

ROTARY YOUTH EXCHANGE - INBOUND INDOCTRINATION GUIDE

HOST FAMILY INDOCTRINATION AND RESPONSIBILITIES

I. Purpose of the Program from the receiving view-point

- A. Provide the experience of a year as an American high school student to young men and women of high school age from other countries.
- B. Provide exposure to local families, Rotary Clubs, and communities.
- C. Receive exposure to a person from another country, his customs and outlook on life.

II. Basic Operation of the Program

- A. Students are selected and recommended by Rotary Clubs in the students' home areas.
- B. Student's family pays transportation, insurance, clothing and other extraordinary expenses as might be required - extra travel, etc.
- C. Students are received and sponsored by Rotary clubs on an exchange basis; for one sent, one received.
- D. Students are housed and fed by host families selected and approved by the receiving Rotary Club.

III. Responsibilities of Host Families

- A. Provide love.
- B. Provide room and bed. Separate bed required; separate room much preferred.
- C. Provide family meals, including sack lunch if usual.
- D. Integrate student into the family.
 - a. Assign normal, consistent household chores
 - b. Define and explain all house rules and the disciplinary measures that can and will be taken.
 - c. Set curfew times
 - d. Remember special days and events such as birthday, Christmas, graduation, etc.
- E. Monitor school performance
 - a. Language problems
 - b. School must be attended faithfully
 - c. Scholastic performance must be as high as student's grasp of language and innate ability permits. No goofing off!
 - d. Perform all school assignments.
- F. Make sure student's money and papers are secure but available.
 - a. Cash or travelers checks
 - b. Passport
 - c. Airline ticket home
 - d. Health and accident insurance policy
- G. Host families are not responsible for financial assistance to the student in any form.
- H. Most important of all, provide love and understanding to the youngster you are hosting.
- I. Meet with Rotary Counselor on monthly basis.
- J. Meet and coordinate plans with other host families.
- K. Attend D-7390 Host Family Orientation in September.
- L. Read, request explanation wherever necessary, and follow Rotary rules for Youth Exchange, most especially those rules concerning travel by the exchange students, use of the telephone and visits by exchange student's family as well as the "5 D's" and smoking rule.
- M. Attend Rotary functions with student whenever possible, particularly when invited to local Rotary club(s) to hear your student speak, but also to Rotary District Youth Exchange functions as listed on the Calendar of Events.
- N. Familiarize yourself with D-7390 Youth Exchange CALENDAR OF EVENTS and plan for your exchange student to attend all "MUST ATTEND" meetings for Rotary Inbounds and as many other events as possible.

- O. Treat exchange student NOT as a guest but exactly as you would treat your own child with regard to household chores, curfews on school nights and weekends, all matters of discipline and proper behavior, choice of friends among his peers, and performance at school.
 - P. Remind student to write letters home on a regular basis. Do NOT encourage phone calls in place of letter writing, but aid student in recording taped messages for special occasions.
 - Q. Encourage weekly get-togethers between Rotary counselor and student to promote understanding and comfortable relationship before problems arise.
 - R. Student VISA prohibits exchange students from seeking or accepting any kind of regularly paying job. HOWEVER, pocket money can be earned by the student in performance of voluntary, sporadic, "odd jobs" for host parents, neighbors or friends. Examples: Babysitting, car washing, snow shoveling, hedge clipping, leaf raking. Lawn mowing may only be done with a walk-behind mower as exchange students are not permitted to operate a riding tractor or mower. They may not drive any motorized vehicle.
 - S. Help student with English language and schoolwork. Encourage student to apply himself at school and to complete fully all homework assignments. Our program is totally dependent upon the school's continued enthusiastic acceptance of Rotary Exchange Students!
 - T. Strongly encourage student to participate fully in all family, school and Rotary events. Family affairs and family rules take precedence over all others except: Rotary's Five D's; Rotary's rules with regard to travel; and Rotary's mandatory (must attend) meetings as shown on the Calendar of Events. Regular attendance at high school is not voluntary but mandatory. Poor performance or suspension from school will almost certainly terminate the exchange. Rotary will in all cases determined whether or not the exchange will be terminated, but any particular hosting relationship can be terminated at any time by either Rotary or the host family involved, though always with the welfare of the student and the future of Rotary's Youth Exchange Program being paramount.
 - U. Arrange for exchange student to attend religious services at church of own choosing as often as he desires. Host family may offer, and student should accept, invitation(s) to join host family at religious service other than that of student's own denomination, but such visits should not be mutually exclusive of student's ability to attend church services of his own choosing.
 - V. Obligation to transport student to and from Rotary events should be shared coordinated by counselor or club. Encourage carpooling and making plans in advance of event.
 - W. Rotary allowance does not cover school lunch. Host family is asked to provide all meals, including school lunch. If student goes out with friends instead of eating at home, then student covers food expense.
 - X. Do not assume or expect anything from your student unless you specifically and clearly instruct him as to your wishes ahead of time. What's "common sense" to you may not be at all "common" to him. Pay attention to things like eating habits, sleeping habits, manner of dress, personal appearance, cleanliness and health. These items may all need to be discussed.
- IV. Responsibilities of Host Rotary Club
- A. Arrange for suitable host families.
 - B. Provide a counselor with whom the student can identify and who can and will provide counsel throughout the year at regular, frequent intervals - at least once each month.
 - C. Pay a monthly allowance to the student via the counselor of at least the minimum amount specified by the District Committee. Allowance is due and payable the first day of each month that the student is being hosted.
 - D. Pay any school hot-lunch expenses. (optional)
 - E. Remember the student on birthday, Christmas, Graduation, Etc.
 - F. Pay all requested Rotary District orientation meeting costs and District Conference costs
 - G. Bring the student to the Rotary club meetings as often as possible, considering school performance and student availability. Provide a badge for the student, ask the student to give at least one program during the year, more if possible.
 - H. Involve as many Rotarians as possible with the student - dinners, weekends, family outings, family travel, etc. Have a plan for involving club members and carry it out.
- V. Universal Rules for Exchange Students
- A. Attend school and all classes faithfully, participate fully.
 - B. Obey all laws.
 - C. No independent travel outside host community without prior approval of District Exchange Chairman.
 - D. No driving anything with an engine.

