



**EASTERN STATES
STUDENT EXCHANGE
District 7360**

**YEO and Counselor
Manual**

Update July 2023

District 7360

“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:
 - a. Practicing Personal Responsibility.
 - b. Meeting all Required Rules and Commitments of Youth Exchange.
5. Promoting honest and socially responsible communications.
6. Embracing leadership development and the concept of “self-management”.
7. Building Life-Long Relationships through effective involvement with:
 - a. Caring Host Families.
 - b. High School Academics and Activities.
 - c. Rotary Club Meetings, District Conferences and Special Events
 - d. Applying the Rotary 4-Way Test to all aspects of our “Code of Conduct”

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POLICIES – Can be found on the Rotary International website at www.rotary.org and are available on the ESSEX (Eastern States Student Exchange, Inc) website www.exchangestudent.org.

District 7360 Rotary Youth Exchange Tentative Calendar for Inbound Students

September 9-11, 2023	Inbound Orientation , Shamokin, PA <i>Attendance is required for students.</i> Counselors or YEO must attend on Sunday.
October 20-22, 2023	District Conference Gettysburg, PA <i>Attendance required for Inbound students for the weekend.</i>
December 1-3, 2023	Outbound Interviews , Location TBD <i>Attendance is required for Inbound Student.</i> Club counselors, YEOs, and District Committee are invited to participate.
February 18, 2024	Winter Picnic , Location TBA <i>Attendance is required for both Inbound and Outbound students.</i> Host families, Counselors, Parents, District Committee are invited to attend.
March 10-12, 2024	Outbound Orientation , Location TBA <i>Attendance is required for both Inbound and Outbound students.</i> Outbound Parents are expected to attend on Saturday.
April or May	District Conference, Location and Date TBD

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, 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 the first priority.

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

Reporting Procedure

1. Report the situation immediately where you feel most comfortable:

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

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

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

Definitions

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

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

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

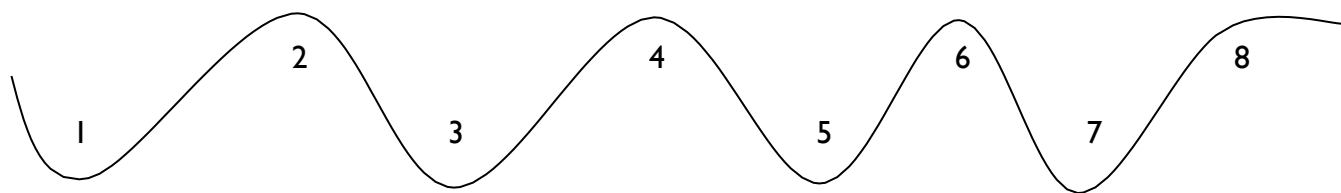
- Sexual Advances: sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies, or prowess.
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures, or drawings
- Sexual leering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

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

Month	Phase	What You Should Be Doing	Reminders
JUL- AUG	Travel and Honeymoon	<ul style="list-style-type: none"> • 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 30 th .
SEPT	End of Honeymoon/ Start of Adaptation	<ul style="list-style-type: none"> • 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 30 th to respective Inbound or Outbound YE Officer & Club Counselor
OCT	Adaptation	<ul style="list-style-type: none"> • 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 30 th to respective Inbound or Outbound YE Officer & Club Counselor
NOV	Adaptation	<ul style="list-style-type: none"> • 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 on 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 30 th to respective Inbound or Outbound YE Officer & Club Counselor
DEC	Adaptation/ Assimilation Transition – Holiday Blues	<ul style="list-style-type: none"> • 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 30 th 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 30 th to respective Inbound or Outbound YE Officer & Club Counselor
FEB	Adaptation/ Assimilation	<ul style="list-style-type: none"> • 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). 	<p>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!</p> <p>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</p>

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 30 th 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 30 th 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 30 th to respective Inbound or Outbound YE Officer & Club Counselor
JUNE	Assimilation and Re-Entry Anxiety	<ul style="list-style-type: none"> • 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 30 th to respective Inbound or Outbound YE Officer & Club Counselor
JULY	Re-Entry and Reverse Culture Shock	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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



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 or 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 students 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.

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 the 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> (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 Student 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.
 - a. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
 - b. 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.

5. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the district.
 - a. *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.)*
 - b. *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.*

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 the 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 the authorities.
2. 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.
3. You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. You must attend school regularly and make an honest attempt to succeed.
11. 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.
12. You must also have liability coverage through 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.
13. 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.
14. 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.
15. You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
16. 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.
17. 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.
18. Serious romantic activity is to be avoided. Sexual activity is forbidden.
19. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
7. 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.
8. 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 many 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 because 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. Mealtimes 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, ask for help from your teachers, guidance counselor, host family members, Rotary counselor as soon as possible.

Be.....
 LIKABLE
 OPEN
 HONEST
 FRIENDLY

= LOVE

Show.....
 ENTHUSIASM
 SINCERITY
 MODESTY
 SMILE

= WANTED

Have.....
 GOOD TASTE
 UNDERSTANDING
 TOLERANCE
 PATIENCE

= INFORMED

Always be.....
 GRACIOUS
 CONSIDERATE
 COURTEOUS
 APPRECIATIVE

= GRATEFUL

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 their own travel arrangements and then expect the host/district club to go along with it. Breaking this rule may result in being returned home.

A. Student must Obtain the following Permissions concerning any travel:

Over Night in District 7360 Without missed school days. Overnight stays with adult supervision by a host family member, Rotarian, school group, local church group must be approved by the host family who will inform the Counselor or Club YEO.

Outside D7360 Overnight with host family or any vetted Rotarian or school trip that may or may not involve missing school must be reviewed by the club or YEO. All other adults must be fully vetted through Rotary. No more than 3 days per trip with no more than 10 days of school missed per year.

Overnight outside of USA - Requires copy of travel visa AND DS-2019 40 days prior to anticipated travel. Approval granted by the District Chair and only approved if travel is with Host Family or vetted Rotarian.

Independent Travel Maximum 3 days and 2 nights.
Requires written approval from natural parents and the D7390 Independent Travel Permission Form submitted 40 days prior to leaving.
During vacations to visit nearby relatives.
Independent Travel outside of the USA is rarely approved. Discussions must be conducted with the District Chair 40 days in advance before ANY plans are made. District Chair approves all Independent Travel.

B. Permission form required 20 days in advance for information purposes (emergency contacts, knowledge of travel)

Within D7360 Overnight stays with no missed school

Outside D7360 Overnight stays with Host family or Rotarian with no missed school

C. No permission form needed:

Within D7360 Daily travel with Host family, school group, local church groups, Rotarians, car rides with students around town, or friends of host family.

Outside D7360 Day trips with Host Family, Rotarian, School, or local church group.

If the situation is other than described above, assume the Permission Form is required.



ESSEX 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 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:
 - a. 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.
 - b. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage should be cancelled** immediately.
 - c. 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.
 - d. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.
 - e. 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 between our young people.

District 7360 Youth Exchange Program Independent Travel Permission and Consent Form

The following information and signatures are required for any form of Independent Travel during the exchange year. Please complete and return the form to the District Chairman at least two (2) weeks in advance of the trip. If travelling by bus, train, or plane, please attach complete official itinerary. Completion of the form does not necessarily mean that permission is granted. The final decision is at the discretion of the District Chair.

We, the undersigned, declare that the travel of the exchange student is out of liability and responsibility of Rotary International. He or she is traveling in the time between:

Travel Dates Between: _____ **AND** _____

From (City to City): _____ **TO** _____

Traveling By: Bus ___ Train ___ Plane ___ Other(Specify) _____

Provide full address and contact information of the host family on this travel:

Name: _____ Street _____

City _____ Zip _____ Phone _____

Email address: _____

Number of school days missed _____ (Cannot exceed more than 5 days)

Required Signatures:

Name

Signature/Date

Natural Parents: _____

Sponsoring Club YEO: _____

Sponsoring YE District Chair: _____

Hosting Parent: _____

Host Club YEO _____

Host District Chair: _____



YEO Job Description and Club Interaction

Requirements:

- First and foremost, the YEO is the “Local Coordinator” for purposes of the U.S. Department of State
- Must be genuinely interested in young people and appreciate the value of the Youth Exchange program.
- Able to relate easily to young people, gain their confidence and respect, and be in a position to assist and advise them.
- Have the time to address the student needs.
- Someone who has previously hosted or counseled RYE students or a person who has worked or is working with young people in schools or local youth service.
- Be a member of the Host Rotary Club

❖ Duties to be Done or Supervised by the YEO:

