

Chair/Counselor Manual

**“STATEMENT OF CORE VALUES”**

The growth & success of the District 7360 Youth Exchange Program are centered around a set of “Core Values” which all Exchange Students, Rotex, Host Families and Rotarians embrace and model. These Core Values provide the foundation to support our “Code of Conduct” for all participants of the Program.

### Our “Core Values” Preserve The *Integrity* Of Youth Exchange By……

1. Treating all individuals with Mutual Respect and Dignity.
2. Ensuring Safety and Personal Protection of all participants in Youth Exchange.
3. Celebrating unique backgrounds, viewpoints, skills, and talents of all participants.
4. Believing Accountability is demonstrated through:
   1. Practicing Personal Responsibility.
   2. Meeting all Required Rules and Commitments of Youth Exchange.
5. Promoting honest and socially responsible communications.
6. Embracing leadership development and the concept of “self-management”.
7. Building Life-Long Relationships through effective involvement with:
   1. Caring Host Families.
   2. High School Academics and Activities.
   3. Rotary Club Meetings, District Conferences and Special Events.
8. Applying the Rotary 4-Way Test to all aspects of our “Code of Conduct”.

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| **DISTRICT 7360 (Pennsylvania) STUDENT PROTECTION OFFICER** | |
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|  | |
| **POLICIES** – Can be found on the Rotary International website at [www.rotary.org](http://www.rotary.org/) and are available on the ESSEX (Eastern States Student Exchange, Inc) website [www.exchangestudent.org](http://www.exchangestudent.org/). | |

# Student Protection Policy

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians’ spouses, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse. (Source: Rotary International Board of Directors: November 2002 Mtg., Bd. Dec. 98; Amended by November 2006 Mtg., Bd. Dec. 72)

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided. The safety and well being of students is always first priority.

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:

*Reporting Procedure*

##### Report the situation immediately where you feel most comfortable:

* + Local host Club Rotary Youth Exchange Counselor, District Student Protection Officer, ESSEX Student Protection Officer, the chair or any member of the District Youth Exchange Committee, District Governor or ESSEX Hotline 1-866-683-0533
    - District 7360 Student Protection Officer: Marce Pancio 814-880-6515 Email: [psumarce@yahoo.com](mailto:psumarce@yahoo.com)
    - D7390 YE Chair: Kathy Krinks, 814-684-2926 Email [klk1@psu.edu](mailto:klk1@psu.edu)
    - ESSEX Student Protection Officer: 1-866-683-0533
    - Department of State: [jvisas@state.gov](mailto:JVISAS@STATE.GOV) or 1-866-283-9090
  + If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
  + Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.

##### If appropriate action is not taken when you report the situation, report it again and continue until someone takes it seriously. Make sure that it is understood that you are serious.

1. **Intuition is not psychic nonsense. Trust your instincts. It is better to be embarrassed than to be a victim.**

*Definitions*

**Sexual Abuse:** Engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

* + Non**-**touching offenses
  + Indecent exposure
  + Exposing a child to sexual or pornographic material

**Sexual Harassment:** Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or groom their victims. Examples include, but are not limited to:

* + Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about one’s sexual activity, deficiencies or prowess
  + Verbal abuse of a sexual nature
  + Displaying sexually suggestive objects, pictures or drawings
  + Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

***Rotary Support System Matrix***

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| **RESOURCE** | **WHEN NEEDED** | **CONTACT FREQUENCY** | **COMMENTS** |
| **Host Family** | Every day | Daily | Your first point of contact with most simple needs. For problems, you will need to use your Host Club YEO in conjunction with your host family. |
| **Host Club YEO** | Problems, Successes, Social Occasions, Club Meetings | Bi-Weekly / Monthly | This is your main Rotary contact for your day-to-day problems and well being. |
| **Host District Counselor** | Most problems, travel permission, routine reporting | Monthly Minimum | Make sure you complete all required monthly reports. |
| **Host District Chair** | Serious Problems or Routine Reporting |  |  |
| **Sponsor District Counselor** | Serious Problems and Routine Reporting | Monthly | Monthly Reports are to be sent to this person. |
| **Sponsor District Chair** | Serious Problems and Routine Reporting | As needed | Monthly Reports are to be sent to this person. |
| **ROTEX** | Emotional and YE Support | As often as needed but monthly at a minimum | Rotex will not be able to help you with technical YE problems. They are for your emotional support and mentoring only. |
| **Sponsor Club YEO** | Preparation and then report about your experience | Monthly | You should write to your club regularly telling of your experiences. |
| **Parents** | Routine, non-YE problems, health emergencies | REGULARLY | Limit e-mail, phone, and video (Skype) contact. Remember the “brown out” period at the beginning of your year. Focus interactions on sharing experiences you are having with them. Problem solving should be with your host family and/or Rotary. |

***Exchange Student: Phases of Adjustment & What To Do By Month***

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| **Month** | **Phase** | **What You Should Be Doing** | | **Reminders** |
| **JUL- AUG** | **Travel and Honeymoon** | * Get busy. Remember that these first few weeks are your   chance to make life-long friends.   * Take it all in and get to know your surroundings. * Meet your Rotary Club members. * Find your routine. * Work on your language skills. * Identify your cultural mentor. | | Remember the “brown out” period and try to avoid emailing and phoning people back home. Submit monthly report August 30th. |
| **SEPT** | **End of Honeymoon/ Start of Adaptation** | * Prioritize learning the language. * Write in your journal every night. * Mark on a calendar what you did every day. * Answer the phone from time to time. * Get to know your host parents. * Watch for homesickness. * Use your support system. * Keep busy. * Cook a “native” meal for your host family. | | Write home and submit monthly report September 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **OCT** | **Adaptation** | * Talk to your Rotary or Rotex support people to overcome   homesickness.   * Get out of a funk by breaking the routine a little every day to keep things fresh. * Avoid spending long amounts of time alone. * Having trouble with the language? Find someone to talk to; a host sibling, a “cultural mentor”, or even your Rotary Counselor. Trade time in the host country language with time speaking English. | | Submit monthly report due October 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **NOV** | **Adaptation** | * Have you made many friends yet? If not, get out there and   mingle. If you are feeling a little lost, find someone in need and give him/her a hand. There is nothing better than helping someone else to make you stop thinking about yourself.   * You might hit a language plateau here. Keep working the language. Try something new. Speak at your Rotary Club. If you change host families, you might have another challenge. Make the best of it. | | Send Holiday presents home early. Submit monthly report due November 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **DEC** | **Adaptation/ Assimilation Transition – Holiday Blues** | * Time to stay focused. You need to get through the period   from the end of November until January 1st strong. Don’t get hung up with missing the holidays at home.   * Keep Rotex in mind here. They will help. The more you contact “home”, the worse it will be. Tell your host family how you celebrate the holidays and focus on learning which holidays are celebrated in your host country and how. | | Keep phone calls and e-mails “home” down. Submit monthly report due December 30th to respective Inbound or Outbound Officer & Club Counselor |
| **JAN** | **Adaptation/ Assimilation** | You feel good speaking the language and have made some friends. Make the most of it. From now on, you are on a roll. | | Submit monthly report due January 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **FEB** | **Adaptation/ Assimilation** | * You should be busy now. Friends, school (for most of you) and lots of activities. * Don’t forget your host families (including the first one). | **Make your flight reservations home by February**  **15th.** Return flight requests after that date will have a charge. Don’t rush home, but don’t stay too long. Do not come home less than three weeks before you leave for college!  Call your host counselor and check in with him/her. Submit monthly report due February 28th to respective Inbound or Outbound YE Officer & Club Counselor | |

