

2019 SHORT TERM EXCHANGE MANUAL



*Rotary Youth Exchange builds peace
one young person at a time.*

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Dear Students and Parents of the Rotary Short Term Exchange Program:

You and your family will begin a unique experience as participants in this program.

This handbook contains information about Rotary, contact information and rules and regulations that apply to all of our youth exchange programs in addition to the exchange expectations. The information will give you insight into our intentions and the emphasis we put on preparing the finest student ambassadors in ESSEX (Eastern States Student Exchange).

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people - regardless of nationality - desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for ourselves and our children. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds for a lifetime of international understanding.

Since 1927, students and host families all over the world have had their horizons broadened and their lives enriched by the generosity of Rotary's Youth Exchange program. Administered by Rotary clubs, districts and multidistrict groups, the program today involves more than 82 countries and over 8,000 students each year.

The first documented exchanges date back to 1927, when the Rotary Club of Nice, France, initiated exchanges with European students. Exchanges between clubs in California, USA, and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. In 1972, the Rotary International Board of Directors agreed to recommend the Youth Exchange Program to clubs worldwide as a worthwhile international activity promoting global peace and understanding. District 7390 has been an active participant in the program and is recognized as a leader in the 35 ESSEX Rotary International Districts.

The Rotary International Short Term Exchange Program is an opportunity for students to discover new horizons and they learn lessons to equip them to become future leaders in their communities and beyond. Over a period of 6 to 8 weeks, they are young ambassadors, promoting friendship between Rotary Clubs and Rotarians and between schools and families. Although, with the short term exchange, it most often takes place when school is not in session and usually does not include an academic program. Overall, this exchange relates directly to Rotary's advancement of international understanding, goodwill and world peace.

We look forward to you enjoying an experience of a lifetime as participants in the Short Term Youth Exchange Program.

Yours in Rotary Youth Exchange Service,

Linda R. Spotts
Rotary International District 7390
Youth Exchange Chair

Tom Barton
Rotary International District 7390
Short Term Exchange Chair

DISTRICT 7390 YOUTH EXCHANGE PROGRAM

“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”.

ROTARY INTERNATIONAL

ROTARY MOTTO AND THEMES

Rotary International has adopted as its motto, "**Service Above Self**". A second theme of Rotary is "**He profits most who serves best**". Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the **Four Way Test** of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Each of the more than 35,000 Rotary clubs in the world is a member of Rotary International. Rotary is divided into 530 Districts, each of which is headed by a District Governor. We are District 7390 which consists of 45 clubs in South Central Pennsylvania.

Our District includes the cities of Harrisburg, Lancaster, York, Lebanon, Shippensburg, Gettysburg, Carlisle, Mechanicsburg, Hanover and surrounding areas in South Central Pennsylvania.

The District Governor, and all officers of Rotary on the international, district or club level, serve for a Rotary fiscal year that runs from July 1 to June 30. A number of district-level committees are organized to provide sponsorship or support for Rotary functions and initiatives that involve Rotarians from across our District.

THE ROTARY FOUNDATION

In 1917, the Rotary Foundation was born. The Rotary Foundation is a philanthropic trust promoting further understanding and friendly relations between peoples of different nations. The Foundation sponsors the largest scholarship program in the world and is supported purely by voluntary contributions from Rotary Clubs and Rotarians.

ROTARY AT THE LOCAL LEVEL – THE ROTARY CLUB

The "personality" of each Rotary club is a reflection of the community it serves and the membership of that club. Even within our own District, club size ranges from less than two dozen members to well over two hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, others during lunch. Some Rotary club meetings are quiet and "serious", staying to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured.

Exchange students often find that the Rotary club **hosting** them will be very different from the Rotary club **sponsoring** them, and both will be very different from other Rotary clubs they may have the opportunity to visit during their exchange year. But Rotarians around the world all share the common philosophy for Service to Others, and as an exchange student, they are there to help provide a successful exchange experience.

As with most organizations, Rotary clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1, the beginning of the Rotary Year. The officers include the Club President, Secretary, Treasurer, Vice-President and/or President-Elect, and Directors. Rotary clubs participating in the Youth Exchange Program generally appoint a Youth Exchange Officer, or YEO, to oversee that program, and that Rotarian, or another member of the host Rotary club, will be designated as the exchange student's Club Counselor. This Rotarian serves as the primary liaison between the Rotary club, the exchange student and the host families.

OBJECTIVES OF THE ROTARY SHORT TERM EXCHANGE PROGRAM

1. To foster world peace, international understanding and good will by extending international communication at the personal level through the exchange of students of high school age.
2. To broaden their own outlook by living with people of different cultures, creeds, and/or colors, and observing, first hand, the differences and accomplishments of other countries.
3. To act as ambassadors for their own country and to study and observe all facets of life and culture in the country where they are hosted so that on their return home they can pass on the knowledge they have gained by addressing Rotary Clubs and other organizations.

