



**District 5190  
Rotary Youth Exchange  
Club Guidelines  
2010-2011**



# DISTRICT 5190 ROTARY YOUTH EXCHANGE PROGRAM CLUB GUIDELINES

7/15/2010

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## **INTRODUCTION TO THE RYE PROGRAM**

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

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

## **OBJECTIVES OF THE PROGRAM**

1. To further international goodwill and understanding by enabling students to study first hand some of the accomplishments and problems of people in other lands.
2. To enable students to further their education by studying for a year in a different environment, and by undertaking courses of study in subjects not normally available to them in secondary schools in their own country.
3. To urge students to broaden their own outlook by learning to live with and meet people of different cultures, creeds and colors, and by having to cope with day-to-day problems in a new environment.
4. To act as ambassadors for their own countries by addressing Rotary Clubs, community organizations and youth groups in their host countries, and by imparting as much knowledge as they can of their own countries to the people they meet during their year abroad.
5. To enable students to study and observe all facets of life and culture in their host country so that upon their return home they can pass on the knowledge and experience they have gained.

## **PURPOSE OF GUIDELINES**

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

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

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

## **CLUB RESPONSIBILITIES**

Participating Clubs must agree to carry out the following:

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

## **APPOINTMENT OF CLUB YOUTH EXCHANGE OFFICER (YEO)**

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

- Be the primary liaison for RYE between the Club and the District RYE Committee.
- Work with the Club president and board of directors to set a Club budget for RYE (suggested amount, \$2,400 to \$2,600 per student)
- Promote the RYE program at the Club level. (Existing exchange students are the best promoters – get them to meetings and encourage Club members to do activities with them)
- Recruit a counselor for each student.
- Start the outbound student recruiting process in a timely manner.
- Recruit and organize the outbound student selection committee (include a former outbound student and/or an inbound student).
- Keep a file for each student with relevant information such as copies of applications and interview forms.
- Enter Student Information into D5190 Database
- Make sure student attends Club meetings periodically, and preferably regularly.
- Make sure the student gets their Emergency Contact Form. Send a copy to the District Executive Secretary.
- Make sure the travel policy is adhered to.
- Recruit host families. This is a year-round activity.
- Interview potential host families, explain the program to them and conduct the home inspection. Complete and send the Host Family Interview form and Background Check Form to the Executive Secretary.
- Make sure the host families complete the Host Family Application and Background Check forms. Send copies of the forms to the Executive Secretary.
- Make sure Host Families attend Host Family Orientation PRIOR to student arrival.
- Report any serious problems to the District Country Contact.
- Attend the District Assembly and the District Youth Seminar to hear the latest information about the RYE program.
- Attend a District YEO/Counselor training session.
- Train your successor.

## OUTBOUND STUDENTS

### Eligibility

1. Participants should be secondary school pupils in good health between the ages of 15 and 18-½ at the beginning of their year abroad (usually mid-August). Students with birth dates prior to February 1, 1993\*, will not be considered for the outbound program scheduled for departure during July/August 2011\*.
2. Applicants must be of good character and reputation, and should preferably have a history of community involvement of some degree.
3. Applicants should be in the upper third of their class, and must have an outgoing and pleasant personality to fit them for their role as ambassadors for their countries, their communities, Rotary, and themselves. They must have the ability to accept discipline, and be capable of adjusting to new and different conditions.
4. All applicants are selected solely on merit. Sons and daughters of Rotarians are eligible to participate in the program, but receive no special preference in selection.
5. All applicants and their parents must understand that this program is a one-year exchange and be willing to make a commitment to the full exchange period.

### Applications, Selection and Endorsement

1. The final date for submission of applications by students to the local Rotary Club is late-September. Applications for the local Rotary Club level must be submitted on the appropriate forms to the Rotary Club in the town in which the student resides or attends school. Only one preliminary application needs be submitted to the Club.
2. A selection committee appointed by individual Rotary Clubs should interview students and their parents in late September, and submit the name of their selected student(s) to the District Youth Exchange Committee by October 15, 2010\*. The District Committee will meet with students and parents October 23, 2010\* to further explain the program, costs and country assignments, and to answer questions concerning the program.
3. Students wishing to continue in the selection process will be required to complete additional applications, including medical and dental information, medical release, provide school transcripts, and participate in District interviews in mid-December 2010\*.
4. The final endorsement of Club-selected candidates will rest with the District Selection Committee, and such endorsement is subject to the District Committee being able to arrange hosting with a Rotary District overseas. No student may be regarded as an official Rotary Youth Exchange student until he or she is accepted as such by a Rotary Club in another country.
5. Between the date of selection in December 2010\*, and the departure of students in August 2011\*, the District Committee will arrange briefing and orientation meetings for all outbound students. It is mandatory that at least one parent, and preferably both, attends these sessions with the student. All outbound students are required to attend the District 5190 orientation sessions.

