

Chair/Counselor Manual

“STATEMENT OF CORE VALUES”

The growth & success of the District 7390 Youth Exchange Program are centered around a set of “Core Values” which all Exchange Students, Rotex, Host Families and Rotarians embrace and model. These Core Values provide the foundation to support our “Code of Conduct” for all participants of the Program.

Our “Core Values” Preserve The *Integrity* Of Youth Exchange By.....

1. Treating all individuals with Mutual Respect and Dignity.
2. Ensuring Safety and Personal Protection of all participants in Youth Exchange.
3. Celebrating unique backgrounds, viewpoints, skills, and talents of all participants.
4. Believing Accountability is demonstrated through:
 - a. Practicing Personal Responsibility.
 - b. Meeting all Required Rules and Commitments of Youth Exchange.
5. Promoting honest and socially responsible communications.
6. Embracing leadership development and the concept of “self-management”.
7. Building Life-Long Relationships through effective involvement with:
 - a. Caring Host Families.
 - b. High School Academics and Activities.
 - c. Rotary Club Meetings, District Conferences and Special Events.
8. Applying the Rotary 4-Way Test to all aspects of our “Code of Conduct”.

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POLICIES – Can be found on the Rotary International website at www.rotary.org and are available on the ESSEX (Eastern States Student Exchange, Inc) website www.exchangestudent.org.

Student Protection Policy

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses, 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. (Source: Rotary International Board of Directors: November 2002 Mtg., Bd. Dec. 98; Amended by November 2006 Mtg., Bd. Dec. 72)

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided. The safety and well being of students is always first priority.

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:

Reporting Procedure

I. Report the situation immediately where you feel most comfortable:

- Local host Club Rotary Youth Exchange Counselor, District Student Protection Officer, ESSEX Student Protection Officer, the chair or any member of the District Youth Exchange Committee, District Governor or ESSEX Hotline 1-866-683-0533
 - District 7390 Student Protection Officer: Tod Kline, (Tel)717-657-5117, tklink@hannasd.org
 - D7390 YE Chair: Linda Spotts (W)717-920-5250 (H)717-652-7548, crosswinds@pa.net
 - District 7390 Governor 2016-17: Kevin Cogan, 717-609-7770, dgkevin2016@aol.com
 - District 7390 Governor 2017-18: Una Martone, 717-599-1783, umartone@leadershipharrisburg.org
 - ESSEX Student Protection Officer: 1-866-683-0533
 - Department of State: jvisas@state.gov or 1-866-283-9090
 - If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
 - Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.
2. If appropriate action is not taken when you report the situation, report it again and continue until someone takes it seriously. Make sure that it is understood that you are serious.
 3. Intuition is not psychic nonsense. Trust your instincts. It is better to be embarrassed than to be a victim.

Definitions

Sexual Abuse: Engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a child to sexual or pornographic material

Sexual Harassment: Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or groom their victims. Examples include, but are not limited to:

- Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies or prowess
- Verbal abuse of a sexual nature
- Displaying 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.

U.S. Department of State Annual Testing

<http://www.rotary7390.org/Page/ye-department-of-state-testing>

In early 2011, the U.S. Department of State established an annual testing requirement for all Local Coordinators of the Youth Exchange programs nationwide based up their review and understanding of the Federal Regulations 22 CFR Part 62.25 dated October 27, 2010. This regulation can be found at: <http://www.rotary7390.org/Page/dos-essex-district-forms>.

The regulations state that all Local Coordinators are required to take this test prior to any contact with an Inbound exchange student and access to the student's information through applications or any other means. ESSEX has determined that Local Coordinators include the Rotary Club Youth Exchange Chair, Club Inbound Counselors, District Youth Exchange Officers. The following is a listing of those who are or are not required to take the test along with rationale as to why or why not required:

1. ESSEX Country Contacts: Not required. This individual neither engages the student nor makes decisions that require understanding of the regulations.
2. ESSEX Inbound Coordinator: Not required. This individual neither engages the student nor makes decisions that require understanding of the regulations.
3. District YE Chair and District Inbound Chair/Co-Chair: Training is required. The individual makes decisions regarding individual student programs, interacts directly with the students, and their host families. Knowledge of regulations is required.
4. Club YEO: Training is required. The individual makes decisions regarding individual student programs, interacts directly with the students, and their host families. S/he assures compliance. Knowledge of regulations is required.
5. Club Counselor: Training is required. The individual makes decisions regarding individual student programs, interacts directly with the students, and their host families. S/he assures compliance. Knowledge of regulations is required.
6. District YE Committee Members: If these committees plan events (i.e. travel to Canada, EV trips, etc.) or verify documentation (i.e. CBCs, references, host applications, etc.), then those participating should know the regulations and should take the training.
7. ESSEX and District Youth Protection Officers: Training is required. This is core to health, safety, and welfare.
8. Individual Rotarians: These individuals take students to Rotary meetings, interact with them at events, and some may host the students for a weekend, vacation, or football game, etc. Taking students on a vacation creates a need to know the regulations. If there are a bunch of students on a weeklong trip, even more so. Taking students for a weekend or a casual event does not require DoS testing but the individuals must have CBCs.

Once you have been identified as a Local Coordinator and completed your on-line volunteer application, you will need to read and review the Federal Regulation 62.25.

Youth Exchange volunteers (see above list as to who is required) are to take the US Department of State test annually. Please watch your email as you will receive an email with directions to take the test. The test can be taken numerous times until it is passed. The questions will change every time. We have had others take this course and it should require 20-45 minutes to read the introduction and take the test. When you pass the test, you will receive a notice and be able to print a certificate documenting that you have completed this annual requirement. This information will automatically be uploaded to the YEAH database for the District Chair to review.

Department of State Testing Process for new volunteers:

1. After the volunteer has completed their application (www.exchangestudent.org – left side of home page click on “Volunteer Sign Up”. After completion of their application, a new person is enrolled in the ESSEX YEAH database.
2. If the District Chair identifies the volunteer as one who is required to take the test, then a message is sent to them automatically by ESSEX YEAH giving them a link to the website for the DOS test. It will include a username and password.
3. New volunteer reviews the study guide materials provided.

4. Volunteer goes to the site, reviews the materials that are provided in the beginning, then takes the test...making sure to go all the way to the last page which will then submit the test and provide the results.
5. If a person starts but doesn't finish the test or does not pass, they can return as many times as necessary.
6. The certification is valid for one year. Approximately 10 days before it expires the individual will receive a notice to retake the test.
7. If there are any problems after using this procedure, please contact the District Office.

Although Host Families are not required to take the DOS test, each host family after submitting their application, ESSEX YEAH emails the host family the DOS Welcome Letter that includes a link to CFR 62 regulations governing the student exchange program. As of January 24, 2017 Host Family applications and CBC's will be valid for 18 months. This change should allow clubs to start the process for the incoming students and it also applies to current host families in the system on 1/24/17.

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 Chair 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 is received from the District Chair, 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 (August)
 - 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. 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 District Youth Exchange Chair, ESSEX Chair/Hotline. The card and contact information is a requirement of Rotary International Youth Exchange rules and regulations.

Rotary Support System Matrix

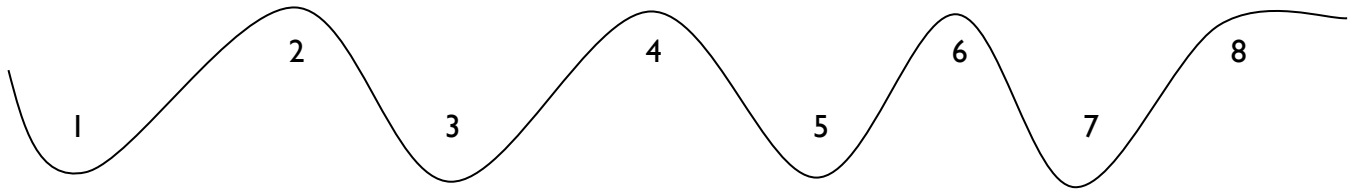
RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
Host Family	Every day	Daily	Your first point of contact with most simple needs. For problems, you will need to use your Host Club YEO in conjunction with your host family.
Host Club YEO	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	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	Make sure you complete all required monthly reports.
Host District Chair	Serious Problems or Routine Reporting		
Sponsor District Counselor	Serious Problems and Routine Reporting	Monthly	Monthly Reports are to be sent to this person.
Sponsor District Chair	Serious Problems and Routine Reporting	As needed	Monthly Reports are to be sent to this person.
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, phone, and video (Skype) contact. Remember the “brown out” period at the beginning of your year. Focus interactions on sharing experiences you are having with them. Problem solving should be with your host family and/or Rotary.

