

Rotary International are demanding we as far as is possible verify the suitability of our host families and Counsellors. These people are directly involved in looking after students and they as well as anyone over the age of 18 years living in the homes where the students are hosted must sign a form allowing for reference checks as well as a police check to confirm they have never been convicted of a crime against a child. As the student's welfare is our primary consideration, Rotary along with all those involved in student exchange welcome the Government and Rotary International's response to incidents that continue to come to light in relation to child abuse.

Our care of the students, however, goes far beyond any forms the Government requires to be signed. A large part of this care and responsibility we are passing on to the host families and, through the Counsellors, to the Rotary Clubs. Responsibility to our students takes on a number of facets.

- Physical Responsibility ∅ We endeavour to do all we can to avoid any student being injured, but if it should happen, and guidelines are being followed at the time of the injury, we are insured against this. If they are not followed, we aren't.
- Moral Responsibility ∅ The student's parents have entrusted their young person to us for a year and it is very important that we do all we can to prevent the student from gaining any bad habits or worse while with us.
- Responsibility for the Student's Happiness ∅ This is a very important year in the student's life and it is important that they enjoy and benefit from their year. By this we don't mean it will be all fun, but it should be a very rewarding experience.

g Rules Responsibilities and Guidelines

I hope you can see from what I have said so far in order to comply with the requirements of the exchange and have it run smoothly successfully there must be rules, responsibilities & guidelines that apply to students, Host Parents and Club Counsellors

g Drawing up of the Rules

The rules have been drawn up, added to, and amended over a long period of time in order to cover problems that have occurred in the past and improve the program for the benefit of all concerned.

g Toughness of the Rules

At first glance some of the rules may seem a little tough, but remember we have a responsibility to look after a young person. From a host parent's point of view this person is not someone they have known over a long period of time like their own children or their children's friends, so some extra care is necessary. For older students used to more freedom, some of these rules will seem difficult to comply with, but we cannot have one rule for one student and another rule for other students. If you are older, accept that the rules are there for everyone's benefit and comply with them. You can still have a great year enjoying the many wonderful opportunities Youth Exchange presents.

We will deal with the rules, responsibilities and guidelines as they apply to the student, the host families and the Club Counsellor in that order.

INFORMATION FOR THE STUDENT

q All Rotary Exchange Students are to be admired.

You have shown the courage at an early age to leave behind your family and friends and all that you are familiar with and come to a strange country where you know no one and where the surroundings and many customs seem strange. It is something many adults would not be brave enough to do. While you are here you will have our help and our understanding.

q Student's District Group Coordinator

As your Group Coordinator I am here for the purpose of making sure your exchange is as pleasant and problem free as possible. If you have difficulty resolving a problem with your host family or your Club Counsellor, you should come to me, or my partner.

q The Language

For most students who have a reasonable knowledge of English, this is not a huge problem. However, even those from an English speaking country will not understand quite a lot of what they hear because we speak "Australian", we have strange expressions and our accent can be hard to understand at first. Please, if you are having trouble understanding things told to you, ask for it to be explained again, or ask them to speak slower - gradually you will understand more and more. For those who have little English, it is difficult, but keep trying. In about three months, almost all students get a good understanding of what is being said.

q What you should be doing

Very often it is some of the very simple things that can cause problems and stress to a student when they first come to live with a host family. To help sort out some of these problems, we have prepared a list of questions for you go through with each host family when you first come to live in their house. The list has things on it that appear obvious but often they are not. Questions like

What do I call my new host parents, Mum & Dad, or Christian (first) names?

Do I need to do my own ironing?

When can I shower?

"Questions for the first night with the new host family" can be found in the manual on p.38 - 39

q Your Health and Health Insurance

Have your host parents given you your Medibank Private Health card with a booklet explaining its use? Carry this card in your wallet and keep it safe. Medibank Private will cover the majority of the cost of a visit to the doctor. Most students can, however, claim any gap back on the travel insurance cover they took out before coming to Australia. If necessary your emergency funds can be used to pay medical expenses prior to receiving the refund. Your host parents or club should not have to pay for you. Should you need a doctor's appointment your host family or Counsellor will arrange an appointment for you. Claim forms for reimbursement on doctor's bill will be given to you with your Health Card. If you have a medical condition requiring hospitalisation or other major costs inform the emergency number on the card from your travel insurance IMMEDIATELY, and they will contact the doctor/dentist or hospital to guarantee payment.

Family Differences

One very important fact to remember is that all families are different and will do and expect you to do things in different ways. No family is right and another wrong, they are just different . As a member of a family you are expected to do things their way . As a student you are the one who must adapt to your family's ways. They do not have to adapt to you. This can mean several changes in the way you do something during your year. Learning about different people's approach to things and adapting to fit in is one of the things Rotary Youth Exchange is all about.

q Don't Be Too Demanding of your family

Your families are expected to look after you, but at the same time live their normal lives, lives you must fit in with. Do not ask them to be running you around and doing things for you. If they offer to do something extra for you, it is great, but don't ask or expect it.

q Don't forget to say Thank You

If you are grateful for the things people do for you, you are much more likely to receive more help and opportunities to do things and go places.

q Always Ask

If you want something extra from your family such as to bring a friend home, especially if it is for a meal, ask your parents if it is OK before you extend the invitation. Most families will be happy to meet your friends, if it does not clash with anything they have planned and if you ask first.

q Family Confidentiality

What each family does is their business. You must respect their confidence and not discuss with others the way they did things or what they allowed or did not allow you to do. Nothing will upset a new host family more than to _____ when you are asked to do something, "My last host parents didn't make me do that".

q What does your host Rotary Club pay for?

- Your Rotary Club will cover the cost of your schooling, books supplies and amenities, but they normally will not cover the cost of any special classes or school excursions
- Clubs are not responsible for the cost of your school uniform, although some clubs may pay all or part of this.
- Clubs do not normally pay for any travelling expenses, however, if a Rotarian invites you on a trip that member may offer to cover your expenses personally. You should always offer to pay especially for your share of meals and snacks. For longer trip it is best to ask how much money you should take.
- Your Rotary Club pays you pocket money usually at the rate of Aust \$120 per month and for the cost of your meal when you attend their Rotary Meeting.
- The cost of any compulsory trips such as the District Conference trips and the Briefing Weekend are covered by the Rotary Committee.

q What do my host family pay for?

- Your host family provide your accommodation and food as they would for their own children.
- They will also cover your transport to and from school by whatever means they _____ choose.
- Generally they will also pay for small items like toiletries, but you should confirm this with each host family.

- They will normally also pay for your expenses if they take you somewhere with them locally.
(See also Questionnaire for First Night with New Host Family, Page 32.)

q What do I pay for?

- The costs associated of going anywhere with friends or if you should go somewhere on your own for a day.
- Any extra food or drinks you want to buy.
- Any clothes you need.
- The “Gap” in medical expenses not covered by Medibank private. (You can use your emergency fund for this if you wish, claim the “Gap” back later from your own insurance and put that refund back into your emergency fund.)
- If you are offered the opportunity to go to stay somewhere different with a host family's relatives or other Rotarians, you may be asked to pay the travel expenses if you want to go.
- You or your parents are also responsible for the cost of the District Safari Tour if you chose to go on this (it is not a compulsory trip, although most students do go).

q When must I be home at night?

This is for your host parents to decide and will vary from family to family. The host parents have the final say in this matter and you must comply with their wishes.

q Smoking

In your application papers you signed a statement saying you do not smoke. Your host families have accepted you on that basis. Rotary expects you to honour that commitment. Action will be taken if you are found smoking, and should you continue to disregard this rule, you could be returned home.

q What other things must I do?

Your host parents are acting for your natural parents and you must abide by their decisions in all matters. Remember they do not know you nearly as well as your real parents and so may be much more cautious in what they allow you to do.

q If I really think my host parents are being very unreasonable what do I do?

- Firstly discuss the matter with them. Try to see their point of view.
- If you are still very unhappy with the outcome and feel your host parents are being very unreasonable, talk to your Counsellor.

q If I have a problem at school what do I do?

- Talk to the teacher about it. Talk to the school's student counsellor.
- If this does not seem to work talk it over with your host parents. They will try to help or get your club Counsellor to do so.

q Compulsory Rotary District Functions There are four compulsory District functions that all incoming exchange students must attend. These take precedence over other functions. They are:

- The Briefing Day in August
- The District Conference in March
- The Camp Banksia, Port Sorell Weekend in December
- The District Conference in March

Make sure your Rotary Club and your host families are aware of these important dates.

The list of compulsory activities is in this booklet on pages 11.

Your Obligations to Your Rotary Club

- You need to remember that at all times you are an ambassador for Rotary Youth Exchange, your sponsor club here in Australia and host club in your home country, as well as your family, and yourself! The continuation of the Youth Exchange Program depends on your creating a favourable impression.

q Rotary Talks

Your club will ask you to speak to the club and tell the members about yourself, your country, etc. sometime in the first three months after you arrive. They also will expect you to give a farewell speech shortly before you depart. Other Rotary clubs as well as other organisations may also ask you to speak about your country. This is an excellent opportunity to improve your public speaking skills as well as giving Australians a better understanding of your country and culture.

q Home Sickness

This is something almost all students experience, some more than others. It is normal. In 95% of cases it only lasts a few weeks, for some students much less. There are a number of things you can do which will help.

- Keep busy. Find people to talk to and things to do. Do not stay alone in your room.
- Smile. It may be hard to do when you are feeling unhappy, but it helps a lot. Other people will do things with you if you look cheerful. (They don't want to spend time with someone who is miserable.) It is also easier for you to feel better if you are smiling. The famous "Rotary Smile" has helped many students over homesickness.
- Do not phone or Skype home when you are feeling homesick, and stay away from Facebook, etc. Hearing your parents' or close friends' voices or seeing what they are up to will only reinforce the fact that you miss them and make it hard to overcome your homesickness. Write an e-mail or even better, a real letter instead, but make sure it hides the fact you are homesick, as this will worry them. Don't communicate too often. We recommend either a phone call or conversation on Skype no more than every two weeks and don't talk for more than half an hour. You need to force yourself to think of the positive aspects of your new life and not concentrate on home. The more you can do this, the sooner homesickness will disappear.

✚ Student Travel

The first thing to remember about travelling other than organised Rotary travel, is that it is a privilege not a right. The only travelling you are automatically entitled to participate in is the organised District 'Safari Tour', if you chose to go.

Travel can only be undertaken if your absence does not clash with the plans of your host family, your host club and others who provide hospitality to you during your stay with us. It must also not break school attendance requirements.

The host club, counsellor and host families are responsible for your safety and wellbeing and they must assess any travel plans you have with them in mind as the first priority.

Travel opportunities come to those students who work for it. If you are bright and cheerful (that Rotary smile) and take an interest in your host families and club members and other people you meet, you will find people will want to take you places and invitations will come.