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

1. 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: Tamara Willis (Tel) 717-657-5117, twillis@hannasd.org
 - D7390 YE Chair: Linda Spotts (W) 717-920-5250 (H) 717-652-7548, crosswinds@pa.net
 - D7390 Governor 2018-19: John May (C) 717-6649-2056, johnmay3@gmail.com
 - D7390 Governor 2019-20: Paddy Rooney (C) 717-870-1154, dgpaddy2019@gmail.com
 - 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.

HAVE I EVER GOT A PROBLEM! (Chain of Communications)

When you are hosted abroad, you are the sole responsibility of that Club and District. We have little ability to help you resolve problems that may occur while you're abroad. It is up to you to contact appropriate persons when you encounter a problem that you need help resolving. Your parents and this District Chair cannot help you effectively unless you follow the correct procedure.

It is absolutely detrimental for you to contact your parents and have them attempt to help you directly and outside of the line of communication we have developed with every country with which we exchange. Please use the following guidelines to solve problems. (It's okay to tell your parents and this District Chair your problems, but indicate how you are progressing in resolving them.)

Who should I contact when I have a problem?

- First – A host parent or your Host Rotary Club STEP Counselor
- Second – Sponsor District STEP Chair or Sponsor District Chair (USA)
- Third– ESSEX STEP country Contact

Who should my parents contact in the USA when they feel I have a serious problem?

- First – Sponsor Rotary Club STEP Counselor or Club YE Chair
- Second – Sponsor District STEP Chair or District YE Chair
- Third – ESSEX STEP Country Contact

DISTRICT 7390 YOUTH EXCHANGE OFFICERS

DYE OFFICERS

Linda R. Spotts , DYE Chair 114 Deaven Road, Harrisburg, PA 17112 Harrisburg East Rotary Club B (717) 920-5250 H (717) 652-7548 F (717) 920-5389 C (717) 329-6635 Email: crosswinds@pa.net	Melissa Bruck , Executive Coordinator 515 South George Street, York, PA 17401-2723 B (717) 854-7842 F (717) 854-6938 Email: office@rotary7390.org
Tom Barton , Short Term Chair 301 Salem Court, Jacobus, PA 17407 B (717) 771-2420 C (717) 434-8411 Email: tbarton@trolaindustries.com	

DISTRICT STUDENT PROTECTION OFFICER

Tamara Willis, Susquehanna Township High School
 3500 Elmerton Avenue, Harrisburg, PA 17109
 C (717) 357-5117 Email: twillis@hannasd.org

DISTRICT YOUTH EXCHANGE STUDENT RESOURCES – NON-ROTARIANS

Jill Debrosse, YE Student Resource (Female non-Rotarian)
 Student Counselor at Susquehanna Township School District
 (W) 717-657-5125 (H) 717-732-5470 Email: jdebrosse@hannasd.org

Rev. Dr. Christopher D. Rodkey, YE Student Resource (Male non-Rotarian)
 Minister at St. Paul's United Church of Christ, Youth Minister and Professor at York College
 (W) 717-244-2090 (H) 717-824-6397 Email: cdrodkey@yahoo.com

CALENDAR OF EVENTS – District website www.rotary7390.org.

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. A link to these websites is on the District 7390 website www.rotary7390.org.

Travel Service: Tzell Youth Exchange Travel, 456 West Main Street, Norwich, CT 06360, Phone: (800.888.5275)
 Fax: (860.823.3061) theresa@tzellyouthexchange.com

Insurance Service: Cisi/Bolduc, River Plaza, 9 West Broad Street, Stamford, CT 06902, Phone: (203.399.5137)
 Fax: (203.399.5596) cisiwebadmin@culturalinsurance.com www.culturalinsurance.com/rotary

YOUTH EXCHANGE PROGRAM

QUESTIONNAIRE FOR FIRST NIGHT WITH NEW HOST FAMILY

(Go to <http://www.yeoresources.org/Pages/FirstNightQuestions.html> and insert your native language and the language of your new country and print out for use with each of your host families)

1. What do I call you? Mom, Dad or first name?
2. What am I expected to do daily? Make my bed, keep my 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. Where can I put my suitcases?
13. What time must I go to bed on weekdays, weekends and holidays? What time must I get up?
14. 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?
15. When are the birthdays of the members of the family and other special days to remember?
16. What are the rules about using the telephone? (Local calls, long distance calls, receiving calls) Must I ask
17. What are the rules about using the computer & Internet?
18. Where is the Post Office? How do I mail a letter? Purchase stamps? Send packages?
19. 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.
20. How can I get from place to place? May I use the bus, bicycle, ride with friends?
21. May I play the stereo/television? How late? How loudly?
22. What are the rules about going to church?
23. How do I apologize for making mistakes?

