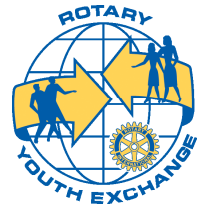




# District 7390 Youth Exchange Program



## Club Compliance Certification

*(Please print in ink or type)*

The Rotary Club of \_\_\_\_\_ (Club), in District \_\_\_\_\_ is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

The Club certifies that it will adhere to the following Youth Exchange policies, procedures and practices laid down by Rotary International, ESSEX (Eastern States Student Exchange), Department of State (DOS), RI District 7390 and District Youth Exchange Officers when working with Youth Exchange students, events or activities including but not limited to:

- Completing and submitting Youth Exchange compliance documents in a timely manner to District Office throughout the year of exchange so that said documents are available for audits by ESSEX, DOS or RI.
- Ensuring that all completed compliance documents will be submitted to the District Office no later than October 1 of the year in which our exchange student(s) has/have returned to their home country.
- Attendance of our Club's YEO and Counselor(s) to a minimum of one of the three District Youth Exchange Committee Meetings held in July, September and January.

### Pre-Arrival:

- Recruit, check background and references, visit potential host families (at least 2, preferably 3 with at least one emergency placement also available)
- Sign and return guarantee form to District Office (necessary for student visa)
- Ensure that all identified host families are oriented before arrival of student
- Ensure that contacts are made with student and his or her family in preparation
- Assign Rotarian as counselor preferably of same gender as student, and ensure their regular, documented contact with student
- Forward completed IB37 ESSEX Resource Form and Host Family's Application HF205 to District Office for inclusion in District's Welcome Packet to be sent to student. The IB37 form includes contact information for:
  - Host club Rotary counselor
  - Host club Youth Exchange chairperson
  - Host club president
  - 2 non-Rotarian resource persons, one male, one female (school personnel are typical candidates)
  - Local medical, dental, mental health professionals
  - Local social service agencies for issues such as suicide prevention, rape counseling, etc.
  - District hotline for inbound students
- Coordinate school classes and schedule between HS counselor and Inbound student (and host parents)

### 1<sup>st</sup> Week:

- Ensure student welcomed upon arrival
- Ensure that student's visa and documents and return airplane ticket are correct
- Ensure that student has sufficient funds for compulsory emergency fund (\$500 US)
- Open bank accounts (personal and emergency)
- Arrange for schooling

### Ongoing:

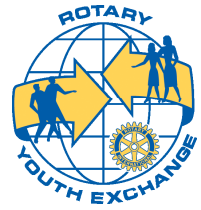
- Ensure the 2<sup>nd</sup> and 3<sup>rd</sup> Host Families are oriented and cleared to host prior to arrival of student in their home
- Ensure student attends mandatory functions of District for exchange students, such as Orientation and District Conference
- Stay in touch with host families to identify and respond to issues and problems as rapidly as possible
- Ensure careful coordination for transitions between host families
- Ensure that student attends and participates in local Rotary meetings and activities regularly
- Ensure counselor meets regularly with student
- Ensure student receives monthly stipend.

### Post Exchange:

- Conduct post-exchange evaluations with student(s), host families and school(s)



# District 7390 Youth Exchange Program



If our club fails to comply with any the above statements, we recognize that it will place our club and all ESSEX Member RI Districts including District 7390, in jeopardy of losing the privilege of conducting youth exchanges with any country.

**Signatures**

We, the President and Youth Exchange Officer for the Rotary Club of \_\_\_\_\_, being the persons responsible for youth exchange activities in our club, certify that each of the above marked statements is true and correct as of July 1, \_\_\_\_\_ and thereafter.

|   |             |               |
|---|-------------|---------------|
| <b>President</b> (Print Name)                   | (Signature) | (YYYY-Mon-DD) |
| <b>Club Youth Exchange Officer</b> (Print Name) | (Signature) | (YYYY-Mon-DD) |