Definitions of Travel

For our Rotary Rules travel is defined as being away from your current host family's home for one or more nights. It is then divided into two types of travel.

q Short Term travel

This is absence from your current home for no more than three nights. The rules for short-term travel are

1. You must have the permission of your host parents, and if away more than two nights, you also need permission from your counsellor and your school if any schooling is to be missed. Remember these are the people responsible for you. The people concerned must agree to your travel or any activity outside your normal routine.
2. Permission will only be granted if in the opinion of your host parents and counsellor you are being looked after by a Responsible Adult.¹

q Longer term travel

This is absence from your current home for longer than three nights, and applies whether you are travelling with your host parents or with someone else. The rules for longer-term travel are

1. You will need permission from the same people as for short term travel and in addition you must also have
 - 1.1. permission from your natural parents or guardians
 - 1.2. permission from the District Committee. District Committee approval can only be obtained by filling out the official travel form fully and your counsellor sending this to your Group Coordinator at least **two weeks** before you wish to travel. You will normally be advised within a week of your Group Coordinator's receiving this form if permission is granted.
2. You can only participate in longer-term travel on your own if all of the following requirements are met.
 - 2.1. You travel on a plane or bus which goes non-stop to your destination
 - 2.2. If you are put on the transport by your host family or a Rotarian
 - 2.3. If you are met at your destination by a Responsible Adult or a Rotarian or other
 - 2.4. If you are in the care of a Responsible Adult during your stay.

Copies of the Permission for Travel Forms are in this book on Pages 40 and 41.

q Some Travelling which is Forbidden

- Travelling by light aircraft is strictly forbidden under Rotary rules. Light aircraft refers to all planes that are not licensed to carry passengers. Travel on small planes that are licensed but are not commercial aircraft requires permission from your natural parents and is discouraged.
- Travel on gliders, ultra-light planes or hang-gliders is strictly forbidden.
- Hitch hiking can be dangerous and it is strictly forbidden for all exchange students.

¹ see Page 40 for definition of "Responsible Adult"

q School and Your Visa

You are an exchange student. The Australian Government has given you a visa on the basis that you will attend school for a year. School is therefore compulsory. Visas can be withdrawn if satisfactory attendance is not achieved. You must attend school regularly and have your host parents report to the school if you are unable to attend for any reason. If an opportunity occurs for you to do something special which involves missing a couple of days of school, you may have your host parents ask the school if

you can have time off. Students who have been trying hard at school and have been well behaved and helpful are more likely to be granted permission for time away.

q Level of Academic Achievement

You are expected to obtain the best results you can. Depending on your knowledge of English when you arrive, you may not be able to do well in some subjects, but you are expected to do your best. This includes doing any homework set, if you are able. If, as is often the case, your year away is not counting academically for a school year at home, hopefully you have been able to choose subjects that interest you but you don't have the opportunity to do at home such as drama, cooking or photography.

q School Funding Arrangements

The Government is tightening up on Australian visa requirements. There is a recent regulation which affects all exchange students. In order for a school to receive the funding from the government for each student (including exchange students), the Department of Education Training and Employment has stated that all students (including exchange students) must maintain good attendance at school. And if schools don't receive Government funding for exchange students, they will no longer offer to have them in future years – the support of our schools is vital to our program. Schools are not required to accept exchange students. Your helpful, friendly attitude at school as well as your regular attendance will enable future students to attend your school.

q School Holidays

Any travel opportunities that arise and are approved should be planned in the school holidays

q Friends

School is one of your best opportunities to make friends. Choose them wisely. Although it is often easier to make friends with other exchange students who are experiencing similar problems, it is important you make friends also with Australian young people. Remember you came here to experience our culture. Having Australian friends is one of the best ways to do this. At school in your local community playing a team sport, being involved in music, drama, or debating are other ways to make friends.

q Student ID Card

Your school should provide you with an ID Card. This is a valuable and necessary item. If you have not got one yet, ask your school for one. Besides giving you positive identification, your card will give you concession rates on transport, at the cinema etc. within your home state.

q Adapting to Your School

You are sure to find many things about your Australian school which are different from your school back home. It is your job to adjust and fit into your school life here and accept the differences.

q The Visiting Policy signed by the student and parents coming to Australia

The Rotary Youth Exchange program puts restrictions on visits by parents, friends or relatives as such visits have the potential to unsettle the student and may conflict with the objectives of the Exchange Program. Short visits by parents within the guidelines can be very rewarding giving the parents an insight into the life the student is leading.

Visiting Policy

- Each visit will be judged on its merits and may be approved, or refused depending on the nature of the proposed visit.
- Earliest possible notice of visits will help negotiation for approval.

Timing of Parental Visits

- Visits are not allowed in the first six months as they have the potential to severely unsettle you when you are just starting to feel comfortable in 'your new country'.
 - Visits should be planned to take place in the second six months, but **never** occur in the last month.
- Parents should consult with you as near to their planned visit as possible to ensure you are comfortable with their coming and that you feel you can cope with the emotional stress of your parents' coming and then saying goodbye to them when they leave.
- Where possible all visits are to take place in school holidays. If your parents wish to take you touring this must occur during the school holidays. A government condition of the visa exchange students are allocated is that they attend all programmed school classes.
- Visits must not interfere with your attendance at a District compulsory activity, the District Safari Tour or any club activity at which you are required to be present.
 - Parents should always consult with your host club to be sure all aspects of their visit will fit in with the club and host parent activities.
- Many clubs will be happy to organise the parent's stay in their town to make it more memorable.
- Visits by Parents to the student's town or suburb (i.e. the student does not leave the host family) require the permission of the host club and the District Committee both of whom must be advised in writing with a brief outline of the visit before approval can be granted.

Travelling with your Parents

- A detailed itinerary of a proposed trip must be presented to the club and District Committee.
- Permission of District Committee must be received.
- Permission must be obtained from the Host Club and current host family.
- The period away from the Host Club should be negotiated with counsellor and club President but must not exceed one week.
- The parent must take legal responsibility for the student while absent from the Host Club.

What is Allowed

- **Visits by close Friends** (i.e. boyfriends, girlfriends or school friends) are prohibited.
- **Visits by relatives and family friends** can occur but should be kept to minimum length of stay, and must be approved by the host club and District Committee and will be disallowed if it is felt that it will be unsettling. These visits must not take the student away from their host family.

The Four Major Rules

Rotary has in addition to the rules and regulations I have listed so far, four very important rules. They are known as the four Ds. If you break the first one you will be sent home immediately. If you break the others, you run a strong risk of being sent home.

Drugs

The taking or possession of any illegal drugs is strictly prohibited. This applies to marijuana, a drug the use of which in some countries is not looked on as a serious offence. Immediately a student is found to be taking illegal drugs, they will be sent home. No excuse will be considered.

Drinking

It is strictly forbidden for any exchange student to consume alcoholic drinks in public. It is however possible that your host family may occasion invite you to have a drink while in their company in private. If such an invitation is offered, you do not need to accept if you do not want to, but you may.

Driving

The driving of any motorised vehicle is strictly forbidden. To do so violates your insurance policy and puts your Rotary Club at tremendous risk should anything happen to you. A motorised vehicle to avoid any confusion covers any form of powered vehicle even down to such things as ride-on lawn mowers.

Dating

A romantic connection with another person is strongly encouraged. The aim of a Rotary Exchange is for you to experience as many different aspects of our life and culture as possible and to mix with as many people as possible. If your life is centred on one person, this will not happen. Any student found to be having sexual intercourse could be sent home.

A Fifth Rule

Rotary will not tolerate any Youth Exchange Students engaging in any behaviour that could be interpreted as sexual or any other form of harassment of any person, either in the host family, at school or in any other situation. Any exchange student involved in any way in an act of sexual abuse or in any other criminal act while in Australia will be liable to the penalty prescribed by our law.

Some Final Advice

- As an exchange student you should participate to the fullest in family, school and Rotary life.
- Communication is the key to a successful exchange and will solve most problems. Nothing here is better or worse than in your home country, just different.
- Be interested in all you see and hear and the people you meet; then people will be interested in you.
- **Please** and **Thank You** are magical words in Australia. Use them as much as you can.

Should a student or host family feel the need for further guidance, the Rotary International publication *A Primer for Students* contains good information and can be downloaded from the RI website at www.rotary.org or purchased from RI's Australian headquarters at PO Box 779, Parramatta NSW 2124.

STUDENT MONTHLY REPORT FORMS

In order that we can see how you are getting along and see if there is anything we should do to improve your year here, we have produced report forms which you are required to complete at the end of every month. **These reports are compulsory and continued failure to complete them will result in u being sent home.**

Your reports are labelled 'For July Inbounds', if you in July or August, 'For January Inbounds' if you came in January or February and are in the Appendix of this report and on the District website.

Club Counsellor quarterly report copies are in the Appendix of this report and on the District website.

INFORMATION FOR THE HOST FAMILIES

Your role in student exchange is vital. Without host families the program would not exist and Rotary is extremely grateful for the huge amount of time, effort and funds you give. We trust you will feel rewarded by the experience of hosting as most host families do, but we recognise hosting a student is not always easy and requires some sacrifices.

The Counsellor can also encourage other club members to invite the student for outings or meals so they can share in the experience of hosting a student from another culture as well as giving the parents a break.

q Kindness and Understanding

As we said earlier, an exchange student has taken a brave step into the unknown and deserves all the kindness and understanding you can give, as they continually come across new problems. Please open your hearts to them and have other members of your family do the same. Don't take a judgmental attitude toward them. Be tolerant when they make mistakes; appreciate their cultural differences and their problems in understanding our strange expressions.

q Compromise

If you find points where our culture and that of your student clash, talk about it together. Try to understand each other's point of view and although in principle the student is here to experience our way of life, there could be instances when a compromise is a good solution. Such a compromise must not extend to things like the student's saying, "In our country we are all allowed to come home at two in the morning" when you have had your own children in by ten thirty.

q P Plate Drivers

It is strongly recommended that students are not passengers in a car driven by a P Plate driver without a responsible adult being in the car. It is a statistical fact that young drivers have appreciably more accidents. However, if you are comfortable that a P Plate driver you know well is very responsible, you may use your discretion and give permission for the student to travel with that driver.

q Student Problems

Be alert for any problems that may occur. Homesickness is something any student may have to some degree. If your student seems to be spending a lot of time alone in their room, this could be a sign of homesickness. Try to keep them busy with other things to think about. If you feel the homesickness could be a concern, you are worried or suspicious about anything else, if you feel the student may be breaking a rule or is having a problem at school, talk to them and alert the Counsellor.

q The Student's Funds

For the purchase of clothes, souvenirs, etc., the student will have some money of their own which they can draw from time to time in addition to the Rotary pocket money but this does not include their frozen emergency money. As the name suggests this is for emergencies only (eg medical gap payments while waiting for travel insurance reimbursement £ which should then be repaid into the emergency fund.)

q Managing Money

This is something some students are good at but for many it is something they have never had to do on their own before. If you see problems like all their pocket money disappearing in the first one or two weeks, try to give some guidance. Explain about setting a budget. Whatever you do, do not just give them money when they run out.