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| **MAR** | **Assimilation** | Are you both giving and taking? Don’t just be doing your own thing. You speak the language and you know some people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone your language, offer to help with your Rotary Club’s projects. | Submit monthly report due March 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **APR** | **Assimilation** | You have a lot going on. Dig in and make the most of it because this time is fleeting! | Submit monthly report due April 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **MAY** | **Assimilation and Re-Entry Anxiety** | This should be as good as it gets: you love your host country and you  are starting to get that dreaded re-entry anxiety. Spend as much time as you can with friends, host families, and the people you will miss most. Spend what little time you have with people who you won’t see for a while. | Submit monthly report due May 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **JUNE** | **Assimilation and Re-Entry Anxiety** | * Get ready to leave. Make sure that you are not putting off spending   time with people.   * If you want to buy things to take with you, start early. Don’t go rushing around the night before you leave; you will be cheating friends and family out of your time. * Leave gracefully: Don’t leave a mess. Pay any obligations, return what you’ve borrowed, and say “thank you” as many times as you can. | Read “So You Think You’re Home Now”. Submit monthly report due June 30th to respective Inbound or Outbound YE Officer & Club Counselor |
| **JULY** | **Re-Entry and Reverse Culture Shock** | * Pack early. Get rid of things that are just clutter. Make sure you   have your passport, tickets and that your foreign bank account is closed (if you had one).   * Exchange money. Have just enough local currency with you in case you need it at the airport. * Remember, the success of an exchange can be measured in the number of tears when you leave; yours and theirs. Take some time to readjust when you get back to the US. Spend some time with your family before connecting with your friends. | SEND post evaluation to Club Counselor and DYE Outbound Chair  START WORKING ON YOUR ROTARY REBOUND SPEECH. |
| **AUG** | **Reverse Culture Shock** | * Listen to what you are saying: Are you being critical about “home”?   Part of reintegrating is distancing ourselves from experiences – be mindful that you may be irritated by things that previously did not bother you – about the US OR your host country.   * Was it easy for you to come back? Do you miss your host country? Think about why that is so. * Take little steps each day to get back into this culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. The deeper you were able to assimilate into your host culture, the longer it will take you to find that “bi-cultural balance” between your host country “self” and your home country “self”. This is the start of your third year as an exchange student. | Attend Rebound Orientation. Contact your Sponsoring Club and offer to do a program on your exchange.  Let your District Counselor know what your plans are for the following year. Help us continue to build the program! |

**The Exchange Cycle**

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1. Application Anxiety
2. Selection/Arrival Fascination
   * Elation
   * Expectation
3. Initial Culture Shock: 1-6 Months
   * Novelty wears off
   * Characteristics:
     + Sleeping Habits
     + Disorientation
     + Language difficulties
     + Fatigue (Mental/Physical)
     + Eating
4. Surface Adjustments
   * After initial “down”
   * Settle in:
     + Language improves
     + Navigate culture
     + Friends
     + Social Life
5. Mental Isolation
   * Frustration increases
   * New sense of isolation
     + Boredom
     + Lack of Motivation
     + Unresolved problems
     + Language problems
6. Integration/Acceptance
   * Begin to examine society
   * Accept surroundings/self
7. Return Anxiety
   * Preparation for departure
   * Realize changes
   * Desire to stay
   * Results
     + Confusion/Pain
     + Breaking of bonds
     + No promise of renewal in future
8. Shock/Reintegration
   * Contrast of old and new
   * Family/friends
     + Difficulty to accept change
     + Not the center of attention
   * Others not interested in experience details
   * Reorientation

All exchange students experience phases of elation, anxiety, and depression. One of more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and circumstances. Ref. Helmut Muscheid, Rotary Youth Exchange Officer - Germany

**ESSEX Inbound Student Rules and Conditions of Exchange**

##### Addendum to Long Term Application - Section G: Rules and Conditions of Exchange

*As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student’s expense. Please note that districts may add an addendum to this document if needed to account for local conditions.*

##### Important

1. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
2. This is a school year program (generally late August to mid-June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your host family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.
3. An emergency fund of U.S. $300 is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.
4. You may not reside with any relative during your exchange.
5. You may not be employed on either a full-time or part-time basis but may accept intermittent employment such as babysitting or yard work. The purchase of tobacco and vaping products by anyone under age 18 is illegal and prohibited.
6. Telephone, e-mail, and other communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.

##### School

1. You must enroll and participate in a full course of study in your school.
2. School Credit - You must not expect to be placed in a certain grade level or receive a graduate diploma from secondary school in your host country. Transferring course credits will depend on the policies of your home school and the hosting school.
3. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district and by the State authority responsible for determining athletic eligibility. Athletic eligibility or participation is not guaranteed.

##### Insurance

1. You MUST purchase CISI Bolduc Health Insurance – Plan B coverage PRIOR to your arrival. For detail information visit: [http://www.exchangestudent.org](http://www.exchangestudent.org/) (You will receive a special link)
2. The Insurance coverage obtained is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that you be a Rotary Exchange Students and under the guidance and supervision of Rotary.