Exchange Student: Phases of Adjustment & What To Do By Month

Month	Phase	What You Should Be Doing	Reminders
JUL- AUG	Travel and Honeymoon	<ul style="list-style-type: none"> • Get busy. Remember that these first few weeks are your chance to make life-long friends. • Take it all in and get to know your surroundings. • Meet your Rotary Club members. • Find your routine. • Work on your language skills. • Identify your cultural mentor. 	Remember the “brown out” period and try to avoid emailing and phoning people back home. Submit monthly report August 30 th .
SEPT	End of Honeymoon/ Start of Adaptation	<ul style="list-style-type: none"> • Prioritize learning the language. • Write in your journal every night. • Mark on a calendar what you did every day. • Answer the phone from time to time. • Get to know your host parents. • Watch for homesickness. • Use your support system. • Keep busy. • Cook a “native” meal for your host family. 	Write home and submit monthly report September 30 th to respective Inbound or Outbound YE Officer & Club Counselor
OCT	Adaptation	<ul style="list-style-type: none"> • Talk to your Rotary or Rotex support people to overcome homesickness. • Get out of a funk by breaking the routine a little every day to keep things fresh. • Avoid spending long amounts of time alone. • Having trouble with the language? Find someone to talk to; a host sibling, a “cultural mentor”, or even your Rotary Counselor. Trade time in the host country language with time speaking English. 	Submit monthly report due October 30 th to respective Inbound or Outbound YE Officer & Club Counselor
NOV	Adaptation	<ul style="list-style-type: none"> • Have you made many friends yet? If not, get out there and mingle. If you are feeling a little lost, find someone in need and give him/her a hand. There is nothing better than helping someone else to make you stop thinking about yourself. • You might hit a language plateau here. Keep working the language. Try something new. Speak at your Rotary Club. If you change host families, you might have another challenge. Make the best of it. 	Send Holiday presents home early. Submit monthly report due November 30 th to respective Inbound or Outbound YE Officer & Club Counselor
DEC	Adaptation/ Assimilation Transition – Holiday Blues	<ul style="list-style-type: none"> • Time to stay focused. You need to get through the period from the end of November until January 1st strong. Don't get hung up with missing the holidays at home. • Keep Rotex in mind here. They will help. The more you contact “home”, the worse it will be. Tell your host family how you celebrate the holidays and focus on learning which holidays are celebrated in your host country and how. 	Keep phone calls and e-mails “home” down. Submit monthly report due December 30 th to respective Inbound or Outbound Officer & Club Counselor
JAN	Adaptation/ Assimilation	You feel good speaking the language and have made some friends. Make the most of it. From now on, you are on a roll.	Submit monthly report due January 30 th to respective Inbound or Outbound YE Officer & Club Counselor
FEB	Adaptation/ Assimilation	<ul style="list-style-type: none"> • You should be busy now. Friends, school (for most of you) and lots of activities. • Don't forget your host families (including the first one). 	<p>Make your flight reservations home by February 15th. Return flight requests after that date will have a charge. Don't rush home, but don't stay too long. Do not come home less than three weeks before you leave for college!</p> <p>Call your host counselor and check in with him/her. Submit monthly report due February 28th to respective Inbound or Outbound YE Officer & Club Counselor</p>

MAR	Assimilation	Are you both giving and taking? Don't just be doing your own thing. You speak the language and you know some people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone your language, offer to help with your Rotary Club's projects.	Submit monthly report due March 30 th to respective Inbound or Outbound YE Officer & Club Counselor
APR	Assimilation	You have a lot going on. Dig in and make the most of it because this time is fleeting!	Submit monthly report due April 30 th to respective Inbound or Outbound YE Officer & Club Counselor
MAY	Assimilation and Re-Entry Anxiety	This should be as good as it gets: you love your host country and you are starting to get that dreaded re-entry anxiety. Spend as much time as you can with friends, host families, and the people you will miss most. Spend what little time you have with people who you won't see for a while.	Submit monthly report due May 30 th to respective Inbound or Outbound YE Officer & Club Counselor
JUNE	Assimilation and Re-Entry Anxiety	<ul style="list-style-type: none"> • Get ready to leave. Make sure that you are not putting off spending time with people. • If you want to buy things to take with you, start early. Don't go rushing around the night before you leave; you will be cheating friends and family out of your time. • Leave gracefully: Don't leave a mess. Pay any obligations, return what you've borrowed, and say "thank you" as many times as you can. 	Read "So You Think You're Home Now". Submit monthly report due June 30 th to respective Inbound or Outbound YE Officer & Club Counselor
JULY	Re-Entry and Reverse Culture Shock	<ul style="list-style-type: none"> • Pack early. Get rid of things that are just clutter. Make sure you have your passport, tickets and that your foreign bank account is closed (if you had one). • Exchange money. Have just enough local currency with you in case you need it at the airport. • Remember, the success of an exchange can be measured in the number of tears when you leave; yours and theirs. Take some time to readjust when you get back to the US. Spend some time with your family before connecting with your friends. 	SEND post evaluation to Club Counselor and DYE Outbound Chair START WORKING ON YOUR ROTARY REBOUND SPEECH.
AUG	Reverse Culture Shock	<ul style="list-style-type: none"> • Listen to what you are saying: Are you being critical about "home"? Part of reintegrating is distancing ourselves from experiences – be mindful that you may be irritated by things that previously did not bother you – about the US OR your host country. • Was it easy for you to come back? Do you miss your host country? Think about why that is so. • Take little steps each day to get back into this culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. The deeper you were able to assimilate into your host culture, the longer it will take you to find that "bi-cultural balance" between your host country "self" and your home country "self". This is the start of your third year as an exchange student. 	Attend Rebound Orientation. Contact your Sponsoring Club and offer to do a program on your exchange. Let your District Counselor know what your plans are for the following year. Help us continue to build the program!

The Exchange Cycle



1. Application Anxiety
2. Selection/Arrival Fascination
 - Elation
 - Expectation
3. Initial Culture Shock: 1-6 Months
 - Novelty wears off
 - Characteristics:
 - Sleeping Habits
 - Disorientation
 - Language difficulties
 - Fatigue (Mental/Physical)
 - Eating
4. Surface Adjustments
 - After initial “down”
 - Settle in:
 - Language improves
 - Navigate culture
 - Friends
 - Social Life
5. Mental Isolation
 - Frustration increases
 - New sense of isolation
 - Boredom
 - Lack of Motivation
 - Unresolved problems
 - Language problems
6. Integration/Acceptance
 - Begin to examine society
 - Accept surroundings/self
7. Return Anxiety
 - Preparation for departure
 - Realize changes
 - Desire to stay
 - Results
 - Confusion/Pain
 - Breaking of bonds
 - No promise of renewal in future
8. Shock/Reintegration
 - Contrast of old and new
 - Family/friends
 - Difficulty to accept change
 - Not the center of attention
 - Others not interested in experience details
 - Reorientation

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and circumstances.

Ref. Helmut Muscheid, Rotary Youth Exchange Officer - Germany

GUIDELINES FOR SELECTING AMERICAN HOST FAMILIES

1. Host families need not be Rotary Families. Any qualified family within the community should be considered to host a student.
2. It is possible and often desirable to place a student with a family who has small children. However, if this is done, great care should be taken to ensure the exchange student likes small children and would fit in with the family. They are not to be used as a "handy" babysitter.
3. Exchange students are usually not be placed with widows, widowers, or single parent families. Exceptions can be made, however, after Rotary counselor interview and evaluation.
4. The exchange student may share a room. However, it is preferable for them to have their own room. As a minimum, they must have their own bed. It is important to obtain formation about the family, concerning their interests, their hobbies, the things they consider important in their daily lives. Try to match the student with these characteristics so they will have some common interests.
5. Share the student application with the family and let them review it to see if they feel the student would fit into their family, after you are convinced the family would be a good host family.
6. Once you have a family interested in hosting a student and you feel they may be qualified, before a particular student is placed with that family, ask **each member of the family** if they want to host a student in their home. Sometimes parents think this experience might be good for their own children. If the children are not interested, it will never work in the family. It is extremely important that the children are enthusiastic in this endeavor.
7. Make sure the family understands that the exchange program is an inter-faith program. Under no circumstances are they to take a student into their home with the purpose of converting that student to their own religious preference and background. The students might attend church with their host family, since religion does play an important part in our lives and church youth groups can be an excellent source of close friends for the exchange student, the exchange student should not be compelled to go to church services with the host family if they say they do not want to do so. They may prefer to select their own local church.

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. 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.
17. Make a copy of the students travel documents, airline tickets and other essential papers for club's access and forward copies of the visa, passport, DS2019 to district office.