COMMONLY ASKED QUESTIONS

1. How do you send money to your student?
2. How much money should you send with your student?
3. Should your student take host family presents? What kind of gifts? How much should they cost?
4. Are there any circumstances when your student can return home during the exchange?
5. What should you do if your student writes home and says he/she is homesick?
6. What are the best means of communication?
7. How many pounds of luggage (or number of suitcases) is your student allowed to take?
8. Must we use Tzell Park Avenue Travel to arrange flights?
9. What will happen to my student when he/she gets sick?
10. Is there anything that his/her insurance policy through Bolduc will not cover? If so, who pays the difference? When does our coverage through my employer kick in?
11. Will the sponsoring Rotary Club (USA) provide my student with slides, pamphlets, and literature to share with the Host country and clubs?
12. What should my student take along for their program presentation to the host Rotary Club? (such as slides, photos, books, etc.)
13. When will we know the specific destination of our student?
14. When will we find out our student's departure date? (We're planning our vacation and have to know!)
15. Must we have the Rotary approved insurance program prior to departure of our student?

SUITABLE GIFTS TO TAKE OVERSEAS

You should be thinking about a gift item(s) for your host family. The gifts do not need to be expensive, but should be selected and given with warm thoughtfulness. They should be something distinctly American, preferably local to your community. Some gift suggestions are listed below.

In selecting a range of gifts to take overseas, we would suggest that you take into consideration the following items:

- They should be small and light.
- They should preferably have some association with America.
- They should be of a useful nature to the recipients.
- They should be suitable for your Host Family and your Host Counselor.

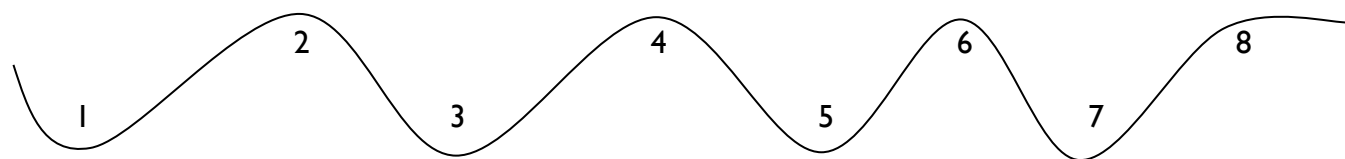
The following is a list of suggested items:

- Desk calendars.
- Books on the USA.
- Dish towels.
- Aprons.
- Woven wall hangings.
- Clothes with ethnic patterns.
- Necklaces, bracelets, earrings.
- Playing cards with American scenes, jig-saw puzzles.
- Table mats.
- Material bags.
- Woodwork items.
- Key rings.
- Collection of American coins.
- Stamps, stamp pins
- Notepaper with American art scenes, etc.
- Picture post cards or posters
- CDs of American music (make your own)
- American flags, buttons, pins
- Commemorative spoons, plates, etc.
- Items made in PA (i.e. Amish Crafts, Pretzel/Chips, Candy, Crayola Crayons, Slinky, Meadowbrook Gourds, etc.).
- Picture book of PA, South Central PA or your city.
- Thoughtful gifts are the best!

And especially ...

- A Banner from your sponsoring Rotary Club to give to your host Rotary Club (typically the hosting club will give you one in return)

THE EXCHANGE CYCLE



1. Application Anxiety
 - Lack of Motivation
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
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 of 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

HOW TO COPE WITH CULTURE SHOCK

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends of business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem over-whelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remain endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.

Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.

Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. Everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

Abridged version reprinted by kind permission of Youth for Understanding

IT TAKES TIME TO KNOW A COUNTRY

It takes time to know a country
time to see the land
time to meet the people
and time to understand.

Time to know your neighbor
on the other side
time to learn to labor
in the vineyard of his pride.

Time to watch the reaping
tell the wheat from the chaff

find the reaper weeping
and learn what makes him laugh.

For the great road we're walking
has many a pit and bend
and who can tell for certain
just where the road will end?

We know it's full of danger
so walk it hand in hand.
It takes time to know a country
and time to understand.

TEN COMMANDMENTS FOR A SUCCESSFUL EXCHANGE

1. Adapt or fail
2. Ask or be ignorant
3. Smile every chance you get
4. Be lively and active
5. Give 100% of yourself and expect nothing in return
6. Be punctual
7. Be considerate of your hosts
8. Maintain a neat appearance and keep your surroundings orderly
9. Plan ahead
10. Strive to earn the respect of others

Remember the 5 D's

- No Drinking
- No Driving
- No Drugs
- No Dating
- No Disfigurements

THE THREE GOLDEN RULES

Rule 1 – If you have a problem, ask for help.

The moment you leave the protection of your natural parents, someone else is legally and morally responsible for you, someone in general called "Rotary". If you ask for help and don't get the answer that you want to hear, remember that the Rotary people are not trying to be deliberately unkind. They are responsible for you, and they take that responsibility seriously. They say "no" because they see a problem or a risk in your request that they are not prepared to accept.

Rule 2 – Respect and obey the rules and rulings of your hosts

Don't take silly risks. Think first!

