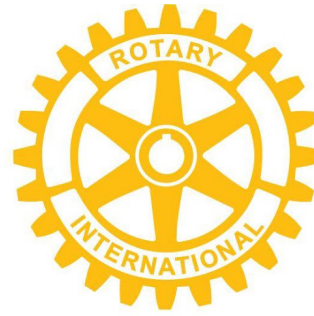


Rotary
Youth Exchange



Host Family & Counselor Handbook



ROTARY YES/SCANEX

*Please pass this Handbook on when student moves
to next family*

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CHECK LIST

What to do just before and after your new student arrives

HOST FAMILY:

___ **Fill out and Submit Host Family App and Background Check Consent forms, ideally by July 1st**

___ **Go Over First Night Questions** (in your host family packet). Please go through the most critical questions right away to avoid unnecessary misunderstandings later. Go over less critical questions over next few days.

HOST FAMILY &/or COUNSELOR:

___ Confirm who will pick student up at the airport. Send YEO E-mail confirmation when student arrives –

___ Obtain student enrollment packet from school to pre-enroll student and fill out Contact forms

___ Make Appointment with School Counselor to choose student's class schedule

___ Meet student at Airport – Delegation? Welcome Sign/flowers/balloons

___ **Check to make sure Student has Insurance** (see host family packet pg. 5). This is NOT standard family health insurance. It is special Cultural Exchange insurance.

___ **Enroll student in school: Take student's transcripts & Immunization Card with you to the school.** This information is also in the student's Youth Exchange Application but they were supposed to fill out the California Immunization card we sent them as well. For California, students need to have the Tdap booster and varicella (chickenpox) shots. They were also supposed to bring their most recent transcripts *translated into English*. **Schools are getting increasingly strict about immunizations due to Pertussis outbreak and for the safety of all students.**

Isn't this done through the school?

Do clubs handle it this way? I would think everything is done via CC/PayPal, etc.

___ **Counselor: Bring student to Rotary Meeting** to introduce them to the Club as soon as possible after arrival. Ask Club Secretary to order Exchange Student a *Rotary Badge* (Optional but this is a nice touch). Ensure that the student knows about the Club's events and activities and has transportation. Add them to your Club's website as an honorary member so they receive your club bulletins/e-mails.

___ **Counselor: Arrange with Rotary Treasurer to pay the monthly stipend.** Arrange for how the student will receive the money (account transfer, cash, etc). Alternatively, checks can be written to host parents to cash for the student. Clubs often reimburse their students for ASB Card, Yearbook, School Locker Fee, etc.

___ **Cell Phone?** Have a conversation with the student about his/her phone and how it is paid for and how you plan to communicate. Note that there are some internet only services (e.g., WhatsApp) which do not require mobile phone service. Caution against over using the phone – cell phone is a convenience, not a crutch. Sometimes it is more practical to add the student onto family plan for a year and student reimburses family.

___ **Change Host Families: Remember to notify YEO as soon as student moves.** YEO needs **date of move**, new host family name, address, e-mails and phone numbers. Use Change form in YEAH Database, YEO will automatically get an e-mail as will our Responsible Officer with the State Department.

FIRST NIGHT QUESTIONS

To Translate to another language, go to

To translate into another language, go to <http://fnq.yeoresources.org/>

Sample Questions to Ask Your Host Family **SOON AFTER STUDENT ARRIVES!**

In general, ask the questions that you feel are the most important the first night and then ask the other questions over the next few days. Remember, when in doubt ask, and always try to be open and honest with your host family and your Rotary counselor. Good communication is essential for a successful exchange.

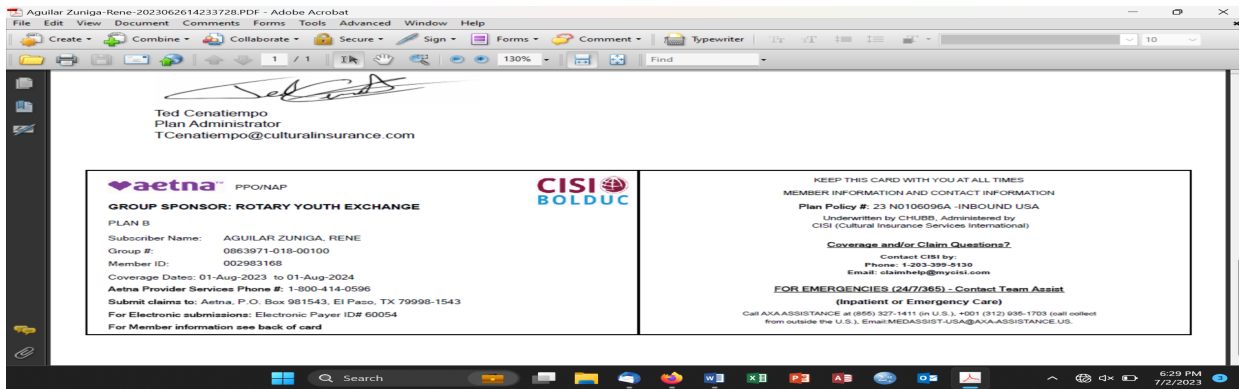
1. What do I call you?
2. What am I expected to do daily other than make my bed, always keep my room tidy, and clean the bathroom every time I use it?
3. What is the procedure for dirty clothes?
4. Where do I keep clothes until wash day?
5. Should I wash my own clothes?
6. Should I iron my own clothes?
7. May I use the iron, washing machine, sewing machine at any time?
8. When is a convenient time for me to use the shower/bath (a.m. or p.m.)?
9. Where may I keep my toiletries?
10. May I use the family's bathroom toiletries (toothpaste, soap, etc.), or purchase my own?
11. What time will meals be served?
12. What can I do to assist at mealtimes (help prepare meals, set the table, wash dishes, empty garbage)?
13. May I help myself to food and drink any time or should I ask first?
14. What areas of the house are strictly private (parents' bedroom, study/office)?
15. May I put pictures or posters in my room?
16. May I rearrange my bedroom?
17. What are your rules for me with regard to alcohol and smoking?
18. Where can I store my suitcases?
19. What time must I get up (on weekdays, on weekends)?
20. What time must I go to bed (on school nights, on weekends)?
21. What are the rules for going out at night? What time must I be home?
22. May I have friends spend the night or visit during the day?
23. What are the rules about me using the telephone? Must I ask first?
24. May my friends call me?
25. May I call my friends?
26. May I make long-distance calls (overseas and within the country)?
27. How do you want me to keep track the costs of my telephone calls?
28. What is the procedure for mailing letters? What address do I use for my incoming mail?
29. Do you have any dislikes, such as chewing gum, wearing a hat at the table, loud rock music, or smoking?
30. Do my host brothers or sisters have any dislikes?
31. What are the dates of your birthdays?
32. What are the transportation arrangements (car, bus, bike, walking, etc.)?
33. May I use the stereo, TV, computer, etc., at any time?
34. Are there restrictions on computer, e-mail and Internet use?
35. What are the rules about attending religious services?
36. Would you like me to phone home if I will be more than 10 minutes late? 20 minutes late? 30?
37. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
38. What arrangements should I make for school lunch?
39. Does the Rotary club pay my cost of travel to school?
40. How do I get to the Rotary club meetings?
41. What else can I do around the house (yard work, help clean, babysit)?
42. Please tell me how to interact with the people hired to work in the household (where applicable).
43. Is there anything else you would like me to know?

