



GUIDE TO INBOUND YOUTH EXCHANGE FOR THE HOST CLUB

More detailed information, including relevant forms, can be
found in

*Rotary District 9830 Youth Exchange Program
Manual for Clubs hosting
Long Term Inbound Exchange Students*

*This document and other information is on the District website
www.rotaryyouth9830.com*

GETTING STARTED

As soon as a Rotary Club decides to participate in the Rotary Youth Exchange Program there are steps that need to be taken.

The Club will need to appoint a Student Counsellor who will have the duties of guidance and support for the Club's Inbound Student.

The duties are very important. The Counsellor also has a very important duty assisting and supporting the Host Families throughout the exchange.

THE COUNSELLOR

The Club President should appoint a suitable Rotarian to act as Counsellor for the Club's Inbound Student.

It is most important that the Counsellor is not a Host Parent or even a prospective Host Parent.

STUDENT ARRIVAL AND DEPARTURE DATES

Most of the Students from the Northern Hemisphere arrive in July or August and then return home the following year at a similar time. The Students from the Southern Hemisphere arrive in January and return home in the following January. The Students from Japan arrive and return in March/April.

PROBLEMS AND EARLY RETURN HOME

If the Host Student is experiencing MAJOR PROBLEMS with the exchange and all attempts by the Club, the Counsellor, and the Host Parents to try to resolve the PROBLEMS have not been successful then the Club should approach the District Committee for assistance and guidance. The EARLY RETURN HOME of the Student should only be considered as a last resort and then only after all other avenues to save the Exchange have been explored by the Host Club and the District Committee. If a student is to have an EARLY RETURN HOME the District Committee will immediately inform the District Governor giving full details of the matter.

OBTAINING HOST FAMILIES

The Club has to arrange for three or four Host Families for the Inward Student. Host Families are really the most important requirement in an exchange because without them it would not be possible to have any exchanges.

Host Families do not need to have a Rotary Member in them. A good source of Host Families is the family of the Student currently abroad, soon to go abroad, and those who have been abroad. Any "non Rotarian" family must be approved by the Rotary Club Board.

Host Families do not need to have children the same age or of the same sex as the Student. They do not need to have other children in the home but at times it could be of some advantage if there were other children. There have been many very successful hostings with families that did not have any other children.

It is not absolutely necessary to have all the Host Families selected by the commencement of the start of the exchange but it is an advantage. The name of the first Host Family is required when the guarantee is signed

SELECTING A STUDENT

It is not always possible for the Club to be able to host a Student from a certain country or of a certain sex. At times there may be a Student from the requested country but not the requested sex so a decision has to be made whether the sex or the country is the more important requirement. This decision will probably be influenced by the prospective Host Families wishes.

If all of the Host Families are known at the start then the Counsellor can arrange a get-together. At the meeting of the Host Families and the Counsellor the guidelines and rules for the exchange can be discussed so that everybody will treat the student the same.

HOSTING GUARANTEE

When the Club receives the APPLICATION FORM for a suitable Student from the District Committee the Club must complete all of the necessary arrangements for schooling and hosting. The GUARANTEE FORM must be completed and endorsed by the School and the Club President and Secretary and "returned promptly" to the District Committee.

DUTIES OF THE CLUB

Ensure suitable Host Families and accommodations are arranged.

Arrange for suitable schooling at a High School.

Establish contact with the Inward Student and their Parents as early as possible so as to assist them with preparations and arrangements for the year ahead.

Arrange to have the Student met and welcomed at the Airport.

Ensure that the Student phones home as soon as possible after arrival.

Liaise with the Host Families and Student.

Ensure that the Host Families and Student know in advance the changeover dates for moving to the next family.

Arrange for the Student to be presented with a club dinner badge as this helps to make them feel a part of the Club.

The student should attend club meetings on a regular basis.

The student should be the guest speaker for the club at least twice and be involved in the club activities whenever it is possible. Assisting the Sergeant-at-arms by collecting the fines will help the student to get to know the members.

The student should receive their allowance from the club on a regular basis. The student should never have to ask for it.

CLUB DUTIES

It is required that the student attends the briefing weekends and also the district conference. The cost of these Rotary obligations is the responsibility of the Host club.

The club members should host the student for a meal so that they can become better acquainted. A roster could be prepared so that a different member each week hosts the student for a meal.

Have club members whenever possible take the student on family outings or even on vacation with them.

Try to arrange for the student to join various youth groups in the community.

Remember the student's birthday and celebrate it. Also remember the student at Christmas and Easter or any other holidays or ceremonies for the student's religion or Country

Maintain contact with the Parents of the student and also the student's sponsoring club by letters and cards.

At the end of the exchange period arrange a farewell function with all the club members and their families.

SCHOOLING

The student must attend a suitable High School, as this is a Government requirement and a condition of their Visa. The student can not be enrolled in a University, TAFE College or any other tertiary institution.

The student must enrol in the school that is selected by the host club. A member of the club, usually the counsellor, should advise the school the arrival date of the student and then arrange the date with the principal for the student to start school. The requirements for the school uniform should be checked and if there is a clothing pool available for the purchase of good clothing at a reasonable cost. The purchase of the school uniform is the responsibility of the parents of the student.

The counsellor should visit the school on the first day with the student to discuss suitable classes and to help with the enrolment of the student. The counsellor should keep in touch with the school so as to keep the club informed of the student's progress. The school should be encouraged to involve the student in school activities whenever possible.