The student's Rotary pocket money is for things like stamps, films, post cards, etc. The host families as we explained earlier are expected to cover the student's living costs.

q Religion

The student may be of a different religion to that of our family. If they wish to go to their own church, and this is possible, please arrange it when you can without disrupting your own family life. If you go to church your student may on occasion like to go with you to experience another religion, but respect their wishes if they do not want to do so.

q Sharing your Student

Other members of the student's Rotary Club as we discussed earlier, will be able to host the student for various activities. This is something our Counsellor should facilitate. Make sure you allow this to happen. Not only does it give you a break in caring for the student which no matter how well you get on together is a good thing, it also adds variety to the student's experiences and the range of people met. It is also only fair that as many people as possible come to know the student and share their culture.

q Accommodation

It is very desirable that the student has a room of their own. If this is not possible they may share a room with another member of your family, but naturally it must be someone of the same gender, and there has to be some way they can have some privacy.

q Calendar

It is very important that you, your family and the student are aware of all the student's commitments. To achieve this many families in the past have placed a calendar on the fridge or some prominent place and mark in all of the student's plans especially all the Rotary and school commitments.

q Change of Host Families

The Counsellor should keep you advised about the hosting arrangements and ensure that you know in advance when each change of home is to take place. It is helpful if the current host family meets with the next family to discuss the student habits, likes, dislikes or anything else that may help the exchange. Remind the student that this is an excellent opportunity to pack and send home any clothes, or books etc. no longer needed.

- q The families must be familiar with the **Australian Rotary Youth Exchange Student Protection Policy and Sexual Abuse and Harassment Allegation Reporting Guidelines** and be prepared to abide by them. If the student is travelling or staying with others you should ensure that he or she is in the care of a **"Responsible Adult"¹**. A "Responsible adult" might be the parent of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family stay, a close relative of the host family who invites the student to go away with their own family for a short period, or any similar person where because of the time frame and the presence of other people there is virtually no opportunity for harm or harassment to occur to the student

¹ It is realised that nothing Rotary or anyone does can guarantee the complete safety of our students. To give them a chance to participate in the many opportunities that will spring up during their year living in our country and to ensure their safety to the best of our ability, we have introduced the classification of "Responsible Adult" (SEE PAGE 41). This will afford safety in situations of low risk where there is insufficient time to obtain people qualified as "Registered Volunteers" or where the risk is negligible.

In conclusion

A good rule for looking after an exchange student is to treat them as you would your own children, bearing in mind you do not know them or their friends nearly as well as you would your children and their friends. As a result a little extra caution is needed to ensure their safety. Communication, love and understanding are the key elements in successful hosting.

Should a host family feel the need for further guidance, the Rotary International publication "OA Primer for Host Families" contained a lot of helpful information and can be downloaded from the RI website at www.rotary.org or purchased from RI's Australian headquarters at PO Box 779, Paramatta NSW 2124.

INFORMATION FOR THE COUNSELLOR

q Collection of paperwork

The Inbound Coordinator needs the completed. Inbound Students Home Briefing Report form, Inbound Student Detail Form and the Medical Form.

Coordinator should also sight the student's own travel insurance policy (card) from overseas country. Some students may have alternatively taken out our Australian insurance policy and will have the Australian policy and card.

q Important of Counsellor's Role

The importance of the Counsellor's role can not be overemphasised. You are the student's lifeline. It is vital that you become the student's confidante, someone they can trust and come to with whatever problems they might have. Meet and talk with your student regularly. Be understanding but make sure your student does the right thing. Your role can make the difference between a successful exchange and a failure.

q Initial Arrangements

There were a number of things to be done just after the student arrived in Australia and had caught up on sleep.

q The Student's Banking Arrangements

Were you able to organise everything at the bank as detailed in the counsellor briefing?.

Was the emergency account of \$400 set up with three signatures?

Were the ticket and passport copied and the originals put in safekeeping?

Were satisfactory arrangements made for the student's personal banking?

q School Arrangements

It is important to point out here that the student should have brought with them the ACCEPTANCE ADVICE FOR SECONDARY EXCHANGE STUDENT (AASE FORM suitably signed by their parents. This form should have been handed to the school when the student was enrolling for their year of studies, this form is then completed by the nominated school and returned to the appropriate state education authorities

Is everyone happy with the arrangements made at the school?

• No problem with enrolment?

• Is the student happy with the subjects chosen?

• Have uniforms been obtained?

• Have the fees been paid by the club and a decision been made on what, if any extra subject or activity costs have been or will be paid by the student?

• Did the student get his/her Student ID card?

q School Problems

Because host families change during the student's year in Australia, it is important the Counsellor (the one continuous link between the school and the student for the whole year) be involved in sorting out any problems of consequence.

q Changing Families

Organise when the student will move from one family to the next and ensure the changes go smoothly

q Host Families, School & Rotary Club

Keep in close contact with all of these parties to enable you to smooth out any problems which may occur and so you have a better understanding of your student's daily life.

Keep in confidence any little problems that you, the student and the host families sort out between yourselves. Negative information seems to spread rapidly and does a great deal of damage. The more positive news which is disseminated, the better.

q Student Visits

Endeavour to see that many members of your club invite your student for a meal, a day, a weekend or a trip away. Not only does the student benefit by these invitations, but also the club members and their families are richer for the experience.

q Notify the District Group Coordinator

If anything out of the ordinary occurs, it is your role to immediately notify the Group Coordinator. This could be a misunderstanding, sickness, an accident, some incident involving a rule being broken, etc. The Group Coordinator will, if he feels the situation could cause a problem, discuss the matter with the District Chairman of Youth Exchange and the Chairman will, if he thinks necessary, talk to the District Governor and or the sponsor district. If in doubt as to whether an incident is important enough to warrant notification err on the side of caution and report it. The Group Coordinator may decide to take it no further and nothing is lost.

q Compulsory Activities

Make sure all necessary arrangements are in place for the student to attend the compulsory activities mentioned earlier. For some of these it will be necessary for transport to be arranged and the appropriate form to be sent to the District Committee. Please arrange transport early and do not expect district committee members to be able to assist at short notice. Ensure your student knows just what is involved and expected in each activity and what they need to take.

q Information from the Youth Exchange Committee for the Student

All correspondence for the student will come to you for two reasons. It is essential that you know everything we are telling the student. It is difficult for us to know at all times where the student is, as moving family dates tend to change. It is very important that you hand over promptly details that are sent to you for the student from the District Committee. There may be instances where we have been able to also get information directly to the student, but never assume we have. Please check your email regularly as this is the preferred form of communication. Please also let the committee know if you plan to be away and cannot check your mail for more than one week. Also please notify the committee promptly of any change in your contact details.

q Pocket Money

Ensure the club treasurer organises the student's pocket and that you give the pocket money to the student on time. The monthly amount should have been stated on the Guarantee Form signed by the club to accept the student. The Group Coordinator can advise you on the recommended amount, but this may vary depending on whether the club pays for additional expenses.

q Insurance Claims

All claims for lost items, etc. should be made on the student's own travel insurance policy. Make sure you know where the policy is and help the student with any claims. Some students purchase the Australian policy while others arrange insurance through their sponsor districts. See INSURANCES at Page

Medical Problems and Expenses

As explained the student has been enrolled in Medibank Private Overseas Student Health Cover. Make sure your student is appropriately looked after if sick or injured and assist if necessary with any claims through Medibank Private. The student is responsible for any "gap" expense although often this can be claimed from their Travel Insurance. The student's emergency fund can be used if needed but the club or host parents should not have to pay. Students usually have a card with an emergency assist number from their travel insurer and this must be used to contact the insurer to notify them immediately of the problem so they can guarantee payment to a hospital if the student needs to be admitted.

Length of Stay

The District 9830 Policy is that we require the Inbound Students to stay between 11 and 12 months

- July incoming students are expected to stay for their club's changeover dinner when the new president is inducted if possible
- January incoming students are expected to stay for Christmas (25th December).

Only in genuine emergencies will this be varied.

Students with open or prematurely dated tickets will be required to book return flights within these guide-lines and will be required to fly home

- By the most **direct** route
- With a minimum stopover time
- Stays in other countries on the way home are forbidden. Contact the District Chairman immediately if a forced overnight transit stopover route is required, and suitable hosting/accommodation will be arranged for the student.

Departure Dates & Flights

Students from some countries already have return flight arrangements. For some from other countries, the host country will arrange times and flights for all their students to return together. Others hold "bogus" reservations for a return booking in 6 or 9 months time that need to be changed to the end of their stay. In quite a few instances the student will have an open ticket. In the last two cases it is your responsibility as counsellor, following discussion with the student to make the return booking with them. It is important to find out from the student which other students from their country (from our district and others) arrived with them and organise the return flights so as many as possible fly home together. Overseas flights become heavily booked as the "peak" season approaches, and domestic connecting flights are hard to get during our school holidays.

Travel

When talking to the student mention the application forms needed for travel permission for trips away from their current home. **The filling in, lodging and getting back a reply is your job.** Please note no travel can happen unless the required paperwork is completed. We are in breach of our Duty of Care if this documentation is not filed.

Club Talks

Your student will be expected to talk to your club no later than three months after arrival. Depending on the student's ability to speak English this could be quite soon or a little later. It is your responsibility to book a date for the student's speech with your club's program officer. Just before departure the student will make a farewell speech to your club and again you need to book a date with the program officer. Make sure any

equipment your student needs like a laptop computer and/or data show is organised. Give your student any help they may need in preparing and practicing their talks to ensure they are confident and the talks will go smoothly.

q Presents

Most clubs like to recognise their student's birthday give them a present on the occasion. Similarly many clubs give a Christmas and also a departing present. Books about Australia make particularly appropriate presents and always seem to be welcomed but try not to give something too heavy.

q Publicity

The more good publicity we can obtain for the great "Rotary Youth Exchange Program" the better. If you can during the year organise for your student to be a guest at civic functions, talk on local radio, obtain press coverage something interesting he or she has done or give talks to other clubs or groups, it would be great. You need to alert for these opportunities and organise them when they occur.

q Farewell Parties

Often at the end of an exchange, students and friends want to get together for a farewell party. This is understandable, but care needs to be taken to ensure all the rules are followed. There is a temptation at the end for students to think they can get away with a few drinks or break other rules. A number of good exchanges have been spoiled with bad behaviour at the conclusion. It is your responsibility to ensure they have a good time but all rules are followed so nothing reflects on the students or the good name of Rotary within your district and the wider community.

q Going Home and Luggage

Many students in spite of repeated urging by the District Committee seem to have problems with baggage. It is your job to see that the student sends in advance the majority of their luggage. When they move to their third host family and again to their fourth is an ideal time to mail home a parcel or two of clothes and belongings they no longer need here in Australia. It is inevitable that your student will have collected a lot of things during their stay in Australia. See that they arrive at the airport with only the 20 kgs of allowable baggage in one suitcase and that they do not have excessive hand luggage. Certain destinations such as Trans Pacific flights to USA Canada and Brazil have greater luggage allowances. However these allowances often do not apply to the domestic connecting flights. Counsellors should assist students to find out exactly what they are allowed for the entire journey and make sure that they do not exceed these limits. A small legal amount of luggage makes the student's final hour in Adelaide much less traumatic and moreover much cheaper. Excess baggage is expensive and unfortunately each year there are exchange students who finish up paying for excess baggage in some instances \$400 to \$800. The committee the name of a reliable freight company for sending baggage over 20 kgs home. that weight, parcel post is the most economical method.