- E. No drugs
 - F. No single dating – no display of intimate affection - group environment dating only
 - G. No drinking alcohol - legal age is 21
 - H. No Disfigurements – no additional body piercings or tattoos
 - I. Attend all orientation meetings and District Conference.
 - J. Speak at every opportunity - school, Rotary, community events, etc.
- VI. Common Problems in Hosting Exchange Students
- A. Homesickness
 - a. Usually within first 3 months
 - B. Symptoms:
 - a. Cries or mopes, wants to be by self
 - b. Wishes to be home
 - c. Doesn't "like" school, family, community, etc.
 - C. Cures:
 - a. Physical activity is the best
 - b. Distraction to break the spell
 - c. Encouragement and time
 - D. Culture Shock
 - a. Language difference
 - b. Different customs
 - c. Different foods
 - d. Differences in school
 - E. Language problems
 - a. Communication with exchange students must be almost totally verbal
 - b. Difficulty in understanding classes and assignments in school
 - c. If learning English, student must use dictionary regularly.
 - d. When student does not totally understand, he must ask questions.
 - e. Student should use English at all times.
 - f. Possibility of "English as a Second Language" classes are available in many communities.
 - g. Student may need home drill in English.
 - F. Personality Conflict
 - a. May occur between student and family even without apparent reason.
 - b. Many times can be resolved without serious trauma if recognized and dealt with early.
 - c. If cannot be resolved, student may have to be moved or sent home early.
 - d. If with counselor, new one should be appointed.
 - G. Lack of Involvement
 - a. Leads to apathy and poor performance as exchange student.
 - b. Usually leads to chronic homesickness
 - c. Best cure is prevention - ensure involvement in SOMETHING - athletics, school club, community service, church, learning new activity or skill, etc.
 - H. Sibling Rivalry
 - a. Host brothers and sisters will become as real brothers and sisters, and sibling rivalries and jealousies can be expected to occur.
 - b. Many times exchange student and host family children will not become friends. Don't expect too much.
 - I. Communicating with Home
 - a. Make sure student writes regularly - at least once each week.
 - b. No phone calls to home except in real emergencies.
 - c. Discourage phone calls from home to minimize homesickness
 - d. No tapes from home. Same problem. Tapes TO home are okay.
 - e. Email should be monitored to make certain student is not spending too much time on the computer talking to family/friends in home country.
 - J. Steady Dating
 - a. Romantic involvements often "just happen"
 - b. Cannot be allowed to persist except in the mind.

