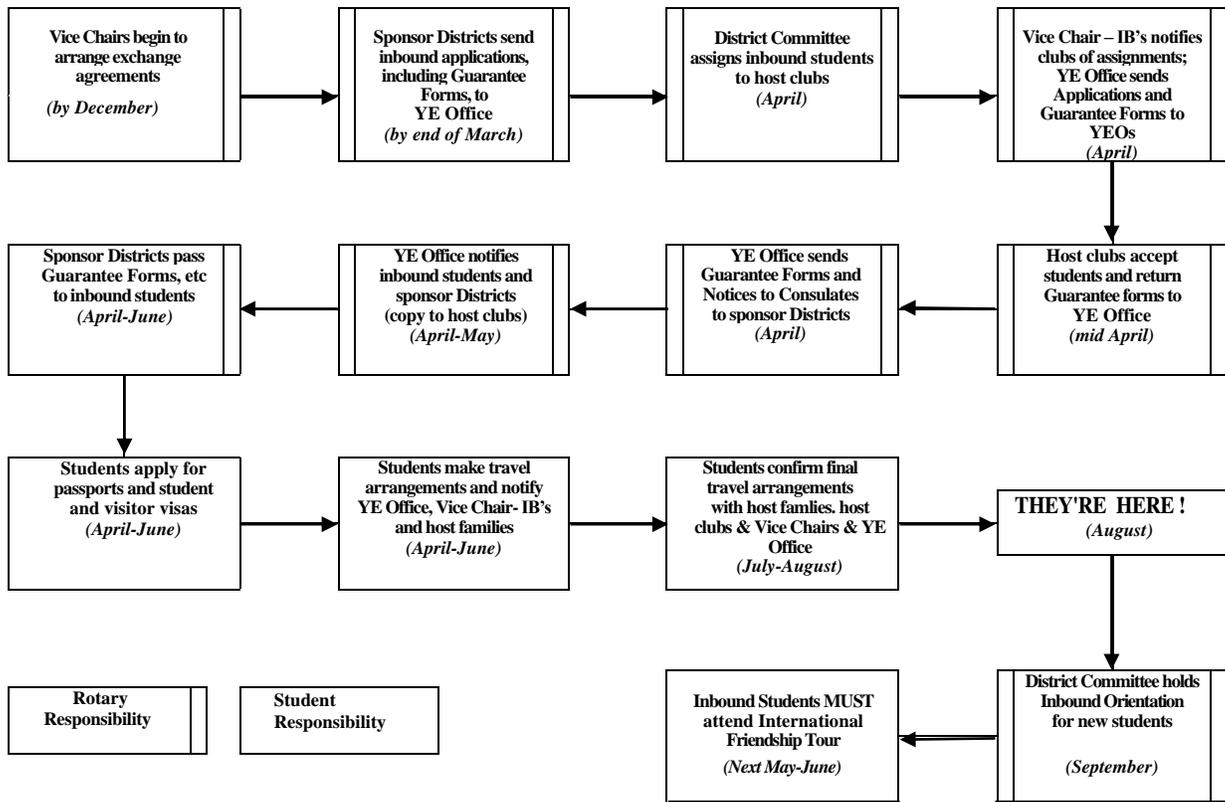
**Contents**

3.01 Inbound Students Flowchart .....	2
3.02 Transfer of Students Between Host Clubs.....	3
3.03 Inbound Student and Counselor’s Folders .....	4
3.04 Inbound Counselor’s Guidelines.....	
3.05 When an Inbound Student Needs Help.....	8
3.06 Guidelines for Sending a Student Home.....	9
3.07 Inbound Student Checklist – Club.....	10
3.08 Student Travel e ues or .....	11
3.09 Inbound Student Travel Policy.....	1
3.10 Inbound Counselor s Guide.....	17

**NOTE:** Forms in this Part are listed on the Index with a Document Reference # of 3.51 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.

### 3.01 Inbound Students Flowchart

#### Rotary District 5080 Inbound Students Flowchart



Inbound Students Flowchart 2013.04.29

## 3.02 Transfer of Students Between Host Clubs

### 1. Purpose of this Policy

The purpose of this policy is to set out the conditions under which a current inbound student may be transferred from one host club to another host club within District 5080.

### 2. General Statement

2.1 The transfer of inbound students from one host club to another within District 5080 is actively discouraged by the District Youth Exchange Committee, whether such a transfer is intended to take place before or after the arrival of the inbound student in the District. Such transfers will only be considered under exceptional circumstances.

2.2 Unless authorized in advance by the Chair of the District 5080 Youth Exchange Committee as provided in this directive, no such transfer shall take place, and the clubs assigned by the Committee to host each inbound student shall host that student for the duration of the exchange year.

### 3. Procedure for Authorizing the Transfer of Inbound Students

3.1 A written application to exchange an inbound student shall be submitted to the Chair of the District 5080 Youth Exchange Committee prior to any commitments or arrangements being made with respect to the proposed exchange. The application shall include the name of the inbound exchange student, the names of both clubs involved in the proposed exchange and the reason for the exchange.

3.2 The application must be signed by the Youth Exchange Officers of both Rotary clubs involved and the District Youth Exchange Committee Vice Chair responsible for that student, and must clearly indicate the approval of each of those persons.

3.3 On receipt of an application that complies with the requirements of this Directive the Chair of the District 5080 Youth Exchange Committee, after considering the circumstance and in his or her sole discretion, may either approve or not approve the proposed exchange.

### 3.03 Inbound Student and Counselor's Folders

The Club Youth Exchange Officer should prepare a folder for each inbound student with information about the student and the youth exchange program.