Further details on going home and luggage appear on pages 51 and 52.

q Withdrawing the Emergency Fund

The \$400 emergency fund can be withdrawn and given to student two weeks before they return home. While you are at the bank, withdraw the air tickets and passport if they are secured there, but ensure they are kept in a safe place till departure time. Students tend to be a little emotional towards the end and lose things. If the ticket is changed it is recommended the actual ticket is endorsed by the airline when taken out of safe-keeping or at least 7 days before the flight home.

Arrival at the Airport on Departure

Ensure your student arrives at the airport in plenty of time to say goodbye to those present. If the flight is an international one at least three hours are needed, and for domestic flights connecting with international flights, at least an hour. With domestic flights, book luggage straight through to final destination if possible. Check your luggage tags for the correct destination before leaving the counter.

Some Overall Advice to Counsellors

Consideration, kindness, understanding, being aware of what is going on and common sense are the secrets to successful counselling coupled with the ability to ensure firmly but kindly that all the rules are kept.

Club Counsellor's Quarterly Reports

Counsellors are required to fill in a report form each quarter* monitoring the student's progress from their perspective. It is important that these forms are received on time to alleviate the need for the Group Coordinators having to chase up counsellors. A copy of the report form is in this manual for perusal. The form is the same for each quarter. The form is to be filled in and emailed to the Chairman.

The reports are accessed on www.rotaryyouth9830.com

Please send a report on: 30th September, 31st December, 31st March and 30th June

QUESTIONS FOR FIRST NIGHT WITH YOUR NEW HOST FAMILY

See also <http://yeoresources.org/FirstNightQuestions.htm> for questions that can be converted into several languages

1. What do I call you - Mum, Dad, or by your Christian names?
2. What do you want me to do in the house as well as:
make my bed each day,
always keep my room tidy,
ensure the bathroom is clean after I use it?
3. What is the procedure with laundry? Where do I keep soiled clothes until washing?
4. Do you want me to wash my own underwear?
5. Do I need to do my own ironing?
6. May I use the washing machine and iron at any time?
7. Where may I keep my toiletries?
8. When is a convenient time for me to use the shower/bath?
9. What time are meals?
10. What can I do to assist at meal times?
Lay the table?
Clean away after the meal?
Dry the dishes?
Pack away the dishes?
Empty the garbage bin?
11. May I help myself to food and drink or must I ask first?
12. What areas of the house are strictly private?
13. Do I need to buy coat hangers?
14. Where do I clean my shoes?
15. May I use the sewing machine or workshop?
16. May I put pictures on my bedroom wall?
17. May I re-arrange my bedroom?
18. Where can I store my suitcases, etc?

19. What time must I be out of bed on:
Schooldays?
Weekends and holidays?
21. What is the normal "lights out" time?
22. What are the rules for me going out at night and at what time must I be home?
23. How often may I go out during the week?
24. May I have friends home to stay the night?
To visit me during the day?
25. What are the rules about me using the telephone?
Must I first ask?
May my friends call me?
May I make long distance calls? Cost?
May I make calls to home? Cost?
May I keep a log of all my calls and refund you?
26. Do you have a computer? Can I use it? Does it have internet access? Are there any restrictions?
27. What is the procedure for mailing letters?
What address do I use for my incoming mail?
28. Does my host Dad or Mum have any dislikes, such as: chewing gum?
Rock music (and how loud - or soft?)
Pyjamas worn in the TV room/lounge?
29. Is there anything host Mum or Dad would like me NOT to do?
30. Do my host brothers/sisters have any likes or dislikes?
31. What is the procedure for transport?
To school?
Locally?
To the city?
32. May I use the stereo or TV at any time?
33. If I have a problem, how would you like me to handle it with you?
34. May I use the family soap, shampoo, toothpaste, etc?
35. What arrangements should I make for school lunch?
37. Is there anything else you would like me to do?

SECTION 2 – POLICIES, PROCEDURES AND GUIDELINES

AN OVERVIEW OF ROTARY YOUTH EXCHANGE CERTIFICATION

Rotary International prompted by concerned Rotarians in Australia was one of the first organisations dealing with young people to appreciate the existence and extent of the problem of child abuse. In November 2002 the Board of RI issued the following statement.

Statement of Conduct for Working with Youth: Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

In July 2006 Rotary International believing there were areas in the world where the safety and well-being of youth exchange students could be improved introduced a certification system. The aim of certification is to ensure that all exchange students are as well looked after and protected from abuse as is practically possible. Certification required all Rotary districts in the world who wished to be involved in youth exchange to produce a set of policies and procedures which complied with the common rules and guidelines which RI had produced but whose method of implementation was adjusted to suit the many and varied customs, religions and laws applicable in each district.

Once RI has received and approved a district's policy and procedures, that district is able to be certified to be involved in youth exchange for the following year, with the condition that the Governor of that district and the District Youth Exchange Chairman sign to confirm they will comply in all respects with the approved policy and procedures. Similarly clubs wishing to be involved in youth exchange also have to sign to agree they will adhere to the approved policy and procedures as far as they relate to the club's administration of youth exchange.

All Australian districts agreed to work together to produce an Australian Youth Exchange Protection Policy and to abide by it. This policy, entitled "*Rotary Youth Exchange: Australian Policy and Procedures for Student Protection*" can be viewed in its entirety at www.rotaryyouth9830.com. As a result, from July 2007 all Australian districts must be certified to be involved in youth exchange for the following year. There were two other important RI requirements in the policy.

- No certified district can exchange with another district in the world unless it too is certified.
- Any club who wishes to be involved in youth exchange has also to agree to abide by all aspects of the Australian Policy and be certified by their district youth exchange committee to do so.

In an endeavour to assist Clubs, the Youth Exchange Committee has chosen to include (in the appendix of this manual) all certification forms referred to throughout this manual; however they can also be accessed and downloaded from the above-mentioned website

The Australian Policy aims to tackle the protection of our youth exchange students on five main fronts.

1. Ensuring all the people involved in looking after overseas students are suitable people to do so
2. Putting in place procedures, requirements and checks for districts and clubs carrying out exchanges
3. Training our students how to act in a safe manner and be aware of the dangers that could confront them
4. Giving the students confidence in the Rotary organisation and people so they will be prepared to speak out if the worst should happen and they are seriously harassed or abused. They must feel that if in such a situation they will be listened to and believed in a sympathetic manner.
5. Training those persons a student is likely to approach if they have been molested, so the person knows the correct way to calmly and sympathetically handle the situation and what must be done and how to do it.

Following is some important information from the Australian Student Protection Manual that covers aspects of the five points listed above. IT IS REQUESTED THAT CLUB YOUTH EXCHANGE OFFICERS AND HOST PARENTS CAREFULLY READ AND REFER TO THE PARTS WHICH APPLY TO THEM IN THIS MANUAL.

The appropriate sections are for the following groups and are divided on the web site as follows -

- Club Officers CL 1 to CL 7, DI 2 and DI 3.
- Host Parents CL 4, DI 2 and DI 3

1. Assessing People

Everyone looking after a youth exchange student must be assessed to ensure their suitability to do so either as

A RESPONSIBLE ADULT

Anyone involved in looking after an exchange student for a **short time** in a **group situation** such that there is virtually no opportunity for abuse to occur must be assessed. This is to be done in the same way a concerned parent would **evaluate someone** who would look after **their own son or daughter** for a **short time**. These people are classed as “**Responsible Adults**” and represent the majority of people involved with Youth Exchange.

or

A REGISTERED VOLUNTEER

Anyone looking after an exchange student **on their own** for a period of time such that there is an **opportunity for them to abuse** the student must

- be **interviewed**, unless well known to the program organiser
- fill out a “Registered Volunteer” **application** form
- have three phone reference checks
- have a police check

These people are classified as “Registered Volunteers” and include **District Youth Exchange Committee** members, **Club Counsellors**, and **Host Family members over 18 years**.

2. Procedures for Exchanges

- The counsellor of an exchange student must be the same gender as the student or have a husband/wife or another club member (assistant _____ r) who is of the same gender willing to actively assist
- Clubs must appoint a Club Protection Officer - an auditor who will check the club has down things correctly
- Host families will be interviewed in their homes to en _____ ir home are suitable
- The most suitable person available to be a student counsellor in a club will be approached privately about the position. (Never ask for people to volunteer for the position.)
- Group Coordinators and club counsellors must be suitably trained for the roles they undertake
- Host parents need to be fully trained on their role and how this ties in with that of the club counsellor and district committee

3. Training the Students

Document DI 2, is something the counsellor should go t _____ ough with their student to ensure the points are firmly etched in their mind. They are all simple points but very important. Inbound students in our district are also required to be briefed individually at the “home briefing” and as a group on their own at the “outbound student briefing weekend”.

4. Giving the students confidence to speak out

This is very, very important. Experience has shown it s _____ extremely difficult for an abused student (especially boys) to tell anyone of their trau _____ This can only be achieved by explaining to our stud _____ ents that now everyone involved with students in youth exchange understands the difficulty

A student will have in speaking about an incident and _____ and others have taken on this voluntary role in youth exchange because they _____ re caring and understanding people who will do their best to help an abused studen _____ They will be caring and understanding and have been briefed in what to do in such circumstances. They will never blame the student for what happened because it is never the student’s fault. The kindness and understanding shown in briefing a student before and during their exchange will have a big impact in emphasising Rotary’s caring attitude and hence the student’s ability to speak out.

It is also important to emphasise to the student that _____ they experience abuse or harassment they must speak out so the perpetrator can _____ e stopped, not only for their benefit but for the benefit of other students who will follow.

5. Training those people an abused student may approach f _____ help

An abused student will and should approach the adult they feel most comfortable with to tell of their trauma. It could be one of the host parents, their counsellor, a teacher or school counsellor, their natural parents, a club president or club member they have become particularly attached to. It is therefore impor _____ that at least the section from DI 3, that explains how the approached adult should react, be given to as wide a range of the above people as possible. School staff will have been given this training as part of their employment.