QUESTIONS FOR THE FIRST NIGHT WITH YOUR NEW HOST FAMILY

(See www.rotary7390.org Youth Exchange page under Host Family for link to Questionnaire in two languages)

1. What do I call you? Mom, Dad or first name?
2. What am I expected to do daily other than make my bed, keep room neat, and clean up in the bathroom when I use it?
3. What do I do with my dirty clothes? Where do I put them? When are they washed? How is laundry done? Do I wash my own clothes?
4. May I use the iron, washing machine, sewing machine? Where are they kept? How do they work?
5. Where can I keep my bathroom toilet accessories?
6. When is the most convenient time for me to use the bathroom on weekday mornings?
7. When is the best time for me to bathe - AM or PM?
8. What time are meals? What meals does the family eat together?
9. Do I have a permanent job in the home such as setting the table, clearing the table, washing/drying dishes, load/unload the dishwasher, put things away from table, or emptying the garbage cans?
10. May I help myself to food and drink (non-alcoholic) at any time or must I ask first?
11. What areas are strictly private (study, library, etc)?
12. May I put up pictures and posters in my bedroom? May I have a bulletin board? May I move the furniture in my room?
13. Where can I put my suitcases?
14. What time must I go to bed on weekdays, weekends and holidays? What time must I get up?
15. What time must I be home at night if I go out? Should I call if I will be 10, 20 or 30 minutes late?
16. When are the birthdays of the members of the family and other special days to remember?
17. Can I have friends come to the house? (No friends of the opposite sex may visit when host parents are not in the house)
18. May I have a friend sleep overnight?
19. What are the rules about using the telephone? (Local calls, long distance calls, receiving calls) Must I ask to use the phone? Which calls do I pay for? May I pay when the bill arrives?
20. What are the rules about using the computer & Internet?
21. Where is the Post Office? How do I mail a letter? Purchase stamps? Send packages?
22. What things does the family dislike that I should be aware of? (Chewing gum, blowing bubbles, loud music, being late, etc) When I do something that bothers you, please gently let me know. It might be hard for you to tell me, but I would certainly appreciate it, and would try to stop doing it.
23. How can I get from place to place? May I use the bus, bicycle, ride with friends?
24. May I play the stereo/television? How late? How loudly?
25. What are the rules about going to church?
26. How do I apologize for making mistakes?

ROTARY YOUTH EXCHANGE PROGRAM – DISTRICT 7390 GUIDELINES FOR HOST FAMILIES (B)

Hosting an exchange student can be an enjoyable and rewarding experience for you and your children. It is important that all members of your family - and the exchange student - thoroughly understand the basic relationship between the host family and the student. To assist you in reaching this understanding promptly, we have compiled the following guidelines and rules based on our past experience.

Included is a copy of the "Short Rules" and "Guidelines for Inbound Students" which are reviewed during this orientation with the students. As a consequence, each student will be familiar with his or her responsibilities for the coming year.

1. Your student should become a member of your family, NOT a guest in the house. Likewise, the student is not your handyman or babysitter. As a member of your family, your student is expected to share in the normal duties and responsibilities that are assigned to your own children of the same age. As part of this family relationship, your student should address you in a manner with which you and they are comfortable (first name, nickname or Mom/Dad).
2. You are responsible for providing counsel and guidance to the student as you do for your own children. Be concerned about physical welfare, social life, school activities, and moral responsibilities. The student must respect your wishes and accept your decisions. Do NOT hesitate to say "**NO**" if, in your judgment, the situation warrants a firm stand.
3. Your student is expected to attend school regularly and maintain a reasonable standing in class work. Homework should be completed within reasonable limits governed by his/her proficiency in English. Exchange student may be excused from school to attend Rotary functions or events.
4. Some students arrive with a limited ability to understand and speak English. DON'T WORRY ABOUT IT - based on our experience, most students learn English with amazing rapidity. In a matter of weeks, your student will be joining the conversation and expressing himself.
5. Guide your student in establishing acceptable standards of grooming and dress. Remember that these standards maybe somewhat different than in their country and your student will welcome your help and advice. Help your student dress appropriately for each occasion.
6. Students are told to be careful in selecting their friends and that they are not to become romantically involved with any one friend. They may date, but not "go steady" as it limits their involvement in American social life and range of activities. As host parents, you are in a far better position to guide your student in the selection of friends than anyone else.
7. Students are told not to bring large amounts of money for the year. Funds should be deposited in a savings account with MAC access with the statement going to the counselor's address. Help the student to spend this money wisely. Counsel the student in the purchase of clothing, cameras, CDS, etc. Your student will receive a monthly allowance from the host Rotary Club (\$90) that is intended to pay for incidentals, postage and other personal items. Parents may send more money as the need arises for the student's use.
8. Every student has medical and accident insurance coverage for which the premium is paid during the first 30 days of the student's arrival. This is an **accident/illness policy** - it does **not** cover physical exams, routine vaccinations, and wellness checkups. A policy booklet and insurance card will be mailed to the student's Rotary counselor upon receipt from Bolduc Insurance Agency. Accidents should be reported promptly to the host Rotary YE Chair and if serious, to the D7390 YE Inbound Chair. Students are responsible for medical bills not covered by insurance, although minor illness may possibly be treated by a physician member of the host Rotary Club without cost to the student. The \$100 deductible for Plan B is the student's responsibility to pay until met. Students should carry their medical ID card with them at all times.

9. Students are NOT permitted to leave the host Rotary Club area unless accompanied by a Rotarian or adult members of the host family. Please review and use the "**Permission to Travel**" form and the guidelines on the back of the form.
10. An exchange student is **not** permitted to operate a motor vehicle under any circumstances nor get their drivers license while in the USA.
11. Students have been told that it is illegal for anyone under 21 years of age to purchase, possess or consume **alcoholic beverages**. They have also been told that the possession or use of **drugs**, including marijuana, except those for justified medical reasons, will result in their being sent home immediately.
12. An exchange student is expected to accept invitations to speak to Community groups - Rotary Clubs, grade school classes, church groups, etc. as long as such engagements are not excessive in number and do not unreasonably interfere with normal school obligations. We suggest that you supervise such invitations and help the student with a calendar as a reminder.
13. Students are required to attend certain Rotary District YE Activities. A **Calendar of Events** is included in this packet and will be updated and mailed to the student and host family as necessary. A few weeks prior to each event, a mailing will be sent with details, directions, etc. An exchange student may be excused from a mandatory DYE activity only for a very important reason and only by permission from the Inbound YE Chair. The host Rotary Club and the student's counselor should coordinate transportation to Rotary events.
14. Most students make many friends and are invited to many parties, school and social functions. Some of these involve considerable travel by car. As host parents, you are the sole judge as to whether or not you wish to provide transportation for the student to these events. We hope that you can make it possible for your student to have a "normally active teen-age social life" and meet with other students from time to time, but you are NOT obligated to provide transportation to every social event to which the student may be invited. Your Rotary Club and Counselor may be asked to help with transportation to and from social events for the student.
15. Your student understands that failure to assume the responsibilities of an exchange student or failure to observe the rules and regulations of the program will be reported to the Rotary D7390 YEP Inbound Chair. When necessary, disciplinary action will be taken including the return of the student to his home country.
16. We hope these guidelines will be helpful to you. It is obviously impossible to provide written rules to cover all contingencies that may arise. As parents, we ask you to use your good judgment and apply the same rules to the activities of your exchange student as you would for your own children of the same age.
17. If, at any time, you have questions or problems, please contact the student's Rotary Counselor, Club YE Chairman, or the District Inbound Chair. We are confident that you and your family will enjoy your experience as a host family and we will be glad to do everything we can to help you achieve that goal.

ESSEX Inbound Student Rules and Conditions of Exchange

Addendum to Long Term Application - Section G: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may add an addendum to this document if needed to account for local conditions.

Important

1. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
2. This is a school year program (generally late August to mid-June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your host family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.
3. An emergency fund of U.S. \$300 is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.
4. You may not reside with any relative during your exchange.
5. You may not be employed on either a full-time or part-time basis but may accept intermittent employment such as babysitting or yard work. The purchase of tobacco and vaping products by anyone under age 18 is illegal and prohibited.
6. Telephone, e-mail, and other communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.

School

1. You must enroll and participate in a full course of study in your school.
2. School Credit - You must not expect to be placed in a certain grade level or receive a graduate diploma from secondary school in your host country. Transferring course credits will depend on the policies of your home school and the hosting school.
3. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district and by the State authority responsible for determining athletic eligibility. Athletic eligibility or participation is not guaranteed.

Insurance

1. You **MUST** purchase CISI Bolduc Health Insurance – Plan B coverage **PRIOR** to your arrival. For detail information visit: <http://www.exchangestudent.org> (You will receive a special link)
2. The Insurance coverage obtained is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that you be a Rotary Exchange Students and under the guidance and supervision of Rotary.

Medical

1. You must show proof of proper immunization as required by your hosting school district and State. You could be asked to confirm other immunizations based on your hosting school requirements.
2. If any new medical issues occur that would change any answer on the medical or dental form of the Rotary Long-Term Application, this change **MUST** be reported to your Hosting District Chair within 10 days of the occurrence.
3. You are not allowed to possess or use any drug that has not been prescribed or drug-related paraphernalia, described in applicable state or federal law.

Travel

1. Agree upon a mutually convenient arrival date with your first host family. You must arrive prior to your hosting district orientation and the start of school. You must notify your Hosting District and family of your travel arrangements.
2. You **MUST** purchase a ticket directly to the airport of your final destination (in your host Rotary District). You must arrive with a return trip ticket to your home city.
 - a. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
 - b. Your parents may not accompany you to the USA.
3. Travel is permitted with host parents or for Rotary functions authorized by the hosting Rotary club or district with proper adult chaperones. Some travel must be approved by the host district chair, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange.
4. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL WITH: Host parents, Host Rotary Club, Rotarians, Host Rotary and ESSEX sanctioned trips, Recognized school classes or school groups, Travel with recognized church groups and Friends of host family age 25 and over.

5. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District.
 - a. *Signed permission forms will be required in advance for all trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
 - b. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*

We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX) **Program Rules and Conditions of Exchange and Program Guidelines** and will abide by these Rules& Conditions.