- Confirm who the Host Parents will be during the student's stay and arrange the date and time of changing Host Families.
- Familiarize the Host Parents & student to their responsibilities.
- Arrange for schooling and introduce student to the principal and teachers.
- Introduce and integrate the student into the Host Rotary Club and ensure that student is invited as a guest to meetings and other activities.
- Be sure the student receives a monthly allowance from the Host Club on time.
- Know the dates of the district’s required meetings and help arrange for transportation.
- Be aware of any unresolved difficulties between students, Host Families, and school.
- Refer any problems or concerns to the Inbound Coordinator and District Chair if or when they occur.
 - **Before arrival of the student:**
 - ◆ Establish early contact by e-mail or letter with both the student and his or her parents and give them some information on the area, the school or anything that would help educate them about the area. Club, District, School, and local newspaper websites can give the student a lot of information.
 - ◆ Obtain details of the student’s anticipated date and time of arrival. Make contact with the school to get the student registered. Obtain term times and bus availability if appropriate.
 - ◆ Have arranged at least the first host family.
 - ◆ Ensure that all adult host family members have been vetted.
 - ◆ Decide the amount of allowance to give to the student on a monthly basis and how those funds are to be transferred to the student.
 - ◆ Create a list of contacts (counselor, host families) with addresses, telephone numbers, and e-mail addresses and distribute to all involved persons.
 - ◆ Ensure that host families realize that if a club invites the student to an event, all costs are paid by the club. For required District events, the club is also required to arrange transportation.
 - **Upon the Student’s Arrival:**
 - ◆ Welcome the student at the arrival airport. The Counselor and YEO should make every attempt to be there. They should be joined by the host family and any interested club members.
 - ◆ Visit the school with the student and introduce him or her to the school personnel. Help the student establish a suitable schedule.
 - ◆ Make and keep a photocopy of the student’s passport. The student should keep the original passport.
 - ◆ Start a wish list of what the student would like to do or where he or she would like to go during the year and encourage club members to help the student to fulfill his or her dreams.
 - ◆ Provide the club and District Chair with the phone number of the student’s obtained US cell number.
 - **During their year in this country, the YEO Should:**

- ◆ Keep up a relationship with the student.
- ◆ Ensure the next host family is properly vetted. Facilitate the moves to new host families. Submit the "Change of Host Family" through the Essex YEAH website.
- ◆ Ensure that the Rotary Club does not forget the student's birthday and remembers them at holidays.
- ◆ Be acquainted with the rules of the exchange program and should ensure that the student abides by them; however, the Counselor/YEO is there to guide and assist the student rather than to dictate each move the student makes.
- ◆ Write to each host family after they have completed their term of hosting, thanking them for their undertaking.

❖ Dealing With Problems:

- **If Counselor and the student do not get along.** In this rare occurrence, the Counselor should step aside in favor of another person where there can be a happier relationship. The Counselor should not take this as an indication of failure, as there can be times when personalities clash for no apparent reason.
- **If there is a problem between a student and a host family.** If this occurs, then the Counselor or and/or YEO should speak to each party separately and determine the cause and solution. The YEO should contact the District Chair if they are unable to resolve the issue themselves. In emergency cases, the student should be removed immediately from the home. ANY issue in regard to the student and or the host family must be recorded in the counselor's monthly report.
- **If a student breaks the rules of the program.** The Rotary Club should report the incident to the District Chair immediately with full details. The District Chair will determine if it should be addressed within the district and/or what consequences will be required. The District Chair will notify the District Governor, the Essex Country Contacts, both here and in the student's sponsoring country if warranted. A decision to the repercussions of the violation will be determined by these parties with the input of the Club YEO. The Counselor/YEO and District Chair will arrange travel home should that be required.

Any questions or concerns, contact your District Chairperson.



Club Counselor Roles & Responsibilities District 7360

The Counselor is the most critical, central role from the perspective of the Inbound Exchange Student. The duration of the Counselor role is intended to be the full time the student is in the US. It is the role of the counselor to build a friendship and trust with the student making them comfortable to approach this person with any issue that concerns them. A successful Counselor will make themselves accessible to the student at all times.

Ensure the Success of the Inbound Exchange by:

- **Being the single continuous point of contact** for the student as he or she moves through the three host families.
- **Serving as the liaison** between the student, the Rotary Club, host families, school, and community at large.
- **Helping the student to** adapt to our culture and the language.
- **Serving as an advocate** for the student through frequent personal contact and becoming a friend.
- **Developing a close and open relationship** so the student can confidently share their problems, knowing the counselor will provide honest and constructive feedback, and support to the student.