ALLEGATION REPORTING GUIDELINES

ALLEGATION REPORTING GUIDELINES

For use by all adults to whom a student reports an incident of abuse or harassment

Any adult to whom a student reports an incident of abuse (whether sexual, emotional or physical) or harassment is responsible for following these ***Allegation Reporting Guidelines***.

1. Report from Student

- a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- b. **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- c. **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to record the student's story and report it to the proper authorities.
- d. **Be non judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticise the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- e. **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. Protect the Student

Ensure the safety and well-being of the student. Remove the student from the situation and all contact with alleged abuser or harasser **immediately**. Reassure the student that this is for his or her own safety and is not a punishment.

3. Report to Appropriate Law Enforcement Authorities

- a. Immediately report all cases of abuse and harassment to the police. In Australian capital cities contact the "Police Response Call Centre". In country areas contact the local "CIB".
- b. If the police wish to interview the student or arrange for a forensic medical examination, accompany the student
- c. As soon as possible advise the student's Club counsellor of the accusation unless the counsellor is involved in the accusation; then contact the District Protection Officer or a member of the District Protection Committee.

d. The student's Club counsellor if advised of an allegation **must** advise the District Protection Officer or a member of the District Protection Committee.

4. Avoid gossip and blame. Do not tell anyone about the report other than those required by the guidelines. **Care must be taken to protect the rights of both the victim and the accused during the investigation.**

5. Do not challenge the alleged offender. The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the District Protection Officer or Committee and District Governor are responsible for investigating, with the assistance of the District Youth Exchange chair and the Club counsellor as needed. The District Protection Officer will initiate contact with the alleged offender after the student has been moved to a safe environment.*

6. Follow-up

After reporting allegations to the student's club counsellor or District Protection Officer, follow up to make sure steps are being taken to address the situation.

TIPS FOR STUDENTS TO USE TO STAY SAFE

If you have a problem or are worried about something, always tell an adult you trust about it, such as your teacher, counsellor or current or recent host parents – **NEVER** suffer in silence!

Pack your own suitcase and never carry items abroad for others. Take care that you do not unwittingly or wittingly act as a drug courier for someone else given that some countries impose death penalties for drug offences.

Follow the instructions of your leader, teacher and other supervisors, including those at the venue of the visit (unless those instructions constitute a crime or are contrary to Rotary regulations).

Tell someone where you are going and what time you will be home – don't change your plans at the last minute as this can cause confusion.

Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.

If you are out at night in the centre of town, stay in places with street lights – wherever you are, make sure that you don't get separated from your friends.

If you need to use a public toilet, go with a friend.

If you are going to or travelling through an impoverished area or country, do not carry handbags, cameras, or wear jewellery of any kind, even cheap earrings. Watches, necklaces and earrings may be grabbed and pulled away, causing injuries.

If you do get lost or separated go to a shop or place where you will be seen by lots of people to ask for directions.

If someone you don't know talks to you, just walk away.

Have the details of your accommodation on you, whether it's your host family's address and telephone number or hotel or campsite details.

Keep enough money to make a telephone call.

Keep your money hidden in an inside pocket, bum bag, concealed money belt or something similar – choose whichever is comfortable for you.

Arrange for someone to pick you up at night unless you can take public transport where you are amongst a sizeable group of people.

Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.

If you are on a bus and someone makes you feel unsafe, move to a seat near the driver.

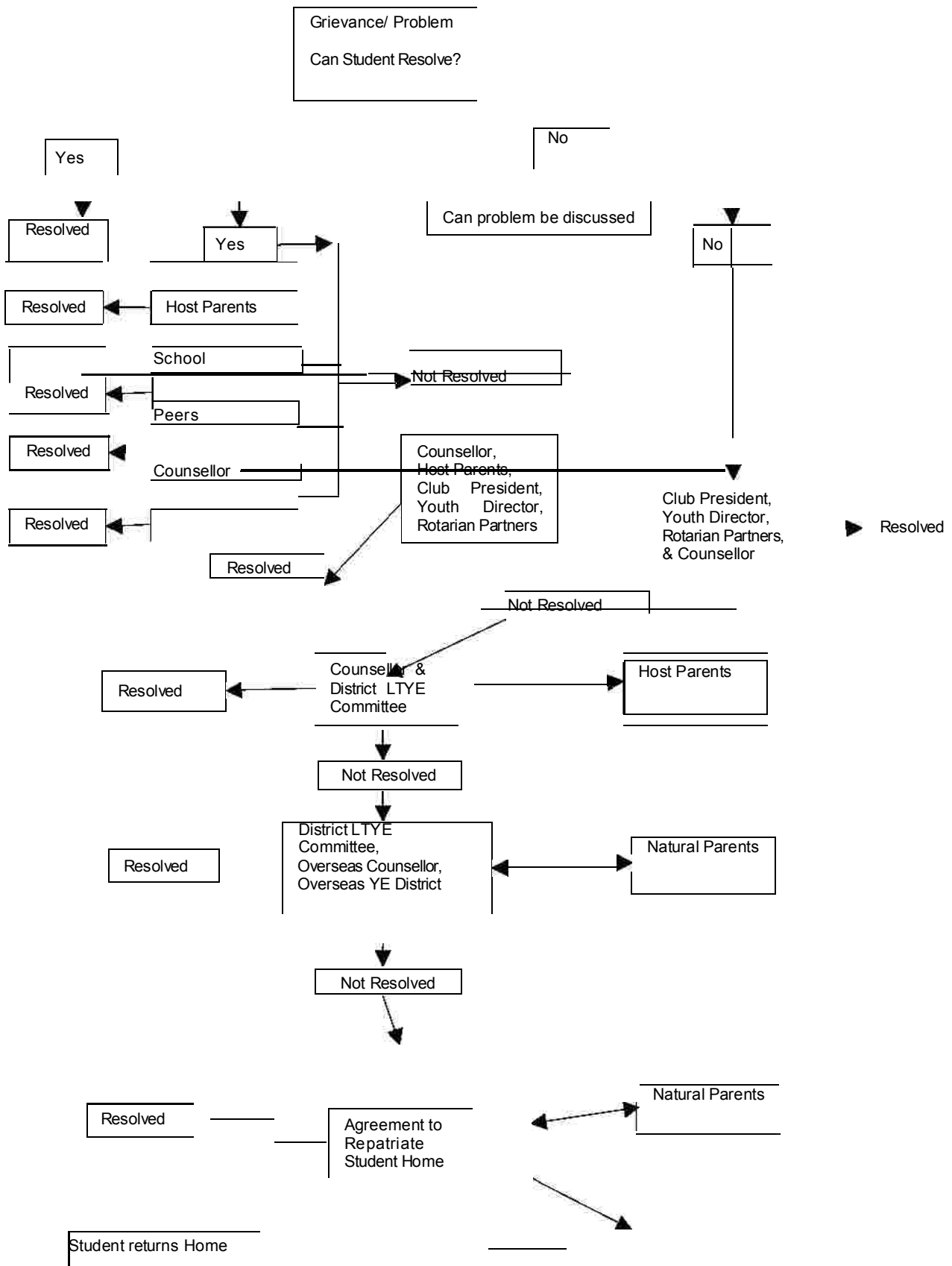
Dress and behave sensibly and responsibly.

Be sensitive to local codes and customs.

Think things through carefully before you act and do not take unnecessary risks.

Always look and behave confidently.

ROTARY YOUTH EXCHANGE GRIEVANCE PROCEDURE



District LTYE Committee Chair
District Governor,
Club President,
Overseas District Committee
Chair

Not Resolved

SECTION 3 –TRAVEL INFORMATION

EXCHANGE STUDENT TRAVEL APPLICATION FORMS

To be filled in according to the travel rules in the Inbound Manual & the Counsellor's Instructions

SHORT TERM TRAVEL APPROVAL

**Three nights or less away from the residence of the host family
that you are staying with at the time of travel**

**THE STUDENT to fill out and obtain signatures; completed form to be kept by HOST
FAMILY**

S T U D E N T w i l l b e a w a y f r o m t h e

residence of host family for the period from _____ to

Host Family approval obtained

Signature Host Parent

Date

And/or Counsellor approval obtained _____

(Check rules in manual)

Signature Counsellor

Date

School approval obtained if the time away involves absence from school

. Signature authorised teacher Date

. Where will you be going? _____

. With *whom will you be going? _

. With *whom will you be staying?

. Contact phone/mobile No Yours

Travel Hosts: _____

*** Must be a Responsible Adult as defined in Protection Policy and on page 34 of this manual)**

LONG TERM TRAVEL APPROVAL

Four or more nights away from the residence of the host family that you are staying with at the time of travel

TO BE COMPLETED BY THE STUDENT & THE CLUB COUNSELLOR

The President of the Rotary Club of _____

agrees that _____ be allowed to travel to _____

with _____

during the period from _____ to _____

Reason for Travel _____

Host Family approval obtained _____
Signature of host parent _____ Date _____

Club approval obtained _____
Signature of Club Officer _____ Date _____

School approval obtained (If time away involves absence from school) _____

Signature Authorised Teacher Date

Natural Parent's/Guardian approval obtained Letter Attached: Yes No

(Written approval should be obtained and provided) Date _____

Travel Itinerary (Include route, destination and times)

Flight Schedule (if applicable)

Contact phone / mobile phone no's

Club Counsellor's Approval _____
Signature _____ Date _____

Group Coordinator's Approval

Signature

Date

THE CLUB COUNSELLOR TO FORWARD (fax, scanned email, or post) THIS TO THE DISTRICT COMMITTEE GROUP COORDINATOR FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO DEPARTURE. TRAVEL CANNOT BE UNDERTAKEN UNTIL THIS FORM SIGNED BY THE GROUP COORDINATOR IS RETURNED TO THE CLUB COUNSELLOR

STUDENT LUGGAGE

It is inevitable that you will accumulate more luggage as your year progresses.

- You will buy clothes and other items
- People will give you things, particularly close to you going home
- You will accumulate papers, pamphlets, and books on places you visit.

All of this can lead to a big problem when it is time for you to pack to go home. The 20 kg of luggage you arrived with is now 60 kg. To avoid being caught in this dilemma we suggest

EACH TIME BEFORE YOU CHANGE HOST FAMILIES YOU

- Look through your things and discard anything you no longer want.
- Put aside anything you want to keep to take home but will not need for the rest of your time here.
- Pack up these items and freight them home now (before your move).

By doing this you will make moving families easier and avoid a problem at the end. You may not have enough to freight each time you move, but sort through your possessions anyway and put the items you are not going to need in a separate box and send them before your next move.

A couple of weeks before leaving for home, you will definitely need to freight a parcel back. There are a number of ways you can send parcels home. Australia Post is reasonable for parcels under 10 kgs.