Student Signature		Date	
Parents Signatures		Date	
		Date	

Rotary Youth Exchange – Long-Term Exchange Program

Section G: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

1. You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
2. You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
3. You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
4. The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
5. You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
6. Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
7. Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
8. You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
9. Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
10. You must attend school regularly and make an honest attempt to succeed.
11. You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
12. You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
13. You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
14. You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
15. You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
16. Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
17. Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
18. Serious romantic activity is to be avoided. Sexual activity is forbidden.
19. Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

1. You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
2. Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
3. Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
4. Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
5. Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
6. Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
7. Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
8. If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your

ROTARY YOUTH EXCHANGE PROGRAM - DISTRICT 7390

GUIDELINE FOR INBOUND STUDENTS (A)

Welcome to the United States and to Rotary International District 7390. The District committee and all Rotarians are happy to serve as your hosts and will do everything possible to make your year an enjoyable, happy and culturally profitable experience!

It is necessary that you understand what is expected of you and the rules you must follow during your year in the United States. It is also necessary that you use good judgment and act in a mature manner. When situations arise which are not covered in these guidelines, please discuss these with your host family and/or Rotary Counselor.

GENERAL GUIDELINES

1. Follow the rules of D7390 YEP at all times.
2. Learn to speak and write the **English** language as quickly as possible. Be careful with words and phrases whose meanings you do not fully understand or that may be considered improper to use around others. (Slang and swear words)
3. Choose your friends wisely and carefully. Your host family should get to know and approve of your friends, where you are going, and what you are doing. Bring your friends home occasionally to meet your host family.
4. Make many friends and avoid becoming romantically involved. You may accept dates with the approval of your host family but do not date the same person continually. When out with friends or on a date, make certain you follow the rules set by your host family regarding time to be home, where you may go, and with whom.
5. Do not carry large amounts of **money** with you for it may be lost or stolen. Keep your money in the bank as arranged by your Rotary Counselor or Chairman.
6. You may not **drive** any motor vehicles, including a car, motorcycle, moped, golf cart, jet ski or lawn tractor. Classroom driver training instruction may be attended in school but you may not drive the car. You may not get your driver's license while in the USA.
7. **Alcoholic beverages** are illegal for students under age 21 to purchase or drink. You could be arrested, fined, imprisoned and/or sent home if you break this law. If you find yourself at a party with alcohol, leave immediately. Call your host family or Rotary counselor to pick you up if needed. They will be happy to pick you up.
8. **Drugs** are illegal and could result in a fine, imprisonment and/or being sent home.
9. **Passport, DS-2019 and Visa** should be given to your Rotary counselor with your return airline ticket. The counselor will keep it in a safe place until you need it. Your visa is good for only 365 days - you must return home at the end of your exchange year.
10. **Travel** must be approved by your host family, Rotary counselor and DYE Chairman. Please use the "Permission to Travel" form and fax or mail to the DYE office as soon as plans are made. Follow the guidelines on the form for details.
11. You are a Rotary Youth Exchange **Ambassador** and representative of your country, so make this a pleasant, enjoyable and highly successful experience by following the rules and taking advantage of every opportunity available during your year.

FAMILY AND COMMUNITY

1. Be a member of the family - not a houseguest. Accept the family and their rules and participate fully in the work, activities and responsibilities of the family. **Help** with cooking, shopping, cleaning, gardening, etc. as a member of the family.
2. Address family members as they wish - Mom/Dad, first name, nicknames.

3. **Dress appropriately**, asking for help as needed.
4. Follow the family rules, especially on curfew and rules about use of telephone, computer, television, refrigerator and stereo system.
5. Be open with your host parents and **communicate** with them in a sincere manner. They want to help you. Meal times are often the best time to have good talks. Set aside time for your host family - to do something with them or just to talk -especially on the weekends. Include time with your host siblings, especially younger children.
6. Remember your host families are taking the place of your natural family for this year. Respect, obey and love them.

SCHOOL

1. Regular **attendance** at school is required.
2. Do your best in your classes and maintain passing grades or better in all subjects (A grade of "C" or 75%). You may be sent home if you are not working hard in school.
3. Go to as many school events and participate as much as possible. Be active in extracurricular activities, sports, theatre, band, etc.
4. Introduce yourself and **smile** at everyone.
5. Follow the dress and conduct rules of the school
6. If you have any difficulty in a subject, ask for help from your teachers, guidance counselor, host family members, Rotary counselor as soon as possible.

Be.....
 LIKABLE
 OPEN
 HONEST
 FRIENDLY

= LOVE

Show.....
 ENTHUSIASM
 SINCERITY
 MODESTY
 SMILE

= WANTED

Have.....
 GOOD TASTE
 UNDERSTANDING
 TOLERANCE
 PATIENCE

= INFORMED

Always be.....
 GRACIOUS
 CONSIDERATE
 COURTEOUS
 APPRECIATIVE

= GRATEFUL

DISTRICT 7390 ROTARY YOUTH EXCHANGE
PERMISSION/INFORMATION FORM

GENERAL INFORMATION

STUDENT _____

ROTARY CLUB _____ TODAY'S DATE _____

DATES OF TRIP _____

TRAVEL PLANS _____

TRAVELLING WITH _____

DESTINATION ADDRESS _____

PHONE # AT DESTINATION _____

REQUEST PERMISSION IF NEEDED: (Please **Print Name/Fax Number, sign** and mail to next person on list)

_____ In favor of _____ Opposed to _____

(Host Parent-Print Name & sign/FAX Number)

Remarks: _____

_____ In favor of _____ Opposed to _____

(Host Club YE Chairman- Print Name & sign /FAX Number)

Remarks: _____

_____ In favor of _____ Opposed to _____

(DYE Chairman-Print Name & sign/FAX Number)

Remarks: _____

IF PERMISSION FROM DISTRICT CHAIRMAN IS NEEDED, PLEASE COMPLETE REQUEST AT LEAST 20/40 DAYS PRIOR TO TRAVEL IF POSSIBLE.

FAX to: Melissa Bruck, DYE Office (717-854-6938). HOST CLUB has final say if event meets all Rotary criteria.

cc: DYE Inbound Chair, Walt Tilley & Host Club YE Chair, Host Family

**SEE “GENERAL GUIDELINES CONCERNING TRAVEL”
SUPERSEDES ALL PREVIOUS GUIDELINES
GENERAL GUIDELINES CONCERNING TRAVEL**

This is a cultural exchange NOT a travel exchange and students should not go into the program with the expectation of touring. The hosts (District, club, family) are under no obligation to provide or permit it. However, some travel through the generosity of the host club, individual Rotarians, host families is done. The students must follow the travel rules of the host district and under no circumstances make his own travel arrangements and then expect the host/district club to go along with it. Breaking this rule may result in being returned home.

A. Permission form required 20 days in advance for approval of travel plans:

- | | |
|--------------------|--|
| Within D7390 | Overnight with any missed school days **
Overnight stays not with a host family, Rotarian, school group, local church group, |
| or | |
| | friends of host family** |
| Outside D7390 | Overnight with host family, Rotarian or involving any missed school days **
Overnight outside of USA - request requires copy of travel visa
AND DS-2019 40 days prior to anticipated travel** |
| Independent travel | Maximum 3 days and 2 nights. Independent travel is rarely approved.
It requires written approval from natural parents and the D7390
Permission form** |
- During vacations only if to visit a nearby relative
No travel out of USA without 40 days notice and a multi-entry visa. Visa and DS-2019 must be included with permission request.
Ultimate approval only from the District Chairman.

NOTE: Permission form is **always** required for travel with all persons other than Host Family adults or Rotarians **and** the form must be submitted **20 days prior** to travel.

B. Permission form required 20 days in advance for information purposes (emergency contact, knowledge of travel):

- | | |
|---------------|--|
| Within D7390 | Overnight stays with no missed school |
| Outside D7390 | Overnight stays with Host family or Rotarian with no missed school |

C. No permission form needed:

- | | |
|---------------|--|
| Within D7390 | Daily travel with Host family, school group, local church groups, Rotarians, car rides with students around town, or friends of host family. |
| Outside D7390 | Day trips with Host family or Rotarian |

** A student will not be permitted to miss more than 3 school days per trip or a total of 10 school days during the year for personal non-Rotary travel.

If situation is other than described above, always assume Permission form is required.



ESSEX INDEPENDENT TRAVEL RULES

ESSEX has recently had to deal with students who wanted to terminate their experience and travel on their own. In our opinion, this represents a significant risk to Rotary and to the students.

1. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
2. The RI guidelines require that when in a host District's care, a student not travel alone nor be accompanied only by other students. District **MUST** approve all travel outside the boundaries of the District.
3. The Insurance coverage obtained for the young people is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.
4. The Rotary Youth Exchange Program is not a travel program. Any opportunity to travel is at the discretion of the Rotary District with the permission of the natural parents.
5. You may, with the approval of your Host District/Club and with the approval of your natural parents, enroll in Rotary approved tours that are available to students. Travel on commercial airlines is acceptable for these tours with approved/responsible adults meeting the student at each end.