CONTENTS OF INBOUND STUDENT'S FOLDER	Section
• Welcome letter to student from the club	
• Host Family Schedule	4.09
• First Night Questions	4.04
• Local High School Information (New Student packet)	
• Community Information (map of city, youth groups, churches, clubs, resources)	
• When an Inbound Student Needs Help	3.05
• Insurance Policy and ID card (if provided by D-5080)	
• Student Travel Authorization	3.08
• Emergency Contact Information – Canada	6.04
• Emergency Contact Information – USA	6.05
• Inbound Student Data Summary	
• Drinking and Driving Regulations	3.51

CONTENTS OF INBOUND COUNSELLOR'S FOLDER	Section
• Complete copy of the Inbound Student's application form	
• Inbound Counselor's Guidelines	3.04
• Inbound Student Agreement – signed copy from Vice Chair	C.51
• Inbound Student checklist - club	3.07
• Hints for Host Families	4.03
• Host Family Schedule	4.09
• First Night Questions	4.04
• Student Travel Authorization	3.08
• When an Inbound Student Needs Help	3.05
• Guidelines for Sending a Student Home	3.06

The counsellor should add additional information to the folders depending on specific student and counselor needs.

### 3.04 Inbound Counsellor's Guidelines

The inbound exchange student counsellor's job is essential for the success of the Youth Exchange Program. The counsellor should be a Rotarian, or the spouse of a Rotarian, with a well-balanced outlook, and ability to work with, and relate to, young people.

#### Before the Student Arrives

1. As soon as you are assigned an inbound student, check with the Youth Exchange Officer to determine whether all documentation has been completed.
2. Assist the club's Youth Exchange Officer in selecting host families. In consultation with the families, prepare a schedule of the specific periods during which each family will host the student.
3. Once the host family schedule has been prepared, write the student a letter of welcome and encourage the first host family to do the same. With your letter send the student a copy of the hosting schedule with the names, mailing addresses, and telephone numbers of each of the host families.
4. Ask for the student to reconfirm his or her travel plans by email immediately prior to departure.

#### When the Student Arrives

1. The counsellor and first host family should meet the student at the arrival airport.
2. If the student arrives during the school period, the counsellor or a first host parent must accompany the student to school to register and select appropriate courses of study.
3. A special effort should be made to introduce the student to key teachers and school staff. If possible, try to arrange for a classmate to go to and from school with the exchange student for the first few days, to help the student become familiar with school procedures.
4. Go over with the student the guidelines for inbound students, information relating to the school, information concerning the community and area, special activities planned for the student during the year. Emphasize that the "Inbound Student Agreement" must be complied with, and that failure to do so in most cases will result in immediate termination of the exchange and the student being returned home.
5. Finances must also be discussed with the student within the first week of arrival. Make sure that the student has mailed his or her Inbound Student Fee to the Treasurer of the District 5080 Youth Exchange Committee. If not, this fee must be paid before, or at, the Inbound Orientation in early September. The minimum \$250.00 emergency fund that each student is required to bring on exchange is to be deposited in a local bank or credit union as soon as possible - preferably in a savings account requiring that withdrawals have the signatures of both the student and the counsellor. A separate chequing account should be set up for the student's normal expenses, and cash machine access is desirable. Tell the student how much monthly allowance the club pays, and how and when the student will receive it.
6. Also within the first week, check to ensure that the student has
  - (a) a validated 1-year student visa for Canada/U.S.A. as applicable (the passport should have a yellow paper attached to it),
  - (b) a validated 1-year visitors visa for Canada/U.S.A. (this will be required for travel within the District), and
  - (c) a return air ticket with an open return date.
7. Ensure that both the student and host family understand communication within the Youth Exchange Program (in the student and host family folders).

## While the Student is Here

1. The counsellor should ensure the exchange student ends the one or two week period as soon as possible after arrival in the host country. The student should be based on the club's schedule.
2. Talk to the exchange student about once a week and find out how he or she is getting along with the current host family, with other students at school, teachers, etc. Also talk with the host parents.
3. Be aware of any travel plans of the student, and ensure that they comply with the club's and District's policies on student travel, and that approvals are obtained well in advance from the club, the District, and the student's parents when required.
4. Make sure the current and next host families co-ordinate the move between families generally in line with the hosting schedule they were provided with.
5. Act as referee between host families if there is any conflict regarding the student's activities.
6. Talk to the club's Youth Exchange Officer about your student doing a presentation to the host club and encourage other Rotary clubs and organizations in your area to invite the student to present a program at their meetings.

## Counselors' Checklist for Inbound Students

1. Correspond with student prior to arrival.
2. Meet student at airport and arrange for a welcoming function to be held by the Host Club Members.
3. Complete a report of your personal monthly contact with the student and the host family in the YEAH database system.
4. Let student phone home as soon as possible to advise of safe arrival.
5. Arrange monthly allowance from club. District recommends \$100 per month.
6. Help student set up 2 bank accounts:
  - a. A Contingency fund requiring Counsellor to countersign. (Min. \$250.00).
  - b. An Everyday account in students name with Debit Card for students to use for day-to-day living.
7. Arrange School interview, commencement date, uniforms, books, etc.
8. Arrange travel details to/from school where appropriate, e.g. Rail/Bus Pass.
9. Inbounds MUST ATTEND
  - a. Inbound Orientation in early September
  - b. Fall weekend get together in late October
  - c. Ski weekend in January/February
  - d. International Friendship tour in Spring
10. Complete Student Card and provide to student
11. Make sure the Club makes the student welcome and is involved in as many club activities as possible.
12. Try to resolve problems with the student at Club level, however if you need help or advice please contact your Inbound Coordinator or District Chairman.
13. Make sure the student understands what is required of them, i.e. go through the rules of the programme.
14. Assist YEO find host families, recommended - three families / required – two families
15. Students travel must be closely scrutinized. All travel outside D5080's Student Travel Zone requires written approval from the parents and District 5080.
16. Extended visits/travel with family or friends who may be here on holidays etc. is not recommended.
17. From time to time, the Counselor should write to the student's parents, informing them of the student's progress.
18. Throughout the year, assist the student in sending personal effects home, ensuring that luggage at the end of the Exchange will be within the limits set by the airlines.
19. Diarise important dates from the student's home e.g. birthdays, anniversaries, national days, etc., thus ensuring these important events will not be overlooked. The Counselor should ensure that the Club acknowledges the student at Christmas and on his/her birthday.