GOING HOME AND AIRPORT DRAMAS

Your Flights Home

You should have been advised by the District in your home country what you need to do to organise your return flights. In some Districts make all final travel bookings for their students, some leave it up to the student to organise from Australia. If you are unsure what you need to do **PLEASE check ABOUT 3 MONTHS PRIOR TO YOUR ANTICIPATED DEPARTURE with parents and/or District at home what you need to do.** Remember, you will be leaving during our Christmas school holidays, which is a busy time for airlines so you cannot leave things until the last minute. You must advise departure details (date, time & flight details) to the District Committee as soon as they are confirmed, ideally about 2 months before your departure date.

Emotions Associated with Going Home

Early in your stay in Australia it may seem hard to realise but going home can be very difficult, and many of you will be emotionally torn.

- On the one hand you will be keen to see your parents, family and friends again.
- On the other hand you will have made some wonderful friends in Australia. Many of you will have become very close to some of your host families. When you said good bye on leaving home in the first place you knew it was only for a year. Now you probably do not know when you will see your new friends and host families again. Some of you never will.

When you get home you (some more than others) will be sick for Australia. In the last few weeks of your stay in Australia, think about the implications of going home and try to prepare yourself emotionally for this change in your life so the shock is not as great.

Added Drama at the Airport

On top of the emotions associated with leaving Australia, quite a few students complicate and turn their goodbyes at the airport into a nightmare. This all comes about as a result of arriving at the airport with too much luggage. Some things we see every year are

- Students arriving at the airport with their tickets and passport still sitting on their bed or the kitchen bench – unbelievable I know, but it does happen EVERY year to at least one student! No-one is thinking very clearly on departure day.
- A student with their case open on the airport floor trying to decide what to take out and give to a hovering host family to send on later because the airline have said the suitcase is too heavy and they will not take it.
- Students after having their luggage rejected waiting anxiously for the official to come who assesses the payment to be made for “excess luggage.” One student with 55 kg was charged \$960, and around \$400 for smaller amounts is not uncommon.
- Students being sent back from the boarding gate and running out of time to catch their flight because they have too much hand luggage and trying to get friends to send it to them later.
- Sorting out luggage problems generally takes a lot of time and often after this time lost we have to make a student board their plane before they have had time to say good bye to those that have come to see them off.

It is true sometimes the airlines are “kind” to return exchange students and will allow several kilograms of extra luggage but you never know. The loading of the planes is

continually monitored and it depends on things like the amount of cargo they are carrying as to whether they will stick rigidly to their rules or be lenient on luggage.

Remember also that you are the person who has to pick up the luggage and get it through customs at your destination. After a long tiring flight you will really appreciate easy to handle luggage that isn't overweight.

If you arrive at the airport with your tickets, passport, a bag weighing a maximum of 20 kgs (or what you can easily carry) and the correct amount of hand luggage, you will have all your time at the airport for your "goodb her than dealing with airline staff.

SECTION 4 – COMPULSORY STUDENT ACTIVITIES AND PERMISSION FORMS

BRIEFING DAY

The August Briefing is an extremely important event in the youth exchange calendar. It is the one time when many of the people involved in the program from both the outgoing and incoming avenues get together and share knowledge. It is also a time when many facets of the program along with the pitfalls, problems, benefits, rules and helpful suggestions are spelt out. Talks by returned and inbound students and a series of experts interposed by workshop sessions and meal breaks aim to paint the whole youth exchange picture in an interesting and entertaining way.

WHO ATTENDS

- It is compulsory for both the incoming and outgoing students to attend.
- Parents of the students leaving Australia in January are required to attend.
- The counsellors of the outbound students must also come*.
- The Counsellors of the current inbound student should come if they possibly can*

**Counsellor means the counsellor and also as is now required under Rotary International rules, if the counsellor is of a different gender to the student, the counsellor's spouse or an assistant counsellor.*

WHEN AND WHERE IS IT

Date: August 14th

Venue: St Patricks College Launceston

- The first session starts promptly at 10:00 am on Sunday 14th August
- Tea and coffee on arrival at 9:30 am.
- There will be a presentation lunch and participants depart approximately 3.00pm.

WHAT DO THE INBOUND STUDENTS DO

Session with District Counsellor

Address any issues – e.g. homesickness etc.

WHAT SHOULD PEOPLE WEAR

The dress code for the weekend is neat casual clothes. Inbound students are to wear their blazers for the sessions.

YOU MUST WEAR YOUR NAME BADGE AT ALL TIMES DURING THIS WEEKEND.

WHAT DOES THE DAY COST

- For all students and their official counsellor there is no charge. Other interested Rotarians and Rotary partners are encouraged to come.,

A SECOND BRIEFING DAY IS HELD AT THE SAME VENUE ON THE 9th OCTOBER

**BRIEFING DAY 8 August 15th, 2010
REGISTRATION FORM**

This is a compulsory activity and all students must attend.

Club Counsellor, please return this form by August 6th, 2010 to Gerard Blizzard

gerardblizzard@bigpond.com

STUDENT'S NAME _____

STUDENT'S CLUB _____

HE/SHE WILL BE TRAVELLING TO AND FROM THE BRIEFING WEEKEND WITH

WHOSE CONTACT PHONE NUMBER IS _____

COUNSELLOR'S NAME _____ P

COUNSELLOR'S SPOUSE
OR ASSISTANT COUNSELLOR* _____ P

WHOSE CONTACT PHONE NUMBER IS _____

OTHERS INTENDING TO COME

Cost for these visitors for the Saturday including meals will be advised when finalised

*In the situation where the counsellor and the student are not of the same gender, it is very desirable the husband/wife or assistant counsellor to attend. Costs are prepaid.

PLEASE NOTIFY ANY SPECIAL DIETARY REQUIREMENTS AT THE TIME OF REGISTRATION

I give the District Youth Exchange Committee the authority to act, as they think necessary for the welfare of the student while the student is in their care.

In the event of sickness or accident to the student I on behalf of my Rotary Club give the District Youth Exchange Committee authority to take whatever action is deemed necessary to maximise their health and safety.

Counsellor Signature _____ Date _____

DISTRICT 9830 CONFERENCE –1st – 3rd April 2011

Following are some important details and information about the student's attendance at this **compulsory event**. We will have a segment during the conference where we promote Youth Exchange by having our students on stage. We will attend some conference activities and we will have an opportunity to visit some of the interesting venues in and around the town where the conference is to be held.

DISTRICT CONFERENCE INVOLVEMENT BY STUDENTS

At the time of print it is anticipated that all students (under the supervision of the YE Committee) will be involved in several events at the Conference. There will be student participation in the Reception and Opening Ceremony on Friday night, and in the Youth Exchange segment of the Conference on Sunday morning. They will also attend the Saturday night Conference Dinner as guests.

At other times students may be taken by bus (supervised by YE Committee members) to visit various points of interest and activities in the local area.

DISTRICT CONFERENCE EXPECTATIONS

This is the major annual Rotary function of our District, where Exchange Students will be seen by many Rotarians, so it is important they are dressed neatly and on their best behaviour. Rotary Youth Exchange will be judged by the impression the students make this weekend, and it is in the best interest of students present and the future of the program that all present are true ambassadors. If past conferences are anything to go by everyone including the committee chaperones will have a most enjoyable weekend.

TRANSPORT AND THE ACCOMMODATION VENUE

- The **host club** has the responsibility of getting their student to the conference venue on the Friday night for the Opening Ceremony and collect their student from the conference venue at the conclusion on the Sunday.
- For the remainder of the weekend students will be transported as a group by the Committee.
- The students need to have eaten dinner before arriving Friday night.
- The student will be supervised at all times during the conference weekend by members of the Youth Exchange Committee, and will be taken by the YE Committee to the conference venue for their involvements.

DRESS REQUIREMENTS

- **For the Conference Dinner (Saturday night)**
Students will be "on show" to a large number of Rotary dignitaries and members. This is a semi-formal occasion, and students must dress appropriately and neatly. Rotary blazers are to be worn please.
- **For other Conference functions.**
Girls: Rotary blazer with skirt or good slacks (not denim jeans) with good shoes.
Boys: Rotary blazer, good trousers (not denim jeans) and a good open necked shirt with good shoes.

COST

- The cost of the student's accommodation, food and entrance costs to any conference events and places we may visit has been covered in the host club.

CHECK LIST OF WHAT TO BRING

- . **Name Badge** All students must wear their name badges at all times during the weekend.
- . Good clothes (as described above) for Conference stage presentations
- . Neat, casual, practical clothes for rest of weekend. A warm jumper, a waterproof jacket/top.
- . Suitable walking shoes.
- . Camera
- . Pins and business cards to exchange
- . Toiletries and towel

**DISTRICT CONFERENCE - April 1st - 3rd 2011
TRANSPORTATION & PERMISSION FORM**

Club Counsellor - Please return this form by March 1st 2011 to: Gerard Blizzard

STUDENT'S NAME _____

HE/SHE WILL BE TRAVELLING TO THE CONFERENCE WITH _____

WHOSE CONTACT PHONE NUMBER IS _____

MOBILE NUMBER _____

HE/SHE WILL BE TRAVELLING HOME WITH _____

WHOSE CONTACT PHONE NUMBER IS _____

MOBILE NUMBER _____

CURRENT HOST FAMILY _____

PHONE NUMBER _____

MOBILE NUMBER _____

PLEASE NOTIFY ANY SPECIAL DIETARY REQUIREMENTS AT THE TIME OF REGISTRATION

I give the District Youth Exchange Committee the authority to act, as they think necessary for the welfare of the student while the student is in their c

In the event of sickness or accident to the student I on behalf of my Rotary Club give the District Youth Exchange Committee authority to take whatever action is deemed necessary to maximise their health and safety.

Counsellor Signature _____ Date _____

CAMP BANKSIA WEEKEND – December 9th –11th 2011

The District Committee has arranged a camp for all Inbound and outbound Students at Port Sorell.

This is a **compulsory activity** and enables the students to get to know each other and the committee. The camp provides all meals and accommodation in bunkhouses and students will take part in hiking and water activities. There are also sporting activities available at the campsite.

It is the **responsibility of your host club to arrange transporta on** to and from this activity. Your counsellor may be able to liaise with nearby clubs to organise suitable travelling arrangements. Your Group Coordinator may be able to assist with arrangements if necessary.

Luggage - You will need to bring two towels, toilet requisites, sneakers, hat etc. The dress for the weekend is casual. You will need your blazer. A good sun protection and mosquito repellent would also be advisable. You will need to bring a warm sleeping bag and pillow that will be used for this camp and the District Safari Tour.

Program for this weekend will be advised in November to the student and the Counsellor when finalised

All Meals are provided

Directions to the Port Sorell Camp Site will be sent to you and your Counsellor in November

You MUST wear your name badge at all times during this weekend.