Therefore, all travel that does not follow these guidelines is not approved for ESSEX students. There may be an occasion when a student elects to leave the host district without the approval of Rotary. In this event, the following steps will be taken: The Host Club Youth Exchange Officer will:

1. Advise the ESSEX country contact who will communicate with the sponsoring district chair.
2. Advise the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual.** Due to this decision and action of the student (and parents, where applicable), the following steps are taken:
 - a. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system
 - b. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage should be cancelled** immediately.
 - c. The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.
 - d. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.
 - e. The student's **return travel** to the home country is **the sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

Print Student Name	Student Signature	Date
Parent Signature	Parent Signature	

OUTBOUND COUNSELOR JOB DESCRIPTION

All of the training and preparation of our students cannot take place at the District Orientations. The individual clubs have the responsibility to train and prepare their Outbound Students in several very important areas:

1. Knowledge of the civic and community life in their hometown, particularly, the work of all the various volunteer charity organizations.
2. Knowledge of the doings of Rotary in their sponsor club as well as of the ways of Rotary as practiced and exemplified by their sponsor club. This cannot be accomplished in a single meeting at the Rotary Club. The outbound candidates should meet monthly with the youth exchange committee and be thoroughly briefed on the activities of the club.
3. Knowledge of how the economics and politics of the local community mesh with those of the Federal Government. Too many of our students do not truly understand that the "American economic and political climate" is necessary for his existence. Most of our students regard business as only "Big Business" and government as just "Big Government" and have no idea at all of what really goes on at the local level of "off center stage".
4. The Rules and Goals of our Youth Exchange Program with emphasis on Service Above Self and the 5 D's.

There should be one counselor (or more) for each student. Counselor responsibilities include:

BEFORE THE STUDENT LEAVES:

1. Ensure that the student and parents are introduced to the Sponsor club and attend several meetings.
2. Attend the Orientations for Outbound students to learn what the student is being taught. Encourage and assist student where possible.
3. Plan for the student to address the Club before leaving.
4. Give student at least 6 club banners to present to clubs while abroad
5. Acquaint the student with all the Club's activities and projects
6. Help student prepare slides and photos of home, school and community for presentations while abroad.
7. Make sure student has received Bolduc Insurance Policy and card before leaving.
8. Encourage student to contact Host Rotary Club, counselor and host families as soon as known.
9. Make sure student has notified host club and family of travel itinerary\
10. Plan a farewell for the student, with possibly a small present for the Host Club.
11. Obtain a good picture of the student and a brief write-up for the local paper.

WHILE STUDENT IS ABROAD:

1. Keep in regular contact with the student and document contact on form OB501. Remember holidays and birthdays and it is recommended to write a letter at least 3 times during the year. Pass around letters at the club meetings that are received from the student. District reports will be sent to YE Chairman when received (Sept, Nov, Jan, March, May).
2. Invite students' parents to club meetings during the year.
3. Encourage parents to attend April orientation to prepare for student's return.

WHEN THE STUDENT RETURNS:

1. Have a "welcome home" reception
2. Ensure that student and parent attend re-entry orientation in August (counselor is also encouraged to attend)
3. Help the student prepare a presentation to the club about the year abroad.
4. Help arrange other speaking engagements in other clubs to share the experience.
5. See that they attend District meetings during ROTEX year.
6. Help student return to life in the USA. Be there for support and guidance during the re-entry period of adjustment.
7. Send picture and report of the student's year abroad to local papers.

CHECKLIST FOR YEAR LONG OUTBOUND APPLICATIONS

Rotary District 7390 Youth Exchange Program Yr 2018-19

Read instructions first – **TYPE 2** original application forms – copies are NOT acceptable except prior to any signatures being added. Forms may also be downloaded at www.rotary.7390.org. You may type one master and make 1 copy before any signatures or photos are added. Photos must be identical on both applications and student should be smiling. Color copies of photos are acceptable. A **check for \$100** made payable to Rotary D7390 YEP must accompany application which must be received by Melissa Bruck, Executive Coordinator, 515 S. George St, York PA 17401, **no later than October 13, 2017.**

(Put This Information on the Front Cover Of The Application!)

SECTION A: Personal Information

Page 1 _____ Type Rotary District # **7390** at the top of the page
_____ 1. Type applicant information
_____ 2. Type parent/Legal Guardian Information – complete whole section
_____ 3. Sponsor District and Club Contacts
Sponsor District Number: 7390
Sponsoring District YE Chair: Linda Spotts
Email: crosswinds@pa.net
_____ 4. Sponsor Rotary Club – local club to complete or provide information to student to complete.

Page 2 Type *Applicant Name* at top of form
_____ 4. Type Personal Background Information
_____ 5. Type Sibling Information
_____ 6. Type Languages
_____ 7. Type Secondary School Information

SECTION B: Letters and Photos

Page 1 _____ Type 7390 and *Applicant Name* at the top of the form.
_____ Student's Letter – Type on separate sheet and don't use slang or acronyms.
_____ Parent's Letter – Type on separate sheet.
Page 2 _____ Type # & Name at top of form, attach photos, neatly print any notation about photo to explain

SECTION C: Medical History and Examination

Page 1 _____ Type 7390 and *Applicant Name* at the top of the form and complete applicant's information.
_____ 1., 2., 3. Physician types Medical Report and if yes complete bottom section
Page 2 _____ 4., 5., 6., 7, 8. and Physical Section and Certification.
Physician must sign **in blue ink!**

SECTION D: Dental Health and Examination

Page _____ Type 7390 and *Applicant Name* at the top of the form and complete applicant's information.
_____ Dental Examination - Dentist completes and signs **in blue ink!**

SECTION E: Student, Parent & Sponsor Endorsements (Guarantee Form/Visa Application Supporting Document)

Page 1 _____ Type 7390 and Applicant Name at top of form
_____ Full legal name of Applicant as on passport or birth certificate (use uppercase for your

FAMILY

name), name you wish to be called, check male or female, home address, state, postal code, country, email address, home phone number, mobile phone number, place of birth, citizen of (country), Date of Birth

- _____ (A) and (B) Student and Parents sign form in blue ink
- _____ Rotary witness signs form in blue ink
- _____ (C) Name of District Youth Exchange Chair Linda R. Spotts, 114 Deaven Road
Harrisburg, PA 17112 Email: crosswinds@pa.net

SECTION F: Host Club, District & School Endorsements

- Page 1 _____ Type 7390 and *Applicant Name* at the top of the form.
 _____ Type first 2 lines, i.e. Name, Sex, Plc of Birth, Citizen, Birth Date, etc
 _____ Leave the balance of this page empty (will later be filed out by Host Club)

SECTION G: Rules and Conditions of Exchange (These are not the ESSEX Rules-See Bottom)

- Page 1 _____ Type 7390 and *Applicant Name* at the top of the form.
 Page 2 _____ Declaration/Rules & Medical release signed by student & both parents **in blue Ink.**
 _____ Rotary witness signs and dates Rules/Declaration/Medical release **in blue ink.**
 _____ Complete Alternative Emergency Contact in home country other than parent/guardian.

SECTION H: Secondary School Personal Reference

- Page 1 _____ Type 7390 and *Applicant Name* & type in applicant personal information.
 _____ Confidential School Reference is given to a teacher, guidance counselor or principal to complete, signs all copies **in blue ink** and mails to Melissa Bruck, District 7390 Executive Coordinator, 515 S. George St., York, PA 17401 **no later than October 13, 2017.**
Student, have the return envelope for the school addressed to:

**Melissa Bruck
 Rotary District 7390 Executive Coordinator
 515 S. George St.
 York, PA 17401**

- Addl: _____ Official transcript from school of all courses complete with grades of the last two years (most recent grades).
 _____ \$100 check and completed application mailed to Melissa Bruck, Executive Coordinator, 515 S. George St, York PA 17401, **no later than October 13, 2017.**
 _____ ESSEX Rules signed by student and parents
 _____ ESSEX Rules signed by Rotary counselor
 _____ District 7390 Code of Conduct signed by parents and student in blue ink

ESSEX Rules can be downloaded from: www.rotary7390.org



Rotary Youth Exchange Guidelines, Conditions & Rules for OUTBOUND Students

GENERAL INFORMATION

AGE -- You must be in high school at the time of application, and should be in the age range of 15 to 18 1/2 when you will be leaving the country.

EXCHANGE YEAR -- This is a school year program. School years vary from country to country.

SCHOOL -- This is a high school (pre-university) program. You will be attending high school in your host country. Requests for instruction at a higher academic institution cannot and will not be accommodated.

SCHOOL CREDIT -- You must not expect to receive a diploma or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring of course credits will depend on the policies of your home high school and the foreign high school you will be attending.

COSTS -- You and/or your parents are financially responsible for:

- (1) All necessary documents (passport, visa, translation fees, etc.),
- (2) All round trip transportation (obtained through the official ESSEX approved travel agency, Bokoff-Kaplan),
- (3) All insurance (the ESSEX approved AIG policy and any policy required by your host Rotary District),
- (4) Any necessary or required language training or camps (required in some countries),
- (5) All appropriate clothing, toiletries, and other personal items,
- (6) Reasonable spending money,
- (7) Costs of any trips, activities, and events in which you participate,
- (8) Any required "emergency fund,"
- (9) All phone/computer/internet charges,
- (10) Orientation fees (in your sponsoring and in your host Rotary Districts), and
- (11) All other sponsoring or hosting Rotary District fees.

