

# STEPS TO STARTING ROTARY YOUTH EXCHANGE AT THE CLUB LEVEL

*Connecting Students and  
Communities Around the World*

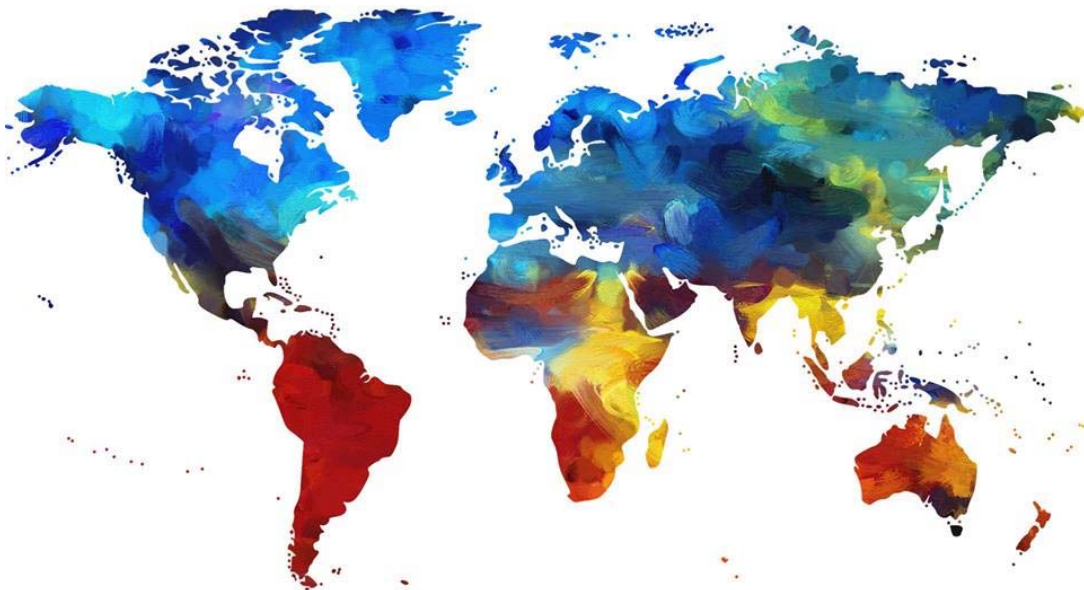


*Rotary Youth Exchange builds peace  
one young person at a time.*



## ***Table of Contents***

<b>4</b>	Introduction
<b>4</b>	Core Values
<b>4</b>	Acknowledgements
<b>4</b>	Not Your Typical Exchange
<b>5</b>	History of Rotary
<b>5</b>	Objectives of Rotary
<b>6</b>	Costs to Club
<b>6</b>	Costs to Student
<b>7</b>	What Makes District 7390 Unique
<b>7</b>	Program Testimonials
<b>8</b>	Long Term Outbound Program
<b>8</b>	Long Term Inbound Program
<b>9</b>	Short-Term Program
<b>9-10</b>	Getting Started
<b>10</b>	30 Years of Participating Clubs and Countries
<b>11</b>	Guidelines for Selecting American Host Families
<b>11</b>	Contact Information



# INTRODUCTION

This guidebook includes steps to help a Rotary Club make dreams real for students who have an interest in an international exchange. The straightforward steps outlined in the guidebook make it easier for any club, no matter its size, to plan, prepare and assimilate Youth Exchange into its club's goals.

In this guidebook, you will also learn about the different kinds of Youth Exchange Programs that are available, the objectives of Youth Exchange, costs, and the robustness of Rotary District 7390's participation over the years. In addition, selected testimonials from past and/or current host families, parents, exchange students, club presidents and Youth Exchange counselors are included.



It is our expectation that all Rotary 7390 exchange students, host families, Rotarian and non-Rotarian participants in the program embrace and model our Rotary District 7390 (South Central PA) "Statement of Values", including: treating all individuals with mutual respect and dignity, protecting and safeguarding exchange students, celebrating unique backgrounds, viewpoints, skills and talents of all participants and promoting honest and socially responsible communication. See the full core values at [www.rotary7390.org/page/youth-exchange](http://www.rotary7390.org/page/youth-exchange).

## Acknowledgements

*Many thanks go to all of the Rotary Volunteers throughout the district that have made dreams a reality for exchange students and enriched the lives of all participants over the past thirty plus years. Many thanks also go to the people who have been instrumental in sustaining Youth Exchange within their respective club and the district.*



# NOT YOUR TYPICAL EXCHANGE

Rotary's International Student Exchange program offers more than just residence in a foreign country. It offers students a chance to make a difference in the world and support Rotary's global efforts.

## What is Rotary Youth Exchange?

Rotary International Youth Exchange (RYE) is a high-impact cultural immersion experience that enables thousands of young people to travel to distant parts of the world each year to live and study in a different environment.