Rule 3 – If you break the rule, you will be sent home.

"THE AMBASSADOR"

Before acting, receives a commission from the power for whom he/she acts. The ambassador, while acting, acts not only as an agent, but as a representative of his/her sovereign. Lastly, the ambassador's duty is not merely to deliver a definite message, to carry out a definite policy; but he/she is obliged to watch for opportunities, to study characters, to cast about for expedients, so that he/she may place it before his/her hearers in its most attractive form. He /She is a diplomatist." ~Joseph B. Lightfoot

COMMONLY USED TERMS AND THEIR DEFINITIONS

DISTRICT 7390:

- Encompasses 43 Rotary Clubs in seven counties (Dauphin, Cumberland, Perry, Lebanon, Lancaster, Adams, and York) in south Central Pennsylvania and governed by an elected District Governor. District Governor 2017-18 is Una S. Martone, Rotary Club of Harrisburg – Rotary theme: **Rotary: Making a Difference**. District Governor 2018-19 is John E. May, Rotary Club of Hershey – Rotary theme: **Be the Inspiration**.

DYE: District Youth Exchange. Chairperson of DYE reports to District Governor, represents the district at ESSEX and oversees the District Youth Exchange Program.

ESSEX:

- Eastern States Student Exchange Rotary International's Eastern States Student Exchange Program (ESSEX) organizes all Rotary student exchanges for 35 Rotary International districts, covering 16 states in the eastern United States, Bermuda, Quebec and New Brunswick, Canada.
- ESSEX Country Contacts facilitate placements of students in countries.
- Members include District Youth Exchange officers from member rotary districts who are Rotarians (includes a high number of Past District Governors) with a passion for the success of youth exchange program.

LONG TERM EXCHANGE:

- A student who spends a full academic year with one to four host families in a foreign country.
- The student attends school just like the teens of their host country. While you are there, host parents become your parents—they not only provide room and meals, they provide support and guidance.
- While you're abroad, host Rotary Clubs also provide assistance, including a monthly allowance and opportunities to meet other Youth Exchange students, make new friends, and see new things.
 - **HOST CLUB:** Receiving Club which receives an **Inbound** Exchange Student
 - **SPONSOR CLUB:** Sending Club that sends an **Outbound** Exchange Student

REBOUND: A former long-term youth exchange student.

ROTEX:

- An organization of past Rotary Exchange Students whose purpose is to improve international communication at the personal level; to aid in the selection and education of future exchange students; to assure a continuity of both domestic and international friendships; to sponsor activities in keeping with the purpose of Rotary Youth Exchange.

SHORT TERM EXCHANGE:

- Rotary's Short-Term Exchange presents opportunities for students to advance their knowledge and world understanding by allowing them to visit in different country for a limited period of time. Participating students live with host families in their selected country for three to six weeks in the summer under the sponsorship of a local Rotary Club. You will be matched with a student of similar interests in a country of your choice. The two of you will spend an agreed-upon time together — half of that time in your home and half in his/her home

YEP: Youth Exchange Program - To further international goodwill and understanding by enabling students to experience first hand life in a country different from their own.

WEBSITES:

- ESSEX: www.exchangestudent.org
- DISTRICT 7390: www.rotary7390.org
- ROTARY INTERNATIONAL: www.rotary.org
- ROTARY YOUTH EXCHANGE RESOURCES: www.yeoresources.org.

Quick Reference Cards

CHILDREN'S SIZES US/EUROPEAN	MEN'S SIZES US/EUROPEAN	WOMEN'S SIZES US/EUROPEAN	INFANT SIZES US/EUROPEAN	CHILDREN'S SHOES US/EUROPEAN	WOMEN'S SHOES US/EUROPEAN
2 92	Pants	Dresses/Pants	Newborn 56	2 20	5 35
3 98			3 months 62	3 21	6 36
4 104			6 months 68	4 22	7 37
5 110			9 months 74	5 23	8 38
6 116			12 months 80	6 24	9 40
7 122			18 months 86	7 25	MEN'S SHOES US/EUROPEAN
8 128				8 26	
9 134				9 27	
10 140				10 28	
11 146				11 29	
12 152	Shirts	20 48		12 30	
13 158				13 31	
14 164					
15 170					
16 176					

LENGTH

Inches x 2.54 = Centimeters
Feet x 30.48 = Centimeters
Yards x .09 = Meters
Miles x 1.6 = Kilometers

VOLUME

Teaspoons x 5.0 = Milliliters
Tablespoons x 15.0 = Milliliters
Fluid Ounces x 30.0 = Milliliters
Cups x 0.24 = Liters
Pints x 0.47 = Liters
Quarts x 0.95 = Liters
Gallons x 3.8 = Liters













MASS (WEIGHT)