## 3.05 When an Inbound Student Needs Help

### When an Inbound Exchange Student needs help.....

As an inbound exchange student in District 5080, if you have a problem or need a question answered, here are the steps you should follow in getting help.

If you don't get the help or the answer 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 counsellor**.
- Third**           Contact your **host Rotary Club's Youth Exchange Officer**
- Fourth**        Contact the **Inbound Coordinator of the District 5080 Youth Exchange Committee**.
- Fifth**           Contact the **Chair of the District 5080 Youth Exchange Committee**.
- Sixth**          Contact the **Chair of the sponsor District's Youth Exchange Committee** in your home country

### 3.06 Guidelines for Sending a Student Home

Reasons for sending a student home during his or her exchange include:

1. Involvement with drugs.
2. Drinking.
3. Serious romantic involvement.
4. Driving a motor vehicle.
5. Failing to make an honest effort at school.
6. Conduct and attitude unbecoming an exchange student.
7. Failure to get along with host families.
8. Smoking.
9. A combination of several of the above.
10. Shoplifting or other theft.

All of the above situations require judgment and fairness by the Club Youth Exchange Officer. A frank discussion, written warning and “second chance” might resolve the problem. Consider implementing a contract with the student to address behavior concerns. The contract needs to be signed by the Counsellor and the student and copies emailed to the YEO and D5080 YE committee Inbound Coordinator.

A Club Youth Exchange Officer who is **considering** sending a student home **must immediately contact the Chair or Vice Chair** of the District 5080 YEC. The Chair or Vice Chair will investigate the situation and, if he or she agrees that the student should return home, the student’s sponsor District Youth Exchange Chair will be contacted by the District 5080 YEC.

The decision to send a student home can only be made by the Chair or Vice Chair of the District 5080 Youth Exchange Committee. **Do not advise a student that he or she is being sent home until you have been asked to do so by the Chair or a Vice Chair.**

### 3.07 Inbound Student Checklist - Club7 Inbound Student Checklist Club

Home Country and District: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Inbound Student's Name: \_\_\_\_\_

Place a "Y" for Yes or an "N" for No in the box beside each statement and fill in any blanks as necessary

- Was the student's 1-year Canadian or U.S. Student Visa checked and everything signed?
- Was the student's Canada or U.S. visitor visa and ESTA checked?
- Does the Canadian student have an I-94? If "N", help them to apply for one on-line shortly after arrival.
- Was the student's return plane ticket checked and stored in a safe place?
- Did the student receive their student binder?
- Were the contents of the student binder reviewed by the club counselor?
- Has a travel binder been put together for the student?
- Has the student been directed to D5080 website and orientated to the Inbound student section?
- Has the student been given a copy of their emergency card?
  - Did the student bring their emergency fund? If "N" have the student make arrangements a.s.a.p. with parents to have the funds transferred to the student and then deposited into a bank account.
- Have bank accounts been set up for the student?
- Has the Rotary club treasurer started the process for a monthly allowance to be given to the student?
- Has the student brought their funds for the District Tour? If "N" advise the student they must give the funds to the District Treasurer at the fall weekend get-together.
- Is the student taking any prescription medication? If "Yes", is this reflected in the student's youth exchange application?
- Does the student have an adequate supply of any prescribed medication? If "No", are prescriptions for additional medication required?
- Does the student have copies of their insurance? Copies of Insurance claim forms?
- Has the student been advised of the first host family and approximate hosting period?
- Has the student been advised of the second host family and approximate hosting period?
- Has the student been advised of the third host family and approximate hosting period?
- Has a welcome party been arranged for the student?
- Has the student been enrolled in school and enrolled in classes?
- Has the student met their school counsellor?
- Advise students of potential/optional SCRYE approved tours. Refer to District 5080 youth exchange website for links to this information.

### 3.07 Inbound Student Checklist – Club

Inbound Student's Name *[please print]*: \_\_\_\_\_

Home Country and District: \_\_\_\_\_ Arrived on \_\_\_\_\_ at \_\_\_\_\_  
[yy/mm/dd] [time]

Place a **Y** for "Yes", or an **N** for "No" in the box beside each statement that is applicable, and fill in any blank spaces as necessary.

- [ ] Was the student's 1-year Canadian or U.S. Student Visa checked?
- [ ] Was the student's 1-year Canadian or U.S. Visitor's Visa checked?
- [ ] Was the student's return plane ticket checked and stored in a safe place?
- [ ] Was District 5080's Inbound Student Agreement reviewed with the student?
- [ ] Has the student paid the required Inbound Student Fee?
- [ ] Is the student currently taking any prescribed medication(s)? If "Yes", is this reflected in the student's Youth Exchange Application? [ ]
- [ ] Does the student have an adequate supply of any prescribed medication? If "No", are prescriptions for additional medication required? [ ]
- [ ] Were hospital/medical insurance documents checked and in order?
- [ ] Does the student have insurance purchased through Rotary District 5080?  
If "Yes", insert the policy number: \_\_\_\_\_
- [ ] Does the student have insurance purchased in his/her own country?
- [ ] Does the student have any insurance? (If "**NO**", **immediately contact the CSI Bolduc Insurance:**  
<http://www.culturalinsurance.com/rotary/cisibolduc.asp> and see Section 1.01 Medical Insurance for more information)
- [ ] Has the student deposited an emergency fund with the counselor as co-signer?  
If "Yes", state the amount \$ \_\_\_\_\_ and where the account is held: \_\_\_\_\_
- [ ] Has the student been advised of the first host family and approximate hosting period?
- [ ] Has the student been advised of the second host family and approximate hosting period?
- [ ] Has the student been advised of the third host family and approximate hosting period?
- [ ] Has the student been advised of the last host family and approximate hosting period?
- [ ] Have arrangements been made for the student to meet informally with the host families, Rotary counselor, Club Youth Exchange Chair etc.? If "Yes", when and where? \_\_\_\_\_
  