APPLICATION

APPLICATION SPECIFICATIONS -- The application **MUST** be typed. All signatures **MUST** be in blue ink. Do not sign ANY of the signature lines until instructed to do so by your sponsoring District Rotary Youth Exchange Chair.

SCHOOL RECORDS -- You must submit with your application a complete **OFFICIAL** record of your high school years (courses taken and grades achieved). You could be asked to submit an appropriate language translation once your host country is determined.

COUNTRY CHOICES -- Country choices are **NOT** guaranteed. Your preferences are always taken into consideration unless circumstances warrant differently. You must meet specific additional country requirements to be accepted in certain countries.

ESSEX reserves the right of final decision in assignment of country. If you do not wish to accept the assignment you should notify your sponsoring District Rotary Youth Exchange Chair, in writing, immediately.

PLACEMENT -- You will be notified of your placement as soon as it is received from abroad. It is advisable to continue plans for the next year's high school or higher education in the event that placement does not materialize.

DO NOW -- BEFORE YOU DEPART FOR YOUR HOST COUNTRY

VACCINATIONS -- Check with your doctor, local county or state health department, or the official ESSEX approved travel agency, Bokoff-Kaplan, concerning any necessary vaccinations for your host country. Get those vaccinations in a timely manner.

INSURANCE -- The completed application form for the **AIG Accident & Sickness Policy** purchased through CISI/Bolduc Cultural Insurance required under the Additional Rules & Conditions must be received by your sponsoring District Rotary Youth Exchange Chair prior to your departure. **This insurance is mandatory.**

ORIENTATION -- Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at these meetings is **MANDATORY** for students. Attendance at certain specified meetings is **MANDATORY** for parents. Questions and/or problems relating to this program may be directed to the sponsoring District Rotary Youth Exchange Chair or the Outbound Chair at any time.

TRAVEL ARRANGEMENTS –

1. All travel arrangements to your host country are made only through the official ESSEX approved travel agency, Bokoff-Kaplan.
2. Bokoff-Kaplan will contact you after notification of your country placement by ESSEX. You must complete the registration forms and return them with the necessary fee to Bokoff-Kaplan in the time specified.
3. Discuss and agree upon a mutually convenient arrival date and destination airport with your first host family, host Rotary District, and Tzell Park Avenue once the Guarantee Form is received.
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and first host family know the date, time, airline, and flight number of your arrival so that there will be someone to meet you at the airport when you arrive.

DURING THE EXCHANGE YEAR

TRAVEL -- This is a cultural exchange **NOT** a travel exchange. All travel in the host country is subject to the rules of the hosting Rotary District and Multi-District Group.

REGISTRATION – Students traveling abroad must be registered with the U.S. Consulate or Embassy.

REGULAR REPORTS -- You are required to submit regular reports on your exchange to your sponsoring District Rotary Youth Exchange Chair during your exchange year.

ROTARY OBLIGATIONS -- There are certain host Rotary Club and host Rotary District mandatory functions during the year which you will be expected to attend.

ROLE AS AN AMBASSADOR -- You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host family and friends.

VISITS -- If your natural parents or other relatives plan to visit you during the exchange year, they should make this visit only during your last two months, and then only with the advance approval of your host District Rotary Youth Exchange Chair, host Rotary Club, and host family.

RETURNING HOME

Early voluntary return home is not permissible. You should return home shortly after school closes to avoid imposing on your host family and host Rotary District.

STRICT RULES AND CONDITIONS OF EXCHANGE

Violations will result in the student's immediate return home

- **DRUG PARAPHERNALIA** -- You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongos, clips, papers, or any other item of drug paraphernalia described in applicable state/province or national law.

- **DRIVING** -- Driving any recreational or other motorized vehicles is prohibited regardless of license requirements.
- **ALCOHOL** -- For those students legally permitted to drink in their host countries, and permitted by their host family to do so, excessive use of alcohol and drunkenness are forbidden and will not be tolerated. *NOTE: If you are arrested for public intoxication, your Visa may be cancelled.*
- **INSURANCE** -- All outbound exchange students from ESSEX are required to purchase the "Plan B" AIG Accident & Sickness Insurance Policy through Joseph C. Bolduc & Associates Insurance. The "Plan A" or "Plan A + Sports Rider" policy can be purchased under two circumstances: (1) when a similar supplemental insurance policy is required by your host Rotary District or host Multi-District group, or (2) when your or your parents' personal health insurance carrier provides documentation of your personal health coverage in effect outside the U.S., which is acceptable to your sponsoring District Rotary Youth Exchange Chair. This documentation must include a complete copy of the policy, confirmation of coverage for the entire exchange year, and confirmation of adequate coverage limits. *NOTE TO PARENTS: Many HMOs, PPOs, MCNs, and other health insurance plans do not provide coverage or sufficient coverage outside of the U.S. Some policies will not cover more than six consecutive weeks outside of the U.S. Decisions of the sponsoring District Rotary Youth Exchange Chair as to the sufficiency or insufficiency of any personal health insurance policy are final. Failure to have appropriate insurance will result in termination of the exchange.*
- **PIERCINGS & TATTOOS** -- The piercing or tattooing of any part of your body during your exchange year is prohibited.
- **PORNOGRAPHY** -- No pornography is permitted.

COMMON SENSE RULES AND CONDITIONS OF EXCHANGE --

Violations will result in a district review and restrictions.

Severe/Consistent disregard for these rules will result in being returned home.

- **LANGUAGE** -- Unacceptable language skills for your host country may require tutoring. Any necessary tutoring is at the expense of your parents or guardians.
- **TELEPHONE/E-MAIL** -- Use of the telephone/computer/internet are at the discretion of your host family, within overall guidelines established by your host Rotary District. You are responsible for all charges you generate by such use. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own in your host country.
- **GUIDELINES & CONDITIONS** -- All other ESSEX and sponsoring and hosting Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

We have read, understand and agree to the above Guidelines, Conditions and Rules For Outbound Exchange Students, and will abide by them.

Student Signature _____ Date _____

Parents Signatures _____ Date _____

_____ Date _____

2015-2018
OUTBOUND STUDENT
“CODE OF CONDUCT”

The District 7390 Youth Exchange “Code of Conduct” is designed to establish high expectations of socially acceptable behavior of all Inbound Exchange Student participants under the direct care and guardianship of District 7390 Rotarians and Host Families. Participants are responsible to conduct themselves appropriately and respectfully and will abide by the District 7390 policies defined by the Code of Conduct, as well as the Rotary International & ESSEX Rules & Conditions of the Exchange previously signed by each participant and their parents. Violations of these policies will subject the student to disciplinary actions that may include a loss of privileges and/or total dismissal from the program. The Code of Conduct exists to maintain the integrity of the program while ensuring a safe, fair and successful experience for all participants and volunteers.

HOST FAMILY:

- Host Families are responsible for providing you with room & board and also appropriate supervision & parental responsibility. They will look after your physical & social welfare. Respect their wishes, family rules, requests and guidance. Be prepared to accept some lifestyle restrictions and changes.
- Being honest with your host family will create trust as the foundation of your relationship. They need to know at all times where you are going, who you will be with and who will be the responsible person(s) in charge. Follow the Rotary “Rules For Travel” when taking a trip outside the District 7390 boundaries. (7 counties of Central Pennsylvania)
- You are a guest in your host family house, but should act as a member of the family by volunteering to help when needed and by completing the chores that have been assigned to you. (i.e. making your bed, picking up your clothing off the floor, etc.) Show appreciation to your Host Family for the many things they will do and provide for your comfort and welfare.
- Being punctual and on-time for all family activities is an important value for American families. Following your host family curfew (when you must return home) is your responsibility to uphold unless you have asked for special permission from your host parents.
- The majority of your free time should be spent engaging with family members to help you learn & understand different American family cultures. Excessive time spent on the internet with family & friends back home or just your Inbound Student peers is disrespectful & may be viewed as a problem in your ability to adapt as an exchange student. Any use of profanity or sexually explicit photographs on social media (Facebook, etc.) will be grounds for dismissal.
- Other than for religious objections, you are encouraged to try new foods and adapt to the American food diet of your host family. Students should not inconvenience their host family by expecting or requesting special meals for themselves. It is understood that you may not like all foods, but it becomes a sign of respect to sample foods prepared for the family. Students are encouraged from time to time to make a unique meal or food item from their home country as a polite gesture and learning experience for your host family members.

SCHOOL:

- Each Inbound exchange student enters school as an “Ambassador” for their home country and the Rotary Youth Exchange Program. Actions and behavior will need to follow your particular school “code of conduct”. In the future this will serve to make other exchange students welcome in this same school. You are in school to both learn and to teach others about your culture.
- All Inbound Students are here on an “academic exchange” and are required to attend high school under the particular school district schedule & rules and Pennsylvania Department of Education laws followed by all

students. Poor attendance may signal your challenge to adapt and will be followed by appropriate discipline or expulsion.

- Students are required to complete all homework assignments and on-time. Students are required to have passing grades in all courses. Most American teachers will consider your language ability in the first couple of months. Incomplete homework assignments or non-passing grades may subject you to disciplinary action. Ask for help from teachers, friends & your host family. Give your study time priority over other social activities. (Need to balance!)
- Inbound students are encouraged to get involved with clubs, sports and extra-curricular activities at school as a way to meet people and make new friends. Before committing to any extra activity students should check with their host family regarding family schedules and transportation and check with Rotary regarding proper insurance coverage (i.e. contact sports).