**PORT SORELL WEEKEND -DECEMBER 9th- 11th 2011
TRANSPORTATION & PERMISSION FORM**

This is a **compulsory activity** and all students must attend.
Club Counsellor - Please return this form by November 14th, 2011 to Gerard Blizzard
gerardblizzard@bigpond.com

STUDENT'S NAME _____

HE/SHE WILL BE TRAVELLING TO PORT SORELL WITH _____

WHOSE CONTACT PHONE NUMBER IS _____

MOBILE NUMBER _____

HE/SHE WILL BE TRAVELLING FROM PORT SORELL WITH _____

WHOSE CONTACT PHONE NUMBER IS _____

MOBILE NUMBER _____

CURRENT HOST FAMILY _____

PHONE NUMBER _____

MOBILE NUMBER _____

**PLEASE NOTIFY ANY SPECIAL DIETARY REQUIREMENTS AT THE TIME OF
REGISTRATION**

I give the District Youth Exchange Committee the authority to act, as they think necessary for the welfare of the student while the student is in their control. In the event of sickness or accident to the student I on behalf of my Rotary Club give the District Youth Exchange Committee authority to take whatever action is deemed necessary to maximise their health and safety.

Counsellor Signature Date

ROTARY D9830 YOUTH EXCHANGE MAINLAND TOUR

Although not compulsory, over the years virtually all our students have participated in the District Mainland Tour. It is looked on by students as the highlight of their year in Australia, an opportunity to see more of our great country.

Exact details and timing of the 2011 Tour were not finalised at the time of print, but the tour will take place in May 2012.

Costs and Payment

Once this year's Tour details have been finalised an itinerary and cost will be sent to all Inbound Students and Counsellors. As a guide, the cost of the trip in 2010 was \$3200.

Starting Out

As the tour starts with an early morning, it may be necessary for some of the country students to have their counsellors arrange accommodation for them in Hobart or Launceston the night before the trip starts.

What the Student Brings

At the December Weekend the District Youth Exchange Committee will discuss with the students the Tour Itinerary, rules, student duties, etc. Sleeping bags, travelling bag and eating utensils for use on the safari will be advised to students when details are available.

Packing

With the exception of the sleeping bag, pillow and blanket, everything else the student takes must fit into the travelling bag provided. List things to take on the Tour will be provided closer to the departure date. There will be facilities for washing clothes in many of the overnight stops.

Spending Money

Most of the costs associated with going on the trip are covered in the fee charged, but there will be opportunities for the students to purchase souvenirs.

STUDENT MAINLAND TOUR - PERMISSION FORM

Club Counsellor Please return this form by 1st April 2011 to: Gerard Blizzard
geraldblizzard@bigpond.com

The President and Board of the Rotary Club of _____
agrees that _____ be allowed to participate in the Mainland Tour
during the period from _____ to _____

We further confirm that the Mainland Tour and its rules and requirements have been discussed with the student and we are satisfied that he/she understands them.

Signed for the Club _____ Date
Counsellor or President

School approval obtained _____ Date
Signature Authorised Teacher

I give the Tour Leaders the authority to act, as they think necessary for the welfare of the student while the student is in their control.

In the event of sickness or accident to the student I on behalf of my Rotary Club give the Tour Leaders authority to take whatever action is deemed necessary to maximise their health and safety.

Counsellor Signature _____ Date

FAILURE OF THE STUDENT TO COMPLY WITH THE RULES FOR THE TOUR AND FOLLOW THE INSTRUCTIONS OF THE TOUR LEADERS COULD RESULT IN THEIR BEING RETURNED EARLY TO TASMANIA AT THEIR OWN EXPENSE.

Signed: Student _____ Date

PRE TOUR ACCOMMODATION REQUIREMENTS

Should you need help arranging accommodation for your student the night before the Tour commences, please notify us and we will make the arrangements and forward them to you.

I WILL / WILL NOT require help with accommodation PRIOR TO the tour.
(Please delete as necessary)

SECTION 5 - APPENDICES

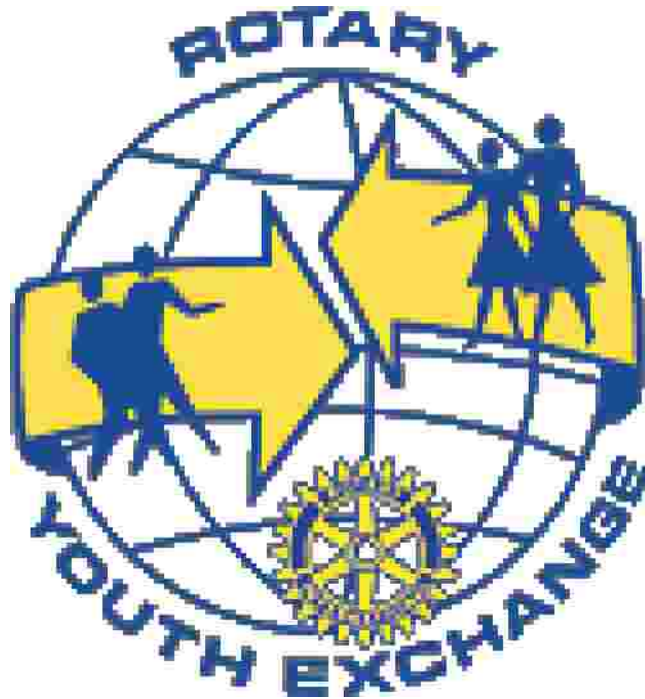
SOME SUGGESTIONS FOR OBTAINING HOST FAMILIES

1. Don't overlook the older members of your club as host families. A recent survey of exchange students revealed that although they would like to have some families with children, they would prefer to have a couple of older family as their first family for the following reasons.
 - Often particularly when everything around them is new and different having to get on with host brothers and sisters no matter how nice they are, adds additional stress.
 - They are expected to do the things their host siblings are doing and fit in with their friends which may not be what they would prefer.
 - They can relate with older people as they would to their own grandparents.
 - Older people particularly if they are retired have more time to spend with them and take them places.
 - There is a more relaxed atmosphere without the rush in a family when their children are not home anymore.
2. Many Rotarians have sons and daughters with children of their own who would make excellent host parents and whose children would benefit greatly by having someone from a different country and culture living with them for a while.
3. Have the parents of the exchange student your club is sending overseas as a host family, almost all are happy to be host parents. There will be a spare bed in their house and another young person in their home helps fill the void left by the absence of their own son or daughter.
4. Get your club members to look for friends who they feel would like to host a student. It is a wonderful experience and when a couple hosts once they will often want to do it again. Many parents who have children at home appreciate the value of their children getting to know, understand and become friends with a student from a different background and culture.
5. Some of your club members may know the parents of a child who is attending the school your student will attend who would like to host. Alternatively, once your student goes to school, they may become good friends with a local student and that student's parents may be happy to host the student. Some clubs have obtained wonderful host parents this way. Students have fitted into the families well because they were already good friends with their sons or daughters.
6. The families of school friends of one of your previous exchange students may like to host your new student.
7. The family of a successful past exchange student (most are successful) may be very happy to host your student.

Our recommendation is four host families with two being older families and two with children at home. Of these four families ideally two would be Rotarian families and two non-Rotarian families. We realise, however, the ideal is not always possible and compromises have to be made.

Of course, all the host families you select for your student must be carefully briefed and vetted to ensure they are suitable people and understand their responsibilities. Some clubs feel they are letting the club down in some way if they are not able to get host families from within their club. This is not the feeling of Rotary International on Youth Exchange or that of the District 9830 Youth Exchange Committee. Having said this, we still feel you should give Rotarians the first offer to be hosts if they wish.

It is also worth remembering that if you get host parents from outside your club, these people become potential new members for your club.



GUIDE TO 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. Typically 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 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 \$80 (US\$50).

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 ^{Overseas} expenditures. This insurance must be with MEDIBANK PRIVATE under their "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 weekend at 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 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

***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***



GUIDE FOR THE INBOUND STUDENT COUNSELLOR

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***

Upon agreeing to host a student from overseas as part of the Rotary Youth Exchange Program your Rotary Club was required to appoint a Counsellor for the Student.

It is **most important** the Counsellor is **not a Host Parent** or even prospective Host Parent because while the student is in Australia the Counsellor virtually acts as guardian for the student.

YOUR ROLE AS COUNSELLOR

As the student Counsellor you have a very important role in the success of the exchange program. You are the Club's representative for the welfare of the student and you are the personal contact with the Club for the student.

BEFORE THE INBOUND STUDENT ARRIVES

- As counsellor you should **acquaint yourself with the rules and guidelines of the Program** so that you are able to discuss them with the student and provide proper guidance.
- As counsellor you should **ensure that the** guarantee form and any accompanying **papers are completed and returned** to the District Youth Exchange Placement Officer.
- As counsellor you should **contact the Overseas Student and Parents** as soon as you have the name and address. You will be able to send them some information about the Host Club and Host Families along with information about the local area.
- You may also be **responsible for the organising of the Host Families** and the planning of the hosting of the student. If a Host Family is non-Rotarian then you will be the club contact for the family so make yourself known to them. You will need to arrange a get together of all the Host Families and yourself to discuss the hosting arrangements. The rules of the program should be discussed because if the student is expected to obey them it is most important that the host families also know what they are.
- You should **keep the host club members acquainted** with the preparations being made for the student.
- You should **be aware of the student's** arrival date, time, and **flight number** and be one of the welcoming party at the airport when the student arrives in Australia.

UPON THE STUDENT'S ARRIVAL

AFTER THE STUDENT ARRIVES

It is desirable that the student spend the first few days even the first week, with you the counsellor. This enables the student and you to become acquainted. You can explain what is expected of the student and talk about aspects of the Australian way of life that the student may not readily understand.

The following should all be done in those first few days:

- **Ensure that the student phones his/her Parents** as soon as possible after arrival, to advise that they have completed the journey safely.
- You should **discuss and outline the rules and guidelines** for the exchange and what is expected of the student throughout the year.
- **Check the student's airline ticket** with regard to the return date and contact the District chairman.
- **Check** with the Club Treasurer **that the CHARGE for the OVERSEAS STUDENT HEALTH COVER (OSHC) has been paid by the student**. This should have been paid before the papers were processed. You should arrange for the **student to be taken to a Medibank Private** office to request the issue of a membership card. The student will need identification (eg. passport) and their A.A.S.E.S. number that is obtained from the District Youth Exchange Committee Placement Officer. Ensure that the student understands the use of the card and how to make a claim. Upon the issue of the card the club must notify the District Youth Exchange Placement Officer that this has occurred. The student should reimburse the club for the cost of Medical Insurance.
- You should **open two accounts for the student**. One of those must be an **Emergency Fund** account of \$400 Australian. This account is to require the signatures of the student and the counsellor or Club president for withdrawals. Make sure that the student fully understands the purpose and operation of the Emergency Fund. If money is used, the account must be topped up again to \$400 Australian. The **other is a personal account** for the student to operate.
- **Have photocopies made of the passport and ticket** for the student to keep for easy reference. You should then ensure that the student's Airline Ticket, Visa, Passport and insurance policies are stored in a secure place - such as a bank safe or a solicitor's safe.
- You should **go with the student to the school** for enrolment purposes and to discuss the courses that the student may do. You should arrange for the purchase or loan of the school uniform (if one is required) and any other school requisites.