- [ ] \_\_\_\_\_  
Confirm important dates and update regularly eg district tour with student to avoid potential conflicts with possible parent visits.
- [ ] Advise students of potential/optional Rotary sponsored travel tours. Refer to District 5080 youth exchange website [www.rotary5080ye.org](http://www.rotary5080ye.org) for links to this information for itineraries, costs, dates etc. Encourage those who are interested to register early as these trips sell out quickly.

All of the above checks were completed by [date]: \_\_\_\_\_

Signature of Rotary Counselor \_\_\_\_\_

Please complete this form within 30 days of the student's arrival!



# 3.05 District 5080 Youth Exchange Travel Request Form

**This form must be completed, submitted, and approved prior to travel as specified in the District Travel Policy.**

**Travel Request:**

Student's Name: \_\_\_\_\_ Student's Cell Phone: \_\_\_\_\_

Student's E-mail \_\_\_\_\_ Host Parent's Phone: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

**Contact Information of Responsible Adult with whom student will travel:**

Adult: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail of Adult: \_\_\_\_\_ Role: \_\_\_\_\_

Who else will be travelling on this trip: \_\_\_\_\_

**Departure/Return Dates:** Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

**Person Responsible for Expenses:** \_\_\_\_\_

**Transportation Mode:** Vehicle \_\_\_\_\_ Air \_\_\_\_\_ Other \_\_\_\_\_

Vehicle Information (model/ color of car & license #): \_\_\_\_\_

Air: Please attach the full itinerary provided by carrier for student and approved adult.

**Lodging (where student will be staying - please give all names, addresses and phone numbers):**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Complete Street Address: \_\_\_\_\_

**ATTACH COMPLETE Trip Itinerary for initial trip and any changes.**

**Signature and date of each required approver** (please follow the travel policy to have all required approvals):

Host Family Signature & Date: \_\_\_\_\_ YEO Signature & Date: \_\_\_\_\_

IB Chair Signature & Date: \_\_\_\_\_ Dist. Chair Signature & Date: \_\_\_\_\_

*\*Our District requires this information so that we are ALWAYS able to locate the student quickly in the event of an emergency or an unexpected situation.*

**This form & all the required is to be uploaded into YEAH under the student's documents when approved by the final required approver.**

## 3.09 Inbound Student Travel Policy

### **Travel for Inbound Exchange Students is a privilege, not a right:**

This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school, and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family, or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults (host family, YEO, and Chairperson) responsible for exchange students know where students are, who they are with, and what activities they are involved in. All travel must go through an approval process. Host parents, Youth Exchange Officers (YEO), Counselors, Inbound Coordinator, or District Chair can deny any travel requests if there is any concern about the safety and security of the student or the behavior and attitude of the student. If the student's YEO is unavailable to begin the permission process, the student can contact their Counselor directly.

### **In General:**

- **Always** consult with your host club YEO before making any travel plans.
- You may travel with your host family, a Rotarian, or a family approved by Rotary.
- Coordinate with your host family and counselor if you want to join trips organized by your school, sports club, Rotary-related organizations or join Rotary activities
- **Overnight travel without an adult is not permitted.**
- **No travel will be approved for another Rotary District-organized trip.**
- If you are invited to take a vacation with your host family, a Rotarian, or with your school, do not assume it is free. Expect to pay some of your expenses.
- Before you accept any travel invitations, contact your Rotary YEO and ask if you may go.

### **Optional Tours:**

There may be an opportunity to travel on a SCRYE approved tour (ie. Belo tours) if it does not conflict with District 5080 Rotary trips or host family plans. **For these optional SCRYE approved tours, you need advance approval from:**

- Your natural parents
- Your host club
- Your host family
- Your Inbound Coordinator
- District 5080 youth exchange Chair, who must sign the tour authorization form

### **Travel and School:**

Students not doing well in school cannot miss school to travel. Students, who are doing well in school, may occasionally miss school to travel (**no more than 10 days**). All of their homework must be current.

Students must ask their teachers, before their trip, for any homework they would miss while traveling. They are expected to make arrangements, with their teacher, for getting their homework finished, and to make up any tests or exams that they miss.

### **School and Church Group Organized Trips:**

Trips organized through school and church groups may be authorized as long as the student follows the proper approval process.

### **Groups of Students Meeting or Traveling Together:**

Other than the meetings/trips that are described below, **groups of 4 or more** students are **not** allowed to travel or to meet together without the direct supervision of responsible adults involved with the **Youth Exchange Program (or approval of the District Chair)**

### **Travel That Is Approved, Authorized, and Organized by District 5080 are as follows:**

There are **5 required** district trips/meetings for Inbound Students:

1. **The Inbound Orientation** – held in September after school has started.
2. **The Halloween Weekend** – held end of October
3. **The Winter Weekend** – held end of January/early February
4. **The Outbound Orientation weekend**- held end of April/early May – Inbound and future outbounds with their parents get together to discuss outbound exchange.
5. **District 5080 Annual Conference** – usually held in **May** (4 days) and alternates between the US and Canadian sides of the district.

**Optional – but highly recommended is a bus trip around District 5080 (5-6 days). This district tour usually follows the Outbound Orientation in May. Dates and itineraries vary each year.**

### **Travel Rules for Students Hosted by District 5080**

#### **1) In all cases we need to know:**

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and your emergency contacts.
- The names and phone numbers of the responsible adults who will be supervising you.