INSURANCE

Ask student right away if he or she already obtained the Rotary Insurance and ask to see their insurance card. They can easily obtain the insurance on-line **BEFORE** they arrive. On-line option is NOT available **AFTER** they arrive. We highly recommend purchasing the insurance **BEFORE** departure so they're covered 'door to door.' If needed, current forms and policy information is available at: http://www.culturalinsurance.com/rotary/rotary_forms.asp There is no grace period, students must obtain insurance at least several days before arrival so the policy has time to take effect before departure.

If the student does not have proof of health insurance, contact the YEO immediately.

Many students come with sponsor country plans. Most will come with a policy from CISI-Buldoc. The electronic "card" will look like the below. Each student who carries this insurance will have the same Group # and Plan Policy #. The member ID will differ by student.



Youth Exchange **FAQ's** for Host Families & Counselors

WHAT IS SCANEX? We are part of a 9 District Multi-District Program encompassing So. Calif/ So. Nevada, (Districts 5240, 5280, 5300, 5320, 5330, 5340), Arizona (D5495), Hawaii (D5000) & Utah (D5420). Each District has a Youth Exchange Chair and we share Country Coordinators & Board of Officers and Directors.

HOW LONG IS THE STUDENT HERE? The students are generally here for 9 – 11 months.

HOW MANY HOST FAMILIES? The student will generally have 2-3 host families – 3 - 4 months per family. Minimum of 2 families is required by new RI Certification but length of time per family is totally flexible.

WHEN DO THE STUDENTS ARRIVE? Should arrive about a week before school starts.

WHEN DOES THE STUDENT GO HOME? Students usually go home mid to late June or a week after the organized 30 day U.S. Train Tour that starts in mid-June. This tour is tentative this year, will discuss at orientation.

HOW OFTEN SHOULD STUDENT CONTACT HOME? Ideally, not more than once or twice a month. The more the student contacts friends and family back home, the slower he/she will adapt and the longer home sickness will last. Weekly e-mails or letters are fine.

WHAT IS HOST FAMILY RESPONSIBLE FOR PAYING FOR? Only room and board, rest is optional. Student receives stipend from host club but should also have a budget provided by family back home.

CAN STUDENT GET A JOB WHILE THEY'RE HERE? No. Their visa will not permit this. The student can, however, receive donations for occasional babysitting, extra chores, etc.

CAN STUDENT TRAVEL ON HIS OWN? No. Students must be accompanied by parent, Rotarian or other responsible adult. No road trips with just other teens. We're responsible for student's safety. Going with friends to a **local** event, beach, movies, shopping mall, etc. is totally fine.

SHOULD THE STUDENT ATTEND ROTARY MEETINGS? This is one of the keys to a successful exchange. The student should attend Rotary meetings at least 1-2 times a month and be involved in the Club's activities – The whole club hosts the student, not just host family. Counselor helps arrange transportation to/from meetings.

WHAT IS AN INBOUND vs. OUTBOUND? **INbound** students come here to attend high school and learn about our language and culture. **OUTbounds** are students from our area that travel abroad to do the same. .

IS THERE AN INBOUND STUDENT ORIENTATION? – Yes, September 9-11 (4pm Fri – 11am Sunday) location TBD. This is mandatory for the student and is combined with a weekend of fun for the first get-together. YEO will help organize rides for Inbounds. Orientation is only for the Inbounds and RYE District YEOs and Committee including selected Rotex (former exchange students).

ARE THERE OTHER MANDATORY EVENTS BESIDES ORIENTATION? The District Conference & RYLA are mandatory. Many Rotarians attend and finding a ride for the student is usually easy. Other events (Big Bear International Weekend, Beach Weekend) are voluntary but the student should make an effort to attend unless there is a significant conflict with a Host Club or school activity. The Inbounds really enjoy these get-togethers.

DO YOU HAVE TO HAVE A TEENAGER AT HOME TO HOST? **No**, easily 40% of host families don't. Many students enjoy the extra attention of being 'an only child.' Having several host families allows the student to experience a variety of family dynamics. Empty Nesters and Grandparents also make great host families. Single parents/individuals may host a student of the same sex. Sharing a room with a same-sex sibling is ok.

DOES THE HOST FAMILY HAVE TO BE IN ROTARY? – **NO** – so long as they are suitable and willing and are interviewed by Club's Youth Exch. Chair. Adults in the household must be willing to undergo background check.

DOES ROTARY YOUTH EXCHANGE HAVE A WEBSITE? Yes, www.studyabroadscholarships.org

DOES THE STUDENT'S ROTARY COUNSELOR HAVE TO BE IN ROTARY? – **YES** – this is the person who usually gets the student to the meetings and is the liaison between the student and the club. Rotarian's spouse may like to help as Co-Counselor especially if Inbound is the opposite sex as the Counselor. Counselors also required to under-go basic background check and Youth Protection, Volunteer and Local Coordinator (DOS) training.

TIPS FOR A SUCCESSFUL YEAR ABROAD

(Sample of topics discussed at Inbound and Outbound Orientations)

The success of your stay will depend upon:

1. Your ability to adapt
2. How well you live with and get along with others

WHAT YOU OUGHT NOT TO DO:

Constantly compare your family, home, school, and country with those of the host country. Think and say everything is better at home. This is the best way to annoy your hosts. Try to live or act as if you were at home, ignoring your host family's customs. Consider yourself on a holiday at school by refusing to take part in class activities and doing as little as possible.