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

**Clubs who sponsor an outbound student are required to host an inbound student.**

## **INBOUND STUDENTS**

### **Notification from District**

The District RYE Committee Country Contact will send at least two original applications including color photographs to the targeted host Club. This will include the Guarantee Forms and a letter asking the Club to return two of the Guarantee Forms, with all original signatures in blue ink to the District Country Contact within three weeks. If a response from the Club does not occur within the three weeks, the Country Contact will follow up with a phone call. Clubs should also provide pertinent host family information and conduct in-home interviews for host families. This is a relatively new requirement that not all Clubs are accustomed to.

### **Appointing a Counselor**

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

- Attend required Counselor/Club RYE Officer training.
- Establish contact with the student prior to arrival
- Explain expectations of the Club.
- Provide the student with general information about host Club and area.
- Verify student's documents, such as visa, passport, and insurance, immediately upon arrival.
- Hold the student's \$300 emergency fund.
- Review Club and district rules with student.
- Assist the first host family to register student in school.
- Assist the student in adapting to culture and language on an ongoing basis.
- Maintain and document regular contact with student, the host family and the school counselor at least once a month to monitor student's progress and send monthly reports to the District Executive Secretary.
- Enter Host Family information into D5190 Database
- Assist with move to the next Host Family
- Report any serious problems to the Club YEO.
- Remind student to write reports to sponsoring Club or district.
- Make sure student gets their monthly allowance.
- Listen attentively to student's comments and concerns.

### **Host Families**

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

exchange. District 5190 does not permit single adults, living alone, to host a student of the opposite sex.

Host families are required to fill out application and background check forms, have their home inspected by the Club YEO, and attend a Host Family Orientation. The application form, home visit and background check must be completed before the student moves to the home. The District puts on several host family orientation sessions each year. In addition any member of the District RYE Committee can conduct host family orientations for individual or small groups of families. The responsibilities of a host family include:

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

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

### **Student Safety and Reporting Requirements**

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

Each year the District RYE program is audited for compliance with the Council on Standards for International Educational Travel (CSIET) requirements. The District program is required to be accredited by CSIET in order to be able to place students in certain school districts. We expect that soon the U.S. State Department will require an audit also. In order pass the audit we are required to have copies in the District records of a number of documents, including:

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

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

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

## Student Travel

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

## Country Contacts 2010-2011

COUNTRY	COMMITTEE MEMBER
Argentina 4850, 4930	Ernie Adler
Austria 1910/20	Dave Beckwith, MD
Belgium 1620 & 1630	Dave Shelton
Brazil 4480 & 4510	Chris Cook
Brazil (EXPRO 4430, 4590,4610,4760)	Guy Lease
Chile 4340, 4360	Marshall Lewis
Czech Republic/Slovakia 2240	Melanie Barton
Denmark Multi-District	Rosie Schultz
France Multi-District	Ashley Allen
Germany Multi-District	Peter Schultz
Italy Multi-District & D2040	Risa Lang
Mexico 4200	Rosie Schultz
Poland 2230	John Swift
Spain 2200	Sue Collins
Sweden 2360	Melanie Barton
Switzerland Multi-District	Chuck Leonhardt
Taiwan 3490	Ernie Adler
Thailand 3340	Peter Schultz

# APPENDICES

## APPENDIX A – ADDITIONAL RYE RESOURCES

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

It is a great resource. Please visit it.
- Rotary International Website:** [www.rotary.org](http://www.rotary.org)  
The RI website has a wealth of useful information about the RYE program, including the Youth Exchange Handbook, sample student interview questions, and much more. This information is at [www.rotary.org](http://www.rotary.org). Click on the tab "Students and Youth", then scroll down to the Youth Programs heading, and click on the link Rotary Youth Exchange.
- Resources for Club counselors and Club youth exchange officers:** [www.yeoresources.org](http://www.yeoresources.org). This site has many documents that have been contributed by youth exchange officers around the world.
- RYE tour information:** [www.ryetours.org](http://www.ryetours.org)