#### **2) Same Day Travel within BC, AB, WA, ID, Montana and Oregon:**

**Same Day** travel within BC, AB, WA, ID, Montana, and Oregon that begins and ends in your host town is approved by your host parents. Before they can decide to allow you to travel, the host

family and the YEO need to have, in writing the information noted above (communicate with YEO or Counselor via email with the information detailed). **The Inbound Coordinator and District Chair must be made aware of the travel plans if the student is crossing the USA-Canada border.**

**Example #1** - Student X is living in Nelson, BC and wants to visit/ student Y who lives 75 km away in Rossland, BC to go skiing/movie etc. they are taking a bus/or getting a ride with a Rotarian Z- send an email to YEO as long as host family approves of the day travel.

**Example #2** - Student X is living in Rossland, BC and is going on a shopping trip to Spokane, WA with their host family. Send an email to the YEO, Inbound Coordinator, and District Chair. (Because the student is crossing the USA-Canada Border)

## **2. Overnight travel within BC, WA, ID, Montana and Oregon, with the host family, must have a travel permission form submitted**

If you are traveling **with your host family**, complete the Travel authorization form including the signature of YEO. This travel needs the approval of the YEO only but the Inbound Coordinator and District Chair must be made aware of the travel taking place. **The student will send the travel form to the District Inbound Coordinator and District Chair so it may be uploaded.**

**Example-** Student X's host parents want to take them to Seattle for the weekend. Travel form to be completed by the student with the signature of YEO and sent to the Inbound Coordinator and District Chair so it may be uploaded.

## **3) Overnight Travel or Day Trips Outside of BC, AB, WA, ID, Montana or Oregon (Excluding Mexico)**

This travel requires the approval of the YEO, the Inbound Coordinator, and the District Chair. The Travel Authorization form with the requested information must be received by the Inbound Coordinator and District chair at least **(7) days** (if possible) before the date of departure to give the request thoughtful consideration and have any questions answered.

## **4) All Overnight Travel- not with current host family:**

This travel needs the **approval of the Inbound Coordinator and District Chair**. The Travel Authorization form with the requested information must be received by the Inbound Coordinator and District chair at least **(7) days** (if possible) before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by your host parents and YEO. Your YEO needs to provide the travel plans (**Travel form to be completed by student**). The student must ensure they have the following information:

- The names and phone numbers of the responsible adults (Vetted) who will be supervising them.
- How they can be contacted in case of an emergency.
- That you have sufficient funds for the activities planned.

- That you have the necessary travel documents with you

**The Student will complete the travel form with YEO and host family signatures and will email it to the Inbound Coordinator and District Chair for approval.**

**Example:** Student X has been invited by a YEO or Vetted Adult to take them to Seattle from Rossland B.C for 3 days to see Seattle (**crossing border**)- Host family first signs travel form acknowledging plan and student will get YEO to sign form and send the form to the Inbound Coordinator and District Chair for approval.

**Any travel outside Canada and the United States (i.e. Mexico or Caribbean) must have full written permission from your natural parents before any travel will be considered. Permission from natural parents must be done first and sent to the YEO, Inbound Coordinator and District Chairperson prior to making further travel arrangements. This Travel can only be done with Vetted Adult (i.e. host family, YEO, Counselor etc.).**

**IF Travel form is not completed when it's required and YEO or District Chair becomes aware of the unapproved travel, the student will be issued a Yellow card (see Standards of Behavior form).**

### **Unaccompanied Travel:**

Permission for you to travel to a destination by yourself will only be granted after confirmation that a responsible, vetted adult will meet you at the final destination. Only direct flights will be approved.

**Example:** Student A's host parents have a second home in Arizona and has invited student A to attend for Spring break. Host parents are in Arizona already and will be meeting Student A when they arrive at airport (**travel form required**) along with flight itinerary. Students will be allowed to travel on direct flights only (no connections)

Students are not allowed to travel to visit relatives (aunts, uncles, cousins, siblings) or friends who may be visiting North America.

### **In Summary:**

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. Host parents, YEOs and District Chair can deny any travel requests if there is any concern about your safety and and/or your behavior and attitude. If you break these travel rules, we will send you home and terminate your exchange. You should **never buy an airplane ticket** or make other financial commitments for travel until the needed permissions have been given.

1-26-2026

## **Travel on the Return Trip Home**

You **will not** be allowed to travel with your natural parents during the last 7 days of your exchange **year or to return home with them**. All students are required to return home directly with no additional travel. Within 24 hours of your departure date your visa to the USA or Canada will be cancelled. You must depart for home from an airport associated with and approved by District 5080.

Breaking this rule may have a negative impact on your ability or the district's ability to get visas in the future. You must leave the country on or before the day that your visa expires or by **July 15<sup>th</sup>**, whichever comes first. If these rules are broken, you may be denied a visa to the US or Canada in the future. Failure to follow these rules may also make it harder for students from your country to be a Rotary student in the future.

## 3.10 INBOUND COUNSELLOR'S GUIDE

### *Empowering Students – Supporting Families – Strengthening the Exchange Experience*

As an Inbound Counselor, you are not just helping a student adjust – you are shaping one of the most important years of their life. Your guidance, encouragement, and steady presence can turn challenges into successes and ensure the exchange is safe, rewarding, and life-changing. Your job is essential for the success of the Youth Exchange program. You are the student's advocate – a confidant, guide, and resource when help is needed. Being a Rotary youth exchange counsellor can be very rewarding and often results in a life-long relationship!

### **REQUIREMENTS**

*Counselor must be someone other than the Club Youth Exchange Officer or a relative of the YEO and may not be a member of the current host family.*

A Club member in good standing

The ability to work with, and relate to, young people

Completion of a Volunteer application in D5080 database system, which includes a criminal record check and references.