##### Medical

1. You must show proof of proper immunization as required by your hosting school district and State. You could be asked to confirm other immunizations based on your hosting school requirements.
2. If any new medical issues occur that would change any answer on the medical or dental form of the Rotary Long-Term Application, this change MUST be reported to your Hosting District Chair within 10 days of the occurrence.
3. You are not allowed to possess or use any drug that has not been prescribed or drug-related paraphernalia, described in applicable state or federal law.

##### Travel

* 1. Agree upon a mutually convenient arrival date with your first host family. You must arrive prior to your hosting district orientation and the start of school. You must notify your Hosting District and family of your travel arrangements.
  2. You **MUST** purchase a ticket directly to the airport of your final destination (in your host Rotary District). You must arrive with a return trip ticket to your home city.
     1. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
     2. Your parents may not accompany you to the USA.
  3. Travel is permitted with host parents or for Rotary functions authorized by the hosting Rotary club or district with proper adult chaperones. Some travel must be approved by the host district chair, host club, host family and student’s own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange.
  4. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL WITH: Host parents, Host Rotary Club, Rotarians, Host Rotary and ESSEX sanctioned trips, Recognized school classes or school groups, Travel with recognized church groups and Friends of host family age 25 and over.

* 1. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District.
     1. *Signed permission forms will be required in advance for all trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
     2. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*

*We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX)* ***Program Rules and Conditions of Exchange and Program Guidelines*** *and will abide by these Rules& Conditions.*

Student Signature Parents Signatures

Date Date

Date

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| --- | --- | --- |
|  | **Rotary Youth Exchange – Long-Term Exchange Program** | |
| **Section G: Rules and Conditions of Exchange** | |
| As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules  may result in dismissal from the program and immediate return home, at student’s expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions. | |
| **Rules and Conditions of Exchange** | |
| 1. You must obey the laws of the host country. If found guilty of   violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.   1. You will be under the host district’s authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program. 2. You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed. 3. The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden. 4. You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs. 5. Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family’s bedrooms. 6. Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons. 7. You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction. 8. Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden. | 1. You must attend school regularly and make an honest attempt to   succeed.   1. You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24- hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return. 2. You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district 3. You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange. 4. You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability. 5. You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians. 6. Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians. 7. Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club’s and district’s consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays. 8. Serious romantic activity is to be avoided. Sexual activity is forbidden. 9. Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment. |
| **Recommendations for a Successful Exchange** | |
| 1. You should communicate with your first host family prior to leaving   your home country. The family’s information will be provided to you by your host club or district prior to your departure.   1. Respect your host’s wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family. 2. Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends. 3. Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges. | | 1. Get involved in your school and community activities. Plan your   recreation and spare-time activities around your school and community friends. Don’t spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.   1. Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends. 2. Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur. 3. If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your |

## ROTARY YOUTH EXCHANGE PROGRAM - DISTRICT 7360

**GUIDELINE FOR INBOUND STUDENTS (A)**

Welcome to the United States and to Rotary International District 7360. The District committee and all Rotarians are happy to serve as your hosts and will do everything possible to make your year an enjoyable, happy and culturally profitable experience!

It is necessary that you understand what is expected of you and the rules you must follow during your year in the United States. It is also necessary that you use good judgment and act in a mature manner. When situations arise which are not covered in these guidelines, please discuss these with your host family and/or Rotary Counselor.

###### GENERAL GUIDELINES

1. Follow the rules of D7390 YEP at all times.
2. Learn to speak and write the **English** language as quickly as possible. Be careful with words and phrases whose meanings you do not fully understand or that may be considered improper to use around others. (Slang and swear words)
3. Choose your friends wisely and carefully. Your host family should get to know and approve of your friends, where you are going, and what you are doing. Bring your friends home occasionally to meet your host family.
4. Make may friends and avoid becoming romantically involved. You may accept dates with the approval of your host family but do not date the same person continually. When out with friends or on a date, make certain you follow the rules set by your host family regarding time to be home, where you may go, and with whom.
5. Do not carry large amounts of **money** with you for it may be lost or stolen. Keep your money in the bank as arranged by your Rotary Counselor or Chairman.
6. You may not **drive** any motor vehicles, including a car, motorcycle, moped, golf cart, jet ski or lawn tractor. Classroom driver training instruction may be attended in school but you may not drive the car. You may not get your driver’s license while in the USA.
7. **Alcoholic beverages** are illegal for students under age 21 to purchase or drink. You could be arrested, fined, imprisoned and/or sent home if you break this law. If you find yourself at a party with alcohol, leave immediately. Call your host family or Rotary counselor to pick you up if needed. They will be happy to pick you up.
8. **Drugs** are illegal and could result in a fine, imprisonment and/or being sent home.
9. **Passport, DS-2019 and Visa** should be given to your Rotary counselor with your return airline ticket. The counselor will keep it in a safe place until you need it. Your visa is good for only 365 days - you must return home at the end of your exchange year.
10. **Travel** must be approved by your host family, Rotary counselor and DYE Chairman. Please use the “Permission to Travel” form and fax or mail to the DYE office as soon as plans are made. Follow the guidelines on the form for details.
11. You are a Rotary Youth Exchange **Ambassador** and representative of your country, so make this a pleasant, enjoyable and highly successful experience by following the rules and taking advantage of every opportunity available during your year.

###### FAMILY AND COMMUNITY

1. Be a member of the family - not a houseguest. Accept the family and their rules and participate fully in the work, activities and responsibilities of the family. **Help** with cooking, shopping, cleaning, gardening, etc. as a member of the family.
2. Address family members as they wish - Mom/Dad, first name, nicknames.
3. **Dress appropriately,** asking for help as needed.
4. Follow the family rules, especially on curfew and rules about use of telephone, computer, television, refrigerator and stereo system.
5. Be open with your host parents and **communicate** with them in a sincere manner. They want to help you. Meal times are often the best time to have good talks. Set aside time for your host family - to do something with them or just to talk -especially on the weekends. Include time with your host siblings, especially younger children.
6. Remember your host families are taking the place of your natural family for this year. Respect, obey and love them.