The program aims to promote international understanding by granting young people a unique opportunity to broaden their knowledge and widen their horizons. The long-term impact of the program is immeasurable.

The ultimate impact that the program will have on the lives of the students fortunate enough to participate in it is incalculable. Many of these young people will be leaders of their communities in the future.

# HISTORY OF ROTARY

*"Few there are who do not recognize the good work which is done by Rotary clubs throughout the free world."* —Winston Churchill

***The Rotary Youth Exchange program, which began in 1929***



***has become one of the most respected exchange programs in the world. Each year, more than 7,000 students from more than 80 countries participate in the program.***

Rotary International is the largest and oldest international service organization in the world. With more than 1.2 million members in over 200 countries and geographical areas, it is a respected network of people whose overall mission is to build bridges of friendship, tolerance and understanding and to make the world a more peaceful place in which we live.

The strength of the program lies in its international network of thousands of Rotary volunteers who donate their time and resources to help improve their local communities and our international community.

The Rotary Youth Exchange program provides an opportunity for outstanding students from all walks of life to study abroad for an academic year, with the local Rotary Club underwriting most of the costs. Only exceptional students who qualify are invited to represent Rotary as Youth Exchange students.

## OBJECTIVES OF ROTARY YOUTH EXCHANGE

**Further international goodwill and understanding** by enabling students to study, first-hand, some of the problems and accomplishments of people in lands other than their own.

**Enable students to advance their education** by studying for a year in an environment entirely different from their own and by undertaking study of courses and subjects not normally available to them in secondary schools of their own country.

**Act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country and by imparting as much knowledge as they can, of their own country and its problems to the people they meet during their year abroad.

**Broaden** student's own outlook by allowing them to learn to live and meet people of different cultures, creeds and colors than their own, and by having to cope with day-to-day problems in an environment completely different than the one they have experienced at home.

**Study and observe** all facets of life and culture in the country where they are hosted, so that on their return to their home country they can pass on the knowledge they have gained by addressing Rotary Clubs, youth groups and community organizations.



# COST TO CLUB



## BACKGROUND CHECKS

All Youth Exchange Volunteers and host families age 18 and older are required to have a background check completed through ESSEX and submit the PA State Clearances (PA Child Abuse History Clearance, PA State Police Background Check and FBI Fingerprinting). All background checks can be completed on-line and have a turn around time of 1 to 2 weeks.

### SHORT-TERM STUDENTS

Students and parents invited to attend a Club meeting after the student has been matched. Have the Outbound student share with the Club members about their match and where they are going. Provide the Outbound with 2 banners: One to keep and the other to exchange with their hosting Club. Invite the matched students, plus Outbound parents to a Club meeting, exchange banner with the Inbound, have the Inbound say a few words about their background and the Outbound share about their exchange. The Club pays for these meals.

### LONG-TERM OUTBOUND STUDENTS

Invite students and parents after country assigned and have Outbound share their background and where they are going prior to their exchange and provide the student with 5 Club banners for their exchange. Invite the student and parents to the last meeting pre-exchange (some clubs have a going away picnic). Arrange for the student and parents to attend a Club meeting post-exchange to give a presentation on their exchange. The Club pays for these meals.

### LONG TERM INBOUND STUDENTS

Approximately \$2,500

- Welcome party for student
- \$650 District Fee
- Monthly meeting meals
- Meeting meal for host families to hear Inbounds final presentation
- Monthly allowance (Min \$100/mo)
- Occasion appropriate gifts
- School lunches (Club or Host Family)
- Club Banner
- Foundation Dinner

# COST TO STUDENT

The Rotary Youth Exchange program costs MUCH LESS than other exchange programs.

This is due to the fact that the program is made up largely of Rotarian volunteers, monthly club stipend and host families providing food and lodging.

The cost of Non-Mandatory Rotary trips are extra.



### SHORT-TERM STUDENTS

The costs for Short-Term Exchange are less expensive because of the very short duration of the program.

Includes:

- Airfare
- One Month Health/Liability Insurance
- \$65 ESSEX Fee
- \$100 District Fee
- Passport

### LONG-TERM OUTBOUND STUDENTS

Approximately \$7,000 + Host Country Trips

Includes:

- \$1500 District Fee
- Airfare
- Health/Liability Insurance
- Passport
- VISA
- Language school
- Any needed translation of documents

# WHAT MAKES DISTRICT 7390 UNIQUE

*Rotary International Youth Exchange sets itself apart from its competitors because it is managed by Rotarian volunteers who have a passion for working with youth and adhere strongly to Rotary's motto of Service Above Self.*

Rotary District 7390 is certified by Rotary International annually to participate in Youth Exchange conducted with other RI-certified Rotary Districts throughout the world. The program is also supported by Club and District Rotary Youth Exchange officers who have been background-checked, referenced and cleared to work with students.