Completion of several NAYEN training modules.

Dept. of State Training/Testing (USA volunteers only)

### *The Rotary Club Youth Exchange Team*

Each Rotary club sets up their club committee in a unique way that fits their specific dynamics and you may be asked to assist the YEO (Youth Exchange Officer) in certain aspects of the committee that may include:

#### *Second Home Inspection*

Our district requires a second home inspection/visit be conducted by a different “certified Rotarian” than performed the initial home inspection/visit. This most likely will fall to you as most clubs only have two or three certified Rotarians in their club. There is a form that requires submitting into the D5080 database system. Your YEO can assist you with this.

Other Activities where you might help are:

#### *Recruiting Outbound Students*

In early September the committee will need to make arrangements with the school to talk to students about the program. This can take place in several ways: a school assembly, to a class of 10<sup>th</sup> graders with a teacher that will allow you to take up time in their classroom, flyers, interact club, general assembly, and many other possibilities. Utilize your current and former outbound students to promote the program by having them join you in your presentations. (Let the students do most of the talking) Arrange for your former outbound student to make presentations in classes at the school (i.e.: language, history and career planning classes) Set up an information night where you invite interested students and parents to hear more about the program.

#### *Finding Host Families*

This is an ongoing, year round activity. It is the YEO's responsibility, along with your entire club, to find appropriate host families for your inbound student. Three host families are recommended, two acceptable.

## **Before the Student Arrives**

As soon as your club is assigned an inbound student, check with the club YEO to determine whether all documentation has been completed, and how you can help achieve this.

*Welcome email to your student.* Send a letter of welcome and encourage the first host family to do the same. Arrange further contact through emails, face-time video chats, What's App, etc. to start developing a trusting relationship. The student will feel more comfortable on arrival if they know you.

*Assist the club's YEO in selecting host families.* In consultation with the families, prepare a schedule of the specific periods during which each family will host the student.

*Determine a date of the student arrival* together with the YEO, and first host family, and communicate this to the student. A date range for student arrival has been outlined in our partner agreement and that is usually August 18-24. Have the student send you their flight itinerary and share with the Inbound Coordinator.

*Register the student at the high school* if possible, at this time, and select appropriate courses of study. Consider the student's interests and hobbies.

## **When the Student First Arrives**

### *Meet and Greet at the Airport*

The Counsellor, YEO, and first host family should meet the student at the arrival. It is appropriate to present the student with a small welcome gift. Don't forget a welcome sign. Take a group photo of the student arrival and send to the student's natural parents and the District Inbound Coordinator. Accompany the student to their first home and help them get settled in. Leave the Student binder with the student.

### *Student Meeting to review Binder, Policies, Rules etc.:*

Within the first few days, meet with the student, review the contents of the student binder. Go over the guidelines for inbound students, information relating to the school, information concerning the community and area, District rules, and special activities planned for the student during the year. Emphasize that the "Inbound Student Agreement" must be complied with; failure to do so may result in an early return. Ensure that the student understands the proper chain of communication within the District – review "When an Inbound Student Needs Help". (Review this with the host family as well)

Ensure that the student has:

- a validated 1-year student visa for Canada/U.S.A. as applicable
- a validated 1-year visitor's visa for Canada/USA (this will be required for travel within the District). Check with the District Youth Exchange Committee Inbound Coordinator and ask what specific visas are required for your student.
- an I-94 (Canadian students only) which can be applied for on-line.
- a return air ticket with a return date that can be changed.

Ensure the student has hard copies of all of their important documents and that they are kept in a safe place. We suggest a "travel binder" be made for the student to carry with them when travelling. This binder should contain all necessary paperwork for travel which includes:

- passport and visas (DS2019 J-1)
- I-94 (Canada)

- proof of insurance
- parent travel authorization letter
- copy of the Guarantee Form
- Canada Custodianship declaration plus \*\*\* a letter of the Canadian Custodian allowing the student to travel to that destination, dates, and with whom\*\*\* (if the Custodian is not travelling with the student)

Remind students they **must** attend:

- (a) Inbound Orientation in September
- (b) Fall weekend get together in October
- (c) Winter weekend event in January/February
- (d) District tour in Spring
- (e) District Conference (if applicable for that year)

### *District 5080 Website*

Direct the student to D5080 website [www.rotaryye5080.org](http://www.rotaryye5080.org) and review the Inbound student section with the student.

### *Finances*

Discuss finances with the student within the first week of arrival. Accompany the student to a local bank and assist with opening of account(s). One account is for deposit of the monthly stipend and one joint, or “trust” account is for the deposit of the required emergency fund. The student should not have sole access to the emergency fund account. If the student has not brought the required emergency fund tell them to make arrangements with their parents to secure and deposit the required amount as soon as possible after arrival. Arrange delivery of a monthly stipend with the Rotary club treasurer. This can be deposited into the student bank account or delivered by cheque, whatever works best for your club and community bank.

### *School:*

Schedule an appointment with the school counsellor to register for classes (if not previously done). The counsellor or YEO, must accompany the student to school to register and select appropriate courses of study. The student should also receive help in registering for sports, clubs, and any extra-curricular activities

Arrange travel details to/from school. (bus pass if needed)

The school staff should be reminded that the student will miss school for Rotary meetings and occasional cultural travel opportunities.

A special effort should be made to introduce the student to key teachers and school staff. If possible, try to arrange for a classmate to go to and from school with the exchange student for the first few days, to help the student become familiar with school procedures. Also ask the school counsellor if they can recommend, and arrange, for a student mentor for the student to help them get settled, make friends, and get involved in school activities.

### *Welcome gathering for the student*

Arrange for a club and host family welcome party for your student. This could be a pot-luck dinner. Schedule the party for shortly after the student arrives but when they are rested from their long flights. Invite all host families and past outbound students (keep them involved!)