###### SCHOOL

1. Regular **attendance** at school is required.
2. Do your best in your classes and maintain passing grades or better in all subjects (A grade of “C” or 75%). You may be sent home if you are not working hard in school.
3. Go to as many school events and participate as much as possible. Be active in extracurricular activities, sports, theatre, band, etc.
4. Introduce yourself and **smile** at everyone.
5. Follow the dress and conduct rules of the school
6. If you have any difficulty in a subject, as for help from your teachers, guidance counselor, host family members, Rotary counselor as soon as possible.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Be……… |  | Show……….. |  | Have…….. |  | Always be….. |
| LIKABLE |  | ENTHUSIASM |  | GOOD TASTE |  | GRACIOUS |
| OPEN |  | SINCERITY |  | UNDERSTANDING |  | CONSIDERATE |
| HONEST |  | MODESTY |  | TOLERANCE |  | COURTEOUS |
| FRIENDLY |  | SMILE |  | PATIENCE |  | APPRECIATIVE |
| = LOVE |  | = WANTED |  | = INFORMED |  | = GRATEFUL |

### DISTRICT 7360 ROTARY YOUTH EXCHANGE PERMISSION/INFORMATION FORM

#### GENERAL INFORMATION

STUDENT ROTARY CLUB TODAY'S DATE DATES OF TRIP TRAVEL PLANS

TRAVELLING WITH DESTINATION ADDRESS

PHONE # AT DESTINATION

REQUEST PERMISSION IF NEEDED: (Please **Print Name/Fax Number, sign** and mail to next person on list)

In favor of Opposed to

(Host Parent-*Print Name & sign/FAX Number*)

Remarks:

In favor of

(Host Club YE Chairman- *Print Name & sign /FAX Number*)

Opposed to

Remarks:

In favor of

(DYE Chairman-*Print Name & sign/FAX Number*)

Opposed to

Remarks:

IF PERMISSION FROM DISTRICT CHAIRMAN IS NEEDED, PLEASE COMPLETE REQUEST AT LEAST 20/40 DAYS PRIOR TO TRAVEL IF POSSIBLE.

*FAX to:* Melissa Bruck, DYE Office (717-854-6938). HOST CLUB has final say if event meets all Rotary criteria.

*cc:* DYE Inbound Chair, Walt Tilley & Host Club YE Chair, Host Family

**SEE “GENERAL GUIDELINES CONCERNING TRAVEL” SUPERSEDES ALL PREVIOUS GUIDELINES**

## GENERAL GUIDELINES CONCERNING TRAVEL

This is a cultural exchange NOT a travel exchange and students should not go into the program with the expectation of touring. The hosts (District, club, family) are under no obligation to provide or permit it. However, some travel through the generosity of the host club, individual Rotarians, host families is done. The students must follow the travel rules of the host district and under no circumstances make his own travel arrangements and then expect the host/district club to go along with it. Breaking this rule may result in being returned home.

1. **Permission form required** 20 days in advance for **approval** of travel plans: Within D7390 Overnight with any missed school days \*\*

Overnight stays not with a host family, Rotarian, school group, local church group,

or

friends of host family\*\*

Outside D7390 Overnight with host family, Rotarian or involving any missed school days \*\* Overnight outside of USA - request requires copy of travel visa

AND DS-2019 **40 days** prior to anticipated travel\*\* Independent travel Maximum 3 days and 2 nights. Independent travel is rarely approved.

It requires written approval from natural parents and the D7390 Permission form\*\*

During vacations only if to visit a nearby relative

No travel out of USA without 40 days notice and a multi-entry visa. Visa and DS-2019 must be included with permission request.

Ultimate approval only from the District Chairman.

**NOTE:** Permission form is **always** required for travel with all persons other than Host Family adults or Rotarians

**and** the form must be submitted **20 days prior** to travel.

1. **Permission form required** 20 days in advance for **information purposes** (emergency contact, knowledge of travel):

Within D7390 Overnight stays with no missed school

Outside D7390 Overnight stays with Host family or Rotarian with no missed school

##### No permission form needed:

Within D7390 Daily travel with Host family, school group. local church groups, Rotarians, car rides with students around town, or friends of host family.

Outside D7390 Day trips with Host family or Rotarian

\*\* A student will not be permitted to miss more than 3 school days per trip or a total of 10 school days during the year for personal non-Rotary travel.

**If situation is other than described above, always assume Permission form is required.**

## þÿESSEX INDEPENDENT TRAVEL RULES

ESSEX has recently had to deal with students who wanted to terminate their experience and travel on their own. In our opinion, this represents a significant risk to Rotary and to the students.

* 1. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
  2. The RI guidelines require that when in a host District’s care, a student not travel alone nor be accompanied only by other students. District MUST approve all travel outside the boundaries of the District.
  3. The Insurance coverage obtained for the young people is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.
  4. The Rotary Youth Exchange Program is not a travel program. Any opportunity to travel is at the discretion of the Rotary District with the permission of the natural parents.
  5. You may, with the approval of your Host District/Club and with the approval of your natural parents, enroll in Rotary approved tours that are available to students. Travel on commercial airlines is acceptable for these tours with approved/responsible adults meeting the student at each end.

##### Therefore, all travel that does not follow these guidelines is not approved for ESSEX students. There may be an occasion when a student elects to leave the host district without the approval of Rotary. In this event, the following steps will be taken: The Host Club Youth Exchange Officer will:

1. Advise the ESSEX country contact who will communicate with the sponsoring district chair.
2. Advise the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual**. Due to this decision and action of the student (and parents, where applicable), the following steps are taken:
   1. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system
   2. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage** should be **cancelled** immediately.
   3. The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.
   4. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.
   5. The student's **return travel** to the home country is **the sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

Print Student Name Student Signature Date

Parent Signature Parent Signature

## OUTBOUND COUNSELOR JOB DESCRIPTION

All of the training and preparation of our students cannot take place at the District Orientations. The individual clubs have the responsibility to train and prepare their Outbound Students in several very important areas:

1. Knowledge of the civic and community life in their hometown, particularly, the work of all the various volunteer charity organizations.
2. Knowledge of the doings of Rotary in their sponsor club as well as of the ways of Rotary as practiced and exemplified by their sponsor club. This cannot be accomplished in a single meeting at the Rotary Club. The outbound candidates should meet monthly with the youth exchange committee and be thoroughly briefed on the activities of the club.
3. Knowledge of how the economics and politics of the local community mesh with those of the Federal Government. Too many of our students do not truly understand that the "American economic and political climate" is necessary for his existence. Most of our students regard business as only "Big Business" and government as just "Big Government" and have no idea at all of what really goes on at the local level of "off center stage".
4. The Rules and Goals of our Youth Exchange Program with emphasis on Service Above Self and the 5 D's.