- Consider your host's home as a hotel by refusing to help with simple daily chores and leaving your bedroom a mess and in disorder.
- Be negligent. For example: not turning off the lights when leaving your room, using excessive amounts of water when showering, and leaving the dining table with half or more of your food still on the plate. Your comfort does not mean selfishness or excessive waste!
- Socialize with your fellow countrymen or other exchange students to the detriment of your hosting classmates, family or acquaintances.
- Ignore the hospitality of your Host Rotary Club and the rules you've signed upon becoming an exchange student. Spend all your time e-mailing your friends and family back home.

WHAT A GOOD EXCHANGE STUDENT WOULD DO:

- Be open-minded. Take an interest in all the customs you might encounter in your new surroundings, way of life, school system, family habits, etc.
- Be communicative and sympathetic with your host family, your host school, and your host Rotary Club. For example: spend some time each day with your host family after dinner.
- Make new acquaintances with students of the host country.
- Take part in school activities, show your willingness to do well by following lessons and doing your best with your homework even though you may sometimes get bad grades. The teachers will appreciate it when you make a good effort. This will help to promote good feelings about your being there in school. Remember your presence takes away from the time the staff is supposed to give to the students of the country you are visiting. Their tax dollars are paying for your experience in their school.
- Be helpful to your host family. For example: offer to help set and clear the table after meals and assist with the household chores whenever possible. Don't wait to be asked for help.
- Show gratitude towards your hosting Rotary Club on a regular basis because it is they who have made it possible for you to be there.
- Respect the rules as laid out in the agreement you have signed in order to become an exchange student.
- Keep in mind that you are an ambassador of your country and you are fortunate enough to be welcomed by the people of your hosting country, the members of the hosting Rotary Club, and hosting family, classmates, and teachers. The quality of your stay as an exchange student depends upon your doing the thing you should do and refraining from those you ought not do.
- Success will come to those who have not idealized their stay, but are simply conscious of the realities and face them with a smile.
- Be aware that your host Rotarians, families, teachers, and friends will always appreciate your good humor, your kindness, and honesty.
- Your hosting Rotary Club will do its best to see that you are made to feel welcome. You should be provided with a Rotary Counselor to help you if you have any challenges, or just want to talk.

The students are given this form to sign at inbound orientation. This is for your reference, only.

ROTARY INTERNATIONAL YOUTH EXCHANGE PROGRAM
SCANEX
DISTRICTS 5000, 5240, 5280, 5300, 5320, 5330, 5340, 5420, 5495

INBOUND STUDENT'S AGREEMENT

IF SELECTED, YOU MUST AT ALL TIMES REMEMBER THAT YOU ARE THE AMBASSADOR OF YOUR GENERATION, YOUR COUNTRY, AND YOUR SPONSORING ROTARY CLUB. YOU MUST BEHAVE WITH INTELLIGENCE, COMMON SENSE, AND DIGNITY CONSISTENT WITH THE PRIVILEGE OF BEING A ROTARY INTERNATIONAL YOUTH EXCHANGE STUDENT.

Student's Name:

Host District: _____ Host Club: _____

YOU MUST AGREE TO THE FOLLOWING:

1. To become familiar with and understand clearly the aims and objects of Rotary International, its organization, structure, purpose, ideals, and service record. To travel directly to the destination in the host country without breaking the journey en route, and, whenever possible, to travel with other students with destinations in the same host country;
2. To accept and follow the advice, guidance, and directions of the Host District Chairman, Host Rotary Club, and Host Family Parents;
3. To attend all meetings and functions arranged by the Host District and the Host Club, and to accept such speaking engagements as directed by them;
4. To attend school or other institution of learning, regularly, as arranged by the Host Club, and to achieve and maintain the best possible grades, missing school only for the expressed purpose of participating in Rotary engagements and activities and only with the knowledge and approval of the Counselor;
5. To abide by the "four D" rules regarding Drugs, Drinking, Dating, and Driving, and not to "hitch-hike" during your involvement in the program;
6. To refrain from traveling outside the District, **except with the prior consent and approval of the Host District Chairman, the Host Club, and your natural parents;**
7. Not to write or otherwise contact other Rotary Clubs seeking hosting in order to undertake a holiday trip;
8. To keep and maintain yourself in a clean, neat, and tidy condition at all times, and to share normal household duties with other members of the Host Family, always remembering that you are a part of the Host Family and not a guest;
9. To refrain from any activity or sub-standard behavior that will reflect adversely on you and Rotary;
10. To refrain from seeking or obtaining permanent or full-time employment while involved in the program, as the law of the land governing employment in these circumstances prohibits employment of high school exchange students;

11. To learn the essentials of the language of the Host Country before your departure. The success of your exchange will depend on your learning the language as quickly as possible;
12. To return home upon completion of the 12 months' stay in your Host Country, and under no circumstances attempt to extend the stay in the Host Country beyond the 12-month period. With the written permission of your natural parents, and at their cost, your journey on the return trip may be broken for extended travel with no obligation to Rotary;
13. To obey all the rules and respect all the guidelines in keeping with the spirit of the program;
14. To be sent home early if, in the opinion of the Host Rotary Club and the District Governor in the Host Country, continuation of the exchange period will be detrimental to the Program, the District, the Host Club, or you.
15. In cases where the foregoing is overruled by the conditions in the Host Country, to abide by the decisions of the Host Rotary Club and the Host District.
16. Your siblings and friends from back home are NOT allowed to visit you during your exchange year under any circumstances. Parents may visit for up to one week in the Spring if this visit does not interfere with Rotary obligations (RYLA, District Conference) or school attendance. Siblings may visit in the Spring only if accompanied by your parents.

The above rules may be supplemented by additional requirements from time to time, but constitute a minimum standard for all Exchange Students. Violation of the terms of this contract may result in the student being sent home early, at the discretion of the Hosting Rotary Club. Students are NOT to attempt to get their Host Club to relax or waive any of the rules, (particularly those regarding attendance at school and travel), and any attempt to do so may be cause for the Host District Chairman or the SCANEX Chair to request the student be sent home early.

The undersigned student and parent (s) understand the above information and rules of the Rotary International Youth Exchange Program and agree to abide by them.

Date _____

Student's Signature _____

Delete this page—it's redundant with the student agreement page

A PRIMER FOR HOST FAMILIES

Hosting a Youth Exchange student from another country is a challenge - and an opportunity. Involvement with an exchange student challenges a host family to become familiar with another culture, while providing the opportunity to share a young student's hopes and ambitions. These challenges and opportunities promise to enrich the lives of every member of your family. This primer contains general information about Youth Exchange, tips to help you prepare for the arrival of your exchange student, and a discussion of a variety of issues surrounding the experiences of exchange students and host families. Although the student's Sponsoring and Hosting Rotary clubs will be furnishing you with detailed information, this primer will get you started thinking about your approaching host family experience.