ROTARY:

- Rotary District 7390 believes that learning the English language becomes essential for all students to have a successful and enjoyable year. All forms of communication (written or spoken) with Rotarians, school and other fellow in-bound students should only be in English. During the first 8 weeks after arriving inbound students are requested to only communicate once per week to their family back home. Inbound students are requested to let family members and friends back home be aware of this restriction as a way of accelerating your learning the English Language through total immersion.
- As an ambassador of the Rotary International youth Exchange Program it is important that you present yourself in the best possible image by dressing appropriately for the various functions and activities of your host family, when in school and at all Rotary functions. Most Rotary functions will be either “business casual clothing” while others will be a little more formal requiring you to wear your Rotary Blazer. When you are in doubt about what to wear ask for a clarification from your host parents or from those in charge of that event.
- Inbound students are responsible for completing a Monthly Report and sending the report to your District 7390 Youth Exchange Inbound Chair with a copy to your local club YE counselor. Each Monthly Report is due the last day at the end of each month. These reports are required by our United States Department of State, are maintained at our District Rotary Office and are subject to an audit. These reports provide a way for Rotarians to find out how you are progressing and feeling during your exchange. Failure to submit reports could result in a loss of privileges all the way up to termination when multiple reports are not submitted.
- The use of mobile cell phones within the District 7390 is a privilege and not a right of ownership. During certain Rotary functions all cell phones will be temporarily collected and then returned at the end of the event. When phones are not collected they will be required to be powered off. Texting during any event is not permitted and is viewed as being disrespectful.
- Sexual misconduct, sexual assault and sexual harassment are prohibited as detailed in the District’s Personal Protection Policy and under the Rotary International rule of “No Dating”. Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. Any public displays of affection are seen as disrespectful and are not allowed. On any event requiring over-night lodging, female & male students are not allowed to be in the same private room unless accompanied by a Rotarian chaperone.
- The local Rotary hosting club and District 7390 will be formally evaluating your adherence to this Code of Conduct during the year. You are responsible for your conduct, but we are here to help you with difficult situations and to acknowledge your successes. But, a failure on your part to make the effort to adapt can either jeopardize the integrity of the program or possibly threaten your own health and safety requiring an early return home.

AGREEMENT

Student Copy

Student Agreement

I have read, and fully understand the District 7390 “Statement of Values” and “Code of Conduct” and I will adhere to the Code of Conduct and all policies of the Rotary District 7390. I understand that if I do not follow these policies that I could lose privileges associated with the Youth Exchange scholarship and possibly could be sent home.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

COUNTRY: _____ ROTARY DISTRICT: _____

DATE: _____

AGREEMENT

Parent Copy

Parents Agreement

We understand the Rotary District 7390 “Statement of Values” and “Code of Conduct” for Youth Exchange Students residing within District 7390. We understand if our/my son/daughter fails to adhere to those rules & policies he/she could face the consequences of a loss of privileges of the Youth Exchange scholarship and possibly be sent home at our expense.

Parent/Guardian Signatures:

FATHER’S SIGNATURE: _____

MOTHER’S SIGNATURE: _____

DATE: _____

Dear Club President:

Every year, Rotary International's **Youth Exchange** program allows 10,000 young people from 66 countries to see the world the way it is best seen - from the inside out. These exchange students have the opportunity to experience another culture on a firsthand basis and to see the world as few people do. This year, District 7390 is sending 9 high school students to spend the year abroad. The students will be ambassadors for our country and Rotary District 7390 as they attend school, live with local host families, and attend Rotary meetings. As anyone who has ever been involved with Youth Exchange or hosted an exchange student will tell you, Youth Exchange is truly one of the most meaningful programs Rotary sponsors.

We welcome high school students who would like to participate in Rotary's Youth Exchange Scholarship Program. Applicants must be in the top third of their academic class and be between the ages 15 ½ and 18 ½ as of August. Applicants may be in the sophomore, junior, or senior year of high school. Yes – a student may still participate in youth exchange the year after their high school graduation as long as they will be no older than 18 ½ as of August of the year they leave. And yes – anyone may apply, including the son or daughter of a Rotarian.

The only way that the high school students in your club's service area will know about the opportunity of Youth Exchange is if you tell them. The best way to spread the word about youth exchange is to contact the **guidance office** or language teachers at the high school(s) in your service area. Explain to them the purpose of Rotary and our international orientation. Offer to **visit the high school** to meet with individual students and their parents who express preliminary interest and have questions. The enclosed information will help you as you approach the local high school(s) and interested students.

Students must complete an application and be interviewed and sponsored by your club to be considered by the District for this program. The deadline to submit the completed applications for District Interviews is **October 13, 2017**. If your club sponsors a student, you will be asked to send a representative from your club to help with the District interviews on **Saturday, November 11, 2017**. The purpose of the District interviews is to identify those students who are most likely to succeed in the program. Successful applicants will be invited to continue in the District's subsequent training program, an experience that the students often find exciting in and of itself. Even unsuccessful applicants gain valuable interviewing experience and are highly praised by the interviewers.

Remember - **Youth Exchange** is one of the easiest and least expensive ways a club can fulfill the International Avenue of Service. The only cost to your club for this scholarship is the ESSEX processing fee for the outgoing youth exchange student if they are selected. **The student's family will pay for all other costs associated with the year abroad.** As a sponsoring club, we only ask that your club get to know your student by providing invitations to Rotary meetings and correspond with your student during the year.

We also ask that the student be assigned a counselor, a member of your club, who will join the student and his/her parents at an orientation meeting on a Saturday next spring. **Depending on the number of candidates, the student's club may not be required to host an incoming student. However, in the event that we have a higher number of candidates, we may require your club to host an inbound student.**

Surely we all know someone – relative, neighbor, friend – who could benefit from this experience of a lifetime. Every high school in the district has at least one student who is just waiting to learn about Rotary's Youth Exchange

program. Now is the time to talk to guidance counselors, principals, teachers, and club advisors about Youth Exchange and find that interested student.

Enclosed is some information you will need to help you find interested students:

- “Mini” application form (Pages 1, 2 and 7 of the full application) for club level interviews. The full application form can be downloaded at www.rotary7390.org
- Schedule of important dates
- General information about the program
- Application checklist

Please make sure that this letter and the enclosed information get to your club’s Youth Exchange Chair, International Chair, or any other interested members. ***If you would like assistance in speaking to schools, teachers, or interested students, please let me know.*** We have an energetic and knowledgeable District Executive Committee with over 40 years of collective Youth Exchange experience who would be happy to assist your club in any way that we can. Also, if you have any questions or if any of your club members are interested in getting involved with Youth Exchange on the District level, please have them contact me.

Thank you in advance for your support.

Yours in Service,

Linda Spotts, Outbound Chair
(717) 329-6635 – cell
Crosswinds@pa.net

Dear Club President:

Every year, Rotary International's Youth Exchange program allows 10,000 young people from 66 countries to see the world the way it is best seen - from the inside out. These exchange students have the opportunity to experience another culture on a firsthand basis and to see the world as few people do. Over the past 30 years approximately 34 clubs in Rotary District 7390 have sent and/or hosted more than 600 high school exchange students who spent a year in a country different than their own.

Rotary Youth Exchange students are student ambassadors for their respective country and Rotary District as they attend high school, live with local host families, and attend Rotary meetings. As anyone who has ever been involved with Youth Exchange or hosted an exchange student will tell you, Youth Exchange is truly one of the most meaningful programs that Rotary sponsors. Per Juan Garcia-Tunon, a Youth Exchange Counselor for the Carlisle Rotary Club has stated: "The Youth Exchange Program touches lives, both ways, forever! One of the best and most rewarding things I've ever done."

This year we are proud to share with all Club Presidents our new model "Youth Exchange Scholarship", valued at \$24,000, for promoting the long term school- based program throughout the district. This model was overwhelmingly embraced by Youth Exchange volunteers at our District Youth Exchange meeting earlier this year.

Highlights of the new model "Youth Exchange Scholarship" for Outbounds (an asterisk designates a change from last year's promotion of the Outbound Program):

- ◆ One academic year (10-11 months) in another country
- ◆ Covers room, board, tuition, and a monthly stipend
- ◆ Life changing experience: Matures several years.
- ◆ Usually stays with 2-4 host families
- ◆ Colleges will waive start date once accepted.
- ◆ Colleges give credence to the Exchange Students experience = maturity, purpose and focus.
- ◆ * *Sponsoring club is required to host an Inbound student the same year as the Youth Exchange Scholar is abroad.*
 - Budget for hosting an Inbound typically: \$2,500 - \$3,000 (we have clubs that receive financial support from neighboring clubs to help offset some of the costs of hosting).
- ◆ * The Youth Exchange Scholar is required to find two or three host families for the inbound student to live with here in the U.S. while the Youth Exchange Scholar is abroad.
- ◆ Rotary Club Counselor is assigned to selected scholarship student and Counselor maintains monthly contact during the exchange.
- ◆ Cost to club for Outbound includes a \$200 district fee for ESSEX plus 2 or more club meals for candidate and parents (one meeting for student to present to club members pre-exchange about themselves and one meeting to make a post exchange 20 minute presentation to club members about their exchange.)
- ◆ * District Youth Exchange will hold a celebration event in 2018 to provide Club Presidents an opportunity to present the award to their scholar(s).