## PUBLICATIONS

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

## APPENDIX B – SAMPLE CLUB RYE TIME LINE

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

## APPENDIX C – SAMPLE CLUB RYE BUDGET

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

1.	Inbound student allowance (11 months @ \$130/month)	\$1,430
2.	Miscellaneous school expenses (Club fees, prom, yearbook, etc.)	\$150
3.	Rotary District events, including Conference and Orientations**	\$230
4.	Ski/snowboard rental package & ski program*	\$400
5.	Thank you gifts for host families (3 families @ \$80/family)	\$240
6.	Outbound student recruiting (pizza, drinks, copying, etc.)	\$100
	<b>TOTAL</b>	<b>\$2,550</b>
*	Other activities/trips can be substituted at Clubs not near snow country	

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

\*\*We are transitioning to a flat fee to cover District Events, including Conference and Orientations.

## APPENDIX D – TIPS FOR RECRUITING HOST FAMILIES

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

## APPENDIX E – TIPS FOR RECRUITING OUTBOUND STUDENTS

- Establish partnerships with area high schools
  - Develop contacts with counselors, English and other language teachers. Get them to recommend and recruit students.
  - Use younger and more enthusiastic teachers to promote program
  - Distribute promotional material in last month of school year and again at beginning of school year. Use pictures and posters.
  - Have school make announcements on PA system and in school paper
  - Hold a lunchtime informational meeting. Bring Pizza! (make a pitch for host families too)
  - Hold an evening informational meeting. Include parents.
  - Explain educational value to students and parents
  - Make presentations to language classes
  - Ask current inbound students to suggest names of potential outbounds
  - Make PTA/PTO presentations
  - Promote through Interact Clubs
  
- When recruiting in high school it is MUCH more effective to use former outbound and current inbound students to sell the program rather than just using Rotarians.
  
- Invite counselors and teachers to Club meetings
  
- Appoint Club liaisons for each high school in the area
  
- Use the internet (Facebook, Myspace, etc.) to spread the word in high schools about outbound informational meetings
  
- Consider starting in middle school
  
- Start early. Promotional materials and announcements should be at the high school as soon as school starts in the fall.

## APPENDIX F SAMPLE OUTBOUND STUDENT RECRUITING NOTICE

May 1, 2010\*

### **CARSON CITY ROTARY YOUTH EXCHANGE PROGRAM FOR FOREIGN STUDY**

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

Participants must be secondary school pupils who will be between the ages of 15-1/2 and 18-1/2 at the beginning of their year abroad. They should be in the upper third of their class and be excellent personal representatives of their country. The assignment of the host country is dependant upon which countries chose to participate in this Rotary program, though recent exchange countries for students from this area have included Argentina, Austria, Belgium, Brazil, Chile, Denmark, France, Germany, Italy, Japan, Mexico, Poland, Slovakia, Spain, Sweden, Switzerland, Taiwan, and Thailand. Applications for the school year 2011-2012\* must be submitted to the Carson City Rotary Club before September 25, 2010\*. Club interviews for the applicants and their parents will follow, with the names of the selected applicant(s) being forwarded to Rotary District 5190 for another interview in December. Selected students will depart in August 2011\* for their year abroad.

Further information is available from the High School Guidance Office or by visiting the website [www.rye5190.org](http://www.rye5190.org) and the necessary application forms can be obtained by contacting xxxxxxxxxx in the High School Guidance Office. Gook Luck!

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

## APPENDIX G

### CLUB GUIDELINES FOR SELECTING OUTBOUND STUDENTS

The following steps are suggested in selecting outbound students:

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

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

## APPENDIX H

### SAMPLE CLUB INTERVIEW INTRODUCTORY REMARKS

1. Short background on Rotary.
2. Short background on RYE program – organized at the District level.
3. If student is selected there will be a REQUIRED briefing meeting in Reno on **October 23, 2010\*** from 10:00 am to 2:00 pm. (times are approximate, directions on [www.rye5190.org](http://www.rye5190.org))
4. After the briefing you will required to fill out the full application form.
5. District interviews will be on December **11-12, 2010 in Reno\***.
6. If student is approved by District, country assignment will occur in January.
7. Three orientations will be conducted prior to departure. Student and at least one parent must attend each orientation as a prerequisite to the exchange.
8. Fee to Rotary is approximately \$4,950. This covers airfare, Rotary blazer, orientations, insurance and some incidental expenses.
9. Your student may be placed with one or more families.
10. Your student will have a counselor appointed by the host Rotary Club.
11. A year abroad away from home is not an easy thing to do. That is why we conduct two sets of interviews.