Youth Exchange Rules

While Rotary International offers support to local Rotary Youth Exchange programs through publications and suggested guidelines, Rotary districts and clubs run their programs independently of Rotary International. Therefore, each club/district program will have its own specific rules for students to follow.

Students accepted into a Rotary Youth Exchange sign and agree to abide by a list of program rules prior to their departure from home. While the student's HOSTING rotary Club will discuss all program rules with both you and the student, you may wish to review the rules with the student yourself to be sure that everyone has clear understanding of what is expected.

These rules for the Exchange Program in Rotary YES/SCANEX are enumerated in this manual.

PREPARING FOR THE ARRIVAL OF THE EXCHANGE STUDENT

While the exchange student's sponsoring and hosting Rotary clubs will be taking care of most of the logistics of the exchange, there are some things you can do to prepare for the student's arrival. What follows are general suggestions for your preparation, as well as a description of some common Rotary district and club responsibilities. You may contact your exchange student's hosting club or district for more specific guidelines.

Suggestions for Host Parents

It is advisable that the host family corresponds with the exchange student and his/her parents as soon

as the Host Guarantee Form is complete. As a future host family, you should extend a welcome to the student, including information about the composition of your family (i.e., how many members, their ages, hobbies, etc.), the type of clothing required for the climate if the student has not yet left his/her home country, and so on. In short, ask yourself what you would like to know about a new home in a foreign culture and supply that kind of information.

Go over the FIRST NIGHT QUESTIONS included in the Host Family Handbook. Often the student doesn't learn a household rule until after he or she breaks that rule. It is imperative that you set the ground rules up front to avoid unnecessary misunderstandings. This helps everyone start out on the right foot.

Rotary District and Club Responsibilities The sponsoring Rotary club or district in the student's home country will inform the hosting club or district of the student's travel itinerary, and will arrange "outbound" orientation. The sponsoring club or district will also maintain contact with the exchange student and the hosting district and club during the exchange. The sponsoring club or district also will arrange suitable debriefing for the exchange student upon his/her return from overseas.

The hosting Rotary club or district will meet the student on arrival; arrange enrollment, tuition and other educational matters with the local junior college (for academic year exchanges); continue orientation; and organize some social and cultural functions for the student. For academic year exchanges, the hosting club or district will also appoint a Rotarian counselor and arrange a monthly allowance for the student. Through the Rotarian counselor, who is generally not a member of the host family, the hosting club or district will maintain contact with the student and the host family for the duration of the exchange.

Sharing Your Home

The exchange student's year in your country is a time of excitement. What follows are general guidelines for meeting your student and making him/her feel welcome. Please note that some of these guidelines apply only to an exchange student's contact with his/her first host family.

Meeting Your Exchange Student, and Making Introductions

Although a Rotarian from the hosting Rotary club or district may meet the student on arrival, the presence of a member of the student's first host family in the welcoming delegation is recommended.

Please keep in mind that the student will likely be very tired upon arrival and will need time to recover from "jet lag."

In addition to airport greetings, many host families organize informal welcoming parties for the newcomer. The purpose of this type of party is to introduce the exchange student to some people in the community and family friends with whom the student will have contact. This party can be followed by the eventual introduction of the student to more members of his/her peer group, which will comprise the majority of associations during the exchange. Many hosting Rotary clubs have some sort of social event to start this process of introductions early in the exchange, especially if there are many exchange students in the vicinity.

Orientation and Adaptation

As stated above, most exchange students receive formal orientation before and/or after arrival in the

host culture. But no matter how thorough the orientation, the student comes into the first host family as a stranger in a strange land. The exchange may in fact be the first trip of any length away from home for the student. One way to ensure that the exchange student's adaptation flows as smoothly as possible is to realize that just as the student will not have a full understanding of your culture, you may be influenced by misapprehensions about his/her homeland.

Please be aware that these misapprehensions can lead hosts to inaccurately attribute motives to the student's actions. Some Rotary districts offer intercultural orientation to hosts to address these issues.

Another way to aid in your visitor's adjustment is to share your culture with him/her as it exists in everyday life. This means that you need not arrange elaborate entertainment, but simply make the student a part of your family with the opportunity to share in the same aspects of your family life that most teenage students experience in your culture.

General Family Adjustments

In addition to providing room and board for the exchange student, host parents are expected to exercise general parental supervision, as would the exchange student's natural parents. It is also the host parents' responsibility to notify the student's Rotary counselor if the student is encountering exceptional problems (such as serious illness, difficulty in adapting to the host family or school, or serious homesickness).

One of the adjustments to be faced is how the exchange student is to address adult members of the family. There is a natural reluctance to use "Mother" or "Father," since those words tend to be emotionally reserved for the natural parents. "Mom," "Pop," "Mater," or "Mamma" all have been used and a substitute term usually develops naturally.

What follows are some additional points of adjustment that will need to be addressed. Much of this information can be conveyed by tacit assimilation, but it is wise to avoid misunderstandings by discussing the following issues and household rules from the start (also covered in First Night Questions):

Individual responsibilities for household tasks

Normal household routines:

Meal and retirement times,

Study hours, etc.

Curfews

House keys

Explanation of emergency telephone numbers and procedures

Information about city transportation (maps are useful)

Transportation to/from school

Religious practices

Use of computer & internet

Some Primary Issues Facing Exchange Students

While each individual exchange experience is unique, there are certain issues that most students face at some point during an exchange. The following are some of these general issues.

1. Language Proficiency

During their initial days together, students and host family members will become aware of any language problems that exist. Most students will have studied the host country's language before arrival, sometimes to a considerable extent. However, the knowledge gained from books does not prepare one for daily language' use. Be prepared for any slight misunderstandings and frustrations that may accompany communication with the student.

Every effort should be made to see that the student understands what is being said about house rules, geographical directions and so on. Keep in mind that the frustration of communicating in an unfamiliar language may lead an embarrassed student to indicate he/she has understood something when indeed this is not the case. Conversely, hosts should be sure that they understand what the student is telling them, and they should not hesitate to ask for clarification. On occasion it may be necessary to seek help from someone fluent in the exchange student's native language - a teacher, interpreter, or a visitor from the student's home country.

2. Homesickness

Language problems, if present, often co-exist with a phenomenon that nearly all exchange students face sooner or later: homesickness.