**More than 600 Students**

**34 Clubs**

**43 Countries**

Rotary District 7390 is privileged to be able to provide a safe, educational and meaningful exchange program for students and families in Central Pennsylvania. It continually demonstrates its success in the world and in the community:

- ◇ One of the largest and most highly dedicated Youth Exchange committees in the world.
- ◇ Code of Conduct document selected by Rotary International as a best practice.
- ◇ World-class procedures for selection and training of students.
- ◇ Families serving as host families for as many as 3 to 5 years.
- ◇ Volunteers who have continued to work with the program for many years.
- ◇ Outpouring of Rotarians who volunteer to help with District interviews.

## PROGRAM TESTIMONIALS



*"The Youth Exchange program touches lives, both ways, forever! One of the best & most rewarding things I've ever done." —Juan Garcia-Tunon, Carlisle Rotary Club Past President*

*"We can never repay Rotary enough for what they have done for our two sons and daughter." —Mother of 3 Outbounds, 2011*

*"She will always be a part of our family." —Host parent of an Inbound from Finland*

*"I grew more in that year (emotionally, intellectually and culturally) than any other time in my life." —Outbound to Germany in the early 1980s, written in a letter to D7390 in December 2011*

*"Rotary Rocks!! I know Slovak and Czech! I am going home knowing two new languages!" —Outbound to Slovakia 2007*

*"My wife and I were tremendously impressed with the thoughtfulness, care and encouragement from the local Rotary Club and District 7390 towards our daughter and her exchange. My wife and I felt very comfortable that we could trust the Rotary team/system/support. You are all to be commended for running a first class program and have created tremendous opportunities for these young men and women." —Father of an Outbound 2012*

# LONG-TERM OUTBOUND PROGRAM



**10 Months**



**25 Countries**



**Mid-August through June**

In the long-term outbound program, students will experience a one-way school, cultural and home stay exchange for 10 months in another country.

The program is three-pronged:

- ◆ 1st year—Student prepares for exchange.
- ◆ 2nd year—Student experiences immersion and is a student ambassador.
- ◆ 3rd year—Student re-enters the U.S., re-integrates and reflects while helping out as a Rotex with District events.

Candidates in the top 33% of their class who are involved with activities and have positive behaviors are preferred. A Rotary Club counselor is assigned to the Outbound and will maintain monthly contact.

*Note: ESSEX will not allow a member District so send out more outbounds than the total number of D7390 Rotary Clubs' inbound commitments.*

# LONG-TERM INBOUND PROGRAM



**10 Months**



**District 7390**



**Mid-August through June**

A one-way school, cultural and home stay exchange for a student from another country to spend approximately 10 months hosted by a Rotary Club in District 7390.

Inbounds are assisted in assimilating in their new culture through District mandatory events, including:

- ◆ Inbound orientation, Holiday gathering, Winter orientation in addition to supporting club overnights throughout the year for the students. Rotary Clubs is responsible for ensuring transportation of Inbound to DYE events.
- ◆ There is no restriction in the number of Inbounds hosted by District 7390, but the number of inbounds determines the number of outbound long-term exchange students.

Inbounds have an opportunity to participate in a non-mandatory 3-day NYC trip in October and a 31-day USA bus trip at the end of their year at their own expense.

## The Rotary Club's Responsibilities

- Assign the inbound a club counselor
- Recruit and qualify host families
- Obtain school placement approval
- Paying monthly allowance to the student (min. \$100/month)
- Inviting Inbound monthly to Rotary Club meeting
- Remitting \$650 to DYE to cover the ESSEX fee and help offset the costs of Youth Exchange events throughout the year



# SHORT-TERM PROGRAM (STEP)



**3 Weeks**



**15 Countries**



**6 Weeks Total**

***A reciprocal cultural and home-stay summer exchange for a total of 3 weeks each way.***

- ◆ Choice of approximately 15 countries and match is based on gender, age and interests
- ◆ Once paired, STEP students will spend a total of 6 weeks together, typically over the summer
- ◆ Respective parents of the exchange students serve as the host family for each other's child
- ◆ A Rotary Club counselor is assigned to the D7390 student and the inbound student
- ◆ Amount of travel or sightseeing in the student's host country will vary by host family
- ◆ There is no restriction on the number of STEP students participating in the program

## GETTING STARTED

### Steps for Starting Rotary Youth Exchange at the Club Level—Initial Steps

The initial steps listed below will help guide your club in building a solid foundation for starting a Youth Exchange program and determining which type of exchange is right for your club. The initial steps incorporate how to gain support from your club membership and your local high school along with the Rotary International student protection requirements. Further detailed steps and information can be found at [www.rotary7390.org/page/youth-exchange](http://www.rotary7390.org/page/youth-exchange).

