

## INBOUND COUNSELOR JOB DESCRIPTION

A confidante, troubleshooter, and guide to the Inbound Student throughout the program.

1. Send a welcome letter to the student prior to arrival in the US to introduce yourself and to provide information on the community - notify them of \$500 medical emergency fund set aside.
2. Secure approval of host school to accept student. PA Certificate of health and school transcript will help.
3. Participate in interview of host family and complete form in database. Note: all family members 18 and older have to be cleared prior to them having access to the students application and any contact information for the student and prior to the physical placement of Inbound student with family.
4. Instruct host family to complete PA Child Abuse History Clearance, PA State Police Background Check and FBI fingerprinting (all forms MUST be completed BEFORE the student can be placed in the home).
5. Meet exchange student upon arrival, usually at Harrisburg International Airport.
6. Host exchange student for a minimum of one week to become acquainted and develop a relationship (i.e. Act as orientation family to introduce student to school and community).
7. Your club should secure from the student a check for \$500 made payable to your Rotary club to be reimbursed to host parents in event of emergency medical treatment which are not covered to meet deductible, additional luggage at the end of year, phone bills not received before student returns home, etc. This \$500 may be returned to the student at the end of June, or after he has returned home, if not needed to reimburse host parents or club for expenses.
8. Assist exchange student to open a bank account (usually a carefree checking account – minimum checks – with ATM accessibility and VISA or Mastercard Debit Account). Have statement mailed to student in care of you. Help student to budget his funds. Teach him to reconcile bank statement.
9. Assist in arranging school curriculum with high school guidance counselor. School usually needs Passport, DS-2019 form, transcript and PA Health Card to register student. If playing school sports, a physical performed no more than 45 days prior to start of practices must be evidenced. Can be done by home family physician just before student leaves for USA or here in USA but CISI-Bolduc Insurance does not cover cost.
10. Review Rotary expectations and rules with student. Make sure they fully understand the reasons behind and the intent of the following rules:
  - a. No Driving - means no driver training course while in US
  - b. No Drinking - The law in PA states that no one under the age of 21 may consume alcoholic beverages. Private parties may be raided, so be particularly careful of high school parties, especially around graduation (concept of guilt by association). If your host parents serve wine at dinner and IF their own children are allowed a glass, then you, too, may have some if offered. However, never in a public place - only in your host parents' home or a Rotarian's home - and never to excess.
  - c. No Dating or display of intimate affection - the intent here is to avoid romantic entanglements, not to cut out your social life. We encourage "dating" in groups, where students are not paired off into couples, but friendship dates with just one other person are permitted as long as it is not always the same person. Once it gets around school that you are seeing a lot of one particular individual, your chances to meet other students are dramatically reduced.
  - d. Travel - Use "**Permission To Travel**" form to request permission to travel or inform district staff of your travel plans with Host Family or Rotarian.
  - e. NO VISITS by Natural parents, brothers, sisters or any relatives until final months of the exchange (April, May or June). Any visit by family or friends required notification to the Inbound D-7390 Chair **at least 4 weeks in advance** of such visit. No school may be missed without obtaining permission from the school well in advance.

- f. No mandatory Rotary meetings or orientations as noted on the official D-7390 YEP Calendar of Events may be missed without prior approval from Inbound Chair.
- 11. Meet with each host family before students arrival. Go over all the information with each family. Arrange for the movement of the student and belongings to the next host family.
- 12. Maintain personal communication with the student and host family on a weekly basis for the first 2 or 3 months, and then biweekly for remainder of exchange year. Complete on-line counselor report monthly
- 13. Assure that the student and host family are aware of required Rotary meetings and events.
- 14. Advise student about host family recruitment and student presentation to club.
- 15. Communicate problems to the District Inbound Chair.
- 16. Accompany student to airport for departure from USA. Please let the District Office know the day the student has physically left the District to their home country.