After the novelty and excitement of the early stages of an exchange wear off, the student may suddenly feel alone in a strange place. Individuals with homesickness may consider many day-to-day problems insuperable and look nostalgically toward home. This experience can be devastating to a student. The best remedies to acute homesickness may include contact with someone who speaks the student's native language, and a full program of activities. A side trip to some point of interest or simply a social event can help, as well as encouraging the student to build hobbies and join in other community functions. For long-term exchanges, the student's Rotary or school counselor can help if the homesickness persists.

3. School Concerns

As stated previously, most long-term exchanges include schooling for the exchange student. The exchangee's first host parents should consider visiting the school counselor with the exchange student to arrange the study program. Be aware that exchange students often feel obligated to assume an almost impossible academic load. As a result, the student should be advised against taking too many classes while adjusting to the new school.

The exchange student may need your guidance to become acquainted with school procedures, particularly if he/she is accustomed to a radically different school system. Host brothers and sisters can help the school counselor to provide assistance in this area. Please be sure that the student knows how to get to and from school, and how to get lunch off school grounds if needed.

4. Changing Families

As mentioned above, most long-term exchange students live with multiple host families over the course of the exchange year. It is important that both the hosts and the exchange student realize at the outset the limited duration of each stay with a host family. The first change of families will probably be the most upsetting for the student, as he/she will have established a good rapport with the family that

helped him/ her to overcome the initial culture shock.

Words of sympathetic understanding, couched in terms of a broadening of opportunity, should be offered to the student if he/she is having difficulty changing families. Counseling from the Rotarian counselor, an understanding teacher, or a minister of the individual's religion can be a way of smoothing the transition. The exchange student should ideally be introduced to his or her next host family early in the exchange.

The Exchange Student's Rotary Obligations

Hosts are encouraged to help their exchange student meet Rotary obligations, which usually includes attendance at Rotary functions such as club and/or district meetings. Attendance at these meetings may involve the delivery of a speech. The student's sharing of the exchange experience with the hosting club or district is an important feature of the exchange, and it contributes to the student's ambassadorial role.

Hosts should be aware of Rotary obligations from the start and should factor them into the student's overall adjustment process. For example, hosts should be aware that the student will need time to adjust to the new culture and language before being required to speak at a Rotary function. It is a good idea for the exchange student to attend Rotary club meetings early, in the visit simply as part of the familiarization process so that he/she will feel comfortable speaking at these meetings later in the exchange.

Students should not be permitted to decline speaking at Rotary meetings with the excuse that he/ she is "not a public speaker." The student is not expected to be an experienced orator. Audiences are interested in seeing the student and hearing his/her reactions to the culture - not the polished delivery of a speech.

Summary

The responsibility of hosting an exchange student can be summarized in a few simple precepts:

- Meet your exchange student on arrival in your country, and make him/her feel at home as part of the family.
- Help the student achieve language mastery.
- Involve the student in obligations similar to those established for your own family members.
- Guard the student from outside demands to allow him/her time to accept Rotary obligations.
- See that the student meets other young people.
- Be tolerant of differences and be willing to change your own ideas.

All of this information may make it seem that the job of hosting an exchange student is extremely complicated. It is not. However, hosting does require tact, sympathy and patience. The rewards of hosting an exchange student through your local Rotary

Youth Exchange program are great in terms of widened views and understanding, and the development of long-term friendships. Congratulations on your decision to enrich your life, while making a world of difference in the life of an exchange student.

COUNSELOR JOB DESCRIPTION

The job of Counselor for a Rotary exchange student is important and can be very rewarding. As a counselor, you are the liaison between the student and his/her host family and Host Rotary Club. It can be challenging to help arrange host parents and to deal with the needs of an active young student, but it can also fill your heart with joy.

The student must attend the mandatory Inbound Orientation in September (See Activities Page). The students are sent the “Rules” before coming here and we go over them in detail at the Inbound Orientation in September. We also discuss homesickness, and tips for adapting to the new culture. We emphasize zero tolerance for “the 4 D’s”: Dating, Drugs, Driving and Drinking. The Orientation also covers issues of sexual harassment, school attendance, and host family responsibilities as well as the end of the year train trip and other events.

First and foremost, get to know your student. Establish a caring and friendly rapport. The Counselor communicates with the student at least twice a month or more especially at the time of arrival and when the student changes host families. An in-person visit is required at least once per Semester. A minimum of an hour should be planned for each visit, time perhaps for lunch or dinner, a long walk or other activity. The student needs a trusted adult to lean on particularly in the first few weeks. A counselor is not in any way a therapist or professional adviser. Successful counselors make the student part of their life. Most Counselors begin a correspondence with their student even prior to his or her arrival. Student should let you and host family know of their flight itinerary as soon as it is confirmed.

Be available for your student, not just when there they are having difficulties. ALWAYS return phone calls promptly. Though very unlikely, it may be necessary to meet with your student, host parents or school representative on short notice.

Work with your Club/District YEO to arrange host families for your student if all of the hosts have not yet been selected. Most exchanges use 3 host families during the student's stay. Rotary requires at least 2 host families to spread the responsibility as well as the joy of hosting. In addition, living with several families gives the student a wider cultural experience and more opportunities. The second and following host families are easier to locate than the first family as the students often effectively sell themselves in your Rotary club and community. About half of the host families are not Rotarians. The safety and health of

the student must always be foremost in selecting a host. It is imperative that all families are carefully interviewed and background checked.

YEAH DATABASE: Counselors must fill out a Volunteer application using this link: <http://yehub.net/SNX-volapp> Use Database to submit Monthly Counselor Reports, Home Visit/Interview and Re-Visit Forms. Link to the Counselor Portal is accessed at <http://yehub.net/SNX-portal> Prospective Host Families need to fill out an application using the <http://yehub.net/SNX-hfapp> link. Student cannot change families until the new host family's application has been fully approved. This can take several weeks, especially if their references are slow to respond. Counselors and Host Parents including host siblings 17+ must also fill out the Background Check Consent form. Returning hosts/counselors do not need to re-submit application but they do need to complete the Background Check form each year.

Why do we have counselors do this when they are not involved in placements? DOS TRAINING: As of the 2016-17 Rotary year, all Youth Exchange Counselors must also complete the annual Department of State training. The training is done online through the YEAH database. A training link is automatically sent to Counselor when their application is submitted. Completion of the training and test demonstrates that Rotary Counselors understand the J-1 visa regulations and the State Department's expectations.

Enroll your student in school and **monitor school performance.** Often, the student appreciates the question "How is school going?" Occasionally it will be necessary to help, or arrange special help, for your student in school. This is usually due to language problems. Consider the student's fluency in English before enrolling him or her in a class such as history that requires a lot of reading and comprehension. You can have the school send you a copy of the student's transcripts each quarter.