Ounces x 28.0 = Grams
Pounds x 0.45 = Kilograms

TEMPERATURE CONVERSIONS

°Celsius	°Fahrenheit	°Celsius	°Fahrenheit
-30	-22	30	86
-20	-4	35	95
-15	5	40	104
-10	14	50	122
0	32	60	140
5	41	70	158
10	50	80	176
15	59	90	194
20	68	100	212
25	77	110	230

0° Celsius = Freezing 100° Celsius = Boiling
°C -> °F: F = (C x 9/5) + 32 °F -> °C: C = (F - 32) x 5/9

7PM 19:00  Hawaii	8PM 20:00  Alaska	9PM 21:00  California	11PM 23:00  Chicago	12AM 00:00  New York	5AM 00:00  United Kingdom
6AM 06:00  Germany	7AM 07:00  Turkey	9AM 09:00  Iran	1PM 13:00  Korea	2PM 14:00  Japan	5PM 17:00  New Zealand

ENGLISH	GERMAN	SPANISH	ITALIAN	FRENCH	TURKISH
Welcome!	Willkommen!	¡Bienvenido!	Benvenuti!	Bienvenue!	Hos Geldiniz!
Hello	Guten Tag	¡Hola!	Ciao	Bonjour	Merhaba
Goodbye	Auf Wiedersehen	Adiós	Arrivederci	Au revoir	Hosca Kalin
Good Day	Guten Tag	Buenos Días	Buon Giorno	Bon Jour	Lyi Gunler
My Name is...	Mein Name ist ...	Me Llamo ...	Mi chiamo ...	Je m'appelle ...	Adim ...
Do you speak English?	Sprechen Sie Englisch?	¿Habla usted Ingles?	Parli Inglese?	Parlez-vous Anglais?	Ingilizce biliyor musunuz?
I don't speak...	Ich spreche kein Deutsch.	Yo no hablo Español.	Non parlo l'italiano.	Je ne parle pas Français.	Türkçe bilmiyorum.
I'm sorry	Entschuldigung	Lo siento mucho	Mi scusi	Je suis désolé	Afet, özür dilerim
Please/Thank you	Bitte/Danke	Por Favor/Gracias	Per favore/Grazie	S'il Vous Plaît/Merci	Lutfen/Tesekkür Ederim
No/Yes	Nein/Ja	No/Sí	No/Sì	Non/Oui	Hayir/Evet
Left/Right	Links/Echts	Izquierda/Derecha	Sinistra/Destra	Gauche/Droite	Sol/Sag
Straight Ahead	Geradeaus	Recto	Sempre Diritto	Tout Droit	Dogru
Where is a bank?	Wo ist eine Bank?	Donde esta un banco?	Dove e una banca?	Ou est la banque?	... banka?
... restaurant?	... ein Restaurant?	... un restaurant?	... il ristorante?	... le restaurant?	... nereda?
... gas station?	... die Tankstelle?	... una gasolinera?	... il benzinaio?	... la station-service?	... benzin istasyonu?
... train station?	... der Bahnhof?	... una estación de trenes?	... il treno?	... le metro?	... tren istasyonu?
... restroom?	... die Toiletten?	... el baño?	... la toilette?	... le sale de bain?	... tuvalet (WC)?
... policeman?	... Polizei?	... un policía?	... polizia?	... la police?	... polis?

**Rotary District 7390
Short Term Youth Exchange Program**

Guidelines, Conditions & Rules for SHORT TERM Students

As a Youth Exchange student sponsored by Rotary District 7390, 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.

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 ½ when you will be leaving the country.

EXCHANGE TERM

This is a 3-6 week summer Exchange.

COSTS

You and/or your parents are financially responsible for:

1. All necessary documents (passport, visa, translation fees, etc.)
2. **Round trip transportation** is mandatory and you can select an airline of your choice.
3. Health insurance and Personal Liability Coverage **MUST** be purchased through CISI/Bolduc Cultural Insurance (whichever timeframe is applicable).
4. All appropriate clothing, toiletries, and other personal items
5. Reasonable spending money.
6. Costs of any trips, activities, and events in which you participate
7. Any required "emergency fund"
8. All phone/computer/internet charges
9. ESSEX and Rotary District fees.

ORIENTATION

Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at this meeting 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 District Short Term Chair at any time.

TRAVEL ARRANGEMENTS

1. **Round trip transportation** is mandatory and you can select an airline of your choice. Among your selections is the ESSEX approved travel agency, Tzell Park Avenue Travel Agency used by District 7390 for the year-long outbound exchange program. If travel arrangements are made through any other agency or individual, it is required that the itinerary **MUST BE PROVIDED** to the ESSEX Short Term Chair, CISI-Bolduc and District 7390 Executive Secretary, Melissa Bruck, at least 30 days prior to departure.
2. ESSEX Country Contact will notify you of your country placement by ESSEX. Upon hearing from or contacting your match, you should start making plans. If you do use Tzell Park Avenue Travel you must complete their registration forms and return them with the necessary fee to Tzell Park Avenue Travel Agency in the time specified.