## **While the student is here**

### *Student Contact:*

Check in with the student weekly and find out how he or she is getting along with the current host family, school, friends, teachers etc. *Regular contact is the key to a successful exchange!* For the first month the weekly contact should be in person, after that in-person contact can be monthly and by phone conversations the other weeks. Increased contact during critical times is essential. For example, during November and December when homesickness is likely to set in, it is important to be in contact. Diarize important dates from the student's home (e.g. birthdays, anniversaries, national days, etc.), thus ensuring these important events will not be overlooked. Ensure that the club acknowledges the student at Christmas and on their birthday.

### *Cell Phones:*

**Cell phone costs are the responsibility of the student.** The counsellor can help the student set up a local plan whether it is a sim card, or adding the student on to their own plan. Discuss with your club YEO how cell phones are handled and explain to the student any phone plan limits, such as local calling only and limited data. When the new phone number is available make sure it is recorded in the student file in the database and give it to the YEO and Inbound Coordinator. Discuss excessive cell phone usage and time spent on social media ....too much can be a problem and one of the most common complaints from host families.

### *Submission of monthly reports in database:*

Counselors **must** submit a monthly report in our database system. This report should include a narrative of how the student is doing. Include any seemingly minor things as they can escalate. This includes a monthly check-in with the host family and noting how things are going with the student. Document any important conversations.

### *Club Involvement:*

Take the student to your Rotary Club meeting soon after arrival, preferably with the host parents. Students should attend as many club meetings as possible. Involve your student in fund raising events and community service projects. Encourage club member involvement with your student during the year.

### *School Progress, Events and Expenses:*

Part of school requires setting up online accounts. Although the counsellor needs to have access to school accounts for grades, sports registrations etc., the school may only allow the host family to have this access. Check with the school's policy with regards to this. Once you know who has access, check grades monthly and look for any missing or late assignments. Students are expected to do their best work. Missing or late assignments is not acceptable. Reminders to participate in class may not go amiss.

Either the club YEO or the Counsellor should be checking in with the school monthly (if allowed) to see how your student is doing. Are they being good ambassadors for Rotary? Do they require additional tutoring? Would a change in classes be beneficial? Do they have a mentor at school? Are they involved in extracurricular activities? *Only one person should be the school contact and that is usually the counselor but you should work this out with your YEO.* Clubs structure their youth exchange committee and tasks differently. Regardless, whichever person is the school contact, that person should attend parent/teacher conferences. Any problems or concerns relating to school must be addressed early!

The student is responsible for all expenses related to attending homecoming, prom, or any other school events. This may include buying a dress or renting a tuxedo, tickets, meals, parties, yearbooks etc.

Clubs cover the costs of required school equipment such as pens, paper, notebooks, class fees, transportation costs. The host family is not responsible for the cost of school supplies. However, the host family is responsible for the student's lunch, either providing a home-made lunch to take to school or the cost of lunch fees.

#### *Support Homesickness:*

Understand that your exchange student may experience homesickness at times. Be empathetic and offer comfort during these moments.

#### *Monitor the student's family life:*

The Counsellor should check in with the host family weekly for the first month and monthly thereafter by phone or email or in person to ask how hosting is going. Problems or concerns, however big or small should be reported to the club YEO and noted in the monthly written reports. Serious issues should be reported to the YEO immediately. Providing support, advocating for the student, and assisting with resolving issues and conflicts between host families and student should be done along with the help of the YEO.

#### *Host Family Moves:*

The counselor should coordinate, schedule, and move the student from one host family to the next. Make plans well in advance as families may have vacations to work around. The host families should be put in contact to share details about the student as needed. This can be an emotional time for your student so be sure to offer them more support before and after the move. Specific times should be arranged with both families and the student so everyone knows the schedule for the move. Update the student move in the District database as soon as the student moves. A newly generated student ID card (from the database) should be given to the student with each move. *The card must be printed off after updating the database* because it contains all the current contact info for Rotary support and the student and current host family.

#### *Medical:*

Available medical care should be explained to the student, such as what to expect from doctor visits, prescriptions, expenses, and insurance process. The student must have deposited an emergency fund. The emergency fund is to be kept "topped" up, so any amounts used must be deposited. The fund is returned after clearing any debts in June or July, a few days before their departure home.

The host family should treat the student as they would their own child and take them to emergency or arrange appointments with the doctor. Consider taking a translator to the appointment if you feel it is necessary. The student has their own medical insurance and is responsible for paying their own expenses. *Under no circumstances should a host family pay a medical expense.* The student may need help to submit reimbursement claims to their insurance company. Some clinics/hospitals will provide a "direct billing" service to the insurance company, some do not. The counsellor should ensure the counsellor's address is used for medical expenses and not the host family's address. All medical bills go to the counselor to ensure they are paid by the student prior to departure. Chasing down payment for bills after the student returns to their home country is time consuming and sometimes impossible. The student and host families should have a copy of the insurance policy and claim forms.

#### *Travel Requests:*

Familiarize yourself with District 5080 Youth Exchange Travel Policy and ensure your student complies with the club's and District's policies on travel and that approvals are obtained *well in advance* as required. The District travel policy is reviewed with the student at the Inbound Orientation. The travel policy and travel authorization forms can be found on the District website [www.rotaryye5080.org](http://www.rotaryye5080.org) under the Inbound Student section. Under no circumstances is the student allowed to travel on their own. Extended visits/travel with family who may be here

on holidays etc. is not recommended. Familiarize yourself with the District's Parent Visit Policy. Unauthorized travel will result in an early return. Students should always travel with their "travel binder".

Other Travel: Students are offered the opportunity to go on SCRYE approved tours. Students will be spoken to about these tours at their orientation. Students must register for these tours by December 1<sup>st</sup> as spots get taken up early. The Inbound Coordinator will provide the student with specific tour information in the fall. Students must obtain written permission from the District Chair to participate in these tours.