Arrange for your student to attend as many Rotary meetings and functions as possible. Rotary Youth Exchange is a cultural exchange and, though good grades are important, Rotary and cultural participation are also important. In most schools, with proper class scheduling and permission of the teacher, the student can attend occasional Rotary Club meetings. Your student should, of course, attend and participate in all club service activities and social events. Make sure your membership knows they are all part of the exchange and welcome them to invite your student into their homes, to family celebrations and community social events. If your Club has a website with e-mail Distribution, add your student as an honorary member for the year. The student must attend the Inbound Orientation, District Conference and RYLA. The District Youth Exchange Committee will help coordinate these meetings and transportation.

Pick up, or arrange for the first host family to pick up, your student at the arrival airport. A warm welcome is a very important part of starting the year off well. Having your student as a guest in your home for the first night or two is a great way to establish a rapport with him or her.

Counselors are no longer allowed to hold the student's passport and documents unless the student requests this. The original DS-2019 and Guarantee Form should be kept in a safe place. Copies of these docs were uploaded to student's record in YEAH database. Student will need original DS2019 if she or he plans to go on the end of year USA Train Tour.

The student and the host family **MUST** inform the YEO whenever the student will be traveling outside the Rotary District. **Inform the YEO IMMEDIATELY after the student changes host families.** We have a special form that we must fill out and submit to the U.S. Dept. of Justice within several days of the student's move. Due to the new INS & Dept. of Homeland Security rules, this is a very important responsibility. Our RYE Program undergoes a rigorous annual US State Department Compliance Audit and we need your cooperation to maintain our listing as an approved exchange program.

For their safety, students are never allowed to travel out of the area on their own without a Rotarian, parent or responsible adult accompanying them. In case of serious injury or death of a student, contact the Youth Exchange Officer listed below. Do NOT contact the student's family back home. There is a specific protocol in dealing with this type of emergency situation. The current District Governor and YEO will know the proper procedures.

US DEPARTMENT OF STATE Regulations

This information was taken from the US Department of State website and is given to each Inbound Student

The Exchange Visitor Program Welcome Brochure*

Bureau of Educational and Cultural Affairs United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. This brochure is designed to help you understand the purpose and operation of the Exchange Visitor Program and to introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the

Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

Sponsors

The U.S. Department of State designates sponsors to administer individual exchange visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select exchange visitors participating in their programs, provide them with pre-arrival information, an orientation, and monitor their activities. Sponsors offer exchange visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange visitors are encouraged to voluntarily participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

Responsible Officers

Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificates of Eligibility (Form DS-2019, formerly IAP-66), and conduct official communications with the Department and the Immigration and Naturalization Service (INS) on your behalf. Should you have questions about the regulations or any aspect of your exchange program, your initial and primary contact is the responsible officer whose name you can find in Block 7, at the bottom right of the DS-2019 form.

Exchange Visitors

An exchange visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age, may apply for J-2 visas, with the permission of your sponsor.

RULES – REGULATIONS

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any changes which may affect your J status. Some requirements of the Federal regulations and where to find them are indicated below.

Activities and Program Provisions

You entered the United States in one program category, and are required to engage in that category and subject/field of activity listed on your form DS-2019 (formerly the IAP-66). You must comply with the specific program provisions of the regulations relating to your program category.

Insurance

You are required to have medical insurance in effect for yourself and any dependents in J-visa status for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

a. **Minimum Coverage** — Insurance shall cover:

- (1) medical benefits of at least \$50,000 per person per accident or illness;
- (2) repatriation of remains in the amount of \$7,500; and
- (3) expenses associated with medical evacuation in the amount of \$10,000.

***Provisions included in this brochure are written as a general statement covering all divisions of the J1 Exchange Visitor Program. Please be aware that some sections may not apply to the specific J1 program in which you are participating.**



United States Department of State

Washington, D.C. 20520

www.state.gov

Dear American Host Family,

On behalf of the U.S. Department of State, thank you for volunteering to host a Secondary School Student exchange program participant. This is a unique opportunity for you to experience the richness and diversity of a culture different from your own. Through this program, you are among thousands of American families who volunteer to serve as citizen ambassadors of the United States.

High School programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 27,000 high school students from around the world participate in this program each year. The good will of American host families in opening their homes to these young international visitors is vital to this program's success.

The health, safety, and well-being of the young people who participate in this program are our highest priority. A host family has many responsibilities, the most important of which is properly caring for an international student during the course of his/her program. The student is a guest in your home and in our country and you may be the first "real Americans" this young person meets. How you relate with this student will create a lasting image of our country and its people.

I hope this will be a rewarding experience for you and the exchange student. It is extremely important that you notify your program sponsor if you have any concerns or if the student's personal health, safety, or well-being is threatened in any way. If the sponsor is not responsive to your concerns, please contact the Department of State directly at the toll free number (1-866-283-9090) that has been established for this purpose. In addition, the program sponsor provides each student with an identification card, which lists your address and telephone numbers, separate telephone numbers for immediate contact with the sponsor organization and the sponsor's local representative, and the Department of State's toll free phone number and email address (jvisas@state.gov). The student should keep this card with him/her at all times and contact us if s/he has any concerns about his/her health, safety, or well-being.

The Department of State is deeply appreciative of your kindness and generosity in making this educational and cultural experience possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robin J. Lerner".

Robin J. Lerner
Deputy Assistant Secretary
for Private Sector Exchange

ROTARY YOUTH EXCHANGE SCANEX ACTIVITIES SCHEDULE 2023-24

To Verify Specific Dates go to Youth Exchange Website www.scanex.org or your Rotary
For your District's events, check your Host District's Website www.rotarydistrictXXXX.org
(Substitute your District number for the X's)

Only a few events are mandatory for students, they are expected to attend even if they have a school conflict such as Homecoming or Prom. They are encouraged to attend the non-mandatory events unless they have a serious conflict (prom, parents visiting from overseas, etc.). Part of the student's role as a Rotary Ambassador is to make themselves available to give back to the program that other volunteers made possible for them to participate.

***Participation in Sports and Performance Arts is encouraged as long as
the schedule does not conflict with attending RYE events and being actively
engaged as a Rotary exchange student throughout the year.***

August, 25-27, 2023: Inbound Youth Exchange Orientation, 5pm Friday until 11:00 am Sunday, Camp Whittle, Big Bear, CA. YEO's, Rotex & Committee conduct an Orientation for the newly arrived students. Activities include Team Building Games, Hiking, music/dancing, etc. **Mandatory for Inbounds** – YEO's will help arrange transportation.