\* Dates will need to be adjusted annually.

## APPENDIX I – SAMPLE CLUB INTERVIEW QUESTIONS

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

### *For the parents:*

1. How did your family first learn about the Rotary Youth Exchange program?
2. How do you feel about your son/daughter becoming an exchange student and spending a year away from home? (Get an answer from BOTH parents!)
3. Whose idea was it to apply for the program? Are you entirely committed to let your son/daughter go on the exchange?
4. Does your son/daughter enjoy trying new things? Will he/she eat a variety of foods?
5. Do you think your son/daughter will be homesick? How would he/she handle it? How will you deal with it, and how will you handle a "homesick email" or telephone call asking to come home?
6. Does your son/daughter have any medical concerns that we should be aware of? Allergies or physical problems that might reoccur?
7. Have either of you traveled abroad?
8. Will you object if the student is placed with a family of a different religion?
9. Are you planning any major lifestyle changes while your son/daughter is abroad (e.g., divorce, marriage, moving)?
10. While it is not a requirement, would you be willing to host a student from another country in your home? Would you be willing to help find other potential host families?
11. Do you understand all of the rules of the program? Do you think that your child will be able to abide by them?
12. Do you have any questions about the anticipated cost of the program (estimated to be about \$4,950 in 2011-12)? Do you believe that the expenses we have described will prohibit your student from participating?
13. Do you have any reservations/concerns at this time?

***For the student:***

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

**APPENDIX J**  
**SAMPLE CLUB INTERVIEW EVALUATION SHEET**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Sponsoring Rotary Club \_\_\_\_\_

School Now Attending \_\_\_\_\_ Class \_\_\_\_\_ Grade Average \_\_\_\_\_

Areas or Countries preferred:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

---

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

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

\_\_\_\_\_ **GENERAL APPEARANCE** (Neatness, poise, posture)

\_\_\_\_\_ **APPEAL** (Attractiveness of personality, manners)

\_\_\_\_\_ **GENERAL ATTITUDE** (Enthusiasm, willingness, interest)

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

\_\_\_\_\_ **KNOWLEDGE OF NATIONAL AND INTERNATIONAL AFFAIRS**

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

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

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

\_\_\_\_\_ **REACTION TO PARENTS**

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **EVALUATION RATING TOTAL**

Are parents willing to host an Exchange student same year? \_\_\_\_\_ If not, when? \_\_\_\_\_

Country or Region of the world where interviewer believes student would be best assigned: \_\_\_\_\_ Interviewer: \_\_\_\_\_

## APPENDIX K – SAMPLE STUDENT INTERVIEW LETTER

October 1, 2010

Kathryn xxxx  
address

**RE: Rotary Youth Exchange Interviews**

Dear Kathryn,

Thank you for submitting an application for the Rotary Youth Exchange Program for the academic year 2011 – 2012. The Rotary Club of Carson City will interview all applicants on October (date) 2010 at (location) Your interview is scheduled for 8:30 pm. Please arrive a few minutes early if possible. At least one of your parents must attend the interview with you.

You should treat the interview as though you were applying for a job, and come appropriately dressed. The interview will last about 30 minutes. We will interview you and your parents together for about 10 minutes, and you alone for the remaining 20 minutes. The purpose of the interviews is to determine the candidates who best demonstrate the maturity, academic capability and adaptability necessary for a successful exchange. The names of the selected candidates at the Carson Club level will be forwarded to the Rotary District 5190 RYE Committee (the next level up in the Rotary organization) for further consideration. We will explain more about the exchange process at your interview.

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

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

Sincerely,

Risa Lang  
Carson City Rotary Club YEO

Encl.

## APPENDIX L

### SAMPLE SELECTED STUDENT NOTIFICATION LETTER

October 10, 2010

Ms. Julia Lopez  
Address

Dear Julia,

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

You and at least one of your parents are required to attend a preliminary orientation meeting on Saturday, October 23, 2010, at the Mountainview Montessori School in Reno. See the District RYE website, [www.rye5190.org](http://www.rye5190.org) for directions. You will receive more details about the orientation in the near future.

After the orientation you will need to complete the Preliminary Outbound Student Application for submittal to the District RYE Selection Committee, whose approval must also be obtained. The District Selection Committee will interview you and your parents sometime over the weekend of December 11-12, 2010 in Reno. They will inform you of the exact time and place in the next few weeks.

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

Please give me a call if you have any questions.