3. Discuss and agree upon a mutually convenient arrival date and destination airport with your host family, host Rotary District, and Tzell Park Avenue Travel Agency (if engaged once the Guarantee Form is received).
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and host family know the date, time, airline, and flight number of your arrival so someone will be at the airport when you arrive.

INSURANCE

All Short-Term Exchange students from ESSEX are required to purchase the Short-Term "Plan B" Accident & Sickness Insurance Policy and Personal Liability Coverage through CISI/Bolduc Cultural Insurance. **This insurance is mandatory and MUST be purchased prior to departure.**

PORNOGRAPHY

No pornography is permitted.

MEDICAL

If anything occurs that would have changed any answer on the medical or dental form, this change **MUST** be reported to your district chair within 10 days of the occurrence.

DURING THE SHORT TERM EXCHANGE

ROLE AS AN AMBASSADOR

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

***** These rules are an Addendum to Rotary International Short-Term Application Rules and Guidelines.***

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 Short-Term Exchange Students, and will abide by them.

Student Signature _____ Date _____

Parents Signatures _____ Date _____

_____ Date _____

**DISTRICT 7390 YOUTH EXCHANGE PROGRAM
SHORT TERM EXCHANGE STUDENT**

“CODE OF CONDUCT”

The District 7390 Youth Exchange “Code of Conduct” is designed to establish high expectations of socially acceptable behavior of all Short Term Exchange Students during their exchange and continued involvement with the Youth Exchange Program under the direct care and guardianship of District 7390 Rotarians, as well as their Host and/or Sponsor Rotary Clubs and Host Families. Participants are responsible to conduct themselves appropriately and respectfully and will abide by the District 7390 policies referred to within this Code of Conduct, as well as the Rotary International & ESSEX Rules & Conditions of the Exchange previously signed by each participant and their parents. In addition they will be responsible to follow any other rules & policies of their hosting country Rotary Club. Any violations of this Code of Conduct 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.

ROTARY:

- Compliance with following the 5-D’s of No Drinking, No Drugs, No Dating, No Driving and No Disfigurement of Body is an essential component of the Code of Conduct. At the total discretion of the hosting club, any violations of these internationally accepted rules may result in disciplinary action up to and including expulsion from the Youth Exchange Program. Students are fully accountable for any extra expenses associated with being sent home early.
- Short Term students, once accepted into the program, agree to a commitment of participation in the Youth Exchange program including mandatory attendance at District Orientation to meet the requirements established by Rotary International. Upon successful completion of the program, STEP students will be recognized as STEP alumni, allowing them visitation privileges to any Rotary Club Meeting in the world and candidacy of assisting the District with future STEP orientation events.
- As an ambassador of a 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 and at Rotary functions. Most Rotary functions will be either “business casual clothing” while others will be a little more formal requiring you to wear a Rotary Blazer (navy blue). 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.
- STEP students are responsible for completing an end of Exchange Evaluation Report. The report needs to be sent to your District 7390 STEP Chairperson and a copy to your US local sponsoring club YE counselor shortly after the completion of your exchange. They will then forward them to our District 7390 Office for filing. These reports provide a way for Rotarians to find out about your exchange experience and to help prepare future STEP students for their exchange.
- The use of mobile communication technology including cell/smart phones, iPads, and iPods within the District 7390 and in your host country is a privilege and not a right of ownership. During certain Rotary functions all mobile communication devices may be temporarily collected and then returned at the end of the event. When devices are not collected they will be required to be powered off. Texting during any event is not permitted and is viewed as being disrespectful.
- District 7390 & your Hosting Rotary club will be evaluating your adherence to this Code of Conduct during your exchange. You are responsible for your conduct, but we are here to help you with difficult situations and to acknowledge your successes. When away, your sponsoring District 7390 has no input or “vote” on any

disciplinary action by your hosting club. 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.

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 your hosting district boundaries.
- 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 & received 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 hosting family culture. Excessive time spent on the internet with family & friends back home 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 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 by 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.

DISTRICT 7390 YOUTH EXCHANGE PROGRAM SHORT TERM STUDENT “CODE OF CONDUCT”

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 and possibly could be sent home.

Student Name Dated

Student Signature

Country Rotary District (Sponsor)

PARENT’S AGREEMENT

We understand the Rotary District 7390 “Statement of Values” and “Code of Conduct” for Short Term Youth Exchange Students participating within & residing outside 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 and possibly be sent home at our expense.

Parents/Guardian Signature:

Father Mother

Dated

HOST FAMILY INFORMATION

RECEIVING CLUB (Host)

1. Arranges for host families.
2. Appoints a Rotarian as counselor for each student.
3. Meets the exchange student upon arrival.
4. Ensures the attendance of the student at all mandatory functions such as orientations and district conferences and bears the costs thereof.
5. Develops a suitable program of contacts and activities for the student.
6. Maintains contact with the sending Club and the student's natural parents.

HOST FAMILY

1. Provides a home at no cost for the student.
2. Exercises normal parental responsibilities and supervision over the student.
3. Accepts the student as one of the family in all respects.