DURING THE EXCHANGE

INTRODUCTION OF STUDENT TO CLUB

When the student attends the Rotary Club meeting for the first time, you should introduce the student to the president.

Ensure that the student attends the Briefing Weekends and the District Conference. Further make sure the student's registrations and fees are finalised.

STUDENT ALLOWANCE BY HOST CLUB

Check that arrangements are in place for the payment of the student's monthly allowance (by cash/cheque at regular visit to Club; direct deposit into student's account, or other agreeable method). The level of pocket money recommended by the District Committee is \$AU80 per calendar month (1994).

THROUGHOUT THE EXCHANGE

As counsellor you should request that the student visit you regularly to communicate. You should also contact the host families and the school principal periodically. There are other 'touches' you can add to ensure both the Club and the student enjoy the intercultural experience of the exchange to the utmost:-

1. **List dates that are important** for the student such as their Birthday, their Country's National Days, etc, and inform the Club President of these dates.
2. **Encourage Club members to 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.
3. **Ensure that the student is submitting regular reports** required by both the host and sponsor District Youth Exchange Committees. You should also see that the student is writing to the sponsoring Rotary Club on a regular basis.
4. **Write from time to time to the student's parents** to inform them of the student's progress. Within three months of the student arriving usually the counsellor should check to see if reservations have been made or confirmed for the student's return and the District Committee Area chairman must be contacted.
5. Throughout the year you should **assist the student in sending home personal effects** so as to ensure that the luggage at the end of the exchange is within the limits of the Airline's requirements.

TRAVEL BY THE STUDENT DURING THE EXCHANGE

The student must have the written approval of their parent/s or guardian/s AND the verbal approval of the chairman of the District 9470 Youth Exchange Committee for any overseas and interstate travel during their exchange year, prior to the journey being undertaken.

All other travel must be approved by the Host Parents. Overnight or extended travel will also require the approval of the host club.

AS THE EXCHANGE CONCLUDES

BEFORE THE STUDENT RETURNS HOME

- **Check that flight arrangements have been confirmed** as required by the Airline.
- Check that the club has arranged for a **farewell function** for the student to be held at a club meeting for members and their partners.
- Ensure that the **student has obtained their ticket and passport from where they were stored for safe keeping**. Also ensure that the student's luggage complies with the airline's requirements.
- When **releasing the Emergency Fund** request that all debts be settled.
- **Be at the airport** to assist the student with departure.

COUNSELLOR AND STUDENT PROBLEMS

It is possible that as counsellor you and the student may not get along together. If this happens you should step down in favour of another counsellor. You should not regard this as a failure. It is better to make the change early in order to achieve a happier exchange.

IN CONCLUSION

It is most important that you as counsellor are aware of your role in keeping open the lines of communication; in keeping all Club members involved; in generally overseeing and guiding the welfare and activities of the student; and in initiating change and controls where necessary. It's all worthwhile.

STUDENT EXCHANGE CHECKLIST

Student name		Mr/Ms	
Home address			
Sponsor Club		Home tel:	
District 9830 Contact			
Arrival date		Flight details and ETA	
Departure date		Flight details and ATD	
HOST FAMILY ROSTER			
Period	Family	Phone	OK
-			
-			
-			
-			
Passport Number		Deposited	
Airline ticket no		Deposited	
Emergency a/c		Personal finances a/c	
Insurance checked		OSHC paid to District	

COUNSELLOR'S QUARTERLY CONFIDENTIAL REPORT
Due at the end of September, December, March and June

Either complete on line and email, or photocopy this page and post it to your DISTRICT 9830 YEP
CHAIR at the end of the month it is due.

Month _____

Student's Name _____

Counsellor's Name _____ Club _____

1. Since the previous report how many times have you made contact with your student?
2. _____

3. _____
What was the format of this contact? Please indicate below
(eg Phone, Club Meetings, E-mail, Visit to home, Other)

4. _____
How far is your student into their Exchange?

5. _____

Is there any travel planned in the next 2 months? Yes / No

If yes, where and when?

_____ Coordinator?
Have the appropriate forms been completed and sent to District Committee Group
Yes / No

6. Do you expect a visit from the student's parents?

7. _____
When is your student moving to the next host family?

8. How do you feel your student is coping at this stage of the Exchange?
(Please be specific)

9. ~~Are there any issues that should be brought to the attention of the District Group Coordinator?~~ Please detail.

INSURANCES

YOUTH EXCHANGE AUSTRALIA (YEA) INSURANCE

(provided by ACE Insurance)

OUTBOUND STUDENTS ARE INCLUDED IN THIS PACKAGE.

INBOUND STUDENTS CAN BE INSURED UNDER THIS POLICY AT A COST TO THEM AS DECIDED EACH YEAR

PUBLIC LIABILITY

Up to \$20,000,000 for any one occurrence.

TRAVEL INSURANCE COVERING

All nominated exchange students for which the Insurer has received a premium. The period of Insurance is extended until the students have been returned to their place of residence up to 60 days after the completion of their exchange.

BENEFITS

1. Medical Expenses incurred overseas Unlimited per journey
2. Loss of Deposits (as result of accident/illness) \$10,000.00 per journey
3. Loss of Baggage (limit any one article=\$3000.00) \$ 7,000.00 per journey
4. Curtailment Expenses \$10,000.00 per journey
5. Student Tutorial Assistance (max 26 weeks) \$ 150.00 per week
6. Loss of Money/ Travellers' Cheques \$ 2,000.00
7. Hijacking Expenses of \$100.00 per day for a maximum of 6 days, any one hijacking.
8. Ace SOS Rescue Unlimited

PERSONAL ACCIDENT INSURANCE

Covering all nominated exchange students for which the insurer has received a premium.

Period of insurance for exchange students being extend until the students have been returned to their place of residence up to 60 days after the completion ir exchange.

BENEFITS

1. Death \$30,000.00
2. Total and irrecoverable loss of sight in one or both eyes \$100,000.00
3. Total and irrecoverable loss of hearing in one or both ears \$100,000.00
4. Permanent and total loss of limbs \$100,000.00
5. Total and permanent disablement \$100,000.00

CONDITIONS APPLICABLE TO PERSONAL ACCIDENT AND TRAVEL INSURANCE FOR EXCHANGE STUDENTS

EXCESS

Not applicable to Personal Accident, Travel, however, an **excess** of \$250.00 for **each and every Baggage Claim** only.

ACCUMULATION LIMIT

The Personal Accident policy is limited to \$3,000,000 for any one event.

MAJOR EXCLUSIONS

The insurer shall not pay benefits with respect to any loss, damage or condition which:

1. Results from an insured person engaging in or taking part in:-
 - a. Flying in an aircraft or aerial device other than as a passenger in an aircraft licensed to carry passengers, private and commercial;
 - b. Engaging in, taking part in, training for professional sports of any kind, motor cycling (whether as a driver or a passenger), or the racing or preparation for racing of any motor propelled conveyance of any kind, polo, underwater activities, hang gliding, water skiing, tow gliding, ski jumping, or competitive snow or ice sports, other than any inter-school sporting activities.
2. Results from any intentional self-injury or attempt at same, suicide, or any illegal or criminal act committed by you or an Insured Person.
3. to 6 Other usual conditions in insurance policies about war, AIDS, nuclear weapons, and pregnancy.
- 7 Hernia, however caused.
- 8 loss of baggage not reported to police or transport carrier.
- 9 loss of baggage due to confiscation by Customs or any other lawful authority.
- 10 Medical expenses incurred for any pre-existing conditions prior to overseas travel.

Note: Cover will be provided for pre-existing medical conditions of asthma, diabetes and hypertension. Others will be considered subject to approval as per an attached declaration.

GEOGRAPHICAL LIMITS

World wide whilst traveling to or from an officially constituted Rotary function or project and whilst engaged in such constituted Rotary activities.

“**Traveling to and from**” means an Insured Person traveling from his place of residence, place of business or temporary residence to any venue, place of function, (including conventions and authorized Rotary projects) and return to his place of residence of business.

PREMIUM:

OUTBOUND STUDENTS ARE INCLUDED IN PACKAGE

INBOUND STUDENTS CAN BE INSURED UNDER THIS POLICY AT A COST TO THEM AS DECIDED EACH YEAR

PERIOD OF INSURANCE

Period of insurance for all persons covered in the definition of the “**Insured**”, being extended until they have returned to their place of residence, up to 60

days after the
completion of their exchange.

INSURER
ACE Insurance LIMITED, Brisbane

All students will be given a card to carry, giving worldwide contacts, keep it in your wallet and use it when required. Refer to the Ace Insurance Limited Booklet for further details.

MEDICAL AND HEALTH INSURANCE COVER FOR INBOUND STUDENTS

Compulsory Medical Cover:

All Inbound Students when applying for entry visas into Australia have already been required to enroll in the **Overseas Student Health Cover (O.S.H.C)** at their cost. This is a government scheme to provide visiting students with the equivalent of the Medicare cover for medical expenses, and enrolment is compulsory.

On arrival, the student's counselor will be in possession of the student's **Overseas Student Health Cover** membership card, which will have been forwarded to the Counselor by the District Youth Exchange Committee, who are now agents for Medibank Private.

The student will be issued with a membership number (and probably a book or card) that the student must quote on the special claim form when seeking reimbursement for medical expenses.

Private Health Cover:

The Australian Government has nominated Medibank Private as the provider of medical cover for Overseas Students in Australia. Consequently, cover for extras, such as optical, dental, physiotherapy, and pharmaceutical is only available to hosted exchange students by taking extra cover from Medibank Private under their "First Choice Extra Cover". The customary waiting period for this cover has been waived for exchange students where they join within two months of arrival. If required, this cover should therefore be arranged at the same time as the original

2009/2010 Inbound Students

<u>Student</u>	<u>Sponsor District</u>	<u>Hosting Club/s</u>
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District 9830 Youth Exchange Committee Details

CHAIR:	Judy Hicks mailto:judy-hicks@bigpond.com	0437 287 881
COMMITTEE:	Paul Jack cpjack@bigpond.com	Inbound Coordinator 0409 399 473
	Colette Usher mailto:coletteu@live.com.au	Outbound Coordinator 0429 997 009
	Andrew Lovitt alovitt@autorent.com.au	PR & Tours 0418 128 158
	Gerrard Blizzard gerardblizzard@bigpond.com	Orientations 0417 532 392
	Elizabeth Anderson mailto:elizand@harboursat.com.au	Uniforms 0418 323 818
	Graham Saward graju@netspace.net.au	ROTEX 0417 517 775
	Rockie Lee rockiejlee@bigpond.com	Coord. YEP Chairs Conf. 0427 870 9644