

Rotary Youth Exchange- Inbound Checklist **Name: _____**

Updated 1/25/16

HOME C:/WORD/Norm/Rotary/Inbound Exch Stu/Checklist

- 1) **Counselor/Club YEO - connect with student after acceptance of student's application by Club**
 - a) Email
 - b) Facebook Club
 - c) Skype

- 2) **Connect with School and get form complete and signed**
 - a) Who is counselor- name , email address
 - b) Discuss Host Family situation ; future host families (Need help of school)

- 3) **Send initial info / website to Inbound on:**
 - a) Rotary / ESSEX
 - b) Your Rotary Club
 - c) Your city / area
 - d) School
 - e) Host family

- 4) **Communicate with student on:**
 - a) Date of arrival- set 7-10 days before school starts
 - b) Airport ; pick up ; what to expect
 - c) Responsibilities of Exchange Student
 - d) YE calendar
 - e) Need to practice English 1 hr / day- everyday- music, Facebook, movies, word stickers
 - f) Money issues- debit / credit card ; \$500 emergency cash plus spending \$ and money for bank
 - g) Find out who is sponsor club counselor and email
 - h) Host family(ies)
 - i) Electronics- laptop, camera, iPad
 - j) Cell Phone- who to provide and pay for
 - k) Brown out : 8 weeks w/o contacting home country – be prepared
 - l) Social Media- need to control or we will
 - m) Student needs to be Engaged and Assertive- will help make friends and become involved
 - n) Follow Chain of Communications- not call your home parents on everyday things
 - o) Practice English, English, English
 - p) Review Code of Conduct- do you understand your responsibilities
 - q) Bring along pictures of your family, Rotary club, city
 - r) Do they want this school year to count (get academic credit for year) or not? Ask early
 - s) Bring proper dress for all levels of activities- casual and dress ; review school dress code
 - t) Think of things you want to be involved with and let us know ; try new things

- 5) **Host families: Where to Find and engage**
 - a) School
 - b) Rotarians
 - c) Other clubs
 - d) Neighbors / friends

- e) Fellow employees
- f) Other organizations you belong to
- g) Church people
- h) People your kids know
- i) Interact and Roteract
- j) Past Host Families
- k) Give info out everywhere

6) Meet Student

- a) Meet at airport- who will be there ; tell home parents
- b) Set up get together w/ host families and Club
- c) Welcome sign
- d) Flag, pins,
- e) Welcome Gift(s)

7) Get together

- a) Set a date for a small informal picnic/ dessert / ice cream
- b) Host family
- c) Rotarians involved

8) School

- a) Formal school Orientation
- b) Get approval from school to allow a student a little privilege to miss class to meet with school counselor ESL teacher in order to get better oriented. Discuss with host family
- c) Consider getting someone at the school be alongside them for a day or so in order to orient better- schedule, facilities directions, classes, halls, lunch, gym, responsibilities, etc.
- d) Immunization- check school requirements before they leave home country
- e) Counselor at school- connect with in advance
- f) Teachers- make sure they know this is an exchange student so they work closer
- g) Friends- help make friends in advance so they know someone at school
- h) Class - Register as Senior in order to get senior privileges – prom, homecoming, dances, graduation, etc.
- i) Do they need credit for this year?
- j) Sports
- k) Physical (if sports)
- l) Activities- Interact Club, join other activities
- m) Organize rides with host family and Rotarians
- n) Lunches
- o) Ride Bus
- p) Move classes, not teachers
- q) Get Host family and counselor access to on-line grades
- r) Reports from school and grades
- s) Senior Week- NO

9) Counselor To Do- Overview

- a) They are NOT a tourist or royalty but an American student so treat accordingly
- b) Help them make friends – sometimes very hard to do
- c) Set up bank account
- d) Debit card
- e) Direct deposit of \$XXX / mo. (your Club decision); ONLY if you do monthly reports
- f) Discuss how to budget and manage money ; what to use for ; what to expect from host family
- g) Bring \$500 for emergency
- h) No contact with kids from your country even those in USA
- i) Get copy of Passport, VISA, DS 2019, Airline ticket, other docs
- j) Cell Phone- usage and who pays for
- k) Be sure to sit with different Rotarians at each meeting
- l) Collect pins for them
- m) Find some speaking / presentation opportunities

10) Training , Info , Responsibilities

- a) Review Rotary Calendar- protect the dates
- b) Rotary meetings
- c) Social Media – limited time, not in room, etc.
- d) Use of cell phone, iPad, laptop
- e) Money management
- f) Orientation
- g) Copy of passport / visa/ airline ticket / medical info / ID card / Student Protection card / important docs
- h) Engage in activities as much as you can- sports, theatre, clubs
- i) Smile and meet new people
- j) Complete Monthly Reports
- k) Year End Presentation- set date and prepare
- l) Issues- use Chain of Communications, NOT home parents
- m) Always say Thank You and write Thank you notes as often as possible

11) Activities and Places :

- a) Get Rotarians involve
- b) Welcome party
- c) Birthday- get on calendar early; present from Club
- d) Christmas present from Club
- e) School activities- need to coordinate with Rotary calendar
 - i) Homecoming
 - ii) Musical
 - iii) Sports
 - iv) Prom
 - v) Graduation
- f) Sports teams
- g) Physical
- h) Musical
- i) Overnight at friends' houses

12) Trips / Places you want to see

- a) Rotary trips
 - i) Fall- NYC- Rotary Bus - cost \$500+
 - ii) Summer- USA Bus Trip July- cost \$3,000 +
- b) Philadelphia
- c) Baltimore – Inner Harbor
- d) Annapolis
- e) DC
- f) Harrisburg
- g) Lancaster
- h) Gettysburg
- i) Harrisburg Farm Show
- j) Hershey or Carlisle Auto show
- k) Philadelphia Flower Show

13) Other Things To Do while here:

- a) Skating
- b) Baseball
- c) Hockey game
- d) Movies
- e) Dinner
- f) Games- Board and Card
- g) Shopping
- h) Family activities
- i) Hiking
- j) Skiing
- k) Parks

14) Return Home

- a) Set a date- copy of ticket for Rotary
- b) Year End Party
- c) Sendoff at Airport
- d) Send notification to District