September 23-24: Saturday-Sunday Beach Weekend in Huntington Beach: Fun get-together for RYE from all So. Cal Districts. Students arrive Saturday morning and depart Sunday afternoon. Spend day at beach Saturday, surf lessons, lunch, followed by on-site BBQ and evening activities. Kayaking and Boating on Sunday morning. We will e-mail a flyer with additional details a few weeks beforehand. This event is not mandatory but it's really fun and well-organized! Contact YEO if you can help carpool students. Home-hosting usually provided for out of town carpool drivers. No cost to students.

October 20-22: Las Vegas weekend. A fun get together for SCANEX students hosted by local Rotary Clubs. Includes hiking, seeing "The Strip," and perhaps a service project. Home hosting provided by the local Las Vegas Rotary clubs. No cost to students.

February 3-4: 1st Outbound Orientation, Westchester Townhouse (8501 Emerson Ave, Los Angeles, CA 90045). **Not Mandatory but attendance is appreciated unless there's a serious conflict.** This is a valuable opportunity and a chance to 'give back' for Inbounds to help prepare and inspire next year's Outbound students. Inbounds interact with the Outbounds going to the country that they are from to offer additional advice and support. Students will be home hosted.

Mid Feb. 2024: Int'l Student Weekend in Big Bear: Cost TBD but usually around \$50 for Inbounds, may include skiing, rentals, sledding, pizza party, etc. Students home-hosted by local Big Bear families (mostly Rotary and Interact) for the weekend. Arrive Friday afternoon and depart around noon on Sunday.

April 5-6, 2023: Final Outbound Orientation Weekend – Gran Vista Hotel Simi Valley, 999 Enchanted Way, Simi Valley, CA 93065 (Sat. 11 am to Sunday noon). The Inbounds are invited to attend Saturday and participate in the program. Outbounds have an Orientation from Noon Saturday to noon on

Sunday. Almost all of the SoCal Inbounds attend this event, which is mandatory for the outbounds. **Not Mandatory but attendance is appreciated unless there's a serious conflict.** This is a valuable opportunity and a chance to 'give back' for Inbounds to help prepare and inspire next year's Outbound students. Inbounds interact with the Outbounds going to the country that they are from to offer additional advice and support. Students are home hosted.

Mid-June to Mid-July 2023: USA TRAIN TOUR Rotary Youth Exchange USA Train Tour: Inbound students will receive additional details including cost for the trip at the Inbound Orientation in September. This trip is at the student's expense but Host Clubs will usually support fundraising efforts. Students travel by Amtrak Train. Stops traditionally include San Francisco, Portland, Seattle, Glacier National Park, Chicago, Niagra Falls, Philadelphia, Boston, Washington DC, New York and New Orleans.

YEAH DATABASE FAQ's:

What is the link for Host Family Applications? <https://yehub.net/SNX-hfapp> (case sensitive)

What is the link for Counselor and Volunteer Applications?

<https://yehub.net/SNX-volapp> (case sensitive).

What is the link for the Counselor/YEO Portal to view/submit reports?

To access portal, go to <http://yehub.net/SNX-portal> use your login (email address) and password

If I filled out a host application last year, do I need to fill out a new one?

No, just go to <https://yehub.net/SNX-hfapp> make any needed updates– New pet? Child moved back in or moved out? New E-mail?

After TWO years, new references may be requested.

Who is using the YEAH Database?

Almost all Rotary Districts in the US are now using this database. Designer is an experienced Youth Exchange Officer in Florida who designs databases for a living. He has tailored the Database to meet the Rotary YE Certification and State Department compliance audit requirements.

My References have not replied, what do I do?

Make sure you entered the correct email address – this is the most common reason for no reply Tip: Contact the References and give them a heads-up to expect a link to the reference questionnaire.

My Reference is not available to reply, can I choose a new one?

Yes, email the YEO the new Reference's Name, email address and phone number and we will substitute the new contact for the unavailable reference

I'm a Counselor, how do I submit a host family change?

First make sure the new host family's application has been FULLY approved. Student cannot change families until new family is fully vetted. Use your Counselor portal to select the new family using the pull-down menu. Contact YEO if you're having any problems. Note: Only fully vetted Host Family names will appear in drop-down menu.

The new host family has filled out an application but it has not been approved yet. Can the student change families anyway?

No. Host Family's application must be fully approved in advance of student changing families. This means they completed the Host application including photos, their references have both responded, the background check have cleared and the home visit was completed and recorded in the database. Once approved, Host Family will receive a "Host Family application approved" email acknowledgement.

I filled out a background check consent form last year, do I need to submit a new one each year?

Yes. The background check consent forms are only valid for one year for host families and Volunteers. The State Department does allow a month or two leeway if the Background Check was completed but expired towards the end of the current exchange year.

Does the Host Family receive a survey request?

Yes, when the host family change report is completed, the system automatically generates a survey for the former host family

How do we get the inbound student's itinerary?

The District YEO sends the inbounds a link through the database to enter their entire itinerary. The system then sends the itinerary to the host family, counselor, YEO and Country Coordinator.

ROTARY YES/SCANEX TEAM CONTACT INFORMATION 2023-24

YEO'S & SCANEX EXEC COMMITTEE	SCANEX POSITION	E-MAIL	PHONE #'s
WARREN BOBROW 5812 West 76th St., Los Angeles, CA 90045	Board Chair	chair.scanex@gmail.com	C: 310-670-4175
MARY PASETA 2918 Gage Ave., Simi Valley, CA 93065	Managing Director Outbound Students	mpastap@gmail.com	C: 805-210-6420 W: 805-988-1540
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DONNA GOETZENBERGER 7601 N Central Ave. #18, Phoenix, AZ 85020	YEO 5495 OB Chair 5495	RYE5495@gmail.com	C: 602-469-1293
COUNTRY COORDINATORS	COUNTRIES	E-MAIL	PHONE #'S
CRISTINA AUDA 424 La Marina Dr, Camarillo, CA 93010	Italy	cristina.auda@yahoo.com	C: 805-551-7367
MEG BARRON 1130 S Flower Street, #105 Los Angeles, CA 90015	Belgium	mbarron@alz.org	C: 210-885-4355
WARREN BOBROW - See address above	Australia, Denmark, and Norway	chair.scanex@gmail.com	C: 310-670-4175
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RONDA WERNER (D-5240)	Taiwan, India, So. Korea	Home: tshirts@roadrunner.com	H: 805-384-0240

