

Rotary Support System Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
HOST FAMILY	Every day	Daily	Your first point of contact with most simple needs. For problems you will need to use your Host Club YEO in conjunction with your host family.
HOST CLUB YEO	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	This is your main Rotary contact for your day-to-day problems and well-being.
HOST DISTRICT COUNSELOR	Most problems, travel permission, routine reporting	Monthly Minimum	If reports are required, make sure you complete them.
HOST DISTRICT CHAIRMAN	Serious Problems or Routine Reporting	Monthly Reports	Monthly report is mandatory and is due at the end of each month.
SPONSOR DISTRICT COUNSELOR	Serious Problems and Routine Reporting	Monthly / Bi-Monthly	Quarterly Reports are to be sent to this person. This is not the first person who should learn of a problem you are having!
SPONSOR DISTRICT CHAIRMAN	Serious Problems	As needed	
ROTEX	Emotional and YE Support	As often as needed but monthly at a minimum	Rotex will not be able to help you with technical YE problems They are for your emotional support and mentoring only.
SPONSOR CLUB YEO	Preparation and then report about your experience	Monthly	You should write to your club regularly telling of your experiences.
PARENTS	Routine, non-YE problems, health emergencies	REGULARLY	LIMIT E-MAIL AND PHONE CONTACT. WRITE LETTERS INSTEAD OF E-MAILING AND PHONING!