Sincerely,

Risa Lang  
Carson City Rotary Club Youth Exchange Officer

CC. Jon Greene

## APPENDIX M

### SAMPLE NON-SELECTED STUDENT NOTIFICATION LETTER

October 10, 2010

Ms. Kathryn xxxxxx  
Address

Dear Kathryn,

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

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

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

Sincerely,

Risa Lang  
Carson City Rotary Club Youth Exchange Officer

## APPENDIX N D5190 RYE CALENDAR (updated April 2010)

2010

<b>Date</b>	<b>Activity</b>	<b>Location</b>
Jan 2	Outbound student assignments made	
Jan 14	YEO/Counselor/Host Family Orientation	Reno
Jan 24	Inbound Orientation, (mandatory)	Tahoe City
Jan 25-27	Ski Days for Inbounds (optional)	Tahoe City
Feb 5	All outbound applications to be sent out by this date	•
Feb 25-28	North America RYE Network Conference	Chicago
March 13	Outbound Orientation #1	Reno
March 14	RYE Committee Training & Planning meeting	Reno
April 10	District Assembly (Includes Youth Track)	Reno
May 14-16	Outbound Orientation #2	Carson
May 22-23	District Conference (mandatory for Inbound Students)	Reno
Jun 17-19	YEO Pre-convention Conference	Montreal
Jun 20-23	RI Convention	Montreal
Jun 26	Outbound Orientation #3	Reno
July 24	Youth Services Seminar; <b>YEO/Counselor Training</b>	Reno
Aug 7	Rebound Meeting/Committee Meeting	Reno
Aug 10, 11, 12	YEO/Counselor/Host Family Orientation	Reno, Susanville & SLT
August 28-29	Minden weekend for Inbounds (optional)	Minden
August 28	First inbound orientation	Minden
Oct 15	Deadline for Clubs to submit names of outbound candidates	
Oct 23	Outbound Briefing Meeting & Passport Fair	Reno
Oct 25-31	Country Contacts to make initial contacts with their counterparts	
Oct 30-31	Nevada Day Parade weekend for Inbounds (optional)	Carson City
Nov 26	Outbound Applications are due into RYE Office	
Dec 4-5	Xmas Inbound Weekend (optional)	Reno/Sparks
Dec 11-12	Outbound Interviews	Reno

2011

<b>Date</b>	<b>Activity</b>	<b>Location</b>
Jan 2	Outbound student assignments made	
Jan 13	YEO/Counselor/Host Family Orientation	Reno, Susanville & SLT
Jan 17-19	Ski Days for Inbounds (optional)	Tahoe City
Jan 29	Outbound Orientation #1 and Inbound Orientation #2	• TBD
Feb 4	All outbound applications to be sent out by this date	Reno
Feb 10-13	North America RYE Network Conference	Sacramento
Mar 12	RYE Committee Training & Planning meeting	Reno
April 9	District Assembly	Reno
April 16-17	Outbound Orientation #2	Carson
May 19-21	YEO Pre-convention Conference	New Orleans
May 22-25	RI Convention	
Jun 9-12	District Conference	
Jun 25	Outbound Orientation #3	Reno
July 16	District Youth Assembly	Reno
July 16	YEO/Counselor/Host Family Orientation	Cool

Aug 6	Rebound Meeting	Reno
Aug 10, 11, 12	YEO/Counselor/Host Family Orientation	Reno
Sept 10	Inbound Orientation	Minden
Sept 10-11	Minden weekend for Inbounds (optional)	Minden
Oct 14	Deadline for Clubs to submit names of outbound candidates	
Oct 22	Outbound Briefing Meeting & Passport Fair	Reno
Oct 24-28	Country Contacts to make initial contacts with their counterparts	
Oct 29-30	Nevada Day Parade weekend (optional)	Carson City
Nov 25	Outbound Applications are due into RYE Office	
Dec 3-4	Xmas Inbound Weekend (optional)	Reno
Dec 10-11	Outbound Interviews	Reno

- **NOTE: ALL ITEMS IN RED ARE SUBJECT TO CHANGE**



## APPENDIX O CLUB CERTIFICATION LETTER

### DISTRICT 5190 ROTARY YOUTH EXCHANGE CLUB CERTIFICATION AGREEMENT 2010-2011

The Rotary Club of \_\_\_\_\_ agrees to:

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

\_\_\_\_\_  
**Club President's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Club YEO/Counselor's Signature**

\_\_\_\_\_  
**Date**

## APPENDIX P - Travel Policy for Inbound Students

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

***In all cases the student must possess written approval from their natural parents authorizing travel during the exchange year. Rotary International and D5190 require this permission because the District 5190 Youth Exchange Committee, Host Rotary club and Host parents are responsible for students while in this country. We must know where students can be reached in case of emergency or a message from home.***

*(Normally parents provide such an authorization to their student to bring with them to the United States. If this has not occurred, the parents can send such authorization after the student has arrived in the United States.)*

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

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

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

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

### **General Requirements:**

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

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

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

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

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

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

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

The following information is required:

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

responsible Officer" section.

