

ROTARY DISTRICT 7680

YOUTH EXCHANGE PROGRAM

GUIDELINES – COUNSELOR

August 2008

Upon Student Arrival:

- Meet the student at airport (or accompany the host family)
- Ensure student has correct documents:
 - **Student Visa:** Multiple-entry student visa for host country
 - **Airplane ticket: must be a round trip-full return ticket**
- Coordinate with Youth Exchange Officer to notify Inbound Chair of student's arrival date (this must be reported to the Dept of State immediately; failure to do so may result in the possible termination of the exchange)
- Coordinate visit to High School with Host Family to enroll student in classes

First Week:

- Counselor helps set up student's bank accounts (2)
 - ⇒ One emergency joint account which must maintain minimum balance of \$350 US; access to funds requires 2 signatures: counselor and student; if student uses the money from this account, it must be replaced immediately; account can only be closed when the student is returning home. Typically this money is spent for incidental medical expenses and is available to help pay for the summer trip.
 - ⇒ Student's own acct. - monthly stipend can be deposited directly to the acct.; student can deposit and withdraw funds
- Ensure student has \$326 US for health insurance premium (mail this to the District Treasurer or Inbound Chair); the student does not have to complete any application forms as they are automatically covered; insurance cards will be given to them at Student Orientation on August 23-24, 2008
- **Reinforce 4 D's: No Drinking, No Driving, No Dating, No Drugs – also no Dumb Stuff (typically poor decision-making and downloading issues)**
- Remind student that school attendance is mandatory and they must try their best
- Remind student of NO independent travel – allowable travel with Rotarians or host families but must notify Inbound Chair of allowable travel outside of District 7680

Ongoing Support:

- Meet with student on a regular basis - e.g. for coffee, inquire about school, host family life, activities (clubs, sports), homesickness, health, etc.; should meet with the student at least every 4 weeks outside of the regular Rotary meeting;
- Make contact with the current host family, minimum monthly
- Record contacts with exchange student and host family using the "*Counselor Monthly Log*" (this is compulsory for both Rotary International and US Department of State compliance)
- Encourage student to find own ride to events and/or assist in finding rides to event (car pooling or other Rotarian volunteer drivers)

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Act As School Liaison:

- Assist with enrolling student and staying in contact with teachers and school counselors
- Have school contact you if there is a problem (grades, attendance, behavior, etc); this provides continuity for the school, when the student changes host families
- Inform school - guidance dept. of current host family and make them aware of when student changes homes; supply names, addresses and phone numbers
- Have student show report card at mid-semester and end of term; keep a copy on file; inquire if there are concerns (low marks; high absences or lates/tardies); acknowledge good performance;
- Inform Inbound Chair if there are school issues

Act As Club Liaison:

- Invite the student out to attend regular and special club meetings
- Keep the club informed of the students activities
- Ensure student gets monthly stipend
- Make sure club is aware of the student's birthday
- Arrange for cards and presents on the student's birthday, Christmas, end of year farewell; (have club members sign cards in advance)
- Encourage student to attend Rotary meetings at least twice per month (depends on meeting time and rides); check Rotary club social calendar for special events and activities
- Suggest student sit with different groups of Rotarians each week; encourage Rotarians to invite student out to their home for dinner, to the cottage for a weekend, etc.
- Arrange for student to do a presentation to club; this should be as early in the year as the student's mastery of English will allow; this helps to market the student to other Rotarians; **DO NOT** wait until the end of the year to profile the student at the club
- As a community service - help student to arrange to do presentations to elementary schools & middle schools, youth groups, etc. (helps promote Rotary; is educational; gets our kids interested in being exchange students)

Act As Host Family Liaison:

- Communicate Calendar and local Rotary club social events calendar to host families
- Maintain contacts with the host families and record contact using the "*Counselor Monthly Log*" (this is compulsory for both Rotary International and US Department of State compliance)
- Invite host family to Rotary for the student's presentation, farewell meeting and other special events
- Be informed of student's whereabouts in case of an emergency - specifically if student is away on a school trip, vacation or weekend excursion with host family, etc.
- Facilitate the move between host families; help identify move dates that are appropriate for both student (schooling, holiday time) and host family

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Encouraged course of action:

- ⇒ Invite committee and all host families out to your home (or arrange a meeting spot) during the first week, so the student can meet all the players; tea, coffee, cookies and conversation; typically 2-3 hours on a Sunday afternoon; student goes home with first host family
- ⇒ At end of stay with first host family, first host family has everyone over on a Sunday afternoon and the social interaction is repeated; student gets to meet all the host families again, together; student goes home with the second host family
- ⇒ Repeat for second and third, etc. host families
- ⇒ This has been very positive in helping the student make the transition from one family to another; also establishes a rapport among the host families and encourages them to share information about the student's likes and dislikes (e.g. food, school, etc.)

District RYE Committee Liaison:

- Notify Inbound Chair of the date the student moves to each new host family (this must be reported to the Dept of State **within 10 days**; failure to do so may result in the possible termination of the exchange)
- Inform Inbound Chair of any requests to travel outside the district (club counselors are not authorized to give permission for travel outside the district)
- Seek assistance from Inbound Chair for clarification of Rotary guidelines or help in addressing difficult situations involving the student; DO NOT WAIT until the issue has reached the point of a possible “Early Return/Termination”
- Report any medical visits, insurance claims, etc. to the Inbound Chair
- Report **immediately** any reports of sexual abuse or harassment to the District Chair and Inbound Chair (see “*Sexual Abuse and Harassment Reporting Guidelines*” brochure for details)