Criteria to Serve as a Counselor:

- **The Counselor should be the same gender** as the Inbound exchange student. Although this is not a *requirement*, it is strongly suggested as a same gender person can generally have a better understanding and a closer bond with the Inbound
- **The Counselor must be a member of Rotary International.**
- **The Counselor cannot be a member of the student's host family.** If a Counselor becomes a Host Family during the student's exchange year, an alternate Counselor is needed.
- **The YEO and the Counselor can be the same person** although we discourage that in clubs. It is always good to have at least two people certified in each club for working with exchange students.

Responsibilities:

- **Submit a Volunteer Application** and all paperwork and training required to become certified through the Eastern States Exchange Student Program (Essex).

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(Responsibilities cont.)

- **Obtain training from the District YE Committee about the upcoming exchange year** such as important dates, schedules, trips and tours, deadlines, etc. Share the info with the student and the Host Families.
- **Complete the Department of State Training** upon completion of the application. An email is sent from NAYEN to the volunteer with a link to the training and test.
- **Obtain a copy of the Counselor Training Manual** for reference purposes and travel and insurance forms.
- **Become familiar with the use of the YEAH (Youth Exchange Administrative Hub),** the ESSEX computer system, enabling them to submit Monthly Counselor reports and notes as it pertains to the student's exchange.

- **Help recruit and train all Host Families.** Assist the families to complete the paperwork and training.
- **Provide the student with updated ID cards** through YEAH each time the student changes their Host Family.
- **Meet with the student and the Host Family monthly.** This is both a Rotary International requirement as well as the Department of States Rules and Regulations mandate for Exchange Students. Log student and Host Family meetings into the YEAH system monthly.
- **Report allegations of sexual abuse** immediately to the District YE Chair. Remove the student from the situation until the situation can be investigated.
- **Ensure that the student receives their monthly allowance** in a timely manner, every month.
- **Maintain the Youth Exchange Certification** while active in the position by resubmitting any paperwork that has expired during the student's exchange.
- **Submit the Emergency Fund Return Request to the District Chair** two weeks prior to the end of the student's exchange year. Confirm there are no unpaid charges before signing off so that the student can receive their emergency fund back. Check with the school, and the host families for charges such as money lent to the student by the family, medical bills, or any debt the student may have incurred while in the USA.
- **Help arrange transportation** for the student to District Youth Exchange activities.

Program Year Activities:

This list is provided as some examples of ideas, suggestions, and best practices for a Counselor. Not all of these actions are required.

Before The Student Arrives:

- **Review the Inbound student application**, noting medical section, religious preferences, and interests such as sports or hobbies.
- **Contact the High School counselor** before summer break.
 - Discuss the student with the counselor. Identify grade level.

(Before the Student arrives cont.)

- Obtain a list of class choices and list of required courses and send them to the student for review.
- Find out the registration procedures and dates.
- **Send a welcome email** introducing yourself and providing general background about the city and region. Introduce host families if known.
- **Obtain a copy of the student's flight schedule** and share it with the host family, your Rotary club members and encourage everyone who can to be at the airport when the student arrives.

After The Student Arrives:

- **Meet the student at the airport** with the first host family.
- **Confirm the student has arrived with the \$500 emergency fund in US dollars.** If they haven't, determine a way with them to secure it.
- **Meet with the student:** Weekly the first month, then monthly thereafter. These are the minimum requirements! You are encouraged to see them more frequently to build a stronger relationship.
- **Meet with the Host Family** through monthly meetings or phone calls. (Required by Rotary International). Have meaningful conversations to ensure you have a clear picture of the dynamics of the relationship between the student and family members.
- **Log student and Host Family meetings** into the YEAH system. This too is required by RI and the Department of State Rules for Youth Exchange.

- **Arrange monthly stipend checks** from the club treasurer and give the check to the student. Provide support for a bank account if desired or provide another method to cash the monthly stipend check.
- **Arrange attendance at Club Rotary meetings and functions** as frequently as possible, including arrangements for transportation and meals (the club should pay for the meals). Introduce the student and help them feel comfortable.
- **Arrange student interactions with Interact**, or other service clubs in the area to promote Rotary Youth Exchange. Have the local newspaper or TV station do a student interview once their language skills are adequate.
- **Arrange for the student to make their country presentation** to the Rotary Club once language skills are strong.
- **Assist with the processing and tracking of student health insurance claims** if needed.
- **Keep the Youth Exchange Committee and local Rotary Club informed** about your club's Youth Exchange program and student activities.
- **Get the local Rotary club involved in the success of the exchange** by arranging for members to take the students on excursions. Help the inbound student experience as much as possible of the local activities available during the exchange year.