There should be one counselor (or more) for each student. Counselor responsibilities include:

#### BEFORE THE STUDENT LEAVES:

1. Ensure that the student and parents are introduced to the Sponsor club and attend several meetings.
2. Attend the Orientations for Outbound students to learn what the student is being taught. Encourage and assist student where possible.
3. Plan for the student to address the Club before leaving.
4. Give student at least 6 club banners to present to clubs while abroad
5. Acquaint the student with all the Club's activities and projects
6. Help student prepare slides and photos of home, school and community for presentations while abroad.
7. Make sure student has received Bolduc Insurance Policy and card before leaving.
8. Encourage student to contact Host Rotary Club, counselor and host families as soon as known.
9. Make sure student has notified host club and family of travel itinerary\
10. Plan a farewell for the student, with possibly a small present for the Host Club.
11. Obtain a good picture of the student and a brief write-up for the local paper.

#### WHILE STUDENT IS ABROAD:

1. Keep in regular contact with the student and document contact on form OB501. Remember holidays and birthdays and it is recommended to write a letter at least 3 times during the year. Pass around letters at the club meetings that are received from the student. District reports will be sent to YE Chairman when received (Sept, Nov, Jan, March, May).
2. Invite students' parents to club meetings during the year.
3. Encourage parents to attend April orientation to prepare for student's return.

#### WHEN THE STUDENT RETURNS:

1. Have a "welcome home" reception
2. Ensure that student and parent attend re-entry orientation in August (counselor is also encouraged to attend)
3. Help the student prepare a presentation to the club about the year abroad.
4. Help arrange other speaking engagements in other clubs to share the experience.
5. See that they attend District meetings during ROTEX year.
6. Help student return to life in the USA. Be there for support and guidance during the re-entry period of adjustment.
7. Send picture and report of the student's year abroad to local papers.

## CHECKLIST FOR YEAR LONG OUTBOUND APPLICATIONS

Rotary District 7360 Youth Exchange Program Yr 2018-19

Read instructions first – **TYPE** 2 original application forms – copies are NOT acceptable except prior to any signatures being added. Forms may also be downloaded at [www.rotary.7360.org.](http://www.rotary.7360.org/) You may type one master and make 1 copy before any signatures or photos are added. Photos must be identical on both applications and student should be smiling. Color copies of photos are acceptable. A **check for $100** made payable to Rotary D7390 YEP must accompany application which must be received by Melissa Bruck, Executive Coordinator, 515 S. George St, York PA 17401, **no later than October 13, 2017.**

##### (Put This Information on the Front Cover Of The Application!)

###### SECTION A: Personal Information

Page 1 Type Rotary District # **7360** at the top of the

page 1. Type applicant information

2. Type parent/Legal Guardian Information – complete whole section

3. Sponsor District and Club Contacts Sponsor District Number: 7360

Sponsoring District YE Chair: Linda Spotts Email: [crosswinds@pa.net](mailto:crosswinds@pa.net)

4. Sponsor Rotary Club – local club to complete or provide information to student to complete.

Page 2 Type *Applicant Name* at top of form

4. Type Personal Background Information

5. Type Sibling Information

6. Type Languages

7. Type Secondary School Information

###### SECTION B: Letters and Photos

Page 1 Type 7360 and *Applicant Name* at the top of the form.

Student’s Letter – Type on separate sheet and don’t use slang or acronyms.

Parent’s Letter – Type on separate sheet.

Page 2 explain

Type # & Name at top of form, attach photos, neatly print any notation about photo to

###### SECTION C: Medical History and Examination

Page 1 Type 7360 and *Applicant Name* at the top of the form and complete applicant’s

information. 1., 2., 3. Physician types Medical Report and if yes complete bottom section

Page 2

1. , 5., 6., 7, 8. and Physical Section and Certification. Physician must sign **in blue ink!**

###### SECTION D: Dental Health and Examination

Page Type 7360 and *Applicant Name* at the top of the form and complete applicant’s

information. Dental Examination - Dentist completes and signs **in blue ink!**

###### SECTION E: Student, Parent & Sponsor Endorsements (Guarantee Form/Visa Application Supporting Document)

Page 1 Type 7360 and Applicant Name at top of form

Full legal name of Applicant as on passport or birth certificate (use uppercase for your

FAMILY

name), name you wish to be called, check male or female, home address, state, postal code, country, email address, home phone number, mobile phone number, place of birth, citizen of (country), Date of Birth

(A) and (B) Student and Parents sign form in blue ink

Rotary witness signs form in blue ink

(C) Name of District Youth Exchange Chair Linda R. Spotts, 114 Deaven Road Harrisburg, PA 17112 Email: [crosswinds@pa.net](mailto:crosswinds@pa.net)

###### SECTION F: Host Club, District & School Endorsements

Page 1 Type 7360 and *Applicant Name* at the top of the form.

Type first 2 lines, i.e. Name, Sex, Plc of Birth, Citizen, Birth Date, etc

Leave the balance of this page empty (will later be filed out by Host Club)

###### SECTION G: Rules and Conditions of Exchange (These are not the ESSEX Rules-See Bottom)

Page 1

Page 2

Type 7360 and *Applicant Name* at the top of the form.

Declaration/Rules & Medical release signed by student & both parents **in blue Ink.**

Rotary witness signs and dates Rules/Declaration/Medical release **in blue ink.**

Complete Alternative Emergency Contact in home country other than parent/guardian.

###### SECTION H: Secondary School Personal Reference

Page 1 Type 7360 and *Applicant Name* & type in applicant personal information.

Confidential School Reference is given to a teacher, guidance counselor or principal to complete, signs all copies **in blue ink** and mails to Melissa Bruck, District 7360 Executive Coordinator, 515 S. George St., York, PA 17401 no l**ater than October 13, 2017. Student, have the return envelope for the school addressed to:**

**Melissa Bruck**

**Rotary District 7360 Executive Coordinator 515 S. George St.**

**York, PA 17401**

Addl:

Official transcript from school of all courses complete with grades of the last two years (most recent grades).

$100 check and completed application mailed to Melissa Bruck, Executive Coordinator, 515

S. George St, York PA 17401, **no later than October 13, 2017.**

ESSEX Rules signed by student and parents

ESSEX Rules signed by Rotary counselor

District 7360 Code of Conduct signed by parents and student in blue ink ESSEX Rules can be downloaded from: [www.rotary7390.org](http://www.rotary7390.org/)

(Will Be Filled Out By District 7360)

#### 2017-18 ESSEX APPLICATION CHECK LIST DISTRICT 7

**LAST NAME: FIRST NAME:**

###### Name of Outbound Chairman to Notify on the Country Assignment:

**Each submitted outbound student’s package *MUST*** contain the following: Long Term Application can be downloaded at: [http://www.exchangestudent.org](http://www.exchangestudent.org/)

* One **(1)** completed application with the **FIRST PAGE TYPED and the Guarantee Form Typed**

The second copy of the completed application stays with the District Chair or Outbound Chair.