#### *Student Presentations:*

Students are aware they are expected to do presentations to their clubs and at their schools. We review with the students on how to give a good presentation at the Inbound Orientation. Your student should do a presentation to your club within a couple of months after arrival. This presentation is on their home country. Make arrangements with your YEO and club on when the presentation will be done. Remember to invite the student's host families, outbound student candidates and their families, and past outbound students to the presentation. Your student is also expected to do a second presentation closer to the end of their exchange. This presentation is a recap of their year on exchange and is also the time that they are to thank the club for hosting them. Club banners are exchanged at this presentation. Again, remember to invite the student's host families, outbound student candidates and their families, and past outbound students to this presentation. Encourage other Rotary clubs and organizations in your area to invite the student to present to them.

#### *Monthly Online Inbound Student Sessions*

Our District hosts monthly online sessions for the Inbound Students. These sessions address important aspects of the exchange experience, such as home-sickness, making friends, being a good ambassador, *important District event information* and more. The student will receive a schedule of the sessions from the Inbound Coordinator. *Student attendance is mandatory* and failure to attend may result in disciplinary action from the District Committee. A student must have a very valid reason to not attend a session and the absence must be approved by the Inbound Coordinator.

#### **Before Departure**

##### *Departure Travel:*

The student needs to confirm their final departure flight details by April. Arrangements should be made for who will take the student to the airport. It is good to plan a few months ahead due to summer vacation plans. The travel flight details and the PDF of the itinerary need to be added to the student file in the database. The student needs to share their travel information with the Inbound coordinator.

##### *Farewell Party:*

The counsellor may help coordinate and schedule a farewell party for the student. Invite club members, host families, friends, past outbound students etc. This is a casual event to reminisce and help bring closure to the exchange year.

##### *Taking Care of Business:*

A few days before departure take the student to the bank to close accounts and return their emergency fund.

**NOTE:** All of the student's families should be consulted to see if there are any debts to be paid and any medical bills that are expected **before** the emergency funds are returned to the student. It has happened that a stray medical bill will be sent to a host family or the counselor several months after the student leaves. Any bills or mail

intended for the student should be given to the club YEO and Inbound Coordinator to deal with. *Host families should never pay a bill.*

Return of borrowed items: Students should return any school items such as books, sports equipment etc. Any items loaned to the student by Rotary and others such as ski equipment, bikes, clothes, electronics, etc should be returned clean and in the same condition they were in when loaned to the student. The counsellor should help the student return those items back to their owners.

*Club Youth Exchange Team Meeting:*

Your club youth exchange team should meet, at a minimum, monthly to share highs, lows, concerns, questions, areas of frustration and tips to manage any challenges. Working together as a team and sharing the load is essential to a successful exchange year and to prevent burnout. Leaning on each other and being ready to jump in can help create a positive and energetic response in other members of the team.

Post Exchange Meeting: It is a good idea for the club youth exchange committee to hold a “post exchange” meeting to discuss how the year went. This provides the opportunity to discuss how the year went as a whole. Do you need to make any changes to your team? What, if anything, would you do differently? Which host families would you invite to host again? What were the challenges? What were the successes? If there were any significant challenges, were they addressed in a timely and appropriate manner? Did you involve the District YE Committee for help when needed?

**REMEMBER.....**The District 5080 Youth Exchange Committee is here to help however we can. A successful Rotary Youth Exchange does not happen by chance – it is the result of teamwork. The District Youth Exchange Committee is here to partner with you every step of the way. Please keep us informed early if challenges arise. Addressing concerns before they grow ensures the best outcome for the student, the host families and the clubs.

## TOP TEN TIPS FOR INBOUND COUNSELORS

**Check in regularly** – Check in weekly with your student (in-person) for the first month and thereafter check-ins need to be in-person monthly with weekly texts or phone calls. Paying attention to their birthday and any special holidays from their home country along with learning a few words in their native language are easy ways to show care and concern. **Complete monthly reports in D5080 database (mandatory)** Reports should be detailed. Keep brief notes on any concerns or incidents. Document any important conversations.

**Be approachable** – Encourage your student to reach out anytime without fear of “bothering you”. Keep communications open between student, host family, and club YEO. Create an open and judgement-free environment, making sure they know they can come to you with any issues or questions.

**Be a mentor and role model:** Offer guidance and support to your exchange student, acting as a mentor and positive role model. Help them navigate any challenges they may face, both academically and personally.

**Respect boundaries** – be friendly, not a “friend”. Maintain professionalism and appropriate adult-student boundaries.

**Collaborate** – monthly contact with the school and host families. Regular updates to the club YEO. Work as a “team”.

**Know your resources** – be familiar with the District 5080 Youth Exchange website and read through all of the information. Be familiar with District 5080 Youth Crisis Manual, Rotary International Youth Protection manual, Dept. of State Guidelines and more, all on the website. Have contacts ready for emergencies or support. (District Youth Exchange leaders, emergency services, and school counselors).

**Embrace cultural differences:** Understand that your exchange student may have different customs, traditions, and ways of doing things. Embrace these differences and encourage open discussions to learn from each other’s cultures.

**Model cultural curiosity** – Show interest in your student’s culture and encourage them to share it. Help the student learn local customs, school expectations, and Rotary culture. Share local traditions and values.

**Stay proactive** – Spot early signs of difficulty and address small issues early. Alert the club YEO to any concerns. Always put the student’s safety and well-being first.

**Balance empathy with accountability** – Support the student while upholding program rules. *Rules keep everyone safe!*

**Celebrate the Journey** – Remind the student how far they have come, especially in moments of doubt. Celebrate milestones and wins. Motivate them to try new things and to embrace challenges.