#### 1. Awareness

The Club President includes Starting Youth Exchange as a project goal for the club.

#### 2. Identify Club Member(s)

The Club President identifies members who are passionate about developing youth at the international level.

#### 3. Interview/Select a lead Rotarian

Of those identified, to promote and shepherd selected youth exchange participants through the length of the program. (Selected individual(s) will complete an on-line volunteer application, criminal background check, references and 3 PA state clearances (PA State Police Check, PA Child Abuse History Clearance and FBI Fingerprinting) and take the US Department of State Test.

#### 4. Check Background

All Rotarians working with the Youth Exchange program are required to complete a criminal background check and 3 PA state clearances (PA State Police Check, PA Child Abuse History Clearance and FBI Fingerprinting).

#### 5. Research/Evaluate by Youth Exchange Leader

- Evaluate the 3 different types of Youth Exchange and associated costs to Club.
- Determine level of support from others who have an interest in Youth Exchange such as a member being able to serve as a starter host family.

# GETTING STARTED CONTINUED...

## 6. Club Leader Educates the Club about the Three Youth Exchange Programs

- Speak at Club assemblies & provide hand out materials from the District Office or [www.rotary7390.org/page/youth-exchange](http://www.rotary7390.org/page/youth-exchange).
- Invite a speaker from the District Youth Exchange committee, a current Inbound Exchange student from a neighboring Rotary club, a Rotex (YE Alumni), Rotex Parent, a past Host Family who had a positive experience with the program or a Club member with a positive past experience.
- Show a video of Rotary Youth Exchange. Videos are available in the District Office.

## 7. Contact the high school(s) aligned with your Rotary Club

- Schedule a time to meet a school administrator or a member of your club who is an administrator or on faculty at the High school.
- Determine how best to work with their school and the feasibility of accepting an Inbound exchange student and the best ways to promote Long-Term (LT) Outbound and Short-Term (STEP) Exchange programs at the school.

## 8. Decide which YE program works best for your Club

## 9. Commit to host/sponsor a Long-Term Inbound, Outbound or Short-Term Summer Exchange Student

- Obtain Club approval on the type of exchange.
- Ensure cost is budgeted, especially for Long-Term Inbounds.
- Upton commitment, Club President and Club Youth Exchange Officer are to sign the District's Club Compliance Certification and Commitment to Host Forms.

## 10. Interview/Select a Counselor prior to the counselor view the student application or contacting the student

Depending upon the size of the Club and the level of commitment, the YEO and the Counselor could be the same person. For instance, a club starts out with one or two STEP students, one individual could handle the STEP program for the Club. (Note: All Club YE Committee members must be cleared to work with the Youth Exchange students. See Item #3)

# PAST PARTICIPATION IN YOUTH EXCHANGE

### Club participating in YE over the past 30 years:

Akron	Harrisburg-Keystone	Paradise
Annville	Hershey	Perry County
Carlisle	Lancaster	Red Lion
Carlisle-Sunrise	Lancaster-Northeast	Shippensburg
Colonial Park	Lancaster-South	Southern York County
Donegal Area	Lebanon	Susquehanna Township
East Petersburg	Lititz	Upper Dauphin
Elizabethtown	Littlestown	West Shore
Ephrata	Mechanicsburg	West York
Gettysburg	Mechanicsburg-North	Wrightsville
Hanover	Mount Gretna	York
Harrisburg	Mount Joy	York-North

### Participating Countries over the past 30 years:

Argentina	France	Poland
Australia	Germany	Romania
Austria	Iceland	Slovakia
Belgium	India	South Africa
Bolivia	Indonesia	Spain
Bosnia	Japan	Sweden
Brazil	Korea	Switzerland
Canada	Kyrgyzstan	Taiwan
Chile	Malaysia	Thailand
Colombia	Mexico	Turkey
Croatia	Netherlands	United Kingdom
Czech Republic	New Zealand	Venezuela
Denmark	Nigeria	West Germany
Ecuador	Norway	Zimbabwe
Estonia	Peru	
Finland	Philippines	

# HOST FAMILIES GUIDELINES

## **Host families need not be Rotary families.**

Any qualified family residing within the public school district or community of a private school where the student will be attending.



## **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.

## **Exchange students are usually not to be placed with widows, widowers, or single parent families.**

Exceptions can be made, however, after Rotary counselor interview and evaluation.

## **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 information about the family, concerning their interest, 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.

## **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.

## **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. However, 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.



### **Rotary District 7390 Office**

515 South George Street, York, PA 17401-2723

Phone: 717-854-7842

Email: [office@rotary7390.org](mailto:office@rotary7390.org)

Web: [www.rotary7390.org/page/youth-exchange](http://www.rotary7390.org/page/youth-exchange)

*Get started to make dreams real for students who have an interest in an international exchange!*