* One **(1)** “ESSEX Rules for Outbound Students” Rules for Outbound students can be downloaded at: [http://www.exchangestudent.org](http://www.exchangestudent.org/)
* One **(1)** “ESSEX Independent Travel Rules.” Independent Travel Rules can be downloaded at: [http://www.exchangestudent.org](http://www.exchangestudent.org/)
* One (**1**) copy of Student’s Passport - If a student does not have a passport, he/she needs to apply for one immediately. For students with passports, the passport must be valid until February, 2019. If not, the student will need to apply for a new passport. I cannot place a student until I have a copy of a valid passport.
* One **(1)** 2017-18 ESSEX Application Check List
* One **(1)** 2017-18 Country Selection List

Please check that the application IS complete, including all required signatures.

* 1. YES Student’s information sheet (personal letter and parents letter) is typed.

**Color** copies of photographs are acceptable.

* 1. YES (1) OFFICIAL HIGH SCHOOL TRANSCRIPT from

school of all courses, complete with grades of the last two years.

* 1. CUM AVERAGE IS:

Must match the figures on school Transcript.

CLASS RANK, IF AVAILABLE IS:

* 1. YES NO Are the Student’s Parents separated or divorced?

**If YES, signatures of both Legal parents or Guardians must appear on application,** or copies of official custody papers attached.

##### YES IF STUDENT IS UNDER 18 HAVE the PARENTS BEEN ADVISED that a

notarized document with both legal parents or guardians signatures will be required by the travel agency to acquire Visa?

* 1. STUDENT’S AGE ON AUGUST 1, 2017 YEARS MONTHS DATE OF BIRTH

ALPHABETIC MONTH DAY YEAR

1. YES Are all the blocks COMPLETED with ORIGINAL Legal signatures on the application, including sponsoring Rotary Club?
2. YES Our district will host an inbound in August 2017.



**Rotary Youth Exchange**

**Guidelines, Conditions & Rules for *OUT*BOUND Students**

### GENERAL INFORMATION

**AGE --** You must be in high school at the time of application, and should be in the age range of 15 to 18 1/2 when you will be leaving the country.

**EXCHANGE YEAR --** This is a school year program. School years vary from country to country.

**SCHOOL --** This is a high school (pre-university) program. You will be attending high school in your host country. Requests for instruction at a higher academic institution cannot and will not be accommodated.

**SCHOOL CREDIT --** You must not expect to receive a diploma or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring of course credits will depend on the policies of your home high school and the foreign high school you will be attending.

**COSTS --** You and/or your parents are financially responsible for:

* 1. All necessary documents (passport, visa, translation fees, etc.),
  2. All round trip transportation (obtained through the official ESSEX approved travel agency, Bokoff- Kaplan),
  3. All insurance (the ESSEX approved AIG policy and any policy required by your host Rotary District),
  4. Any necessary or required language training or camps (required in some countries),
  5. All appropriate clothing, toiletries, and other personal items,
  6. Reasonable spending money,
  7. Costs of any trips, activities, and events in which you participate,
  8. Any required "emergency fund,"
  9. All phone/computer/internet charges,
  10. Orientation fees (in your sponsoring and in your host Rotary Districts), and
  11. All other sponsoring or hosting Rotary District fees.

### APPLICATION

**APPLICATION SPECIFICATIONS --** The application MUST be typed. All signatures MUST be in blue ink. Do not sign ANY of the signature lines until instructed to do so by your sponsoring District Rotary Youth Exchange Chair.

**SCHOOL RECORDS --** You must submit with your application a complete OFFICIAL record of your high school years (courses taken and grades achieved). You could be asked to submit an appropriate language translation once your host country is determined.

**COUNTRY CHOICES --** Country choices are NOT guaranteed. Your preferences are always taken into consideration unless circumstances warrant differently. You must meet specific additional country requirements to be accepted in certain countries.

ESSEX reserves the right of final decision in assignment of country. If you do not wish to accept the assignment you should notify your sponsoring District Rotary Youth Exchange Chair, in writing, immediately.

**PLACEMENT --** You will be notified of your placement as soon as it is received from abroad. It is advisable to continue plans for the next year's high school or higher education in the event that placement does not materialize.

### DO NOW -- BEFORE YOU DEPART FOR YOUR HOST COUNTRY

**VACCINATIONS --** Check with your doctor, local county or state health department, or the official ESSEX approved travel agency, Bokoff-Kaplan, concerning any necessary vaccinations for your host country. Get those vaccinations in a timely manner.

**INSURANCE --** The completed application form for the ***AIG Accident & Sickness Policy*** purchased through CISI/Bolduc Cultural Insurance required under the Additional Rules & Conditions must be received by your sponsoring District Rotary Youth Exchange Chair prior to your departure. **This insurance is mandatory.**

**ORIENTATION --** Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at these meetings is MANDATORY for students. Attendance at certain specified meetings is MANDATORY for parents. Questions and/or problems relating to this program may be directed to the sponsoring District Rotary Youth Exchange Chair or the Outbound Chair at any time.

#### TRAVEL ARRANGEMENTS –

1. All travel arrangements to your host country are made only through the official ESSEX approved travel agency, Bokoff-Kaplan.
2. Bokoff-Kaplan will contact you after notification of your country placement by ESSEX. You must complete the registration forms and return them with the necessary fee to Bokoff-Kaplan in the time specified.
3. Discuss and agree upon a mutually convenient arrival date and destination airport with your first host family, host Rotary District, and Tzell Park Avenue once the Guarantee Form is received.
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and first host family know the date, time, airline, and flight number of your arrival so that there will be someone to meet you at the airport when you arrive.

### DURING THE EXCHANGE YEAR

**TRAVEL --** This is a cultural exchange **NOT** a travel exchange. All travel in the host country is subject to the rules of the hosting Rotary District and Multi-District Group.

**REGISTRATION** – Students traveling abroad must be registered with the U.S. Consulate or Embassy.

**REGULAR REPORTS --** You are required to submit regular reports on your exchange to your sponsoring District Rotary Youth Exchange Chair during your exchange year.