NATURAL PARENTS

1. Agree in writing to the rules of the program as a condition of selection.
2. Pay the prescribed travel and other fees.
3. Provide appropriate clothing including any necessary school uniforms.
4. Provide any additional spending money plus the required emergency fund.
5. Pay the cost of health, accident and personal luggage insurance.
6. Arrange and pay for all travel documents such as passports and visas.
7. May be required to host a foreign student in return.

EXCHANGE STUDENT

1. Agrees in writing to accept all the rules of the program.
2. Accepts the supervision of the receiving Rotary District, Club, counselor and host family.
3. Agrees to accept the placing in the country to which they are assigned.
4. Agrees to speak at Rotary and other community functions both during and after the period of the exchange.
5. Corresponds regularly with both the sending district and sponsor Club.
6. Flies out and returns home on the dates and by the route specified by the sending District. No alterations will be considered.

GUIDELINES FOR HOST FAMILIES

INTRODUCTION

Acting as a host to an overseas student can be a tremendously rewarding experience for a family. However, it does also entail some important obligations. Here are some of the ground rules:

1. It is not essential that the Host be a Rotarian.
2. The Host Family must undertake to supervise the school and leisure hour activities of the student as if he or she were their own son or daughter.
3. They shall provide room and board and should include the student in all family activities.
4. It is desirable for the student to have his/her own room or, alternatively, to share with someone of their own age group.
5. It is not essential that the family have children of similar age and sex to the student being hosted. Many very successful hosting arrangements have taken place where there are only very young children-or none at all-in the family.

COUNSELOR

The Host Rotary Club will appoint a Counselor who will act as a confidant to the student during their stay in America. The student is expected to consult the Counselor on any problems that may arise. The Counselor is also available to help the Host Families with any problems that they may encounter in hosting the student. Do not hesitate to consult the Counselor if problems of any kind arise.

STUDENT - NOT A GUEST

It cannot be stressed too strongly that the student should not be treated as a special or honored guest by the family. The value of this Program centers on the acceptance by both students and hosts that the student will be "one of the family," not receiving any special favors or treatment and undertaking all the normal family chores. For this reason it is desirable that the student address the Host Parents as "Mom" and "Dad" or some other informal title. They should never call you "Mr." or "Mrs."

HOUSEHOLD CHORES

The student should most certainly make their own bed and keep their room tidy-very difficult for some-and assist with general household chores, such as setting and clearing away the table and doing dishes. Boys might reasonably be expected to help with gardening and similar tasks. Some complaints have been received from students that they are being used as unpaid help or as constant baby sitters. Others again have found that they are not allowed to join in with the normal household chores. The object is to strike the right balance and a guiding principle in these cases is to ask what would be expected from the host family's own children.

DISCIPLINE

The student is expected to adapt to the supervision and discipline of the Host Family. Remember, the Host Family does not have to adapt to the student; rather the student must learn to adapt to the family. Any sign of reluctance or unwillingness on the student's part to accept this point of view should be brought to the attention of the Counselor, who should then clarify this point with the student. It is better that such a ruling come from a third party such as the Counselor, rather than from the Host Parents. Problems can arise unless the student clearly understands the fact that he or she is expected to conform to Host Country conditions. At the same time, Host Families should be aware of the problems of adaptation and should be prepared to be flexible.

RELIGION

Somewhat surprisingly this seldom poses serious problems. Most students are very flexible on attitudes and usually accompany the Host Family to their church even where religions differ. Host Families should not force the issue and if the student wishes to follow his/her own religion, every effort should be made to assist them in this respect.

ALCOHOLIC BEVERAGES

No drinking of alcoholic beverages is allowed!!

DRUGS

Students are absolutely forbidden to indulge in drug taking in any form during the exchange, except as prescribed by a medical practitioner. Any student breaking this rule will automatically be expelled from the program and returned home at once. If host parents have reason to suspect that the student in their care is taking drugs, they should immediately report their suspicions to the Rotary Counselor who will in turn contact the District Chairperson.

DRIVING

All students are specifically forbidden to drive any form of motorized vehicle-this includes cars, motorcycles, tractors, motor boats or similar vehicles-while in the program. Many legal problems can arise should a student be driving and become involved in an accident. Host families are urged to enforce this rule strictly since immediate termination of the exchange can result if it is violated.

ROMANCE

The Youth Exchange Program rules stipulate that a student should not become "romantically involved" with members of the opposite sex. If Host Parents consider that such a relationship is developing with their student and that he or she is drifting into "deep waters," they should discuss the matter immediately with the student and the Counselor. This is a difficult area since it involves human relations, but the rule is basically sound. A student who becomes romantically attached will focus a lot of attention on one person to the exclusion of others, thereby negating one of the main functions of the Program.

PROMISCUITY

Promiscuity of any form will entail immediate return home.