456 Valley Vista Dr., Camarillo, CA 93010 UPS: 162 N Aviator St #1 Camarillo CA 93010		Work: thefinishline@verizon.net	W: 805-388-7002 C: 805-444-4420
DISTRICT COMMITTEE MEMBERS	DISTRICT	E-MAIL	PHONE #'S
MACHEL CONSIDINE 5311 W Del Rio St., Chandler, AZ 85226	IB Chair D5495	5495inbounds@gmail.com	C: 480-235-0814
MICHAEL JOHNSTON 1442 Lakeview Dr, Heber City, UT	D5420 Committee	mike@summitteg.com	C: 435-671-6998
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DICK SHAW 1470 Willow Glenn Ct., Big Bear City, CA 92314	D5330 Committee	dickshaw52@gmail.com	H: 909-585-5541 C: 909-855-0924
JERRY TAMBE 2058 N Mills Ave, #329, Claremont, CA 91711	D5300 Committee	gctambe@yahoo.com	W: 909 266 6678 C: 909-240-0452
ALTERNATE RESPONSIBLE OFFICERS (AROs): Glenn Artist, Donna Goetzenberger, Paul St. John, Jerry Tambe, and Ronda Werner			

**ROTARY YES/SCANEX
SAMPLE
YOUTH ABUSE & HARASSMENT
PROTECTION POLICY**



**Sample District Youth Exchange
Abuse & Harassment Prevention Policy**

Your actual District Policy may vary slightly and should include a list of local Rotary and Emergency contacts

1. Statement of Conduct for Working with Youth

District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

2. Definitions

Volunteer. Any adult involved with Rotary Youth Exchange activities who has direct interactions, either supervised or unsupervised, with students. Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

Student. Any individual who is participating in a Rotary Youth Exchange, regardless of whether he or she is of legal age of majority.

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

APPENDIX A

Abuse and Harassment Prevention Training Manual

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Exchange Program and Liability Insurance

Each district Youth Exchange program is required to incorporate or establish itself as a similar formal legal entity (Ltd., etc.). Consider including this information in your abuse and harassment prevention policy. For example: Rotary District Youth Exchange program is incorporated as Rotary District Youth Exchange Program, Incorporated, under the laws of the state/province/country of. In addition, each district program must carry adequate general liability insurance with coverage and limits appropriate for its geographic location.

4. Volunteer Selection and Screening

District will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors.

All volunteers interested in participating in the District Youth Exchange program must meet the following requirements:

- Complete the Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.

- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
 - Commitment to the safety and security of students
 - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student’s well-being
- Host families must complete a written application.
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

Rotarian counselors must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student’s host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

Additional recommendations: Although not required, districts may wish to avoid selecting counselors who are close friends or relatives of other volunteers involved with a particular student (e.g., school principal who is also a club member, host family).

5. Student Selection and Screening

All students interested in participating in the District Youth Exchange program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District Youth Exchange program must be interviewed to determine the student’s suitability for participation in the program.

6. Training

District will provide abuse and harassment prevention training to all Youth Exchange program participants. District will conduct the training sessions.

Specifically, District will

- Adapt the *Abuse and Harassment Prevention Training Manual and Leader’s Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements
- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used
- Conduct specialized training sessions for the following Youth Exchange

program participants:

- District Governor

- District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)
 - Parents and legal guardians of students
 - Establish guidelines to ensure that all participants have received the requisite training
 - Maintain records of participation to ensure compliance
- Additional recommendations:** Although not required, districts may wish to consider these recommendations:
- Have the district youth protection officer (if appointed) assume training responsibilities.
 - Partner districts should share their training content with each other.

7. Allegation Reporting Guidelines

District is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Sexual Abuse and Harassment Allegation Reporting Guidelines.

8. Follow-through and Review Guidelines

District takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

9. Other District Responsibilities

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all inbound Youth Exchange students maintain insurance at the following levels:
 - Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
 - Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
 - Provide a 24-hour emergency contact phone number to Youth Exchange students.
 - Follow RI guidelines for Youth Exchange Web sites.
 - Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
 - Report all criminal allegations to RI within 72 hours.
 - Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
 - Evaluate and review this policy and accompanying procedures regularly.

Additional recommendations: Although not required, districts may wish to do the following:

- Appoint a district review committee to evaluate and review files, policies, and allegations annually.
- Appoint a district youth protection officer.
- Require a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.

- Consider designating a mobile phone as a permanent district hotline. Assign a Rotarian in the district to be on-call for a given period and carry the phone 24 hours a day.

10. Club Compliance

District will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention.

All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District and RI policies.
- If not coordinated by the district, conduct criminal background checks and reference checks for 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. All volunteers must complete and sign the Youth Volunteer Affidavit.
- 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).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- 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.
- 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.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people — both males and females who are not related to each other and do not have close ties to the host families or club counselor — who can help the students with any issues or problems.
- 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 guardian

CRISIS HOTLINES & CHILD WELFARE AGENCIES

*These numbers are for emergencies only
For routine problems, call your local Rotary Contacts first*

If you are experiencing a medical emergency, are in danger, or are feeling suicidal, call 911 immediately

24-Hour Sexual Assault & Rape Crisis Hotlines:

Nation-wide Abuse Victim hotline: Safe Horizons: 1.800.621.HOPE (4673)

Nation-wide Rape & Sexual Assault Hotline: 212.227.3000

http://www.safehorizon.org/page/rape--sexual-assault-54.html?gclid=CMK05aSSoL8CFQiuUfgod_DQAWw

24 Hour Toll Free Rotary YES/SCANEX Emergency Contact Number: 800-5STJOHN

National Hotlines for other services:

- National Drug & Alcohol Treatment Hotline: 1-800-662-HELP
 - National Domestic Violence Hotline: 1-800-799-7233
 - National Child Abuse Hotline: 1-800-4-A-CHILD
 - National Youth Crisis Hotline: 1-800-HIT-HOME
 - National Adolescent Suicide Hotline: 1-800-621-4000
 - Depression and Bipolar Support 800-273-TALK (8255), Twenty-four hours a day, seven days a week, <http://www.dbsalliance.org>
 - National Runaway Hotline: 1-800-621-4000
 - Panic Disorder Information Hotline: 1-800- 64-PANIC
 - NEDA National Eating Disorders (800) 931-2237
- <http://www.nationaleatingdisorders.org/information-referral-helpline>
- National Teen Dating Abuse Helpline – loveisrespect (866) 331-9474
Twenty-four hours a day, seven days a week, <http://www.loveisrespect.org>