**ROTARY OBLIGATIONS --** There are certain host Rotary Club and host Rotary District mandatory functions during the year which you will be expected to attend.

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

**VISITS --** If your natural parents or other relatives plan to visit you during the exchange year, they should make this visit only during your last two months, and then only with the advance approval of your host District Rotary Youth Exchange Chair, host Rotary Club, and host family.

### RETURNING HOME

Early voluntary return home is not permissible. You should return home shortly after school closes to avoid imposing on your host family and host Rotary District.

#### STRICT RULES AND CONDITIONS OF EXCHANGE

**Violations will result in the student's immediate return home**

* **DRUG PARAPHERNALIA --** You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongs, clips, papers, or any other item of drug paraphernalia described in applicable state/province or national law.
* **DRIVING --** Driving any recreational or other motorized vehicles is prohibited regardless of license requirements.
* **ALCOHOL --** For those students legally permitted to drink in their host countries, and permitted by their host family to do so, excessive use of alcohol and drunkenness are forbidden and will not be tolerated. *NOTE: If you are arrested for public intoxication, your Visa may be cancelled.*
* **INSURANCE --** All outbound exchange students from ESSEX are required to purchase the "Plan B" AIG Accident & Sickness Insurance Policy through Joseph C. Bolduc & Associates Insurance. The "Plan A" or "Plan A + Sports Rider" policy can be purchased under two circumstances: (1) when a similar supplemental insurance policy is required by your host Rotary District or host Multi-District group, or (2) when your or your parents' personal health insurance carrier provides documentation of your personal health coverage in effect outside the U.S., which is acceptable to your sponsoring District Rotary Youth Exchange Chair. This documentation must include a complete copy of the policy, confirmation of coverage for the entire exchange year, and confirmation of adequate coverage limits. *NOTE TO PARENTS: Many HMOs, PPOs, MCNs, and other health insurance plans do not provide coverage or sufficient coverage outside of the U.S. Some policies will not cover more than six consecutive weeks outside of the*

*U.S. Decisions of the sponsoring District Rotary Youth Exchange Chair as to the sufficiency or insufficiency of any personal health insurance policy are final.* ***Failure to have appropriate insurance will result in termination of the exchange.***

* **PIERCINGS & TATTOOS --** The piercing or tattooing of any part of your body during your exchange year is prohibited.
* **PORNOGRAPHY --** No pornography is permitted.

#### COMMON SENSE RULES AND CONDITIONS OF EXCHANGE --

**Violations will result in a district review and restrictions.**

**Severe/Consistent disregard for these rules will result in being returned home.**

* **LANGUAGE --** Unacceptable language skills for your host country may require tutoring. Any necessary tutoring is at the expense of your parents or guardians.
* **TELEPHONE/E-MAIL --** Use of the telephone/computer/internet are at the discretion of your host family, within overall guidelines established by your host Rotary District. You are responsible for all charges you generate by such use. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own in your host country.
* **GUIDELINES & CONDITIONS --** All other ESSEX and sponsoring and hosting Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

##### We have read, understand and agree to the above Guidelines, Conditions and Rules For Outbound Exchange Students, and will abide by them.

Student Signature Parents Signatures

Date Date

Date



**2015-2018**

## OUTBOUND STUDENT “CODE OF CONDUCT”

*The District 7360 Youth Exchange “Code of Conduct” is designed to establish high expectations of socially acceptable behavior of all Inbound Exchange Student participants under the direct care and guardianship of District 7360 Rotarians and Host Families. Participants are responsible to conduct themselves appropriately and respectfully and will abide by the District 7360 policies defined by the Code of Conduct, as well as the Rotary International & ESSEX Rules & Conditions of the Exchange previously signed by each participant and their parents Violations of these policies will subject the student to disciplinary actions that may include a loss of privileges and/or total dismissal from the program. The Code of Conduct exists to maintain the integrity of the program while ensuring a safe, fair and successful experience for all participants and volunteers.*

#### HOST FAMILY:

* Host Families are responsible for providing you with room & board and also appropriate supervision & parental responsibility. They will look after your physical & social welfare. Respect their wishes, family rules, requests and guidance. Be prepared to accept some lifestyle restrictions and changes.
* Being honest with your host family will create trust as the foundation of your relationship. They need to know at all times where you are going, who you will be with and who will be the responsible person(s) in charge. Follow the Rotary “Rules For Travel” when taking a trip outside the District 7360 boundaries. (7 counties of Central Pennsylvania)
* You are a guest in your host family house, but should act as a member of the family by volunteering to help when needed and by completing the chores that have been assigned to you. (i.e. making your bed, picking up your clothing off the floor, etc.) Show appreciation to your Host Family for the many things they will do and provide for your comfort and welfare.
* Being punctual and on-time for all family activities is an important value for American families. Following your host family curfew (when you must return home) is your responsibility to uphold unless you have asked for special permission from your host parents.
* The majority of your free time should be spent engaging with family members to help you learn & understand different American family cultures. Excessive time spent on the internet with family & friends back home or just your Inbound Student peers is disrespectful & may be viewed as a problem in your ability to adapt as an exchange student. Any use of profanity or sexually explicit photographs on social media (Facebook, etc.) will be grounds for dismissal.
* Other than for religious objections, you are encouraged to try new foods and adapt to the American food diet of your host family. Students should not inconvenience their host family by expecting or requesting special meals for themselves. It is understood that you may not like all foods, but it becomes a sign of respect to sample foods prepared for the family. Students are encouraged from time to time to make a unique meal or food item from their home country as a polite gesture and learning experience for your host family members.

#### SCHOOL:

* Each Inbound exchange student enters school as an “Ambassador” for their home country and the Rotary Youth Exchange Program. Actions and behavior will need to follow your particular school “code of conduct”. In the future this will serve to make other exchange students welcome in this same school. You are in school to both learn and to teach others about your culture.
* All Inbound Students are here on an “academic exchange” and are required to attend high school under the particular school district schedule & rules and Pennsylvania Department of Education laws followed by all

students. Poor attendance may signal your challenge to adapt and will be followed by appropriate discipline or expulsion.

* Students are required to complete all homework assignments and on-time. Students are required to have passing grades in all courses. Most American teachers will consider your language ability in the first couple of months. Incomplete homework assignments or non-passing grades may subject you to disciplinary action. Ask for help from teachers, friends & your host family. Give your study time priority over other social activities. (Need to balance!)
* Inbound students are encouraged to get involved with clubs, sports and extra-curricular activities at school as a way to meet people and make new friends. Before committing to any extra activity students should check with their host family regarding family schedules and transportation and check with Rotary regarding proper insurance coverage (i.e. contact sports).

