

ROTARY DISTRICT 7680

YOUTH EXCHANGE PROGRAM

GUIDELINES – HOST FAMILY

August 2008

Upon Student Arrival:

- First host family typically meets the student at the airport, along with the Club Counselor

Administration Issues:

- Ensure student has these critical documents:
 - ⇒ **Student Visa:** Multiple-entry student visa for host country
 - ⇒ **Airplane ticket: must be a round trip-full return ticket**
 - ⇒ **Insurance:** students will receive an insurance card at the Student Orientation on August 23-24, 2008; the Club Counselor is to arrange collection of payment from the student of **\$326.00 US** for the insurance premium
 - ⇒ **RYE Identification Card:** students will receive this at the Student Orientation
- Notify the Club Counselor or Club Youth Exchange Officer (who is responsible for notifying the Inbound Chair) of the student's arrival date and the date of each host family move (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)
- Ensure the student has access to a doctor/dentist – should s/he require one during their stay; report any medical/dental visits to the Club Counselor
- Keep the Club Counselor aware of any general health concerns, homesickness, family issues, school, or financial concerns
- **Be aware of RYE rules - 4 D's: No Drinking, No Driving, No Dating, No Drugs – also no Dumb Stuff (typically poor decision-making and downloading issues)**
- NO independent travel by student – allowable travel with Rotarians or host families but must notify Club Counselor who will notify Inbound Chair of allowable travel outside of District 7680
- School attendance is mandatory and best efforts at school – notify Club Counselor early if there are issues regarding attendance and efforts.

Home Setting:

- Discuss First Night Questionnaire
http://www.rotary.org/programs/youth_ex/first_night.html);
- Student should be treated as a member of the family, NOT as a guest in the house
- *Household Chores:* - identify what is expected on a daily basis; should coincide with the chores of other family members
- *Telephone Use:* discuss use of telephone (local and long distance phone calls - manner of payment); these expenses are the student's responsibility, not the host family's
- *Computer/Internet Use:* recommended maximum 30 minutes per day; excessive time on the internet interferes with social interaction and hinders adaptation to the student's new environment
- *Computer Sites/Blogs:* remind students to protect personal information (yours and theirs) on blogs and sites

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- *Activities:* extra activities - rides, bus, car pools; students are not permitted to drive and they may not be comfortable needing to ask for transportation - may need your help arranging rides and car pools

Personal Issues:

- *Homesickness:* may come and go; expect some in the first month and around holiday times (e.g. Christmas);
- *Friends:* be aware of who student is associating with and how to get in contact with them
- *Cultural Issues:* be aware of any particular cultural differences which may be of a sensitive nature or be a potential concern (food, habits, religion, etc.); this may require you to initiate some discussion
- *Communication:* communicate feelings and ask student how s/he is doing on a regular basis; this will help keep lines of communication open
- *Medical/Dental:* report any medical visits, insurance claims, etc. to the Club Counselor, who will report them to D7680 Inbound Chair; ensure expenses related to health are dealt with quickly (family insurance that may apply, emergency fund, Ohio Erie insurance) so the host family does not become financially liable;
- *Club Counselor Awareness:* keep Club Counselor informed of any concerns, no matter how small; sometimes things carry from one host family to another and grow over time
- *Sexual Abuse or Harassment:* report **immediately** any reports of sexual abuse or harassment to the Club Counselor, and D7680 Chair and Inbound Chair (see “*Sexual Abuse and Harassment Reporting Guidelines*” for details)

School Setting:

- *Attendance:* attendance (punctuality, absences, time away for Rotary sanctioned events or family trips); students are expected to attend school and be on time, even if they are not receiving official credit
- *Absences:* inform school of any absences and reason; for all planned absences seek excused absence with written note
- *Schoolwork:* homework - be aware what is expected of the student; assignments - be aware of major assignments and completion dates (especially if student might be away on a trip when assignment is due)
- *School Events:* attend parent-teacher nights, conferences and school programs
- *School Contact:* have school contact you if there is a problem (grades, attendance, behavior, etc)
- *School Performance:* have student show report card at mid-semester and end of term; inquire if there are concerns (low marks; high absences or lates/tardies); acknowledge good performance; promote effort vs marks; discuss with Rotary and/or School Counselor if student is inappropriately placed for his/her ability
- *Extra Curricular Activities:* encourage involvement in sports & clubs to develop peer relationships
- *Transportation:* rides to and from school - bussing, car pool, etc.

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- *Lunches:* lunches (make own or \$ to buy); exchange student should do the same as your own children
- *Host Family Changes:* inform school of change of host families

Rotary Issues:

- *Rotary Meetings:* student should attend Rotary club meetings, preferably at least twice per month more if at all possible; discuss with Club Counselor
- *Rotary Events:* be aware of the Calendar; some events are mandatory (Orientation in August, District Conference in April) and please make sure that this does not conflict with your family plans
- *Rotary Presentation:* student must make a formal presentation to the Rotary club during the year; you are encouraged to assist them and attend the presentation
- *Community Service:* encourage the student to give a presentation on his/her country to the local elementary/middle schools, churches and other civic groups (helps promote Rotary; is educational; gets our kids interested in being exchange students)
- *Club Counselor Contact:* maintain contact with the Club Counselor, minimum monthly; update on student activities and fitting in with the family, school, community, etc.
- *Emergency Contact:* advise the Club Counselor 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.
- *Independent Travel:* inform the Club Counselor of any allowable requests to travel outside the district (Club Counselors are not authorized to give permission for travel outside the district)
- *Rotary Guidelines and Rules:* seek assistance from Host Club Rotarians or 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"