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

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

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

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

**DISTRICT 5190 ROTARY YOUTH EXCHANGE  
TRAVEL TABLE**

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

## APPENDIX Q – INBOUND GENERAL INFORMATION AND PROGRAM RULES

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

1. Each student is required to bring an emergency fund of \$300.00 US. This money will be held by the host Rotary Club, and may be spent only with the approval of the student's counselor. The natural parents must replenish any expenditure from the fund.
2. All students must purchase District 5190 approved health insurance. The insurance can be purchased on line at [www.cisi-bolduc.com](http://www.cisi-bolduc.com). You can purchase insurance plans A, A+ or B. And you need to purchase Personal Liability Insurance. Insurance must be in effect immediately upon arrival.
3. All students must set up a District 5190 approved email address as per the attached instructions.
4. Students are not allowed to travel unsupervised. Students must follow the District 5190 Inbound Travel Policy. Students are required to have the consent of their counselor and the District Chairman prior to taking any trips outside of the district and may not travel in private airplanes without the prior written consent of the natural parents. Hitchhiking is forbidden.
5. Students may not drive or operate any type of motor vehicle in any circumstances. This includes automobiles, trucks, boats, motorbikes or cycles, snowmobiles or any other motor driven conveyance.
6. Students are required to attend school and will be expected to diligently pursue studies. Students are expected to conform to all school policies and procedures. If students anticipate receiving credit for schoolwork, it will be the responsibility of the student to arrange for the necessary transcripts. This is a student exchange, if a student does not attend school, their visa may be cancelled by the United States Department of State.
7. The legal age for drinking alcohol in District 5190 is age 21. Therefore, students may not drink any alcoholic beverages.
8. The use of drugs in any form, except as prescribed by a registered physician, is expressly forbidden. Violation of this rule will result in the immediate termination of the exchange.
9. Students are discouraged from smoking. Customs in the U.S. are changing, and smoking is frequently restricted in schools, buildings, and in many homes. The host family will establish rules governing smoking in the home of the host family.
10. Students should not form romantic attachments or "go steady" while on exchange. Engaging in sexual intercourse will be cause for termination of the exchange. Students are not allowed to host boyfriends/girlfriends from their home country unless they are accompanied by their natural parents.

11. Students should make a concerted effort to adjust and adapt to the host family environment, including participation in family activities, household work assignments and other tasks or activities, which are considered normal.
12. Students are required to complete a monthly online report.
13. Students will be encouraged to participate in Rotary meetings and will be required to make a presentation to the hosting Rotary Club about their home country.
14. Visits by natural parents are encouraged. Visits can only be made only during the second half of the exchange year, after the student has had the opportunity to adapt to the exchange. Under no circumstances will boyfriends/girlfriends be allowed to visit, unless during an approved parental visit, and with the approval of the District 5190 RYE Chairperson.
15. Any violation of federal, state, or local laws may result in the student being arrested, and serious criminal penalties being imposed by the courts. If a student is arrested, Rotary International will not take any responsibility for the student's defense. All costs related to the arrest including criminal attorney fees, court fines and fees, etc. are the responsibility of the student's natural parents. If a student is arrested, the student's exchange may be terminated, and the student may be involuntary returned to their home country at the expense of the student's natural parents.
16. Students may not work while on exchange as per the regulations of the United States Department of State.
17. The Rotary Youth Exchange program is not a sports/athletic exchange. Therefore, District 5190 makes no guarantees that the student will be able to participate in any school sports or athletics.

**THESE RULES ARE DESIGNED TO PROMOTE YOUR HEALTH AND SAFETY AND TO HELP ENSURE THAT YOU HAVE A SUCCESSFUL AND REWARDING YEAR AS A ROTARY YOUTH EXCHANGE STUDENT IN DISTRICT 5190.**

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

**Student Name (Print)** \_\_\_\_\_

**Country** \_\_\_\_\_ **Sponsor District** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**BOTH PARENTS SIGN, TOO.**