This new approach does not in any way diminish those clubs who prefer to only host an Inbound, however, your club will be making a dream come true for a student attending your affiliated high school(s) by offering the student a scholarship valued at \$24,000, and it will also make it easier to find host families for an Inbound student with the support of the selected candidate to help source host families. The Outbound parents pay for the round-trip airfare, health insurance, visa, and passport.

An example of a press release for the Youth Exchange Scholarship that can be used by any club to promote the new model "Youth Exchange Scholarship" is:

The Rotary Club of _____ Announces Youth Exchange Scholarship
The Rotary Club of _____ is proud to announce that it is offering the prestigious Youth Exchange Scholarship. Valued at over \$24,000, the Youth Exchange Scholarship covers room, board, tuition, and monthly stipend for academic year of international high school studies. Annually, about 4,000 USA

students between the ages of 15 and 18.5 years old participate in this program. This is for the 2018-2019 academic year.

In addition to the scholarship program, the Rotary Club of _____ is also offering a short term, family-to-family summer exchange program for high school students.

For more information, please contact (insert Club YEO's name/tel/email).

http://www.rotary7390.org/youth_exchange or www.exchangestudent.org

Posted Date: MM/DD/YYYY

We welcome high school students who would like to participate in Rotary's 2018-2019 Youth Exchange Program. Applicants must be in the top third of their academic class and be between the ages 15 ½ and 18 ½ as of August 1, 2018. Applicants may be in the sophomore, junior, or senior year of high school.

Yes – a student may still participate in youth exchange the year after their high school graduation as long as they will be no older than 18 ½ as of August 2018. And yes – anyone may apply, including the son or daughter of a Rotarian.

The only way that the high school students in your club's service area will know about the opportunity of Youth Exchange is if you tell them. The best way to spread the word about youth exchange is to contact the guidance office or language teachers at the high school(s) in your service area. Explain to them the purpose of Rotary and our international orientation. Offer to visit the high school to meet with individual students and their parents who express preliminary interest and have questions.

The enclosed information will help you as you approach the local high school(s) and interested students. Students must complete an application and be interviewed and sponsored by your club to be considered by the District for this program. The deadline to submit one completed application for District Interviews (recommended student complete two applications with one application kept by club) is October 16, 2017.

If your club sponsors a student, you will be asked to send a representative from your club to help with the District interviews on Saturday, November 14, 2017. The purpose of the District interviews is to identify those students who are most likely to succeed in the program. Successful applicants will be invited to continue in the District's subsequent training program, an experience that the students often find exciting in and of itself. Even unsuccessful applicants gain valuable interviewing experience and are highly praised by the interviewers.

As a sponsoring club, we only ask that your club get to know your student by providing invitations to Rotary meetings and correspond with your student during the year. We also ask that the student be assigned a counselor, a member of your club, who will join the student and his/her parents at an orientation meeting on a Saturday next spring.

Surely we all know someone – relative, neighbor, friend – who could benefit from this experience of a lifetime. Every high school in the district has at least one student who is just waiting to learn about Rotary's Youth Exchange program

Now is the time to talk to guidance counselors, principals, teachers, and club advisors about Youth Exchange and find that interested student and you can use the above sample press release in blue .

Attached is the Youth Exchange pdf that was included in the Club Presidents booklet given to all club Presidents who attended the District Assembly Training for Club Presidents on March 18th. Included in the PDF are resources listed for the program, how to access the information, key contacts for Youth Exchange Program, and descriptions of the Inbound, Youth Exchange Scholarship for Outbound Students, and Short Term exchange programs.

Please make sure that this letter and the attached information get to your club's Youth Exchange Chair, Youth Services Chair, or any other interested members. If you would like assistance in speaking to schools, teachers, or interested students, please contact Melissa Bruck. We have an energetic and knowledgeable District Youth Exchange

Committee members with over 100 years of collective Youth Exchange experience who would be happy to assist your club in any way that we can.

We look forward to your club participating in the upcoming exchange year. If you have any questions and need support, please contact any one of us.

Yours in D7390 Rotary Youth Exchange Service,

Linda R. Spotts, Youth Exchange Chair (717) 920-5250 or crosswinds@pa.net

Amber Seidel, Youth Exchange Outbound Chair (765) 532-1051 or ajs@psu.org

Walter Tilley, Youth Exchange Inbound Chair (717) 849-4127 or wat@stockandleader.com

TIMELINE FOR MARKETING OUTBOUND PROGRAM TO HIGH SCHOOLS

1. Visit School(s)
 - a. Spring – Late April or early May
 - b. Autumn – 2nd or 4th week in September
2. Have Guidance Office give you a time to meet with students
 - a. First period in the morning or a flex period
3. Have school announce your arrival
 - a. One week prior to your arrival
 - b. And during morning announcements
4. If your club is hosting an exchange student or if you have a Rotex nearby, have them present during your presentation to students.
5. Suggested contents for your meeting with students:
 - a. Pass a sheet for students to sign – name, phone number & email
 - b. Tell them a little about ROTARY
 - c. Why ROTARY is in Youth Exchange
 - d. Year long program
 - e. Multiple host families – typically 3 in a 10 month period
 - f. High School based program – must attend high school
 - g. Safe because of ROTARY support network
 - h. Incredible preparation through orientations provided by District 7390 Rotary Youth Exchange Committee trainers
 - i. Provided an allowance – varies by district and club
 - j. Approximate cost – as low as or slightly lower than the tuition for 1 term at a state college or close to the tuition for 2 terms at a state college in PA – the variance in cost is due mainly to roundtrip airline costs to country selected.
 - k. Process – application, club interviews, District Interviews and Selection, Country Placement, Club Acceptance in Host District, Orientation, departure and return.

Note: Outbounds selected in November 2017 will have re-entry in August 2019

515 South George Street, York, PA 17401-2723

Phone: 717-854-7842

Fax: 717-854-6938

Email: office@rotary7390.org

www.rotary7390.org

Dear Student:

Thank you for your recent inquiry regarding our Rotary Youth Exchange Scholarship Year-long Program. Enclosed is information about the program and one abbreviated application form for club level interviews. Please contact your local Rotary club for the date, time and place of the club interviews which are being held this year in October.

If you are selected to continue to District Interviews, you must complete the application for the program, given to you by the local club or downloaded at www.rotary7390.org. A check in the amount of \$100.00, made payable to District 7390 YEP, must accompany the application for processing. When submitting your application please attach a completed "Long-Term Application Check List" found on our District 7390 website at: www.rotary7390.org.

If, after the District Interviews held in November, you are again selected to continue in the program, you will be invited to a "Get Acquainted" weekend to be held **immediately following the interviews on Saturday afternoon and Sunday**. More information about these events will be provided at a later date.

You are taking the first step to a very exciting and challenging adventure. If you have any questions, please contact the person from whom you received the application or **Amber Seidel, Outbound Chair** at ajs49@psu.edu.

Encl: Short application
Flyer
Brochure

ROTARY INTERNATIONAL'S YOUTH EXCHANGE SCHOLARSHIP PROGRAM

Study overseas for one full year

Spend a tuition-free year at the secondary level in one of the 50 countries with which we exchange.

How to qualify and make your application:

1. Be age 15 1/2 to 18-1/2 at time of your departure in August.
2. Be in the upper third of your class scholastically.
3. Contact your local Rotary club for more information.

What your parents must do:

1. Pay the application fee (\$100).
2. Attend two interviews and a training session.
3. If accepted, pay for the cost of training and the mandatory minimum insurance policy (less than \$1600).
4. Pay cost of transportation, including, incidentals, passport and visa.
5. Pay for medical insurance as required by host country.
6. Pay cost of clothing as required.
7. Pay any additional costs beyond those provided for in the program.
8. Refer 1-2 families to Rotary as possible host families.

Contact your local Rotary Club for their deadline to accept applications. All applications for District Interviews must be submitted to District Coordinator, Melissa Bruck, 515 South George Street, York, PA 17401-2723, **no later than October 13, 2017.**

What your local Rotary Club will do as part of this scholarship:

1. Help you complete the official Rotary application forms.
2. Interview and select applicants.
3. Counsel with you and your parents about all details regarding the exchange and travel arrangements, financial and insurance requirements, and other details.

What your Host Country Rotary will do as part of this scholarship:

1. Correspond with you on hosting arrangements before you arrive.
2. Meet you at airport of arrival.
3. Furnish one year's free tuition.
4. Provide housing and meals in the home of a Rotarian or a Rotary-approved home.
5. Give you a monthly allowance to offset personal expenses.

Applications are available at your school guidance office, or at our website, www.rotary7390.org, or by contacting the Rotary Club in your area. Bureau of Educational and Cultural Affairs

Private Sector Exchange

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. As an Exchange Visitor Program participant, you will acquire an experience in the United States and as an ambassador of your country you will help educate the American people about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program and introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.