#### ROTARY:

* Rotary District 7360 believes that learning the English language becomes essential for all students to have a successful and enjoyable year. All forms of communication (written or spoken) with Rotarians, school and other fellow in-bound students should only be in English. During the first 8 weeks after arriving inbound students are requested to only communicate once per weeks to their family back home. Inbound students are requested to let family members and friends back home be aware of this restriction as a way of accelerating your learning the English Language through total immersion.
* As an ambassador of the Rotary International youth Exchange Program it is important that you present yourself in the best possible image by dressing appropriately for the various functions and activities of your host family, when in school and at all Rotary functions. Most Rotary functions will be either “business casual clothing” while others will be a little more formal requiring you to wear your Rotary Blazer. When you are in doubt about what to wear ask for a clarification from your host parents or from those in charge of that event.
* Inbound students are responsible for completing a Monthly Report and sending the report to your District 7360 Youth Exchange Inbound Chair with a copy to your local club YE counselor. Each Monthly Report is due the last day at the end of each month. These reports are required by our United States Department of State, are maintained at our District Rotary Office and are subject to an audit. These reports provide a way for Rotarians to find out how you are progressing and feeling during your exchange. Failure to submit reports could result in a loss of privileges all the way up to termination when multiple reports are not submitted.
* The use of mobile cell phones within the District 7360 is a privilege and not a right of ownership. During certain Rotary functions all cell phones will be temporarily collected and then returned at the end of the event. When phones are not collected they will be required to be powered off. Texting during any event is not permitted and is viewed as being disrespectful.
* Sexual misconduct, sexual assault and sexual harassment are prohibited as detailed in the District’s Personal Protection Policy and under the Rotary International rule of “No Dating”. Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. Any public displays of affection are seen as disrespectful and are not allowed. On any event requiring over-night lodging, female & male students are not allowed to be in the same private room unless accompanied by a Rotarian chaperone.
* The local Rotary hosting club and District 7360 will be formally evaluating your adherence to this Code of Conduct during the year. You are responsible for your conduct, but we are here to help you with difficult situations and to acknowledge your successes. But, a failure on your part to make the effort to adapt can either jeopardize the integrity of the program or possibly threaten your own health and safety requiring an early return home.

**AGREEMENT**

*Student Copy*

###### Student Agreement

I have read, and fully understand the District 7360 “Statement of Values” and “Code of Conduct” and I will adhere to the Code of Conduct and all policies of the Rotary District 7360. I understand that if I do not follow these policies that I could lose privileges associated with the Youth Exchange scholarship and possibly could be sent home.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Nam | E: |  |  |
| Student Sig | NATURE: |  |  |
| Country: |  |  | Rotary  District: |
| Date: |  |  |  |

**AGREEMENT**

*Parent Copy*

##### Parents Agreement

We understand the Rotary District 7360 “Statement of Values” and “Code of Conduct” for Youth Exchange Students residing within District 7360. We understand if our/my son/daughter fails to adhere to those rules & policies he/she could face the consequences of a loss of privileges of the Youth Exchange scholarship and possibly be sent home at our expense.

Parent/Guardian Signatures:

|  |  |
| --- | --- |
| Father’s Signature: |  |
| Mother’s Signature: |  |
| Date: |  |

September 2014

515 South George Street, York, PA 17401-2723

Phone: 717-854-7842 Fax: 717-854-6938 Email: [office@rotary7390.org](mailto:office@rotary7390.org) [www.rotary7390.org](http://www.rotary7390.org/)

Dear Club President:

Every year, Rotary International’s **Youth Exchange** program allows 10,000 young people from 66 countries to see the world the way it is best seen - from the inside out. These exchange students have the opportunity to experience another culture on a firsthand basis and to see the world as few people do. This year, District 7360 is sending 9 high school students to spend the year abroad. The students will be ambassadors for our country and Rotary District 7360 as they attend school, live with local host families, and attend Rotary meetings. As anyone who has ever been involved with Youth Exchange or hosted an exchange student will tell you, Youth Exchange is truly one of the most meaningful programs Rotary sponsors.

We welcome high school students who would like to participate in Rotary’s Youth Exchange Scholarship Program. Applicants must be in the top third of their academic class and be between the ages 15 ½ and 18 ½ as of August. Applicants may be in the sophomore, junior, or senior year of high school. Yes – a student may still participate in youth exchange the year after their high school graduation as long as they will be no older than 18 ½ as of August of the year they leave. And yes – anyone may apply, including the son or daughter of a Rotarian.

The only way that the high school students in your club’s service area will know about the opportunity of Youth Exchange is if you tell them. The best way to spread the work about youth exchange is to contact the **guidance office** or language teachers at the high school(s) in your service area. Explain to them the purpose of Rotary and our international orientation. Offer to **visit the high school** to meet with individual students and their parents who express preliminary interest and have questions. The enclosed information will help you as you approach the local high school(s) and interested students.

Students must complete an application and be interviewed and sponsored by your club to be considered by the District for this program. The deadline to submit the completed applications for District Interviews is **October 13, 2017** If your club sponsors a student, you will be asked to send a representative from your club to help with the District interviews on **Saturday**, **November 11, 2017**. The purpose of the District interviews is to identify those students who are most likely to succeed in the program. Successful applicants will be invited to continue in the District’s subsequent training program, an experience that the students often find exciting in and of itself. Even unsuccessful applicants gain valuable interviewing experience and are highly praised by the interviewers.

Remember - **Youth Exchange** is one of the easiest and least expensive ways a club can fulfill the International Avenue of Service. The only cost to your club for this scholarship is the ESSEX processing fee for the outgoing youth exchange student if they are selected. **The student’s family will pay for all other costs associated with the year abroad**. As a sponsoring club, we only ask that your club get to know your student by providing invitations to Rotary meetings and correspond with your student during the year.

We also ask that the student be assigned a counselor, a member of your club, who will join the student and his/her parents at an orientation meeting on a Saturday next spring. **Depending on the number of candidates, the student’s club may not be required to host an incoming student. However, in the event that we have a higher number of candidates, we may require your club to host an inbound student.**

Surely we all know someone – relative, neighbor, friend – who could benefit from this experience of a lifetime. Every high school in the district has at least one student who is just waiting to learn about Rotary’s Youth Exchange