- c. Steady dating, even just single dating, is not permitted.
 - d. Many times, this has resulted in a student taking home an unwanted accessory or leaving behind a lasting memory.
 - e. Program is to provide maximum exposure of the exchange student within the school and community. Concentrating on a single person means the exclusion of the rest and at least partial failure of the program.
- K. Making friends
- a. American high school students are extremely cliquish and don't easily accommodate new friends.
 - b. Exchange students often tend to group together as the easiest defense against rejection, compounding the problem.
 - c. Exchange students should be discouraged from exclusively banding together.
 - d. Students must be encouraged to be as outgoing as their personalities permit - and toward the American students. At least casual friendships CAN be made if the students refuse to be discouraged when early overtures are rejected, and they keep trying.
- L. Religion
- a. Students and families must respect each other's religious beliefs, preferences and habits and not try to convert each other.
 - b. If a student wishes to go to a church of his own persuasion and if there is one in the community, it is often a good idea for the family to try to help the student get to that church and to its functions that the student wishes to attend.
 - c. Be tolerant.
- M. School
- a. Usually not as demanding of performance as school at home
 - b. Often can be difficult due to language differences.
 - c. Moving between classes will most often be new, making it easier to "skip" a class which is difficult or when homework is not done. This must be explained to the student and be discouraged.
 - d. Teachers must be told about the exchange student and must be willing to undertake the extra effort required. May be useful to change teachers or classes if teacher's cooperation is not being received.
- N. Weight
- a. Probably the most universal problem of exchange students behind homesickness.
 - b. Many new foods, foods of different composition than their body is used to, being encouraged to "have some more", compensation for stress of being in new environment, are all causes of weight gain.
 - c. Make sure weight gain is strictly limited if it occurs. Limit between meal snacks, servings, encourage more exercise, etc.
- O. Personal Care
- a. Probably personal hygiene different from home.
 - b. Families must discuss and control personal care so as to fit in to local society.
 - i. Frequency of bathing
 - ii. Shaving
 - iii. Deodorants
 - iv. Cosmetics
 - v. Appropriate dress for each occasion
 - vi. Haircut and hair care
 - vii. Sometimes even how to use bathroom fixtures
 - viii. Feminine Hygiene
- P. Travel

Use the Permission/Information Form for Travel. The guidelines for travel are on the back of the form. Common sense dictates host family approvals of all travel and for notification to the host Rotary club and to the District Chairman of any extended travel since problems could arise in the student's home country while the student is traveling. It is most important to know where to reach the student in the event of an emergency.

- a. Travel outside the USA
 - a. Requires District chairman approval in advance

- b. Make sure number of entries into the US as stated on the I-94 Visa is not exceeded, or plan to spend another two weeks outside the country yourself while papers are being processed to gain more entries.
 - c. Make sure that if a visa is required for the student by the country being visited, it has been obtained in advance.
 - d. DS-2019 form must be mailed (certified) to ESSEX for Chairman's signature well in advance of trip. Will be returned to student and taken on trip outside USA for re-entry.
- b. Special Tours
- a. Sometimes Rotary offers the student an opportunity for a summer excursion bus tour in the company of many other Rotary exchange students. If a student wishes to go on one of these trips, can get his own family's permission and funding, and can get approval of his host family and Rotary club, approval will be granted by the District Chairman.

Q. Visits by Home Family

- a. Visits from home family members prior to completion of the school year are discouraged as disruptive and counter-productive to the student's chances of success.
- b. No visits from home family without prior approval of the District Chairman.
- c. Student is NOT to go home for a visit. Any unapproved departure from the boundaries of District 7390 will automatically cancel the exchange and the student's health and accident insurance policy. If the student leaves the USA under these conditions, his visa will be revoked.

VII. Going Home

- A The minimum normal exchange period is a school year. For summer-to-summer students, the student will stay at least until school lets out in June, but no longer than the expiration of the Visa, usually in mid-August.
- B For winter-to-winter students, the normal exchange year ends with the expiration of the visa in mid-January.
- C Violation of the universal rules for Rotary exchange students will result in the early termination of the exchange and the offending student will be sent home.
- D A student who is willfully refusing to adapt to the life of an exchange student may be sent home.
- E One of the aspects of homesickness is the desire to go home immediately. Nevertheless, in general, a student who wishes to be sent home early will still remain here until the end of the school year. If the situation becomes sufficiently troublesome, the District Chairman should be consulted so that he may take the necessary steps to correct the problem, or the initiate a coordinated and agreed-to early departure to home.
- F Unless other approval in received from the District Chairman, travel from the host city to home shall be by direct air flight.

VIII. Rotary Events

- A. The student is required to attend the following Rotary functions:
 - a. Inbound Orientation (September)
 - b. Winter Orientation (February)
 - c. Inbound Calendar of Events as listed unless prior approval for absence is granted.

IX. Changing Host Families

Notify the District Chairman of any change of host family. Notice is required 2 weeks prior to the move except in emergency circumstances and then not later than the time of the move. The District Chairman **MUST** be able to locate any student swiftly in emergency situations.

X. The District Committee

We are here to help. Consult the District Chairman when you have a problem that is persistent, in unusual situations, or when you need outside advice of authority. The normal chain of command for the student is (1) the Host Family, (2) Counselor, (3) Rotary Club Youth Exchange Chairman and (4) District Committee Chairman and members.

STUDENT EMERGENCY CARD

An emergency card is to be carried on each exchange student's person during their exchange year. District 7390 will provide each student with three emergency cards (one for each host family). The information is to be kept current with each host family move. In addition to the student's and current host family's contact information, it includes contact information for the student's counselor, Club president, District chair, ESSEX Student Protection Officer and the US Department of State. The card and contact information is a requirement of Rotary International Youth Exchange rules and regulations.