FINANCE

The Host Rotary Club will provide the student with a monthly allowance to cover the immediate incidentals. Generally the student will have some additional funds of their own as well as a specified emergency fund under the control of the Counselor. The Host Family is not obliged to provide the student with spending money nor to finance clothing, school uniforms, travel or other expenses (including telephone calls). However, if the student does not take a lunch to school then the host parents should provide them with lunch money-just as they would do for their own children.

MONEY PROBLEMS

Some young people are better at handling money than others; some students are hopeless at budgeting and need some guidance if they are to live within their monthly allowance. Under the Youth Exchange Program rules, each student is required to establish an emergency fund which must be replenished, as required, during the year by the student's natural parents. The amount of this emergency fund will be specified by the District Committee from time to time and should not be expended on day-to-day items; it is there mainly for healthcare expenditures.

It has been found that some supervision of these emergency funds is desirable. The best method has proved to be the establishment of a special bank account under the direction of the Rotary Counselor before a withdrawal can be made. This is an issue which should be discussed with the Counselor at the beginning of an exchange. Students should be discouraged from borrowing money and purchasing on Host Parents' accounts.

TRAVEL

The Host Family is under no obligation to take the student on holiday or trips, but it will add enormously to the intrinsic value of the program if they are able to do so without financial embarrassment to themselves. Where they are not able to take students away during school holidays, they should make this clear to the Rotary Counselor, who should make alternative arrangements for the student.

No special permission is required where a student accompanies a Host Family on a trip or holiday, unless outside the USA, but the Rotary Counselor must be advised. If the student makes a journey away from the Host Town, both the Host Parents and the Counselor must ensure that satisfactory permission to travel and hosting arrangements have been made. Traveling during school terms is discouraged and should be undertaken only under specific conditions which will be established by the Counselor and the Head of the school.

HOMESICKNESS

Every student experiences homesickness to some degree and the extent of this problem will depend largely on the student's own background and personality. Host Families should be appreciative of this fact and should expect the student to have some adjustment problems. Many students say that they feel there are times when they want privacy to cope with feelings of homesickness. If your student spends some time alone in his/her room, do not be alarmed-this is fairly normal. But if the student spends a lot of time alone, this could be a danger signal that all is not well. The student who is actively involved in the community will be less likely to suffer from adjustment problems and homesickness than the non-participant; therefore, do all you can to encourage your student to accept the opportunities available to become involved in the community.

TELEPHONE CALLS

The abuse of the telephone by students is an area which causes many problems during the students stay with their Host Families. As soon as they move to a new Host Family, international calls should be on a "collect basis," the student must establish with that family the exact procedure to adopt with regard to the use and payment for all phone calls.

SHARED KNOWLEDGE

One of the main purposes of the Youth Exchange Program is the exchange of knowledge on an international level. Your student is an ambassador for their country, so show an interest in that country and learn as much as possible about your student's home environment. In turn you are also an ambassador for your country by imparting knowledge about the USA's way of life to your student, so that he/she will be able to take back to their home country a picture of the USA that is as accurate as possible. This two-way exchange of ideas and information can be a very stimulating and rewarding adventure in international goodwill and understanding. By acting as a Host to an overseas student you are doing far more than providing bed and board for someone; you are taking that first very essential step toward world peace, by helping to break down fears, prejudices and misunderstandings which are based on ignorance.

HOW TO HANDLE PROBLEMS

Should you have a problem student (it is unlikely, the percentage sent home worldwide is under 1.5%)

- a) Try and solve the problem internally via the counselor.
- b) Ensure that it is the student who is causing the problem and not the Club, the counselor or host parent.
- c) If all your efforts show no improvement in the student, arrange for the student to be interviewed by the District Youth Exchange Committee. Confidential written reports from the Club counselor and host parents should be sent to the District Committee prior to this interview.
- d) If there is still no improvement and you wish to send the student home, advise the District STEP Chair and District YE chair who will advise the ESSEX Contact and District Governor.
- e) If the student is to be sent home, ensure that the District Chairperson is informed at least 10 days before the return flight so that he can inform the respective district overseas.
- f) The District Chairperson will contact his counterpart who will advise the natural parents of their son/daughter's return.
- g) Ensure that the student is accompanied to the airport.
- h) Remember they are young people in a strange country"-a premature return is a traumatic experience and should be handled with care.

CONCLUSION

Finally, as Host Parents, you must accept the responsibility of being parents to your student in the same way as to your own child. The exchange is a two-way process and you are the adults in this deal. You should be willing to go more than half way-you should try to give an adult lead to the young person who cannot be expected to know your rules and wishes without being told. You should expect the student to conform to your rules and wishes in the same way as you do your own children, but to no greater extent. It is essential to establish and maintain effective two-way communications between yourselves and your student right from the beginning. The majority of problems with and for Exchange Students can be resolved by effective, firm, sympathetic understanding and loving control from the Host Parents. You have the responsibility for success and your reward is great-you add a son or daughter to your family!