STUDENT FINANCES

Pocket Money

The club shall provide the student with pocket money which is to begin on the date of arrival and monthly thereafter. The amount of pocket money is a decision of the Host Rotary Club but it is suggested that the club adheres to the amount recommended by the district committee. Variations of this "standard" allowance can cause disharmony among the students. The district committee reviews the allowance periodically according to economic conditions and in consultation with other Australian Districts. The recommended allowance is \$120(US\$120) (At October 2010)

Emergency Fund

The program requires students to bring with them a sum of money to be used as an Emergency Fund. As soon as convenient the money is to be banked in the name of the student and remains the property of the student at all times. However the signatures of both the student and the club's counsellor or president are to be required for all withdrawals. The amount of money required is to be NOT LESS THAN \$400 Aus and if at any time some of it is used then it is to be replenished immediately by the student's parents so as to maintain a level of NOT LESS THAN \$400 Aus.

Expense Commitments by Club

In addition to pocket money the club is expected to cover the costs of the student attending all Rotary Club functions such as the weekly dinner meetings, club outings and visits, costs of the student attending the District Conference and the District Youth Exchange Program Briefing Sessions. Some schools have fees that the Host Club pays.

INSURANCE AND MEDICAL

Insurance and Medical Cover are the responsibility of the Parents of the student. Rotary International requires a minimum cover of US\$10,000 for medical expenses and US\$8,000 for accidental death or dismemberment. These are the basic requirements and may not provide sufficient cover here in Australia or while the Student is travelling. Whether the insurance cover is arranged by the sponsor district or the host district it is a matter of negotiation between districts. The trend is for the hosting district to require the student to take out insurance cover in the host country, to ensure sufficient cover and less difficulty when making a claim or seeking medical service. No matter where the policy is taken out it must provide cover from when the student home until they arrive back home again, a period of about 12 months.

Medical Cover

The Australian Government requires all Hosted Students to have basic insurance for medical and hospital expenditures. This insurance must be with MEDIBANK PRIVATE under their "Overseas Student Health Cover" and this policy must have been arranged before the student can apply for their VISA. The 9830 Y.E.P. District Committee arranges for this cover and then obtain the special (A.A.S.E.S.) form that is then sent to the student so that they can apply for a VISA. Medibank Private at that time places the student's name on the computer.

The Club must arrange for the student to be taken to a Medibank Private office with identification - eg. passport and the A.A.S.E.S. number obtained from the Youth Exchange Committee Placement Officer to request the issue of a membership card. Upon the issue of that card the Club must notify the Youth Exchange Placement Officer that this has occurred.

Medibank Private Cover only covers the student to the level of Medicare for all Australians. To obtain further private cover a student can be added to the family cover of one of the host families if the insurer is agreeable.

CLUB INVOLVEMENT

"Belonging"

Do not leave the exchange to the Host Families and the Counsellor. The Club must show interest in the Student and have the Student know that they really "belong" to the Club.

Club Meetings

When the Student attends Club meetings encourage the Student to participate. The student can assist the Sergeant at Arms by collecting the fines as this helps the student and the members to get to know one another. The student could be encouraged to contribute an article for the club bulletin each week so that they can tell the club what they have been doing and how things are going.

Friendship Roster

The club could draw up a roster whereby each member and family has a turn getting to know and entertain the student. Options include an evening meal, a family picnic or outing, or a weekend hosting. The roster could be published each week in the Bulletin. If the date allocated to a member is not suitable arrangements could be made to swap so that the opportunity would not be missed.

The roster permits the student to visit a wider variety of homes and allows Rotarians and their families to become more interested in the Youth Exchange Program and this may result in them becoming future Host Families.

District Requirements

The student is required to attend the briefing weekends and the District Conference. These are a "MUST" and usually the Counsellor is to ensure that the student attends. The travel arrangements and in some cases the accommodation arrangements and the associated costs of these are the responsibility of the Host Club of the student.

Community Involvement

The club could arrange where possible for the student to join local youth groups in the community and to be a guest speaker at youth and other community groups as well as being a guest speaker at neighbouring Rotary Clubs.

Overseas Contact

The club could organise contact with the Sponsor Club of the Student by exchanging letters. The club could maintain contact with the parents of the student.

CONFIRMING RETURNING HOME DATE OR STUDENT

Within three months of the student arriving, the club, usually the counsellor, should check to see if reservations have been made or confirmed for the students return and the District Committee Chairman must be contacted. During the year the club should check the reservation and flight with the airline and contact the District Committee Chairman. With the approval of the Chairman the reservation should then be confirmed.

TRAVEL

Travel with Host Families and Rotarians is to be encouraged but it is not an obligation for the Host Families or Host Club to provide travel opportunities for the Student.

Any travel requiring absence from school should be with the approval of the school principal.

The District Youth Exchange Committee arranges coach tours for the Students. THE STUDENT IS RESPONSIBLE FOR THE COST OF THESE TOURS. There is no obligation to the club to pay.

APPROVAL TO TRAVEL

THE FOLLOWING APPROVAL PROCEDURES MUST BE OBSERVED AT ALL TIMES.

The student must have the WRITTEN approval of their parent/s or guardian/s and the verbal approval of the District Chairman of the Youth Exchange Committee for any overseas and interstate travel during the exchange year. The approval is required prior to the journey being undertaken. **(See Approval to Travel Form)**

All other travel must be approved by the Host Parent/s.

Overnight or extended travel will also require the approval of the Host Club.

More detailed information, including relevant forms, can be found in

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